

MORRIS CENTRAL SCHOOL BOARD OF EDUCATION

Date of Meeting: July 12, 2018

Kind of Meeting: Re-organizational

Board Members Present: Margaret Caezza, Wendy Moore, Mary Dugan, Russell Tilley

Board Member Absent: Emily Boss

Others Present: Matthew Sheldon, Superintendent; Staff Member Michael Iannelli

The meeting was called to order by Margaret Caezza at 6:30 p.m.

Judy Matson administered the Oath of Office to re-elected board member Wendy Moore.

On the motion of Mary Dugan, seconded by Wendy Moore, and carried 3-0, Margaret Caezza was re-elected as President of the Board of Education.

Judy Matson administered the Oath of Office to Board President Margaret Caezza.

On the motion of Wendy Moore, seconded by Mary Dugan, and carried 4-0, Judy Matson was re-appointed as District Clerk. Mrs. Matson's stipend will be \$2,030.

Margaret Caezza administered the Oath of Office to District Clerk, Judy Matson.

On the motion of Mary Dugan, seconded by Russell Tilley, and carried 3-0, Wendy Moore was re-elected as Vice President of the Board of Education.

Judy Matson administered the Oath of Office to Board Vice President Wendy Moore.

On the motion of Russell Tilley, seconded by Mary Dugan, and carried 4-0, the following appointments were hereby made:

- a. District Treasurer – Kristina Hand
- b. Deputy Treasurer – Katharine Smith
- c. Deputy District Clerk – Matthew Sheldon
- d. Tax Collector – Joseph Tyson with a stipend of \$2,125.

The Oath of Office will be administered to the appointees at a later date.

On the motion on Russell Tilley, seconded by Wendy Moore, and carried 4-0, the following appointments were hereby made:

- a. School Physician – Bassett/Healthzone, Dr. Kerri LeBlanc
- b. School Attorney – Hogan, Sarzynski, Lynch, DeWind, & Gregory, LLP
- c. Bond Attorney – Timothy R. McGill
- d. Census Enumerator – Elaine Parker
- e. Central Treasurer, Extra Classroom Activity Accounts – Judy Matson and Katharine Smith
- f. Attendance Officer – Renee Knapp
- g. Chief Information Officer – Kimberly Murray
- h. District External Auditor – Cwynar and Company
- i. Asbestos (LEA) Designee – John Tol
- j. Safety Coordinator – Matthew Sheldon
- k. Records Retention & Disposition Officer – Matthew Sheldon
- l. Records Access Officer – Judy Matson
- m. School Purchasing Agent – Matthew Sheldon
- n. Title IX / Section 504 / ADA Compliance Officer – Kimberly Murray
- o. Liaison for Homeless Children and Youth – Kelly Catella
- p. Chemical Hygiene Officer – John Tol
- q. Civil Rights Compliance Officer – Matthew Sheldon
- r. Dignity For All Coordinator – Lorraine Miller
- s. Internal Claims Auditor – ONC BOCES

- t. Medicaid Compliance Officer – Matthew Sheldon
- u. Architectural Services – Bernier, Carr and Associates

On the motion of Mary Dugan, seconded by Russell Tilley and carried 4-0, the following designations were hereby made:

- a. Official Bank Depository – NBT, Community Bank, Delaware National Bank of Delhi, and JP Morgan Chase
- b. Regular Monthly Meeting – Third Thursday of the month, except July, August, October, February, April and May. July is the 2nd Thursday, August is the 4th Thursday, October is the 2nd Thursday, February is the 4th Thursday, April is the 2nd Thursday, and May is the 3rd Tuesday. The meetings will be held at 6:30 p.m. in the Media Center, except the May's meeting, which will be held at 7:00 p.m.
- c. Official Newspaper – The Daily Star
- d. Morris Central School District Audit Committee – The members of the Morris Central School Board of Education will serve as the membership of the mandated District Audit Committee.
- e. **Be It Resolved** that the Board of Education of the Morris Central School District designates Matthew Sheldon to represent the District on the governing Board of the Catskill Area Schools Employee Benefit Plan for the plan year of 2018-2019. In the event this officer is unable to attend the Board meeting for a specific month, the District's interim designee will be Kristina Hand.
- f. **Be It Resolved** that the Board of Education of the Morris Central School District declares that Morris Central School District exempt from having Internal Audits as per the New York State Law.

On the motion of Wendy Moore, seconded by Mary Dugan, and carried 4-0 the following authorizations were hereby made:

- a. Payroll Certification Officer – Matthew Sheldon
- b. **Be It Resolved** that the Board of Education of the Morris Central School District authorizes the Superintendent to make transfers within the General Fund up to \$1,000. These transfers will be reported to the Board at its next meeting.
- c. Authorization to establish a petty cash fund of \$100.
- d. Designation of Authorized Signatures of Checks:
 - 1. School Accounts – Kristina Hand and Katharine Smith
 - 2. Student Accounts – Judy Matson and Katharine Smith
- e. Mileage Reimbursement – 54.5 cents
- f. Substitute Rates – Certified \$95, after 20 times subbing \$100 and after 30 times \$102.50; Uncertified \$85, after 20 times subbing \$90, after 30 times \$92.50; teacher aide \$72.15; Registered Nurse \$95; LPN \$85; Retired MCS teachers \$110, after 20 times subbing \$135. Permanent substitutes \$105 per diem, for one month, then they go to \$110 per diem, with single health insurance with a 20% contribution. Returning permanent substitutes will receive an increase of 3.25% plus \$350, with single health insurance with 20% contribution.
- g. Senior Citizen Exemption - \$18,000 w/no sliding scale
- h. Bonding – All District employees \$1,000,000

On the motion of Russell Tilley, seconded by Wendy Moore, and carried 4-0, the following members of the Committee on Special Education is hereby made:

Chairperson – Kimberly Murray

Alternate Chairperson – Lisa Boan

Psychologist – Lisa Boan

CSE – Kimberly Murray – Director of Pupil Personnel
Lisa Boan – School Psychologist
School Counselor
Special Education Teacher
General Education Teacher
Parent Representative
Parent of Student with Disability
Student with a Disability (if 14 or older – mandated)

CPSE – Kimberly Murray – Director of Pupil Personnel
Parent Representative (if requested)
General Education Teacher
County Representative
Evaluator
Parent of Student with Disability

PARENT REPRESENTATIVES – Carrie Baldo
Charlie Baldo
Sue Kara

SURROGATE PARENT FOR CSE/CPSE – Brigid Sullivan

Be It Resolved that the Board of Education of the Morris School District will use the District specific list of Impartial Hearing Officers as maintained by the New York State Education Department's Impartial Hearing Reporting System on the motion of Russell Tilley, seconded by Wendy Moore, and carried 4-0.

Be It Resolved that the Board of Education of the Morris Central School District approve the District Investment Policy #5220 was approved, as attached, on the motion of Mary Dugan, seconded by Russell Tilley, and carried 4-0. (See Attachment #1)

Be It Resolved that the Board of Education of the Morris Central School District approves the re-adoption of all Policies and Code of Ethics that was in effect during the previous year, on the motion of Mary Dugan, seconded by Russell Tilley, and carried 4-0.

The re-organizational meeting was closed at 6:36 p.m. on the motion of Wendy Moore, seconded by Russell Tilley, and carried 4-0.

Respectfully submitted,



Judy B. Matson
District Clerk

POLICY

2015

5220
1 of 2

Non-Instructional/Business
Operations

SUBJECT: DISTRICT INVESTMENTS

Whenever the District has funds (including operating funds, reserve funds and proceeds of obligations) that exceed those necessary to meet current expenses, the Board of Education shall authorize the School Business Official to invest such funds in accordance with all applicable laws and regulations and in conformity with the guidelines established by this policy.

Objectives

The objectives of this investment policy are four-fold:

- a) Investments shall be made in a manner so as to safeguard the funds of the School District; and
- b) Bank deposits shall be made in a manner so as to safeguard the funds of the School District.
- c) Investments shall be sufficiently liquid so as to allow funds to be available as needed to meet the obligations of the School District.
- d) Funds shall be invested in such a way as to earn the maximum yield possible given the first three (3) investment objectives.

Authorization

The authority to deposit and invest funds is delegated to the School Business Official. These functions shall be performed in accordance with the applicable sections of the General Municipal Law and the Local Finance Law of the State of New York.

The School Business Official may invest funds in the following eligible investments:

- a) Obligations of the State of New York.
- b) Obligations of the United States Government, or any obligations for which principal and interest are fully guaranteed by the United States Government.
- c) Time Deposit Accounts placed in a commercial bank authorized to do business in the State of New York, providing the account is collateralized as required by law. (Banking Law Section 237(2) prohibits a savings bank from accepting a deposit from a local government. This also applies to savings and loan associations.)
- d) Transaction accounts (demand deposits) both interest bearing and non-interest bearing that do not require notice of withdrawal placed in a commercial bank authorized to do business in the State of New York, providing the account is collateralized as required by law.

(Continued)

POLICY

2015

5220
2 of 2

Non-Instructional/Business
Operations

SUBJECT: DISTRICT INVESTMENTS (Cont'd.)

- e) Certificates of Deposits placed in a commercial bank authorized to do business in the State of New York providing the Certificates are collateralized as required by law.
 - 1. Deposits in excess of the amount insured by the Federal Deposit Insurance Corporation will be secured in accordance with subdivision 3 of the General Municipal Law Section 10.
 - 2. The District may, in its discretion, authorize the bank designated for the deposit of District funds to arrange for the redeposit of such funds in one (1) or more banking institutions, for the account of the District, through a deposit placement that meets the conditions set forth in General Municipal Law Section 10(2)(a)(ii).
- f) Securities purchased pursuant to a Repurchase Agreement whereby one party purchases securities from a second party and the second party agrees to repurchase those same securities on a specific future date at an agreed rate of return (the interest rate).

Implementation

Using the policy as a framework, regulations and procedures shall be developed which reflect:

- a) A list of authorized investments;
- b) Procedures including a signed agreement to insure the School District's financial interest in investments;
- c) Standards for written agreements consistent with legal requirements;
- d) Procedures for the monitoring, control, deposit and retention of investments and collateral which shall be done at least once a month;
- e) Standards for security agreements and custodial agreements consistent with legal requirements;
- f) Standards for diversification of investments including diversification as to type of investments, and firms and banks with whom the School District transacts business; and
- g) Standards for qualification of investment agents which transact business with the School District including, at minimum, the Annual Report of the Trading Partner.

This policy shall be reviewed and re-adopted at least annually or whenever new investment legislation becomes law, as staff capabilities change, or whenever external or internal issues warrant modification.

Education Law Sections 1604-a, 1723(a), 2503(1) and 3652
General Municipal Law Section 10 and 39
Local Finance Law Section 165

Adopted: 9/17/15