

**Worcester Central School  
Board of Education Meeting  
Tuesday, July 5, 2016  
6:00 PM Annual Organizational Meeting  
with a Regular Meeting to Follow**

---- AGENDA ----

- I. Determination of a quorum
  - Call to order
  - Pledge
- II. Administer Oath of Office
  - A. Newly elected Board member – William Fisher II
- III. Election of Board Officers:
  - A. Election of Officers for 2016-2017:
    - 1. President – nomination and election
    - 2. Administer Oath of office to President
    - 3. Vice-President – nomination and election
    - 4. Administer Oath of office to Vice-President
- IV. Oaths of Office to Board Members
- V. Organization of the Board:
  - A. Board appointments/designations for 2016-2017 school year:
    - 1. District Treasurer – Gary Pochkar - Administer Oath of Office
    - 2. District Clerk – Wendy Elliott (Stipend \$4,135) – Administer Oath of Office
    - 3. Independent Auditor – Bryans and Gramuglia
    - 4. Internal Claims Auditor – Sherri France (Stipend \$1,825)
    - 5. Deputy Internal Claims Auditor – Elizabeth Perrillo (Stipend \$215)
    - 6. School Physician – Bassett School-Based Health Center
    - 7. Provider of Legal Services – Ferrara, Fiorenza, Larrison, Barrett & Reitz, P.C. (on an as needed basis)
    - 8. Tax Collector – Cherie Powers (Stipend \$2,800)
    - 9. Attendance Officer – Secondary Principal
    - 10. Census Enumerator – Christine Zaengle, School Nurse
    - 11. Insurance Consultant – Mang Insurance Agency
    - 12. Health Records Consultant – Christine Zaengle, School Nurse
    - 13. Records Management and Access Officer – William Diamond, Superintendent
    - 14. Student Association Central Treasurer – Jessica Head
    - 15. Asbestos Designee – Glenn Jaquish, Building Maintenance Mechanic
    - 16. Toxic Substance Administrator – Glenn Jaquish, Building Maintenance Mechanic
    - 17. Purchasing Agent – William Diamond, Superintendent
    - 18. Title IX Compliance Officer – William Diamond, Superintendent
    - 19. Section 504 Officer – Jessie Westfall (Elementary Principal) and Secondary Principal
    - 20. CSE and CPSE Committee – as presented
    - 21. Safety-Risk Management Committee – as presented
    - 22. Crisis Response Team – as presented
    - 23. Health Safety and Wellness – as presented
    - 24. Policy Committee – as presented
    - 25. Homeless Liaisons – Jessie Westfall (Elementary Principal) and Secondary Principal
    - 26. Sexual Harassment Complaint Officer – Jessie Westfall, Elementary Principal
    - 27. Dignity Act Coordinator – Jessie Westfall (Elementary Principal) and Secondary Principal
    - 28. Energy Manager – Glenn Jaquish, Building Maintenance Mechanic

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**---- AGENDA CONTINUED ---**

- B. Authorizations for 2016-2017 school year:
1. Petty Cash Fund maintained in the Main Office in the amount of \$100.00 with Jessica Head as Custodian and in the District Office in the amount of \$100.00 with Wendy Elliott as Custodian.
  2. Authorized signatures for Student Association Account are to be Jessica Head and William Diamond. Authorized signatures for all other accounts are Gary Pochkar and William Diamond.
  3. Certification of Payroll – William Diamond, Superintendent
  4. Superintendent to be authorized to approve conferences, workshops, and conventions under \$500 per attendee.
  5. Superintendent may authorize fund transfers up to \$10,000 maximum without prior Board approval.
  6. All prior policies, by-laws, regulations, and code of ethics in effect previous year to be re-adopted.
  7. Public Officers Law Sec. 18 to be reaffirmed
  8. Tuition Rate to be set – according to Seneca Falls Formula.
  9. Superintendent as Designee to apply for grants in aid for School District
  10. Mileage reimbursement rate be at the current federal rate per mile when appropriate staff use their own vehicles on official business.
  11. District's continued participation in the Federal Free and Reduced Breakfast and Lunch Program for the 2016-2017 school year.
  12. Authorize Bonding of Personnel in the amount of \$1,000,000 – Tax Collector, Board of Education, District Treasurer, Internal Claims Auditor, Superintendent of Schools, and Deputy Internal Claims Auditor.
  13. The Board of Education may excuse students in grades K-8 from classes during the January and June Regents weeks for 2016-2017 school year due to the fact that the district operates as a single-building, K-12 component school district. The last day of attendance for the 2016-2017 school year will be June 13, 2017.
  14. Meal expenses for overnight travel will be reimbursed based on per diem rates modeled after the United States General Services Administration per diem rates found at:  
<http://www.gsa.gov/portal>.
  15. Authorize the use of District credit cards by Gary Pochkar, District Treasurer, Jessica Head, Account Clerk-Typist, Glenn Jaquish, Building Maintenance Mechanic, and Bus Drivers.
  16. Establish pay rate for substitutes:  
Certified Substitute Teacher - \$95/day  
Non-certified Substitute Teacher - \$75/day  
Substitute License Teaching Assistant - \$11/hour  
Substitute Nurse - \$125/day  
Substitute Bus Driver - \$20/hour  
Substitute Keyboard Specialist - \$11/hour  
Substitute Teacher Aide - \$11/hour  
Substitute Library Aide - \$11/hour  
Substitute Nurse Aide - \$11/hour  
Substitute Clerical Aide - \$11/hour  
Substitute School Monitor - \$11/hour  
Substitute Food Service Helper - \$11/hour  
Substitute Cleaner - \$11/hour

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**---- AGENDA CONTINUED ---**

17. Shared Business Office w/ ONC BOCES  
Resolved, that the below listed employees of the ONC Shared Business office, under the direction of the Treasurer of Worcester Central School, may act as authorized agents of the Worcester Central School District for the following banking purposes:

Luann Hallock and Carol Maxim- to originate wire transfers and transfers between accounts on the Citizens Bank and Community Bank internet banking websites.

Luann Hallock and Carol Maxim - to originate wire transfers pertaining to payrolls and the payroll direct deposit on the Citizens Bank and Community Bank internet banking websites.

Luann Hallock and Carol Maxim- to originate wire transfers for the purpose of debt payments.

- C. Designations for 2016-2017 school year:
1. Citizens Bank, Key Bank, Chase Bank and Community Bank as official bank depositories
  2. Official Newspapers – The Daily Star and Times-Journal
  3. Schedule for Board Meetings – (as presented) Fourth Wednesday of the month, except November, December, February, and April. November, December, February, are the third Wednesday. April is the second Wednesday. The regular meetings will be held in the library at 6:30 p.m.
- D. Administer Oaths of Office:
1. Superintendent of Schools
  2. Internal Claims Auditor
  3. Deputy Internal Claims Auditor
  4. Tax Collector

**Regular Board of Education Business**

VI. Executive Session if needed

VII. Faculty – Staff Sharing

VIII. Public to be Heard

IX. Action Required

A. Maintenance Mechanic II

RESOLVED, that the Board of Education of the Worcester Central School District, upon the recommendation of the Superintendent, does hereby promote Glenn Jaquish to the position of Building Maintenance Mechanic II and approve the employment contract agreement for Glenn Jaquish, as Building Maintenance Mechanic II, as presented, effective July 11, 2016.

B. Resignation

RESOLVED, that the Board of Education of the Worcester Central School District, does hereby accept the resignation of Megan Shirey as Physical Education/Health Teacher, effective September 1, 2016.

C. Award Milk Bid

RESOLVED, that the Board of Education of the Worcester Central School District, upon the recommendation of the Superintendent, does hereby award HP Hood Albany (Bid #1) as the Milk Supplier for the 2016-2017 school year, as per DCMO Bid #2016-123.

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**---- AGENDA CONTINUED ---**

- D. Award Ice Cream Bid  
RESOLVED, that the Board of Education of the Worcester Central School District, upon the recommendation of the Superintendent, does hereby award Huff Ice Cream Inc. as the Ice Cream Supplier for the 2016-2017 school year, as per DCMO Bid #2016-123.
- E. CASEBP Designee to the Board of Directors for 2016-2017  
RESOLVED, that the Board of Education of the Worcester Central School District, does hereby approve the CASEBP Designee to the Board of Directors for 2016-2017 to be William Diamond, District officer representative and Gary Pochkar, District's interim designee.
- F. Standard Work Day and Reporting Resolution  
RESOLVED, that the Board of Education of the Worcester Central School District, does hereby approve the Standard Work Day and Reporting Resolution for Elected and Appointed Officials for the 2016-2017 school year as presented.
- G. Resolution to Accept Gift  
RESOLVED, that the Board of Education of the Worcester Central School District, upon the recommendation of the Superintendent, does hereby approve the Resolution to Accept Gift as follows:

**RESOLUTION**

WHEREAS, the District is the beneficiary of the Gordon Flynn Living Trust of 2011 under the terms of which the District receives, in honor and memory of Jack Morrison, a graduate of the Worcester Central School District class of 1943, a one-time distribution of approximately \$350,000.00; and

WHEREAS, the Board of Education desires to accept this one-time gift in Mr. Morrison's memory; and

WHEREAS, in accordance with the plan noted below, the Board of Education intends to place the distributed gift monies into a general fund for use in the 2016-2017 school year for the benefit of the Worcester Central School District;

NOW, THEREFORE, IT IS RESOLVED that the Board of Education hereby accepts the one-time distribution and authorizes the Superintendent to arrange for the receipt of funds to the School District with grateful appreciation on behalf of the Board of Education and the District, and to develop a plan for the distribution and use the funds for the benefit of the Worcester Central School District to be presented to the Board of Education for its review and approval.

- H. Cafeteria Pricing  
RESOLVED, that the Board of Education of the Worcester Central School District, upon the recommendation of the Superintendent, does hereby approve the increase in lunch prices for K-12 to \$2.25
- X. Informational
- A. Job Titles Requiring District Owned Cell Phones: Superintendent of Schools, Network Administrator, Building Maintenance Mechanic II, and three cell phones assigned to the Transportation Department.
- B. Board of Education – The next regular meeting will be held on Wednesday, July 27, 2016 at 6:30 p.m. in the library.
- XI. Executive Session if needed
- XII. Board Workshop - Board Training – Facilitated by Edmund Shultis
- XIII. Adjournment