

EDINBURG COMMON SCHOOL

Re-Organizational and Regular BOT Meeting Minutes

TO: Edinburg Common School Board of Trustees and Superintendent
FROM: Kimberly Hromada, Acting District Clerk for this meeting only
RE: Transcript of Minutes – July 5, 2017
PRESENT: John Olmstead New Board of Trustees President
Michael Evans New Board of Trustees Vice-President
Angela Ludwig New Board of Trustees Board Member
Kimberly S. Hromada Superintendent and Acting District Clerk
Sandy Moore Treasurer and Business Manager

I. INTRODUCTION

- A. Call to order at 6:01 with the Pledge of Allegiance
- B. Roll Call with Acting District Clerk calling for roll
- C. Welcome – John Olmstead, Vice-President welcomed the audience
- D. Privilege of the floor – No comments
- E. Agenda Changes – None
- F. Board Reports and Discussions – John Olmstead spoke about NCS graduation and how proud he was of the Edinburg Students and the awards they received.
- G. Superintendent Reports – Looking forward to sharing successes and goals at the board retreat in August. Shared a concern regarding a billing from Northville for substitutes for Kristy Matthews. Asked board approval to send a memo to Northville explaining our position on the bill in question – will re-visit with the board if needed at the next meeting.

II. REORGANIZATIONAL MEETING

- A. Board Members
 - 1. Election/Appointment of Officers

Res # 0001-17

Nominations of officers for the 2017-2018 school year were as follows: President, John Olmstead nominated by Michael Evans, seconded by Angela Ludwig. Vice-President, Michael Evans nominated by John Olmstead and seconded by Angela Ludwig. District Clerk, nominated by John Olmstead, seconded by Michael Evans. District Clerk was tabled.

Treasurer, Sandy Moore nominated by John Olmstead and approved by Michael Evans.

2. Constitutional Oath of Office as per policy #2122, Oath of Office

Acting District Clerk, Kimberly S. Hromada gave the Oath to the new President, John Olmstead. President, John Olmstead then gave the oath to Vice President, Mike Evans, Board of Trustee Member, Angela Ludwig, Superintendent, Kimberly S. Hromada, Treasurer, Sandy Moore and District Clerk was tabled but then given the oath upon return to regular meeting by President Olmstead following an executive session. Data Coordinator was tabled and will be given at a later date.

3. School Board Member Code of Conduct policy #2111, 2111-E

Res # 0002-17

The Code of Conduct was reviewed and approved with Michael Evans making the motion and John Olmstead seconding the motion. Each board member signed the code of conduct and it was given to the District Clerk along with the Signed Oath. (*Vote was 3 ayes, 0 nays, 0 abstain*)

4. Organizational Appointments for the 2017-2018 school year:

Res # 0003-17

Motion by Michael Evans to approve, seconded by Angela Ludwig.

(*Vote was 3 ayes, 0 nays, 0 abstain*) As per board policy #2111, 2111-E

- 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 – Sandy L. Moore
- e. Attendance Officer – Nurse, Carol Snieyzk
- f. Census Enumerator – Wendy Ferguson and Tiffany Frasier
- g. Title IX – Superintendent, Kimberly S. Hromada
- h. Section 504 Hearing Officer, Kimberly S. Hromada
- i. CSE and CPSE Committee Members – see attached list

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- j. CSE Director (K-6)– Michelle Ellis
- k. CSE Co-Coordinators K-2 – Megan Eschler and 3-6 Andrea Fort
- l. CPSE Director – Michelle Ellis
- m. Audit Committee – Board; Angela Ludwig, John Olmstead, Michael Evans
- n. Dignity for All Students Coordinator – Chad Sitts
- o. RTI Coordinator – Michelle Ellis
- p. Data Coordinator and Tax Collector – Meaghan Cherry
- q. Water Operator – Mike Carney
- r. Mentor for Second Year Teacher – Kristin St Dennis
- s. Title I/ESSA Coordinator – Kimberly Hromada

5. Designations

- a. Monthly meeting schedule tabled until the end of the meeting.
- b. Official Depositories for Investments of District Funds – NBT

Res #0004-17

John Olmstead made the motion to adopt NBT Bank for the Official Depositories for Investments of District Funds. Michael Evans seconded it. *(Vote was 3 ayes, 0 nays, 0 abstain)*

- c. Official District Newspaper – The Leader Herald

Res #0005-17

Michael Evans made the motion to adopt The Leader Herald as the Official District Newspaper. Angela Ludwig seconded it. *(Vote was 3 ayes, 0 nays, 0 abstain)*

- d. Designated School District 7-12 is Northville Central School

Res #0006-17

Michael Evans made the motion to adopt Northville Central School as the Designated School District 7-12. Angela Ludwig seconded it. *(Vote was 3 ayes, 0 nays, 0 abstain)*

6. Authorizations

Res #0007-17

John Olmstead moved for adoption of the resolution to approve the following authorizations for the 2017-2018 school year. Michael Evans seconded it. *(Vote was 3 ayes, 0 nays, 0 abstain)*

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- a. Certification of payroll – Superintendent, Kimberly Hromada
- b. Authorized Signatures – Sandy L. Moore, BOT President
- c. Budget Transfers – Kimberly Hromada, up to \$3,000.00; Board over \$3,000.00.
- d. Purchasing Agent – Superintendent, Kimberly S. Hromada
- e. Petty Cash \$75.00
- f. Mileage – IRS Rate

III. OLD BUSINESS – None to review

IV. REQUEST FOR BOARD ACTION

A. Transcript of Minutes

- 1. Regular Monthly Meeting – June 12, 2017 and Special Meeting June 20, 2017

Res #0008-17

Michael Evans made the motion to adopt a resolution to approve the transcript of the minutes from both the June 12 and June 20, 2017 meetings. John Olmstead seconded the motion. *(Vote was 3 ayes, 0 nays, 0 abstain)*

V. REQUEST FOR BOARD ACTION

A.

Res #0009-17

- 1. Board Resolution to review annual policies: Board Operational Goals 2000; Consent agenda 2341.1, Admission of Non-Resident Students 5152; Student Conduct 5300; Student Discipline 5310, 5310-R, 5310-E; Investments 6240, 6240-R; Depositories of Funds 6400; Purchasing 6700, 6700-R, 6700-E-1; Sweatshop purchasing 6705; purchasing authority 6710; Bidding Requirements 6720, 6720-R; Cooperative Purchasing 6730; State Contracts 6731; Purchasing Procedure 6740, Payroll Procedures 6800.

John Olmstead made the motion to accept the board resolution approving these policies. Michael Evans seconded. *(Vote 3 ayes, 0 nays, 0 abstain)*

Res #0010-17

2. Michael Evans made the motion to adopt the resolution approving the bus maintenance contract with the Broadalbin Perth School District. John Olmstead asked what the increase was to which Superintendent Hromada stated it was a 4% increase over last year's contract. The contract is for \$24,876.00 paid monthly \$2487.60 for 10 months. Overtime rate for mechanic is \$29.30 an hr. Contract Salary rate for Mechanic is \$19.53 an hr. Mike Evans made a motion. Angela Ludwig seconded the motion. **(Vote 3 ayes, 0 nays, 0 abstain)**

Res #0011-17

3. Mike Evans made a motion to accept the addendum to the Superintendent's Contract retroactive to June 21, 2017. The motion was seconded by John Olmstead. **(Vote 3 ayes, 0 nays, 0 abstain)**

B.

Res #0012-17

1. John Olmstead made a motion and Michael Evans seconded 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. **(Vote 3 ayes, 0 nays, 0 abstain)**

Res #0013-17

2. Michael Evans made a motion and Angela Ludwig seconded the resolution to approve the Payment of Claims as listed on Warrant number 1. **(Vote 3 ayes, 0 nays, 0 abstain)**
3. There were no budget transfers for the board to approve at this meeting.

Res #0014-17

4. John Olmstead made the motion to approve the resolution and Michael Evans Seconded the motion to approve that the 2016-2017 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 put into Reserves as follows: \$75,000 into Bus Reserve and the remainder into the Repair Reserve. Effective June 30, 2017.

C.

Superintendent thanked Mrs. Moore for all of her hard work in closing out the 2016-2017 school year and preparing for this re-organizational meeting which was held a week early this year. Discussed to keep it the second week in July in future years.

Discussed the board meeting calendar for the 2017-2018 school year with Business Manager noting that there may be some months where the financials may not be ready for the board packet the first Wed. of the month due to availability of invoices.

VI.

PRIVILEGE OF THE FLOOR – None

Executive Session

John Olmstead made a motion to go into Executive Session for personnel matter and Michael Evans seconded the motion at 6:35. *(Vote 3 ayes, 0 nays, 0 abstain)*

Return to Open Meeting

Open meeting resumed at 7:09. John Olmstead made the motion to end executive and enter regular meeting with Mike Evans seconding the motion. *(Vote 3 ayes, 0 nays, 0 abstain)*

Res #0015-17

This motion was tabled to discuss in executive session, to meet and talk with the candidate. Once the regular meeting resumed at 7:09, Michael Evans made the motion to appoint Alexis Kramer as District Clerk and District Administrative Secretary effective July 10, 2017. Angela Ludwig seconded the motion. This is a confidential position and the oath was administered following this appointment. (*Vote 3 ayes, 0 nays, 0 abstain*)

Res #0016-17

Monthly meetings will be held the second Wed at 6:00 P.M. (Exceptions are: August 30, September 21 at 5:00 P.M., December 13 at 5:00 P.M., May 9, 5:00 P.M. April BOCES Mtg. 9:00 a.m. Date TBD). Motion made by Mike Evans to accept the calendar of meetings for 2017-2018 school year with a change of September meeting to September 21, 2017. The motion was seconded by Angela Ludwig. (*Vote 3 ayes, 0 nays, 0 abstain*)

Adjournment

Michel Evans made the motion to adjourn the meeting at 7:20 and it was seconded by John Olmstead. (*Vote 3 ayes, 0 nays, 0 abstain*)

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