



ORGANIZATIONAL AGENDA (Cont'd.)

Superintendent Roland indicated the next order of business was the election of Board Officers for the 2017-18 school year.

The position of President of the Board was open. Richard Martinez was nominated by Trustee Edmondson and seconded by Trustee Gaughan and was elected unanimously to the position of President.

The position of Vice President of the Board was open. Shannon Edmondson was nominated by Trustee Matyas and seconded by Trustee Jablonowski and was elected unanimously to the position of Vice President.

The position of District Clerk of the Board was open. Nicholas Matyas was nominated by President Martinez and seconded by Trustee Edmondson and was elected unanimously to the position of District Clerk.

Superintendent Roland administered the Oath of Office to President Martinez, Vice President Edmondson and District Clerk Matyas.

The above signed Oaths of Office are filed with the Clerk of the Board of Education, together with the signed Oaths of Office for Chief Information Officer and Board Clerk.

A summation of the resolution concerning the election of officers and the appointments for the 2017-18 school year are attached to and made part of these minutes.

ROUTINE MATTERS

MIN. 6/27/17            MINUTES: June 27, 2017 – Regular Meeting approved as presented.  
REGULAR                MOTION: Trustee Jablonowski            SECOND: Trustee Gaughan  
MEETING                CARRIED UNANIMOUSLY

FINANCIAL                There were no financial statements.  
STATEMENTS

COMMUNI-                There were no direct communications.  
CATIONS

POLLING OF THE BOARD MEMBERS – PROPOSED EXECUTIVE SESSION

MOTION: Trustee Edmondson SECOND: Trustee Matyas

CARRIED UNANIMOUSLY

Upon the polling of the Board, a motion was made to leave open session at 7:17 p.m. to enter into executive session to discuss CSE and CPSE recommendations that are attached to and made part of the official minutes filed in the permanent record and legal issues.

The following attended Executive Session:

Board Members: Trustees Martinez, Edmondson, Matyas, Farr, Gaughan, Jablonowski

Also attending: Mary Kay Roland, Eric Race, Jalynn Doig

MOTION to Adjourn Executive Session: Trustee Gaughan SECOND: Trustee Jablonowski

CARRIED UNANIMOUSLY

The Regular Meeting reconvened at 7:30 p.m.

REPORT - SUPERINTENDENT OF SCHOOLS

A. INSTRUCTIONAL REPORT There was no instructional report.

B. BOARD COMMITTEE REPORTS There were no committee reports.

C. LEGAL ISSUES MOTION: Trustee Farr SECOND: Trustee Edmondson  
- Budget Transfers Upon the recommendation of the Superintendent and Assistant Superintendent for Administration, the Board approved the budget transfers.

Upon roll call the vote was as follows:

Ayes: (6) Trustees Martinez, Edmondson, Matyas, Farr, Jablonowski, Gaughan

Noes: (0) None

Absent: (1) Trustee Welsh Clarke

Abstain: (0) None

President Martinez declared the motion approved.

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D. CONTRACT MOTION: Trustee Jablonowski SECOND: Trustee Edmondson  
w/L. SHEAR CARRIED UNANIMOUSLY

The Board approved the contract with Lynette Shear, Sign Language Interpreter, for services for one student for the summer component of the 2017-18 school year.

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E. CONTRACT MOTION: Trustee Jablonowski SECOND: Trustee Edmondson  
w/P. Westcott CARRIED UNANIMOUSLY

The Board approved the contract with Pauline Westcott for Occupational Therapy services for the 2017-18 school year.

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F. DISTRICT MOTION: Trustee Matyas SECOND: Trustee Edmondson  
POLICIES CARRIED UNANIMOUSLY

2ND READING Superintendent Roland presented the following policies for a second reading and approval:

- #5000 – Student Policies Goals – Delete
- #5152.1 – Admission of Exchange Students – Readopt
- #5200 – Cocurricular and Interscholastic Programs
- #5281 – Participation of Male and Female Pupils on Interscholastic School Teams – Delete
- #5281R – Participation of Male and Female Pupils on Interscholastic School Teams Regulation – Delete
- #5300 – Code of Conduct
- #5311 – Student Rights and Responsibilities – Delete
- #5311.2 – Student Government – Delete
- #5311.3 – Student Complaints and Grievances
- #5311.3 – Student Complaints and Grievances Regulation
- #5405 – Student Wellness
- #8505 – Meal Charge Policy

G. PERSONNEL - MOTION: Trustee Matyas SECOND: Trustee Jablonowski  
INSTRUC- CARRIED UNANIMOUSLY  
TIONAL

Upon the recommendation of the Superintendent of Schools, the Board approved the following:

**TENURE RECOMMENDATION**

Name	Building	Tenure Area	Tenure Date
Jessica Collins	Elem./Middle (3-5)	Teaching Assistant	10/24/17

**RESIGNATION**

Name	Tenure Area / Location	Effective Date
Erik Legenhausen	Social Studies - Substitute	High School 9/1/17

## G. PERSONNEL- INSTRUCTIONAL (CONT'D.)

**SUBSTITUTE APPOINTMENT**

Name	Tenure Area / Certification		Effective Dates
Susan Christian	Music	Music - Pennsylvania	9/1/17 – 5/24/18
Taylor O'Neil	Special Education	Students with Disabilities (Grades 1-6) – Initial	9/1/17 – 6/30/18

**PROBATIONARY APPOINTMENTS**

**\*Tentative and conditioned upon the following:** Except to the extent required by the applicable provisions of § 3012 of the Education Law, in order to be granted tenure, the appointee shall have received composite or overall annual professional performance review ratings pursuant to Education Law § 3012-c and/or 3012-d of either effective or highly effective in at least three (3) of the four (4) preceding years; and if an ineffective composite or overall rating is received in the final year of the probationary period, individual shall not be eligible for tenure at that time.

Name	Tenure Area / Certification		Probationary Appt.
Erik Legenhausen	Social Studies	Social Studies 7-12 - Initial	9/1/17 – 6/30/21
Margaret Loney	Mathematics	Mathematics 7-12 – Professional	9/1/17 – 6/30/20
Samantha Smith	Special Education	Students with Disabilities (Grades 1-6) – Initial	9/1/17 – 6/30/21

H. PERSONNEL-  
NONINSTRUC-  
TIONAL

MOTION: Trustee Jablonowski      SECOND: Trustee Edmondson  
CARRIED UNANIMOUSLY

Upon the recommendation of the Superintendent of Schools, the Board approved the following:

**CHANGE IN CLASSIFICATION**

Name	From / To		Effective Date
Shane Moelder	Cleaner – 2nd Shift	Cleaner – 1 <sup>st</sup> Shift	7/31/17

**TERMINATIONS**

	Position / Location		Effective Date
Shakeam Jackson	Laborer, PT	Districtwide	7/1/17
Josh Rieger	Laborer, PT	Districtwide	7/1/17

**RESIGNATION**

Name	Position / Location		Effective Date
Velma Bennett	Clerical	Districtwide	7/1/17



**BOARD ORGANIZATIONAL AND REGULAR MEETING**  
**OF THE BOARD OF EDUCATION - July 11, 2017**

**Johnson City Central School District**

**I. APPOINTMENT OF OFFICERS:**

MOTION: Trustee Jablonowski

SECOND: Trustee Gaughan

Upon roll call the vote was as follows:

Ayes: (6) Trustees Martinez, Edmondson, Matyas,  
Farr, Jablonowski, Gaughan

Noes: (0) None

Absent: (1) Trustee Welsh Clarke

Abstain: (0) None

President Martinez declared the motion approved.

**A. DISTRICT TREASURER**

RESOLVED that **Kelly Tesar** is appointed District Treasurer.

**B. DEPUTY TREASURER**

RESOLVED that **Stephanie Rajnes** is appointed Deputy Treasurer.

**C. TAX COLLECTOR**

RESOLVED that **Wendy Gates** is appointed District Tax Collector for the Towns of Maine, Chenango, Dickinson and Union.

**D. CENTRAL TREASURER - Activity Funds**

RESOLVED that **Martha Williams** is appointed High School Central Treasurer-Activity Funds and **Jody Phillips** is appointed Middle School Central Treasurer-Activity Funds.

**E. INTERNAL CLAIMS AUDITOR**

RESOLVED that **Johanna Hopkins** is appointed Internal Claims Auditor.

**F. DEPUTY INTERNAL CLAIMS AUDITOR**

RESOLVED that **Sarah VanGalder** is appointed Deputy Internal Claims Auditor.

**II. OTHER APPOINTMENTS**

MOTION: Trustee Edmondson  
CARRIED UNANIMOUSLY

SECOND: Trustee Jablonowski

**A. SCHOOL PHYSICIANS**

RESOLVED that services will be provided by **United Health Services**.

**B. SCHOOL ATTORNEYS**

RESOLVED that legal services will be provided by **Coughlin & Gerhart, LLP**.

RESOLVED that legal services will be provided by **The Law Firm of Frank W. Miller, LLP**



**II. OTHER APPOINTMENTS (Cont'd.)**

**C. CENSUS ENUMERATOR**

RESOLVED that **Elisa Eaton** is appointed Census Enumerator.

**D. ATTENDANCE OFFICER**

RESOLVED that **Laura Toner** is appointed Attendance Officer.

**E. AUDIT COMMITTEE**

RESOLVED that the Audit Committee is comprised of the following members with the following terms:

Shannon Edmondson - July 1, 2017 - June 30, 2020

Nicholas Matyas- July 1, 2016 – June 30, 2018

Jeannette Farr July 1, 2016 – June 30, 2019

**F. INDEPENDENT EXTERNAL AUDITOR**

RESOLVED that independent external auditor services will be provided by **Vieira and Associates, CPAs**.

**G. INTERNAL AUDITOR**

RESOLVED that internal auditor services will be provided by **Raymond Preusser, CPA**.

**H. RECORDS ACCESS OFFICER**

RESOLVED that **Eric Race** is appointed Records Access Officer.

**I. RECORDS RETENTION & DISPOSITION OFFICER**

RESOLVED that **Eric Race** is appointed Records Retention and Disposition Officer.

**J. DISTRICT COMPLIANCE OFFICER (Sexual Harassment and Antidiscrimination)**

RESOLVED that **Jeffrey Paske** is appointed District Compliance Officer.

**K. POLICY MANUAL MAINTENANCE OFFICER**

RESOLVED that **Mary Kay Roland** or designee is appointed Policy Manual Maintenance Officer.

**L. ASBESTOS DESIGNEES**

RESOLVED that **Dean Simmons** is appointed Asbestos Designees.

**M. EMERGENCY COORDINATOR AND DISASTER DESIGNEE**

RESOLVED that **Eric Race** is appointed Emergency Coordinator and Disaster Designee.

**N. HEALTH AND SAFETY OFFICER**

RESOLVED that **Eric Race** is appointed Health and Safety Officer.

**O. INTEGRATED PEST MANAGEMENT COORDINATOR**

RESOLVED that **Eric Race** is appointed Integrated Pest Management Coordinator.

**II. OTHER APPOINTMENTS (Cont'd.)**

**P. LIAISON FOR HOMELESS CHILDREN AND YOUTHS**

RESOLVED that **Elisa Eaton** is appointed Liaison for Homeless Children and Youths.

**Q. BOARD CLERK**

RESOLVED that **Jalynn Doig** is appointed Board Clerk.

**R. CHIEF INFORMATION OFFICER**

RESOLVED that **Sherri Yagley** is appointed Chief Information Officer.

**S. MEDICAID COMPLIANCE OFFICER**

RESOLVED that **Meredith Whalen** is appointed Medicaid Compliance Officer.

**T. DIGNITY ACT COORDINATORS**

RESOLVED that the following are appointed Dignity Act Coordinators:

High School	Robert Fauver
Middle School	Molly Goosman
Intermediate School	Carlye Dobransky
Primary School	Tracy D'Arpino

**III. DESIGNATIONS**

MOTION: Trustee Jablonowski  
CARRIED UNANIMOUSLY

SECOND: Trustee Edmondson

**A. OFFICIAL BANK DEPOSITORIES**

RESOLVED that the following Banks are designated as the official depositories:

M & T Bank - Endicott  
Chase Manhattan – Johnson City  
NBT – Johnson City  
Chemung Canal Trust Co. – Johnson City  
Key Bank – Johnson City  
Citizens Bank – Johnson City

**B. REGULAR MONTHLY MEETINGS**

RESOLVED that the second and fourth Tuesdays are designated as the official times for the regular meetings of the Board of Education. Regular Board Meetings shall begin at 7:00 p.m. Visitors will be allowed to question and/or comment.

**C. OFFICIAL NEWSPAPER**

RESOLVED that the *Press & Sun-Bulletin* is designated as the Official Newspaper.

**IV. AUTHORIZATIONS**

MOTION: Trustee Matyas  
CARRIED UNANIMOUSLY

SECOND: Trustee Gaughan

**A. CHIEF SCHOOL OFFICER TO CERTIFY PAYROLLS**

RESOLVED that **Superintendent Mary Kay Roland** is authorized as Chief School Officer to certify payrolls.

**IV. AUTHORIZATIONS (Cont'd.)**

**B. SCHOOL PURCHASING AGENT**

RESOLVED that **Tracy Baker** is authorized as School Purchasing Agent. In her absence, **John Read** is designated to sign purchase orders as needed.

**C. AUTHORIZATION TO ESTABLISH PETTY CASH FUNDS**

RESOLVED that establishment of the following petty cash funds are authorized:

District-Wide Start Up – Bryan McCoy	\$100.00
Johnson City Senior High School – K. Beukema	\$ 50.00
Johnson City Middle School - J. Guccia	\$ 50.00
Central Administration – E. Race	\$100.00
Superintendent’s Office – Mary Kay Roland	\$100.00

**D. CREDIT CARD LIMITS**

RESOLVED that the following are credit card limits:

<u>Name on Card</u>	<u>Issued By</u>	<u>Max. Limit</u>
Mary Kay Roland	Chase	\$5,000.00
Eric Race	Chase	\$5,000.00
Johnson City CSD	Exxon	\$ 610.00

**E. AUTHORIZED SIGNATURE OR FACSIMILE ON CHECKS**

RESOLVED that **Kelly Tesar** is designated to sign, or use a facsimile to sign, all payroll and other checks. In her absence, **Stephanie Rajnes** is designated to sign payroll and other checks as needed.

**F. TRANSFER OF FUNDS - Authorization for Superintendent to make Inter-fund Transfers up to \$5,000.00 Commissioner's Regulations, Section 170.2(1)**

RESOLVED that **Superintendent Mary Kay Roland** is authorized to make Inter-fund transfers up to \$5,000.00 (Commissioner's Regulations Section 170.2(1)).

**G. STAFF ATTENDANCE AT CONFERENCES**

RESOLVED that the Superintendent of Schools is authorized to approve requests from the Instructional and Non-instructional staff to attend conferences, institutes and workshops when the estimated expenditures do not exceed \$1,000.00 and it is within budgetary allocations for the 2017-18 school year.

**V. OFFICAL UNDERTAKINGS (BONDING)**

MOTION: Trustee Jablonowski  
CARRIED UNANIMOUSLY

SECOND: Trustee Farr

RESOLVED that the bonding of the District Treasurer, Deputy Treasurer,  
District Tax Collector and Internal Claims Auditor is authorized as follows:

District Treasurer	-	\$1,000,000.00
District Tax Collector	-	\$1,000,000.00
Internal Claims Auditor	-	\$1,000,000.00

**VI. OTHER ITEMS**

MOTION: Trustee Edmondson  
CARRIED UNANIMOUSLY

SECOND: Trustee Matyas

**A. READOPTION OF ALL BOARD POLICIES**

RESOLVED that all Board Policies in effect during the previous year  
are readopted.

**B. ESTABLISH MILEAGE REIMBURSEMENT RATE**

RESOLVED that the maximum rate allowed by IRS without being declared  
income is established.

**C. GROUP BIDS**

RESOLVED that the District is authorized to participate in group bids with  
BOCES, other school districts, Broome County and other municipalities,  
as allowed by law.

**D. TUITION RATES FOR NONRESIDENT STUDENTS WHO ARE CHILDREN OF  
DISTRICT EMPLOYEES**

RESOLVED that the tuition rate for 2017-18 for nonresident students who are children of  
district employees is set at \$1,040.00 per child, per year.

VI. OTHER ITEMS

E. **FACILITY USE FEES**

RESOLVED that the following fees will be charged when “For Profit” organizations request to use district facilities:

<u>Facility</u>	<u>Present Fee*</u> <u>[Monday – Friday]</u>	<u>Recommended Fee*</u> <u>[Monday – Friday]</u>
-High School Auditorium -High School Cafeteria -K-8 Cafetorium -High School Large Gym -K-5 Gym -6-8 Gym -Swimming Pool -Athletic Fields	\$300.00 for one day \$50.00 each additional day	\$300.00 for one day \$50.00 each additional weekday
-High School Small Gym -K-5 Gym (one-half) -6-8 Gym (one-half)	\$100.00 for one day \$15.00 each additional day	\$100.00 for one day \$15.00 each additional weekday
-High School Library/Classroom -K-8 Library/Classroom -High School Cafeteria (meetings only) -K-8 Cafetorium (meetings only)	\$40.00 per hour	\$40.00 per hour \$60.00 per OT hour
Turf Field	\$400 (2.5 hours) \$50.00 each additional hour	\$400 (2.5 hours) \$50.00 each additional hour
Field Lights	\$50.00 per hour	\$50.00 per hour

VI. OTHER ITEMS

E. Facility Use Fees (Cont'd.)

<b>Facility</b>	<b><u>Present Fee*</u> <u>[Weekend/Holiday]</u></b>	<b><u>Recommended Fee*</u> <u>[Weekend/Holiday]</u></b>
-High School Auditorium -High School Cafeteria -K-8 Cafetorium -High School Large Gym -K-5 Gym -6-8 Gym -Swimming Pool	\$600.00 for one day	\$600.00 for one day \$50.00 each additional holiday/weekend day
-High School Small Gym -K-5 Gym (one-half) -6-8 Gym (one-half)	\$200.00 for one day	\$200.00 for one day \$50.00 each additional holiday/weekend day
-High School Library/Classroom -K-8 Library/Classroom -High School Cafeteria (meetings only) -K-8 Cafetorium (meetings only)	\$60.00 per hour	\$60.00 per hour
Athletic Feilds	\$300.00 for one day \$50.00 each additional day	\$300.00 for one day \$50.00 each additional weekend/holiday day
Turf Field	\$400 (2.5 hours) \$50.00 each additional hour	\$400 (2.5 hours) \$50.00 each additional hour
Field Lights	\$50.00 per hour	\$50.00 per hour

\*If extra staffing services are required, charges will be \$40.00 per hour/per person. If event occurs when extra staff is not regularly scheduled, overtime rate of \$60.00 per hour/per person will be charged. Staffing needs will be determined by the district.

**F. WORK DAY**

Employees who work in excess of five (5) hours per day will be entitled to a minimum lunch period of thirty (30) minutes and two (2) fifteen (15) minute breaks. The thirty minute lunch period shall be granted as duty free time.

Employees who work between four (4) and five (5) hours per day will receive one (1) fifteen (15) minute break and one (1) thirty (30) minute duty free lunch.

Employees who work less than four (4) hours per day will receive one (1) fifteen (15) minute break.

The work day for each employee group will be established on an annual basis through resolution by the Board of Education.

Title	Hours/Day	Lunch	Breaks
Clerical I	7 hours	1 hour	Two (2) fifteen (15) min.
Clerical II (12 month)	7 hours	1 hour	Two (2) fifteen (15) min.
Clerical II (10 month)	7 hours	1 hour	Two (2) fifteen (15) min.
Cleaner	8 hours	30 minutes	Two (2) fifteen (15) min.
Custodian	8 hours	30 minutes	Two (2) fifteen (15) min.
Maintenance	8 hours	30 minutes	Two (2) fifteen (15) min.
Grounds	8 hours	30 minutes	Two (2) fifteen (15) min.
Mechanics	8 hours	30 minutes	Two (2) fifteen (15) min.
Head Mechanic	8 hours	30 minutes	Two (2) fifteen (15) min.
Head Groundsman	8 hours	30 minutes	Two (2) fifteen (15) min.
Head Custodian	8 hours	30 minutes	Two (2) fifteen (15) min.
Network Specialist	8 hours	1 hour	Two (2) fifteen (15) min.
Aides	Varies		
Monitors	Varies		
Bus Drivers	Varies		
Head Cook	6 hours	30 minutes	Two (2) fifteen (15) min.
Food Service Helper	Varies	30 minutes	Two (2) fifteen (15) min.
Athletic Trainer	Varies		
School Nurse	7 hours	1 hour	Two (2) fifteen (15) min.
PC Lan Technician	8 hours	1 hour	Two (2) fifteen (15) min.
Cook Manager	8 hours	30 minutes	Two (2) fifteen (15) mins.

*Jalynn Doig*  
Board Clerk