

**WINDSOR CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION MEETING  
FRIDAY, July 1, 2011**

**DATE:** July 1, 2011

**TIME:** 8:00 a.m.

**PLACE:** High School

**KIND OF MEETING:** Reorganizational

**MEMBERS PRESENT:** Peter Nowacki, Gina Kress, Barbara Mirch,  
Margo Kibbler, Carin Shaffer

**ABSENT:** Stephen Feehan, Gary Hmurcik

**OTHERS PRESENT:** Ed Klesse, Andrew Fiorentino

**I. CALL TO ORDER**

Jason Andrews called the meeting to order at 8:00 a.m.

**CALL TO ORDER**

**II. ADMINISTRATION OF OATH**

The Board Clerk administered the Public Officer's Oath of Office to newly elected Board Members Carin Shaffer and Gary Hmurcik

**ADMINISTRATION OF OATH**

**III. ELECTION OF OFFICERS**

a. President

Mr. Jason Andrews called for nominations for the office of President of the Board of Education.

Gina Kress nominated Peter Nowacki for the office of President of the Board of Education.

Gary Hmurcik seconded the nomination.

Mr. Jason Andrews asked if there were other nominations. There were no other nominations.

Mr. Jason Andrews called for a vote on the one nomination for the office of President of the Board of Education.

Peter Nowacki received five (5) votes.

Peter Nowacki declared elected to the office of President.

b. Vice President

Mr. Jason Andrews called for nominations for the office of Vice-President of the Board of Education.

Peter Nowacki nominated Gina Kress for the office of Vice-President of the Board of Education.

Gary Hmurcik seconded the nomination.

Mr. Jason Andrews asked if there were other nominations. There were no other nominations.

**ELECTION OF OFFICERS**

Mr. Jason Andrews called for a vote on the nomination for the office of Vice-President of the Board of Education.

Gina Kress received five (5) votes.

Gina Kress was declared elected to the office of Vice-President of the Board of Education.

Board Clerk Michelle Cary administered the Public Officers Oath to the newly elected Board President and Vice-President.

**IV. APPOINTMENT OF OFFICERS**

**APPOINTMENT OF OFFICERS**

Motion by Gina Kress, seconded by Gary Hmurcik, that the following resolution be approved:

BE IT RESOLVED, upon the recommendation of the Superintendent of Schools that the following Appointments of Officers be approved:

- District Treasurer – Celia Bucek
- Deputy District Treasurer – Kelly Tesar
- Clerk of the Board – Michelle Cary - \$3,500
- Deputy Clerks – Edward Klesse and Andrew Fiorentino (to act in the absence of the Clerk)

Motion Carried 5-0-0

**V. OTHER APPOINTMENTS**

**OTHER APPOINTMENTS**

Motion by Gina Kress, seconded by Gary Hmurcik, that the following resolution be approved:

BE IT RESOLVED, upon the recommendation of the Superintendent of Schools that the following Appointments be approved:

- School Attorney – The Law Offices of Hogan, Sarzynski, Lynch, Surowka & DeWind, LLP
- School Physician – Dr. Daniel M. Young of Windsor Family Medical Care Center of UHS
- Tax Collector – Lillian Dibble
- Extraclassroom Activity Fund Treasurer – Linda Egitto
- Deputy Extraclassroom Activity Fund Treasurer – Lillian Dibble
- Attendance Officer – Chris Klumpp
- Census Enumerator – Chris Klumpp
- Internal Claims Auditor – Sarah VanGalder
- Deputy Internal Claims Auditor – Diane Valky
- Purchasing Agent – John Read
- Deputy Purchasing Agent – Al Terzella
- Records Managment Officer – Edward Klesse
- Internal Auditor – Ernie Skiadas, CPA

Motion Carried 5-0-0

**VI. DESIGNATIONS**

**DESIGNATIONS**

Motion by Gina Kress, seconded by Gary Hmurcik, that the following resolution be approved:

BE IT RESOLVED, upon the recommendation of the Superintendent of Schools that the following Designations be approved:

Official Bank Depositories:

- HSBC
- J.P. Morgan Chase Bank
- National Bank & Trust Company of Norwich
- M & T Bank
- Tioga State Bank

Regular Monthly Meetings – as per attached schedule

Board of Education Meeting Site(s) – per attached schedule

Official Newspaper: Windsor Standard

Motion Carried 5-0-0

## VII. AUTHORIZATIONS

## AUTHORIZATIONS

Motion by Gina Kress, seconded by Gary Hmurcik,  
that the following resolution be approved:

BE IT RESOLVED, upon the recommendation of the  
Superintendent of Schools that the following Authorizations  
be approved:

Superintendent of Schools Certify Payroll

John Read as School Purchasing Agent, and the Superintendent of Schools to do so in his/her absence  
Superintendent of Schools or Designee to Approve Attendance of School District Employees at Conferences,  
Workshops, etc. for 2011-2012

Superintendent of Schools to Authorize Petty Cash Accounts as follows:

- High School Principal - \$100
- Middle School Principal - \$ 50
- Principals of Elementary Schools - 3 @ \$ 50
- Director of Auxiliary Services - \$100
- Superintendent - \$100
- Director of Physical Education & Athletics - \$100
- Director of Special Education - \$ 50
- Assistant Superintendent – Instruction (includes TSS) - \$100
- Assistant Superintendent - Business & Administrative Services - \$100
- Cooks at each Cafeteria (from School Lunch Fund) - 4 @ \$ 25

Authorize Change Funds

- Athletic Department - \$300
- Tax Collector - \$ 75

Authorize Cafeteria Change Funds as follows:

- High School - \$100
- Palmer Elementary/Middle School - \$100
- Weeks Elementary - \$ 20
- Bell Elementary - \$ 20
- Vending Machines - \$160

District Treasurer Authorized to Sign Checks Drawn on District Funds, and the  
Deputy District Treasurer to do so in the Absence of the Treasurer

Authorize the use of Electronic Signatures for Budget, Payroll, and Purchase Orders

Authorize the Extraclassroom Activity Fund, and the Deputy Extraclassroom Activity  
Fund Treasurer to do so in their Absence

Authorization for the Board President to Sign all Contracts Approved by the Board of Education

Authorize Borrowing among Funds during the Fiscal Year

Authorize the Superintendent of Schools to require Medical Examination of Teachers  
and other Employees as stated in Section 913 of the Education Law

Authorize the Purchasing Agent, with the approval of the Superintendent of Schools,  
to advertise for sale, surplus property of the District, on a periodical basis

Authorize Issuance and Sale of Revenue Anticipation Notes

Motion Carried 5-0-0

**VIII. APPROVE BONDING OF PERSONNEL**

Motion by Gina Kress, seconded by Gary Hmurcik, that the following resolution be approved:

BE IT RESOLVED, upon the recommendation of the Superintendent of Schools that the following Bonding Of Personnel be approved:

Tax Collector	\$500,000
Extraclassroom Activity Fund Treasurer	\$100,000
Courier	\$100,000

Motion Carried 5-0-0

**IX. OTHER ITEMS**

Motion by Gina Kress, seconded by Gary Hmurcik, that the following resolution be approved:

BE IT RESOLVED, upon the recommendation of the Superintendent of Schools that the following Items be approved:

Re-adoption of all Policies and Code of Ethics in effect during the previous year  
Set Rate of Reimbursement for Mileage Traveled on School Business in Personal Cars at the prevailing IRS rate  
Set Substitute Pay Rates for 2011-2012

- Certified Substitute Teacher - \$85 per day
- Uncertified/Degreed/Non-Degreed Substitute Teacher - \$75 per day
- Long-Term Substitute Teacher (20 days or more) - \$150 per day
- Registered Nurse - \$80 per day
- Licensed Practical Nurse (1:1) - \$70 per day
- Teaching Assistant - \$9.36 per hour
- [District Office] Secretary (long-term - 20 days or more only) - \$9.50 per hour
- Senior Typist (long-term - 20 days or more only) - \$9.50 per hour
- Typist (general clerical – less than 20 hours/week) - \$8.97 per hour
- Cleaner - \$8.32 per hour
- Courier - \$8.32 per hour
- Maintenance Person - \$8.32 per hour
- Bus Driver - \$10.66 per hour
- Teacher Aide - \$8.84 per hour
- Library Clerk (general clerical) - \$8.84 per hour
- Food Service Helper - \$7.25 per hour
- Bus Attendant - \$8.06 per hour
- Summer Bus Cleaner - \$8.32 per hour

Establish Pay Rates for 2011-2012 for Non-Bargaining Unit members for:

- Administrator - \$175 per day
- Election Workers - \$8.84 per hour
- Census Takers - \$8.84 per hour
- Home Teaching - \$22.00 per hour
- Adult Education - \$15.00 per hour
- Senior Lifeguard - \$13.52 per hour
- Junior Lifeguard - \$8.32 per hour
- Swim Instructor - \$8.32 per hour

Approve the Attendance of Members of the Board of Education at Meetings, Seminars, Conferences, and Conventions of the National School Boards Association, New York State School Boards Association, Broome-Tioga School Boards Association, Rural Schools Program, and all such other Meetings to which the School District has General Membership

Approve Attachment File for Board Minutes:

- (1) Schedule of Monthly Board Meeting
- (2) Section 913 of the Education Law
- (3) Code of Ethics Policy
- (4) CSE/CPSE Committee and CSE Subcommittee
- (5) Appointment of Surrogate Parent
- (6) Impartial Hearing Officer List
- (7) Board of Education Appointments
- (8) Instructional Material Review Committee
- (9) Audit Committee

Set Mileage Rate for Changes for Buses Rented under Section 1501-b of the Education

Law at \$2.25 per mile with the Bus Driver's Salary included; and \$ .585 per mile without the Bus Driver's Salary Included

Appointment of Committee Members for Committee on Special Education, Committee on Preschool Special Education, and Subcommittee on Special Education

RESOLVED, that the following are appointed as mandated members of the School District's Committee on Special Education:

School Psychologist

Renee Beach  
Linda LoGallo  
James Lucenti

A representative of the School District qualified to provide, administer, or supervise special education:

James Lucenti

Regular Education Teacher:

Regular education teacher of the child if the child is or may be participating in the regular education environment.

Special Education Teacher:

Special education teacher, or where appropriate, at least one special education provider for the child.

School Physician:

Daniel M. Young, M.D.

Parent:

Lorita Acquisto  
Melissa Hill  
Corrine Mott  
Yesenia Varelakis  
Kathryn Kniffin

RESOLVED, upon the recommendation of the Superintendent of Schools, that the following are appointed as mandated members of the School District's Committee on Preschool Special Education:

A representative of the School District qualified to provide, administer, or supervise special education:

James Lucenti

Broome County Health Department Representative:

Noreen Murphy Windingland

Child's Teacher:

A representative of an agency approved by the State Education Department to be eligible to conduct evaluations.

Parent: Lorita Acquisto  
Melissa Hill  
Corrine Mott  
Yesenia Varelakis  
Kathryn Kniffin

A professional who participated in the evaluation of the child

OR

A professional employed by the school district, the child's teacher or some other person knowledgeable about the evaluation procedures used and evaluation results. Susan Carpenter  
Karen Koscianski  
Jenna Nemcek  
Crystal Wright  
Jennifer Young

RESOLVED, upon the recommendation of the Superintendent of Schools, that the following are appointed as mandated members of the School District's Sub-Committee on Special Education:

School Psychologist Renee Beach  
Linda LoGallo

A representative of the School District qualified to provide, administer, or supervisor special education: James Lucenti

Regular Education Teacher: Regular education teacher of the child if the child is or may be participating in the regular education environment.

Special Education Teacher: Special education teacher, or where appropriate, at least one special education provider for the child.

Appointment of Surrogate Parent

BE IT RESOLVED, upon a recommendation by the Superintendent of Schools, that Lorita Acquisto be appointed as a surrogate parent.

Approval of Impartial Hearing Officers

The Superintendent having informed the Board of Education of recent amendments to the Commissioner's Regulations creating short term period to select and appoint hearing officers to initiate impartial hearings, and said amendments allowing the Board of Education to designate one of its members to appoint such hearing officers to ensure timely compliance regarding the hearing process.

Upon motion by Gina Kress, seconded by Gary Hmurcik, it is

RESOLVED, that the President of the Board of Education is designated to appoint the next available hearing officer to conduct an impartial hearing, said appointment to be ratified by the Board of Education at its next meeting.

Motion Carried 5-0-0

Authorize President of Board of Education to Appoint the Next Available Hearing Officer to Conduct Impartial Hearings

The Superintendent having informed the Board of Education of recent amendments to the Commissioner's Regulations creating short term periods to select and appoint hearing Officers to initiate impartial hearings, and said amendments allowing the Board of Education to designate one of its members to appoint such hearing officers to ensure timely compliance regarding the hearing process.

Upon motion by Gina Kress, seconded by Gary Hmurcik, it is

RESOLVED, that the President of the Board of Education is designation to appoint the next available hearing officer to conduct an impartial hearing, said appointment to be ratified by the Board of Education at its next meeting.

Motion Carried 5-0-0

Authorization of Chairperson of the Committee on Special Education and the Committee on Preschool Special Education to make Recommendations if Consensus cannot be reached

The Superintendent having informed the Board of Education that, as a result of a court decision, the School District representative at meetings of the Committee on Special Education and Committee on Preschool Special Education can be authorized to make recommendations on behalf of the Committee after appropriate deliberations and if consensus cannot be reached and upon the recommendation of the Superintendent, it is hereby

Upon motion by Gina Kress, seconded by Gary Hmurcik, it is

RESOLVED, that the Chairperson of the Committee on Special Education and Committee on Preschool Special Education as the School District's representative at Committee meetings is hereby authorized if the Chairperson determines that consensus cannot be reached at such meetings.

Motion Carried 5-0-0

Approve Standardization of Custodial Products with Sanico

Approve Continued Services with Taylor Garbage Removal

**X. APPOINT LEGISLATIVE REPRESENTATIVE and ALTERNATE for 2011-2012 to the Broome-Tioga School Boards Association**

Motion by Gina Kress, seconded by Gary Hmurcik, to appoint Peter Nowacki as Legislative Representative, and Gina Kress as the Alternate, for 2011-2012 Broome-Tioga School Boards Association.

Motion Carried 5-0-0

**XI. APPOINT A TRUSTEE and ALTERNATE TRUSTEE to the Broome-Tioga-Delaware Health Insurance Consortium for 2011-2012**

Motion by Gina Kress, seconded by Gary Hmurcik to appoint Barbara Mirch as the Trustee, and Stephen Feehan as the Alternate Trustee, to the Broome-Tioga Delaware Health Insurance Consortium for 2011-2012.

Motion Carried 5-0-0

**XII. APPOINT A TRUSTEE and ALTERNATE TRUSTEE to the Workers' Compensation Self-Insurance Alliance for 2011-2012**

Motion Gina Kress, seconded by Gary Hmurcik, to appoint Gary Hmurcik as the Trustee, and Margo Kibbler as the Alternate the Alternate Trustee, to the Workers' Compensation Self-Insurance Alliance for 2011-2012.

Motion Carried 5-0-0

**XIII. Appoint two BOARD OF EDUCATION Members to review Board Policies**

Motion by Gina Kress, seconded by Gary Hmurcik, to appoint Gina Kress, Barbara Mirch and Carin Shaffer as the Board of Education Members to review Board Policies.

Motion Carried 5-0-0

**XIV. Appointment of INSTRUCTIONAL MATERIALS REVIEW COMMITTEE for 2011-2012**

Motion by Gina Kress, seconded by Gary Hmurcik, for appointment of the following people to the Instructional Materials Review Committee for the 2011-2012 school year:

Edward Klesse, Chairman  
Kristy Angelo  
Scott Beattie  
Jamie Bernard  
Linda Yonchuk  
Dr. Erin Washburn

Motion Carried 5-0-0

**XV. Appoint BUILDING INSPECTION COMMITTEE for School Buildings for 2011-2012**

Motion by Gina Kress, seconded by Gary Hmurcik, for appointment of the following people to the Inspection Committee for School Buildings for 2011-2012:

All Board of Education Members

:

Motion Carried 5-0-0

**XVI. Appoint AUDIT COMMITTEE**

Motion by Gina Kress, seconded by Gary Hmurcik, for appointment of the following people to the Audit Committee for 2011-2012:

Gary Hmurcik, Chairperson, Carolyn Price, John Tucker, Karen Bolcavace-Colosi

Motion Carried 5-0-0

**XVIII. NEW BUSINESS**

**NEW BUSINESS**

**A. Personnel Actions**

***Personnel Actions***

- (1) Approve Minutes of June 21, 2011, Regular Meeting

Approve Minutes of June 21, 2011

Motion by Gina Kress, seconded by Gary Hmurcik, that the following resolution be approved:

BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, that the Regular Minutes of June 21, 2011 be approved:

Motion Carried 5-0-0

- (2) Approve Requests to Declare School Property Worthless

Approve Requests to Declare School Property Worthless

Motion by Gina Kress, seconded by Gary Hmurcik, that the following resolution be approved:

BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, that the Requests to Declare School Property Worthless be approved:

Motion Carried 5-0-0

- (3) Approve Amended FERPA Policy

Approve Amended FERPA Policy

Motion by Gina Kress, seconded by Gary Hmurcik, that the following resolution be approved:

BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, that the amended FERPA Policy be approved:

Motion Carried 5-0-0

- (4) Approve Contract with Excel

Approve Contract with Excel

Motion by Gina Kress, seconded by Gary Hmurcik, that the following resolution be approved:

BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, that the Contract with Excel be approved:

Motion Carried 5-0-0

- (5) Approve MOU with Opportunities for Broome

Approve MOU with Opportunities for Broome

Motion by Gina Kress, seconded by Gary Hmurcik, that the following resolution be approved:

BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, that the MOU with Opportunities for Broome be approved:

Motion Carried 5-0-0

- (6) Approve Participation to Join Group Bid

Approve Participation to Join Group Bid

Motion by Gina Kress, seconded by Gary Hmurcik, that the following resolution be approved:

BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, that the Participation to Join Group Bid be approved:

Motion Carried 5-0-0

- (7) Approve Names to be Added to the Substitute Teachers' List

Motion by Gina Kress, seconded by Gary Hmurcik, that the following resolution be approved:

BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, that the following names be added to the Substitute Teachers' List:

- Sonya Skinner

Approve names to be added to the Substitute Teacher's List

Motion Carried 5-0-0

- (8) Approve Names to be Added to the Substitute Support Staff List

Motion by Gina Kress, seconded by Gary Hmurcik, that the following resolution be approved:

BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, that the following names be added to the Substitute Support Staff List:

- Charles Rock                      Bus Driver

Approve names to be added to the Substitute Support Staff List

Motion Carried 5-0-0

- (9) Approve Appointment of Michelle Davis as Mentor

Motion by Gina Kress, seconded by Gary Hmurcik, that the following resolution be approved:

BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, that Appointment of Michelle Davis as Mentor for the 2011-2012 School Year be approved:

Motion Carried 5-0-0

Approve Appointment of Michelle Davis as Mentor

- (10) Approve Appointment of Sheri Abdullah as Mentor

Motion by Gina Kress, seconded by Gary Hmurcik, that the following resolution be approved:

BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, that Appointment of Sheri Abdullah as Mentor for the 2011-2012 School Year be approved:

Motion Carried 5-0-0

Approve Appointment of Sheri Abdullah as Mentor

- (11) Approve Appointment of Kristen Sellitto as Mentor

Motion by Gina Kress, seconded by Gary Hmurcik, that the following resolution be approved:

BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, that Appointment of Kristen Sellitto as Mentor for the 2011-2012 School Year be approved:

Motion Carried 5-0-0

Approve Appointment of Kristen Sellitto as Mentor

- (12) Approve Appointment of Marissa Cuervo as Long Term Substitute

Approve Appointment of Marissa Cuervo as Long Term Substitute

Motion by Gina Kress, seconded by Gary Hmurcik,  
that the following resolution be approved:

BE IT RESOLVED, upon the recommendation of the  
Superintendent of Schools, that Appointment of Marissa  
Cuervo as Long Term Substitute for the 2011-2012 School  
Year be approved:

Motion Carried 5-0-0

- (13) Approve Appointment of April Cucciarre as Long-term Substitute

Motion by Gina Kress, seconded by Gary Hmurcik,  
that the following resolution be approved:

BE IT RESOLVED, upon the recommendation of the  
Superintendent of Schools, that Appointment of April Cucciarre  
as Long-term substitute for the 2011-2012 School Year be approved:

Motion Carried 5-0-0

Approve Appointment  
of April Cucciarre as  
Long Term Substitute

- (14) Approve Permanent Appointment of Frank Dykeman

Motion by Gina Kress, seconded by Gary Hmurcik,  
that the following resolution be approved:

BE IT RESOLVED, upon the recommendation of the  
Superintendent of Schools, that Permanent Appointment of Frank  
Dykeman be approved, effective June 28, 2011

Motion Carried 5-0-0

Approve Permanent  
Appointment of Frank  
Dykeman

- (15) Approve ExtraCurricular Appointments

Motion by Gina Kress, seconded by Gary Hmurcik,  
that the following resolution be approved:

BE IT RESOLVED, upon the recommendation of the  
Superintendent of Schools, that the following ExtraCurricular  
Appointments be approved for the 2011-2012 School Year:

- |                       |                                 |
|-----------------------|---------------------------------|
| - Denise Lang         | Elementary Student Council      |
| - Lisa Pilvelis       | Art Club                        |
| - Jean Martino        | Freshman Class Advisor          |
| - Lisa Cullen         | Sophomore Class Advisor         |
| - Justin Maye         | Junior Class Advisor            |
| - Chrstina Salasny    | Junior Class Advisor/Drama Club |
| - Christine Keesler   | Senior Class Advisor            |
| - Mary Jo Wardell     | Senior Class Advisor/FBLA       |
| - Heather Herringshaw | French Club                     |
| - Karen Brey          | Knight Life                     |
| - Michael Ciurzynski  | Knight Life                     |
| - Rebecca Barlow      | Mock Trial                      |
| - Sarah Maliwacki     | Mock Trial                      |
| - Scott Symons        | HS National Honor Society       |
| - Corinne Barnes      | SADD                            |
| - Chris Bernard       | SIPP                            |
| - Dimitra Modlo       | SIPP                            |
| - Christine Keesler   | Spanish Club/Student Exchange   |
| - Rebecca Barlow      | HS Student Council              |
| - Joan VanRiper       | Varsity Club                    |
| - Mary Jo Wardell     | HS Year Book                    |

Approve  
ExtraCurricular  
Appointments

Motion Carried 5-0-0

(16) Special Education Reports

Special Education  
Reports

Motion by Gina Kress, seconded by Gary,  
that the following resolutions be approved:

BE IT RESOLVED, upon the recommendation of the  
Superintendent of Schools, that the Board of Education  
accept the 504 recommendations of the Committee on  
Special Education for the June 14, 2011 meetings.

BE IT FURTHER RESOLVED, that upon recommendation  
of the Superintendent of Schools, that the Board of Education  
accept the CSE recommendation of the Committee on Special  
Education for the June 14, 15, 20, and 22, 2011 meetings.

Motion Carried, 5-0-0

**XIII. NEXT MEETING OF THE BOARD OF EDUCATION**

**NEXT MEETING**

⇒ July 26, 2011 – 6:00 p.m. – District Office – Regular Meeting

**XIV. PUBLIC COMMENTS**

**PUBLIC COMMENTS**

**XV. ADJOURNMENT**

**ADJOURNMENT**

Motion by Gina Kress, seconded by Gary Hmurcik,  
that the meeting be adjourned.

Motion Carried 5-0-0

The meeting was adjourned at 8:35 p.m.

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Michelle Cary  
Board Clerk