

LAFAYETTE CENTRAL SCHOOL
5955 Route 20 West
LaFayette, New York 13084

BOARD OF EDUCATION
REORGANIZATIONAL MEETING
Minutes - July 10, 2012

I. Roll Call

The Reorganizational Meeting of the LaFayette Board of Education was held on Tuesday, July 10, 2012, in the LaFayette School District Office. The meeting was called to order by Superintendent Tigh at approximately 5:35 p.m. Present were Trustees Akl, Keefe, LaCava, Scofield and Sofranko. Also in attendance were Onondaga Nation Representative Freida Jacques, newly elected Board Members: Matthew Dodge and Mark Whitney and Administrator Diane Ellsworth, and others present: John Miller, Michael Dean Anderson, and Kevin Gilligan

II. Administration of Oath of Elected Board Members and Superintendent

Matthew Dodge and Mark Whitney were sworn in as Trustees by Superintendent Tigh and Superintendent Peter Tigh was sworn in by Trustee Keefe.

III. Election of Officers

A. President

Trustee LaCava nominated James Keefe as President. Trustee Scofield seconded the nomination. There were no other nominations. James Keefe was voted in as President.
Yes – 6 No – 0 Abstain – 1 (J. Keefe)

Superintendent Tigh swore James Keefe in as President of the Board of Education.

B. Vice President

Trustee Keefe nominated Patti Sofranko as Vice-President. Trustee Scofield seconded the nomination. There were no other nominations. Patti Sofranko was voted in as Vice-President.
Yes - 6 No - 0 Abstain – 1 (P. Sofranko)

President Keefe swore Patti Sofranko in as Vice-President of the Board of Education.

IV. Appointment of Officers for School Year 2012-2013

On the recommendation of President Keefe, motion by Trustee LaCava, seconded by Trustee Scofield to approve items below.

- A. Clerk of the Board – Sarah Munnell
- B. District Treasurer – Michelle Cretaro
- C. Tax Collector – Peter Mahunik, LaFayette M&T Bank & Trust and/or successor Branch Manager
- D. Claims Auditor – Kim Reppi
- E. Independent Auditor – D’Arcangelo & Co. LLP
- F. Internal Auditor – Ciaschi, Dietershagen, Little, Mickelson & Co. LLP

Motion Carried Yes - 7 No - 0 Abstain - 0

V. Administration of Oath to Clerk of the Board

President Keefe swore Sarah Munnell in as Clerk of the Board.

VI. Other Appointments for School Year 2012-2013

On the recommendation of President Keefe, motion by Trustee Scofield, seconded by LaCava to approve items below.

- A. School Attorney - Ferrara, Fiorenza, Larrison, Barrett, & Reitz
- B. Insurance Agent of Record – Haylor, Freyer and Coon, Inc.
- C. School Physician – Family Health Center of Tully – Dr. Ahmad Mehdi
- D. Attendance Officers
 - 1. Grimshaw School – Greg Bump
 - 2. LaFayette High School – Jennifer Blossey
 - 3. Onondaga Nation School - Diane Ellsworth
 - 4. Big Picture School – Susan Osborn
- E. Purchasing Agent – Peter Mahunik
- F. Payroll Certification – Peter A. Tigh
- G. Records Officers:
 - 1. Records Access Officer – Peter A. Tigh
 - 2. Records Management Officer – Peter Mahunik
 - 3. Representative for Cooperative Worker's Compensation Board of Directors – Peter Mahunik
 - 4. Representative for Cooperative Health Trust Board of Directors-P. Mahunik
- H. Extra Classroom Activity Accounts:
 - 1. LaFayette High School
 - a. Jennifer Blossey - Comptoller
 - b. Tiana Poplawski - Treasurer
 - 2. C. Grant Grimshaw School
 - a. Sarah Munnell - Comptoller
 - b. Greg Bump - Treasurer
- I. Official Bank Depository – M & T Bank and Trust, LaFayette Branch, Citizens Bank School Employees of CNY Federal Credit Union, J P Morgan Chase
- J. School Newsletter Editor – Rita Bush
- K. Official Newspaper – Post Standard
- L. Equal Employment Opportunity Officer and Title IX – Peter A. Tigh
- M. DASA – Dignity for All Students Act
 - 1. Jennifer Blossey – High School
 - 2. Susan Osborn – Big Picture
 - 3. Greg Bump – Grimshaw School
 - 4. Diane Ellsworth – Onondaga Nation School
- N. Title IV and Section 504 Compliance Officer – Peter A. Tigh
- O. Asbestos Officer – James Kesler
- P. Right to Know Officer – Peter Mahunik
- Q. Investment Officer – Peter Mahunik
- R. Approval of Budget Transfers – Peter A. Tigh
- S. Legislative Liaison – Tom Scofield and Patti Sofranko

Motion Carried Yes - 7 No - 0 Abstain - 0

- T. Regular Meeting Dates for Board of Education for 2012-2013 (attached)
- U. Reorganizational Chart – 2012-2013 – Policy #4212 (attached)
- V. Authorization for mileage reimbursement at IRS rate
- W. Application Approval Officer for Free and Reduced School Lunch Applications
 - 1. Wendy Swift - LCS and OCS
 - 2. Diane Ellsworth - ONS

X. Authorization for Petty Cash:

<u>Location</u>	<u>Amount</u>	<u>Department</u>	<u>Custodian</u>
1. LaFayette High School	\$ 35.00	School Lunch	Wendy Swift
2. Grimshaw School	\$ 20.00	School Lunch	Wendy Swift
3. Onondaga Nation School	\$ 10.00	School Lunch	Wendy Swift
4. Onondaga High School	\$ 35.00	School Lunch	Wendy Swift
5. Wheeler Middle School	\$ 15.00	School Lunch	Wendy Swift
6. Rockwell Elementary School	\$ 10.00	School Lunch	Wendy Swift
8. Big Picture School	\$ 10.00	School Lunch	Wendy Swift
7. District Office	\$100.00	District Office	Kim Reppi
8. Grimshaw School	\$100.00	Main Office	Greg Bump
9. LaFayette Jr.-Sr. High School	\$100.00	Main Office	J. Blossey
10. Transportation Department	\$ 50.00	Trans. Office	D. Sawkins
11. Onondaga Nation School	\$100.00	Main Office	D. Ellsworth
12. Big Picture School	\$100.00	Main Office	S. Osborn

Y. Bonded Personnel for School Year 2012-2013

- 1. Treasurer - \$1,000,000
- 2. Tax Collector - \$1,000,000
- 3. Extraclassroom Activity Treasurer at High School - \$100,000
- 4. Claims Auditor/Deputy Treasurer - \$1,000,000
- 5. Blanket Bond - \$100,000 per employee

Z. Other Annual Appointments:

- 1. Coordinator of Athletics – Jeremiah Kelly
- 2. After School Coordinator – ONS – Mackenzie McElhannon
- 3. District Head Nurse – Paula Bush
- 4. District Chemical Hygiene Officer – Michael Picciotti
- 5. District Buildings Webmaster – A. Kimm, K. Weil, P. McElhannon, K. Reppi, S. Munnell, J. Powless
- 6. 10-month Substitute Teacher Coordinator – Ann Doyle, Patsy McElhannon, TBD @ ONS
- 7. Director of Guidance – Bill O’Leary

Motion Carried Yes - 6 No - 1 (M. Whitney) Abstain – 0

VII. Other Items

On the recommendation of President Keefe, motion by Trustee Sofranko, seconded by Trustee LaCava to approve items below.

- A. Reaffirmation of Policy on Affirmative Action
- B. Authorization of LaFayette Central School Board Member attendance at State and National Conventions, including expenses, within budget for School Year 2012-2013
- C. Authorization of LaFayette Central School Board of Education membership with Board of Education review in:
 - 1. New York State School Boards Association
 - 2. Rural Schools Program
 - 3. Onondaga-Madison School Boards Association
 - 4. CNY School Study Council/School Boards Institute

Motion Carried Yes - 7 No - 0 Abstain – 0

VIII. Adjournment

Motion by Trustee LaCava, seconded by Trustee Sofranko to adjourn the meeting at approximately 6:20 p.m.

Motion carried Yes -7 No - 0 Abstain - 0

Respectfully submitted,

Sarah Munnell
District Clerk

Month	Day	Curriculum Area	Union Mtgs 5:30 p.m.
July	10	Reorganizational Mtg.	
	26 1:30-4:00	Retreat @ District Office	
August	21 8:30-3:30	Retreat @ Highland Forest	
	23		Claims Auditor
September	13		
	27 (6:30)	Tour of Jr./Sr. HS	Clerical
October	11	Information Technology	
	25	Tour of Big Picture	
November	15 (6:30)	Tour of ONS	Non-Instructional
December	13 (6:30)	Tour of GS	Supervisors
January	10		
	24 (6:30)		LTA
February	14	Meeting at Jr./Sr. HS	
	28		
March	14 (6:30)	Meeting at Big Picture	Administrators
	28	Guidance/Athletics	
April	11		
	25		
May	9	Meeting at ONS	
	Tuesday -21	Budget Vote	
June	13		
	27		

Please note: The Board meetings will start at 5:30 p.m. When there is a Unit meeting or a Tour of a school building, the regular meeting will begin at 6:30 p.m.

Unless otherwise indicated, the meetings will take place at the:
 District Office
 5955 Route 20 West
 LaFayette, NY 13084

Board Meetings are typically scheduled for 2nd and 4th Thursdays of every month.

LaFayette Central School Organizational Chart - 2012-13

Policy #4212
Adopted: 07/10/12

District Clerk _____ Board of Education _____ Internal Auditor _____

Superintendent's Secretary _____ Superintendent _____ Athletic Coordinator _____

Jr./Sr. H. S. Principal Teachers TA's Nurse Clerical Counselors Café, Aides Substitutes	Psychologist Psychologist Intern	Teachers TA's Clerical Counselors Substitutes	Teachers TA's Nurse Clerical Counselors Café Aides Substitutes Related School Personnel	Network Administrator Computer Technicians	Teachers TA's Nurse Clerical Home School Liaison Café Aides Substitutes Counselors	Director of Curriculum & Instruction Curriculum Leaders for: K-6 ELA & Math 7-12 ELA & Math	School Business Admin Treasurer Acct. Payable Payroll Clerk
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Transportation Supervisor
Head Mechanic/Driver
Mechanic/Driver
Drivers
Messenger
Aides
Substitutes

School Lunch Manager
Cook/Manager
-- Cook
Food Service Helper I
Food Service Helper II
Food Service Messenger
Substitutes

Superintendent of Building & Grounds
Maintenance Worker I
Custodian Worker I
Cleaning Supervisor
--Custodial Worker
Groundsperson
Summer Help
Substitutes

LA FAYETTE CENTRAL SCHOOL DISTRICT – SCHEDULE OF APPOINTMENTS
 ANNUAL APPOINTMENTS PERSONNEL
 TO FIX SALARIES AND SCHEDULE CONDITIONS
 2012-2013

RE-ORG NO: 1
 BOARD ACTION: 07/10/12

NAME	POSITION	BLDG	BEGINS	ENDS	SALARY/ STIPEND
Paula Bush	District Head Nurse	DW	7/1/2012	6/30/2013	\$ 2,735.00
Michael Picciotti	Chemical Hygiene Officer	DW	7/1/2012	6/30/2013	\$ 250.00
Jerry Kelly	Athletic Coordinator	DW	7/1/2012	6/30/2013	\$ 37,080.00
Bill O'Leary	Director of Guidance	DW	7/1/2012	6/30/2013	\$ 3,742.00
Mackenzie McElhannon	After School Coordinator	ONS	7/1/2012	6/30/2013	\$ 10,400.00
Amy Kimm	Grimshaw Webmaster	GS	7/1/2012	6/30/2013	\$ 800.00
Kym Weil	Big Picture Webmaster	BP	7/1/2012	6/30/2013	\$ 800.00
Patsy McElhannon	High School Webmaster	HS	7/1/2012	6/30/2013	\$ 800.00
Kim Reppi	District Office Webmaster	DO	7/1/2012	6/30/2013	\$ 400.00
Sarah Munnell	District Office Webmaster	DO	7/1/2012	6/30/2013	\$ 400.00
JoAnne Powless	ONS Webmaster	ONS	7/1/2012	6/30/2013	\$ 800.00
Rita Bush	School Newspaper Editor	DW	7/1/2012	6/30/2013	\$ per newsletter 437.00
Maura Daly-Picciotti	Novanet Coordinator	HS	7/1/2012	6/30/2013	\$ 2,000.00
Kim Reppi	Internal Claims Auditor	DW	7/1/2012	6/30/2013	\$ 4,000.00
Tiana Poplawski	Extra Class Treasurer	HS	7/1/2012	6/30/2013	\$ 3,037.00
Sarah Munnell	Clerk of the Board	DW	7/1/2012	6/30/2013	\$ 4,200.00
Patsy McElhannon	Substitute Teacher Coordinator	HS	7/1/2012	6/30/2013	\$ 2,100.00
Ann Doyle	Substitute Teacher Coordinator	GS	7/1/2012	6/30/2013	\$ 1,900.00