

**BOARD OF EDUCATION
JOHNSON CITY CENTRAL SCHOOL DISTRICT
ORGANIZATIONAL MEETING - JULY 11, 2017
FOR SCHOOL YEAR 2017-18**

AGENDA

I. ADMINISTRATION OF OATH

- A. Newly Elected Board Members: Richard G. Martinez (Term - 2017-22)
Nicholas J. Matyas (Term – 2017-22)

II. ELECTION OF OFFICERS AND ADMINISTRATION OF OATH

- A. President Nominee:
 Incumbent: Richard G. Martinez
- B. Vice President Nominee:
 Incumbent: Shannon Edmondson
- C. District Clerk Nominee:
 Incumbent: Nicholas J. Matyas

III. APPOINTMENT OF OFFICERS

- A. District Treasurer
Recommendation: Kelly A. Tesar
Incumbent: Kelly A. Tesar
- B. Deputy Treasurer
Recommendation: Stephanie Rajnes
Incumbent: Stephanie Rajnes
- C. Tax Collector for Towns of Maine, Chenango, Dickinson and Union
Recommendation: Wendy Gates
Incumbent: Wendy Gates
- D. Central Treasurers - Activity Funds
 High School
 Recommendation: Martha Williams
 Incumbent: Martha Williams
- Middle School
 Recommendation: Jody Phillips
 Incumbent: Jody Phillips
- E. Internal Claims Auditor
Recommendation: Johanna Hopkins
Incumbent: Johanna Hopkins

- F. Deputy Internal Claims Auditor
Recommendation: Sarah VanGalder
Incumbent: Sarah VanGalder

IV. OTHER APPOINTMENTS

- A. School Physicians
Recommendation: United Health Services
Incumbents: United Health Services
- B. School Attorneys
Recommendation: Coughlin & Gerhart, LLP
The Law Firm of Frank W. Miller, LLP
Incumbent: Coughlin & Gerhart, LLP
The Law Firm of Frank W. Miller, LLP
- C. Census Enumerator
Recommendation: Elisa Eaton
Incumbent: Elisa Eaton
- D. Attendance Officer
Recommendation: Laura Toner
Incumbent: Laura Toner
- E. Audit Committee
Shannon Edmondson July 1, 2017 - June 30, 2020
Nick Matyas July 1, 2016 – June 30, 2019
Jeannette Farr July 1, 2016 – June 30, 2019
- F. Independent External Auditor
Recommendation: Vieira and Associates, CPAs
Incumbent: Vieira and Associates, CPAs
- G. Internal Auditor
Recommendation: Raymond Preusser, CPA
Incumbent: Raymond Preusser, CPA
- H. Records Access Officer
Recommendation: Eric Race
Incumbent: Eric Race

IV. OTHER APPOINTMENTS (Cont'd.)

I. Records Retention & Disposition Officer

Recommendation: Eric Race

Incumbent: Eric Race

J. District Compliance Officer

Recommendation: Jeffrey Paske

Incumbent: Jeffrey Paske

K. Policy Manual Maintenance Officer

Recommendation: Mary Kay Roland

Incumbent: Mary Kay Roland

L. Asbestos Designee

Recommendation: Dean Simmons

Incumbent: Dean Simmons

M. Emergency Coordinator and Disaster Designee

Recommendation: Eric Race

Incumbent: Eric Race

N. Health and Safety Officer

Recommendation: Eric Race

Incumbent: Eric Race

O. Integrated Pest Management Coordinator

Recommendation: Eric Race

Incumbent: Eric Race

P. Liaison for Homeless Children and Youths

Recommendation: Elisa Eaton

Incumbent: Elisa Eaton

Q. Board Clerk

Recommendation: Jalynn Doig

Incumbent: Jalynn Doig

R. Chief Information Officer

Recommendation: Sherri Yagley

Incumbent: Sherri Yagley

S. Medicaid Compliance Officer

Recommendation: Meredith Whalen

Incumbent: Carlye Dobransky

IV. OTHER APPOINTMENTS (Cont'd.)

T. Dignity Act Coordinators

Recommendations:

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

V. DESIGNATIONS

A. Official Bank Depositories

Recommendations: 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 Board of Education Meetings

Recommendation: Second and Fourth Tuesdays of Each Month, 7:00 p.m.

C. Official Newspaper

Recommendation: Press & Sun-Bulletin

VI. AUTHORIZATIONS

A. Chief School Officer to Certify Payrolls

Recommendation: Mary Kay Roland

B. District Purchasing Agent

Recommendation: Tracy Baker
In absentia: John Read

C. Authorization to Establish Petty Cash Funds

Recommendations:

<u>School</u>	<u>Petty Cash Funds</u>
District-Wide Start Up – Bryan McCoy	\$ 100.00
Johnson City Senior High School – Joseph Guccia	\$ 50.00
Johnson City Middle School – Daniel Erickson	\$ 50.00
Central Administration – Eric Race	\$ 100.00
Superintendent's Office – Mary Kay Roland	\$ 100.00

VI. AUTHORIZATIONS (cont'd.)

D. Credit Card Limits

Recommendations:

<u>Name on Card</u>	<u>Issued By</u>	<u>Max. Limit</u>
Mary Kay Roland	Chase	\$5,000
Eric Race	Chase	\$5,000
Johnson City CSD	Exxon	\$ 610

E. Designation of Authorized Signature or Facsimile on Checks

Recommendation: Kelly Tesar
In absentia: Stephanie Rajnes

F. Transfer of Funds Authorization for Superintendent to Make Inter-fund Transfers Up To \$5,000.00 Commissioner's Regulations, Section 170.2(1)

Recommendation: Mary Kay Roland

G. Staff Attendance at Conferences

Recommendation:

The Superintendent of Schools is hereby 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.

VII. OFFICIAL UNDERTAKINGS (BONDS)

A. Authorization to Bond the District Treasurer and District Tax Receiver as follows:

District Treasurer	-	\$1,000,000
District Tax Receiver	-	\$1,000,000
Internal Auditor	-	\$1,000,000

VIII. OTHER ITEMS

A. District Policies

Recommendation: Re-adopt all district policies in effect during the previous year.
 Previously: Re-adoption of all district policies in effect during the previous year.

B. Establish Mileage Reimbursement Rate

Recommendation: Maximum rate allowed by IRS without being declared income
 Present Rate: Maximum rate allowed by IRS without being declared income

C. Group Bids

Authorization to participate in group bids with BOCES, other school districts, Broome County, other municipalities and State and Federal agencies, as allowed by New York State and Federal competitive bidding statutes. Including piggy backing other municipalities and cooperative bids as allowed under New York State Law.

D. Tuition Rate for Nonresident Students Who Are Children of District Employees

Recommendation: \$1,020 per child, per year
 Present Rate: \$1,020 per child, per year

E. Facility Use Fees

Fees 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 day
-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 day
-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
Field Lights		\$50.00 per hour

VIII. OTHER ITEMS

E. Facility Use Fees (Cont'd.)

<u>Facility</u>	<u>Present Fee*</u> <u>[Weekend/Holiday]</u>	<u>Recommended Fee*</u> <u>[Weekend/Holiday]</u>
-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 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
-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 Fields	\$300.00 for one day \$50.00 each additional day	\$300.00 for one day \$50.00 each additional day
Turf Field		\$400 (2.5 hours) \$50.00 each additional hour
Field Lights		\$50.00 per hour

*If extra staffing services are required, charges will be \$40.00. If event occurs when custodial employees are not regularly scheduled, overtime rate of \$60.00 per hour will be charged.

F. Work Day

According to the Johnson City Employees Association Collective Negotiated Agreement July 1, 2014 – June 30, 2019, the work day for each employee group will be established on an annual basis through resolution by the Board of Education.

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.

VIII. OTHER ITEMS

F. Work Day (Cont'd.)

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) min.