

**CAIRO-DURHAM CENTRAL SCHOOL DISTRICT
Board of Education
Draft Agenda**

REORGANIZATION MEETING: JULY 13, 2015 TIME: 6:00 p.m. PLACE: HS/MS Media Center

Meeting # 848

1. Meeting Called to Order at: 6:03 by: DI

a. Pledge of Allegiance

Board Members Present

<input checked="" type="checkbox"/>	John Amoroso	JA	<input checked="" type="checkbox"/>	Peter Byrne - VP	PB	<input checked="" type="checkbox"/>	David Infantino – Pres.	DI
<input type="checkbox"/>	Stephen Brandow	SB	<input checked="" type="checkbox"/>	Brian Coletti	BC	<input checked="" type="checkbox"/>	Robert MacGiffert	RM
<input checked="" type="checkbox"/>	Dennis Burke	DB	<input checked="" type="checkbox"/>	Beth Daly	BD	<input checked="" type="checkbox"/>	Gary Warner	GW

Others Present

<input checked="" type="checkbox"/>	Anthony Taibi, Superintendent of Schools
<input checked="" type="checkbox"/>	Jeffrey Miriello, Business Manager
<input checked="" type="checkbox"/>	Bridget Agostinoni, District Clerk

2. Oath of Office administered to new Board of Education Members

3. Election of Officers and Administration of Oath of Office

a. President of the Board: The Clerk Pro-Tem will call for nominations for the office of Board President for the 2015-2016 school year. The Clerk Pro-Tem will then administer the Oath of Office to the newly elected Board President who will then assume responsibility for conducting the remainder of the meeting.

David Infantino was nominated by Dennis Burke and was seconded by Gary Warner

b. Vice President of the Board: The President will call for nominations for the office of Vice President for the 2015-2016 school year. The Clerk Pro-Tem will then administer the Oath of Office to the newly elected Vice President.

Peter Byrne was nominated by Robert MacGiffert and was seconded by Brian Coletti

4. Executive Session

- To discuss issues pertaining to the employment history of particular individuals leading to the potential appointment/suspension/discipline of those particular persons.

Motion: _____ **Seconded:** _____

Vote: Yes: ___ No: ___ Abstention(s): ___ **Motion:** Accepted Rejected Tabled

5. Appointment of Officers for 2014-2015 - On the recommendation of the Superintendent of Schools:

BE IT RESOLVED that the following annual appointments be approved effective July 1, 2015, through June 30, 2016:

a. District Clerk: Bridget Agostinoni at a stipend of \$8,000. The President of the Board of Education will then administer the Oath of Office to the District Clerk.

Motion: DB **Seconded:** BC

Vote: Yes: 8 No: ___ Abstention(s): ___ **Motion:** Accepted Rejected Tabled

b. Treasurer: Amie Rogers.

- c. **Deputy Treasurer:** Teresa Ray.
- d. **Tax Collector:** Sharon Rarick at a stipend of \$5,340.
- e. **Deputy Tax Collector:** The Bank of Greene County, Cairo Branch.
- f. **Purchasing Agent:** Jeffrey Miriello as Purchasing Agent.
- g. **Assistant Purchasing Agent:** Patricia Whitbeck to be Assistant Purchasing Agent as needed.
- h. **Registrars/Election Inspectors & Alternate Registrars/Inspectors:** Loretta Loughman, Laurie Jennings, Maria Kammerer, Lois Vendon, Edna Ryan, Georgia Houghtaling, Linda Larsen, Joan Goetz, Teresa Ray, Mary Brady-Savoia, Kathy Brown, Sharon Pugsley, Kathy Rockefeller, Janet Armstrong, Marilyn Alessandra, Josephine Senator, Alison Houghtaling, Amie Rogers, Roger Lane, LouElla Lane, and Patricia Whitbeck, John Houghtaling as Poll Watchers/Election Inspectors at a stipend of \$8.75 per hour for hours worked.
- i. **Chief Election Inspector:** Laurie Jennings as the Chief Election Inspector.
- j. **Chairperson, Annual Budget Vote and Election:** Brian Coletti as Chairperson for the Annual Budget Vote and Election of board members and any additional votes deemed necessary.
- k. **Hazard Communication / Right-to-Know / Toxic Chemical / OSHA Safety Officer:** The superintendent recommends Kevin Lawton at a stipend of \$1,000.
- l. **Asbestos LEA Designee:** The superintendent recommends Steven Pinnella at a stipend of \$500
Motion: PB Seconded: JA
Vote: Yes: 8 No: Abstention(s): Motion: Accepted Rejected Tabled

6. **Other Appointments for 2015-16:** - On the recommendation of the Superintendent of Schools:

BE IT RESOLVED that the following annual appointments be approved effective July 1, 2015, through June 30, 2016:

- a. **School Attorneys:** Honeywell Law Firm, PLLC
- b. **District External Auditors:** Raymond G. Preusser, C.P.A., PC.
- c. **Financial Advisors:** Bernard P Donegan, Inc.
- d. **Claims Auditor:** Kathy Brown at a stipend of \$4,800.
- e. **Title IX Officer (Sexual Harassment Policy) and Equal Employment Opportunity (EEO) Officers.** Nicholas Fitzgerald (High School Principal).
- f. **Census Enumerators:** District Office in coordination with School Nurses in each building.
- g. **Committee on Special Education (CSE) and Sub Committees:** In accordance with Commissioner's Regulations - Part 200.3 the membership of each committee shall be comprised of:
 - ~ Parent or legal guardian of each child with a disability;
 - ~ General education teacher
 - ~ Special education teacher and/or provider of services to the student;
 - CSE Chairperson: Lorraine Colistra, PPS Director:
 - Subchairs: Corbette Russell, Janice Lugo, Lindsey Curley,
 - ~ School psychologists – Claire Maguire, Amber Gravelin, Victoria Mulqueen
 - ~ Parent members (If applicable): Sharri Cunningham, Paola Shultis
 - ~ Other individuals who have knowledge & expertise regarding the student. This may include school counselors Justin Karker, Kendall Fritze, Alyssa Hansen,
 - ~ Kristina Westfall Recording secretary: Cindy Damberg, Mary Savoia

Committee on Preschool Special Education (CPSE):

- ~ Parent or legal guardian of each preschool aged child with a disability;
- ~ District employed chairperson, Lorraine Colistra, PPS Director
- ~ Parent members (If applicable): Sherry Cunningham or Paola Shultis;
- ~ General education representative – Lynda Pisano or Diane Parette
- ~ Municipality representative – Barbara Wallace, Lauren Clark
- ~ Recording secretary - Cindy Damberg, Mary Savoia

- h. Crisis Coordinator:** Karen Drossel at a stipend of \$2,000.
- i. Extra Curricular Treasurer and Stipend - MS/HS:** Kathryn Brown at a stipend of \$2,350.
- j. Home School Liaison:** Questar III.
- k. DASA Coordinators:**
Amber Gravelin, School Psychologist - CD Elementary School
Tom Baumgartner, Administrator – CD School District
Nathan Farrell, Principal – CD Middle School
Matthew Ward, Assistant Principal CD MS/HS
Kristina Westfall, Guidance Counselor – CD Middle School
Justin Karker, Guidance Counselor – CD High School
Kendall Fritze, Guidance Counselor – CD High School
Karen Drossel, Social Worker – CD High School
Claire Marcus, School Psychologist – CD High School
Marie Culihan, Principal – CD Elementary School
- l. Records Management/Records Access/Records Retention Officer:** Amie Rogers and Terri Ray at a stipend of \$3,000.
- m. Free & Reduced Lunch Program Coordinator:** Michelle Garcia-Smith for the 2015-2016 school year at a stipend of \$4,025.
- n. Lunch Prices:** Recommendation to establish the school breakfast and lunch prices for the 2015-2016 school year as follows:
- | | |
|----------------------------|---------------------|
| Breakfast – Student \$1.10 | Adult \$2.10 + tax |
| Lunch – Student \$2.00 | Adult \$3.40 + tax. |
- o. School Physician:** Greenville Family Health Center at an annual rate of \$12,000.
- p. District Representative to RCG Workers’ Compensation Trust:** Jeffrey Miriello
- q. District Designee to vote for trustees to the RCG Health Insurance Trust:** Anthony Taibi, Superintendent of Schools.
- r. Free and Reduced Cost Lunch Eligibility Hearing Officer:** Jeffrey Miriello
- s. Bond Council:** M. Cornelia Cahill, of Barclay Damon, LLP
- t. HIPAA Privacy Official:** Jeffrey Miriello, [Health Insurance Portability and Accountability Act of 1996] Privacy Official.)
- u. Private School Transportation Requests:** Jeffrey Miriello to approve private school transportation request.

Motion: JA

Seconded: BC

Vote: Yes: 8 No: ____ Abstention(s): ____ Motion: Accepted Rejected Tabled

7. **Designations for 2015-16:**

BE IT RESOLVED:

- a. **Official Bank Depository:** The superintendent recommends Berkshire Bank, First Niagara Bank, National Bank of Coxsackie, Bank of Greene County.
- b. **Investment Banking Options:** The superintendent recommends Berkshire Bank, First Niagara Bank, National Bank of Coxsackie, Bank of Greene County.
- c. **Budget Vote & Board of Education Election Date:** The date designated by the State of New York, Tuesday, May 17, 2016 for the date of the Budget Vote & Election of Board members.
- d. **High School Graduation:** The superintendent recommends Friday, June 24, 2016.
- e. **Official Newspapers:** The superintendent recommends The Catskill Daily Mail and the Kingston Daily Freeman.
- f. **Audit Committee Meetings:** Audit Committee, advisory to the Board of Education, will meet no fewer than four times a year starting at 6:00 P.M. in the MS/HS Media Center unless otherwise stated or changed by action of the Board of Education. These meetings shall be open to the public unless the Audit Committee convenes in executive session in accordance with Public Officers Law and Education Law. Any other member of the Board of Education may attend any such executive session if authorized by resolution of the Board of Education.

Motion: PB

Seconded: GW

Vote: Yes: 8 No: Abstention(s): Motion: Accepted Rejected Tabled

8. **Authorizations for 2015-16:**

- a. **Certification of Payrolls:** The Superintendent shall be authorized to certify payrolls.
- b. **Conference Attendance:** The Superintendent shall be authorized to approve attendance at conferences, conventions and workshops.
- c. **Petty Cash Authorizations:** The superintendent recommends for 2015-16:

\$100.00-	CD Elementary	Mrs. Laura Skelly
\$100.00-	District Office	Mrs. Patricia Whitbeck
\$100.00-	High School	Mrs. Cheryl Dorpfeld
\$100.00-	Middle School	Mrs. Sharon Vaughn
\$100.00-	Transportation	Mr. Marc Schroder
- d. **Authorization for Bids:** Jeffrey Miriello and Teresa Ray be authorized to submit bid notices to newspapers and open record bids.
- e. **Designation of Signatures on Checks:** The District Treasurer and Deputy Treasurer have the authority to sign checks; and as an alternate, the District Clerk shall have the authority to sign checks.
- f. **Budget Transfers:** The Superintendent shall have the authority to transfer funds as Budget Transfers up to \$20,000.
- g. **Grants in Aid (State & Federal):** The Superintendent or his/her designee shall have the authority to sign for all State and Federal grants.
- h. **Federal Lunch Program:** The superintendent recommends Jeffrey Miriello shall have the authority to sign for the Federal School Lunch Program.

- i. **Records Retention and Disposition Schedule ED-1:** The superintendent recommends Adoption of the following Resolution:

RESOLVED, By the Board of Education of the Cairo-Durham Central School ED-1 District 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 for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed there.

FURTHER RESOLVED, that 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.

- j. **Borrowing in Anticipation of Revenues.** Through the use of Revenue Anticipation Notes and/or Tax Anticipation Notes as pursuant to Sections 24.00 and 25.00 of the local Finance Law, the Superintendent recommends two of the following signatures required: Board President, Board Vice-President and the District Clerk.

Motion: GW

Seconded: JA

Vote: Yes: 8 No: Abstention(s): Motion: Accepted Rejected Tabled

9. **Other Items** - On the recommendation of the Superintendent of Schools:

- a. **Mileage:** The I.R.S. wording standard allowance for mileage reimbursement. Furthermore; employees are required to submit expense reports, electronic or otherwise, within 30 days of traveling or incurring an entertainment expense (but no later than 60 days after an expense is paid or incurred), describing each element of the expenditure. This time period is within the fixed date method safe harbor of substantiating to the payor within 60 days after an expense is paid or incurred provided in § 1.62-2(g)(2)(i). Requiring employees to complete an expense report within 30 days after returning from a trip or incurring an entertainment expense, supported by the electronic or paper receipts, also satisfies the requirement under § 1.274-5T(c)(2)(ii) that an individual have full present knowledge of each element of the expenditure, such as the amount, time, place and business purpose of the expenditure.

- b. **Substitute Rates:** The following rates for substitute employees:

Teacher:	
Non-Certified	\$85 / day
Certified	\$105 / day
Retired Certified Teacher and/or Long Term Sub	\$105/day
Extended Leave Sub	On step after 75 days.
Nurse	\$101/ day LPN \$104 RN
Bus Driver	\$14.00 / hr.
Custodian	\$12.00 / hr.
Aides (Classroom, Nurse's, Lunch, Recess)	\$11.00 / hr.
TA's	\$11.50 / hr.
	\$12.00 / hr. - certified
Clerical Office Aide	\$12.00 / hr.

c. Bonding: The following bond amounts:

District Treasurer	-	\$1,000,000
Deputy Treasurer	-	1,000,000
District Clerk	-	1,000,000
District Tax Collector	-	1,000,000
Internal Claims Auditor	-	100,000
Extra Curricular Treasurer (HS/MS)	-	100,000
Blanket Bond	-	100,000

d. Re-adopt all Policies, Code of Ethics, District Safety Plan, and Code of Conduct:

(BE IT RESOLVED that the Board of Education hereby re-adopts all Policies, the Codes of Ethics, District Safety Plan, and Code of Conduct in effect during the previous year: Implied in Education Law 1709, 2503.)

e. Recommendation to adopt the Free & Reduced Lunch Policy Statement as directed by the New York State Education Department.

Motion: RM

Seconded: BC

Vote: Yes: 8 No: ____ Abstention(s): ____ Motion: Accepted Rejected Tabled

10. Adjourn the Meeting 6:43 p.m.

Motion: GW

Seconded: DB

Vote: Yes: 8 No: ____ Abstention(s): ____ Motion: Accepted Rejected Tabled

*The Reorganization portion of the meeting will conclude at this point.
The regular business portion of the meeting will follow.*

**CAIRO-DURHAM CENTRAL SCHOOL DISTRICT
Board of Education
Draft Agenda**

Regular Meeting # 849: July 13, 2015 TIME: 6:00 p.m. PLACE: HS/MS Media Center

Board Members Present

<input checked="" type="checkbox"/>	John Amoroso	JA	<input checked="" type="checkbox"/>	Peter Byrne	PB	<input checked="" type="checkbox"/>	David Infantino	DI
<input type="checkbox"/>	Stephen Brandow	SB	<input checked="" type="checkbox"/>	Brian Coletti	BC	<input checked="" type="checkbox"/>	Robert MacGiffert	RM
<input checked="" type="checkbox"/>	Dennis Burke	DB	<input checked="" type="checkbox"/>	Beth Daly	BD	<input checked="" type="checkbox"/>	Gary Warner	GW

Others Present

<input checked="" type="checkbox"/>	Anthony Taibi, Superintendent of Schools
<input checked="" type="checkbox"/>	Jeffrey Miriello, Business Manager
<input checked="" type="checkbox"/>	Bridget Agostinoni, Clerk Pro-Tem

1. Meeting Called to Order at: 6:44 by: DI

2. Approval of the Agenda

**Motion: GW Seconded: PB
Vote: Yes: 8 No: ___ Abstention(s): ___ Motion: Accepted Rejected Tabled**

3. Public Participation (15 Minutes – limited to this agenda’s items only)

4. Minutes

a. Recommendation to approve the minutes from the June 17, 2015 Board of Education special meeting minutes.

**Motion: RM Seconded: DB
Vote: Yes: 8 No: ___ Abstention(s): ___ Motion: Accepted Rejected Tabled**

5. Personnel Items

Resignations, Terminations, and Leaves

- a. Recommendation to approve the child care leave of Stefanie Molnar, MS/HS Modern Language teacher, effective on or about September 28, 2015 through January 4, 2016 as per the CDTA contract.**
- b. Recommendation to approve the child care leave of Lindsey Curley, CDE Special Education teacher, effective on or about September 6, 2015 through November 30, 2015 as per the CDTA contract.**
- c. Recommendation to approve the child care leave of Amanda Busti, CDE Special Education teacher, effective on or about October 20, 2015 through June 30, 2016.**

**Motion: PB Seconded: GW
Vote: Yes: 8 No: ___ Abstention(s): ___ Motion: Accepted Rejected Tabled**

Appointments and Establishments and Corrections

- d. Recommendation to approve Douglas Morrissey as the Assistant Principal at Cairo-Durham Elementary School. Mr. Morrissey will be paid at a rate of \$80,000 a year, effective July 1, 2015.
- e. Recommendation to approve the following individuals as possible proctors/ graders for the August 2015 regents and RCT exams at a rate of \$22 per hour for proctors, and \$35 per hour for graders:

Michael Agostinoni	Sue Boyle	Paul Cardettino
Tracy Cavanagh	Brad Chamberlain	Erin Christner
Tom Corbett	Barb Coryell	Mark Criswell
Dominick DeMaria	Robin Edwards	Larry Farrell
Kendall Fritze	Laura Giarrusso	Davied Gori
Shelly Gouza	Greg Hanley	Sean Higgins
Emily Jones	Miles Pangburn	Justin Karker
Shannon Krum	Sasha Kubicek	Jessica Little
Jill Loggins	Janice Lugo	Heather Maassmann
Allison Manioli	Kelly Maresco	Lillian McCabe
Lori Miner	Maria Misasi	KC Morton
Deirdre O'Flynn	Tim O'Neill	Nancy Pine
Bryan Pisano	Nancy Portz	Jason Reinhard
Tara Tolan	Anne Truesdell-Mudge	Kim Young

- f. Recommendation to appoint the following individuals as APEX Summer School Instructors (July 14th through August 12, 2015) at a rate of \$35 pr hour:

Social Studies	Thomas Corbett
English	Thomas Corbet
Math	Robin Edwards
Science	Robin Edward
Coordinator	Kendall Fritze

- g. Recommendation to appoint the following teacher assistants as Summer School Teacher Assistants from July 13th through August 6, 2015 (Monday – Thursday) at their current CSEA rate of pay:

Michelle Golden	Amanda Hotaling
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- h. Recommendation to appoint Katania Hall Elementary Summer School teacher from July 13th through August 6, 2015 (Monday – Thursday) at a rate of \$35 per hour.

- i. Recommendation to appoint the following Substitute Elementary Summer School teachers from July 13th through August 6, 2015 (Monday – Thursday) at a rate of \$35 per hour.

Jenilee Halstrom Karen Zindell

- j. Recommendation to appoint Rhonda Halleran for the position of Speech and Language Therapist to provide services to CSE students commencing July1, 2015 through August 31, 2015 at the contracted rate of pay.

- k. Recommendation to appoint the following teachers and positions for summer school classes at a rate of \$35 per hour,

David Gori	-	High School Summer Reading (July 14 – August 6)
Capri O'Hara	-	Regents Review - Living Environment (July 27 – August 11)

General Contractor: Removal of doors and frames on the interior of the High school Gym is complete. Openings are being widened to accommodate the new doors. Fireproofing over the hallway doors at the HS is complete.

At CDE abatement is complete on the entire first floor and Final air tests for all first floor areas have passed. All plastic has been taken down as well.

The second floor has been 100% prepped for abatement to begin on Monday.

The floor-leveling subcontractor is scheduled to begin on Monday for the first floor. It takes 5 days to cure. New floor tile is scheduled to begin on 7/27.

The 2nd floor fan room new firewall extension is on hold pending the abatement completion.

The crews only worked one double shift this past week so there was no additional cost to the district for air monitoring.

We had some water damage in the CDE Principals office due to the abatement contractor accidentally opening valve. The Principals desk may need to be replaced by the contractor.

There was only one additional cost item this week. Several small existing steam pipes that were abandoned some time ago needed to be cut off flush with the floor and filled. This was done on T&M and will be an allowance charge.

The Elementary playground final layout was again rejected as a few items again were missed. We expect that to be in hand this week.

We are scheduled to begin removing windows at the HS within a week. This is pending written confirmation of frame delivery.

10. **Public Participation** (15 Minutes)

Parent questioned having a gifted and talented program at the elementary level for multiple grade levels. The board agreed. Superintendent Taibi will speak with the building principal about expanding the program.

11. **Executive Session**

- To discuss issues pertaining to the employment history of particular individuals leading to the potential appointment/suspension/discipline of those particular persons.

Motion: **DB** Seconded: **JA**

Vote: Yes: 8 No: ___ Abstention(s): ___ Motion: Accepted Rejected Tabled

Time of motion to enter into Executive Session: 7:35 p.m.

12. **Adjourn the Meeting** **8:45** p.m.

Motion: **DB** Seconded: **PB**

Vote: Yes: 8 No: ___ Abstention(s): ___ Motion: Accepted Rejected Tabled