

**LANSING CENTRAL SCHOOL
BOARD OF EDUCATION
Monday, July 10, 2017
Reorganization Meeting – ES teacher Center 6:00pm
Agenda**

- A. **Call to Order** – Clerk of the Board of Education (Debbie Todd)
- B. **Pledge of Allegiance**
- C. **Adoption of the Agenda**
- D. **Election of Board Officers/Administration of Oaths**
 - 1. **Administration of Oaths of Incoming Board of Education Members** – Clerk of the Board (Debbie Todd)
 - a. **New Board Members**
 - 1) **Anthony Lombardo-**
 - 2) **Christine Iacobucci-**
 - 3) **Brenda Zavaski**
 - b. **Superintendent Annual Oath of Office**
 - 2. **Election of President of the Board/Oath of Office** – Clerk of the Board (Debbie Todd)
 - a. Meeting turned over to New President (Board President comments if desired)
 - 3. **Election of Vice-President/Oath of Office-** Board President
 - a. Vice President comments- optional
- E. **Appointment of Board Representatives**
 - 1. **Voting Delegates to NYSSBA** (New York State School Boards Association)
 - a. Primary – TBA
 - b. Alternate – TBA
 - 2. **Voting Delegates to TST School Board Association**
 - a. Primary – TBA
 - b. Alternate – TBA
 - 3. **Board Delegates to Shared Decision Making Teams**
 - a. Elementary – TBA
 - b. Middle School – TBA
 - c. High School – TBA
 - 4. **Board Committee Representatives**
 - a. District Technology – TBA
 - b. District Health Advisory – TBA

- c. Facilities – TBA
- d. Policy – TBA
- e. Negotiations – TBA
- f. Budget – TBA
- g. Audit – TBA
- h. Safety – TBA
- i. District Wide Safety Team-TBA
- j. Professional Development Team- TBA
- k. Curriculum Committee - TBA

F. Appointment of District Officers

Motion to appoint the following positions effective 7/10/17 – July 2018 Reorganization Meeting:

1. **Clerk of the Board** – Debbie Todd
2. **District Treasurer** – Melissa Rutter
3. **Deputy District Treasurer**- Lesa Bussman
4. **Claims Auditor** – Miguel Andrade
5. **Tax Collector** – Julie Kephart
6. **Deputy Tax Collector** – JoAnn Reinhardt

G. Other Appointments

Motion to Appoint to the following positions effective 7/10/17 – July 2018 Reorganization Meeting:

1. **Purchasing Agent** – School Business Administrator (Kate Heath)
2. **School Attorney** – Ferrara, Fiorenza, Larrison, Barrett and Reitz, P.C.
3. **School Attorney Hourly Rate** - Ferrara, Fiorenza, Larrison, Barrett and Reitz, P.C. @ \$205/hour
4. **Mentor Program Director**- Stacie Kropp \$1000
5. **District Wellness Liason**- Melissa Pope
6. **Central Registrar**- Laura Davis
7. **Internal Auditor**- TBD
8. **Insurance Advisor**- Tompkins Insurance Agency
9. **Census Enumerator**- Kate Heath
10. **Supervisor of Attendance**- Kate Heath
11. **Dignity for all Students Act Coordinators**- Elementary Principal, Middle School Principal, High School Principal, Director Special Services, Superintendent.
12. **Extracurricular Activity Treasurers** – MS – Melissa Ferris, HS- Melissa Ferris

13. **Extracurricular Faculty Auditor** – Karen Hradisky
14. **Independent Auditor** –Insero & Co.
15. **Records Access Officer/Records Management Officer** – School Business Administrator (Kate Heath)
16. **Records Access Clerk/Records Management Clerk**- Karen Hradisky- \$2500
17. **Health Insurance Portability and Accounting Act Officer** – School Business Administrator (Kate Heath)
18. **Asbestos/Safety Designee** – Supervisor of Buildings & Grounds (Glenn Fenner)
19. **Chemical Hygiene Officer**- Glenn Fenner
20. **District Representative to Health Consortium** – School Business Administrator (Kate Heath) **Alternate** (Melissa Ferris)
21. **District Representative to Worker’s Compensation Board** – School Business Administrator (Kate Heath) **Alternate** (Melissa Ferris)
22. **School Physician** – Cayuga Medical Center
23. **Health Service Coordinator**- Sandy Koch \$2500
24. **Administrative Substitute**- Kathy Rourke \$400/day
25. **CPSE Members:**
 - CPSE Chairperson: Director of Special Services & Grants.
 - a. Parent Members: Carolyn Eberly, , Mike Davis, Darcy Rigdon, Elizabeth Larratt,
 - b. Tompkins County Health Department Designee
 - c. Evaluator/Provider Designee
 - d. Preschool Teacher (if applicable)\
 - e. Alternate Chairpersons: Elementary Principal and Ellen Cohen-Rosenthal, School Psychologist, Director of Special Services and Grants
26. **CSE Members:**
 - CSE Chairperson: Director of Special Services & Grants
 - a. Parent Members: Carolyn Eberly, , Mike Davis, Darcy Rigdon, Elizabeth Larratt,
 - b. LCSD Evaluator/Provider Designee
 - c. LCSD Special Education Teacher Designee
 - d. LCSD Related Service Provider Designee
 - e. LCSD School Psychologist Designee
 - f. LCSD General Education Teacher Designee
 - g. LCSD School Physician Designee (on request only)
 - h. Alternate Chairperson: LCSD School Psychologist Designee, Director of Special Services and Grants
27. **Title IX Compliance Officer** – Business Administrator (Kate Heath)

- 28. **Section 504 Compliance Officer** – Director of Special Services and Grants
- 29. **Medicaid Compliance Officer**- Business Administrator (Kate Heath)
- 30. **Homeless Liaison** – Director of Special Services and Grants

H. **Designations**

Motion to Designate the following, effective 7/10/17 – July 2018 Reorganization Meeting:

- 1. **Regular Meetings of the Board of Education Time and Place** – Anticipated Executive sessions 6:30pm, regular session 7:00pm, on the 2nd and 4th Mondays of the month per the attached list or as a Special Announcement, in the Elementary School Teacher Center.
- 2. **Resolution – Establish Date for 2018 Reorganization Meeting:**
Resolved,
That the Board of Education of the Lansing Central School District establishes Monday, July 9, 2017 as the Date for the Annual Re-Organization Meeting to be held at 6:00 pm, in the Elementary School Teacher Center.
- 3. **Official Newspaper** – Ithaca Journal
- 4. **Official Bank Depository** – Tompkins Trust Company (TTC) (General Fund): For Investments: TTC, M&T, Fleet, JP Morgan/Chase, Chemung Canal Trust
- 5. **Credit Cards Issued to the District:** Bank of Montreal Purchasing Card, AC Moore Issued to purchasing agent, Wegmans issued to purchasing agent, Tops and Lowes Card, locked in District Office, all cards issued for the use of officers and designated employees for authorized expenses.

I. **Authorizations**

Motion to Authorize the following effective 7/10/17 – July 2018 Reorganization Meeting:

- 1. **Sign Checks** – Treasurer (Melissa Rutter) or Deputy Treasurer(Lesa Bussman)
- 2. **Certify Payrolls and Compensation Notices** – Superintendent (Chris Pettograsso) or School Business Administrator (Kate Heath)
- 3. **Withdraw Scholarship Funds** – Treasurer (Melissa Rutter)
- 4. **Approve Budget Transfers Between Codes of \$5,000 or less and Payroll Codes of \$10,000 or less per pay period** – Superintendent (Chris Pettograsso)
- 5. **Corrected Tax Role Applications** – School Business Administrator (Kate Heath)
- 6. **Apply for Grants in Aid (State and Federal)** – Superintendent (Chris Pettograsso)
- 7. **Loan Funds Between Accounts (from General Fund to Federal Fund)** – Only such sums as are necessary to pay warrants and payrolls until revenues are received – Treasurer (Melissa Rutter) or School Business Administrator (Kate Heath)
- 8. **Invest Funds** – School Business Administrator (Kate Heath) & Treasurer (Melissa Rutter)
- 9. **Approve Attendance at Conferences, Conventions, Workshops Within Budgetary Constraints** – Superintendent (Chris Pettograsso) or Designee
- 10. **Approve Superintendents Attendance at Conferences, Conventions, Workshops within Budget Constraints** – Board President

11. **Establish Petty Cash Fund –**

Building	Amount	Supervisor
a. District Office	\$100.00	Karen Hradisky

12. **Establish Start-Up Banks**

a. School Lunch (Starting Cash of Registers)	\$200.00	Sandi Swearingen
b. Athletic Account	\$100.00	Karen Hradisky Tina Mallinson
c. Athletic Account/Open Swim	\$ 50.00	Karen Hradisky Tina Mallinson

J. **Official Undertakings (BONDS)**

Motion to approve the following Bonding effective 7/10/17 – July 2018 Reorganization Meeting:

1. **District Treasurer** \$5,000,000.00
2. **Deputy Treasurer** \$4,100,000.00
3. **District Tax Collector** \$2,500,000.00
4. **Deputy Tax Collector** \$ 2,500,000.00
5. **Purchasing Agent** \$ 300,000.00
6. **Claims Auditor** \$ 300,000.00
7. **District Employees** \$ 100,000.00 Each

K. **Other Items**

Motion to adopt the following effective 7/10/17– July 2018 Reorganization Meeting:

1. **Mileage Reimbursement Rate** – IRS Rate at time of mileage driven
2. **Building/District Use Billing for Outside Organizations Rate**
* See rates as per Administrative Regulation 3280R

3. **Non-Resident Tuition Rate**
a. **Regular Education Tuition**

(1) Full Day K-6 \$11,629 (2) Grades 7-12 \$15,090

- b. **Special Education Tuition**

(1) Full Day K-6 \$ 52,381 (2) Grades 7-12 \$55,842

4. **No Open-Enrollment for 2017-18 School Year** – Resolution
Resolved,

That the Board of Education of the Lansing School District approve that no new non-resident students will be admitted for the 2017-2018 school year, “except under extraordinary circumstances where sufficient evidence is presented to the Superintendent that such admission is in the best educational interest of the student

and is consistent with the requirements of District policy concerning admission of non-resident students”.

L. 2017-18 Mentor Rate – Effective 7/1/17

Motion to approve the following:

- a. **Teacher Mentors - \$1,000**

M. 2017-18 Substitute Employee Salary Rates – Effective 7/1/17

Motion to approve the following:

Title	Amount
Bus Driver	18.51/hr
Bus Driver Lay over rate	13.05/hr
Cleaner	11.11/hr
Cook	14.00/hr
Food Service Helper	11.11/hr
Groundskeeper/Maintenance	13.70/hr
Home Instruction/Alternative Instruction	30.00/hr
Lifeguard	14.26/hr
Nurse	21.31/hr
Pool Supervisor	11.18/hr
School Monitors	11.11/hr
Teacher (certified)	95.00/day
Teacher (uncertified)	85.00/day
Teaching Assistant (certified)	68.00/day
Teacher Aide	11.11/hr
Data Processing Helper (Typist, Receptionist, Secretary, Clerk)	13.05/hr
Automotive mechanic	13.70/hr
Laborer	11.11/hr
Lifeguard/Open Swim	11.11/hr
Accompanist	17.80/hr

N. 2017-18 Fingerprinting Costs for Support-Staff Members

Motion to Approve the Following Resolution – Fingerprinting Cost for Support-Staff Members:

Resolved,

That the district will waive one-half the normal fingerprinting fee for individuals applying for substitute positions for non- teaching personnel new to Lansing Schools for the 2017-18 School Year.

O. 2017-18 School Lunch Prices

Motion to approve the following effective 7/10/17 – July 2018 Reorganization Meeting:

- a. ES – Breakfast \$TBA per day; Lunch \$TBA per day
- b. MS – Breakfast \$TBA per day; Lunch \$TBA per day
- c. HS – Breakfast \$TBA per day; Lunch \$TBA per day

P. Curriculum Writing and Project Resolution

Resolved,

That the Board of Education at the Lansing Central School District authorizes the Superintendent to approve Curriculum Writing and Curriculum Projects, and the personnel, labor hours, and costs required to perform such tasks.

Q. Annual Reviewed Policies :Motion to approve the following effective 7/10/17 – July 2018 Reorganizational Meeting

- Code of Conduct
- Athletic code of conduct
- Safety Plan
- Professional Development Plan
- Investment Policies
- Title I and Parental Involvement
- Attendance
- Security and Surveillance

R. Adjourn