

July 1, 2021

The following is a tentative agenda for the Reorganizational Meeting and Regular meeting to be held on Tuesday, July 6, 2021 at 6:00 p.m. in room 302.

Call to Order

Reading of the State Fire Code Regulation
Pledge to the flag

REORGANIZATIONAL MEETING

Election of Officers

- a. Administer Oath of Faithful Performance in Office to new member
- b. President of the Board
- c. Vice President of the Board
- d. Administer Oath of Faithful Performance in Office to new officers. Motion, second and vote on each leadership position.

Appointment of Officers *Recommendation and vote on each individual item.

- e. Superintendent recommends: THAT the Board appoint Roxanne Elward as Clerk of the Board for the 2021-2022 school year.
- f. Superintendent recommends: THAT the Board appoint Jeffrey Black as District Treasurer and Roxanne Elward as Deputy Treasurer for the 2021-2022 school year.
- g. Superintendent recommends: THAT the Board appoint Roxanne Elward as Tax Collector at an annual rate of \$2,500 for the 2021-2022 school year.
- h. Superintendent recommends: THAT the Board appoint Bridget Robbins as Claims Auditor for the 2021-2022 school year.
- i. Superintendent recommends: THAT the Board appoint the duties of Internal Auditor to be performed by staff from TST BOCES.

Other Appointments *Recommendation and vote on below as a group.

Superintendent recommends: THAT the following individuals be appointed to the following positions for the 2021-22 school year:

- j. School Physician – Werner K. Brammer, M.D.
- k. School Attorney - Hogan, Sarzynski, Lynch, DeWind, and Gregory LLP of Binghamton, New York
- l. Census Enumerator – Roxanne G. Elward
- m. Central Treasurer – Extra classroom Activity Account – Amy Shick and Roxanne G. Elward as Deputy

- n. Copyright Officer(s)-PK-5 Principal
- o. Attendance Officer – School Nurse
- p. Independent Auditor – Buffamante, Whipple, Buttafaro, P.C.
- q. Records Management Officer – District Clerk
- r. Records Access Officer – District Clerk
- s. Asbestos Designee – Superintendent
- t. Purchasing Agent – Superintendent with 6-12 Principal acting in his absence.
- u. Chemical Hygiene Officer-School Nurse
- v. Title IX/Section 504/ADA Compliance Officer- Superintendent
- w. Liaison for Homeless Children and Youth-PK-5 Principal
- x. School Pesticide Representative-Superintendent
- y. Dignity for All Students Act Coordinator(s)-School Principals
- z. Designated Educational Official (DEO)- Superintendent
- aa. Reviewing Official- 6-12 Principal
- bb. Integrated Pest Management Coordinator- Head Custodian
- cc. Data Protection Officer- Superintendent
- dd. Workers Comp Representative- Kory Bay and Erin Peck as alternate

Designations *Recommendation and vote on below as a group.

Superintendent Recommends: THAT the following Designations be approved by the Board for the 2021-2022 school year.

- ee. Official Bank Depository, All Funds – Five Star
- ff. Official Bank Signatory, All Funds- Five Star
- gg. Regular Meetings – per memo #3847-21
- hh. Official Newspaper – The Shopper (Hammondsport, NY)

Authorizations * Recommendation and vote on below as a group.

Superintendent recommends: THAT the following Authorizations be approved by the Board for the 2021-2022 school year.

- a. To Certify Payroll – Superintendent, with 6-12 Principal certifying in his absence
- b. Conferences, Conventions, Workshops Attendance – Superintendent with PK-5 Principal/6-12 Principal acting in his absence, and the Board of Education for items pertaining to Superintendent.
- c. To establish Petty Cash Funds not to exceed \$100 for Roxanne Elward and \$100 for Cassie Kennard.
- d. Designation of Signatures on Checks – District Treasurer and 6-12 Principal in Treasurer’s absence.
- e. Budget Transfers on Chief School Officer’s approval – Superintendent is authorized to make budget transfers in an amount up to 10% of the account or \$50,000 (whichever is greater) without prior Board approval. All executed transfers must then be reported to the Board monthly.
- f. Superintendent to apply for Grants in Aid (State and Federal)
- g. Entire body of School Board to serve as district audit committee.

Official Undertakings (Bonds)

Superintendent recommends: THAT the following positions be covered under a Faithful Performance Blanket Bond for the 2021-2022 school year.

- a. Business Administrator, District Treasurer, Deputy Treasurer, District Tax Collector, Central Treasurer and Deputy Treasurer for Activity Funds, Claims Auditor, Deputy Claims Auditor.

Other Items *Recommendation and vote needed on all items separately.

- a. Superintendent recommends: THAT the Board approve the Re-adoption of all Policies and Code of Ethics in effect during the previous school year.
- b. Superintendent recommends: THAT the Board Establish the Mileage Reimbursement Rate as **56¢** per mile. (Current IRS rate is 56 cents per mile)

REGULAR MEETING

Recommended Actions/ Routine Matters

Superintendent recommends: THAT the Board approve the minutes of the June 15, 2021 regular meeting.

Administrative Reports (provided at meeting)

1. PK-5 Principal's Report – P. Kephart
2. 6-12 Principal's Report- E. Peck
3. Superintendent's Report- K. Bay

Discussion:

1. RAN Resolution – (standard)
2. BOCES Contract for Services – (standard)
3. Fund Balance Projection and School Tax Warrant- presented at meeting
4. Prattsburg Free Library Tax warrant
5. UPK Program Plan
6. GST Self Insured Workers' Comp
7. Cooperative Electricity Bid
8. Athletics
9. Tax Collection

Other Recommendations:

1. RAN Resolution:

The Board adopts a resolution dated July 1, 2021 delegating power to the president of the Board of Education to authorize, from time to time and year to year, the issuance and sale of revenue anticipation notes of the Prattsburgh Central School District, New York, in anticipation of the collection of revenues to be received as State Aid by the school district from the State of New York.

2. Superintendent recommends: THAT the Board approve the GST BOCES contract for services as stated below:

THIS AGREEMENT made this 1st day of July 2021, by and between the Board of Cooperative Educational Services for the Sole Supervisory District of Schuyler-Steuben-Chemung-Tioga-Allegany County, party of the first part, and Prattsburgh Central School District, party of the second part.

WITNESSETH, that whereas party of the first part has been duly authorized to provide the approved services listed on the attached contract for services and has been authorized to enter into agreements with boards of education and school trustees, under the provisions of sections 1950-51 of the Education law.

NOW, THEREFORE, the said party of the first part hereby agrees to provide to the party of the second part the following services listed on the attached contract for services during the school year 2021-2022 at the cost indicated on the attached contract for services.

3. Superintendent recommends: THAT the Board approve the 2021-2022 UPK Program.

4. Superintendent recommends: THAT the Board approve the Cooperative Electricity Bid as stated below:

WHEREAS, The Board of Education, Prattsburgh Central School District of New York State desires to participate in a Cooperative Bidding Program conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties from year to year or, until this Resolution is rescinded, for the purchase of supply of electricity. And...

WHEREAS, The Board of Education, Prattsburgh Central School District of New York State is desirous of participating with The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties in the joint bid of the commodities and/or services mentioned below as authorized by General Municipal Law, Section 119-o... And...

WHEREAS, The Board of Education, Prattsburgh Central School School District of New York State has appointed The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties as representative to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the Board of Education, Prattsburgh Central School District of New York State and making recommendations thereon...

THEREFORE...

BE IT RESOLVED, That The Board of Education, Prattsburgh Central School District of New York State and The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties hereby accepts the appointment of The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters related above... And...

BE IT FURTHER RESOLVED, That The Board of Education, Prattsburgh Central School District of New York State authorizes the above-mentioned Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters regarding the entering into contract for the purchase of the below-mentioned commodities and/or services... And...

BE IT FURTHER RESOLVED, That The Board of Education Prattsburgh Central School District of New York State agrees to assume its equitable share of the costs incurred as a result of the cooperative bidding... And...

NOW, THEREFORE, BE IT RESOLVED, That The Superintendent on behalf of the Board of Education, Prattsburgh Central School District of New York State hereby is authorized to participate in cooperative bidding conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties for supply of electricity and if requested to furnish The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties an estimated minimum number of units that will be purchased by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties. The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties is hereby authorized to award cooperative bids to the bidder deemed to be the lowest responsive and responsible meeting the bid specifications and otherwise complying with Article 5-A of the General Municipal Law of the State of New York relating to public bids and contracts.

5. Superintendent recommends: THAT the Board appoint Superintendent Bay to serve as the lead negotiator if there are additional state required changes to the Annual Professional Performance Review document.
6. Superintendent recommends: THAT the Board establish the school tax warrant in the amount of \$_____ for the 2021-2022 school year and directs the district tax collector to levy and collect said amount in accordance with state law and regulation.
7. Superintendent recommends: THAT the Board directs the district tax collector to levy and collect a library tax for the Prattsburg Free Library in the amount of \$85,340.00 in accordance with state law and regulation.
8. Superintendent recommends: THAT the Board hereby adopt in all respects the Greater Southern Tier Area Schools Self-Insured Workers' Compensation Plan Municipal Cooperation Agreement.

Executive Session

1. CSE Recommendations
2. Personnel—Class/Club Advisors, Resignation, Appointment, Reappointments, Athletic Combination with Avoca, Coaching Appointments, Technology Coordinator

Additional Recommendations

Adjournment