

**BOARD OF EDUCATION
JOHNSON CITY CENTRAL SCHOOL DISTRICT
ORGANIZATIONAL MEETING - JULY 14, 2020
FOR SCHOOL YEAR 2020-21**

AGENDA

I. ADMINISTRATION OF OATH

A. Newly Elected Board Members: Jeannette Farr (Term 2020-2025)

II. ELECTION OF OFFICERS AND ADMINISTRATION OF OATH

A. President Nominee:
 Incumbent: Shannon Edmondson

B. Vice President Nominee:
 Incumbent: Nicholas J. Matyas

C. District Clerk Nominee:
 Incumbent: Jeannette Farr

III. APPOINTMENT OF OFFICERS

A. District Treasurer
 Recommendation: Dustin McClure
 Incumbent: Kelly A. Tesar

B. Deputy Treasurer
 Recommendation: Stephanie Rajnes
 Incumbent: Stephanie Rajnes

C. Tax Collector for Towns of Maine, Chenango, Dickinson and Union
 Recommendation: Wendy Gates
 Incumbent: Wendy Gates

D. Central Treasurers - Activity Funds
 High School
 Recommendation: Martha Williams
 Incumbent: Martha Williams

Middle School
 Recommendation: Kelly Rowe
 Incumbent: Kelly Rowe

E. Internal Claims Auditor
 Recommendation: Central Business Office
 Incumbent: Central Business Office

IV. OTHER APPOINTMENTS

A. School Physicians

Recommendation: United Health Services

Incumbents: United Health Services

B. School Attorneys

Recommendation: Coughlin & Gerhart, LLP
The Law Firm of Frank W. Miller, LLP

Incumbent: Coughlin & Gerhart, LLP
The Law Firm of Frank W. Miller, LLP

C. Census Enumerator

Recommendation: Elisa Eaton

Incumbent: Elisa Eaton

D. Attendance Officer

Recommendation: Laura Toner

Incumbent: Laura Toner

E. Audit Committee

Stephen Barrows July 1, 2018 - June 30, 2021

TBD July 1, 2020 – June 30, 2023

Heather Gaughan July 1, 2019 - June 30, 2022

F. Independent External Auditor

Recommendation: Vieira and Associates, CPAs

Incumbent: Vieira and Associates, CPAs

G. Internal Auditor

Recommendation: Ernest Skiadas, CPA, P.C.

Incumbent: Ernest Skiadas, CPA, P.C.

H. Records Access Officer

Recommendation: Eric Race

Incumbent: Eric Race

IV. OTHER APPOINTMENTS (Cont'd.)

I. Records Retention & Disposition Officer

Recommendation: Eric Race

Incumbent: Eric Race

J. District Compliance Officer

Recommendation: Jeffrey Paske

Incumbent: Jeffrey Paske

K. Policy Manual Maintenance Officer

Recommendation: Mary Kay Roland

Incumbent: Mary Kay Roland

L. Asbestos Designee

Recommendation: Dean Simmons

Incumbent: Dean Simmons

M. Emergency Coordinator and Disaster Designee

Recommendation: Eric Race

Incumbent: Eric Race

N. Health and Safety Officer

Recommendation: Eric Race

Incumbent: Eric Race

O. Integrated Pest Management Coordinator

Recommendation: Eric Race

Incumbent: Eric Race

P. Liaison for Homeless Children and Youths

Recommendation: Elisa Eaton

Incumbent: Elisa Eaton

Q. Board Clerk

Recommendation: Jalynn Doig

Incumbent: Jalynn Doig

R. Chief Information Officer

Recommendation: Joseph Guccia

Incumbent: Sherri Yagley

S. Medicaid Compliance Officer

Recommendation: Michele Gregor

Incumbent: Meredith Whalen

IV. OTHER APPOINTMENTS (Cont'd.)

T. Dignity Act Coordinators

Recommendations:

High School	Robert Fauver
Middle School	Fred Deinhardt
K-5 Elementary	Carlye Dobransky

V. DESIGNATIONS

A. Official Bank Depositories

Recommendations: M & T Bank - Endicott
Chase Manhattan - Johnson City
NBT - Johnson City
Chemung Canal Trust Co. - Johnson City
Key Bank – Johnson City
Citizens Bank – Johnson City

B. Regular Board of Education Meetings

Recommendation: Second and Fourth Tuesdays of Each Month, 7:00 p.m.

C. Official Newspaper

Recommendation: Press & Sun-Bulletin

VI. AUTHORIZATIONS

A. Chief School Officer to Certify Payrolls

Recommendation: Mary Kay Roland

B. District Purchasing Agent

Recommendation: Tracy Baker
Deputy: Dale Ball

C. Authorization to Establish Petty Cash/Start-Up Funds

Recommendations:

<u>School</u>	<u>Petty Cash Funds</u>
Districtwide Start Up – Paul Cerasaro	\$ 100.00
Food Services Start Up – Paul Cerasaro	\$ 643.50
Johnson City Senior High School – Paula Grassi	\$ 50.00
Johnson City Middle School – Daniel Erickson	\$ 50.00
Central Administration – Eric Race	\$ 100.00
Superintendent’s Office – Mary Kay Roland	\$ 100.00
Athletics – Jeffrey Paske	\$ 600.00

VI. AUTHORIZATIONS (cont'd.)

D. Credit Card Limits

Recommendations:

<u>Name on Card</u>	<u>Issued By</u>	<u>Max. Limit</u>
Mary Kay Roland	Chase	\$12,500
Eric Race	Chase	\$12,500

E. Designation of Authorized Signature or Facsimile on Checks

Recommendation: Kelly Tesar
In absentia: Stephanie Rajnes

F. Transfer of Funds Authorization for Superintendent to Make Inter-fund Transfers Up To \$5,000.00 Commissioner's Regulations, Section 170.2(1)

Recommendation: Mary Kay Roland

G. Staff Attendance at Conferences

Recommendation:

The Superintendent of Schools is hereby authorized to approve requests from the Instructional and Non-instructional staff to attend conferences, institutes and workshops when the estimated expenditures do not exceed \$1,000.00, and it is within budgetary allocations for the 2020-21 school year.

VII. OFFICIAL UNDERTAKINGS (BONDS)

A. Authorization to Bond the District Treasurer and District Tax Receiver as follows:

District Treasurer	-	\$1,000,000
District Tax Receiver	-	\$1,000,000
Internal Auditor	-	\$1,000,000

VIII. OTHER ITEMS

A. District Policies

Recommendation: Re-adopt all district policies in effect during the previous year.
Previously: Re-adoption of all district policies in effect during the previous year.

B. Establish Mileage Reimbursement Rate

Recommendation: Maximum rate allowed by IRS without being declared income
Present Rate: Maximum rate allowed by IRS without being declared income

C. Group Bids

Authorization to participate in group bids with BOCES, other school districts, Broome County, other municipalities and State and Federal agencies, as allowed by New York State and Federal competitive bidding statutes. Including piggy backing other municipalities and cooperative bids as allowed under New York State Law.

D. Tuition Rate for Nonresident Students Who Are Children of District Employees

Recommendation: \$1,100 per child, per year
Present Rate: \$1,080 per child, per year

E. Facility Use Fees

Fees when “For Profit” Organizations request to use district facilities:

<u>Facility</u>	<u>Present Fee*</u> <u>[Monday – Friday]</u>	<u>Recommended Fee*</u> <u>[Monday – Friday]</u>
-High School Auditorium -High School Cafeteria -K-8 Cafetorium -High School Large Gym -K-5 Gym -6-8 Gym -Swimming Pool -Athletic Fields	\$300.00 for one day \$50.00 each additional day	\$300.00 for one day \$50.00 each additional day
-High School Small Gym -K-5 Gym (one-half) -6-8 Gym (one-half)	\$100.00 for one day \$15.00 each additional day	\$100.00 for one day \$15.00 each additional day
-High School Library/Classroom -K-8 Library/Classroom -High School Cafeteria (meetings only) -K-8 Cafetorium (meetings only)	\$40.00 per hour	\$40.00 per hour \$60.00 per OT hour
Turf Field		\$400 (2.5 hours) \$50.00 each additional hour
Field Lights		\$50.00 per hour

VIII. OTHER ITEMS

E. Facility Use Fees (Cont'd.)

<u>Facility</u>	<u>Present Fee*</u> <u>[Weekend/Holiday]</u>	<u>Recommended Fee*</u> <u>[Weekend/Holiday]</u>
-High School Auditorium -High School Cafeteria -K-8 Cafetorium -High School Large Gym -K-5 Gym -6-8 Gym -Swimming Pool	\$600.00 for one day	\$600.00 for one day \$50.00 each additional day
-High School Small Gym -K-5 Gym (one-half) -6-8 Gym (one-half)	\$200.00 for one day	\$200.00 for one day
-High School Library/Classroom -K-8 Library/Classroom -High School Cafeteria (meetings only) -K-8 Cafetorium (meetings only)	\$60.00 per hour	\$60.00 per hour
Athletic Fields	\$300.00 for one day \$50.00 each additional day	\$300.00 for one day \$50.00 each additional day
Turf Field		\$400 (2.5 hours) \$50.00 each additional hour
Field Lights		\$50.00 per hour

*If extra staffing services are required, charges will be \$40.00. If event occurs when custodial employees are not regularly scheduled, overtime rate of \$60.00 per hour will be charged.

F. Work Day

According to the Johnson City Employees Association Collective Negotiated Agreement July 1, 2014 – June 30, 2019, the work day for each employee group will be established on an annual basis through resolution by the Board of Education.

Employees who work in excess of five (5) hours per day will be entitled to a minimum lunch period of thirty (30) minutes and two (2) fifteen (15) minute breaks. The thirty minute lunch period shall be granted as duty free time.

Employees who work between four (4) and five (5) hours per day will receive one (1) fifteen (15) minute break and one (1) thirty (30) minute duty free lunch.

Employees who work less than four (4) hours per day will receive one (1) fifteen (15) minute break.

The work day for each employee group will be established on an annual basis through resolution by the Board of Education.

VIII. OTHER ITEMS

F. Work Day (Cont'd.)

Title	Hours/Day	Lunch	Breaks
Clerical I	7 hours	1 hour	Two (2) fifteen (15) min.
Clerical II (12 month)	7 hours	1 hour	Two (2) fifteen (15) min.
Clerical II (10 month)	7 hours	1 hour	Two (2) fifteen (15) min.
Cleaner	8 hours	30 minutes	Two (2) fifteen (15) min.
Custodian	8 hours	30 minutes	Two (2) fifteen (15) min.
Maintenance	8 hours	30 minutes	Two (2) fifteen (15) min.
Grounds	8 hours	30 minutes	Two (2) fifteen (15) min.
Mechanics	8 hours	30 minutes	Two (2) fifteen (15) min.
Head Mechanic	8 hours	30 minutes	Two (2) fifteen (15) min.
Head Groundsman	8 hours	30 minutes	Two (2) fifteen (15) min.
Head Custodian	8 hours	30 minutes	Two (2) fifteen (15) min.
Network Specialist	8 hours	1 hour	Two (2) fifteen (15) min.
Aides	Varies		
Monitors	Varies		
Bus Drivers	Varies		
Head Cook	6 hours	30 minutes	Two (2) fifteen (15) min.
Food Service Helper	Varies	30 minutes	Two (2) fifteen (15) min.
Delivery Driver	8 hours	30 minutes	Two (2) fifteen (15) min.
School Nurse	7 hours	1 hour	Two (2) fifteen (15) min.
PC Lan Technician	8 hours	1 hour	Two (2) fifteen (15) min.
Cook Manager	8 hours	30 minutes	Two (2) fifteen (15) min.