

**ORGANIZATIONAL MEETING**  
**Thursday, July 2, 2019**  
**7:00 P.M. – Distance Learning Room**

Meeting called to order by Brenda Lang, Clerk of the Board at 7:05 p.m.

**BOARD OF EDUCATION PRESENT:** Nicholas Green, Jeffrey Kenyon, Marion Mossman, Kenneth Stanford and William Ward.

**ABSENT:** Julie Hall and Matthew Jahnke

**ALSO PRESENT:** Superintendent Mark Place, Dean of Students/Director of Instructional Support Teresa Glavin, and Brenda Lang.

Clerk administrated Oath of Office to newly elected board members.

Clerk asked for nominations for Board President.

Moved by Mr. Green, seconded by Mr. Stanford, that Marion Mossman be Nominated as president of the Milford Central School Board of Education. No other nominations were offered. All in favor, motion carried.

Moved by Mr. Stanford, seconded by Mr. Kenyon, to nominate Nicholas Green as Vice-President of the Milford Central School Board of Education. No other nominations were offered. All in favor, motion carried.

President, Ms. Mossman, appointed the following committees:

**Audit:** Entire Board

**CDEP:** Marion Mossman

**Liaison:** Entire Board, no more than three members to meet at a specific time

**Policy:** Mr. Green, Mr. Jahnke, Mr. Ward

**Safety:** Mr. Kenyon

**Sick Bank:** Mrs. Hall, Mr. Kenyon

Moved by Mr. Green, seconded by Mr. Stanford to appoint the CSE/CPSE Committee as follows:

CSE/CPSE Chairperson: Kimberly Armstrong

Alternate Chairpersons: Nicole Lippitt

School Psychologist: Kimberly Armstrong

Administrator: Teresa Glavin

Parents: Jennifer Moore

Secretary: Pam Dubreuil

Safety Committee as follows:

Teacher: Jennifer Maison

Administrator: Mark Place

Community Member: Damon West

School Safety Officers: Donald Harvey and Jolene Chase

President

Vice President

Committees

CSE/CPSE  
Committee

Safety Committee

<p><b>Appoint District Officers</b></p>	<p><b>Approve the following appointments for the 2019-20 school year:</b>  District Clerk – Brenda L. Lang at \$1,500 per year  District Treasurer – Marissa Christensen  Deputy Treasurer – Cory Jacobs  Internal Claims Auditor – Lorre Gregory \$2,667 per year  Tax Collectors – Sachi West at \$22.00 per hour.</p>
<p><b>Other Appointments</b></p>	<p><b>Approve the following appointments for the 2019-20 school year:</b>  American Disabilities Discrimination Coordinator (ADA) – Mark Place  Asbestos Designee – Donald Harvey  Attendance Officer – Jolene Chase  Census Enumerator – Jolene Chase  Central Treasurer – Extra-classroom Activity Account – Brenda Lang  Chemical Hygiene Officer – Donald Harvey  DASA Coordinator – Amy Swalting  Equal Opportunities Coordinator – Mark Place  External Auditor – Cwynar &amp; Company, PLLC  Fiscal Advisor and Bond Counsel – Bernie P. Donegan Inc. and Law Offices of Timothy R. McGill respectively  Impartial Hearing Officer Designee – Lorre Gregory  Lead Teacher Evaluator – Mark Place, Teresa Glavin  Lead Principal Evaluator – Mark Place  MCS Trustee Rep to CASEBP – Mark Place  Alternative MCS Trustee Rep to CASEBP – Marissa Christensen  Pesticides Control Officer – Donald Harvey  Purchasing Agent – Mark Place  Records Access Officer – Sachi West  Records Retention Management Officer – Marissa Christensen  School Attorney/General Legal Counsel – The Firm of Hogan, Sarzynski, Lynch, Dewind, and Gregory located in Johnson City, NY  School Physician – Bassett School Based Health Center  Surrogate Parent Representative – Robert Moore Jr.  Title 9 Officer/Section 504 Hearing Officer – Mark Place</p>
<p><b>Bonding of Personnel</b></p>	<p><b>Approve the bonding as follows:</b>  All Milford Central School employees are bonded in the amount of \$1,000,000.00.</p>
<p><b>Designations</b></p>	<p><b>Approve the following designations for the 2019-20 school year:</b>  1. Official Bank Depository: NBT/Norwich and JP Morgan Chase/Vestal, Walk-in Tax Collecting – NBT  2. Official Newspaper: The Daily Star, Oneonta, NY  3. Insurance Company: NYSIR</p>
<p><b>BOE Calendar</b></p>	<p><b>Approve the Board of Education meeting schedule as presented for the 2019-2020 school year, subject to change.</b></p>

Approve the following authorizations for the 2019-2020 school year:

1. Person to Certify Payrolls- Mark Place
2. Person to sign checks-Marissa Christensen  
Person to sign checks in her absence Brenda Lang, Secretary to the Superintendent is authorized
3. School Purchasing Agent-Mark Place  
Person to sign requisitions & purchases orders in their absence-Teresa Glavin
4. Approve Budget Transfers (up to \$10,000): Mark Place
5. Apply for grants in aid: Mark Place
6. Approve attendance at conferences, conventions, workshop, etc.–Mark Place
7. Submit applications for free and reduced breakfast/lunch and other federally funded programs-Mark Place

Approve the following:

1. Establish rate for mileage reimbursement at the IRS rate
2. Establish tuition rate for out-of-district students for the 2019-20 school year at \$3,000. per student. Timeline of July 1-20, 2019
3. Establish prices for school meals  
Breakfast PK-8 \$1.25 Breakfast 9-12 \$1.50  
Lunch PK-8 \$2.55 Lunch 9-12 \$2.65
4. Certified Substitutes-Teacher, LTA, Aide Positions \$15.80 per hour
5. Uncertified Substitutes-Teacher, LTA, Aide Positions \$13.80 per hour
6. Long Term Substitute Teachers \$175 per day benefits only for those appointed for one year
7. Substitute Bus Driver \$25 per hour
8. Substitute Cafeteria Worker \$13.80 per hour
9. Substitute Cleaners \$13.80 per hour
10. Substitute Office – clerical \$13.80 per hour

Review the Disaster Recovery Plan and Policy #2160 Code of Ethics, #5300 Student Code of Conduct, #6240 Investments, #6700 Purchasing.

The Board shall also review building-level student attendance data as required under Commissioner's Regulations section 104.1, if the data shows a decline in attendance rates, shall review Policy #5100-Attendance.

Re-adopt Policy #2160- Code of Ethics, and affirms that all policies in effect during the previous year remain in effect until such time that the Board acts to revise or delete such policies.

All in favor, motion carried.

Moved by Mr. Green, seconded by Mr. Ward to accept consent agenda as followed:

1. Minutes from the Board of Education Meetings of June 17, 20, and 24, 2019
- All in favor, motion carried.

Superintendent's Report

1. Catskill Area School Council School Board Institute, Governance and Finance Training September 20 & 21, 2019 at SUNY Oneonta
2. Calendar for 2019-2020 will remain as adopted on April 8, 2019 meeting

Principal's Report

Designations

Mileage Rate

Tuition Rate

Cafeteria Rates

Substitute Rates

Consent Agenda

**Appointment**  
VanEssendelft,  
Heather  
**Girls' Modified  
Softball Coach**

**Appointment**  
Lawton, Dolores  
**Substitute**

**Appointment**  
**Summer Curriculum  
Work**

**Vacation Buy Back**  
Harvey II, Donald

**Appointment**  
Brown, Jennifer  
**Aide**

**Contract**  
**NYLD Infrastructure**

**CPSE/CSE**

**Public Comments:**  
Stanford, Kenneth

**Executive Session**  
**Particular**  
**Person/Persons**

### **Old Business:**

- 1. New Board Member Orientation binders were handed out to all Board Members**
- 2. Exemption of Village Parcels from Taxes**

### **Routine Consent:**

**Moved by Mr. Green, seconded by Mr. Stanford to approve the following:**

- 1. Appoint Heather VanEssendelft as the Girls' Modified Softball Coach for the 2019-2020 school year.**
- 2. Appoint Dolores Lawton as a non-certified substitute for the 2019-2020 school year.**
- 3. Approve Summer Curriculum Work to the following staff members:**

**Accordino, Jill; Beisler-Weir, Shannon; Brockert, Kali; Burkhart, Kimberly; Campbell, Cindy; Cassidy, Meghan; Coleman, Susanne; Coones, Kelly; Cottrell, Christopher; Dibble, Michelle; Dutcher, Jennifer; Esford, Kaitlin; Flint, Alicia; Freer, Melinda; Hayward, Teresa; Hinchey, Eamonn; Holub, Brekke; Jahnke, Tarrissa; Kenyon, Noreen; Layton, Lacey; Maison, Jennifer; Polomcean, Kimberly; Sclafani, Daniel; Scott, Jennifer; Sharratt, Jamie; Weigel, Catherine; Wellman, Alexandra; Woods, Cassie.**

**effective July 1, 2019 to August 27, 2019 stipend to be paid at a rate of \$110 per day not to exceed three days.**

- 4. Approve the vacation buy back for Donald Harvey II, 1 day @ \$300.38 per day for a total of \$300.38.**
- 5. RESOLVED, that the Board of Education of the Milford Central School District, pursuant to Section 4.5 of the Rules and regulations of the Superintendent of Schools does hereby appoint Jennifer Brown to the position of full-time aide for a probationary period of one year to commence on August 27, 2019 and to expire August 27, 2020. Annual Salary of \$15,859.20.**

- 6. Approve the contract with NYLD Infrastructure.**

- 7. Approve CPSE/CSE recommendations #12807, #13445, #13442, #13405. All in favor, motion carried.**

### **Public Comments:**

**Mr. Stanford commented on BOCES' process for National Honor Society.**

**Moved by Mr. Green, seconded by Mr. Ward to enter executive session at 7:58 p.m. All in favor, motion carried.**

**Moved by Mr. Stanford, seconded by Mr. Ward to exit executive session at 8:08 p.m. All in favor, motion carried.**

**Moved by Mr. Green, seconded by Mr. Kenyon adjourn the meeting at 8:09 p.m. All in favor, motion carried.**

**Respectfully Submitted,**

**Brenda L. Lang  
District Clerk**