

**Organization Meeting  
Campbell-Savona Central School  
Board of Education  
July 10, 2018**

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Present: Tom Hauryski, Bill Caudill, Paul Seager, Rick Salvagin, Shawn Corey, Stacie VanSkiver

Absent: Greg Cacace

Attending: Kathleen Hagenbuch, Jason Rosno, Kelly Costa

**Call to Order:**

Kelly Costa called the meeting to order at 6:36 pm in the District Board of Education Room of the Campbell School Building and led the Pledge of Allegiance.

**Oath of Office to the Superintendent:**

The **Constitutional Oath of Office** was administered to Superintendent, Kathleen Hagenbuch by Kelly Costa, District Clerk.

**Oath of Office to new and present Board of Education members:**

The newly elected Board of Education member, Tom Hauryski, was administered the Oath of Office by Kelly Costa, District Clerk.

**Appointment of the School District Clerk**

On motion by Caudill seconded by Corey, and carried by all members present **that Kelly Costa, presently employed on a permanent basis under the title of School District Clerk be designated and appointed the School District Clerk, as provided for in Section 2503 (15) of the Education Law, with powers and duties as provided in said law, the term of such appointment to this additional title to be for the 2018-2019 school year. An undertaking with acceptable sureties in the amount of \$100,000 shall be provided, the cost to be paid by the Board of Education. The stipend for duties performed by the School District Clerk will be \$13,828.**

**Vote: 6 Yes                      0 No                      Motion Carried**

**Oath of Office to the District Clerk**

The **Constitutional Oath of Office** was administered to the District Clerk, Kelly Costa, by Kathleen Hagenbuch, Superintendent.

**Election of the President**

District Clerk Kelly Costa asked for **nominations for President of the Board of Education for the 2018-2019 school year.**

**Tom Hauryski was nominated by Caudill, seconded by Corey. Kelly Costa asked if there were any other nominations. Hearing no other nominations Kelly Costa called for a vote on the nomination:**

**Tom Hauryski for President:                      6 in favor**

**Tom Hauryski was elected President of the Board of Education.**

**Election of the Vice President**

Kelly Costa asked for **nominations for Vice President.**

**Bill Caudill was nominated by Corey, seconded by Hauryski. Kelly Costa asked if there were any other nominations. Hearing no other nominations Kelly Costa called for a vote on the nomination:**

**Bill Caudill for Vice-President: 6 in favor**

**Bill Caudill was elected Vice President of the Board of Education.**

**Oath of Office to President and Vice President**

The **Constitutional Oath of Office** was administered to the President and Vice President by Kelly Costa, District Clerk.

Newly Elected President Hauryski then presided for the remainder of the meeting.

**Indemnification**

On motion by Corey, seconded by Salvagin, and carried by all members present **that the Board does and hereby approves legal indemnification of Board members, Officers, the Superintendent and School Administrators against all uninsured or, on insured claims, any out of pocket financial or property loss or financial arising out of any proceeding, claim, demand, suit, tort, arbitration or judgment by reason of alleged negligence or other conduct resulting in bodily or other injury to any person or damage to the property of any person committed while Board member, Officer, Superintendent or School Administrator is acting within the scope of his/her employment or at the discretion of the Board of Education for the fiscal year 2018-2019.**

**Vote: 6 Yes                      0 No                      Motion Carried**

**Appointment of the School District Treasurer**

On motion by Corey, seconded by Salvagin, and carried by all members present **that Kim Dykes, presently employed by the GST BOCES Central Business Office, be designated and appointed School District Treasurer, as provided in Section 2503 (15) of the Education Law, with powers and duties as provided in said law, the term of such appointment to this additional title to be for the 2018-2019 school year.**

**Vote: 6 Yes                      0 No                      Motion Carried**

**Appointment of Deputy School District Treasurer**

On motion by Salvagin, seconded by VanSkiver, and carried by all members present **that that Lindsey Tice presently employed by GST BOCES Central Business Office, be designated and appointed Deputy to the School District Treasurer, as provided in Section 2503 (15) of the Education Law, with power to act during the temporary absence from duty of the School District Treasurer, the term of such appointment to this additional title to be for the 2018-2019 school year.**

**Vote: 6 Yes                      0 No                      Motion Carried**

**Appointment of School District Tax Collector**

On motion by Salvagin, seconded by VanSkiver, and carried by all members present **Erica Konopski be designated and appointed School District Tax Collector as provided in Section 2506 (1) of the Education Law, with powers and duties as provided in said law, the term of such appointment to this title to be for the 2018-2019 school year. An undertaking with acceptable sureties in the amount of \$1,000,000 shall be provided, the cost to be paid by the Board of Education. The stipend for duties performed by the School District Tax Collector will be \$2,000.**

**Vote: 6 Yes                      0 No                      Motion Carried**

**Appointment of Purchasing Agent**

On motion by Salvagin, seconded by VanSkiver, and carried by all members **that Teresa Goldthwait be designated and appointed Purchasing Agent for the 2018-2019 school year and personnel at GST BOCES Central Business Office be designated and appointed as Alternate Purchasing Agent.**

**Vote: 6 Yes                      0 No                      Motion Carried**

**Appointment of Internal Claims Auditor**

On motion by Salvagin, seconded by VanSkiver, and carried by all members present **that Kim Mathers, presently employed by GST BOCES Central Business Office, be designated and appointed as Internal Claims Auditor and personnel at GST BOCES Central Business Office be designated and appointed as Alternate Claims Auditor as provided in Section 1709 (20-A) Education Law as amended by Chapter 263 of the Laws of 2005, with powers and duties as provided in such law, the term of said appointment to be for the 2018-2019 school year.**

**Vote: 6 Yes                      0 No                      Motion Carried**

**Appointment of Internal Auditor**

On motion by Salvagin, seconded by VanSkiver, and carried by all members present **that Julie Kephart, presently employed by Tompkins-Seneca-Tioga BOCES, be designated and appointed as Internal Auditor as provided in Section 2116(b) Education Law, with powers and duties as provided in such law, the term of said appointment to be for the 2018-2019 school year.**

**Vote: 6 Yes                      0 No                      Motion Carried**

**Appointment of Petty Cash Custodians**

On motion by Salvagin, seconded by VanSkiver, and carried by all members present **that the Board of Education hereby establishes a Petty Cash Fund in the Savona building in the amount of \$50.00 in conformance with Section 170.4 of the Commissioner's Regulations; said funds are to be managed by Kimberley Smith with standard acceptable accounting procedures and New York State Law, rules, and regulations.**

**And that the Board of Education hereby establishes a Petty Cash Fund in the Campbell building in the amount of \$50.00 in conformance with Section 170.4 of the Commissioner's Regulations; said funds are to be managed by Tammy Clark with standard acceptable accounting procedures and New York State Law, rules, and regulations.**

**Vote: 6 Yes                      0 No                      Motion Carried**

**Appointment of Central Treasurer**

On motion by Corey, seconded by Seager, and carried by all members present **that Kelly Costa be designated and appointed Central Treasurer, the term of said appointment to be for the 2018-2019 school year. The stipend for duties performed by the School District Central Treasurer will be \$2000.**

**Vote: 6 Yes                      0 No                      Motion Carried**

**Appointment of Chief Faculty Counselor**

On motion by Corey, seconded by Seager, and carried by all members present, **that Kelley Meade be designated and appointed Chief Faculty Counselor, the term of said appointment to be for the 2018-2019 school year.**

**Vote: 6 Yes                      0 No                      Motion Carried**

**Appointment of the Audit Committee**

On motion by Corey, seconded by Seager, and carried by all members present **that in accordance with Section 2116-c of the Education Law, the Board of Education hereby appoints Gregory Cacace, Paul Seager, Rick Salvagin, Elizabeth Donderwicz and Kevin Morris to the District's Audit Committee, the term of said appointments to be for the 2018-2019 school year.**

**Vote: 6 Yes                      0 No                      Motion Carried**

**Appointment of School District Legal Counsel**

On motion by Corey, seconded by Seager, and carried by all members present **that the law firm of Snavelly, Plaskov, and Mullen Esq. be designated and appointed as Legal Counsel.**

**Vote: 5 Yes                      0 No    1 Abstain –Caudill    Motion Carried**

**Appointment of School District Bond Counsel**

On motion by Corey, seconded by Seager, and carried by all members present **that the law firm of Timothy R. McGill, Esq. be designated and appointed as School District Bond Counsel and General Counsel.**

**Vote: 6 Yes                      0 No                      Motion Carried**

**Appointment of Impartial Hearing Officers**

On motion by Corey, seconded by Seager, and carried by all members present **that the Board of Education is responsible to approve a list of Impartial Hearing Officers who have been certified by the Commissioner as Impartial Hearing Officers eligible to conduct hearings pursuant to Education Law, Section 4404(l) and hereby approves the hearing officer list currently posted on the New York State Education Department website and any subsequent changes made thereto. Furthermore, the Board of Education designates and appoints the President of the Campbell-Savona Central School District Board of Education as the approval authority for the selection of impartial hearing officers, the term of said appointment to be for the 2018-2019 school year.**

**Vote: 6 Yes                      0 No                      Motion Carried**

**Appointment of Records Management Officer**

On motion by Corey, seconded by Seager, and carried by all members present **that Jason Rosno be designated and appointed Records Management Officer as provided in Section 185.2 of the Commissioner's Regulations with powers and duties as provided in such law, the term of said appointment to be for the 2018-2019 school year.**

**Vote: 6 Yes                      0 No                      Motion Carried**

**Appointment of Records Access Officer**

On motion by Corey, seconded by Seager, and carried by all members **that Jason Rosno be designated and appointed Records Access Officer as provided in Sections 65a and 87b (iii) of the Public Officers Law with powers and duties as provided in such law, the term of said appointment to be for the 2018-2019 school year.**

**Vote: 6 Yes                      0 No                      Motion Carried**

**Appointment of Discrimination Officer**

On motion by Corey, seconded by Seager, and carried by all members present **that Jason Rosno be designated and appointed District Discrimination Officer as provided in the Title VI, Title VII and Title IX of Civil Rights Act of 1964 and Section 290 of NYS Executive Law, the term of said appointment to be for the 2018-2019 school year.**

**Vote: 6 Yes                      0 No                      Motion Carried**

**Appointment of Sexual Harassment Compliance Officer**

On motion by Seager, seconded by Caudill, and carried by all members **that Jason Rosno be designated and appointed District Sexual Harassment Compliance Officer as provided in Board of Education Policy #1420, the term of said appointment to be for the 2018-2019 school year.**

**Vote: 6 Yes                      0 No                      Motion Carried**

**Appointment of Racial Harassment Officer**

On motion by Seager, seconded by Caudill, and carried by all members present **that Jason Rosno be designated and appointed Racial Harassment Complaint Officer as provided in Board of Education Policy #4015 the term of said appointment to be for the 2018-2019 school year.**

**Vote: 6 Yes                      0 No                      Motion Carried**

**Appointment of Official Voting Representative**

On motion by Seager, seconded by Caudill, and carried by all members **that Jason Rosno be designated as the District's official voting representative on the Board of Directors of the Steuben Area Schools Employees' Benefit Plan the term of said appointment to be for the 2018-2019 school year.**

**Vote: 6 Yes                      0 No                      Motion Carried**

**Appointment of Section 504 Compliance Officer**

On motion by Seager, seconded by Caudill, and carried by all members present **that Angela Pavlick be designated and appointed District Section 504 Compliance Officer as provided in Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act, the term of said appointment to be for the 2018-2019 school year.**

**Vote: 6 Yes                      0 No                      Motion Carried**

**Appointment of Asbestos Compliance Officer**

On motion by Seager, seconded by Caudill, and carried by all members present **that Robert Wilson be designated and appointed District Asbestos Compliance Officer as provided in Title 40, Section 763.84(g)(i) of the Code of Federal Regulations, the term of said appointment to be for the 2018-2019 school year.**

**Vote: 6 Yes                      0 No                      Motion Carried**

**Appointment of Attendance Officer**

On motion by Seager, seconded by Caudill, and carried by all members present, **that Caitlin Boughan be designated and appointed Attendance Officer as provided in Section 3212 of the Education Law, the term of said appointment to be for the 2018-2019 school year.**

**Vote: 6 Yes                      0 No                      Motion Carried**

**Appointment of Chief School Physician and Medical Inspector**

On motion by Seager, seconded by Caudill, and carried by all members present **that Guthrie Clinic, Ltd. be designated and appointed Chief School Physician and Medical Inspector as provided in Section 902 of the Education Law with powers and duties as provided in said law, the term of such appointment to this title to be for the 2018-2019 school year.**

**Vote: 6 Yes                      0 No                      Motion Carried**

**Appointment of District Health and Safety Committee**

On motion by Seager, seconded by Caudill, and carried by all members present **that Jason Rosno, Robert Wilson, Kelley Meade, Angela Pavlick, (3) teachers, Pam Drumm, a parent, Thomas Hauryski, James Anderson, Lisa Fleet, Jill Guyette and (2) students be appointed to the District Health & Safety Committee, the term of said appointment to be for the 2018-2019 school year.**

**Vote: 6 Yes                      0 No                      Motion Carried**

**Appointment of Liaison for Homeless Children and Youth**

On motion by Seager, seconded by Caudill, and carried by all members **that Matthew Burns be designated and appointed as the District Liaison for Homeless Children and Youth, the term of said appointment to be for the 2018-2019 school year.**

**Vote: 6 Yes                      0 No                      Motion Carried**

**Appointment of the Membership to the Committee on Preschool Special Education (CPSE) and the Committee on Special Education (CSE).**

On motion by VanSkiver, seconded by Corey, and carried by all members present **Resolved that the Board of Education appoints Angela Pavlick as the District CPSE Chair, and Nicole Blodgett-Clarke as the District CSE Sub-Committee Chairs and Angela Pavlick as the CSE Committee Chair in accordance with the provisions of Section 4202 of the Education Law, and Part 200.3(a)(1) of the Regulations of the Commissioner of Education; the following parent member be appointed to the CPSE and CSE Committees –Joanne Reed, the term of said appointments to be for the 2018-2019 school year.**

**Vote: 6 Yes                      0 No                      Motion Carried**

**Appointment of Legislative Liaison for New York State School Boards Association**

On motion by VanSkiver, seconded by Corey, and carried by all members present **that the Board of Education appoints Thomas Hauryski as its Legislative Liaison for the New York State School Boards Association, the term of said appointment to be for the 2018-2019 school year.**

**Vote: 6 Yes                      0 No                      Motion Carried**

**Approval of Annual Professional Performance Review Plan**

On motion by VanSkiver, seconded by Corey, and carried by all members present **that the Board of Education approves the District Annual Professional Performance Review Plan for the 2018-2019 school year as prescribed under Section 3012d of the Educational Law.**

**Vote: 6 Yes                      0 No                      Motion Carried**

**Appointment of Lead Evaluators**

On motion by VanSkiver, seconded by Corey, and carried by all members present **that the Board of Education appoints Kathleen Hagenbuch, Superintendent, as lead evaluator of the Elementary School Principal and the Junior-Senior High School Principal for the purpose of the annual professional performance reviews under Section 3012d of the Educational Law**

**Further, that the Board of Education appoints the following administrators as lead evaluators of classroom teachers for the purpose of the annual professional performance reviews under Section 3012(d) of the Educational Law:**

- James Anderson- Elementary School Principal**
- Melody DeCamp – Elementary School Assistant Principal**
- Kelley Meade- Junior-Senior High School Principal**
- JoeAnn Kimball- Junior-Senior High School Assistant Principal**
- Angela Pavlick- Director of Pupil Personnel Services**

**Vote: 6 Yes                      0 No                      Motion Carried**

**Appointment of Independent Evaluators**

On motion by VanSkiver, seconded by Corey, and carried by all members present **that the Board of Education appoints Kathleen Hagenbuch, Superintendent, as an independent evaluator of classroom teachers for the purpose of the annual professional performance reviews under Section 3012d of the Educational Law. Further that Christine Gill, Curriculum and Instruction Coordinator, be appointed as the independent evaluator of the Elementary School Principal and the Junior-Senior High School Principal for the purpose of the annual professional performance reviews under Section 3012d of the Educational Law.**

Further, that the Board of Education appoints the following administrators as independent evaluators of classroom teachers for the purpose of the annual professional performance reviews under Section 3012(d) of the Educational Law:

Kathleen Hagenbuch – Superintendent of Schools  
James Anderson- Elementary School Principal  
Melody DeCamp – Elementary School Assistant Principal  
Kelley Meade- Junior-Senior High School Principal  
JoeAnn Kimball- Junior-Senior High School Assistant Principal  
Angela Pavlick- Director of Pupil Personnel Service  
Jason Rosno – Director of Management Services  
Christine Gill- Curriculum and Instruction Coordinator

Vote: 6 Yes                      0 No                      Motion Carried

**Appointment of Dignity for All Students Act Coordinators**

On motion by Caudill, seconded by VanSkiver, and carried by all members present **that the Board of Education appoints the following as Dignity for All Students Act Coordinators:**

JoeAnn Kimball – Junior/Senior High School  
Melody DeCamp – Elementary School

Vote: 6 Yes                      0 No                      Motion Carried

**Designation of Official Newspaper**

On motion by Salvagin, seconded by Caudill, and carried by all members present **that *The Leader* be designated the District's official newspaper where official District notices will be published for the 2018-2019 school year.**

Vote: 6 Yes                      0 No                      Motion Carried

**Designation of Depository and Investment of Funds**

On motion by Salvagin, seconded by Caudill, and carried by all members present **that J.P. Morgan Chase Bank, N.A., be and is hereby designated as sole depository for the General Fund operating checking account of the Campbell-Savona Central School District of Campbell, New York; and**

Further, that the Board of Education authorizes the use of the following commercial banks, trust companies or municipal investment organizations located and authorized to do business in New York for the deposit of other fund checking accounts, savings accounts, and for the placement of temporary investments:



- a) Five Star Bank
- b) J. P. Morgan Chase Bank, N.A.
- c) Community Bank, N.A.
- d) Chemung Canal Trust Company
- e) M&T Bank
- f) HSBC Bank USA, N.A.
- g) Any other commercial banks or trust companies meeting the requirements of Board of Education Policy #2030

Further, that the School District Treasurer and the Director of Management Services are authorized, acting jointly, to invest from time to time suitable amounts of each fund in interest-bearing accounts and/or in a manner and to the extent permitted by the laws of the State of New York relative to the handling of School District funds; and

Further, that the two designated School District officials are directed to require continued security consisting of Municipal, State or Federal securities to cover all deposited or invested monies as provided in Section 2131 of the Education Law, and such securities must be confirmed in writing to the District Treasurer on the day deposits are made or investment monies transferred.

Vote: 6 Yes                      0 No                      Motion Carried

**Appointment of Payroll Certification Officer**

On motion by Salvagin, seconded by Seager, and carried by all members that Kathleen Hagenbuch, be designated and appointed Payroll Certification Officer as provided in Section 100 of the Civil Service Law with powers and duties as provided in said law, the term of said appointment to be for the 2018-2019 school year.

Vote: 6 Yes                      0 No                      Motion Carried

**Authorization to Issue Payroll Checks**

On motion by Salvagin, seconded by Caudill, and carried by all members present that after certification of the payroll by Kathleen Hagenbuch to the services rendered and the amounts due, the District Treasurer be authorized to issue individual payroll checks as designated per negotiated agreements, and

Further, that the Treasurer be ordered and authorized to prepare and file reports and to issue the necessary checks on F.I.C.A., Withholding Taxes, Retirement, Health Insurance, Tax Sheltered Annuities, Disability Insurance, Garnishees, Credit Union, Association Dues, Life Insurance, Health and Accident Insurance and Workers' Compensation.

Vote: 6 Yes                      0 No                      Motion Carried

**Miscellaneous Business Procedures**

On motion by VanSkiver, seconded by Salvagin, and carried by all members present **that the following miscellaneous business procedures be reaffirmed for the 2018-2019 school year:**

- a) **Use of check signer and facsimile signatures. All the depositories approved in Resolution #43 are designated depositories of the Campbell-Savona Central School District and they are hereby authorized and directed to honor checks, drafts or other orders for the payment of money drawn in the Campbell-Savona Central School District District's name, including those payable to the individual order of any person or persons whose name or names appear thereon as signor or signers thereof, when bearing or purporting to bear the facsimile signature of the Treasurer or Deputy Treasurer of the Campbell-Savona Central School District.**
- b) **Use of check images. That Campbell-Savona Central School District, pursuant to General Municipal Law §99-b shall receive and retain check images in lieu of canceled checks drawn on the accounts of Campbell-Savona Central School District. Such check images shall show both sides of each check. Qualified officers of Campbell-Savona Central School District are authorized to execute the appropriate documentation to effectuate this resolution.**
- c) **In the event of the temporary absence from duty of the Treasurer, checks may be signed by the Deputy Treasurer.**
- d) **All monies collected from students for fees, library fines, supplies, scholarship tests or for any other purpose will be turned in to the District Treasurer and deposited according to Board of Education Policy #2050.**
- e) **The Board of Education hereby adopts the State Education Department pamphlet entitled "The Safeguarding, Accounting and Auditing of Extracurricular Activity Funds", revised as of 2015, as the guide to be used for the fiscal management of extracurricular activity funds.**
- f) **Resolved, that the Campbell-Savona Central School District hereby agrees to participate with other school districts of the Schuyler-Steuben-Chemung-Tioga-Allegany BOCES ("GST BOCES") in the joint bidding of any and all GST BOCES bids to be requested by the school district Purchasing Agent and approved by the Superintendent; and be it further**

**Resolved that the specifications as prepared by a steering committee of participating school districts and presented to the Board of Education will be used and that the Board, if it desires to purchase these bid items, agrees to purchase said commodities at the lowest bid price recommended by the Steering Committee of the joint school districts; provided, however, that the Board of Education, in exercising its legal responsibilities, has the right to reject the recommendation of the Steering Committee in the awarding of the bid; and be it further**

**Resolved that the invitation to bid will be advertised by the GST BOCES in the *Elmira Star-Gazette* in accordance with the provisions of Section 103 of the General Municipal Law.**

- g) Resolved that the Board of Education, in accordance with Policy #2080, hereby authorizes the Purchasing Agent to designate items, which have no resale value, items whose value is less than \$100.00 and also obsolete computers, and dispose of them on an ongoing basis in any manner which he deems appropriate. All items for which the method of disposal is governed by law shall be disposed of by utilizing a licensed recycler.

Vote: 6 Yes                      0 No                      Motion Carried

**Authorization for Superintendent to Approve Budget Transfers**

On motion by VanSkiver, seconded by Salvagin, and carried by all members present that the Superintendent be authorized to approve budget code transfers for the 2018-2019 school year.

Vote: 6 Yes                      0 No                      Motion Carried

**Authorization for Superintendent to Approve Capital Construction Change Orders**

On motion by VanSkiver, seconded by Salvagin, and carried by all members present that the Superintendent be authorized to approve capital construction change orders that are recommended by the Construction Manager valued up to \$25,000 for the 2018-2019 school year.

Vote: 6 Yes                      0 No                      Motion Carried

**Authorization for the Superintendent to Authorize Amendments to BOCES Contracts**

On motion by VanSkiver, seconded by Salvagin, and carried by all members present that the Superintendent be authorized to make increases/decreases on additional services from GST BOCES contracts.

Vote: 6 Yes                      0 No                      Motion Carried

**New York State Public Schools Statewide Workers' Compensation Trust**

On motion by VanSkiver, seconded by Salvagin, and carried by all members present that the Board of Education approve the following:

WHEREAS, the Campbell-Savona Central School District is a member of the New York State Public Schools Statewide Workers' Compensation Trust, an inter-municipal cooperative organized and operated pursuant to Section 119-o of the General Municipal Law (hereinafter the "Plan"); and

WHEREAS, the Campbell-Savona Central School District will continue to participate in the Plan for the 2018-2019 fiscal year;

NOW, THEREFORE,

BE IT RESOLVED, that Jason Rosno be and hereby is designated to represent the Campbell-Savona Central School District as a member of the Plan; and to attend and vote at any meeting of the Members of the Plan.

Vote: 6 Yes                      0 No                      Motion Carried

**Re-adoption of Existing Policies of the Board of Education**

On motion by Corey, seconded by Caudill, and carried by all members present **that the existing policies of the Board of Education are approved effective July 10, 2018 and are re-adopted.**

**Vote: 6 Yes                      0 No                      Motion Carried**

**Non-Resident Student Tuition Rate**

On motion by Corey, seconded by Caudill, and carried by all members **that in accordance with Policy #4150, the tuition rate for non-resident students be set at \$0.00 for the 2018-2019 school year.**

**Vote: 6 Yes                      0 No                      Motion Carried**

**Provide Cell Phones**

On motion by Corey, seconded by Caudill, and carried by all members present **that in accordance with Policy #2245, the following job titles be approved as those requiring district supplied cell phones: Director of Management Services, Athletic Director, Director of Facilities and Operations, Director of Pupil Personnel Services, Elementary School Principal, Transportation Supervisor, Head Mechanic, Jr.-Sr. High School Principal and Superintendent.**

**Vote: 6 Yes                      0 No                      Motion Carried**

**Reimburse Board Members for Conference Attendance**

On motion by Corey, seconded by Caudill, and carried by all members present **that Board Members shall be reimbursed for attendance and expenses at conferences and education-related conventions.**

**Vote: 6 Yes                      0 No                      Motion Carried**

**Reimbursement Rate for Use of Personal Vehicles for Official Business**

On motion by Corey, seconded by Caudill, and carried by all members present **that the reimbursement rate for use of personal vehicles for official business be set at 54.5 cents per mile for the 2018-2019 school year.**

**Vote: 6 Yes                      0 No                      Motion Carried**

**Establishment of Substitute Rates**

On motion by Corey, seconded by Caudill, and carried by all members present **that the following rates be used to reimburse persons employed as substitutes for the 2018-2019 school year:**

- C-S Retired Teacher \$110.00/day
- Substitute Teacher (certified) \$ 90.00/day
- Substitute Teacher (uncertified) \$ 85.00/day
- Substitute Teaching Assistant \$ 85.00/day
- Substitute Teachers Aide \$ 10.40/hour
- Substitute Nurse \$ 12.50/hour
- Substitute Bus Driver \$ 15.00/hour
- Substitute Bus Monitor \$ 10.40/hour
- Substitute Typist \$ 10.40/hour
- Substitute Food Service Helper \$ 10.40/hour
- Substitute Cleaner \$ 10.40/hour
- Substitute Maintenance \$ 11.00/hour

**Vote: 6 Yes 0 No Motion Carried**

**Creation of Extra-Curricular Activities**

On motion by Corey, seconded by Caudill, and carried by all members present **that the Class of 2022 be established as an Extra-Classroom Activity.**

**Vote: 6 Yes 0 No Motion Carried**

**Approval of Attendance at Conferences**

On motion by Corey, seconded by Caudill, and carried by all members **that the Superintendent be authorized to approve attendance at budgeted conferences for the 2018-2019 school year**

**Vote: 6 Yes 0 No Motion Carried**

**Setting Work Session, Regular, and Special Meetings**

On motion by Corey, seconded by Caudill, and carried by all members present **that the existing Rules and Regulations of the Board of Education as set forth in Section 1606 of the Education Law, relative to time, place and procedure covering Work Sessions, Regular and Special meetings be continued for the 2018-2019 school year.**

<b>2018-2019 BUDGET WORK SESSIONS</b>	
<b>DATE</b>	<b>LOCATION</b>
March 18, 2019	Conference Rm 1058 (5:30 pm)
March 28, 2019	Conference Rm 1058 (5:30 pm)
April 4, 2019	Conference Rm 1058 (5:30 pm)

<b>2018-2019 REGULAR BOARD MEETINGS</b>			
6:00 pm in room 1058 unless otherwise noted			
<b>DATE</b>	<b>DATE</b>	<b>DATE</b>	<b>DATE</b>
July 5 – Organization Mtg. Board Room 6:30pm	October 16	February 26	June 18 5:30 pm
July 17	November 20	March 18	July 10 – Organization Mtg. Board Room 6:30pm
August 21	December 18 1:30pm Savona	April 18 1:30pm Savona	
September 18	January 22	May 21	

**Vote: 6 Yes 0 No Motion Carried**

**Authorization of Workers’ Compensation Coverage for Elected and Appointed Officers**

On motion by Corey, seconded by Caudill, and carried by all members **that all elected and appointed officers of the school district are hereby brought within the coverage of the Workers’ Compensation Law in accordance with the provisions of Section 3, Subdivision 1, Group 19 of such law for the 2018-2019 school year.**

**Vote: 6 Yes 0 No Motion Carried**

**Resolution to Schedule Annual Budget Hearing**

On motion by Caudill, seconded by Seager, and carried by all members present **that the Annual Budget Hearing shall be held on Monday, May 21, 2019 at 7:00 pm.**

**Vote: 6 Yes 0 No Motion Carried**

**Resolution to Schedule the Date of the District Annual Meeting and Election**

On motion by Caudill, seconded by Seager, and carried by all members present **that the Annual Meeting and Election shall be held on Tuesday, May 21, 2019 between 12:00 pm and 8:00 pm.**

**Vote: 6 Yes 0 No Motion Carried**

**Appointment of Free and Reduced Lunch Appeals Officer**

On motion by Caudill, seconded by Seager, and carried by all members present **that Jason Rosno, Director of Management Services, be designated and appointed Free and Reduced Lunch Appeals Officer, the term of said appointment to be for the 2018-2019 school year.**

**Vote: 6 Yes 0 No Motion Carried**

**Resolution for Free and Reduced Price Meals or Free Milk**

On motion by Caudill, seconded by Seager, and carried by all members present **that the following policy be approved for the 2018-2019 school year:**

**Campbell-Savona Central School District responsible for administration of one or more schools referred to as the school food authority (SFA), has entered into agreement to participate in the National School Lunch Program, School Breakfast Program, and/or Special Milk Program and accepts responsibility for providing free and reduced price meals and/or free milk to eligible children in the schools under its jurisdiction.**

The School Food Authority (SFA) assures the State Education Department that the school will uniformly implement the following policy with respect to determining the eligibility of children for free and reduced price meals in each school building under its jurisdiction that participates in the programs mentioned above.

In fulfilling its responsibilities, the SFA agrees to the following:

**A. Free Meals and Free Milk**

To serve meals or milk at no charge to children from families whose income is at or below the income levels for free meals and milk listed on the annual income eligibility guidelines, or to children from Supplemental Nutrition Assistance Program (SNAP) households, Temporary Assistance to Needy Families (TANF) households, households participating in the Food Distribution Program on Indian Reservations (FDPIR) that provide a case number, or households that are identified through the SNAP/MEDICAID Direct Certification Matching Process.

**B. Reduced Price Meals**

To serve breakfast and/or lunch at a reduced price of \$.25 or less, to children from families whose income is within the range of the annual income eligibility guidelines for reduced price meals.

**C. Special Conditions**

To serve free meals/milk to foster children in cases where the court or welfare agency is legally responsible for the child. Documentation from an appropriate State or local agency supports the foster child's status. Foster children are categorically eligible for free meals and may be included as a member of the foster family if the foster family chooses to also apply for benefits for other children. Including children in foster care as household members can help other children in the household qualify for free or reduced price meals. If the foster family is not eligible for free or reduced price meal benefits, the foster child will still be provided free meal benefits.

To provide free or reduced price meals or free milk to children whose parents or guardians have become unemployed, provided the loss of income causes the family income during the period of unemployment to be within the eligibility criteria. These students must be approved using one of the methods noted in this eligibility guidance booklet.

**D. Non-Discrimination**

1. That there will be no physical segregation of, or any other discrimination against, any child because of his/her inability to pay the full price of the meal or milk. LEAs selling competitive foods during a meal service are encouraged to include in the description of how the cafeteria and meal service prevents overt identification of the children receiving free and reduced price meals or free milk. The names of children eligible to receive free or reduced price meals or free milk shall not be published, posted, or announced in any manner, and there shall be no overt identification of any such children by use of special tokens or tickets, or by any other means. Further assurance is given that children eligible for free or reduced price meals or free milk shall not be required to:

- Work for their meals or milk.
- Use a separate lunchroom.
- Go through a separate serving line.
- Enter the lunchroom through a separate entrance.
- Eat meals or drink milk at a different time.
- Eat a meal different from the meal sold to children paying the full price for the same meal or drink milk different from that sold to children paying the full price.

2. That in the operation of Child Nutrition Programs, no child shall be discriminated against because of his or her race, sex, age, color, disability, national origin, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA

#### **E. Hearing Procedures**

To establish and use a fair hearing procedure in cases of appeal by parents of the school's decision on applications and in cases where the school official challenges the accuracy of information contained in an application or of the continued eligibility of any child for a free or reduced price meal or free milk. During appeal, hearing, and disposition of the case, the child will receive free or reduced price meals or free milk.

To maintain, for a period of three years plus the current year, records of all such appeals, challenges, and dispositions.

That in initiating the hearing procedure, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted on the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing.

That the hearing procedure shall provide:

That the hearing shall provide:

1. A simple, publicly announced method for making an oral or written request for a hearing;
2. An opportunity to be assisted or represented by an attorney or other person in presenting an appeal;
3. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal;
4. That the hearing shall be held with reasonable promptness and convenience and that adequate notice shall be given as to the time and place of the hearing;
5. An opportunity to present oral or documentary evidence and arguments supporting the position;
6. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses;
7. That the hearing shall be conducted and the decision made by a hearing official who did not participate in making the decision under appeal or in any previous conference;
8. That the decision of the hearing official, who may not be the same person as the reviewing and/or the verification official, shall be based on the oral and documentary evidence presented at the hearing and made a part of the hearing record;



9. That the parties concerned and their designated representative shall be notified in writing of the decision of the hearing official;
10. That a written record shall be prepared with respect to each hearing which shall include: the decision under appeal; any documentary evidence and a summary of any oral testimony presented at the hearing; the decision of the hearing official, including the reasons therefore and a copy of the notification to the parties concerned of the decision of the hearing official; and
11. That such written record of each hearing shall be preserved for a period of three years plus the current year and shall be available for examination by the parties concerned or their representative at any reasonable time and place during such period.

**F. Reviewing Official**

A reviewing official shall review and make determinations of eligibility using the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals or free milk. The official should sign, date, and indicate the eligibility determination on each application.

**G. Notice to Parents**

To send at the beginning of each school year, and whenever there is an increase in eligibility, to the parent or guardian of each child, a letter such as the prototypes in Attachment VII, VIII, or IX including a form on which to make application for free or reduced price meals or free milk, and a parent disclosure letter and consent statement.

**H. Applications**

To advise parents to complete the application and return it to the reviewing official for eligibility determination.

To maintain applications and documentation of action taken, for three years after the end of the school year to which they pertain.

To accept applications at any time during the year and to supply applications to any parent enrolling a child in a school for the first time.

To accept the application of a child who transfers from one school to another under the jurisdiction of the SFA. Copies of the application and eligibility dates should be retained with the records of both schools. The application from the transfer student from another SFA should be reviewed to ensure that it is correctly approved.

To inform parents of eligibility determinations. Parents must be notified in writing of the reason(s) for denial of their application, notification of the right to appeal, instructions on how to appeal, and a reminder to parents that they may reapply for free and reduced price benefits at any time during the school year. Copies of denial letters to parents must be maintained for three years plus the current year.

**I. Verification of Applications**

Verify the eligibility of applicant households **by November 15** in accordance with program regulations and annually maintain records.

**J. Anonymity and Accountability**

To establish a procedure to collect money from children who pay for their meals or milk which prevents overt identification, and accounts, at the point of service, for the number of free, reduced and full price meals served or the number of half-pints of free and full price milk served. The procedure(s) adopted will be used in order that no other child in the school will consciously be made aware, by such procedure, of the identity of the children receiving reduced price meals, free meals, or free milk. The LEA will develop measures to prevent disclosure of confidential free and reduced price eligibility information as required and include the steps with this policy statement.

**K. Amendments to Policies**

To submit to the State Education Department any alterations or amendments to the policy including eligibility criteria, applications, public announcements, etc., for approval prior to implementation. Such changes will be effective following approval by the NYSED Child Nutrition Program Administration office. Any and all changes in eligibility criteria shall be publicly announced in the same manner used at the beginning of the school year. Changes in content to any prototype documents from this guidance booklet require prior State Agency approval.

**L. Records**

To maintain a file of the following records for three years plus the current year after the end of the fiscal year to which they pertain:

1. All eligibility determinations obtained through the Direct Certification Matching Process (DCMP) (SNAP, Medicaid, Foster)
2. All applications and documents to support homeless, migrant, head start, etc.
3. Records of all appeals and challenges and their disposition.
4. All notifications of eligibility determinations, including denial letters.
5. Records of all verification efforts and resulting eligibility changes.

**M. Public Release**

At the beginning of the school year, a public release containing the same information supplied to parents and including both free and reduced price eligibility criteria should be provided to the media (local newspaper), the local unemployment office, and any major employers contemplating large layoffs in the areas from which the school draws its attendance. Documentation must be kept on file for three years plus the current year identifying where the public release was sent.

**N. Special Assistance - Provision 2 and Community Eligibility Provision**

Provision 2: In schools where all enrolled children, regardless of their category of eligibility, are served meals at no charge; notify parents, distribute, and certify applications for free and reduced price students once every four consecutive school years. For three years after the base year, school is not required to count meals served by category for claiming purposes. After the base year, the building's monthly reimbursement is based on total meal counts and monthly claim statistics from the base year. Maintain accountability and record keeping requirements as mandated by program regulations for this alternate reimbursement system.

**\* If your school year begins in September, you must notify your Child Nutrition representative by September 1, 2018 if you intend to participate in Provision 2 for the 2018-2019 school year. If your school year begins in July, you must notify us by July 1, 2018.**

Community Eligibility Provision: Schools where at least 40 percent of enrolled students have been deemed free eligible through a means other than an income application (*i.e.*, directly certified using electronic SNAP/Medicaid, homeless, migrant, runaway, foster, and head start) as of April 1, 2018, may participate in the Community Eligibility Provision for the 2018-2019 school year. The schools will receive reimbursement in the free and paid category based on the percentage of directly certified students as noted above times a multiplier (as written in federal regulation). For more details about participation and how to apply, please see the CEP Memo on the Child Nutrition Knowledge Center website

#### **O. Administrative Prerogative**

In certain circumstances when households fail to apply for free or reduced price meals, the nutritional needs of students who are obviously at an economic disadvantage may be addressed by local officials.

Using administrative prerogative, local officials may complete an application for a student known to be eligible if the household had applied. This limited use option acknowledges the various reasons that a family may fail to apply for free or reduced price meals, such as lack of understanding, fear of authority, alien status, substance abuse, etc.

To exercise this option properly, an application must be completed on behalf of the student, based on the best family size and income information available. The source of this information must be noted on the application. Documented prior efforts must be made by the SFA to obtain a completed application from the parent or guardian.

The names of all household members, a social security number, or an adult signature need not be secured. Instead, the name of the student, household size, estimated family income including source, and the administrator's signature must be provided. The household must be notified of the student's approval status for free or reduced price meals. These applications should be excluded from the verification process.

This option must be used **judiciously and only after repeated efforts to obtain applications from families have been unsuccessful**. It is to be used on an individual basis and must not be used to provide eligibility determinations for large numbers of students. It also may not be used when family income is above the eligibility guidelines, even though the children are coming to school without a meal or money. Family economic status must remain the criterion for administratively making the decision to provide the student access to free or reduced price meals.

#### **P. Meal Eligibility for Homeless/Migrant/Runaway Children**

Children who are categorically eligible under Other Source Categorically Eligible Programs should contact the school for assistance in receiving benefits and indicate the source of their status on the application.

The United States Department of Agriculture (USDA) has acknowledged that the number of homeless, migrant and runaway children has risen considerably in the last few years, that parents/guardians who are homeless or migrant often fail to return a free meal application, and these children are often not included in the direct certification process. While administrators can exercise the administrative prerogative option for determining program eligibility, this process is only intended to be exercised on a case-by-case basis and becomes burdensome in areas where there are many homeless/runaway children residing in shelters or migrant status children. USDA has therefore established the following procedures for all Child Nutrition Programs when an application is not submitted by the household or it is not anticipated that an application will be submitted:

- The migrant coordinator, homeless liaison or runaway provider may provide you with a list of eligible children based on established criteria. The list must be dated and signed by the coordinator, liaison or provider. These children are then directly certified for free meals for the school year. No other documentation is needed. This is the preferred option.

Other options:

- The director of the homeless shelter at which the child resides can complete and submit an application for the child, or send a list of all children residing in the shelter to the school;
- Local level officials may complete an application for a child and approve the child for free meals based solely on their knowledge that the child's address is a homeless shelter or that the child has no known address and is indeed homeless;
- If large numbers of homeless children make it impractical for a homeless shelter or school officials to complete individual applications, the school administrator may establish a list of eligible students based on his/her knowledge of the family's residence (shelter, address, car, etc.). The documentation necessary to substantiate free meal eligibility for a list of children must contain at a minimum the following information:
  - The child's name
  - The effective date of eligibility determination
  - The name of the shelter, etc., where the child resides
  - The signature of the determining official
- Documentation of migrant status children should be maintained by the school migrant coordinator as documentation to substantiate free meal eligibility. This should include the date, the child's name, and signature of the migrant coordinator. For a list of contacts in your school, go to [www.nysteaches.org](http://www.nysteaches.org).

**Q. Food Distribution Program on Indian Reservation (FDPIR)**

Public and nonpublic schools participating in the School Lunch, Breakfast, or Special Milk Programs may accept a Food Distribution Program on Indian Reservation (FDPIR) case number in lieu of household income, SNAP or TANF number.

**R. Food Substitutions for Children with Disabilities**

Federal regulations governing the operation of Child Nutrition Programs and Section 504 of the Rehabilitation Act of 1973 require that children with disabilities be offered the opportunity to participate in all academic and nonacademic activities including the school nutrition programs. To ensure that these children are not denied reasonable access to the programs, the Department of Agriculture's regulations require schools and institutions to make reasonable accommodations, such as providing substitutions in the regular meal patterns, for children who have a disability and whose disability restricts their diet. A student with a disability is defined in 7 CFR part 15b.3 as one who has "... a physical or mental impairment which substantially limits one or more major life activities..." Major life activities are defined to include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Accordingly, meal substitutions must be made for children with disabilities and must be supported by a statement signed by the physician attesting to the need for the substitutions and recommending alternate foods. These meals must be offered at no extra charge. Substitutions may also be made for non-disabled children who are unable to consume the regular meal because of medical or other special dietary needs, though schools are not required to do so in these instances. Substitutions for non-disabled children must be supported by a statement signed by a recognized medical authority. Children with disabilities are not automatically eligible for free meal benefits. Parents must adhere to the same income eligibility criteria and procedures used for all children.

**S. Limited English Proficient (LEP) Households**

LEAs will ensure there are no barriers for participation in Child Nutrition Programs for Limited English Proficient (LEP) families and must communicate with parents and guardians in a language they can understand throughout the certification and verification processes.

**T. Meal Charge Policy**

LEAs will establish a written and clearly communicated policy to address student meal charges when payment cannot be collected at the point of service. Charge policies will be reasonable, well-defined and maintain the integrity and dignity of students and households to minimize harm to the student.

**U. Prohibition Against Meal Shaming Plan**

LEAs will establish a written and clearly communicated plan that ensures a student whose parent or guardian has unpaid meal charges is not shamed or treated differently than a student whose parent or guardian does not have unpaid school meal charges. The plan will include the requirement to provide students with the reimbursable meal of their choice and identify other prohibited actions to decrease student distress or the embarrassment associated with not having adequate funds to pay for a school meal.

- V. Program Terminations:** To provide 60 days advance written notice to parents and to immediately inform the NYSED Child Nutrition Program Administration of intent to discontinue participation in NSLP/SBP.

**Vote: 6 Yes                      0 No                      Motion Carried**

On a motion by Salvagin, seconded by VanSkiver, and carried by all members present **that the Board of Education leaves open session at 7:12 pm and reconvenes in executive session to discuss matters made confidential by state or federal law – collective negotiations pursuant to Article 147 of the Civil Service Law – Campbell-Savona Teachers Association**

**Vote: 6 Yes                      0 No                      Motion Carried**

Respectfully submitted,

Kelly Costa, District Clerk

On a motion by Seager, seconded by VanSkiver, and carried by all members present **that the Board of Education appoints Kathy Hagenbuch as Clerk Pro Tem.**

**Vote: 6 Yes                      0        No        Motion Carried**

On a motion by Caudill, seconded by Seager, and carried by all members present **that the Board of Education leaves executive session and reconvenes in open session at 8:02 pm.**

**Vote: 6 Yes                      0        No        Motion Carried**

On a motion by VanSkiver, seconded by Cacace, and carried by all members present **that the Board of Education approves the terms and conditions of employment as set forth by the collective bargaining agreement between the Superintendent and the Campbell-Savona Teachers Association, effective July 1, 2017 and ending June 30, 2020 as presented in writing.**

**Vote: 6 Yes                      0        No        Motion Carried**

On a motion by Corey, seconded by Salvagin, and carried by all members present **that the Board of Education meeting be adjourned at 8:03 pm.**

**Vote: 5 Yes                      0        No        Motion Carried**

\_\_\_\_\_  
Tom Hauryski, President

\_\_\_\_\_  
Bill Caudill, Vice President

\_\_\_\_\_  
Paul Seager

**ABSENT**  
Greg Cacace

\_\_\_\_\_  
Rick Salvagin

\_\_\_\_\_  
Shawn Corey

\_\_\_\_\_  
Stacie VanSkiver