

**Elizabethtown-Lewis-Westport CSD
Organizational Meeting**

**DATE/TIME: Wednesday, February 27, 2019 - 5:30 p.m.
LOCATION: Board Conference Room - Westport CSD
25 Sisco Street, Westport New York 12993**

A G E N D A

- I. Call to Order** – Interim Superintendent Dr. Mark Davey

- II. Pledge of Allegiance**

- III. Administer Oath of Office to Elected Board Members** (Dr. Mark Davey)
The Interim Superintendent Administers the Oath of Office to the following elected Board Members:
[] Karin DeMuro [] Dina Garvey [] Alan Jones [] Sarah Bode Kullman
[] Philip Mero [] Heather Reynolds [] Suzanne Russell

- IV. Roll Call**
[] Karin DeMuro [] Dina Garvey [] Alan Jones [] Sarah Bode Kullman
[] Philip Mero [] Heather Reynolds [] Suzanne Russell

- V. Appointment of District Clerk/Oath of Office**
 - a. District Clerk – Jana Atwell** - Resolved that the Interim Superintendent recommends to the Board of Education the appointment of Jana Atwell to the position of District Clerk, effective immediately through the July 2019 Reorganizational Meeting, with an additional stipend of \$4,000.00 (to be prorated for the period 2/12/19 – 6/30/19)

Motion: Second: Yes: No: Abstain: Accept Reject Table

 - b.** Interim Superintendent administers the oath of office to the District Clerk

- VI. Election of Officers/Oath of Office**
 - a.** Nominations for President – The District Clerk calls for the nominations for President of the Board of Education for the remainder of the 2018-19 school year

Motion: Second: Yes: No: Abstain: Accept Reject Table

 - b.** District Clerk administers oath of office to the newly elected President

At this time, the newly elected President will preside over the meeting

- c. Nominations for Vice President – The President calls for the nominations for the Vice President of the Board of Education for the remainder of the 2018-19 school year

Motion: Second: Yes: No: Abstain: Accept Reject Table

- d. District Clerk administers oath of office to Vice President

VII. Appointment of Officers/Oath of Office

- a. **District Treasurer** – Resolved that the Interim Superintendent recommends to the Board of Education Sharlene Petro-Durgan, as a component of the Shared Business Office Cross-Contract with Franklin-Essex-Hamilton (FEH) BOCES for the 2018-19 School Year

Motion: Second: Yes: No: Abstain: Accept Reject Table

VIII. Issues related to establishment of New District and Board of Education Operation

- a. Board of Education Recommended Operational Guidelines Discussion
- b. Communication Protocols and Best Practices Discussion
 - i. email addresses for Board members and District staff
 - ii. Board communications
 - iii. new district website and links
 - iv. ELWCSD information to Public
- c. NYSED / District Specific Logistics
 - i. District Office Location for Purpose of Establishing BEDS Code;
 - ii. Official address for school district
- d. School District Financial Operation & BOCES
 - i. ELWCSD Initial Operational Funding
 - ii. BOCES Co-Sers
- e. District Policy & Regulations Overview and Discussion

IX. Anticipated Executive Session (approximately 6:30 pm)

New York State Public Officers Law section 105 explains that an executive session is a portion of a public meeting which is not open to the public. It can take place only upon a majority vote of the total membership of the board taken at an open meeting. Executive sessions are permitted only for the purpose of discussing one or more of the following subjects:

- *Matters that will imperil the public safety if disclosed.*
- *Any matter that may disclose the identity of a law enforcement agent or informer.*
- *Information relating to current or future investigation or prosecution of a criminal offense that would imperil effective law enforcement if disclosed.*
- *Proposed, pending, or current litigation.*

- *Collective negotiations pursuant to Civil Service Law Article 14 (The Taylor Law).*
- *The medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation.*
- *The preparation, grading, or administration of exams.*
- *The proposed acquisition, sale, or lease of real property or the proposed acquisition, sale, or exchange of securities, but only when publicity would substantially affect the value of these things (New York State Public Officers Law section 105(a)–(h)).*

Specifically, the Board will enter Executive Session for the following:

- For the purpose of a matter of collective negotiations pursuant to Article 14 of Civil Service Law (Taylor Law) to discuss anticipated upcoming negotiations regarding the establishment of the new district;
- A matter leading to the appointment and/or employment of a particular person(s) or corporation to discuss the hiring of the new district’s superintendent.

In: Motion: Second: Yes: No: Abstain: Accept

Out: Motion: Second: Yes: No: Abstain: Accept

X. Introduction of Attendees

Also Present: Visitors

XI. Designations

- a. **Official Bank Depositories** – Resolved that the Interim Superintendent recommends to the Board of Education the utilization of Champlain National Bank as the official bank depository for the remainder of the 2018-19 school year

Motion: Second: Yes: No: Abstain: Accept Reject Table

- b. **Official Newspapers** – Resolved that the Interim Superintendent recommends to the Board of Education the designation of the Sun Community News and the Press Republican as the official newspapers for the remainder of the 2018-19 school year

Motion: Second: Yes: No: Abstain: Accept Reject Table

- c. **Official Spokesperson for the District** – Resolved that the Interim Superintendent recommends to the Board of Education that the Interim Superintendent Dr. Mark C. Davey act as the official spokesperson for the district

Motion: Second: Yes: No: Abstain: Accept Reject Table

- d. School Attorneys – Resolved that the Interim Superintendent recommends that the Board of Education establishes agreements with the following attorneys for the remainder of the 2018-19 school year:
 - i. Harris Beach, PLLC
 - ii. Stafford, Owens, Pillar, Murnane, Kelleher & Trombley, PLLC

Motion: Second: Yes: No: Abstain: Accept Reject Table

- e. **Audit Committee** – Resolved that the Interim Superintendent recommends that the Board of Education appoint Board Members to the ELW CSD Audit Committee for the remainder of the 2018-19 school year

Motion: Second: Yes: No: Abstain: Accept Reject Table

- f. Policy Committee – Resolved that the Interim Superintendent recommends to the Board of Education that the Board appoint a Policy Committee for the remainder of the 2018-19 school year

Motion: Second: Yes: No: Abstain: Accept Reject Table

XII. Authorizations

Resolved that the Interim Superintendent recommends to the Board of Education the following as specified:

- a. Authorization of Interim Superintendent to Certify Payroll
- b. Authorizes the Interim Superintendent to:
 - i. Transfer of Funds; to transfer funds within the budget;
 - ii. Accept Funds; to accept all drafts, checks, and other dealings with District Funds which bear the signature/official facsimile of the District Treasurer
- c. Authorization of Attendance of Board of Education Members at appropriate conferences, conventions, and workshops with expenses as included in the 2018-19 school budget
- d. Authorization of Interim Superintendent to Apply for Grants in Aid; to Submit Grant Proposals Which Will Benefit the School District
- e. Designation of District Treasurer to sign all checks
- f. Authorization of Labor Relations Service through Capital Region BOCES Co-Ser

- g. Authorization of School Public Relations through CVES BOCES Co-Ser 610
- h. Authorization of Shared Business Office through FEH BOCES Co-Ser 657
- i. Authorize the Interim District Superintendent to sign all checks in the absence of the District Treasurer

Motion: Second: Yes: No: Abstain: Accept Reject Table

XIII. Establishment of Mileage Rate

Resolved that the Interim Superintendent recommends to the Board of Education that a mileage rate be set at the current IRS rate

Motion: Second: Yes: No: Abstain: Accept Reject Table

XIV. Public Comment:

The Board of Education encourages public participation on school related matters at regular meetings of the Board. To allow for public participation, an open session of 15 minutes at the beginning and 15 minutes at the end will be held at regular meetings of the Board. The meeting agenda will indicate when the open session is being held during any regular meeting of the Board. Any group or organization wishing to address the Board must identify a single spokesperson.

During open sessions presentation, speakers should identify themselves and district of residence. Speakers may comment on any school related matter during the open session. However, the Board will not permit in public session discussion involving individual district personnel or students. Persons wishing to discuss matters involving individual district personnel or students should present their comments and/or concerns to the Superintendent during regular business hours. Additionally, speakers presenting complaints must have first gone through the established complaint procedures. The Board reserves the right to delay action for later meetings.

All speakers are to conduct themselves in a civil manner. Obscene language, libelous statements, threats of violence, statements advocating racial, religious, or other forms of prejudice will not be tolerated.

The President shall be responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion and the appropriateness of the subject being presented. The President shall have the right to discontinue any presentation which violates this policy.

At the start of Public Comment, the Board President will ask for a show of hands to determine how many members of the public wish to offer comment. Three minutes per speaker will be allowed for public comments. When called upon by the Board President to speak aloud, please identify yourself and provide your school district of residence. Public comments will be limited to 15 minutes.

XV. Schedule of Future Meetings

XVI. Board of Education Memberships

Resolved that the Interim Superintendent recommends the following memberships for the Board of Education members for the remainder of the 2018-19 school year:

- a. NYS School Boards Association
- b. Rural Schools Association

Motion: Second: Yes: No: Abstain: Accept Reject Table

XVII. Presentations/Reports

- a. Budget Process and Timeline for the 2019-20 Budget Development Timeline - Dr. Davey

- b. Transition Teams - Mr. Scott Osborne - ELCSD Superintendent, and Mr. Josh Meyer – WCSD Interim Superintendent / Principal

- c. Program Design for the New District and Recommended Approval Timeline – Dr. Davey, Mr. Scott Osborne, and Mr. Josh Meyer

XVIII. Superintendent’s Update – Dr. Davey

XIX. Public Comment (15 minutes)

XX. Other

XXI. Next Meeting

XXII. Adjournment

Time: Motion: Second: