

Organizational meeting of the
Oneida City School District
Board of Education

JULY 1, 2020

6:00 PM at Costello Transportation Center Conference Room



District Mission: To educate, inspire and empower.
District Vision: Students reaching their fullest potential.

Agenda:

Meeting Called to Order

Pledge of Allegiance

Appointments and Oaths of Office

- I. Appointment of temporary chairman 2020-2021 school year
- II. Appointment of Assistant Superintendent for Finance and Support Services as Clerk of the Board for the 2020-21 school year
- III. Oath of Office for new board member

Election of Officers and Oaths of Office

- IV. Nomination and election of President of the Board of Education for the 2020-2021 school year.
- V. Nomination and election of Vice President of the Board of Education for the 2020-2021 school year.
- VI. Administer Oath of Office to President and Vice President

Consent Agenda – Articles VII - X

- VII. Board of Education meeting dates and times
- VIII. Designation of representative to the Madison-Oneida-Herkimer Counties School Board Association.
- IX. Grant the authority to conditionally appoint and conditionally rescind the appointment of any impartial hearing officer properly selected from the board approved list.
- X. Re-adoption of all Board of Education policies and the Code of Ethics in effect in the previous year.

Consent Agenda – Internal Appointments – Articles XI - XXIX

- XI. Treasurer and Deputy Treasurer
- XII. Purchasing Agent
- XIII. Federal Program Administrator and Federal Breakfast/Lunch program Administrators
- XIV. Receiving and opening bids
- XV. Conference approvals

- XVI. Authorization for building use
- XVII. Authorized signature for payroll
- XVIII. Authorized to make transfers of funds
- XIX. Attendance Officer
- XX. Records Officer
- XXI. Medicaid Compliance Officer
- XXII. Treasurer or Deputy Treasurer authorized to sign checks
- XXIII. Employment of staff members
- XXIV. Grant applications
- XXV. Homeless liaison
- XXVI. Title IX officer
- XXVII. LEAD evaluators
- XXVIII. DASA coordinators
- XXIX. Treasurers of Extra-classroom Activities Accounts

Legal Counsel Article

- XXX. School Attorneys

Finance and Auditing Articles XXXI - XLIV

- XXXI. Official Depository
- XXXII. Electronic Funds Transfer
- XXXIII. Petty Cash accounts
- XXXIV. Change Fund accounts
- XXXV. Internal claims auditor
- XXXVI. Internal claims auditor of payroll
- XXXVII. Tax Collector
- XXXVIII. Mileage Rate
- XXXIX. School purchases on credit cards
- XL. Audit Committee members
- XLI. External Auditors
- XLII. Internal Auditors
- XLIII. Bond Counsel
- XLIV. District owned cell phones

Consent Agenda - Other Items – Articles XLV - LVI

- XLV. Official Newspaper
- XLVI. Occupational Advisory Committee
- XLVII. Committee on Special Education
- XLVIII. Committee on Pre-School Special Education
- XLIX. 504 Committee
- L. Public Communications
- LI. Records management officer
- LII. Asbestos designee
- LIII. Chemical hygiene Officer
- LIV. Representatives to Madison-Oneida-Herkimer Health Consortium
- LV. Representatives to Madison-Oneida-Herkimer Workers' Compensation Board
- LVI. School Lunch Prices

Adjournment

Organizational Meeting of the
Oneida City School District
Board of Education

July 1, 2020

6:00 P.M. at Costello Transportation Center Conference Room

- I.** Appointment of temporary chairman.

Mary-Margaret Zehr _____

MOTION MADE BY _____

SECONDED BY _____

A_____ N_____

- II.** Appointment of the Assistant Superintendent for Finance and Support Services as Clerk of the Board for the 2020-2021 school year at a stipend of \$1000, is hereby duly empowered to conduct the activities of the Clerk of the Board at this first Annual Board Meeting, and to administer the Oaths of Office.

MOTION MADE BY _____

SECONDED BY _____

A_____ N_____

- III.** Newly elected member, Brad Myatt, will indicate the taking of the Oath of Office by signing the form that will be provided and attested to by the Clerk of the Board.

- IV.** Nomination and election of a President of the Board of Education for the 2020-2021 school year.

NOMINATED _____

MOTION MADE BY _____

SECONDED BY _____

A_____ N_____

- V. Nomination and election of a Vice President of the Board of Education for the 2020-2021 school year.

NOMINATED _____

MOTION MADE BY _____

SECONDED BY _____

A _____ N _____

- VI. Oath of Office administered to President and Vice President.

CONSENT AGENDA - ARTICLES VII - X

- VII. Establishment of the second Tuesday of each month, and 6:00 PM as official Regular Board Meeting day and time for the 2020-2021 school year with the exception of August 2020, April 2021 and May 2021.

- VIII. Designation of a representative to the Oneida-Madison-Herkimer Counties School Board Association.

(Delegate: _____)

(Alternate: _____)

- IX. Grant the authority to conditionally appoint and conditionally rescind the appointment of any impartial hearing officer properly selected from the board approved list. Any conditional appointment is subject to board ratification at the next regular board meeting immediately following the conditional appointment. The board members granted authority for the 2020-2021 school year are:

1. _____ 2. _____

- X. Re-adoption of all policies and the Code of Ethics in effect during the previous year.

RECOMMENDED ACTION

A motion to approve Articles VII through X as designated in the Oneida City School District's Organizational Meeting held on July 1, 2020.

MOTION MADE BY _____

SECONDED BY _____

A _____ N _____

CONSENT AGENDA ARTICLES - XI - XXIX

INTERNAL APPOINTMENTS

- XI.** Appointment of Tanya Moore as District Treasurer and Jessica Poyer, Administrator for Curriculum, Instruction & Assessment as Deputy Treasurer for the period July 1, 2020 through June 30, 2021.
- XII.** Designation of Assistant Superintendent for Finance and Support Services as Purchasing Agent for the 2020-2021 school year.
- XIII.** Designation of the Superintendent of Schools as Administrator of Federal Programs duly authorized to sign all Federal Program reports and claims; and the authorization of the Assistant Superintendent for Finance and Support Services and the School Lunch Manager to sign all reports and claims related to the Federal Breakfast/Lunch Program.
- XIV.** Authorization for the Superintendent of Schools and/or the Assistant Superintendent for Finance and Support Services, or their designated representatives to receive and open bids.
- XV.** Authorization for the Superintendent of Schools, or her designee, to grant approval for attendance at conferences within the limits approved by the Board of Education in the current budget and within the provisions of existing Board of Education policy.
- XVI.** Authorization for the Superintendent of Schools, or her designee, to grant the use of school buildings, grounds and property within the limits of the policies of the Board of Education.
- XVII.** Designation of the Superintendent, or her designee, as the authorized signature for the official signing of the School District Payroll for the 2020-2021 school year.
- XVIII.** Authorization for the Superintendent of Schools to make transfers of funds between and within functional unit appropriations for salaries and other ordinary contingent expenses according to Board Policy No. 4202, and require that such transfers shall be reported to the Board of Education periodically during the fiscal year.

- XIX.** Appointment of the Administrator for Curriculum, Instruction & Assessment, or the designee of the Superintendent of Schools, as Attendance Officer for the 2020-2021 school year.
- XX.** Designation of the Assistant Superintendent for Finance and Support Services as Records Access Officer for the School District for the 2020-2021 school year.
- XXI.** Designation of the Assistant Superintendent for Finance and Support Services as Medicaid Compliance Officer for the School District for the 2020-2021 school year.
- XXII.** Designation as per the requirements of the NYS Education Law, that the single signature of Tanya Moore, Treasurer, or Jessica Poyer, the Deputy Treasurer and the Administrator for Curriculum, Instruction & Assessment, be authorized on checks made by the School District.
- XXIII.** Authorization for the Superintendent of Schools to employ staff members pending Board approval at its next regularly scheduled meeting.
- XXIV.** Authorization for the Superintendent of Schools to apply for State and Federal grants in aid for the 2020-2021 school year.
- XXV.** Designation of the Administrator for Curriculum, Instruction & Assessment, or the designee of the Superintendent of Schools, as the Homeless Liaison for the 2020-2021 school year.
- XXVI.** Designation of the Director of Athletics, or the designee of the Superintendent of Schools, as the Title IX compliance officer for the 2020-2021 school year.
- XXVII.** Designation of Kevin Healy, Stacey Tice, Amanda Larson, Todd Widrick, Eric Coriale, Penny Houser, Moira Yardley, Danielle Mullen, Jessica Poyer and Mary-Margaret Zehr, or the designee(s) of the Superintendent of Schools, as LEAD evaluators for the 2020-2021 school year.
- XXVIII.** Designation of Kevin Healy, Todd Widrick, Danielle Mullen, Eric Coriale, Penny Houser, Moira Yardley, Amanda Larson, and Molly Malgieri or the designee(s) of the Superintendent of Schools, as DASA coordinators for the 2020-2021 school year.

XXIX. Appointment of Valerie Martin-Pearson as Treasurer of the Otto Shortell Middle School Extra-classroom Activities Account and Laura Reff as Treasurer of the Oneida High School Extra-classroom Activities Account for the 2020-2021 school year.

RECOMMENDED ACTION

A motion to approve INTERNAL APPOINTMENTS, Articles XI through XXIX, as designated in the Oneida City School District's Organizational Meeting of July 1, 2020.

MOTION MADE BY _____
SECONDED BY _____

A_____ N_____

LEGAL COUNSEL ARTICLE - XXX

XXX. Designation of Bond, Schoeneck & King as Labor Relations Counsel and School Attorney for the 2020-2021 school year.

RECOMMENDED ACTION

A motion to approve LEGAL COUNSEL, Article XXX, as designated in the Oneida City School District's Organizational meeting of July 1, 2020.

MOTION MADE BY _____
SECONDED BY _____

A_____ N_____

FINANCE AND AUDITING ARTICLE XXXI - XLIV

XXXI. Designation of Official Depository of Funds for the 2020-2021 school year will be as follows:

NBT Bank
M & T Bank
Community Bank N.A.

- XXXII.** Electronic Funds Transfer – Authorize the Treasurer, with approval of the Assistant Superintendent of Finance, to initiate electronic funds transfers up to a daily dollar limit of \$4 million in the aggregate under existing dual control transfer procedures. Transfer amounts in excess of the \$4 million daily aggregate limit will be reported to the Board of Education at the next scheduled meeting.
- XXXIII.** Establishment of Petty Cash accounts: Accounts not to exceed \$100, should they so desire an account, established in the names of:
- Kevin Healy, K-12 Executive Principal, Oneida High School
 - Erika Haggerty, Guidance, Oneida High School
 - Todd Widrick, Principal, Otto Shortell Middle School
 - Eric Coriale, Principal, North Broad Street School
 - Penny Houser, Principal, Seneca Street School
 - Danielle Mullen, Principal, Durhamville Elementary School
 - Moira Yardley, Principal, Willard Prior Elementary School
 - Michael Klenotiz, Director of Transportation
 - James Rowley, District Office
- XXXIV.** Establishment of Change Fund accounts: Authorization for accounts as indicated. Same amount returned to originating fund sources prior to the end of the school year.
- Hollie Ackerman, School Lunch: \$150
 - Stacey Tice, Athletics: \$250
- XXXV.** Designation of Lisa Donaldson as Internal Claims Auditor in compliance with Commissioner of Education Regulation 170.2 Ed., Law 2427, for the 2020-2021 school year.
- XXXVI.** Designation of Lisa Panzone as Internal Claims Auditor of Payroll in Compliance with Commissioner of Education Regulation 170.2 Ed., Law 2427, for the 2020-2021 school year.
- XXXVII.** Designation of Michelle Worden as Tax Collector for the Oneida City School District for the 2020-2021 school year.
- XXXVIII.** Approval of a mileage reimbursement at the same rate as the Internal Revenue Service standard mileage rate for business travel in effect at July 1, 2020 for the 2020-2021 school year.

- XXXIX. Approval for Mary-Margaret Zehr, James Rowley, Jessica Poyer and Genevieve Brauner to have school credit cards. Authorization for Michelle Worden to make purchases with school credit cards with authorized card holder’s knowledge.
- XL. Designation of Melinda Bowe, Heather Denby, Robert Group, Martin Kelly, James Maio, Brad Myatt and Jennifer Parker as members of the Audit Committee for the 2020-2021 school year.
- XLI. Appointment of D’Arcangelo & Co., LLP, Certified Public Accountants and Consultants, as external auditors for the 2020-2021 school year.
- XLII. Appointment of Questar III as internal auditors for the 2020-2021 school year.
- XLIII. Appointment of Orrick, Herrington & Sutcliffe, LLP as Bond Counsel for the 2020-2021 school year.
- XLIV. Approval for Bernard Sharlette, David Durkee, Ryan Dandignac, Logan Schrank, Travis Campbell, Charles Hollenbeck and Lisa Donaldson to use district-owned cell phones for work related purposes.

RECOMMENDED ACTION

A motion to approve FINANCE/AUDITING, Articles XXXI through XLIV, as designated in the Oneida City School District’s Organizational Meeting of July 1, 2020.

MOTION MADE BY _____
SECONDED BY _____

A_____ N_____

CONSENT AGENDA ARTICLES XLV - LVI

OTHER ITEMS

- XLV. Designation of the Oneida Daily Dispatch as the official newspaper for the School District for 2020-2021 school year.

- XLVI.** Designation of the Madison-Oneida BOCES as the Occupational Advisory committee to the Oneida City School District for the 2020-2021 school year.
- XLVII.** Approval for the Committee on Special Education:
- Chairperson Peter Gleason
 - Psychologists Peter Gleason, Jaime Cleveland
 - Physician Bassett Medical Center, if requested
 - Teacher Special Education Teacher of the Student
Regular Education Teacher
 - Parent Person in parental relationship to the student
- XLVIII.** Approval for the Committee on Pre-School Special Education:
- Chairperson Jaime Cleveland
 - Teacher Special Education Teacher
Regular Education Teacher
 - Evaluators Approved SED list who participated in the Evaluation of the child. In addition, a licensed professional may be appointed by Madison or Oneida counties.
 - Parent Parent of Preschool child with the disability
- XLIX.** Approval for the 504 Committee:
- . Chairperson Peter Gleason
 - . Teacher Special Education Teacher of the Student
- L.** Public Communication: Authorization by the Board of Education to distribute Agendas and Summaries of all Board of Education meetings via the Oneida City School District web page.
- LI.** Designation of the Assistant Superintendent for Finance and Support Services as Records Management Officer in keeping with the New York Local Government Records Law (Chapter 737).
- LII.** Appointment of Bernie Sharlette as Asbestos Designee for the School District's Asbestos Abatement Program.
- LIII.** Appointment of Keith Josephs as Chemical Hygiene Officer for the School District's Chemical Hygiene Plan for Laboratory Safety.
- LIV.** Appointment of James Rowley and Superintendent Mary-Margaret Zehr as representative/alternate to the Madison-Oneida-Herkimer Health Consortium for the 2020-2021 school year.

LV. Appointment of James Rowley and Superintendent Mary-Margaret Zehr as representative/alternate to the Madison-Oneida-Herkimer Workers' Compensation Board for the 2020-2021 school year.

LVI. Pursuant to the National School Lunch Program; School Food Service Account Revenue Amendments Related to the Healthy, Hunger-Free Kids Act of 2010, we need to increase the price of our school lunches by \$0.10. This would make the lunch for elementary students \$2.20 and lunch for middle school and high school students \$2.35. This increase would be effective beginning September 2020.

RECOMMENDED ACTION

A motion to approve OTHER ITEMS, Articles XLV through LVI, as designated in the Oneida City School District's Board of Education Organizational Meeting of July 1, 2020.

MOTION MADE BY _____
SECONDED BY _____

A _____ N _____