



Edinburg Common School

May 10, 2022 6:00 p.m.

I INTRODUCTION:

- A. Call to order - Pledge of Allegiance
- B. Roll Call
- C. Welcome
- D. Privilege of the Floor
- E. Agenda Changes
- F. Board Reports/Announcements
- G. Superintendent Reports/Announcements
  - Edinburg Common School COVID-19 Updates
  - Students of the Month (PK-2)
  - PTO - MiSci 5/6 and Annual Book Give-Away on 4/29
  - May - Ronald McDonald House Reading Month
  - Fish Stocking in the GSL 5/20 (Rain Date 5/25)
  - Kindergarten Screening 5/23
  - Slice and a Story 5/24 - Game Night 6/7
  - 6th Grade NCS Visit/BBQ 6/17
- H. Business Manager Reports

II REQUEST FOR BOARD ACTION

- A. Board Members
  - 1. Approve the Transcript of Board Minutes from April 12, 2022
  - 2. Approve the Transcript of Board Minutes from April 29, 2022 BOCES Budget Vote
  
- B. Treasurer
  - 1. Approve the Treasurer Reports
  - 2. Approve the Payment of Claims
  
- C. Superintendent
  - 1. Approve the Response to Intervention ELA/Math Job Description
  - 2. Approve the Head Custodian Job Description
  - 3. Approve update to Head Bus Driver Job Description
  - 4. Appoint Head Bus Driver
  - 5. Appoint Director of Health and Safety

### III PRIVILEGE OF THE FLOOR

*"In accordance with its practice and for legal and ethical consideration, the Board of Trustees of the Edinburg Common School District does not permit oral comments from the public relating to specific personnel decisions regarding individuals employed by the District during the portion of its meeting where the Board permits public comment. Members of the public are welcomed to send questions, comments, or concerns regarding these or other matters to the Board in writing"*

### IV ADJOURNMENT

#### Dates to Remember:

May 13th	Wellness Day
May 16th	11:30 Dismissal ½ Day PD
May 17th	12-8 Budget Vote
May 24th	6pm Slice and a Story
May 27th	No School Unused Snow Day
May 30th	No School Memorial Day
June 1st	3pm PTO Meeting
June 7th	6pm Game Night
June 14th	6pm BOT Meeting

**E.C.S. Mission:** To provide a quality education and a caring environment for all students so that they may grow, achieve, and make a positive contribution to our ever changing world.

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Abstain \_\_\_\_\_

## **BOARD ACTION**

EXHIBIT II A-1

**Action Date:** May 10, 2022

**Effective Date:** May 10, 2022

**Action:** Be it RESOLVED, that the Board of Education hereby approves the transcript of minutes from the April 12, 2022 Board of Trustees Meeting.

**Cost Analysis:**

**Notes:**



Edinburg Common School  
April 12, 2022 6:00 p.m.

I

INTRODUCTION:

- A. Call to order - Pledge of Allegiance - 18:02
- B. Roll Call
  - Angela Ludwig
  - Michelle Ellis
  - Sandy Moore
  - Dr. Mary Ann Borden
  - Meaghan Cherry
- C. Welcome
- D. Privilege of the Floor
  - Shaleah Dame questioned why the Catholic Charities contract was increased by 17.1%
    - Mrs. Moore explained that there has not been an increase over the past 3 years.
- E. Agenda Changes - None
- F. Board Reports/Announcements - None
- G. Superintendent Reports/Announcements
  - Edinburg Common School Covid-19 Updates
    - No updates at this time as we have no positive cases
  - Saratoga County Public Health
    - We have been awarded \$5000 to spend on PPE equipment
  - March Students of the Month (PK-2)
    - PK - Russell Jensen
    - K - Matthew Barber
    - 1st - Gabriella Caciopoli
    - 2nd - Odessa Barrows
  - Utica National 2022 Annual Seminar Held on 3/29/22
    - Mrs. Moore and the safety team were awarded a \$500 check and a plaque
  - Family Game Night Held 3/29/22
    - We had 45 attendees and will be looking forward to having one more before the end of the school year
  - Eagle Afternoon Held 4/1/22
    - This was our first inperson Eagle Afternoon since before covid. We had a 3/4 basketball game, recognized birthdays, student of the month and honor roll students. There were a bunch of families that attended and we ended the afternoon with an ice cream social.
  - PBIS Carnival
    - Will take place the Thursday before Spring Break
  - NYS ELA/Math Assessments

- ELA has been completed and Math will begin after the break
  - Summer Enrichment Programming (Summer Fun Program)
    - We look forward to offering this program again and have opened it up to all students
  - Hadley Fire Tower Mountain News
    - Our students hiked to the top of Hadley Fire Tower on June 9th of last year. The Newsletter reached out to the school to see if they could feature pictures of the students in the newsletter.
  - The 2 part professional development on empathy was completed during our last PD day. The teachers have also been working on co-teaching
- H. Facilities/transportation Reports
- UV System upgrade will be done next Monday and Tuesday
  - The replacement of doors, upgrade to security system and water heater are all on hold due to lack of available parts
  - Discussed possible wrapping the ventilation system in the gym rather than painting it
- I. Budget Updates
- Last week was the last meeting

II REQUEST FOR BOARD ACTION

A. Board Members

1. Approve the Transcript of Board Minutes from March 8, 2022  
**Res#0132-22**  
Be it RESOLVED, The Board of Trustees hereby approves the transcript of the minutes from March 8, 2022 board meeting.  
Motion by: A.L. 2nd by: M.B. Vote: Yes 2 No 0 Abstain 0
2. Approve the Transcript of Board Minutes from March 8, 2022 Repair Reserve Hearing  
**Res#0133-22**  
Be it RESOLVED, The Board of Trustees hereby approves the transcript of the minutes from March 8, 2022 Repair Reserve Hearing.  
Motion by: A.L. 2nd by: M.B. Vote: Yes 2 No 0 Abstain 0
3. Approve the Transcripts of Board Minutes from March 23, 2022 Working Board Meeting  
**Res#0134-22**  
Be it RESOLVED, The Board of Trustees hereby approves the transcript of the minutes from March 23, 2022 Working Board Meeting.  
Motion by: A.L. 2nd by: M.B. Vote: Yes 2 No 0 Abstain 0
4. Approve 2022-2023 Music Services Contract  
**Res#0135-22**  
Be it RESOLVED, that the Board of Education hereby approves the Music Teacher's Contract for the 2022-2023 school year.

Motion by: A.L. 2nd by: M.B. Vote: Yes 2 No 0 Abstain 0

5. Approve Psychological Service Contract

**Res#0136-22**

Be it RESOLVED, that the Board of Education hereby approves the School Psychologist contract with Broadalbin Central School District for the 2022-2023 school year.

Motion by: A.L. 2nd by: M.B. Vote: Yes 2 No 0 Abstain 0

6. Approve Physical Education Contract

**Res#0137-22**

Be it RESOLVED, that the Board of Education hereby approves the Physical Education contract with Broadalbin-Perth School District for the 2022-2023 school year.

Motion by: A.L. 2nd by: M.B. Vote: Yes 2 No 0 Abstain 0

7. Approve 7-12 High School Contract

**Res#0138-22**

Be it RESOLVED, that the Board of Education hereby approves the Tuition Contract with Northville Central School District for the 2022-2024 school years.

Motion by: A.L. 2nd by: M.B. Vote: Yes 2 No 0 Abstain 0

8. Approve CSE/CPSE Contract

**Res#0139-22**

Be it RESOLVED, that the Board of Education hereby approves the CSE/CPSE shared contract with Northville Central School District for the 2022-2023 school year.

Motion by: A.L. 2nd by: M.B. Vote: Yes 2 No 0 Abstain 0

9. Approve Catholic Charities Contract

**Res#0140-22**

Be it RESOLVED, that the Board of Education hereby approves the Prevention Counseling Contract with Catholic Charities for the 2022-2023 school year.

Motion by: A.L. 2nd by: M.B. Vote: Yes 2 No 0 Abstain 0

10. Approve 2022-2023 Tech Plan

**Res#0141-22**

Be it RESOLVED, that the Board of Education hereby approves the updates to the Computer Technology Plan for the 2022-2023 school year.

Motion by: A.L. 2nd by: M.B. Vote: Yes 2 No 0 Abstain 0

11. Approve CSE/CPSE recommendation

**Res#0142-22**

Be it RESOLVED, that the Board of Education hereby approves the CSE/CPSE recommendations for student #100216.

Motion by: A.L. 2nd by: M.B. Vote: Yes 2 No 0 Abstain 0

12. Approve Medicaid Contract

**Res#0143-22**

Be it RESOLVED, that the Board of Education hereby approves the contract for Medicaid Services with SpecEd Solutions for the 2022-2023 school year.

Motion by: A.L. 2nd by: M.B. Vote: Yes 2 No 0 Abstain 0

B. Treasurer

1. Approve the Treasurer Reports

**Res#0144-22**

Be it RESOLVED, that the Board of Education hereby approves the Treasurer's reports consisting of Budget and revenue status reports as well as bank reconciliations for General, Cafeteria, Federal, Payroll and Capital Funds.

Motion by: A.L. 2nd by: M.B. Vote: Yes 2 No 0 Abstain 0

2. Approve the Payment of Claims

**Res#0145-22**

Be it RESOLVED, that the Board of Education hereby approves the Payment of Claims as listed on Warrant #10.

Motion by: A.L. 2nd by: M.B. Vote: Yes 2 No 0 Abstain 0

3. Approve the 2022-2023 Proposed Budget

**Res#0146-22**

Be it RESOLVED, that the Board of Education hereby approves the proposed 2022-2023 school budget.

Motion by: A.L. 2nd by: M.B. Vote: Yes 2 No 0 Abstain 0

4. Accept the Utica National Award

**Res#0147-22**

Be it RESOLVED, that the Board of Education hereby accepts the \$500 Utica National Excellence in Safety Award.

Motion by: A.L. 2nd by: M.B. Vote: Yes 2 No 0 Abstain 0

C. Superintendent

1. Approve "Give Back" Snow Days

**Res#0148-22**

Be it RESOLVED, that the Board of Education hereby approves the following "give back" days for unused snow days during the 2021-2022 school year.

May 27, 2022                  June 24, 2022                  June 27, 2022  
Motion by: A.L. 2nd by: M.B. Vote: Yes 2 No 0 Abstain 0

2. Appoint Night Cleaner

**Res#0149-22**

Be it RESOLVED, that the Board of Education hereby appoints Kyle Brenan as Night Cleaner effective April 1, 2022 pending fingerprint clearance. There will be a six-month probationary period starting April 1, 2022 thru September 30, 2022.

Motion by: A.L. 2nd by: M.B. Vote: Yes 2 No 0 Abstain 0

3. Approve Termination

**Res#0150-22**

Be it RESOLVED, that the Board of Education hereby approves the termination of employment of Nicholas Visco, Facilities/Transportation Director effective April 22, 2022.

Motion by: A.L. 2nd by: M.B. Vote: Yes 2 No 0 Abstain 0

4. Accept Resignation

**Res#0151-22**

Be it RESOLVED, that the Board of Education hereby accepts the resignation of Casey Baker, Laborer, effective March 30, 2022.

Motion by: A.L. 2nd by: M.B. Vote: Yes 2 No 0 Abstain 0

5. Appoint Election Inspector

**Res#0152-22**

Be it RESOLVED, that the Board of Education hereby approves Eileen Quinlivan, Helen Ferguson, Jennifer Rockwell and Dorothy Edwards as Election Tellers for the May 17, 2022 Annual Budget Vote.

Motion by: A.L. 2nd by: M.B. Vote: Yes 2 No 0 Abstain 0

III PRIVILEGE OF THE FLOOR

*"In accordance with its practice and for legal and ethical consideration, the Board of Trustees of the Edinburg Common School District does not permit oral comments from the public relating to specific personnel decisions regarding individuals employed by the District during the portion of its meeting where the Board permits public comment. Members of the public are welcomed to send questions, comments, or concerns regarding these or other matters to the Board in writing"*



- Shaleah Dame asked for the reply letter for Eric
  - This was provided to her
- Robert McCloskey introduced himself to the board. He will be running for the school board and informed the board of his background in education

**It is anticipated the Board will immediately adjourn to Executive Session to discuss the employment history of a particular person.**

**Angela Ludwig made a motion to enter into executive session at 18:28 to discuss the employment history of a particular person.**

**Dr. Mary Ann Borden seconded the motion and all were in favor.**

**Angela Ludwig made a motion to return to regular session at 20:28 Dr. Mary Ann Borden seconded the motion all were in favor.**

#### **Revisited C3**

##### **Res#0153-22**

Be it RESOLVED, that the Board of Education hereby revisited the termination of employment of Nicholas Visco, Facilities/Transportation Director and have decided to change the effective date to **April 14, 2022.**

Motion by: A.L. 2nd by: M.B. Vote: Yes 2 No 0 Abstain 0

#### IV ADJOURNMENT

**Angela Ludwig made a motion to adjourn at 20:59. Dr. Mary Ann Borden seconded the motion all were in favor.**

Dates to Remember:

April 15th	No School Good Friday
April 18th - 22nd	No School Spring Break
April 27th	8:00 am BOCES Budget Vote
April 27th - 28th	3-6 Math State Testing
May 4th	3:00 pm PTO Meeting
May 10th	6:00 pm Board of Trustees Meeting

**E.C.S. Mission:** To provide a quality education and a caring environment for all students so that they may grow, achieve, and make a positive contribution to our ever changing world.

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Abstain \_\_\_\_\_

**BOARD ACTION**

EXHIBIT II A-2

**Action Date:** May 10, 2022

**Effective Date:** May 10, 2022

**Action:** Be it RESOLVED, that the Board of Education hereby approves the transcript of board minutes from the April 27, 2022 BOCES Budget Vote.

**Cost Analysis:**

**Notes:**



Edinburg Common School  
Board of Trustees Meeting Agenda  
April 27, 2022 8:00 a.m.

I INTRODUCTION:

- A. Call to order - Pledge of Allegiance - 8:02
- B. Roll Call
  - Angela Ludwig
  - Michelle Ellis
  - Dr. Mary Ann Borden
  - Meaghan Cherry
- C. Privilege of the Floor - None

II REQUEST FOR BOARD ACTION

- A. Board Members
  - 1. Vote on 2 candidates for the BOCES Board of Education  
**Res#0154-22**  
Be it RESOLVED, The Board of Trustees hereby votes on 3 candidates for the BOCES Board of Education.  
Mr. Harry Brooks  
Ms. Kathryn Zajicek  
Motion by: A.L. 2nd by: M.B. Vote: Yes 2 No 0 Abstain 0
  - 2. Vote on HFM BOCES Budget for 2022-2023  
**Res#0155-22**  
Be it RESOLVED, The Board of Trustees hereby votes to approve the HFM BOCES Budget for the 2022-2023 school year.  
Motion by: A.L. 2nd by: M.B. Vote: Yes 2 No 0 Abstain 0
- B. Treasurer
  - 1. Approve the Property Tax Report Card  
**Res#0156-22**  
Be it RESOLVED, The Board of Trustees hereby approves the 2022-2023 property tax report card.  
Motion by: A.L. 2nd by: M.B. Vote: Yes 2 No 0 Abstain 0

III PRIVILEGE OF THE FLOOR

**Angela Ludwig made a motion to enter into executive session at 8:07 to discuss the financial history of a particular person.**

**Dr. Mary Ann Borden seconded the motion and all were in favor.**

**Angela Ludwig made a motion to return to regular session at 9:16 Dr. Mary Ann Borden seconded the motion all were in favor.**

IV ADJOURNMENT

**Angela Ludwig made a motion to adjourn at 9:16. Dr. Mary Ann Borden seconded the motion all were in favor.**

Dates to Remember:

May 10th

6:00pm

Board Meeting

**E.C.S. Mission:** To provide a quality education and a caring environment for all students so that they may grow, achieve, and make a positive contribution to our ever changing world.

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Abstain \_\_\_\_\_

## **BOARD ACTION**

EXHIBIT II B-1

**Action Date:** May 10, 2022

**Effective Date:** May 10, 2022

**Action:** Be it RESOLVED, that the Board of Education hereby approves the Treasurer's report consisting of Budget and revenue status reports as well as bank reconciliations for General, Cafeteria, Federal, Payroll and Capital Funds.

**Cost Analysis:**

**Notes:** The Board will review the Treasurer's report prior to the Meeting.

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Abstain \_\_\_\_\_

## **BOARD ACTION**

EXHIBIT II B-2

**Action Date:** May 10, 2022

**Effective Date:** May 10, 2022

**Action:** Be it RESOLVED, that the Board of Education hereby approves the Payment of Claims as listed on Warrant #11.

**Cost Analysis:**

**Notes:** The Board will review the Warrant prior to the Meeting. The complete receiving packet, inclusive of purchase orders, packing slips, and invoices will be available to be reviewed by the board.

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Abstain \_\_\_\_\_

## **BOARD ACTION**

EXHIBIT III C-1

**Action Date:** May 10, 2022

**Effective Date:** May 10, 2022

**Action:** Be it RESOLVED, that the Board of Education hereby approves the Response to Intervention ELA/Math Job Description.

**Cost Analysis:**

**Notes:**

# **EDINBURG COMMON SCHOOL**

## ***JOB DESCRIPTION***

### ***Response to Intervention Math/ELA Teacher (Title I)***

**Reports To:** Superintendent

**Job Objective:**

Plan, implement, and evaluate age appropriate math/ELA learning experiences to achieve the school district's Response to Intervention mission. Provide direct, indirect, and co-teaching Response to Intervention support to students and classroom teachers as identified on the tiered model. Actively involve parents and colleagues as learning partners.

**Minimum Qualifications:**

A valid State of New York teaching certificate or license.

Must hold a BA/MS in the field of multi subject content areas Birth-2nd or Childhood 1-6.

Meet all current health requirements.

Fingerprinting.

**Job Duties, Responsibilities and Essential Functions:**

- Collaborate with special education and classroom teachers for 1:1, small group, and whole class instruction based on student data.
- Co-teaching model as designed to provide whole class Response to Intervention services in ELA and math with classroom teachers.
- Prepare and carry out daily lesson plans (i.e., written clearly, usable, and sequential).
- Demonstrate content knowledge and teaching strategies.
- Execute materials using a variety of approaches, techniques, and media aids to



provoke interest, enthusiasm, and curiosity about subjects and events.

- Establish a structured learning environment for young students that fosters a positive self-concept and sense of well being.
- Develop rapport and maintain the confidence of teacher, staff, parents and students.
- Provide periodic progress reports to parents and administration using telephone calls, notes, report cards, and conferences, etc.
- Maintain accurate classroom records, reports, and inventories, as directed to provide student achievements.
- Utilize data from state, local, and district assessments to drive instruction.
- Ensure the confidentiality of privileged information.
- Complete appropriate student referral forms as needed for possible assessment, services, and discharge of services.
- Consult with itinerant staff regarding instruction modifications, classroom adjustments, and/or other methods that support the attainment of educational goals for students with improvement services.
- Assist as a team member with the development of Response to Intervention services for each referred student.
- Collaborate with administration and special education students to ensure effective Response to Intervention meetings are occurring timely, notes taken, and follow up as written in the Response to Intervention Plan.
- Share in the responsibility for committee work, when requested.
- Use equipment or teaching techniques that will enhance technology.
- Maintain high standards for student conduct and enforce discipline according to classroom/school policy.
- Prepare the assigned classroom at the beginning of the year, retrieve inventory of supplies and equipment as required, store equipment and supplies at the end of the school year.
- Participate in afterschool programs as per EEA contract (e.g., Open House, Parent Conferences, etc.).
- Participate in professional growth activities (e.g., professional associations, course work, workshops, seminars, etc.). Share knowledge with colleagues.

- Model life long learning skills to staff and students.
- Demonstrate responsibility, citizenship, respect, and courtesy.
- Perform other duties, as directed.

**Physical and Mental Abilities Required:**

- Ability to work with young children in activities that may require bending, kneeling, crouching, and/or crawling.
- Ability to move freely throughout the building.
- Ability to communicate effectively using language and writing skills.
- Ability to maintain a non-punitive relationship with students and demonstrate fairness and patience while respecting their confidences.
- Ability to facilitate the exchange of ideas leading to a group consensus.
- Ability to react productively to frequent interruptions and changing conditions.
- Ability to organize and complete tasks efficiently with minimal supervision.
- Ability to maintain a tactful disposition in dealing with administrators, staff, students, parents, and the public.
- Maintain a good attendance record.

**Supervisory Responsibility:**

- Under the direction of the Superintendent: Schedule work assignments, provide instruction, train, and communicate expectations to LTA/aides, teachers, and volunteers when assigned.

**Salary/Benefits**

As per EEA contract.

**EOE**

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Abstain \_\_\_\_\_

**BOARD ACTION**

EXHIBIT II C-2

**Action Date:** May 10, 2022

**Effective Date:** May 10, 2022

**Action:** Be it RESOLVED, that the Board of Education hereby approves the Head Custodian Job Description.

**Cost Analysis:**

**Notes:**

# **EDINBURG COMMON SCHOOL**

## ***JOB DESCRIPTION***

### ***Head Custodian***

**Reports To:** Director of Health and Safety or Superintendent

**Job Objective:** The Head Custodian is responsible for the overall maintenance/cleanliness of the District's facilities and to ensure that the facilities are maintained in a condition of operating excellence, cleanliness, and safety. Safety, cleanliness and continued efficiency of operation shall be a major goal at all times.

**Minimum Qualifications:** Graduation from high school or possession of a high school equivalent diploma and three (3) years of building cleaning or maintenance experience.

#### **Job Duties, Responsibilities and Essential Functions:**

1. Operate and maintain boilers and related equipment
2. Inspect building and equipment, performing or assigning routine or emergency repairs;
3. Participate and advise the Director of Health and Safety in a variety of semi-skilled carpentry, painting, plumbing, masonry, and other building maintenance tasks
4. Open and closes school building, securing windows, rooms, and locks
5. Conduct and oversee all cleaning, maintenance, and various minor repairs in the school building and grounds.
6. Participate in the cleaning of floors, stairs, windows, walls, blackboards, sinks and other fixtures; performs repair work on windows, doors, lights, desks, shades and other equipment; maintains inventory and prepares requisitions for materials and supplies
7. participate in grounds-keeping activities such as clearing snow, mowing lawns, trimming shrubs and raking leaves
8. Lead in the arrangement of chairs, tables and other equipment for special events;
9. Collect and dispose of refuse

10. Participate on the Safety Committee and assist with fire and lockdown drills.
11. Understand and implement safety procedures as required by the District
12. Properly prioritize and delegate work to be done, ensuring high quality and efficient work without supervision.
13. Maintain an orderly, neat, and safe shop, office, and outside storage.
14. Monitor and oversee generator.
15. Summer cleaning, maintenance, painting, and moving furniture as directed by Director of Health and Safety
16. Maintain and change HVAC filters, light bulbs, etc. in a timely, proactive schedule.
17. Maintain necessary records and timely paperwork for all facets of the position as required while meeting deadlines.
18. Assist with daily sweeping, mopping, dusting, and cleaning bathrooms and classrooms as necessary
19. Execute a program of preventive maintenance
20. Make weekly inspections of all buildings, grounds, and bus garage
21. Effectively and communicate on a regular basis with the Director of Health and Safety and Superintendent regarding all facets of the department to ensure smooth and efficient operations of the school, grounds, and communications in the district.
22. Perform other duties as assigned

**Physical and Mental Abilities Required:**

Maintain a positive attitude and style that contributes to the overall public relations of the District

Able to be flexible and work with interruptions in a positive manner and in an environment with a number of staff, students, and parents/guardians often present

Able to maintain self-control under stressful situations and workload pressures without exhibiting negative behaviors (e.g., loss of temper, rudeness, use of foul language, etc.)

Able to use logical reasoning principles to arrive at solutions to work-related problems for which no established procedures exist

Employee must establish working relationships with colleagues and students.

Ability to keep records and create reports

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach about the head and reach forward. The employee continuously uses hand strength to grasp tools and climb on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move up to 100 pounds such as salt and bulk furniture. The employee will sometimes push/pull items such as tables, bleachers, and scrubbing machines.

**Salary/Benefits**

As per CSEA contract.

**EOE**

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Abstain \_\_\_\_\_

**BOARD ACTION**

EXHIBIT II C-3

**Action Date:** May 10, 2022

**Effective Date:** April 15, 2022

**Action:** Be it RESOLVED, that the Board of Education hereby approves the Head Bus Driver Job Description.

**Cost Analysis:**

**Notes:**

**EDINBURG COMMON SCHOOL**  
**JOB DESCRIPTION**  
**Head Bus Driver**

- Reports To:** School Business Manager, under the direction of the Superintendent
- Job Objective:** Bus Coordinator shall serve as the District office liaison between the Superintendent and the bus drivers.
- Minimum Qualifications:**
- \*Must be employed as a Bus Driver with the District for more than three (3) years.
  - \*High School Diploma or GED
- Job Duties, Responsibilities, And Essential Functions:**
- \***Responsible for** Communication between the Business Manager, Superintendent, main office, and the bus drivers.
  - \*Contact substitute drivers
  - \*Prepare yearly mileage report.
  - \*Collect and verify time sheets, sign off, and answer any questions Office has about them.
  - \*Will meet once a month with all bus drivers.
  - \*Must be available 6-7 a.m. daily for radio checks and in case there are student or bus concerns that need to be addressed
  - \*Bus Coordinator will need to keep a log of Bus Coordinator duties and turn it in three (3) times per year, November, March and June
  - \*establish routes, times, and turn around spots.
  - \*Secure and assign drivers for regular, extra runs, and field trips.
  - \*Bus radio check each morning.
  - \*Spot check that buses are clean and with no less than ½ tank of fuel.
  - \*Review bus cameras with any concerns.
  - \*Schedule fire drills for the buses and inform office of dates.
  - \*Schedule yearly physicals for drivers.
  - \*Coordinate in-service training programs for drivers including 2 hr. refresher, behind the wheel, written and physical performance testing.
  - \*Ensure Article 19A compliance for all drivers.
  - \*Make sure DVIR sheets are complete for DOT.
  - \*Take mail from office mailboxes to bus garage.
  - \*Put together supply order forms for buses and bus garage.
  - \*E-mail [businessoffice@edinburgcs.org](mailto:businessoffice@edinburgcs.org) and [ecs1@edinburgcs.org](mailto:ecs1@edinburgcs.org) with absences and/or changes for payroll.
  - \*Check heat on/off in bus bay area.
  - \*Answer any complaints regarding bus routes with parents.
  - \*Supervise maintenance and repair of all district vehicles.



- \*Assist in annual transportation budget.
- \*May prepare specifications for new vehicles and equipment.
- \*Yearly driver evaluations.
- \*Assist in annual transportation budget.
- \*Follow transportation policies and procedures as prescribed by The Board of Trustees.
- \*Assist in preparation of accident reports, insurance forms and DOT records.
- \*Communicate with Highway Superintendent for road conditions regarding delays, snow days, cancelling after school activities, or early release.
- \*Deliver quarterly water samples for testing in Gloversville.
- \*Perform other duties as directed.

**Physical and Mental Abilities Required:**

- \*Ability to move freely throughout the district's buildings and grounds.
- \*Ability to react productively to frequent interruptions and changing conditions.
- \*Ability to set priorities, organize, and complete tasks efficiently with minimal supervision.
- \*Ability to communicate and maintain a tactful disposition in dealing with administrators, staff, students, parents, and public.
- \*Collect and tally time sheets
- \*Maintain good attendance record.

**Physical and Mental Abilities Required:**

- \*Must be able to lift, carry, and move equipment or supplies weighing up to 50 pounds.
- \*Must be organized and complete tasks efficiently without supervision.
- \*Must work cooperatively with others.
- \*Must maintain a tactful disposition in dealing with administrators, staff, students, parents, and the public.

**Working Conditions:**

- \*Occasional exposure to fumes and odors.
- \*Occasional contact with hot water and other liquids.
- \*Occasional contact with oily/greasy tools and equipment.

**Stipend:**

**\*\$9,000.00**

**Appointment:**

This position is appointed annually by the B.O.T.

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Abstain \_\_\_\_\_

**BOARD ACTION**

EXHIBIT II C-4

**Action Date:** May 10, 2022

**Effective Date:** April 15, 2022

**Action:** Be it RESOLVED, that the Board of Education hereby appoints Paula Blackwell as the Head Bus Driver, effective April 15, 2022.

**Cost Analysis:** Per CSEA contract

**Notes:**

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Abstain \_\_\_\_\_

## **BOARD ACTION**

EXHIBIT II C-5

**Action Date:** May 10, 2022

**Effective Date:** April 15, 2022

**Action:** Be it RESOLVED, that the Board of Education hereby appoints Sandy Moore as the Director of Health and Safety, effective April 15, 2022.

**Cost Analysis:** as per contract

**Notes:**