

PENDING BOARD APPROVAL OF  
EDINBURG COMMON SCHOOL  
BOARD OF TRUSTEES

Edinburg Common School Board of Trustees and Superintendent

From: Mrs. Connie Edwards – District Clerk  
Re: Transcript of Minutes – July 14, 2016  
Present: Ms. Jacqueline Nichols, Board President  
Mr. John Olmstead, Board Vice-President  
Mr. Michael Evans, Board Member  
Ms. Kimberly S. Hromada, Superintendent  
Mrs. Sandy L Moore, School Business Manager

**I. INTRODUCTION**

- A. **Call to Order** – The regular monthly School Board Meeting was called to order at 5:00 p.m. by President Jacqueline Nichols, followed by the Pledge of Allegiance.
- B. **Roll Call** – President Jacqueline Nichols called for roll call.
- C. **Welcome** – Jacqueline Nichols welcomed those for coming.
- D. **Privilege of the Floor** – There was none.
- E. **Agenda Changes** – Refer to Exhibit II-A7 Bids for Projects.
- F. **Board Reports/Announcements** – There was none.
- G. **Superintendent Reports/Announcements** – Superintendent Kimberly Hromada presented The Board with updates from Geoff McDonald on HVAC project. Received report cards on PTECH Students. Checking on criteria for qualifications to continue program. New York State Test results are not available yet.

**II. REORGANIZATIONAL MEETING**

**A. Board Members**

1. Election/Appointment of Officers

**Res# 0001-16**

Nominations of Officers for the 2016-2017 school year were as follows:

President: Jacqueline Nichols nominated by John Olmstead, seconded by Michael Evans. Vice President: John Olmstead nominated by Jacqueline Nichols, seconded by Michael Evans. Treasurer: Sandy Moore nominated by Jacqueline Nichols, seconded by John Olmstead. District Clerk: Connie Edwards nominated by Jacqueline Nichols, seconded by Michael Evans.

2. Constitutional Oath of Office

**Res# 0002-16**

The Oath was administered to The District Clerk Connie Edwards by the Board president, then the clerk administered the oath to Board President Jacqueline Nichols, Board Vice President John Olmstead, Board Member Michael Evans, Superintendent Kimberly Hromada and Treasurer/Business Manager Sandy Moore.

3. Board of Trustees Code of Conduct

**Res# 0003-16**

Jacqueline Nichols moved to review and sign Policy # 2111 and Policy # 2111-E. Michael Evans seconded the motion. The vote was Ayes 3, Nays 0, Abstain 0. The motion was carried.

slips and invoices will be available for review. John Olmstead seconded the motion. The vote was Ayes 3, Nays 0, Abstain 0. The motion was carried.

3. Approval of Budget Transfers

**Res# 0014-16**

Michael Evans moved for Approval of budget transfers as per listing to be provided at the meeting. John Olmstead seconded the motion. The vote was Ayes 3, Nays 0, Abstain 0. The motion was carried.

4. Approval general fund and unexpended surplus

**Res# 0015-16**

John Olmstead moved to Approve that the 2015-2016 general fund unexpended surplus, less the amount designated for the next year's tax levy, exceeding the limit of 4% of subsequent year's appropriation budget as allowed under Real Property Tax Laws will be put into the Repair Reserve. Jacqueline Nichols seconded the motion. The vote was Ayes 3, Nays 0, Abstain 0. The motion was carried.

**C. Superintendent**

1. Appoint Summer Cleaner

**Res# 0016-16**

Jacqueline Nichols moved to appoint Dave Rockwell as Summer Cleaner retroactive to June 28, 2016 at a rate of \$10.00 per hour. John Olmstead seconded the motion. The vote was Ayes 3, Nays 0, Abstain 0. The motion was carried.

2. Appoint Substitute Office Workers

**Res# 0017-16**

John Olmstead moved to appoint substitute office workers Peggy Trzaskos and Meaghan Cherry at a rate of \$9.00 per hour. Michael Evans seconded the motion. The vote was Ayes 3, Nays 0, Abstain 0. The motion was carried.

**VI. PRIVILEGE OF THE FLOOR**

Board President offered the floor. Paula Blackwell addressed The Board on vacant staffing concerns.

Jacqueline Nichols requested The Board enter Executive Session at 5:45. Michael Evans seconded the motion. The vote was Ayes 3, Nays 0, Abstain 0. The motion was carried.

Jacqueline Nichols requested The Board return to Regular Session at 6:32. Michael Evans seconded the motion. The vote was Ayes 3, Nays 0, Abstain 0. The motion was carried.

The Board returned to action sheet II-A7.

Bids (Board has requested a Clerk of the Works)

**Res# 0018-16**

Michael Evans moved to approve the contract bids. John Olmstead seconded the motion. The vote was Ayes 3, Nays 0, Abstain 0. The motion was carried.

Mechanical - Trane - \$392,786.42

Electrical - Harold Clune - \$32,400.00

General Construction - Kasselmann - \$43,895.00

**Res# 0008-16**

d. Jacqueline Nichols moved to Appoint Northville as the 7-12 grade High School for Edinburg Students for the 2016-2017 school year. Michael Evans seconded the motion. The Vote was Ayes 3, Nays 0, Abstain 0. The motion was carried.

6. Authorizations

**Res# 0009-16**

Michael Evans moved to approve the following Authorizations for the 2016-2017 school year. John Olmstead seconded the motion. The Vote was Ayes 3, Nays 0, Abstain 0. The motion was carried.

- a. Certification of Payroll – Superintendent, Kimberly Hromada
- b. Authorized Signatures – Sandy L. Moore, Board of Trustees President
- c. Budget Transfers – Kimberly S. Hromada, up to \$3000.00; Board over \$3000.00
- d. Petty Cash, \$75.00
- e. Mileage – IRS Rate

7. Bids Tabled

Jacqueline Nichols motioned for bids to be tabled. John Olmstead seconded the motion. The vote was Ayes 3, Nays 0, Abstain 0. The motion was carried.

III. **OLD BUSINESS**

Updated Board on New door handles installed.

IV. **BOARD ACTION ITEMS**

A. **Transcript of Minutes**

**Res# 0010-16**

Michael Evans made a motion to approve the Transcript of Minutes from the June 22, 2016 Special Board of Trustees Meeting. Jacqueline Nichols seconded the motion. The vote was Ayes 3, Nays 0, Abstain 0. Motion was carried.

V. **REQUEST FOR BOARD ACTION**

A. **Abolish Inventory Clerk Position**

**Res# 0011-16**

Michael Evans moved to abolish the Inventory Clerk Position as per attached letter. John Olmstead seconded the motion. The vote was Ayes 3, Nays 0, Abstain 0. Motion was carried.

B. **Treasurer**

1. Approval of Treasurer Reports

**Res# 0012-16**

Jacqueline Nichols moved to approve the Treasurer Reports that include bank reconciliations as well as interest statements and budget status reports for Cafeteria, Capital, Federal, General, Trust and Agency, Expendable trust and payroll accounts. Michael Evans seconded the motion. The vote was Ayes 3, Nays 0, Abstain 0. The motion was carried.

2. Approval of Payment of Claims

**Res# 0013-16**

Jacqueline Nichols moved to approve the Payment of Claims as listed on warrant number 1. The Board Claims Auditor will review the warrant prior to the Board meeting. The complete receiving packet, inclusive to purchase orders, packing

4. Organizational Appointments

Res# 0004-16

Michael Evans moved for adoption of a resolution to approve the following Organizational Appointments for the 2016-2017 school year. Jacqueline Nichols seconded the motion. The vote was Ayes 3, Nays 0, Abstain 0. The motion was carried.

- a. Free /Reduced Lunch and Breakfast Officials
  - Reviewing Official – Manager, Constance Breda
  - Hearing Official – Superintendent, Kimberly S. Hromada
  - Verification Official – School Business Manager, Sandy L. Moore
- b. School Physician – Dr. George Dasher, stipend up to \$850.00 yearly
- c. Attorney – Girvin and Ferlazzo
- d. Records Access Officer – School Business Manager, Sandy L. Moore
- e. Attendance Officer – Nurse, Carol Snieyzk
- f. Census Enumerator – TBD
- g. Title IX – Superintendent, Kimberly S. Hromada
- h. Section 504 Hearing Officer – Andrea Fort 3-6 and Megan Eschler K-2
- i. CSE and CPSE Committee Members – see attached list
- j. CSE Chairperson 3-6 and Co-Chairperson K-2 – Andrea Fort
- k. CSE Co-Chairperson K-2 – Megan Eschler
- l. CSPE Chairperson – Megan Eschler
- m. Audit Committee – Board; Jacqueline Nichols, John Olmstead, Michael Evans
- n. Claims Auditor – Board; Jacqueline Nichols, John Olmstead, Michael Evans
- o. Substitute Claims Auditor – Kathleen Hallenbeck - \$40.00 per Audit
- p. Dignity for All Students Coordinator – Chad Sitts
- q. RTI/Title I Coordinator – Michelle Ellis
- r. Data Coordinator – TBD
- s. Tax Collector – Data Coordinator (TBD)
- t. Water Operator – Mike Carney
- u. Mentor for New Teacher – TBD
- v. Teacher Leaders – Michelle Ellis and Chad Sitts Stipend - \$1,000.00
- w. Technology Coordinator – Thomas Moore - \$30.00 hr.

5. Designations

Res# 0005-16

- a. Jacqueline Nichols moved to approve the monthly meeting schedule. Michael Evans seconded the motion. The Vote was Ayes 3, Nays 0, Abstain 0. The motion was carried. Monthly meetings Date and Time – August 10<sup>th</sup> 5:00 pm. Remainder of year September thru June will be 2<sup>nd</sup> Monday of the month at 5:00pm.

Res# 0006-16

- b. John Olmstead moved to Appoint NBT Bank as the Official Depositories for Investment of District Funds. The motion was seconded by Jacqueline Nichols. The Vote was Ayes 3, Nays 0, Abstain 0. The motion was carried.

Res# 0007-16

- c. Michael Evans moved to approve the Official District Newspaper as The Leader Herald. John Olmstead seconded the motion. The Vote was Ayes 3, Nays 0, Abstain 0. The motion was carried.

**A. Adjournment**

Jacqueline Nichols made a motion to adjourn the meeting at 6:40 p.m. Michael Evans seconded the motion. Vote was Ayes 3, Nays 0, Abstain 0. Motion was carried.

Meeting adjourned at 6:40 p.m.

Respectfully Submitted

Meaghan Cherry  
Substitute Office Worker