

**MINUTES** of the Study Session of the Board of Education of the West Irondequoit Central School District, Town of Irondequoit, Monroe County, New York held Thursday evening, February 4, 2016 in the Rogers School, 219 Northfield Road, Rochester, NY

**BOARD MEMBERS PRESENT:** M. Burns, A. Cunningham, B. Evans, M. Seeley, J. Shafer, M. Steckley, J. Vay

**ALSO PRESENT:** J. Brennan, J. Crane, S. Ertel, K. Finter, P. Kelly, C. Miga, T. Terranova

Visitors: As per sign in sheet.

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

President Burns called the meeting to order at 7:00 p.m. with the pledge of allegiance.

**APPROVAL OF AGENDA**

Motion was made by Mrs. Cunningham seconded by Mr. Seeley that the agenda be approved as presented.

**Motion Carried: 7-0-0**

Dr. Steckley arrived at 7:02 p.m.

**ROGERS CLASSROOM VISITATIONS**

The focus for the evening was on backwards planning using summative assessment frames allowing teachers to mirror the rigor found therein in both formative assessments and daily instruction. Instruction is also driven by a careful analysis of gaps in student performance.

**BRIARWOOD PRINCIPAL'S PRESENTATION**

Following interactions with students and staff, Mr. DesRosiers engaged the Board in a study focusing on how all students are supported to master skills and concepts in all domains.

**PUBLIC COMMENT**

*Public Comment*

District Resident/Address	Issue/Concern
None.	

**SUPERINTENDENT'S REPORT**

No Report.

**REPORT OF THE TREASURER**

No Report.

**REPORTS OF LEADERSHIP STAFF**

A. Curriculum

Update on Pre-K and Full-day Kindergarten

Mrs. Miga provided an update and an overview of the Community Session on February 11, 2016.

B. Personnel

Review Personnel Agenda

Dr. Terranova reviewed the February 25, 2016 Personnel agenda.

C. Business

1. Audit Committee

Mr. Brennan reported that there will be an Audit Committee meeting on February 25, 2016 and our Internal Auditor Jim Buffum from EFT Rotenberg will review the draft audit where the focus was cash receipts.

2. Facilities Plan

Mr. Brennan reported that the Facilities Committee is scheduled to meet next week where their focus will be on what to include in the Capital Exclusion Project.

D. CSE/CPSE Committee

Recommendation of the Committee on Special Education

Upon motion by Dr. Steckley with a second by Mr. Vay the following resolution was offered:

**BE IT RESOLVED**, that the recommendations dated February 4, 2016 of the Committee on Special Education for the 2015-16 school year be approved as presented.

**Motion Carried: 7-0-0**

**OLD BUSINESS**

A. Policy Approval

1. #3310 Public Access to Records

2. #6110 Code of Ethics for all District Personnel

Upon motion by Mrs. Cunningham with a second by Mr. Seeley the following resolution was offered:

**BE IT RESOLVED**, that revised policies #3310 Public Access to Records and #6110 Code of Ethics for all District Personnel be approved as presented.

**Motion Carried: 7-0-0**

B. Revised List of Authorizations/Appointments/Designations/Re-Adoptions

**Authorizations/Appointments/Designations/Re-adoptions  
2015 - 2016 Fiscal Year**

1. Authorization to establish the following petty cash funds, custodians, and amounts:

<u>Building</u>	<u>Amount</u>	<u>Custodian</u>
Briarwood	\$100	Diane Stout
Brookview	\$100	Bonnie Ritzman
Colebrook	\$100	Mary Hyman-Nicoll
Community Education	\$100	Barbara Reardon

Dake Junior High	\$100	Sue Goodlein
Dake-Cafeteria	\$120	Betsy LoGiudice
District Office	\$100	Susan Bottazzo
Environmental Services	\$100	Gwynne Balcer
Helmer Nature Center	\$100	Karen Mazzola
IHS-Athletics Office	\$50	Anthony Lipani
IHS-Bookstore	\$50	Mary Greenblatt
IHS-Cafeteria	\$200	Betsy LoGiudice
IHS-Music	\$100	Steve Zugelder
Irondequoit High School	\$100	Sandy Nelson
Iroquois Middle School	\$100	Andria Mikiciuk
Iroquois-Cafeteria	\$25	Betsy LoGiudice
Listwood	\$100	Pam Iannone
Pupil Personnel Services	\$100	Barb Speed
Rogers Middle School	\$100	Fran DiPrima
Rogers-Cafeteria	\$25	Betsy LoGiudice
Seneca	\$100	Kim Gagarinas
Southlawn	\$100	Melissa Vella
Technology	\$100	Scott Ertel
K-3 Buildings Breakfast Program (\$25 ea.)	\$150	Betsy LoGiudice

2. Appointment of Patricia Kelly as Secretary to the Superintendent/School District Clerk.
3. Appointment of Susan Bottazzo as Deputy School District Clerk.
4. Appointment of Gregory Pheterson as School District Treasurer.
5. Appointment of James Brennan as Deputy Treasurer.
6. Appointment of Patricia Hartman as Internal Claims Auditor.
7. Appointment of Rotenberg and Co., LLC as Internal Auditor.
8. Appointment of Audit Committee Members (The Board of Education as a whole).
9. Designation of Freed Maxick & Battaglia as External Auditor (Independent).
10. Designation of Harris Beach as legal counsel.
11. Designation of Clark Patterson Lee as architect.
12. Designation of Assistant Superintendent for Finance as Purchasing Agent.
13. Designation of Deputy Superintendent as alternate Purchasing Agent.
14. Designation of Deputy Superintendent as Records Access Officer.

15. Designation of Assistant Superintendent for Finance as alternate Records Access Officer.
16. Records Access Fee: The fee for copying documents is 25 cents per single-sided page up to 8 ½ x 14 and 50 cents for a double –sided page up to 8 ½ x 14 .
17. Designation of Assistant Superintendent for Finance as Census Enumerator.
18. Designation of Deputy Superintendent as alternate Census Enumerators.
19. Designation of WorkFit Medical, 1160 Chili Avenue, Suite 100, Rochester, NY 14624, as district physician and Dr. Lawrence Denk as school physician.
20. Designation of Dr. Rajendra Singh as district psychiatrist.
21. Designation of Patricia Hartman as Medicaid Compliance Officer.
22. Designation of Deputy Superintendent and Director of Student Services as Title IX Compliance Officers (Harassment Complaint Officer).
23. Designation of Assistant Superintendent for Finance, K-6 Director of Instruction or 7-12 Director of Instruction as alternate Title IX Compliance Officers (Harassment Complaint Officer).
24. Designation of Assistant Superintendent for Finance as individual to approve free and reduced lunch applications.
25. Designation of Deputy Superintendent as alternate individual to approve free and reduced lunch applications.
26. Designation of Assistant Superintendent for Finance to authorize the Free and Reduced Lunch Program.
27. Designation of Deputy Superintendent as alternate to authorize the Free and Reduced Lunch Program.
28. Designation of Jeffrey Rahn as asbestos designee.
29. Designation of Alphonse DiNoto as Energy Manager.
30. Designation of Jennifer Brooker as Chemical Hygiene Officer.
31. Designation of Jeffrey Rahn as alternate Chemical Hygiene Officer
32. Establishment of the following banks as official depositories of district funds:

JP Morgan Chase Bank	M & T Bank
Bank of America	Citibank
First Niagara	MBIA Class
Key Bank	

33. Set the following bonding level for staff/officers:  
Blanket limit of \$3,000,000 per loss.
34. Designation of the ROCHESTER BUSINESS JOURNAL as the official newspaper.
35. Designation of individuals to serve as Impartial Hearing Officers for the 2015-2016 school year as listed on the district-specific list of Impartial Hearing Officers as maintained by the New York State Education Department's Impartial Hearing Reporting System (IHRS), as required in Section 200.5 of the Regulations of the Commissioner of Education.
36. Authorization of Board of Education President or Vice-President to approve Impartial Hearing Officer.
37. Designation of Susan Flood as individual to propose amendments to a student's IEP on behalf of the School District.
38. Designation of Susan Flood as Section 504 Compliance officer.
39. Authorization of the Assistant Superintendent for Finance to certify payrolls.
40. Authorization of Deputy Superintendent as alternate to certify payrolls.
41. Authorize use of electronic signature cards for checks.
42. Authorization of the Superintendent of Schools or his /her designee to approve the attendance of staff members at professional conferences in advance of such conferences. (General Municipal Law, Section 77-b)
43. That non-resident tuition rates for the 2015-2016 school year be established at the rate as set by SED guidelines.
44. Set the mileage reimbursement rate at the same rate set by the Internal Revenue Service and as amended from time to time.
45. Extraclassroom central treasurers, granting permission to sign extraclassroom account checks, as follows:

<u>Area</u>	<u>Custodian</u>
IHS	Douglas Lauf
Dake	Matthew Schrage
Iroquois	Charles Miller
Rogers	Dennis DesRosiers
46. Authorization to Mary Greenblatt as custodian of the Irondequoit High School Campus Bank Account.
47. Re-adoption of Policies and Code of Ethics.

48. Re-adoption of the District-Wide School Safety Plan.
49. Re-adoption of the Code of Conduct.
50. Dignity for All Students Compliance Officers, Deputy Superintendent and Director of Student Services.
51. Dignity for All Students Alternate Compliance Officers, Assistant Superintendent for Finance, K-6 Director of Instruction or 7-12 Director of Instruction.
52. Dignity for All Students – Dignity Act Coordinator – The coordinator for each school building will be the principal.

Upon motion by Mr. Evans with a second by Dr. Shafer the following resolution was offered:

**BE IT RESOLVED**, that the revised list of Authorizations/Appointments/Designations/ Re-Adoptions dated February 4, 2016 be approved as presented.

**Motion Carried: 7-0-0**

C. Independent Consultant Contract

Upon motion by Mrs. Cunningham with a second by Dr. Steckley the following resolution was offered:

**BE IT RESOLVED**, that the revised Independent Consultant Contract for Makini Beck for services rendered in the 2015-16 school year, as outlined in the individual agreement, be approved as presented.

**Motion Carried: 7-0-0**

**NEW BUSINESS**

A. Policy Review

1. #1110 School District and Board of Education Legal Status
2. #1120 Board of Education Authority
3. #1130 Number of members and Terms of Office
4. #1210 Board of Education Members: Qualifications
5. #1220 Board of Education Members: Nomination and Election
6. #1230 Reporting of Expenditures and Contributions
7. #1240 Resignation and Dismissal
8. #1250 Legal Qualifications of Voters at School District Meetings
9. #1251 Proof of Residency
10. #1260 Submission of Questions and Propositions at the Annual Meeting and Election and Special District Meetings
11. #1270 Absentee Ballots

There were no recommended changes to the above. This will be considered the review.

12. #1320 Board Officers: Nomination, Election, and Duties

Currently, we have three separate policies (#1320, Nomination and Election of Board Officers, #1321 Duties of the President of the Board of Education and #1322 Duties of the Vice President of the Board of Education). The revised policy #1320 would combine all three into one policy and would be renamed Board Officers: Nomination, Election, and Duties.

13. #1330 Appointments and Designations by the Board of Education

Adding the word “officer” to Records Access and deleting “assuring at least one officer of each gender.”

This will be considered the first reading of #1320 and #1330 with the second and approval anticipated at the February 25, 2016 Business Meeting.

**ROUTINE**

Reports/Correspondence

Mrs. Burns	Mrs. Burns reported that she attended the MCSBA Executive Committee meeting and the Steering Committee. She shared that Trivia Night at Helmer Nature Center was a huge success and the annual pancake breakfast will be held on March 13 and March 20. Lastly, Mrs. Burns reminded everyone of the MCSBA Legislative Breakfast this Saturday.
Mrs. Cunningham	Mrs. Cunningham reported that she attended the MCSBA Legislative Committee meeting and plans to attend the Legislative Breakfast on Saturday. She reminded folks of the upcoming Albany trip and the PTSA Honorary Life Award. Lastly, she reported that crossing guard George passed away and shared how he impacted so many families.
Mr. Evans	No Report.
Mr. Seeley	Mr. Seeley commented on the wonderful atmosphere at the Varsity Basketball game he attended.
Dr. Shafer	No Report.
Dr. Steckley	Dr. Steckley reported that she anticipates attending the TLC Meeting in March.
Mr. Vay	Mr. Vay reported that he will be the guest bartender at I-Square on February 20 as a fund raiser for WIF.
Mr. Crane	Mr. Crane shared a letter from MCSBA Executive Director Sherry Johnson. The book <i>What Do You Do With an Idea</i> was donated to each of our elementary school libraries in honor of Jody Siegle.

Meetings

Community Session/

Pre-K and Full-day Kindergarten	Thursday, February 11, 2016	7:00 p.m.	District Office
Audit Committee	Thursday, February 25, 2016	5:30 p.m.	District Office
Business Meeting	Thursday, February 25, 2016	7:00 p.m.	District Office

**ADJOURNMENT**

There being no further business, the meeting was unanimously adjourned at 9:31 p.m. following a motion by Dr. Steckley with a second by Mr. Evans.

Respectfully submitted,

Patricia Kelly  
School District Clerk

(Copies of all above-mentioned actions are filed with the supplemental file of the minutes of the meeting.)