

The annual organizational meeting of the Worcester Central School District Board of Education was held on Wednesday, July 12, 2017, at Worcester Central School, Worcester, New York with a regular meeting to follow.

MEMBERS PRESENT: William Fisher II, Michelle Francis, Peter Kwiatkowski, Stacey Serdy, and Tanya Shalor

MEMBERS ABSENT: None

OTHERS PRESENT: Bill Diamond, Superintendent, Gary Pochkar, and Wendy Elliott

At 6:08 p.m. William Fisher called the meeting to order with a quorum present.  
Pledge of Allegiance recited.

CALL TO ORDER

The Oath of Office was administered to the newly elected Board Member, Tanya Shalor.  
The Oath of Office was filed with the District Clerk.

OATH OF OFFICE

The floor was opened for nominations for Board President and Vice-President.

NOMINATION OF OFFICERS

Motion made by Mr. Kwiatkowski, seconded by Mrs. Francis to nominate William Fisher for the Office of President of the Worcester Central School Board of Education. No other nominations were offered. Mr. Fisher agreed to accept the position of Board of Education President. The Oath of Office was administered to Mr. Fisher as Board President and filed with the District Clerk.

Ayes 5 Nays 0 Motion carried

Motion made by Mr. Fisher, seconded by Mrs. Shalor to nominate Michelle Francis for the Office of Vice-President of the Worcester Central School Board of Education. No other nominations were offered. Mrs. Francis agreed to accept the position of Board of Education Vice-President. The Oath of Office was administered to Mrs. Francis as Board Vice-President and filed with the District Clerk.

Ayes 5 Nays 0 Motion carried

Oaths of Office were administered to Peter Kwiatkowski and Stacey Serdy as Board Members and filed with the District Clerk.

Motion made by Mrs. Serdy, seconded by Mrs. Francis to approve the agenda as amended with the addition of resignation under action required.

Ayes 5 Nays 0 Motion carried

AGENDA

Motion made by Mrs. Francis, seconded by Mr. Kwiatkowski to approve the following appointments for the 2017-2018 school year:

2017-2018 APPOINTMENTS

1. District Treasurer – Gary Pochkar
2. District Clerk – Wendy Elliott (Stipend \$4,300)
3. Independent Auditor – Bryans and Gramuglia
4. Internal Claims Auditor – Sherri France (Stipend \$1,900)
5. Deputy Internal Claims Auditor – Elizabeth Perrillo (Stipend \$225)
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 \$2,925)
9. Attendance Officer – Kimberlea Curran, 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 II
16. Toxic Substance Administrator – Glenn Jaquish, Building Maintenance Mechanic II
17. Purchasing Agent – William Diamond, Superintendent
18. Title IX Compliance Officer – William Diamond, Superintendent
19. Section 504 Officers – Jessie Westfall (Elementary Principal) and Kimberlea Curran (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. Homeless Liaisons – Jessie Westfall (Elementary Principal) and Kimberlea Curran (Secondary Principal)
25. Sexual Harassment Complaint Officer – Jessie Westfall, Elementary Principal
26. Dignity Act Coordinators – Jessie Westfall (Elementary Principal) and Kimberlea Curran (Secondary Principal)
27. Energy Manager – Glenn Jaquish, Building Maintenance Mechanic II
28. Civil Rights Compliance Officer – William Diamond, Superintendent

Ayes 5

Nays 0

Motion carried

The Oath of Office was administered to the District Treasurer and to the District Clerk and filed with the District Clerk.

Motion made by Mrs. Francis, seconded by Mrs. Serdy to approve the following authorizations <sup>2017-2018</sup> AUTHORIZATIONS for the 2017-2018 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 travel requests \$2,000 and under.
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. All textbooks currently in use to be re-adopted.
9. Tuition Rate to be set – according to Seneca Falls Formula.
10. Superintendent as Designee to apply for grants in aid for School District
11. Mileage reimbursement rate be at the current federal rate per mile when appropriate staff use their own vehicles on official business.
12. District's continued participation in the Federal Free and Reduced Breakfast and Lunch Program for the 2017-2018 school year.
13. Authorize Bonding of Personnel in the amount of \$1,000,000.
14. The Board of Education may excuse students in grades K-8 from classes during the January and June Regents weeks for 2017-2018 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 2017-2018 school year will be Monday, June 11, 2018.

15. 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>.
16. Authorize the use of District credit cards by Gary Pochkar, District Treasurer, Jessica Head, Account Clerk-Typist, Glenn Jaquish, Building Maintenance Mechanic II, and Bus Drivers.
17. 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.
18. 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
19. 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:  
  
 Karen Speenburgh and Carol Maxim- to originate wire transfers and transfers between accounts on the Citizens Bank and Community Bank internet banking websites.  
  
 Karen Speenburgh 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.  
  
 Karen Speenburgh and Carol Maxim- to originate wire transfers for the purpose of debt payments.

Ayes 5                      Nays 0                      Motion carried

Motion made by Mrs. Francis, seconded by Mrs. Shalor to approve the following designations for the 2017-2018 school year: 2017-2018  
DESIGNATIONS

1. Citizens Bank, Key Bank, Chase Bank and Community Bank as official bank depositories
2. Official Newspapers – The Daily Star and Times-Journal
3. Rate of Pay for Election Tellers – As per Otsego County Board of Elections
4. Schedule for Board Meetings – (as presented) Fourth Wednesday of the month, except August, November, December, March, April, and June. August, November, December, March, and June are the third Wednesday. April is the second Wednesday. The regular meetings will be held in the library at 6:30 p.m.

Ayes 5                      Nays 0                      Motion carried

The Oath of Office was administered to Mr. Diamond as Superintendent and filed with the District Clerk.

The Oath of Office will be administered to the following and filed with the District Clerk:

- Sherri France as Internal Claims Auditor
- Elizabeth Perrillo as Deputy Internal Claims Auditor
- Cherie Powers as Tax Collector
- Kimberlea Curran as Attendance Officer

**Regular Board of Education Business**

Faculty and Staff Sharing:

There was no one present who wished to address the Board.

Consent Agenda Items:

Motion made by Mrs. Serdy, seconded by Mr. Kwiatkowski, to approve the following Consent Agenda items:

CONSENT AGENDA

- Approval of Minutes – June 21, 2017 Regular Meeting;
- Treasurer’s Report.

Ayes 4                      Nays 0                      Abstain 1 (Shalor)                      Motion carried

Public to be Heard:

There was no one present who wished to address the Board.

Action Required:

Motion made by Mrs. Serdy, seconded by Mr. Kwiatkowski.

RESOLVED, that the Board of Education of the Worcester Central School District, does hereby approve the CASEBP Designee to the Board of Directors for 2017-2018 to be William Diamond, District officer representative and Gary Pochkar, District’s interim designee.

CASEBP DESIGNEE AND DISTRICT’S INTERIM DESIGNEE 2017-2018

Ayes 5                      Nays 0                      Motion carried

Motion made by Mr. Kwiatkowski, seconded by Mrs. Francis.

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 2017-2018 school year, as presented.

STANDARD WORK DAY AND REPORTING RESOLUTION

Ayes 5                      Nays 0                      Motion carried

Motion made by Mr. Kwiatkowski, seconded by Mrs. Shalor.

RESOLVED, that the Board of Education of the Worcester Central School District, upon the recommendation of the Superintendent, does hereby appoint Lisa Shaffer as a Substitute CROP Activity Leader, to be paid at a rate of \$16 per hour.

SUBSTITUTE CROP ACTIVITY LEADER L. SHAFFER

Ayes 5                      Nays 0                      Motion carried

Motion made by Mrs. Shalor, seconded by Mrs. Serdy.

RESOLVED, that the Board of Education of the Worcester Central School District, upon the recommendation of the Superintendent, does hereby approve the letters of intent to home school the daughter of Brian and Mary Horning, the son of Ms. Cristal Sanna, and the daughter of Mr. and Mrs. Jason Raney for the 2017-2018 school year, as presented.

HOME SCHOOL:  
HORNING  
SANNA  
RANES

Ayes 5                      Nays 0                      Motion carried

Motion made by Mrs. Shalor, seconded by Mrs. Serdy.

RESOLVED, that the Board of Education of the Worcester Central School District, does hereby accept the Claims Auditor Exception Report for the period June 1, 2017 to June 30, 2017, as presented.

CLAIMS AUDITOR  
EXCEPTION  
REPORT

Ayes 5                      Nays 0                      Motion carried

Motion made by Mr. Kwiatkowski, seconded by Mrs. Shalor.

RESOLVED, that the Board of Education of the Worcester Central School District, does hereby approve the CSE/CPSE recommendations, as presented for students: #2019, #3633, #2555, #2503, #2335, #1632, #2145, #2205, #1830, #3555, #2009, #2231, #2221, #3622, and #2858.

CPSE/CSE  
RECOMMENDATIONS

Ayes 5                      Nays 0                      Motion carried

Motion made by Mr. Kwiatkowski, seconded by Mrs. Francis.

RESOLVED, that the Board of Education of the Worcester Central School District, upon the recommendation of the Superintendent, does hereby approve the Code of Conduct for 2017-2018, as presented.

CODE OF CONDUCT  
2017-2018

Ayes 5                      Nays 0                      Motion carried

Motion made by Mrs. Francis, seconded by Mr. Kwiatkowski.

RESOLVED, that the Board of Education of the Worcester Central School District, upon the recommendation of the Superintendent, does hereby approve the Student/Parent Handbook, including the Code of Conduct, for 2017-2018, as presented.

STUDENT/PARENT  
HANDBOOK WITH  
CODE OF  
CONDUCT  
2017-2018

Ayes 5                      Nays 0                      Motion carried

Motion made by Mrs. Francis, seconded by Mr. Kwiatkowski.

RESOLVED, that the Board of Education of the Worcester Central School District, upon the recommendation of the Superintendent, does hereby approve the Parent/Athlete Handbook for 2017-2018, as presented.

PARENT/ATHLETE  
HANDBOOK  
2017-2018

Ayes 5                      Nays 0                      Motion carried

Motion made by Mrs. Francis, seconded by Mrs. Serdy.

RESOLVED, that the Board of Education of the Worcester Central School District, does hereby accept the student transportation procedures as presented for the 2017-2018 school year.

WCS Walker Zones Defined

Walker zones as designated by the Board of Education, define the points at which students must walk to and from school. Walking zones do not apply to students in kindergarten and first grade, as these students are eligible for bus pick-up, regardless of the location of their residence. All students in the second grade, and continuing through the end of their school years, residing in designated walking zones, are expected to walk to and from school.

**Traveling east from the school on Route 7 (Main Street):**

The end of the walking zone coincides with the end of the sidewalk (293 Main Street, inclusive,) on the North side of Route 7 (Main Street).

The end of the walking zone is 260 Main Street, inclusive, on the South side of Route 7 (Main Street).

All residences on Mill Street and Chase Street are in the walking zone.

The end of the walking zone on West Hill Road coincides with the end of the sidewalks at the intersection of Route 7 (Main Street) and West Hill Road. All residences on West Hill Road are considered outside the walking zone except those residences located on each corner of the intersection of Route 7 (Main Street) and West Hill Road.

A centralized bus stop location at the intersection of Halleck Drive and West Hill Road will pick up and drop off students in residences located on Halleck Drive, Little Street, and Kelso Street.

**Traveling west from the school on Route 7 (Main Street):**

The end of the walking zone coincides with the end of the sidewalks on both the north and south side of Route 7 Main Street). All residences located on Park Street are in the walking zone.

The end of the walking zone on County Route 39/Decatur Street coincides with the end of the sidewalk begins on County Route 39. All residences located on Church Street, Water Street, Elm Street, Maple Street, Cook Street, Fairlawn Avenue, and Solar Bluff are in the walking zone.

The end of the walker zone on South Hill Road ends at the railroad tracks. All residences located on Church Street and Depot Street are in the walking zone.

Ayes 5                      Nays 0                      Motion carried

Motion made by Mrs. Shalor, seconded by Mr. Kwiatkowski.

RESOLVED, that the Board of Education of the Worcester Central School District, upon the recommendation of the Superintendent, does hereby approve the School Comprehensive Education Plan (SCEP), as presented.

Ayes 5                      Nays 0                      Motion carried

Motion made by Mrs. Francis, seconded by Mrs. Serdy.

RESOLVED, that the Board of Education of the Worcester Central School District, upon the recommendation of the Superintendent, does hereby approve the Professional Development Plan, as presented.

PROFESSIONAL  
DEVELOPMENT  
PLAN

Ayes 5                      Nays 0                      Motion carried

Motion made by Mrs. Serdy, seconded by Mrs. Francis.

RESOLVED, that the Board of Education of the Worcester Central School District, upon the recommendation of the Superintendent, does hereby approve the District Technology Plan, as presented.

DISTRICT  
TECHNOLOGY  
PLAN

Ayes 5                      Nays 0                      Motion carried

Motion made by Mrs. Francis, seconded by Mr. Kwiatkowski.

RESOLVED, that the Board of Education of the Worcester Central School District, upon the recommendation of the Superintendent, does hereby approve the District Comprehensive Improvement Plan (DCIP) as presented.

DCIP

Ayes 5                      Nays 0                      Motion carried

Motion made by Mrs. Serdy, seconded by Mrs. Shalor.

RESOLVED, that the Board of Education of the Worcester Central School District, does hereby accept the resignation of Mary Giery-Mattson as a Teacher in Special Education, effective August 29, 2017, and her resignation as the Substitute Caller/Coordinator for the 2017-2018 school year.

RESIGNATION  
MARY GIERY-  
MATTSON  
TEACHER –  
SPECIAL  
EDUCATION

Ayes 5                      Nays 0                      Motion carried

Informational:

Copies of the June 2017 bus mileage reports were given to board members for their review. The next Regular Board of Education Meeting will be held on Wednesday, August 16, 2017 at 6:30 p.m. in the library. The Board will hold a Special Meeting – Goal Setting on Tuesday, August 8, 2017 at 6:00 p.m. in the library.

Motion made by Mr. Kwiatkowski, seconded by Mrs. Serdy to go into executive session at 7:42 p.m. to discuss: employment history of a particular person. Mr. Diamond was invited into executive session.

EXECUTIVE  
SESSION

Ayes 5                      Nays 0                      Motion carried

Motion made by Mrs. Shalor, seconded by Mrs. Francis to return to the business of the organizational and regular meeting at 8:03 p.m.

RECONVENE

Ayes 5                      Nays 0                      Motion carried

Motion made by Mr. Kwiatkowski, seconded by Mrs. Shalor to adjourn the meeting at 8:04 p.m. ADJOURN

Ayes 5                      Nays 0                      Motion carried

Respectfully submitted,