

CAMDEN CENTRAL SCHOOL DISTRICT  
Camden, New York  
MINUTES

DATE July 10, 2018  
KIND OF MEETING Reorganization Meeting held in the High School Tuthill Learning Center  
MEMBERS PRESENT Mrs. Collins, Mr. Runfola, Mr. Fanning, Mrs. Albrecht, Mrs. Prievo, Mr. Paul  
ABSENT Mr. Hatzinger  
OTHERS PRESENT Dr. Root, Superintendent; Mrs. Rutherford, Assistant Superintendent for Instruction;  
Mr. Keil, Jr., Assistant Superintendent for Business; Mrs. Quenneville, Administrative  
Assistant to the Superintendent and the Board of Education  
CALL TO ORDER Mrs. Collins, Board President, called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

Mrs. Collins nominated Karl Keil, Jr. as District Clerk.

**#0001  
DISTRICT CLERK**

Mrs. Prievo moved, and Mrs. Albrecht seconded a motion to approve the nomination of Karl Keil, Jr. as District Clerk.

The motion was approved by unanimous vote.

RESOLVED, that Karl Keil, Jr. be appointed District Clerk from July 1, 2018, to June 30, 2019, with no additional compensation provided.

Mr. Keil, District Clerk, administered the Oath of Office to Dr. Root, Superintendent; Mrs. Albrecht and Mrs. Prievo, Re-elected Members; and Mr. Paul New Board Member.

**#0002  
OATH OF OFFICE TO  
SUPERINTENDENT,  
RE-ELECTED, & NEW  
BOARD MEMBERS**

Mr. Keil, District Clerk, read the Mission Statement.

**#0003  
MISSION STATEMENT**

Mr. Keil conducted the election of the Board President.

**#0004  
BOARD PRESIDENT  
ELECTION**

Mrs. Albrecht placed the name of Mr. Runfola in nomination for Board President. Mr. Fanning moved, and Mrs. Albrecht seconded this nomination.

AYES: Mrs. Collins, Mrs. Albrecht, Mrs. Prievo, Mr. Paul, Mr. Fanning  
ABSENT: Mr. Hatzinger NAYES: --  
Mr. Runfola was elected as President.

Mr. Keil, District Clerk, administered the Oath of Office to Mr. Runfola as Board President.

Mr. Keil yielded the floor to Mr. Runfola, President, who presided over the remainder of the meeting.

Mr. Fanning placed the name of Mrs. Collins in nomination for Vice President of the Board of Education. Mrs. Albrecht moved, and Mrs. Prievo seconded this nomination.

**#0005  
BOARD VICE PRESIDENT  
ELECTION**

AYES: Mr. Runfola, Mrs. Albrecht, Mrs. Prievo, Mr. Fanning, Mr. Paul  
ABSENT: Mr. Hatzinger NAYES: --  
Mr. Runfola was thus elected as Vice President.

Mr. Keil, District Clerk, administered the Oath of Office to Mrs. Collins, Board Vice President.

Mrs. Collins moved, and Mrs. Albrecht seconded a motion to approve the Board Committee Members.

**#0006  
COMMITTEE MEMBERS**

Oneida-Madison-Herkimer School Board Institute Executive Committee (1) – Mr. Runfola

Oneida-Madison-Herkimer School Board Institute Executive Committee Alternate (1) – Mrs. Prievo  
Facilities Committee (2) – Mrs. Prievo, Mr. Hatzinger  
Internal Audit Committee (3) – Mr. Paul, Mr. Fanning, Mr. Hatzinger  
Policy Committee Chairperson (1) – Mrs. Collins  
Policy Committee (1) – Mr. Runfola  
Legislative Liaison (1) – Mr. Runfola  
Board Retreat Committee (3) – Mrs. Albrecht, Mr. Fanning, Mrs. Collins  
District-Wide School Safety (2) – Mrs. Albrecht, Mr. Paul

The motion was approved by unanimous vote.

Mrs. Collins moved, and Mrs. Albrecht seconded a motion to approve a consent agenda for items #7a.-c. Appointments; and #8a.-o. Other Appointments.

**#0007**  
**CONSENT APPROVAL**

The motion was approved by unanimous vote.

Mrs. Collins moved, and Mrs. Prievo seconded a motion to approve the following Appointments and Other Appointments:

**#0008**  
**APPOINTMENTS**

#### APPOINTMENTS

##### **DISTRICT TREASURER / DEPUTY TREASURER**

RESOLVED, that Mrs. Karen Jones, District Treasurer for the period July 1, 2018, to June 30, 2019, with no additional compensation provided; and Mr. Karl Keil, Jr., Deputy Treasurer for the period of July 1, 2018, to June 30, 2019, with no additional compensation.

##### **INTERNAL CLAIMS AUDITOR**

RESOLVED, that Mr. Michael Hannon be appointed to the position of Internal Claims Auditor for the period of July 1, 2018, to June 30, 2019, compensation provided.

##### **SCHOOL TAX COLLECTOR**

RESOLVED, that Mrs. Karen Keil-Allen be appointed to the position of School Tax Collector for the period of July 1, 2018, to June 30, 2019, compensation provided.

#### OTHER APPOINTMENTS

##### **PHYSICIAN MEMBER OF THE COMMITTEE ON SPECIAL EDUCATION AND PRESCHOOL COMMITTEE ON SPECIAL EDUCATION**

RESOLVED, that the Board of Education reappoint Dr. McKay, Physician Member of the Committee on Special Education and Pre-School Committee on Preschool Special Education for the School District for the period of July 1, 2018, to June 30, 2019, at an hourly rate according to the current agreement.

##### **SCHOOL ATTORNEY**

RESOLVED, that the firm of Bond, Schoeneck & King, PLLC be appointed School District Attorney for the period of July 1, 2018, to June 30, 2019, at an hourly rate of \$205.

##### **ATTENDANCE OFFICER**

RESOLVED, that Dr. Ravo Root, Superintendent, be appointed as Attendance Officer for the period of July 1, 2018, to June 30, 2019, with no additional compensation.

##### **PUBLIC RECORDS ACCESS OFFICERS**

RESOLVED, that Mrs. Louise Rutherford and Mr. Karl Keil, Jr. be appointed Public Records Access Officers for the period of July 1, 2018, to June 30, 2019, with no additional compensation provided.

##### **EMPLOYEES HAVING ACCESS TO RECORDS OF STUDENTS WITH DISABILITIES**

RESOLVED, that the Director of Special Education, Mrs. Tamalin Martin, shall assume responsibility for ensuring the confidentiality of such information for the period of July 1, 2018, to June 30, 2019, with no additional compensation; and be it

FURTHER RESOLVED, that any instructional employee of the Camden Central School District may view, with the building administrator's permission, the records of students with whom he/she is working; and be it

FURTHER RESOLVED, that nursing and clerical staff as designated by the building administrator also have access to these records.

#### **SUPERINTENDENT'S HEARING OFFICER**

RESOLVED, that Dr. Ravo Root, Mrs. Louise Rutherford, and Bond, Schoeneck & King, PLLC be appointed Superintendent Hearing Officers for the period July 1, 2018, to June 30, 2019.

#### **ASBESTOS DESIGNEE**

RESOLVED, that Mr. Randal Bajohr be appointed Asbestos Designee for the period July 1, 2018, to June 30, 2019, with no additional compensation provided.

#### **RECORDS MANAGEMENT OFFICER**

RESOLVED, that Mr. Karl Keil, Jr. be appointed Records Management Officer for the period of July 1, 2018, to June 30, 2019, with no additional compensation provided.

#### **HOMELESS ASSISTANCE ACT LIAISON**

RESOLVED, that the Mrs. Louise Rutherford, be appointed the Homeless Assistance Act Liaison for the period of July 1, 2018, to June 30, 2019, with no additional compensation provided.

#### **BOARD OF EDUCATION SECRETARY**

RESOLVED, that Mrs. Sara Quenneville be reappointed to the position of Board of Education Secretary for the period of July 1, 2018, to June 30, 2019, with compensation provided according to contract.

#### **MEDICAID COMPLIANCE OFFICER**

RESOLVED, that Mrs. Tamalin Martin is designated as the Camden Central School District Medicaid Compliance Officer in accordance with the School District Medicaid Compliance Program.

#### **M-O-H SCHOOL HEALTHCARE CONSORTIUM REPRESENTATIVES & ALTERNATE**

RESOLVED, that the Board of Education of the Camden School District designates Dr. Ravo Root, as the District's Consortium Representative for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

BE IT FURTHER RESOLVED, that Mr. Karl Keil Jr. be designated as the District's Consortium Alternate Representative for the fiscal year beginning July 1, 2018, and ending June 30, 2019. In the event that a Consortium meeting is not attended by the District's Representative, the District's Alternate Representative shall have full voting authority during the Consortium meeting.

#### **STUDENT ACTIVITY ACCOUNTS**

RESOLVED, that Ms. Lorie Lescenski be appointed the Building Account Clerk for Clubs and Mr. John Harrington appointed the Building Administrator for Clubs for the Camden Middle School Student Activity Clubs, and are authorized to sign checks, with no additional compensation provided.

RESOLVED, that the High School Administrative Support personnel be appointed the Building Account Clerk for Clubs and Mr. Christopher Centner appointed the Building Administrator for Clubs for the Camden High School Student Activity Clubs, and are authorized to sign checks, with not additional compensation provided.

#### **CHEMICAL HYGIENE OFFICER**

Resolved, that Mrs. Deborah Amuso and Mrs. Heidi Libertella be appointed Co-Chemical Hygiene Officers, with compensation provided.

#### **CRISIS COORDINATOR**

Resolved, that Mrs. Teresa Stowell-Hollis be appointed Crisis Coordinator, with compensation provided.

The motion was approved by unanimous vote.

Mrs. Collins moved, and Mrs. Prievo seconded a motion to approve a consent agenda for items #9a.-g. Designations.

#0009  
CONSENT APPROVAL

The motion was approved by unanimous vote

Mrs. Albrecht moved, and Mrs. Collins seconded a motion to approve the following:

#0010  
DESIGNATIONS

DESIGNATIONS

**OFFICIAL BANK DEPOSITORY**

WHEREAS, Section 2130 of the New York State Education Law states that "the Board shall designate by written resolution duly adopted by a majority vote of such Board which shall be entered in its minutes, a bank and/or banks, or banker for the deposit of all monies received by the treasurer, collector, village receiver or village collector and town official who acts as a school collector; provided, that such designation shall be made a bank or banks or banker or bankers within the state," and

WHEREAS, the District Treasurer is recommending that the following handle all District accounts, be it

RESOLVED, that the Board of Education designate Official Banks for Depository of all school funds for the period of July 1, 2018, to June 30, 2019, with no retainer fee as follows: Bank of America, Community Bank, N.A., M & T Bank, Metropolitan Commercial Bank, and NYCLASS as Official Bank Depositories of school funds for the period of July 1, 2018, to June 30, 2019, with no retainer fee.

**MUNICIPAL BOND CONSULTANT**

RESOLVED, that the Board of Education designate Fiscal Advisors as Municipal Bond Consultant for the period of July 1, 2018, to June 30, 2019, with no annual retainer fee.

**BONDING ATTORNEYS**

RESOLVED, that the Board of Education designate the law firm of Trespasz & Marquardt, LLP as Bonding Attorneys for the period of July 1, 2018, to June 30, 2019, with no annual retainer fee.

**INTERNAL AUDIT FUNCTION SERVICES**

RESOLVED, that the Board of Education approve the 5-G Intermunicipal Agreement authorizing participation in the Internal Audit Function Services with a fixed fee of \$10,040 as provided by the Questar III BOCES for the 2018-2019 school year with a level of service that includes 15 full time equivalent (FTE) days of auditing between June 1, 2018, and June 30, 2019.

**OFFICIAL NEWSPAPER**

RESOLVED, that the Queen Central News be designated as the Board of Education Official Newspaper for the period of July 1, 2018, to June 30, 2019; and be it

FURTHER RESOLVED, that any official notices required by law may be published in the Rome Sentinel.

**REGULAR MONTHLY MEETINGS**

**RECOMMENDATIONS:**

Motion for approval is recommended for the following resolution on Regular Monthly Meetings:

WHEREAS, New York State Education Law, Section 1708 states that, "It shall be the duty of each Board of Education elected pursuant to provisions of this article to have a regular meeting at least once in each quarter, " and

WHEREAS, the Camden Board of Education has historically met once per month at regular meetings, be it

RESOLVED, that the Camden Board of Education hold its regular meetings for the 2018-2019 school year in the locations and according to the schedule as follows:

<u>Type of Meeting</u>	<u>Date</u>		<u>Location</u>
Board of Education Meeting	08/14/18	7 p.m.	CHS Tuthill Learning Commons
Board of Education Meeting	09/11/18	7 p.m.	CHS Tuthill Learning Commons
Board of Education Meeting	10/09/18	7 p.m.	CHS Tuthill Learning Commons

Board of Education Meeting	11/13/18	7 p.m.	CHS Tuthill Learning Commons
Board of Education Meeting	12/11/18	7 p.m.	CHS Tuthill Learning Commons
Board of Education Meeting	01/08/19	7 p.m.	CHS Tuthill Learning Commons
Board of Education Meeting	02/12/19	7 p.m.	CHS Tuthill Learning Commons
Board of Education Meeting	03/12/19	7 p.m.	CHS Tuthill Learning Commons
Budget Workshop #1 Thursday	03/07/19	6 p.m.	Middle School Media Center
Budget Workshop #2 Thursday	03/14/19	6 p.m.	Middle School Media Center
Budget Workshop #3 Thursday	03/21/19	6 p.m.	Middle School Media Center
Tentative Budget Presentation	04/01/19	7 p.m.	CHS Tuthill Learning Commons
Board of Education Meeting	04/09/19	7 p.m.	CHS Tuthill Learning Commons
Special Meeting ~ Adopt the BOCES Administrative Budget & Vote on the BOCES Board of Education Members	04/23/19	5 p.m.	District Office
Public Hearing Regarding Budget	05/06/19	7 p.m.	CHS Tuthill Learning Commons
Board of Education Meeting District Meeting - Budget Vote	05/21/19	7 p.m. 12-9:00 p.m.	CHS Tuthill Learning Commons CHS Lobby
Board of Education Meeting	06/11/19	7 p.m.	CHS Tuthill Learning Commons
Reorganization Meeting & Board of Education Regular Meeting	07/09/19	7 p.m.	CHS Tuthill Learning Commons

#### **OFFICIAL BULLETIN BOARD**

RESOLVED, that the bulletin board located in the entry hall of the Administration Building shall be designated as the Official Bulletin Board of the Board of Education and so identified; and be it

FURTHER RESOLVED, that all notices required by the law to be posted shall be posted thereon in compliance with the provisions of the Open Meeting Law.

The motion was approved by unanimous vote.

Mrs. Collins moved, and Mrs. Albrecht seconded a motion to approve a consent agenda for item #10a.-k. Authorizations.

**#0011  
CONSENT APPROVAL**

The motion was approved by unanimous vote.

Mrs. Prieto moved, and Mrs. Albrecht seconded a motion to approve the following:

**#0012  
AUTHORIZATIONS**

#### AUTHORIZATIONS

#### **CERTIFICATION OF PAYROLLS**

WHEREAS, Section 1720 of the New York State Education Law states, "No resolution of the Board, however, shall be necessary for the payment of compensation for services of an officer or employee engaged at agreed wages by the hour, day, week, month, or year, where the name of such officer or employee appears upon a duly certified payroll, or of the principal of or interest of indebtedness of the district," and

WHEREAS, Section 170.2(b) of the Commissioner's Regulations states that, "the Board of Education of every central school district shall have power and it shall be its duty to designate the persons to be responsible for the function of:

(1) Certification of Payrolls," be it

RESOLVED, that the Board of Education authorize Mr. Karl Keil, Jr. to certify all payrolls for the period of July 1, 2018, to June 30, 2019, with no additional compensation provided and be it further

RESOLVED, that the Board of Education authorize, in his absence, Mrs. Karen Jones, Treasurer, to certify all payrolls for the period of July 1, 2018, to June 30, 2019, with no additional compensation provided.

RESOLVED, that the Board of Education authorize Mr. Karl Keil, Jr. to certify all payrolls for the period of July 1, 2018, to June 30, 2019, with no additional compensation provided and be it further

RESOLVED, that the Board of Education authorize, in his absence, Mrs. Karen Jones, Treasurer, to certify all payrolls for the period of July 1, 2018, to June 30, 2019, with no additional compensation provided.

#### **PURCHASING AGENT**

RESOLVED, that the Board of Education authorize Mr. Karl Keil, Jr. to perform the duties of Purchasing Agent; and Mrs. Anne Sochia, to perform the duties of Deputy Purchasing Agent, for the period of July 1, 2018, to June 30, 2019, with no additional compensation provided.

#### **CONFERENCES**

RESOLVED, that the Board of Education authorize Dr. Ravo Root, Superintendent of Schools, to approve all staff conferences in accordance with Board policy.

#### **PETTY CASH FUND**

WHEREAS, New York State Education Law, Section 1709(29), states, "the said Board of Education of every central school district shall have power, and it shall be its duty to establish a petty cash fund for the use of such school district officers and employees as may be designated by the Board of Education for the payment, in advance of authorization, of properly itemized bills for materials, supplies or services furnished to the school district under conditions calling for immediate payment to the vendor upon delivery of any such materials or supplies or the rendering of any such services. The amount of such a petty cash fund, the method handling same and the officers and employees eligible to use such fund shall be in accordance with regulations established by the commissioner," be it

RESOLVED, that the Board of Education authorize the establishment of the following Petty Cash Funds for the period of July 1, 2018, to June 30, 2019: \$100 as follows: Camden High School, Mr. Christopher Centner, Camden High School, Mr. William Snyder; Superintendent's Office, Dr. Ravo Root; Curriculum and Instruction Office, Mrs. Louise Rutherford; Business Office, Mr. Karl Keil; Middle School, Mrs. Brittany DerCola; Camden Elementary School, Mr. Craig Ferretti; McConnellsville Elementary School, Mr. Shannon Babbie; Transportation, Mr. Ed Snow; Pre-kindergarten, Mr. Craig Ferretti; Maintenance Department, Mr. Randy Bajohr; and Elementary Student Support Services, Mrs. Tamalin Martin; Secondary Student Support Services, Mr. Nicholas Pulizzi.

FURTHER RESOLVED, that Mrs. Tena Omans, Cafeteria Director, is authorized to control the Cafeteria Change Fund for 2018-2019, for all schools in the amount of \$200.

#### **AUTHORIZED SIGNATURE ON CHECKS**

WHEREAS, Mrs. Karen Jones has been appointed to serve as District Treasurer, for the period July 1, 2018, to June 30, 2019, be it

RESOLVED, that the District Treasurer, Mrs. Karen Jones, be authorized to sign all checks for the School District and in her absence, the Deputy Treasurer, Mr. Karl Keil, Jr., shall be authorized to sign checks for the District.

#### **BUDGET TRANSFER CEILING**

WHEREAS, Section 170.2 of the Commissioner's Regulations states that, "Boards of Education may, by resolution, authorize the Chief School Officer to make transfers within limits as established by the Board," and

RESOLVED, that the Camden Central Board of Education authorize Dr. Ravo Root, Superintendent of Schools, to approve budgetary transfers, between object codes and functions, not to exceed \$20,000 in accordance with Board Policy #6017.

#### **TEMPORARY INVESTMENT OF SCHOOL MONIES**

WHEREAS, New York State Education Law, Section 1723-a states, "The Board of Education of any central school district may authorize the district treasurer or other officer having custody of district monies to invest such portion of such monies as such board may determine, except proceeds of loans and monies to the credit of a reserve fund established pursuant to this chapter or the general municipal law, in special time deposit accounts in, or certificate of deposit issued by, a bank or trust company located and authorized to do business in this state, provided however, that such time deposit account or certificate of deposit shall be payable within such time as the proceeds shall be needed to meet expenditures for which such monies were obtained and provided further that such time deposit account or certificate of deposit be secured by pledge of obligations of the United States of America, or any obligation fully guaranteed or insured as to interest

and principal by the United States of America acting through an agency, subdivision, department or division thereof, or obligations of the state of New York or obligations of any municipal corporation, school district or district corporation of the state of New York," be it

RESOLVED, that Mrs. Karen Jones, District Treasurer, in her absence, Mr. Karl Keil, Jr., be authorized by this Board of Education to temporarily invest school moneys in accordance with Section 1723-a of the New York State Education Law.

#### **ACTING SUPERINTENDENT**

WHEREAS, periodically it becomes necessary for the Superintendent of Schools to be absent from the district, and

WHEREAS, the orderly day-by-day operation of a school district requires the presence of a person having the authority to act on behalf of that district, be it

RESOLVED, that the Camden Central Board of Education give the Assistant Superintendent for Instruction and Assistant Superintendent for Business, and any other administrators as established by Board of Education policy, full authority to serve in the capacity of the Superintendent of Schools in the absence of the Superintendent.

#### **ACTING PRINCIPALS**

Motion for approval is recommended for the following resolution on Authorization of Acting Principals:

WHEREAS, illness or other good reason has in the past caused the absence of Building Principals, and

WHEREAS, the orderly operation of the school building requires that someone assumes the leadership role, be it

RESOLVED, that the designated Assistant Principal at the High School and Middle School shall serve in place of the Principal during the Principal's temporary absence from duties, unless and until the Principal is otherwise replaced by official action of the Board of Education.

#### **TEACHER-IN-CHARGE**

WHEREAS, illness or other good reason has in the past caused the absence of building Principals and Assistant Principals, and

WHEREAS, the orderly operation of the school building requires that someone assumes the leadership role, be it

RESOLVED, that the designated Teacher-In-Charge serve in the place of the Principal / Assistant Principal, during the Principal's / Assistant Principal's temporary absence from duties.

#### **APPLICATION OF PESTICIDES**

RESOLVED, the Superintendent of Schools, or his/her designee to act on behalf of the Board of Education to authorize emergency application of pesticides when needed.

The motion was approved by unanimous vote.

Mrs. Collins moved, and Mr. Fanning seconded a motion to approve a consent agenda for items #11a.- #12a.- d. Bonding of Personnel and Other Items. **#0013  
CONSENT ITEMS**

The motion was approved by unanimous vote.

Mrs. Albrecht moved, and Mrs. Collins seconded a motion to approve the following: **#0014  
BONDING OF PERSONNEL &  
OTHER ITEMS**

#### **BONDING OF PERSONNEL**

#### **DISTRICT TREASURER / DEPUTY TREASURER / TAX COLLECTOR**

WHEREAS, New York State Education Law, Section 2130, states "The Clerk of the Board of Education or, where the office of the auditor has been created, the auditor, the treasurer, and the tax collector and such other officers and employees as the Board of Education shall designate, shall, before they enter upon the duties of their respective offices or positions, each execute to the school district and file with the school

district clerk an official undertaking in such sum and with such corporate surety as the board of Education shall direct and approve." and WHEREAS, the term "official undertaking" is used in the law in place of the word "bond," be it

RESOLVED, that the official undertaking of the District Treasurer, Mrs. Karen Jones, Deputy Treasurer, Mr. Karl Keil, Jr., and Tax Collector, Mrs. Karen Keil-Allen, shall be in the sum of \$1,000,000 in lieu of which they shall each be covered in that sum by the existing Blanket Honesty and Faithful Performance Bond held by the District as provided by Section 11 of the Public Officers Law.

OTHER ITEMS

**MILEAGE REIMBURSEMENT**

RESOLVED, that the Camden Board of Education authorize mileage reimbursement at the rate of 40¢ per mile for the period of July 1, 2018, to June 30, 2019.

**ESTABLISH CREDIT LIMITS**

WHEREAS, the responsible use of credit cards assist in various purchasing needs be it necessary limits should be maintained.

RESOLVED, that all credit cards limits will be at \$2,000 with the exception of the BMO P-card with a monthly limit of \$200,000.

**BOARD POLICY APPROVAL**

RESOLVED, that the Camden Board of Education approve all existing and previously approved Board Policies; and be it

FURTHER RESOLVED, that all policies remain in force until superseded by Board action.

**SELECTIVE CLASSIFICATION**

RESOLVED that the Camden Central School District Board of Education shall permit pupils to compete under the Selection/Classification Program in all sports.

The motion was approved by unanimous vote.

Mr. Runfola moved and Mr. Henry seconded the motion to adjourn the Reorganization meeting at 7:37 p.m.

The motion was approved by unanimous vote.

**#0015  
ADJOURNMENT**

Respectfully Submitted,



Karl R. Keil, Jr.  
District Clerk

/sq