

WAVERLY CENTRAL SCHOOL DISTRICT
Waverly New York
REGULAR MEETING – BOARD OF EDUCATION
Thursday, December 13, 2018 @ 6 pm – Learning Commons

Inspire. Educate. Learn. Succeed. Grow.

AGENDA

- 1.0 Call to Order and Pledge of Allegiance**
- 2.0 Statements by Waverly District Residents in Attendance**
- 3.0 Acceptance of the Agenda and Starred Items**
- 4.0 Approval of Minutes**
 - 4.1 November 15, 2018 Meeting Minutes**
- 5.0 Communication**
- 6.0 Student Involvement**
- 7.0 Personnel – Approval of the attached personnel recommendations report.**
- 8.0 Finance**
 - 8.1 Treasurer’s Report**
 - 8.2 General Fund Revenue Report**
 - 8.3 School Lunch Fund Report**
 - 8.4 Budget Development – Salaries & Benefits**
- 9.0 President’s Report**
- 10.0 Old Business**
 - 10.1 Recommendation to approve second reading and adoption of Policy No. 7350 Corporal Punishment/Emergency Interventions.**
- 11.0 New Business**

12.0 Superintendent's Report

12.1 Memorial Flag

13.0 CSE/CPSE Recommendations

14.0 Information and Reminders

December 19 @ 5 pm – CAPP Meeting (This is a change. The December 11, 2018 CAPP meeting was rescheduled for this date.)

January 16 @ 3:30 pm – Community Connections Meeting in Learning Commons

January 17 @ 6 pm – BOE Regular Meeting in Learning Commons

January 29 @ 6 pm – Policy Committee Meeting in District Office

14.0 Anticipated Executive Session

Anticipated Executive Session to discuss collective bargaining negotiations.

15.0 Resume Regular Order of Business

16.0 Adjournment

4.1

WAVERLY CENTRAL SCHOOLS
Waverly, NY
REGULAR MEETING – BOARD OF EDUCATION
Thursday, November 15, 2018 @ 6 pm in the Learning Commons

MINUTES

MEMBERS PRESENT

Andrew Aronstam, Renee Kinsley, Donald Mattison, Parvin Mensch, Cory Robinson, Colleen Talada, Kasey Traub, Jennifer Vaughn (arrived at 6:04 p.m.) and Krisi Zimmer

MEMBERS ABSENT

None

OTHERS PRESENT

Johnny Williams and Dawn Campbell.

- 1.0 **Call to Order and Pledge of Allegiance.**
Parvin Mensch called the meeting to order at 6 p.m.
- 2.0 **Statements by Waverly District Residents in Attendance**
None.
- 3.0 **Acceptance of the Agenda and Starred Items**
Upon motion of Donald Mattison, seconded by Cory Robinson and unanimously carried to accept the agenda for this meeting.
- 4.0 **Approval of Minutes**
 - 4.1 Upon motion of Donald Mattison, seconded by Cory Robinson and unanimously carried to approve the October 18, 2018 Regular Meeting Minutes.
- 5.0 **Communication**
None

(Jennifer Vaughn arrived @ 6:04 p.m.)
- 6.0 **Student Involvement**
 - 6.1 **Recommendation to approve the Class of 2019 Senior Trip.**
Upon motion of Kristi Zimmer, seconded by Donald Mattison and unanimously carried to approve the Class of 2019 Senior Trip from June 12, 2019 through June 14, 2019 to Cleveland, Ohio.

6.2 Recommendation to approve the creation of ADK Hiking Club, with faculty advisors Scott Berent and Thomas Stein.

Upon motion of Renee Kinsley, seconded by Kasey Traub and unanimously carried to approve the creation of ADK Hiking Club, with faculty advisors Scott Berent and Thomas Stein.

7.0 Personnel – Approval of the attached personnel recommendations report.

7.1 Recommendation to Approve Coaching Appointment

Upon motion of Donald Mattison, seconded by Colleen Talada and unanimously carried to approve the following coaching appointments:

L. Joseph Tomasso

Position: Volunteer Varsity Girls Basketball Coach for 2018-19 Winter Sports Season

Effective: November 16, 2018

Greg Joseph

Position: Volunteer Bowling Coach for 2018-2019 Winter Sports Season

Effective: November 16, 2018

Greg Vaughn

Position: Volunteer JV Girls Basketball Coach for 2018-2019 Winter Sports Season

Effective: November 6, 2018

(PENDING COMPLETION OF NYS REQUIREMENTS.)

Scott Berent

Position: Modified Wrestling Coach for 2018-2019 Winter Sports Season

Effective: November 16, 2018

7.2 Recommendation to Approve Extra-Curricular Advisor

Upon motion of Kasey Traub, seconded by Colleen Talada and unanimously carried to approve Matthew Feinberg, as Instrumental Music Activities Advisor, effective November 16, 2018.

7.3 Recommendation to Accept Letters of Resignation

Upon motion of Kasey Traub, seconded by Colleen Talada and unanimously carried to accept the following Letters of Resignation:

Melissa Sinsabaugh

Position: Food Service Worker

Effective: November 2, 2018

Patrick Aquilio

Position: Elementary Teacher

Effective: June 30, 2019

7.4 Recommendation to approve Probationary Support Staff Appointments.

Upon motion of Kasey Traub, seconded by Renee Kinsley and unanimously carried to approve the following probationary support staff appointments:

Pauline Martin

Position: 4 Hour Cafeteria Worker
Effective: November 16, 2018
Probationary Period: November 16, 2018 to November 15, 2019
Starting Salary: \$11.10 per hour without benefits

Brittany Roberts

Position: 5 Hour Cafeteria Worker
Effective: November 16, 2018
Probationary Period: November 16, 2018 to November 15, 2019
Starting Salary: \$11.10 per hour without benefits

Karen Wheeler

Position: 5 Hour Cafeteria Worker
Effective: November 16, 2018
Probationary Period: November 16, 2018 to November 15, 2019
Starting Salary: \$11.10 per hour without benefits

7.5 Recommendation to approve Substitute Appointments

Upon motion of Colleen Talada, seconded by Cory Robinson and unanimously carried to approve the following substitute appointments:

Michelle Bartlett

Position: Substitute Bus Driver
Effective: To Be Determined
Starting Salary: Per Contract

Stacie Lohmann

Position: Substitute Bus Driver
Effective: To Be Determined
Starting Salary: Per Contract

Jennifer Becker

Position: Substitute for Teacher Aide, Lunch Monitor, Library Clerk, Bus Monitor or Food Service Worker
Effective: November 16, 2018

Jerrilyn Hollywood

Position: Substitute for Food Service Worker and Teacher Aide

Effective: November 16, 2018

Peggy Huber

Position: Substitute Food Service Worker

Effective: November 16, 2018

7.6 Recommendation to create One-on-One Special Education Teacher Aide position.

Upon motion of Kristi Zimmer, seconded by Colleen Talada and unanimously carried to create a One-on-One Special Education Teacher Aide Position (as required by IEP) at the Middle School, effective November 16, 2018, with the salary as per the Waverly Support Personnel contract.

7.7 Recommendation to create 1.0 FTE 10 Month Office Specialist I Position

Upon motion of Kristi Zimmer, seconded by Cory Robinson and unanimously carried to create a 1.0 FTE 10 Month Office Specialist I Position, effective November 16, 2018, with the salary as per the Waverly Support Personnel contract.

8.0 Finance

8.1 Treasurer's Report

8.2 General Fund Revenue Report

8.3 School Lunch Fund Report

8.4 Tax Collector's Report

Kathy Rote, Business Manager, reviewed the Treasurer's Report, General Fund Revenue Report, School Lunch Report and Tax Collector's Report with the Board of Education.

8.5 Recommendation to approve Corrective Action Plan for the External Audit for fiscal year ending June 30, 2018.

Upon motion of Jennifer Vaughn, seconded by Renee Kinsley and unanimously carried to approve the Corrective Action Plan for the External Audit for fiscal year ending June 30, 2018.

8.6 Recommendation to approve the attached Resolution to Amend the Waverly CS 403(b) Retirement Plan.

Upon motion of Donald Mattison, seconded by Kasey Traub and unanimously carried to approve the Resolution to Amend the Waverly CS 403(b) Retirement Plan. A copy of the Resolution is attached.

8.7 Recommendation to approve the attached additional Resolution to Amend the Waverly CS 403(b) Retirement Plan.

Upon motion of Colleen Talada, seconded by Renee Kinsley and unanimously carried to approve the Resolution to Amend the Waverly CS 403(b) Retirement Plan. A copy of the Resolution is attached.

9.0 President's Report

None

10.0 Old Business

None

11.0 New Business

11.1 Recommend approval of first reading of Policy No. 7350 Corporal Punishment/Emergency Interventions.

Upon motion of Colleen Talada, seconded by Cory Robinson and unanimously carried to approve the first reading of Policy No. 7350 Corporal Punishment/Emergency Interventions.

11.2 Recommendation to approve the highest sealed bids for the John Deere Tractor and Yellow Ford Tractor.

Upon motion of Donald Mattison, seconded by Cory Robinson and unanimously carried to approve the highest sealed bids for the following tractors:

John Deer Tractor – Highest bid was \$3,003 from Scott Rorick.

Yellow Ford Tractor – Highest bid was \$511 from Jessica Newman.

12.0 Superintendent's Report

Our band and chorus will be taking a trip to Disney next week.

13.0 CSE/CPSE Recommendations

Upon motion of Jennifer Vaughn, seconded by Cory Robinson and unanimously carried to approve the CSE/CPSE recommendations as presented.

14.0 Information and Reminders

November 27 @ 6 pm – Policy Meeting in District Office

December 11 @ 5 pm – CAPP Meeting in District Office

December 11 @ 6 pm – Policy Meeting in District Office

December 12 @ 3:30 pm – Academic Committee Meeting at District Office

December 13 @ 6 pm – BOE Regular Meeting in Learning Commons

14.0 Anticipated Executive Session

Upon motion of Kasey Traub, seconded by Donald Mattison and unanimously carried to enter into Executive Session at 6:19 p.m. to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, or removal of a particular person or corporation.

15.0 Resume Regular Order of Business

Upon motion of Cory Robinson, seconded by Kasey Traub and unanimously carried to resume the regular order of business at 6:45 p.m..

16.0 Adjournment

Upon motion of Donald Mattison, seconded by Cory Robinson and unanimously carried to adjourn the meeting at 6:46 p.m.

Dated: November 16, 2018

Michelle L. Keene, District Clerk

Board of Education Personnel Recommendations **December 13, 2018**

7.1 Recommendation to approve Leave of Absence

Lindsay Neubauer

Position: School Counselor

Effective: February 1, 2019 through April 22, 2019 (Approximate Dates)

7.2 Recommendation to approve Substitute Appointment

Samantha Quarantillo

Position: Non-Certified Substitute Teacher

Effective: December 14, 2018

7.3 Recommendation to approve Probationary Support Staff Appointment

Michelle Roney

Position: Office Specialist I

Effective: December 17, 2018

Probationary Period: December 17, 2018 to December 16, 2019

Starting Salary:

\$11.83 per hour with benefits (Step 7)

7.4 Recommendation to approve Resignation for Purpose of Retirement

Toni Risboskin

Position: Technology Teacher

Effective: March 5, 2019

7.5 Recommendation to Approve Coaching Appointment

Jeffrey Mastrantuono

Position: Volunteer Boys Swimming Coach for 2018-19 Winter Sports Season

Effective: December 14, 2018

SUBJECT: CORPORAL PUNISHMENT/EMERGENCY INTERVENTIONS

Corporal Punishment

Corporal punishment as a means of discipline will not be used against a student by any teacher, administrator, officer, employee, or agent of this District.

Whenever a school employee uses physical force against a student, the school employee will immediately report the situation to the building principal or designee who will within the same school day, make a report to the Superintendent describing in detail the circumstances and the nature of the action taken.

The Superintendent will submit a written report semi-annually to the Commissioner of Education, with copies to the Board, by January 15 and July 15 of each year, setting forth the substance of each written complaint about the use of corporal punishment received by the District authorities during the reporting period, the results of each investigation, and the action, if any, taken by the school authorities in each case.

Emergency Interventions

If alternative procedures and methods which do not involve physical force do not work, then the use of reasonable physical force is permitted for the following reasons:

- a) Self-protection;
- b) Protection of others;
- c) Protection of property; or
- d) Restraining or removing a disruptive student.
- e) Trained staff will apply TCI (Therapeutic Crisis Intervention) protocols when necessary.

Emergency interventions will only be used in situations where alternative procedures and methods that do not involve the use of reasonable physical force cannot reasonably be employed. Emergency interventions will not be used as a punishment or as a substitute for systematic behavioral interventions that are designed to change, replace, modify, or eliminate a targeted behavior.

Staff who may be called upon to implement emergency interventions will be provided appropriate training in safe and effective restraint procedures. The parent(s) of the student will be notified whenever an emergency intervention is utilized.

The District will maintain documentation on the use of emergency interventions for each student including:

- a) Name and date of birth of student;

Students

SUBJECT: CORPORAL PUNISHMENT/EMERGENCY INTERVENTIONS (Cont'd.)

- b) Setting and location of the incident;
- c) Name of staff or other persons involved;
- d) Description of the incident and emergency intervention used, including duration;
- e) A statement as to whether the student has a current behavioral intervention plan; and
- f) Details of any injuries sustained by the student or others, including staff, as a result of the incident.

This documentation will be reviewed by District supervisory personnel and, if necessary, by the school nurse or other medical personnel.

8 NYCRR §§ 19.5, 100.2(1)(3) and 200.22(d)

NOTE: Refer also to Policy #7313 -- Suspension of Students