

**WAVERLY CENTRAL SCHOOLS**  
**Waverly, NY**  
**REGULAR MEETING - BOARD OF EDUCATION**  
**Thursday, July 25, 2019 @ 6:00 p.m. in Learning Commons**

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*Board Members - Please arrive @ 5:55 in order to take a new Board Photo*

**AGENDA**

- 1.0 Statements by Waverly District Residents in Attendance**
- 2.0 Administration of Oath of Office to new Board of Education Member, Janel Golden, by Board Clerk.**
- 3.0 Acceptance of the Agenda and Starred Items**
- 4.0 Approval of Minutes**
  - 4.1 Annual Organizational and Special Meeting – July 11, 2019**
- 5.0 Communication**
- 6.0 Personnel – Approval of the attached personnel recommendations report.**
- 7.0 Finance**
  - 7.1 Recommendation to accept the 2018-2019 Payroll & Personnel Internal Audit Report - Corrective Action Plan.**
- 8.0 President’s Report**
- 9.0 Old Business.**
- 10.0 New Business**
  - 10.1 Recommendation to approve the 2019-2020 Agreements between Waverly Central School District and Village of Waverly, Fire Departments and Town of Barton for the use of the fueling station.**
  - 10.2 Recommendation to accept Mercedes-Benz Financial for the 2019-2020 financing of the leasing of four 66-passenger buses and two 30-passenger buses.**
- 11.0 Superintendent’s Report**
- 12.0 CSE/CPSE Recommendations**

**13.0 Information and Reminders**

August 8 @ 6 pm – Special BOE Meeting in Learning Commons

August 22 @ 6 pm – Regular BOE Meeting in Learning Commons

**14.0 Adjournment**

4.1

**WAVERLY CENTRAL SCHOOLS, WAVERLY, NY  
BOARD OF EDUCATION - ANNUAL ORGANIZATIONAL & SPECIAL MEETING  
Thursday, July 11, 2019 @ 6:00 pm in Learning Commons**

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**MINUTES**

**MEMBERS PRESENT:**

David Ackland, Renee Kinsley, Donald Mattison, Parvin Mensch, Cory Robinson, Colleen Talada and Kristi Zimmer

**MEMBERS ABSENT:**

Janel Golden and Jennifer Vaughn

**ALSO PRESENT:**

Eric Knolles, Kathy Rote, Michelle Keene, Jeffrey DeAngelo, Catherine Pichany, Johnny Williams, Karen Shepard, Christine Bostwick, Lisa McEwen and Jackie Picco

**1.0 Call to Order and Pledge of Allegiance**

Michelle Keene, District Clerk, called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance.

**2.0 Election of Officers of the Board of Education**

**2.1 Administration of Oath of Office to new Board of Education Member, David Ackland, by Board Clerk.**

Michelle Keene, Board Clerk, gave Oath of Office to new Board of Education member, David Ackland.

**2.2 Administration of Oath of Office to new Board of Education Member, Janel Golden, by Board Clerk.**

Janel Golden was absent. The Oath will be given at the July 25, 2019 meeting.

**2.3 Election for President of the Board of Education by Board Clerk.**

Upon motion of Colleen Talada, seconded by Renee Kinsley and unanimously carried to nominate Parvin Mensch as President of the Board of Education for the 2019-2020 School Year.

**2.4 Administration of Oath of Office to President by Board Clerk.**

Michelle Keene gave oath of Office to President, Parvin Mensch.

*Newly elected President, Parvin Mensch, took over the meeting at this point.*

## **2.5 Election for Vice President of the Board of Education.**

Upon motion of Renee Kinsley, seconded by Cory Robinson and unanimously carried to nominate Colleen Talada as Vice-President of the Board of Education for the 2019-2020 School Year.

## **2.6 Administration of Oath of Office to Vice President by Board Clerk.**

Board Clerk, Michelle Keene, gave Oath of Office to Vice President, Colleen Talada.

## **3.0 Annual Appointments (effective July 1, 2019)**

Upon motion of Renee Kinsley, seconded by Donald Mattison and unanimously carried to approve the following annual appointments, effective July 1, 2019.

<b>3.1 District Clerk</b>	<b>Michelle Keene</b>
<b>3.2 District Treasurer</b>	<b>Pamela Beard</b>
<b>3.3 District Deputy Treasurer</b>	<b>Beth Hansen</b>
<b>3.4 District Tax Collector</b>	<b>Beth Hansen</b>
<b>3.5 Internal Claims Auditor, with an annual stipend of \$3,500</b>	<b>Shirley Lopreste Accounting</b>

## **4.0 Other Appointments**

Upon motion of Donald Mattison, seconded by Kristi Zimmer and unanimously carried to approve the following appointments, effective July 1, 2019.

<b>4.1 School Physician</b>	<b>Dr. Phykitt/Guthrie</b>
<b>4.2 School Attorney</b>	<b>Hogan, Sarzynski, Lynch, DeWind &amp; Gregory, LLP</b>
<b>4.3 Census Enumerator</b>	<b>Cindy Shaffer</b>
<b>4.4 Central Treasurer-Extraclassroom Activity Acct.</b>	<b>Cindy Shaffer</b>
<b>4.5 Central Auditor – Extraclassroom Activity Acct.</b>	<b>Beth Hansen</b>
<b>4.6 Attendance Officers</b>	<b>Jack Wiiki</b>
<b>4.7 External Auditor</b>	<b>Insero, Inc.</b>
<b>4.8 Internal Auditor</b>	<b>TST BOCES</b>
<b>4.9 Records Access Officer</b>	<b>Eric Knolles</b>
<b>4.10 Records Management Officer</b>	<b>Kathy Rote</b>
<b>4.11 Asbestos (LEA) Designee</b>	<b>David Mastrantuono</b>
<b>4.12 Purchasing Agents</b>	<b>Kathy Rote and Beth Hansen</b>
<b>4.13 Authorization Agents for Disbursement</b>	<b>Eric Knolles &amp; Kathy Rote</b>
<b>4.14 Compliance Officer for Title II, IX, Section 504</b>	<b>Jeffrey DeAngelo</b>
<b>4.15 Chairperson of Annual District Meeting and Special District Meetings for 2019-2020</b>	<b>Michelle Keene</b>
<b>4.16 DASA Coordinator</b>	<b>Paul Vesci</b>
<b>4.17 Sexual Harassment Officer</b>	<b>Colleen Hall</b>
<b>4.18 Data Protection Officer</b>	<b>Jack Wiiki</b>

## **5.0 Other Appointments to Board Committees**

The following Board members will serve on the following Board Committees:

- 5.1 Audit Committee** – Renee Kinsley, Kristi Zimmer & Janel Golden
- 5.2 Special Education Committee** – Cory Robinson & Jennifer Vaughn
- 5.3 Academic Committee** – Renee Kinsley, Colleen Talada & David Ackland
- 5.4 Policy Committee** – Colleen Talada, Cory Robinson & Donald Mattison
- 5.5 CAPP Committee including Energy Conservation** – Parvin Mensch, Cory Robinson and David Ackland
- 5.6 Community Connections Committee** – David Ackland, Janel Golden & Colleen Talada

## **6.0 Designations**

### **6.1 Official Bank Depositories**

Upon motion of Kristi Zimmer, seconded by Renee Kinsley and unanimously carried to approve the following appointments as Official Bank Depositories, effective July 1, 2019.

- 6.1.1** Key Bank
- 6.1.2** Chemung Canal Trust Company
- 6.1.3** Tioga State Bank
- 6.1.4** JP Morgan Chase
- 6.1.5** Mellon Bank

### **6.2 Official Newspaper**

#### **6.2.1 The Morning Times**

Upon motion of Kristi Zimmer, seconded by Renee Kinsley and unanimously carried to approve The Morning Times as the district's official newspaper, effective July 1, 2019.

### **6.3 Official Radio Station**

#### **6.3.1 WATS/WAVR Radio Station**

Upon motion of Kristi Zimmer, seconded by Renee Kinsley and unanimously carried to approve WATS/WAVR Radio Station as the district's official radio station, effective July 1, 2019.

## **7.0 Authorizations**

Upon motion of Renee Kinsley, seconded by Colleen Talada and unanimously carried to approve the following authorizations, effective July 1, 2019.

7.1 To Certify Payroll		Eric Knolles
7.2 Conferences, Conventions, Workshops Attendance		Eric Knolles
7.3 Establish Petty Cash Funds	<u>Amount</u>	<u>Responsible Person</u>
7.3.1 Superintendent	\$100.	Eric Knolles
7.3.2 High School Principal	\$ 50.	Ashlee Hunt
7.3.3 Middle School Principal	\$ 50.	TBD
7.3.4 Lincoln Street Principal	\$ 50.	Colleen Hall
7.3.5 Elm Street Principal	\$ 50.	John Cheresnowsky
7.3.6 Athletic Director \$300/\$800 for football season		Catherine Pichany
7.3.7 Cafeteria Manager	\$100	Teena Finch
7.4 Designation of Signatures on All Checks		Pamela Beard
7.5 Designation of Signatures on Student Activity Accounts		Cindy Shaffer
7.6 Budget Transfers on Chief School Officer's Approval		Kathy Rote/Eric Knolles
7.7 Superintendent to apply for Grants in Aid (State and Fed)		Eric Knolles
7.8 Advertising for Various Goods and Services		Kathy Rote

### **8.0 Official Undertakings (Bonds)**

Upon motion of Colleen Talada, seconded by Renee Kinsley and unanimously carried to approve the following Official Undertakings (Bonds), effective July 1, 2019.

- 8.1 District Treasurer - \$1,100,000
- 8.2 Deputy Treasurer - \$100,000
- 8.3 Tax Collector - \$1,100,000
- 8.4 Central Treasurer – Extraclassroom Activity Account - \$100,000
- 8.5 Central Auditor – Extraclassroom Activity Account - \$100,000
- 8.6 Internal Claims Auditor - \$1,100,000
- 8.7 All persons and positions required by law or regulation to be bonded

### **9.0 Other Items**

#### **9.1 Approve Resolution for Qualified Lead Evaluators of Teachers.**

Upon motion of Cory Robinson, seconded by Kristi Zimmer and unanimously carried to approve the Resolution for Qualified Lead Evaluators of Teachers.

#### **9.2 Approve Resolution for Qualified Lead Evaluator of Administrators.**

Upon motion of Cory Robinson, seconded by Kristi Zimmer and unanimously carried to approve the Resolution for Qualified Lead Evaluators of Administrators.

#### **9.3 Approve the 2019-2020 Board of Education Meeting Schedule.**

Upon motion of Cory Robinson, seconded by Kristi Zimmer and unanimously carried to approve the 2019-2020 Board of Education Meeting Schedule.

**9.4 Approve re-adoption of all Policies including Code of Conduct in effect during the 2018-2019 school year.**

Upon motion of Cory Robinson, seconded by Kristi Zimmer and unanimously carried to approve the re-adoption of all Policies including Code of Conduct in effect during the 2018-2019 school year.

**9.5 Approve Resolution regarding Provision for Legal Counsel and Legal Indemnification for Board Members, Officers of the Board and Administrative Staff.**

Upon motion of Cory Robinson, seconded by Kristi Zimmer and unanimously carried to approve the Resolution regarding Provision for Legal Counsel and Legal Indemnification for Board Members, Officers of the Board and Administrative Staff.

**9.6 Establish Mileage Reimbursement Rate - \$.40 per mile**

Upon motion of Cory Robinson, seconded by Kristi Zimmer and unanimously carried to establish the mileage reimbursement rate at \$.40 per mile.

**9.7 Approve the following compensation rate per event for 2019-2020 for Ticket Takers, Ticket Sellers and Supervisors:**

Recommendation to approve that due to the increase in New York State minimum wage, the Waverly Central School District will move their athletic workers to an hourly pay scale of \$12.00 per hour that shall be paid to the nearest 15-minute increment.

Upon motion of Cory Robinson, seconded by Kristi Zimmer and unanimously carried to approve that due to the increase in New York State minimum wage, the Waverly Central School District will move their athletic workers to an hourly pay scale of \$12.00 per hour that shall be paid to the nearest 15-minute increment.

**10.0 Special Education Appointments**

**10.1 2019-2020 Committee on Special Education (CSE)**

Upon motion of Donald Mattison, seconded by Cory Robinson and unanimously carried to approve the following 2019-2020 Committee of Special Education (CSE) members.

Director of Special Programs, Chairperson, Parent of the Student, General Education Teacher, Special Education Teacher/Provider, School Psychologist, Dr. Donald Phykitt, School Physician, if requested, Additional Parent Member, if requested, others with Knowledge/Expertise, Agency Representative for Transition Planning and Student, if appropriate.

**10.2 2019-2020 Subcommittees on Special Education (Sub-CSE)**

Upon motion of Donald Mattison, seconded by Cory Robinson and unanimously carried to approve the following 2019-2020 Subcommittees on Special Education (Sub-CSE):

School Psychologist, Chairperson, or Special Education Teacher, Chairperson, Parent of the Student, General Education Teacher, Special Education Teacher/Provider, Others with Knowledge or Expertise and Agency Representative for Transition Planning.

**10.3 2019-2020 Committee on Preschool Special Education (CPSE)**

Upon motion of Donald Mattison, seconded by Cory Robinson and unanimously carried to approve the following 2019-2020 Committee on Preschool Special Education (CPSE):

Director of Special Programs, Chairperson, Parent of the Child, General Education Teacher, Special Education Teacher/Provider, Additional Parent Member, if requested, Others with Knowledge or Expertise, Early Intervention Program Representative, if appropriate, and Representative of the Municipality.

**10.4 Recommendation to approve Becky Rogers as Surrogate Parent for Waverly School District.**

Upon motion of Donald Mattison, seconded by Cory Robinson and unanimously carried to approve Becky Rogers as Surrogate Parent for Waverly School District.

**10.5 The Board of Education adopts the New York State Education Department's Impartial Hearing Officer rotational list when an impartial hearing request has been sent to the Chairperson of the Committee (CPSE or CSE).**

Upon motion of Donald Mattison, seconded by Cory Robinson and unanimously carried to adopt the New York State Education Department's Impartial Hearing Officer rotational list when an impartial hearing request has been sent to the Chairperson of the Committee (CPSE or CSE).

**10.6 Recommendation to approve the attached list of Independent Evaluators to evaluate students when school evaluation is questioned.**

Upon motion of Donald Mattison, seconded by Cory Robinson and unanimously carried to approve the attached list of Independent Evaluators to evaluate students when school evaluation is questioned.

**10.7 Recommendation to approve Becky Rogers as Waverly Central School District's CPSE and CSE additional parent member.**

Upon motion of Donald Mattison, seconded by Cory Robinson and unanimously carried to approve Becky Rogers as Waverly Central School District's CPSE and



CSE additional parent member.

Continue to Special Business Meeting.

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**WAVERLY CENTRAL SCHOOLS**  
Waverly, NY  
**SPECIAL MEETING – BOARD OF EDUCATION**  
Thursday, July 11, 2019 @ 6 pm in the Learning Commons

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**MINUTES**

**MEMBERS PRESENT**

David Ackland, Renee Kinsley, Donald Mattison, Parvin Mensch, Cory Robinson, Colleen Talada and Kristi Zimmer

**MEMBERS ABSENT**

Janel Golden and Jennifer Vaughn

**OTHERS PRESENT**

Eric Knolles, Kathy Rote, Michelle Keene, Jeffrey DeAngelo, Catherine Pichany, Johnny Williams, Karen Shepard, Christine Bostwick, Lisa McEwen and Jackie Picco.

**1.0 Statements by Waverly District Residents in Attendance**

None.

**2.0 Acceptance of the Agenda and Starred Items**

Upon motion of Kristi Zimmer, seconded by Renee Kinsley and unanimously carried to accept the agenda for this meeting.

**3.0 Approval of Minutes**

3.1 Upon motion of Colleen Talada, seconded by Renee Kinsley and unanimously carried to approve the minutes from June 13, 2019.

**4.0 Communication**

Mr. Knolles shared a letter regarding the Skeet Club.

**5.0 Personnel**

5.1 **Recommendation to approve Tim Moshier as Junior High Band Extra-Curricular Advisor and Assistant Marching Band Director Extra-Curricular Advisor for 2018-2019 school year, effective July 1, 2018.**

Upon motion of Kristi Zimmer, seconded by Renee Kinsley and unanimously carried to approve Tim Moshier as Junior High Band Extra-Curricular Advisor and Assistant Marching Band Director Extra-Curricular Advisor for 2018-2019 school year, effective July 1, 2018.

**5.2 Recommendation to approve Tim Moshier as Assistant Marching Band Director Extra-Curricular Advisor for 2019-2020, effective July 1, 2019.**

Upon motion of Cory Robinson, seconded by Renee Kinsley and unanimously carried to approve Tim Moshier as Assistant Marching Band Director Extra-Curricular Advisor for 2019-2020 school year, effective July 1, 2019.

**5.3 Recommendation to Approve Substitute Teacher**

Upon motion of Colleen Talada, seconded by Cory Robinson and unanimously carried to approve **Michaelle Shaw** as Certified Substitute Teacher, effective July 12, 2019.

**5.4 Recommendation to approve the following Resolution:**

Upon motion of Colleen Talada, seconded by Cory Robinson and unanimously carried, **IT IS HEREBY RESOLVED**, that the agreement by and between the Waverly Central School District, the Waverly Teachers Association and employee Brenda Courtright, dated June 27, 2019 to extend Ms. Courtright's probationary appointment pursuant to the terms of the same be approved.

**5.5 Recommendation to approve the following Tenure Appointment:**

Upon motion of Kristi Zimmer, seconded by Renee Kinsley and unanimously carried to approve the tenure appointment of **Gary Zwick**, in the tenure area of Social Studies Teacher, effective August 31, 2019.

**5.6 Recommendation to approve Probationary Support Staff Appointments**

Upon motion of Colleen Talada, seconded by Cory Robinson and unanimously carried to approve the following probationary support staff appointments.

**Gregory Vaughn**

Position: Student Assistant Advisor  
Effective: September 2, 2019  
Probationary Period: September 1, 2019 to August 31, 2020  
Starting Salary: Step 9 - \$19.66 per hour with benefits

**Jennifer Sindoni**

Position: Teacher Aide – Lincoln Street  
Effective: September 3, 2019  
Probationary Period: September 3, 2019 to September 2, 2020  
Starting Salary: \$11.80 per hour with benefits

**Mykel Mackivitch**

Position: Teacher Aide – Middle School  
Effective: September 3, 2019

Probationary Period: September 3, 2019 to September 2, 2020  
Starting Salary: \$11.80 per hour with benefits  
**Katelyn Merrill**  
Position: .5 FTE Teacher Aide – Lincoln Street  
Effective: September 3, 2019  
Probationary Period: September 3, 2019 to September 2, 2020  
Starting Salary: \$11.80 per hour without benefits

**Stacie Lohmann**  
Position: Lunch Monitor – Lincoln Street  
Effective: September 5, 2019  
Probationary Period: September 5, 2019 to September 4, 2020  
Starting Salary: \$11.80 per hour without benefits

**5.7 Recommendation to Approve Transfer**

Upon motion of Cory Robinson, seconded by Kristi Zimmer and unaniouslyly carried to approve the transfer of **Catherine Pichany** to the Position of Middle School Principal within the tenure area of School District Administrator, effective July 12, 2019, with a salary of \$94,100.

**5.8 Recommendation to approve Professional Probationary Appointment**

Upon motion of Cory Robinson, seconded by Renee Kinsley and unanimously carried to approve the following professional probationary appointments:

**\*Jeffrey Mastrantuono**

Tenure Area: Technology Teacher  
Position: Technology Teacher  
Probationary Period Begins: September 1, 2019  
Probationary Period Ends: August 31, 2023  
Salary: \$50,610

**\*Emily Cron**

Tenure Area: Elementary Teacher  
Position: Grade 6 Teacher  
Probationary Period Begins: September 1, 2019  
Probationary Period Ends: August 31, 2022  
Salary: \$53,954

**\*Danielle Shilling**

Tenure Area: Elementary Teacher  
Position: Grade 2 Teacher  
Probationary Period Begins: September 1, 2019  
Probationary Period Ends: August 31, 2023  
Salary: \$48,889

**\*Erin Belile**

Tenure Area: School Counselor  
Position: School Counselor  
Probationary Period Begins: September 1, 2019  
Probationary Period Ends: August 31, 2023  
Salary: \$52,411

**\*Airyell Kennerup**

Tenure Area: Elementary Teacher  
Position: Grade 5 Teacher  
Probationary Period Begins: September 1, 2019  
Probationary Period Ends: August 31, 2023  
Salary: \$51,768

**\*Nicholas Sampsell**

Tenure Area: Elementary Teacher  
Position: Grade 2 Teacher  
Probationary Period Begins: September 1, 2019  
Probationary Period Ends: August 31, 2023  
Salary: \$54,807

\*To the extent required by the applicable provisions of Education Law Sections 2509, 2573, 3212, and 3014, in order to be granted tenure the classroom teacher or the building principal shall have received composite or overall annual professional performance review ratings pursuant to Education Law 3012-c and/or 3012-d of either effective or highly effective in at least three (3) of the four (4) preceding years. If the classroom teacher or building principal receives an ineffective composite or overall rating in the final year of the probationary period he or she shall not be eligible for tenure at that time. For purposes of this subdivision, classroom teacher and building principal mean classroom teacher or building principal such as terms are defined in Section 30-2.2 and 30-3.2 of this Part.

**6.0 Finance**

**6.1 Recommendation to accept the Payroll and Personnel Internal Audit Report for Fiscal Year 2018-2019 from Tompkins Seneca Tioga BOCES Internal Audit Services, dated May 2019.**

Upon motion of Renee Kinsley, seconded by Kristi Zimmer and unanimously carried to accept the Payroll and Personnel Internal Audit Report for Fiscal Year 2018-2019 from Tompkins Seneca Tioga BOCES Internal Audit Services, dated May 2019.

## **7.0 President's Report**

Parvin Mensch thanked everyone for their vote of confidence in re-electing him as Board President.

## **8.0 Old Business.**

- 8.1** Upon motion of Cory Robinson, seconded by Renee Kinsley and unanimously carried to approve the second reading and adoption of the following policies:

No. 1332	Duties of the District Treasurer
No. 1333	Duties of the Tax Collector
No. 1334	Duties of the External (Independent) Auditor
No. 1335	Appointment and Duties of the Claims Auditor
No. 1336	Duties of the Extraclassroom Activity Fund Central Treasurer and Faculty Advisor
No. 1337	Duties of the School Attorney
No. 1338	Duties of the School Physician/Nurse Practitioner
No. 1339	Duties of the Internal Auditor

- 8.2** Upon motion of Cory Robinson, seconded by Colleen Talada and unanimously carried to approve the second reading and adoption of Waverly Central School District's revised policy, Summary Code of Conduct.

- 8.3** Upon motion of Cory Robinson, seconded by Colleen Talada and unanimously carried to approve the second reading and adoption of Waverly Central School District's revised policy, Student Code of Conduct.

## **9.0 New Business**

- 9.1** Recommendation to approve the Non-Resident Tuition Rates for the 2019-2020 school year. The current annual rate for the first student is \$1,500 and for each additional student in the same household is \$500 per year.

Upon motion of Donald Mattison, seconded by Cory Robinson and unanimously carried to approve the 2019-2020 Non-Resident Tuition Rates as \$1,500 for the first student and \$500 for each additional student in the same household.

- 9.2** Recommendation to approve the submission of a grant application to the Mildred Faulkner Truman Foundation in the amount of \$30,000 to support Waverly Middle School's Ecology Field Trip to Florida.

Upon motion of Colleen Talada, seconded by Donald Mattison and unanimously carried to approve the Non-Resident Tuition Rates for the 2019-2020 school year. The 2019-2020 annual rate for the first student will be \$1,500 and for each additional student in the same household is \$500 per year.

**9.3 Recommendation to approve and execute the 2018-2019 APPR Implementation Certification form for Waverly Central School District.**

Upon motion of Colleen Talada, seconded by Kristi Zimmer and unanimously carried to approve and execute the 2018-2019 APPR Implementation Certification form for Waverly Central School District.

**10.0 Superintendent's Report**

Mr. Knolles shared that everyone is working hard this summer in filling all open positions and professional development is happening every day.

**11.0 CSE/CPSE Recommendations**

None

**12.0 Information and Reminders**

July 25 @ 6 pm – Regular BOE Meeting in Learning Commons

August 8 @ 6 pm – Special BOE Meeting in Learning Commons

August 22 @ 6 pm – Regular BOE Meeting in Learning Commons

**13.0 Adjournment**

Upon motion of Donald Mattison, seconded by Cory Robinson and unanimously carried to adjourn the meeting at 6:30 p.m.

Dated: July 19, 2019

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Michelle L. Keene, District Clerk

6.0

## Personnel Recommendations – July 25, 2019

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- 6.1 Recommendation to amend the starting salary of Airyell Kennerup from \$51,768 to \$52,691 based on new credit information.



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**Eric A. Knolles, Superintendent**  
**Kathy J. Rote, Business Administrator**  
**David Mastrantuono, Director of Management Services**

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To: The Office of the State Comptroller  
From: Kathy J. Rote, Business Administrator  
Date: July 25, 2019  
Re: 2018-19 Payroll & Personnel Internal Audit Report – Corrective Action Plan

Exceptions found and recommendations made were found in 4 instances regarding coaching:

- Fingerprint clearances
- Coach certifications
- Temporary coaching license
- Required courses

In each of these instances, the finding involved primarily one coach, and in one instance 2 coaches. The Human Resources office is diligently working to be sure that all 55 coaches and 18 volunteers have all of the required paperwork and certifications before being board approved.

# Waverly Central Schools

15 Frederick Street  
Waverly NY 14892  
(607)565-2841 Fax (607)565-4997

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**Eric A. Knolles, Superintendent**  
**Kathy J. Rote, Business Administrator**  
**David Mastrantuono, Director of Management Services**

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To: Eric Knolles  
From: Kathy Rote  
Re: Fueling station agreements  
Date: July 15, 2019

Upon analysis of the cost of the maintenance agreement for the fueling station and the percentage of use by the Village of Waverly, the Waverly Barton Fire District and the Lockwood Volunteer Fire Company, I would like to recommend to the Board of Education that the annual fees for 2019-20 for these entities remain the same as follows:

Village of Waverly.....	\$350
Fire Departments.....	\$150
Town of Barton.....	\$150

Please place this item on the agenda for the July 25<sup>th</sup> meeting. Thank you.

# Waverly Central Schools

15 Frederick Street  
Waverly NY 14892  
(607)565-2841 Fax (607)565-4997

10.2

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**Eric A. Knolles, Superintendent**  
**Kathy J. Rote, Business Administrator**  
**David Mastrantuono, Director of Management Services**

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To: Board of Education

From: Kathy Rote

Date: July 25, 2019

Re: Bus lease financing

On July 9, 2019, bids were opened for the financing of the lease of new buses. We received 2 bids:

Mercedes-Benz Financial    2.859%    \$97,269.73 annual payment for 5 years

Santander Bank            4.950%    \$104,000.48 annual payment for 5 years

Therefore I recommend that you accept the bid from Mercedes-Benz Financial.