

**Wells Central School Board of Education**  
**Organizational Meeting Agenda**  
**July 15, 2020, 5:00 pm**

**I. Call to Order**

The meeting is called to order at \_\_\_\_ p.m. Those present:

\_\_\_ Cathie Rust, President  
\_\_\_ Kenneth Hoffman, Vice President  
\_\_\_ Rachel Lauria, Board Member  
\_\_\_ Dorman Reese, Board Member  
\_\_\_ William Stuart, Board Member  
\_\_\_ Thomas D. Sincavage, Superintendent  
\_\_\_ Jeremy J. Siddon, Building Principal  
\_\_\_ Rachelle Dwyer, District Clerk  
\_\_\_ Others \_\_\_\_\_

**II. Election of Board Officers**

**III. Oath of Office (President, Vice President, and Board Members Elect)**

**IV. Oath of Office (Officers)**

**V. Certification of Residency (Board Members Elect)**

**VI. Personnel Appointments**

**1. District Clerk Resolution:** *To appoint the Confidential Secretary to the Superintendent, Rachelle Dwyer as Clerk for the WCS BOE for the 2020/2021 school year, with an annual stipend of \$2,075 from July 1, 2020 through August 31, 2021.*

**2. \*Purchasing Agent Resolution:** *To appoint the Superintendent as Purchasing Agent for the District for 2020/2021 school year.*

**3. District Treasurer/\*Deputy District Treasurer Resolution:** *To appoint Martha Brown as District Treasurer and Jessica Damphier as \*Deputy District Treasurer for the 2020/2021 school year.*

**4. Treasurer/\*Deputy Treasurer for Extra Curricular Funds Resolution:** *To appoint Martha Brown as Central Treasurer (stipend as per teachers' contract) and Jessica Damphier as \*Deputy Central Treasurer for the Extracurricular Activities Fund for the 2020/2021 school year.*

**5. School Attorneys Resolution:** *To appoint the firm of Girvin and Ferlazzo as School Attorneys for the District for the 2020/2021 school year (hourly rate \$170/hr. for legal services, \$190/hr. for litigation; not on a retainer)*

**6. Auditing Firm Resolution:** *To appoint Marvin and Company as the accounting and auditing firm for the District for the 2020/2021 with a maximum stipend of \$13,500.*

**Resolutions (VI/ 1-6):**

**Motion by** \_\_\_ 2nd \_\_\_ **VOTE: YES** \_\_\_ **NO** \_\_\_

**7. Tax Collector/\*Deputy Tax Collector Resolution:** *To appoint Kathy Simons as Tax Collector with a stipend of \$2,865 and Stephanie Hoffman as \*Deputy Tax Collector for the District for the 2020/2021 school year.*

**8. School Physician Resolution:** *To appoint Dr. Sunkara and Nathan Littauer (Primary Care) Hospital as School Physician for the District with a per diem stipend for bus driver and student physicals as per contract, for the 2020/2021 school year.*

**9. \*Comptroller and \*Second Signature for Student Activities Account Resolution:** *To appoint the Superintendent of Schools as \*Comptroller and the Confidential Secretary to the Superintendent as a\*Second signature for the Student Activity Accounts for the 2020/2021 school year.*

**10. \*Attendance Officer Resolution:** *To appoint the Superintendent of Schools as \*Attendance Officer for the 2020/2021 school year.*

**11. \*Fluoride Administrator Resolution:** *To appoint the School Nurse as \*Fluoride Administrator for the 2020/2021 school year pending the continuation of the program.*

**12. \*Dental Supervisor Resolution:** *To appoint Dr. Sunkara as \*Supervising Physician for Wells Central School's fluoride administration program for the 2020/2021 school year.*

**13. \*Records Access Officer Resolution:** *To appoint the Secretary to the Superintendent as \*Records Access Officer for the 2020/2021 school year.*

**14. Election Inspectors Resolution:** *To appoint Cherie Rene Hammer, Roselyn Simons, M. Cathy Simons, Carene Christiansen, Betty Lou Orr, Deneen Parker, Marlene Rust and Elizabeth Taylor as Election Inspectors for the 2020/2021 school year at a rate of \$105.00 per vote.*

**15. Transportation Supervisor Resolution:** *To appoint Mindy Morrison as Transportation Supervisor for the 2020/2021 school year. The annual stipend is \$11,124 for this position.*

**16. \*Trustee and \*Alternate Trustee for Fulmont Trust Resolution:** *To appoint Thomas Sincavage as \*Trustee and Martha Brown as \*Alternate Trustee for the Fulmont Trust for the 2020/2021 school year.*

**17. \*Internal Claims Auditor Resolution:** *to appoint Cynthia Richardson as the District's Claims Auditor at a rate of \$13.20 per hour for the 2020/2021 school year*

**18. Club/Class Advisors Resolution:** *To appoint the following persons as club or class advisors (stipends as per the teachers' contract, \* indicates no stipend) for the 2020/2021 school year:*

*Class of 2026 - Laura Kraebel*

*Creative Writing- Jillian Davis*

*Class of 2025 - Adam Clute*

*Drama Club - Laura Kraebel*

*Class of 2024 - Susan Chittenden*

*Honor Society Advisor --Chris Young*

*Class of 2023 - Jillian Davis*

*International Club - Dawn Durkin*

*Class of 2022 - Jeanette Brown*

*SADD Advisor - Adam Clute*

*Class of 2021 - Stephen Stofelano*

*Ski Club Advisor - Corinne Hayden*

*Athletic Association - Susan Chittenden/Adam Clute*

*Student Council - Stephen Stofelano*

*Art Club - Jillian Davis*

*Tech Club - Brian Richards*

*Band/Chorus Club - Laura Kraebel*

*Yeak book Advisor- Jessica Damphier*

**Resolutions (VI/7-18): Motion by \_\_\_ 2nd \_\_\_ VOTE: YES \_\_\_ NO \_\_\_**

**19. Supervisor for AIS Services, Curriculum Development, and 7th Grade Orientation**

**Resolution:** *To appoint Susan Chittenden as the Supervisor for AIS Services, Curriculum Development, and 7th Grade/10th Grade Orientation for the 2020/2021 school year. The annual stipend for this will be \$2000.*

**20. \*Administrator in Charge in the absence of the Superintendent Resolution:** *To appoint Jeremy Siddon as the \*Administrator in Charge, in the absence of the Superintendent, with no stipend.*

**21. \*Athletic Director Resolution:** *To appoint Jeremy Siddon as \*Athletic Director for the 2020/2021 school year.*

**22. Assignor of Substitutes Resolution:** *To appoint Jessica Damphier as the assignor of substitute teachers, aides and office personnel for the 2020/2021 school year, with a stipend of \$1,000.*

**23. \*Title IX/Section 504/Age Discrimination Act of 1975 Compliance Officer Resolution:** *To appoint the Superintendent, the School Counselor and the School Psychologist as the \*Title IX/Section 504/Age Discrimination Act of 1975 Compliance Officer Compliance Officers, (henceforth will be known as Civil Rights Compliance Officer) for the 2020/2021 school year.*

**24. CSE/CPSE Chairperson and Alternate Chairperson Resolution:** *To appoint Michelle Barrows as Chairperson, with a stipend of \$3,000 and Elise Russell as the \*Alternate Chairperson for the Committees on Special Education (CSE) and Pre-school Special Education (CPSE) for the 2020/2021 school year.*

**25. CSE/CPSE Secretary Resolution:** *To appoint Michelle Barrows with a stipend of \$1,500 as Secretary for the Wells Central School Committees on Special Education and Pre-school Special Education for the 2020/2021 school year.*

**26. Mentoring Coordinator Resolution:** *To appoint Susan Chittenden as Mentoring Coordinator (stipend as per Teachers' Contract) for the 2020/2021 school year.*

**27. \*Census Enumerator Resolution:** *To appoint Jessica Damphier as the \*Census Enumerator for the 2020/2021 school. Resolution (VI/8-27)*

Motion by \_\_\_ 2nd \_\_\_ VOTE: YES \_\_\_ NO \_\_\_

**28. \*Surrogate Parents Resolution:** *To appoint Kenneth and Stephanie Hoffman as \*Surrogate Parents for the 2020/2021 school year.*

**29. \*Dignity Act Coordinator Resolution:** *To appoint the Sharon Parslow as the Dignity Act Coordinator for the 2020/2021 school year.*

**30. \*Data Privacy Officer:** *To appoint Jeremy Siddon as the Data Privacy Officer for the 2020/2021 school year.*

\* indicates no stipend

**Resolution (VI 19-29):**

Motion by \_\_\_ 2nd \_\_\_ VOTE: YES \_\_\_ NO \_\_\_

## **VII. Authorizations**

**1. Approval of Bonding Resolution:** *To approve bonding in the following amounts: all employees, Faithful Performance, \$100,000; Tax Collector's Bond \$1,000,000. and Treasurer's, Deputy Treasurer's and Claims Auditor's Bond \$1,000,000.*

**2. Authorization of Certification of Payroll Resolution:** *To authorize the Superintendent of Schools to certify payroll for employees of the District for 2020/2021.*

**3. Budget Transfers Resolution:** *To authorize the Superintendent of Schools to approve budget transfers up to \$1,000.00 for the 2020/2021 school year pursuant to BOE Policy #5.290.*

**4. Conference Request Approval Resolution:** *To authorize the Superintendent of Schools to approve conference requests and to apply for Grants in Aid (State and Federal) as per education law 1711:2508 for the district for 2020/2021*

**5. Payment of certain ordinary re-occurring bills Resolution:** *To authorize the District Treasurer to pay utility, telephone, fuel, health/dental insurance and credit card bills upon receipt, during the 2020/2021 school year.*

**6. Authorization of District Clerk to appoint next available hearing officer Resolution:** *That the Board of Education of Wells Central School hereby authorizes and directs the Clerk of the Board of Education, in the event a special education impartial hearing is requested, to make a selection from the approved list of Impartial Hearing Officers (IHO's) on a rotational basis beginning with the first name appearing after the IHO who last served. The Clerk shall inform the prospective IHO of District policy on compensation and reimbursement of expenses for hearing-related activities. Should the IHO decline appointment, or if no affirmative commitment to serve is forthcoming after at least two attempts to contact said IHO have been documented within a twenty-four hour period, the Clerk shall proceed through said list, offering appointment to each successive hearing officer whose name next appears on the list until such appointment, pursuant to the terms of the District's compensation and expense reimbursement policy attendant thereto is accepted. The appointment of the specific individual who agrees to serve as IHO shall be ratified by the Board of Education, by public resolution, at the next public meeting prior to the date of the hearing."*

**7. Cell Phone use authorization Resolution:** *The Superintendent of Schools is authorized to use a cell phone. In addition, the Superintendent may deem cell phone use appropriate on an "as needed" basis for other employees such as bus drivers, custodians, district employees who are attending conferences, etc.*

**8. Credit Card use authorization Resolution:** *The following persons are authorized to use District Credit Cards: The Superintendent of Schools, the District Treasurer, the Board of Education President, the Transportation Supervisor, and other district employees who may be attending conferences or representing the School District, as authorized by the Superintendent of Schools.*

**9. Authorization of NYS Secretary of State to accept Notice of Claims Resolution:** *The Wells Central School Board of Education authorizes the New York State Secretary of State to be an agent for WCS, to accept notice of claims (on behalf of Wells Central School) against the school district school in accordance with Section 50-e of General Municipal Law, which took effect 7/15/2013 and the Board authorizes the Superintendent of Schools as the person who will receive these claims.*

**Resolution (VII/1-9):**

**Motion by** \_\_\_ 2nd \_\_\_ **VOTE: YES** \_\_\_ **NO** \_\_\_

## VIII. Designations/Approvals

- 1. Legal Newspapers Resolution:** *To designate The Hamilton County Express and The Leader Herald as the legal newspapers for the District for 2020/2021.*
- 2. Designation of Depository Resolution:** *To designate the National Bank and Trust Co. (NBT) as the depository for the District for the 2020/2021 school year.*
- 3. Reaffirmation of Board of Education Policies Resolution:** *To reaffirm current Board of Education Policies for the 2020/2021 school year.*
- 4. Mileage Reimbursement Rate Resolution:** *To approve the mileage reimbursement rate at the current I.R.S. rate of 57.5 cents per mile (as per contracts: rate changes when I.R.S. changes rate) for the 2020/2021 school year.*
- 5. Compensation rates for Substitute Teachers/Workers Resolution:** *To establish the compensation rate for substitute teachers and aides at \$90. per diem for non-certified teachers and \$105. per diem for certified teachers, and for substitute nurses \$105. per day. Resolution: To establish the compensation rate for substitute cleaners and cafeteria workers at \$12.50 per hour.*
- 6. Pre-K – 12 Breakfast Program Resolution:** *To provide the offer vs .serve option to the Pre-K through 12th grade Breakfast Program for the 2020/2021 school year.*
- 7. Designation of BOE Meeting Dates Resolution:** *To designate the following dates as the legal meeting dates for the Wells Central School Board of Education for the 2020/2021 school year:*

Jul 15, 2020	Organizational and Business Meeting 5:00 pm
Aug 19, 2020	Regular Business Meeting 5:00 pm
Sep 16, 2020	Reg. Business Meeting/Annual Building & Grounds Tour 6:00pm
Oct 21, 2020	Regular Business Meeting 6:00 pm
Nov 18, 2020	Regular Business Meeting 6:00 pm
Dec 16, 2020	Regular Business Meeting 6:00 pm
Jan 13, 2021	Regular Business Meeting 6:00 pm
Feb 10, 2021	Regular Business Meeting 6:00 pm
Mar 17, 2021	Regular Business Meeting 6:00 pm
Apr 21, 2021	Regular Business Meeting 6:00 pm
May 11, 2021	Annual Budget Hearing and Regular Business Meeting 6:00 pm
May 18, 2021	2021/2022 Budget Vote/BOE Member Election 12:30-8:00 pm
Jun 16, 2021	Regular Business Meeting 6:00 pm

- 8. Designation of Annual Meeting and Vote Resolution:** *To designate May 11, 2021 as the date of the Annual Budget Hearing and May 18, 2021 as the date of the Annual Meeting/Budget Vote/Board Member Election for the Wells Central School District for the 2021/2022 school year.*
- 9. Designation of approved pre-school evaluators Resolution:** *To approve the following as approved preschool evaluators and service providers for the Committee on Preschool Special Education: Prospect and Child Family Center, United Cerebral Palsy Association, 133 Aviation Rd., Queensbury, NY 12814; The Children’s Corner, The Adirondack ARC, 12 Mohawk St., Tupper Lake, NY 12986; Cloverpatch, United Cerebral Palsy Association of Fulton-Montgomery Counties, P.O. Box 466, Amsterdam, NY 12010, and United Cerebral Palsy and Handicapped Persons Association of Utica, Inc., 1220 Mary Street, Utica, NY 1350, .”*
- 10. Acceptance of Bylaws Resolution:** *The Board accepts the By-Laws of the Hamilton-Fulton-Montgomery Energy Pricing Consortium.*

**11. Designation of Health Examiner for School Physician Resolution:** *The Board of Education approves Kristy Wright, School Nurse as Dr. Sunkara, School Physician's designee to review health examinations and interval health histories.*

**12. Resolution Designating Person Determining Residency Resolution:** *BE IT RESOLVED that the Board of Education of the Wells Central School District hereby designates the Superintendent as the representative of the District to make all determinations regarding the eligibility of students to enroll, on a tuition free basis, in the schools of the District. This designation affords the Superintendent all rights and responsibilities pursuant to Part 100.2(y) of the regulations of the Commissioner of Education.*

**13. Designation of Meal Prices for School Lunch Program Resolution:** *The Wells Central School Board of Education sets the meal prices for the school lunch program for the 2020/2021 school year as follows: Lunch - \$1.90 2nd Lunch - \$1.25 Lunch Entrée - \$.75 Reduced Price - \$.25 Milk \$.40*

**14. Approval of Professional Development Plan Resolution:** *The WCS BOE approves the Professional Development Plan for the upcoming 2020/2021 school year.*

**15. Approval of Shared Art Teacher Contract with Lake Pleasant CS Resolution:** *The WCS BOE approves the contract for shared services with Lake Pleasant Central School for Art Teacher services for the 2020/2021 school year as presented.*

**Resolution (VIII/1-15):**

**Motion by** \_\_\_ 2nd \_\_\_ **VOTE: YES** \_\_\_ **NO** \_\_\_

## **IX. Committee Appointments**

**1. Committee on Special Education (CSE) and Committee on Pre-School Special Education (CPSE) Resolution:** *To appoint membership to the Wells Central School Committee on Special Education for the 2020/2021 school year as follows: Michelle Barrows, Chairperson, Elise Russell, School Psychologist; School Physician; District Special Education Teachers and District Regular Education Teachers as mandated or required; Child's Parents; the WCS School Nurse; and a School Administrator.*

**Resolution:** *To appoint membership to the Wells Central School Committee on Preschool Special Education for the 2020/2021 school year as follows: Chairperson Michelle Barrows School Psychologist; School Physician; District Special Education Teachers and District Regular Education Teachers as mandated or required; Child's Parents; the WCS School Nurse; Representative of the Agency conducting the evaluation or providing the service; Hamilton County Representative Daryl Parslow and a School Administrator.*

**2. Library Review Committee Resolution:** *To appoint the following persons to the Library Review Committee for the 2020/2021 school year:*

<i>Elementary Teacher</i>	<i>Josh Darrow</i>
<i>Secondary Teacher</i>	<i>Susan Chittenden</i>
<i>Library Media Specialist</i>	<i>Christine Suhr</i>
<i>Elementary Parent</i>	<i>Marguerite Welch</i>
<i>Secondary Parent</i>	<i>Jessica Robinson</i>
<i>Student</i>	<i>Ava Dwyer</i>
<i>Administrator</i>	<i>Principal</i>

**3. Safety Committee Resolution:** *To appoint the following persons to the Wells Central School Safety Committee for the 2020/2021 school year: the Superintendent, Thomas Sincavage, Building Principal, Jeremy Siddon, Steven Welch, Mark Richards, Jolene Clark, Chris Young, Brian Richards, Mindy Morrison, Cafeteria Manager, Lilianna Wright, Kristy Wright.*

**4. Audit Committee Resolution:** *To approve the Audit Committee Charter for the 2020/2021 school year and designates that the full Board of Education shall be the Audit Committee.*

**5. Crisis Team Resolution:** *To appoint the following membership of the Crisis Team for the 2020/2021 school year: the Superintendent, Michelle Barrows, Elise Russell, Jeremy Siddon, Kristy Wright, Sharon Parslow, Secretary to the Superintendent, Kyle Subik, Mindy Morrison, Steven Welch, Sheri Babcock, and Home Run Coordinator.*

**6. Title I Resolution:** *To appoint the following membership of the Title I Committee: Shannon Enders, Chris Young, Sharon Parslow, Crystal Reese, and Jeremy Siddon.*

**7. Shared Decision Making Team Resolution:** *To appoint the following members to the Shared Decision Making Team: Cindy Richardson, Adam Clute, Ryleigh Ralph, Ruby Welch, Stephanie Hoffman, Donald Beach, Rachelle Dwyer, Stacy Ralph, Sandy Stuart, Jessica Damphier, Susan Chittenden and Jeremy Siddon.*

**8. Wellness Committee Resolution:** *To appoint the following members to the Wellness Committee: Colleen Cordone, Kristy Wright, Cafeteria Manager, Mark Richards, Daniel Turnbull, Ruby Welch, Stephen Stofelano, and Jeremy Siddon.*

**9. Professional Development Committee Resolution:** *To appoint the following members to the Professional Development Committee: Michelle Barrows, Cindy Richardson, Jeremy Bornt, Dawn Durkin, Jeremy Siddon and Susan Chittenden.*

**10. Child Study Team Resolution:** *To appoint the following members of the Child Study Team: Elise Russell, Michelle Barrows, Sharon Parslow, Susan Chittenden, Jeremy Siddon and Crystal Reese.*

**11. CARE Committee (Bullying Prevention Committee) Resolution:** *To appoint the following members to the Bullying Prevention Committee: Shelby Hoffman, Courtney Bovee, Elise Russell, Sharon Parslow, Loralee Lauria, Daniel Turnbull, Jeremy Siddon, and Robin Hausle, Mark Richards.*

**12. Technology Committee Resolution:** *To appoint the following members to the Technology Committee: Joshua Darrow, Christine Suhr, Don Gifford, Adam Clute, Jeanette Brown, Cindy Richardson, Jeremy Siddon and Thomas Sincavage.*

**Resolution (IX/I-12):**

**Motion by** \_\_\_ 2nd \_\_\_ **VOTE: YES** \_\_\_ **NO** \_\_\_

**X. Adjournment Resolution** *to adjourn the meeting at* \_\_\_ *pm.*

**Motion by** \_\_\_ 2nd \_\_\_ **VOTE: YES** \_\_\_ **NO** \_\_\_