

The Reorganizational Meeting of the Roxbury Central School District was held on July 8, 2009.

Present: Ed Fersch, Jim Cuttita, Will Finch, Tara Poniros and Bonnie Walker.

Superintendent: Thomas J. O'Brien

Principal: Eric Windover

Treasurer: Jean M. Menchen

Secretary: Wendy Sprague

The meeting was called to order at 7:00 pm by Superintendent Thomas O'Brien.

Pledge of Allegiance

OATHS-NOMINATION AND APPOINTMENTS:

Mr. O'Brien administered the oath of faithful performance to Bonnie Walker.

Tom O'Brien called for nominations for the office of President, Board of Education.

Jim Cuttita moved, seconded by Will Finch to nominate Ed Fersch as President of the Board of Education.

Jim Cuttita moved, seconded by Will Finch to close the nominations. Motion approved unanimously.

Jim Cuttita moved, seconded by Will Finch to cast one ballot for Ed Fersch as President. Motion approved unanimously.

Tom O'Brien called for nominations for Vice-President, Board of Education. Will Finch moved, seconded by Ed Fersch to nominate Jim Cuttita as Vice-President of the Board of Education.

Will Finch moved, seconded by Ed Fersch to close the nomination. Motion approved unanimously.

Will Finch moved, seconded by Ed Fersch to cast one ballot for Jim Cuttita as Vice-President, of the Board of Education.

The Oath of Allegiance was given to Ed Fersch as President and Jim Cuttita as Vice President of the Board of Education.

President Fersch assumed the chair.

The Oath of Allegiance was given to Thomas O'Brien as Superintendent.

APPOINTMENTS:

Jim Cuttita moved, seconded by Will Finch to approve the following appointments:

1. Clerk of the Board – Thomas J. O'Brien
2. Treasurer – Jean M. Menchen
3. Account Clerk / Typist – Patricia Snyder
4. Records Retention Officer – Jean M. Menchen
5. Official Receiver of Court Notices – Thomas J. O'Brien
6. Extra-Classroom Activities Fund Treasurer – Cherie Serrie
7. Internal Auditor – Management Advisory Group of NY
8. Claims Auditor/Bank Reconciliation Monitor – Maureen Kessel at \$2,803
9. Purchasing Agent – Thomas J. O'Brien
10. Deputy Purchasing Agent – Eric Windover
11. Asbestos Designee – Alan Davis
12. Pesticide Representative – Alan Davis
13. Auditor – Cwynar & Company
14. Educational Law Attorney – Ferrara Law Firm
15. School Physician – w/MMH w/ services provided by Margaretville Mem. Hospital at \$4,000
16. Tax Collector – Joan Moore at \$4,605
17. Attendance Officer – Marianne Schor.
18. NBT and National Bank of Delaware County as official banks
19. Official Bank Signatures – as attached
20. Second Wednesday of each month, 7:00 pm regular BOE meetings
21. Chief School Officer to Certify Payroll – Thomas J. O'Brien
22. Daily Star, Catskill Mountain News, and Mountain Eagle as official newspapers.
23. Newsletter – Wendy Greene, salary as per CSEA contract.
24. Child Nutrition Program Official – Thomas J. O'Brien
25. Child Nutrition Program Reviewing Official – Thomas J. O'Brien
26. Child Nutrition Program Hearing Official – Eric Windover
27. Child Nutrition Program Verification Official – Thomas J. O'Brien
28. Anti-Harassment Compliance Officers – Karen Hinkley and Eric Windover
29. AV Coordinator – Maria Johnson as per RTA contract
30. CDEP Coordinators – Jo Hinkley and Laurie Andrews as per RTA contract
31. Census – Heather Slauson at \$1,484
32. Athletic Director – Thomas Faraci as per RTA contract
33. Music Activity Director – Mike McAfee as per RTA contract
34. Webmaster – Jane Ware as per RTA contract

Motion approved unanimously.

FINANCIAL:

Tara Poniros moved, seconded by Will Finch to approve the following:

1. Bonding – Members of the Board, Superintendent, Treasurer, Account Clerk/Typist, Central Treasurer, Tax Collector, Internal Claims Auditor, and Principal
2. Appoint Deborah Lalosh as caller for substitutes, salary per CSEA contract.
3. Petty Cash – Establish a fund of \$75.00 for the General Fund and a petty cash of \$40.00 for the Cafeteria Fund. The designee for the General Fund is the main office secretary and the designee for the Cafeteria Fund is the cafeteria cashier.
4. Establish an extracurricular change box, not to exceed \$50.00
5. Mileage – IRS Rate 55 cents per mile
6. Transfers – All budget transfers must be approved by the Board prior to payment
7. Equipment Valuation Limits – Set financial value at \$2,000 and insurable value at \$500
8. Impartial Hearing Officer - \$100 per hour
9. Approve Substitute rates for 2009-10 as attached
10. Adopt Federal Guidelines for Free and Reduced Price Meals (July 2009-June 2010) as attached.

Motion approved unanimously.

CSE-COMMITTEE ON SPECIAL EDUCATION:

Bonnie Walker moved, seconded by Tara Poniros to approve the CSE Committee as follows:

1. CSE Chair - Mary Lucas
School Psychologist – Jon Barber
Alt. CSE Chair – Eric Windover
Parent Members –
Lela Davis
Richard Dykstra
Kellie Sullivan
Laura O'Brien
Holly Bresee
2. Classroom Teacher of Student – ex. Head Start, Pre-School and/or SEIT
3. Evaluator – if first time referral to CPSE
4. County Representative – Meghann Andrews-Whitaker as designee
5. Related Services Provider(s) if applicable
6. Secretary – Wendy Greene

Motion approved unanimously.

CPSE-COMMITTEE ON SPECIAL EDUCATION:

Bonnie Walker moved, seconded by Tara Poniros to approve the CPSE Committee as follows:

1. CPSE Chair - Mary Lucas
School Psychologist – Jon Barber
Alt. CPSE Chair – Eric Windover
Parent Members –
Lela Davis
Richard Dykstra
Kellie Sullivan
Laura O’Brien
Holly Bresee
2. Classroom Teacher of Student – ex. Head Start, Pre-School and/or SEIT
3. Evaluator – if first time referral to CPSE
4. County Representative – Meghann Andrews-Whitaker as designee
5. Related Services Provider(s) if applicable
6. Secretary – Wendy Greene

Motion carried.

REGISTRATION COMMITTEE:

Jim Cuttita moved, seconded by Will Finch to approve the Registration Committee as follows:

1. Audrey Townsend
 2. Mary Hynes
 3. Maryellen Schuman
- Motion approved unanimously.

ELECTION COMMITTEE:

Jim Cuttita moved, seconded by Will Finch to approve the Election Committee as follows:

1. Chairperson – President of the Board with the alternate being the vice-president
2. Chief Inspector – Cherie Serrie
3. Members: Dorothy Carroll
Patricia Keith
Cherie Serrie
Kathy Sass
Barbara Vigna

Motion approved unanimously.

COMMITTEES:

Bonnie Walker moved, seconded by Will Finch
to approve the following committees:

POLICY COMMITTEE:

- Ed Fersch
- Jim Cuttita
- Joe Piasek

FACILITIES PLANNING COMMITTEE:

- Jim Cuttita
- Will Finch

CURRICULUM AND INSTRUCTION COMMITTEE:

- Bonnie Walker
- Jim Cuttita

LABOR MANAGEMENT COMMITTEE

- Ed Fersch
- Tara Poniros

BUDGET AND FINANCE COMMITTEE

- Jim Cuttita
- Phil Zorda
- Jeanette Reinshagen
- Will Finch

AUDIT COMMITTEE:

- Phil Zorda
- Jim Cuttita
- Nancy Slauson

CDEP REPRESENTATIVES

- Bonnie Walker
- Tara Poniros

UNIVERSAL PRE-K COMMITTEE REPRESENTATIVE

- Bonnie Walker
- Tara Poniros

NYSSBA LEGISLATIVE LIASON

- Ed Fersch

WELLNESS COMMITTEE

- Tara Poniros
- Bonnie Walker

Motion approved unanimously.

Bonnie Walker moved, seconded by Will Finch to adjourn the meeting at 7:20 pm. Motion approved unanimously.

A regular meeting of the Roxbury Central School District Board of Education was held on July 8, 2009 at 7:20 pm.

Present: Ed Fersch, Jim Cuttita, Will Finch, Tara Poniros, Bonnie Walker.

Superintendent: Thomas J. O'Brien

Principal: Eric Windover

Treasurer: Jean M. Menchen

Secretary: Wendy Sprague

President Fersch called the meeting to order at 7:20 pm.

Thomas Faraci, Athletic Director, gave an update on the sports schedule. It was the consensus of the Board to change golfing for students from the spring to the fall.

Tara Poniros moved, seconded by Jim Cuttita to approve the treasurer's report for June, 2009. Motion approved unanimously.

Treas. Report

The fund balance was reviewed.

Will Finch moved, seconded by Bonnie Walker to approve the following appropriations:

Appropriations

1. Increase the Unemployment Insurance Reserve by \$50,000.
2. Transfer \$36,798.02 to School Lunch fund.
3. Increase the accruals for TRS by \$277,880 and ERS by \$19,606. (Journal entry A522/A632 & A522/A637)
4. Increase accrual for Compensated Absences by \$215,431 to cover the open commitment for sick and vacation days on all employees. (Journal entry A522/A687)
6. \$250,000 to the Retirement Reserve for increasing employee pension costs. (Journal entry A909/A827)

Motion approved unanimously.

Jim Cuttita moved, seconded by Will Finch to approve the bread and bread products as follows:

- Freihofer – Bread/Bread Products
- McKee Baking – Little Debbie Family Packs

Motion approved unanimously.

**Bread/Bread Prod.
Bid**

Jim Cuttita moved, seconded by Tara Poniors to approve budget transfer schedule #13 in the amount of \$7,200. and budget transfer schedule #14 in the amount of \$23,790. Motion approved unanimously.

Budget Transfers

Jim Cuttita moved, seconded by Tara Poniros to approve the bills for audit as follows:

Bills

	General Fund	cks	School Lunch	cks	Fed. Fund	cks
June	\$ 107,009.32	56	\$ 3,236.94	0	\$ 6,986.27	9
July	\$ 175,675.50	32	\$ 0	0	\$ 761.41	5

Motion approved unanimously.

The Internal Claims Monitor report was submitted as an attachment to the bills.

Will Finch moved, seconded by Jim Cuttita to approve the Extra-Classroom Activity Fund Report for June, 2009. Motion approved unanimously.

Student Fund

Tara Poniros moved, seconded by Will Finch to approve the minutes of the meeting of 6/10/09. Motion approved unanimously.

Minutes

Will Finch inquired if the school has received any new regulations from DEC concerning the bus garage as new regulations will be soon implemented for public businesses.

Public Comments:

1. There was a question regarding unemployment expenses and benefits through the school.

President's Report:

1. Thank you notes were received from retirees Anne Pindar and Rick German.
2. Ed asked if any board members were interested in attending conferences over the summer.

Superintendent's Report:

1. The Utica National Insurance premium will have a premium increase of \$300 for the additional coverage provided which includes wire fraud, DMV fees and increased building limits.

2. A webinar update indicates that an additional \$150,000 in federal funds will be available for capital repairs.
3. Tom O'Brien thanked all who attended the graduation ceremony which lasted about 1 hr 20 minutes.
4. The school will receive NYS grant money of \$2,700 per child in the Pre-Kindergarten program this year.

Principal's Report:

Eric Windover gave reports on the following:

- School attendance
- Proposed schedule changes for next year
- Update on the student handbook (Code of Conduct)

Board Comments and Questions:

None

Old Business:

None

New Business:

None

Superintendent's Recommendations:

Bonnie Walker moved, seconded by Tara Poniros to approve the CROP Memorandum of Understanding for July 1, 2009 through June 30, 2010. Motion approved unanimously.

CROP MOU

Jim Cuttita moved, seconded by Will Finch to approve the math textbooks for 2009/10. Motion approved unanimously.

**Math
Textbooks**

Jim Cuttita moved, seconded by Tara Poniros to award the solid waste removal bid to Dave's Refuse Removal. Motion approved unanimously.

**Solid Waste
Removal Bid**

Bonnie Walker moved, seconded by Jim Cuttita to approve the additional service with BT BOCES for the school lunch point of sale "Microcheck". Motion approved unanimously.

**School Lunch
Point of Sale
"Microcheck"**

Jim Cuttita moved, seconded by Will Finch to approve the organizational chart for 2009-10. Motion approved unanimously.

Organizational Chart

Personnel:

Jim Cuttita moved, seconded by Will Finch to approve the following personnel items:

1. Approve the reduction of classroom teaching staff by 2 FTE's, on the elementary level.
2. Approve Tina Peters as advisor for the Class of 2012 (10th grade) as per RTA contract.
3. Approve Carol Meckes as a substitute teacher for the 2009-2010 school year.
4. Approve Deseree Schuman as a substitute student swim aide for the 2009 summer rec program.
5. Approve fall coaches as follows:
 - Boy's Varsity Soccer – Thomas Faraci as per RTA contract.
 - Boy's Modified Soccer – Fred Zimmerman as per RTA contract
 - Girl's Varsity Soccer – Lisa Faraci as per RTA contract
 - Girl's Modified Soccer – Wendy Greene at \$2,518
 - Fall Golf - Greg Funck as per RTA contract at Step 1
6. Approve Barbara Cella (Smith) at BA Step 2, at \$36,634 per the RTA contract, as an elementary level long term substitute for the school year 2009-10.
7. Approve Glenda Kuhn, as an LTA, Step 1, at \$14,239 per the RTA contract.
8. Approve Laurie Perry as a substitute summer bus monitor, at the current hourly rate.
9. Approve Elizabeth A. Slutzky at BA Step 2, at \$36,623 per the RTA contract, as an elementary level long term substitute for the school year 2009-10.

Motion approved unanimously.

Other:

Will Finch moved, seconded by Jim Cuttita to approve the following:

WHEREAS, the Board of Education of the Roxbury Central School District is authorized by Education Law Section 1804 to adopt by-laws and policies as necessary for the effective and orderly operation of the schools; and

WHEREAS, the Board of Education has revised its policies and made certain revisions and changes thereto; therefore

BE IT RESOLVED that the Board of Education hereby adopts the following policies as per the Erie BOCES numbering system which shall be made part of the Board's Policy manual: Policies numbered 4321, 5635, 7470, 7570, 8230, 8460, and 8470 and,

BE IT RESOLVED that the policies adopted shall supercede all previous policies adopted by the Board of Education covering the same topics. Specifically the adopted polices supercede all of or portions of policies 1741, 4531, 5640, 7500 and 8122.1 in the NYSSBA numbering system, and,

BE IT RESOLVED that in the event any policy, part of policy or section of the by-laws is judged to be inconsistent with law, inoperative by a court of competent jurisdiction, or is invalidated by a policy or contract duly adopted by this Board, the remaining by-laws, policies, and parts of policies shall remain in full effect.

Motion approved unanimously.

Jim Cuttita moved, seconded by Bonnie Walker to approve the donation of textbooks to TCI, valued at approximately \$2,235. Motion approved unanimously.

**Textbook
Donation**

Tara Poniros moved, seconded by Jim Cuttita to approve the CSE recommendations for the following students: #'s 2959, 2583, 2731, 3003, and 2341.

Motion approved unanimously.

**CSE
Approvals**

Public Comments:

1. Question regarding what part of the roof will be repaired.
2. How are textbooks disposed of.

Jim Cuttita moved, seconded by Will Finch to enter into executive session at 9:02 pm to discuss the employment history of a particular employee. Motion approved unanimously.

Exec. Session

Jim Cuttita moved, seconded by Will Finch to come out of executive session at 9:35 pm. Motion approved unanimously.

**Out of Exec
Session**

No action was taken during executive session.

Bonnie Walker moved, seconded by Will Finch to adjourn the meeting at 9:36 pm. Motion approved unanimously.

Adjourn

Wendy Sprague, Secretary

Edward Fersch, BOE President

Thomas J. O'Brien, Superintendent