

**ALBION CENTRAL SCHOOL**  
**Albion, New York**  
**July 09, 2018 SUMMARY**  
**OF THE BOARD OF EDUCATION REORGANIZATIONAL MEETING**

I. Reorganizational Meeting - 7:00 pm

- A. Board Clerk, Mr. Shawn Liddle, called the meeting to order at 7:00 pm.
- B. Board Clerk, Mr. Shawn Liddle, swore in new board members, Mrs. Margy Brown and Mrs. Elissa Nesbitt who were each elected to a five-year term, at the May 15, 2018 Annual Budget Vote.
- C. Election of President and Vice-President

**BOARD APPROVED the nomination of Mrs. Margy Brown for President of the Board of Education.**

**BOARD APPROVED the nomination of Mr. Steven LaLonde for Vice-President of the Board of Education.**

- D. Administering of Oaths - Elected Board Officers

Mr. Liddle swore in Mrs. Margy Brown as President and and turned the meeting over to Mrs. Brown to conduct the remainder of the meeting.

II. Organizational Business

- A. Appointment of Designated Personnel for the 2018-2019 school year:

<u>Position</u>	<u>Personnel</u>
1. District Clerk	Shawn E. Liddle
2. Deputy District Clerk	Cindy Ishmael
3. Purchasing Agent	Shawn E. Liddle
4. Treasurer of the District	Laura Marek
5. Assistant Treasurer and Assistant Purchasing Agent	Diane Stirk
6. Internal Claims Auditor	Michelle Deibel (\$35/hour) Beth Ann Navarra (\$35/hour)
7. District Tax Collector Deputy Tax Collector	Diane Stirk (\$2,000 stipend) Laura Marek
8. School Doctor	Work Fit Medical, LLC
9. Census Enumerator	Amy Castricone
10. Comptroller, Ex-Class. Activities	Designated Bldg. Principal
11. Treasurer, Ex-Class. Activities	Amy Castricone

12.	Asst. Treasurer Ex-Class. Activities	Michele Powley Julie Norman
13.	Auditor, Ex-Class. Activities	Laura Simboli (\$1,000 stipend)
14.	Payroll Certification Officer	Michael S. Bonnewell
15.	Custodian of Petty Cash	Laura Marek
16.	Chemical Hygiene Officer	Tim Mercer
17.	Records Management Officer/ Freedom of Information	Amy Castricone
18.	Title VI and IX Compliance Officer	Mary E. Leto
19.	Attendance Supervisors:	ES Principal MS Principal HS Principal
20.	Independent Auditor	Mengel, Metzger, Barr, CPA
21.	Internal Auditor	EFP Rottenberg & Co.
22.	Designation of Local Attorney for the District	James D. Bell, Esq.
23.	Designation of Special Counsel for BOE	Osborn, Reed & Burke, LLP, Jennifer M. Schwartzott, Esq. of Counsel
24.	Designation of Special Counsel for Construction Matters	Woods, Oviatt, Gillman Robert Hooks, Esq.
25.	Designation of Special Counsel for Special Ed Matters	Kenney, Shelton, Liptak, Nowak, LLP
26.	School Pesticide Representative	Tim Mercer
27.	AHERA Local Educational Agency (L.E.A.) designee	Tim Mercer
28.	Liaison for Homeless Children & Youth	Mary E. Leto
29.	Designated Official to Receive Court Notification Regarding students' sentence/adjudication and juvenile delinquency proceedings	Michael S. Bonnewell
30.	Designated Official to apply for Grants in Aid	Michael S. Bonnewell
31.	Board Designee to Determine Student Residency Status per Policy 7130-Entitlement to Attend - Age & Residency	Michael S. Bonnewell

- 32. Board Designee to Provide Absentee Ballots to Qualified District Voters per Policy 1640 - Absentee Ballots Cindy Ishmael
- 33. Adult Education Coordinator Cindy Ishmael (\$2,000 stipend)
- 34. ACSD Athletic Director Randy Knaak
- 35. Incarcerated Youth Director Mary E. Leto
- 36. Director of Facilities Tim Mercer

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- B. Designation of Banks for Deposit of Funds
  - 1) Key Bank
  - 2) Five Star Bank
  - 3) J.P. Morgan Chase
  - 4) Evans Bank
  - 4) Non-checking account investments of District monies will be with qualified commercial NY State chartered financial institutions authorized to do business with municipalities/school districts in the State of New York. Securities on repurchase agreements and certificates of deposit shall be held in a custody account.
- C. Authorization for use of a digital check signing facsimile.
- D. Authorization and approval of Bonds for District Treasurer, Tax Collector, \$1,000,000 each, and other employees of the District, \$100,000 on each employee.
- E. Designation of the THE DAILY NEWS (Batavia, NY) as the official newspaper for the School District.
- F. Authorization and approval of petty cash funds of:
  - a) School District - \$75.00
  - b) Recreation Change Fund - \$30.00
  - c) Athletic Change Fund - \$200.00
  - d) District Continuing Education Program Petty Cash - \$30

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- G. Designation of regular monthly meeting date and time: First Monday of the month, except in May or when falling on a school holiday. Regular meeting to begin at 7:00 p.m.

Aug.	6,	2018	Feb.	4,	2019
Sept.	10,	2018 (2 <sup>nd</sup> Monday)	March	4,	2019
Oct.	1,	2018	April	1,	2019
Nov.	5,	2018	May	13,	2019 (2 <sup>nd</sup> Monday)
Dec.	3,	2018	June	3,	2019
Jan.	7,	2019	July	8,	2019 (2 <sup>nd</sup> Monday)

Dates to be published via a legal notice in the official District newspaper.

- H. The Albion Central School Board of Education delegates to the chief administrative officer the authority to act as its agent with regard to Albion Central School's participation in the National School Lunch/School Breakfast/Special Milk Programs and to enter into on its behalf all contracts and agreements associated with said participation.
- I. Establishment of mileage rate for 2018-2019 at current Internal Revenue Service rate.
- J. Adoption of all existing board policies, regulations, codes and plans.
- K. Authorization to Require Medical Examinations  
The Superintendent of Schools is authorized to require any employee(s) to submit to a medical examination to determine his/her fitness to continue employment. The Superintendent of Schools shall also be authorized to appoint and engage school physician(s) and make such arrangements as are necessary to effectuate this resolution.
- L. Adoption of Check Charge  
The Board of Education authorizes the Superintendent to impose a charge not to exceed twenty dollars (\$20.00) per check to any account owing the Albion Central School District where a tendered payment of such an account was returned for insufficient funds. Service charges shall be collected in the manner prescribed by law for the collection of the account for which the check was tendered. The Superintendent of Schools may require future payments by individuals to be tendered in cash or by certified or cashier's check.

## **BOARD APPROVED**

- M. Appointment of Staff on an Interim Basis  
The Superintendent is hereby authorized to employ individuals on an interim basis until such time as the Board of Education is able to act upon a formal recommendation for appointment. Such interim appointments shall be considered temporary in nature.
- N. Service Agreements  
The Superintendent is authorized to enter into service agreements that are consistent with the mission of Albion Central School District, subject to the Board's approval of any agreements requiring an appropriation of funds.
- O. Small Claims Actions  
The Superintendent is authorized to commence or settle any lawsuits or prospective lawsuits for a sum of money that is or would be within the monetary jurisdiction of the small claims court.
- P. Defense of Unemployment Insurance Claims  
The Superintendent is authorized to decide whether to contest or settle claims for unemployment insurance pending before the Department of Labor.
- Q. Workers' Compensation  
The Superintendent and/or his/her designee are authorized to make decisions whether to contest or settle claims before the Workers' Compensation Board, consistent with the terms of the Municipal Cooperation Agreement among the members of the Workers' Compensation Consortium, of which Albion is a member.

R. Health Plan

The Superintendent and/or his/her designee shall be authorized to vote and otherwise act on behalf of the Albion Central School District with respect to all business pertaining to the Orleans Niagara Health Consortium Plan and the district Superintendent shall also have standing authority to delegate such responsibility to another Albion Administrator.

S. Records Retention

The Board of Education of the Albion Central School District resolves that Records Retention and Disposition Schedule ED-1, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods of local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed here. In accordance with Article 57-A

- a. only those records will be disposed of that are described in Records Retention and Disposition Schedule ED-1 after they have met the minimum retention periods described therein;
- b. only those records will be disposed of that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond established legal minimum periods.

T. Cooperative Purchasing Resolution (authorizing the use of contracts bid and let by other governmental agencies)

The Board of Education authorizes the purchase apparatus, materials, equipment and supplies, and the contracting of services related to the installation, maintenance or repair of those items, through the use of contracts let by the United States or any agency thereof, any state or any other political subdivision or district therein. The contract will be let in a manner that constitutes competitive bidding consistent with state law, and thus satisfy the requirement to locally bid the item or service. The contracts will include but not be limited to those filed with US Communities, The Cooperative Purchasing Network, Government Procurement Alliance, and National Joint Powers Alliance.

## BOARD APPROVED

III. The Albion Central School District Board of Education authorizes the Superintendent to send letters of reasonable assurance of continuing employment, for the purpose of complying with the Unemployment Insurance Amendments of 1976, to Albion staff whom Albion intends to employ during the 2018-2019 school year.

IV. Real Property Tax Law Sections 556 and 726

Resolved, by the Board of Education of the Albion Central School District, that the authority of the Board of Education pursuant to Real Property Tax Law Section 556 with respect to refunds and credits of real property taxes paid in the case of clerical error, unlawful entry, or error in essential fact, is hereby delegated to the treasurer, upon audit by the internal claims auditor, where the recommended refund or credit is \$3,999 or less: and be it further resolved, that applications for refund of taxes based upon a change in assessment by final order of a court in any tax certiorari proceeding, pursuant to Section 726 of the Real Property Tax Law, is delegated to the treasurer upon audit by the internal auditor, in an amount not to exceed \$3,999.

V. Correction of Tax Rolls

Resolved, by the Board of Education of the Albion Central School District, the District Clerk is hereby authorized to correct errors, on behalf of the Board of Education, on the tax rolls as recommended by Orleans or Genesee County, not to exceed the sum of \$3,999.

VI. Authorization for Superintendent Regarding Student Suspensions

Resolved, by the Board of Education of the Albion Central School District, the Superintendent may act on behalf of the Board of Education to reduce suspensions of students when deemed appropriate.

**BOARD APPROVED**

VII. Substitute Pay Rates:

TEACHING SUBSTITUTES 2018-2019 school year

A copy of NYS certification must be on file in the Central Office to qualify for payment at the following certified rates:

Terms: 1 full day = more than four hours  
1/2 day = up to and including four hours

Certified Instructors:..... \$100.00 daily

Certified Nonemployee Test Scorer Rate:..\$ 25.00 per hour

Non-Certified Instructors:..... \$ 95.00 daily

Tutors: Certified Tutors..... \$25/hourly  
Non-certified Tutors..... \$20/hourly  
Preparation Time..... \$10/hourly

NON-INSTRUCTIONAL SUBSTITUTES:

Nurse.....\$20.00/hourly - copy of Valid License must be on file

Clerks/Typists.....\$11.10/hourly

Aides.....\$11.10/hourly

Cleaners.....\$11.10/hourly

Summer Workers.....\$10.40/hourly  
(Labor Class)

Lunchroom Monitors.....\$11.10/hourly

Teacher Assistants . . . \$11.10/hourly

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At the discretion of the parent or the agency, other individuals who have knowledge or special expertise regarding the child, including related service personnel as appropriate may be included. At an initial recommendation meeting, a professional who participated in the evaluation of the child or an appropriate school district may be included.

For a child in transition from early intervention programs and services, the appropriate licensed or certified professional from the Department of Health's Early Intervention Program will be included at parent request.

Surrogate parent for the 2018-2019 school year:  
Sarah Melancon

Independent Evaluators:

ORLEANS COUNTY:

School District  
Lyndonville

Psychologist  
G. Robert Shiffer

Medina

Ann Marie Martillotta  
Leonard Petix

ERIE COUNTY:

Robert Warner Rehabilitation Center  
A Unit of Children's Hospital of Buffalo  
Psychological Educational Services  
219 Bryant Street  
Buffalo, New York 14222  
716-878-7440

**Psychologist**

Dr. Lisa A. Jackson, PhD  
4955 N. Bailey Avenue  
Amherst, NY 14226

MONROE COUNTY:

Andrew J. Kirch Developmental Center  
Strong Center for Developmental Disabilities  
Golisano Children's Hospital  
Box 671, 601 Elmwood Avenue  
Rochester, New York 14642

Monroe II BOCES  
c/o Tammy Schockow, Spencerport, NY 14559

(Evaluators cost should not exceed \$2,500 without prior Justification and approval by the ACSD CSE.)

**BOARD APPROVED**



IX. Board of Education Committees and Assignments.

Mrs. Brown requested Board members to contact her regarding Committees they wish to serve on. Committee assignments will be finalized by Mrs. Brown once the requests are received.

X. Adjournment

**BOARD APPROVED**