

FRIENDSHIP CENTRAL SCHOOL

"Experience Life Through Education"

Board of Education
Reorganization Meeting

July 2, 2018

5:00 p.m.

AGENDA

1. CALL TO ORDER OF THE REORGANIZATIONAL MEETING BY THE CLERK OF THE BOARD.
2. PLEDGE OF ALLEGIANCE TO THE UNITED STATES FLAG
3. ADMINISTER THE OATH OF OFFICE TO SUPERINTENDENT AND NEWLY ELECTED BOARD MEMBERS (Encl. # 1)
 - 3.1 William "Scott" Ritchie
4. ELECTION OF BOARD OFFICERS (Encl. #2)
 - 4.1 President of the Board
 - 4.2 Vice President of the Board
 - 4.3 Administration of Oath of Office to Elected Board Officers (Encl. #3)
5. APPOINTMENT OF BOARD OFFICERS (Encl. #4)
 - 5.1 District Treasurer
 - 5.2 Deputy District Treasurer
 - 5.3 Clerk of the Board
 - 5.4 Deputy Clerk of the Board
 - 5.5 District Tax Collector
 - 5.6 Records Retention and Disposition Officer
 - 5.7 Records Management Officer
 - 5.8 District Human Rights Officer
 - 5.9 Designated Education Officials
 - 5.10 DASA Coordinator
 - 5.11 Title IX Officer
 - 5.12 Chemical Hygiene Officer
 - 5.13 Administration of the Oath of Office to Appointed Officers of the Board (Encl. #4)
 - 5.14 Standard Work Day for Elected Officials to the Board of Education
6. BOARD APPOINTMENTS (Encl. #5)
 - 6.1 School Physician
 - 6.2 School Attorney
 - 6.3 Central Treasurer – Extra-classroom Activity Account
 - 6.4 Attendance Officer
 - 6.5 Health Coordinator
 - 6.6 Independent Auditor
 - 6.7 Internal Claims Auditor
 - 6.8 Asbestos Designee
7. DESIGNATIONS (Encl. #6)
 - 7.1 Official Bank Depositories
 - 7.2 Regular Monthly Meetings
 - 7.3 Official Newspaper

- 7.4 Board Representative and Alternate to the Shared Decision Making Team
 - 7.5 Board Representative to the Allegany-Cattaraugus School Boards Association
 - 7.6 Board Legislative Representative
 - 7.7 Board of Directors of the Allegany Cattaraugus Schools Medical Health Plan
 - 7.8 Per Diem Rates (Encl. #6A)
- 8. AUTHORIZATIONS (Encl. #7)
 - 8.1 Payroll Certification Officer
 - 8.2 School Purchasing Agent
 - 8.3 Attendance at Conferences, Conventions, and Workshops
 - 8.4 Establishment of Petty Cash Fund
 - 8.5 Designation of Authorized signature on Checks
 - 8.6 Authorization for the Chief School Officer to Approve Budget Transfers
 - 8.7 Extension of Public Officers Law, Section 18, Coverage to Board of Education Members and Employees
 - 8.8 Authorization to Apply for Grants in Aid - State, Federal, and Private
 - 8.9 Authorization to Prepare Tax Rolls and Issue Tax Warrants
 - 8.10 Authorization for Professional Development Plan Statement of Certification
- 9. BONDING OF PERSONNEL (Encl. #8)
 - 9.1 Business Executive
 - 9.2 District Treasurer
 - 9.3 Deputy District Treasurer
 - 9.4 Accounts Payable Clerk
 - 9.5 Payroll Clerk
 - 9.6 Tax Collector
 - 9.7 Central Treasurer - Activity Funds
 - 9.8 Clerk of the Board
 - 9.9 Deputy Clerk
 - 9.10 All Employees and Officers of the Board
- 10. DISTRICT GOALS (Encl. #9)
- 11. DISTRICT MISSION STATEMENT AND EXITING STANDARDS (Encl. #10)
- 12. READOPTION OF THE CODE OF ETHICS AND ALL POLICIES, REGULATIONS AND PROCEDURES (Encl. #11)
- 13. ESTABLISHMENT OF THE DISTRICT'S TABLE OF ORGANIZATION
 - 13.1 Certificated Staff by Tenure Area (Encl. #12)
 - 13.2 Classified Staff by Position and Hours (Encl. #13)
 - 13.3 Extracurricular and Interscholastic Athletic and Athletic Support Positions (Encl. #14)
- 14. APPOINTMENT OF THE DISTRICT'S COMMITTEES ON SPECIAL EDUCATION
 - 14.1 Appointment of the District's Committee on Special Education (Encl. #15)
 - 14.2 Appointment of the District's Committee on Preschool Special Education (Encl. #16)
- 15. ESTABLISHMENT OF THE DISTRICT MILEAGE REIMBURSEMENT RATE (Encl. #17)
- 16. RESOLUTION AUTHORIZING PARTICIPATION IN COOPERATIVE BIDDING THROUGH THE CATTARAUGUS-ALLEGANY BOCES (Encl. #18)
- 17. RESOLUTION REGARDING RETENTION AND DISPOSITION OF DISTRICT RECORDS (Encl. #19)

18. RESOLUTION AUTHORIZING REVENUE ANTICIPATION NOTES (Encl. #20)
19. ANNUAL READOPTION OF PROCEDURES (Encl. #21)
 - 19.1 Student Handbook
 - 19.2 Teacher Handbook
 - 19.3 Athletic Handbook
 - 19.4 Code of Conduct
 - 19.5 Activity Eligibility Policy
 - 19.6 Attendance Policy
20. APPOINTING BOARD OF EDUCATION COMMITTEES (Encl #22)
 - 20.1 Audit Committee
 - 20.2 Negotiations Committee
 - 20.3 Athletic Committee
 - 20.4 Curriculum/Professional Development - Technology
 - 20.5 Buildings and Grounds Committee
 - 20.6 Transportation Committee
 - 20.7 New York State School Boards Delegate and Alternate and Allegany-Cattaraugus School Board Association Delegate
21. MOTION TO ADJOURN THE REORGANIZATIONAL MEETING
22. ADJOURNMENT OF THE REORGANIZATIONAL MEETING: _____ P.M.

ADMINISTRATION OF THE OATH OF OFFICE TO SUPERINTENDENT AND BOARD MEMBERS

Newly elected board members, re-elected board members (starting a new term), or appointed board members must take (or re-take) an oath of Office to serve the Board of Education as a member.

The current Clerk of the Board administers the oath to any new Board member who is to take office at the Reorganization Meeting.

The procedure for administration of the oath should be handled in a ceremonial manner as follows:

1. The Clerk and the new or re-elected Board member should both stand
2. The Clerk reads the oath in segments and the new or re-elected Board member repeats the oath as read.
3. The new or re-elected Board member signs a copy of the Oath of Office.
4. The Clerk signs the copy of the Oath card that was signed by the Board member and keeps it for placement with the official records of the District.

A COPY OF THE OATH OF OFFICE IS DUPLICATED BELOW

ELECTION OF BOARD OFFICERS

The Friendship Central School District Board of Education elects two officers, President of the Board and Vice President of the Board.

The procedure for administration of the election of a Board Officer is as follows:

1. The President of the Board, or if the vacancy is for that position, the temporary chairperson, or in the absence of a temporary chairperson, the Board member present with the longest consecutive record of service, shall announce the position for which voting is taking place.
2. The presiding official shall ask for nominations for the vacant position.
3. Any Board member may nominate any other Board member, or him/herself. Any Board member nominated may respectfully decline the nomination.
4. After closing nominations the presiding officer shall read the names in the order nominated. By open vote of all members present the Board shall vote on each nominee until a winner is determined.
5. The Board member first receiving a majority vote of the Board (three votes) shall be elected to the vacant Board Office.
6. In the case where no Board member receives the required number of votes, the voting shall continue in the manner prescribed above (Steps 1 through 5) until a member receives the minimum required number of votes.

If the member elected to fill a vacant Board Office was serving in another Board Office, then an election will be held to fill the new vacancy, and so on until all Board Offices are filled.

If a vacancy occurs during the year, an election of a replacement Board Officer is called at the next regular Board meeting at which all members are present.

ADMINISTRATION OF THE OATH OF OFFICE TO BOARD OFFICERS

The Clerk of the Board administers the oath to any newly elected Board officer who is to take office at the Reorganization Meeting.

The procedure for administration of the oath is as follows:

1. The new Board officer signs a copy of the Oath of Office
2. The Clerk signs the copy of the oath signed by the officer and keeps it for placement with the official records of the District.

APPOINTMENT OF BOARD OFFICERS

RESOLVED: that the following persons are hereby appointed by the Board of Education to serve as Officers of the Friendship Central School District for the 2018-2019 school year in the positions indicated and at the compensation specified:

	POSITION	OFFICIAL	COMPENSATION
5.1	DISTRICT TREASURER	Constance Spring	None, part of salary
5.2	DEPUTY DISTRICT TREASURER	Jennifer Jaquith	None, part of salary
5.3	CLERK OF THE BOARD	Laurie Ellis	\$1,531 per year
5.4	DEPUTY CLERK OF THE BOARD	Judy May	None, part of salary
5.5	DISTRICT TAX COLLECTOR	Kay Fanton	\$2,000 per year
5.6	RECORDS RETENTION AND DISPOSITION OFFICER	Laurie Ellis	None, part of salary
5.7	RECORDS MANAGEMENT OFFICER	Laurie Ellis	None, part of salary
5.8	DISTRICT HUMAN RIGHTS OFFICERS	Judy May	None, part of salary
5.9	DESIGNATED EDUCATION OFFICIALS	Principal Assistant Principal	None, Part of Salary None, Part of Salary
5.10	DASA COORDINATOR	Assistant Principal	None, part of salary
5.11	TITLE IX OFFICER	Wade Pearsall	None, part of salary
5.12	Chemical Hygiene Officer	Kathy Sortore	None, part of salary

Moved by: _____
 Seconded by: _____
 Ayes _____ Nays _____ Abstain _____

5.13 ADMINISTRATION OF THE OATH OF OFFICE TO APPOINTED OFFICERS OF THE BOARD:

All District appointed officials must take the required Oath of Office similar to those taken by elected officials of the Board. Appointed officers listed above must take the oath every year.

The President of the Board should direct the Clerk of the Board to administer the Oath of Office and obtain the required signatures from all officials not present at the meeting.

The President of the Board should also direct the Clerk of the Board to report to the Board when the oaths have been administered so that the action may be noted in the Official Minutes of the Board of Education.

5.14. STANDARD WORKDAY FOR ELECTED OFFICIALS TO THE BOARD OF EDUCATION:

BE IT RESOLVED: The Friendship Central School Board of Education be and hereby establishes the following as standard workdays of the elected official positions listed for the purpose of determining days worked reportable to the New York State and Local Employees' Retirement System for the period of 07/1/18 to 06/30/19.

Kay Fanton – Tax Collector

BOARD APPOINTMENTS

RESOLVED: that the Board of Education hereby appoints the following individuals and/or firms to serve the Friendship Central School District during the 2018-2019 school year; and to provide all services specified by law and past practice for the following positions at the compensation specified:

	POSITION	OFFICIAL	COMPENSATION
6.1	SCHOOL PHYSICIAN	Dr. Kassas	\$3,600
6.2	SCHOOL ATTORNEY	Hodgson Russ Dave Pullen	Per Hour Billing Per Hour Billing
6.3	CENTRAL TREASURER - EXTRACLASSROOM ACTIVITY FUNDS	Assistant Principal Constance Spring	None ⁴ , part of salary BOCES
6.4	ATTENDANCE OFFICER	Kathy Morris, RN	None, part of salary
6.5	HEALTH COORDINATOR	Kathy Morris, RN	None, part of salary
6.6	INDEPENDENT AUDITOR	R.A. Mercer	\$11,000 Estimated
6.7	INTERNAL CLAIMS AUDITOR	Rhonda Turner	BOCES
6.8	ASBESTOS DESIGNEE	Alan Brewer Dale Brown	None, part of salary None, part of salary

Moved by: _____
 Seconded by: _____
 Ayes _____ Nays _____ Abstain _____

DESIGNATIONS

RESOLVED: that the Board of Education of the Friendship Central School District hereby makes the following designations for the 2018-2019 fiscal year.

7.1 OFFICIAL BANK DEPOSITORY

RESOLVED: that the Board of Education hereby designates FIVE STAR BANK, Cuba, New York, and Community Bank as the Friendship Central School District's Official Depository; with the authority to receive and deposit in the District's accounts. All wire transfers of New York State Aid payments during the fiscal year.

BE IT FURTHER RESOLVED that Five Star Bank be designated as bank of investment AND all wire transfers of New York State Aid payments during the fiscal year for Friendship Central School District.

WHEREAS, Whenever, pursuant to law, a local government, as defined in section ten of this chapter or any of its officers or employees, is required to receive, retain and/or produce for examination or audit a cancelled check or checks drawn on an account of the local government, the local government, officer or employee may, if so authorized by the governing body of the local government, receive, retain and/or produce proper alternative documentation in the form of check images supplied by the payor bank or trust company in lieu of cancelled checks drawn on the accounts of the local government. Such check images shall show both sides of each check and shall be considered the equivalent of original cancelled checks for purposes of record keeping and auditing requirements.

WHEREAS, New York General Municipal Law, Article 5-G, Section 119-o ("Section 119-o") empowers municipal corporations (defined in Article 5-G, Section 119-n to include school districts, boards of cooperative educational services, counties, cities, towns and villages) and districts to enter into, amend, cancel and terminate agreements for the performance among themselves (or one for the other) of their respective functions, powers and duties on a cooperative or contract basis;

WHEREAS, the Friendship Central School, wishes to invest certain of its available investment funds in cooperation with other corporations and/or districts pursuant to a municipal cooperation agreement;

WHEREAS, the Friendship Central School, wishes to assure the safety and liquidity of its funds;

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

The Friendship Central School Business Official is hereby authorized to execute and deliver the Cooperative Investment Agreement in the name of and on behalf of the Friendship Central School.

7.2 REGULAR MONTHLY MEETINGS

RESOLVED: that the Board of Education hereby designates the third Tuesday of each calendar month at 6:30 P.M. as the day and time for monthly regular meetings of the Board of Education for the fiscal year.

7.3 OFFICIAL NEWSPAPER

RESOLVED: that the Board of Education hereby designates the Wellsville and Olean Newspapers, as the Friendship Central School District's Official Newspapers for the fiscal year.

7.4 REPRESENTATIVE AND ALTERNATE TO THE SHARED DECISION MAKING TEAM

RESOLVED: that the Board of Education hereby designates Board Member **Craig Plaisted** as the representative to the Shared Decision Making TEAM (Strategic Planning) for the 2018-2019 fiscal year; and further designates Board Member **William Ritchie** as alternate representative.

7.5 REPRESENTATIVE TO THE ALLEGANY-CATTARAUGUS SCHOOL BOARDS ASSOCIATION

RESOLVED: that the Board of Education hereby designates Board Member **Richard Stewart** as the representative to the Allegany-Cattaraugus School Boards Association for the 2018-2019 fiscal year and **William Ritchie** as alternate.

7.6 LEGISLATIVE REPRESENTATIVE

RESOLVED: That the Board of Education hereby designates Board Member **Richard Stewart** as the Legislative Representative and the NYSSBA Legislative Liaison for the 2018-2019 fiscal year.

7.7 ALLEGANY/CATTARAUGUS SCHOOLS MEDICAL HEALTH PLAN

RESOLVED: That the Board of Education hereby designates the SUPERINTENDENT as the DELEGATE and DISTRICT TREASURER as the ALTERNATE DLEGATE, to the Board of Directors of the Allegany Cattaraugus Schools Medical Health Plan for the 2018-2019 fiscal year.

Moved by: _____
Seconded by: _____
Ayes _____ Nays _____ Abstain _____

**FRIENDSHIP CENTRAL SCHOOL
2018-2019
Per Diem Rates**

- 1. Certified Substitute Teacher \$100.00/day
- 2. Non-Certified Substitute Teacher \$85.00/day

3. Substitute Rates:

Bus Driver	\$12.00
Secretary	\$Minimum Wage
Aide	\$Minimum Wage
Bus Monitor	\$Minimum Wage
Custodian/Cleaner	\$Minimum Wage
Food Service Helper	\$Minimum Wage
Substitute School Nurse Certified RN	\$85.00/day
Non-Certified LPN	\$75.00/day

4. School Lunch Price

Grades 6-12	Covered by CEP Grant
PreK – 5	Covered by CEP Grant
Adult Breakfast	\$2.25
Adult Lunch	\$3.75

- 5. Home Tutor Rates – Certified Teacher Per FTA Negotiated Contract

Moved by: _____
Seconded by: _____
Ayes _____ Nays _____ Abstain _____

AUTHORIZATIONS

RESOLVED: That the Friendship Central School District Board of Education hereby authorizes the following for the 2018-2019 fiscal year:

8.1 PAYROLL CERTIFICATION OFFICER

RESOLVED: that the Board of Education hereby designates SUPERINTENDENT/and or PRINCIPAL, as the Payroll Certification Officer, authorizing her to certify payrolls of the Friendship Central School District in conformance with Commissioner's Regulations Section 70.2(b).

8.2 SCHOOL PURCHASING AGENT

RESOLVED: that the Board of Education hereby designates DISTRICT TREASURER / and or SUPERINTENDENT, as the Official Purchasing Agent of the Friendship Central School District.

8.3 ATTENDANCE AT CONFERENCES, CONVENTIONS, AND WORKSHOPS

Section 77b of the General Municipal Law provides for the Board of Education to annually authorize the Superintendent to approve staff attendance at conferences, conventions, workshops, and other out-of-district activities.

RESOLVED: that the Board of Education hereby authorizes the SUPERINTENDENT, to approve staff attendance at conferences, conventions, workshops, and other out-of-district activities.

BE IT FURTHER RESOLVED: that the Board of Education hereby authorizes the DISTRICT TREASURER to approve Superintendent attendance at conferences, conventions, workshops and other out-of-district activities.

8.4 ESTABLISHMENT OF PETTY CASH FUNDS

RESOLVED: that the Board of Education hereby establishes a Petty Cash Fund in the amount of One Hundred Dollars (\$100.00) in conformance with Section 170.4 of the Commissioner's Regulations; said funds to be managed by DISTRICT TREASURER and LAURIE ELLIS in conformance with standard acceptable accounting procedures and New York State Law, rules and regulations.

8.5 DESIGNATION OF AUTHORIZED SIGNATURE ON CHECKS

RESOLVED: that the Board of Education hereby designates the DEPUTY DISTRICT TREASURER, to sign payroll checks and other disbursements and directs that his signature shall appear on the check signing machine plate; and electronically signed;

BE IT FURTHER RESOLVED: that the Board of Education hereby authorizes the DEPUTY DISTRICT TREASURER, AND DISTRICT TREASURER to sign payroll checks and other disbursements in the absence of the District Treasurer subject to the prior written authorization of the Superintendent.

8.6 AUTHORIZATION FOR THE CHIEF SCHOOL OFFICER TO APPROVE BUDGET TRANSFERS

RESOLVED: that the Board of Education hereby authorizes Superintendent, JUDY MAY to approve budget transfers, quarterly accounting of transfers to be provided to Board of Education, as provided under Section 170.2 of the Commissioner's Regulations to the limit permissible under New York State Law.

8.7 EXTENSION OF PUBLIC OFFICERS LAW, SECTION 18, COVERAGE TO BOARD OF EDUCATION MEMBERS AND EMPLOYEES

RESOLVED: that the Board of Education of the Friendship Central School District hereby adopts the coverage provided by Section 18 of the New York Public Officers Law for its employees as the term employee is defined in Section 18. This coverage shall supplement and be in addition to the coverage available to such employees by other enactment's or from other sources. The Business Administrator shall take steps, if necessary, to obtain insurance against this potential liability to the district.

8.8 AUTHORIZATION TO APPLY FOR GRANTS IN AID - STATE, FEDERAL, AND PRIVATE

RESOLVED: that the Board of Education of the Friendship Central School District hereby authorizes JUDY MAY, Superintendent of Schools, to apply for any and all grants for the District, its students, employees, officers and agents, as well as all cooperative efforts with other organizations and businesses, with the understanding that the final authorization of grants rests with the Board of Education.

8.9 AUTHORIZATION TO PREPARE TAX ROLLS AND ISSUE TAX WARRANTS

RESOLVED: that the Board of Education of the Friendship Central School District authorizes DISTRICT TREASURER / OR KAY FANTON, to prepare tax rolls and issue tax warrants upon receipt of the final equalization rates for the 2018-2019 school year.

8.10 PROFESSIONAL DEVELOPMENT PLAN STATEMENT OF CERTIFICATION

RESOLVED: that the Board of Education of the Friendship Central School District authorizes the SUPERINTENDENT to sign STATEMENT OF CERTIFICATION indicating that a district Professional Development Plan was reviewed and approved by the Board of Education.

Moved by: _____
Seconded by: _____
Ayes _____ Nays _____ Abstain _____

BONDING OF PERSONNEL

RESOLVED: that the Friendship Central School District Board of Education hereby directs the Business Administrator to establish bonding to the following levels for the individuals in each of the following positions for the 2018-2019 fiscal year.

POSITION	LEVEL OF BONDING
9.1 BUSINESS EXECUTIVE	\$100,000
9.2 DISTRICT TREASURER	\$1,100,000
9.3 DEPUTY DISTRICT TREASURER	\$100,000
9.4 ACCOUNTS PAYABLE CLERK	\$100,000
9.5 PAYROLL CLERK	\$100,000
9.6 TAX COLLECTOR	\$1,100,000
9.7 CENTRAL TREASURER - ACTIVITIES FUND	\$100,000
9.8 CLERK OF THE BOARD	\$100,000
9.9 DEPUTY CLERK	\$100,000
9.10 ALL EMPLOYEES, VOLUNTEERS, AND OFFICERS OF THE BOARD	\$100,000

Moved by: _____
Seconded by: _____
Ayes _____ Nays _____ Abstain _____

DISTRICT GOALS

RESOLVED: the list of goals below are the Organizational Goals as adopted by the Board of Education. The Board hereby directs the personnel of the Friendship Central School District to work toward the achievement of these organizational goals as they currently exist or as they may be modified during the 2018-2019 school year.

*Friendship Central School District
Office of the Superintendent*

GOALS FOR THE NEXT FIVE YEARS 2017 - 2022

GOAL #1: FINANCIAL

Develop a fiscally responsible, policy driven financial plan for the Friendship Central School District that addresses accountability while providing adequate financial support for student achievement.

GOAL #2 INSTRUCTIONAL

Develop a data driven plan to increase achievement and accountability for all students.

GOAL #3 FACILITIES

Develop a Capital Project plan that addresses long term facility needs and successful completion of current projects.

GOAL #4 PERSONNEL

Recruit and retain quality employees with a desire for continual improvement through professional development.

GOAL #5 COMMUNITY

Create good relationships with local community groups and businesses, thereby increasing the community's involvement in; and their commitment to; education.

(2007)

Moved by: _____
Seconded by: _____
Ayes _____ Nays _____ Abstain _____

**DISTRICT MISSION STATEMENT AND
EXITING STANDARDS**

RESOLVED: the Mission Statement and Exiting Standards which follow are the Mission Statement and Exiting Standards of the Friendship Central School District as adopted by the Board of Education. The Board hereby directs the personnel of the Friendship Central School District to work toward the achievement of this Mission Statement and these Exiting Standards during the 2018-2019 school year.

Moved by: _____
Seconded by: _____
Ayes _____ Nays _____ Abstain _____

**FRIENDSHIP CENTRAL SCHOOL
MISSION STATEMENT**



Friendship Central School Vision Statement

Friendship Central School is committed to a healthy, disciplined, and productive environment where students and adults are meaningfully engaged in learning.

Our facility will:

- Represent a clean, safe and orderly environment
- Have a décor reflecting a sense of pride

Our total community of learners will be:

- Supportive of each other
- Excellent communicators
- Collegial collaborators
- Active problem solvers
- Visionaries
- Innovators
- Creators

Students will:

- Have interactive learning
- Be taught to communicate effectively through mastery of problem-solving, critical thinking, life management, and communication skills
- Be taught skills that enable them to function fully in the technological society and global community
- Gain recognition of self-worth and individual differences
- Be given the opportunity to grow academically, emotionally, socially, physically, and culturally
- Feel empowered to reach their potential

The school will promote positive relationships with parents and community through:

- Parental partnerships
- Active community involvement with events and activities to foster and encourage participation of all of the Friendship community

Friendship Central School will be a place in which individuals promote respect and pride for the school, peers, and the community, and where individuals model positive competitive actions.

**READOPTON OF THE CODE OF ETHICS AND
ALL POLICIES, REGULATIONS, AND PROCEDURES**

RESOLVED: that the Board of Education hereby directs that the Code of Ethics and all policies, regulations and procedures in effect in the Friendship Central School District during the 2017-2018 school year shall be in full effect for the 2018-2019 school year;

AND BE IT FURTHER RESOLVED: that the Board of Education directs that all personnel of the Friendship Central School District are expected to immediately become familiar with and work in compliance with the Friendship Central School District Board of Education administrative philosophy, the Code of Ethics, Board of Education policies, Administrative Regulations, rules and procedures and in support of academic excellence and sound moral development in children.

Moved by: _____
Seconded by: _____
Ayes _____ Nays _____ Abstain _____

**ESTABLISHMENT OF THE DISTRICT'S
2018-2019 TABLE OF ORGANIZATION**

Certificated Staff by Tenure Area

RESOLVED: that the Board of Education hereby establishes the attached as the table of organization for the positions of certificated staff by tenure area in the Friendship Central School District for the 2018-2019 school year;

AND BE IT FURTHER RESOLVED: that the Superintendent of Schools is authorized to staff the Friendship Central School District as provided in the Table of Organization;

AND BE IT FURTHER RESOLVED: that staffing or employment of any person for any position shall only be by appointment by the Board of Education except for substitutes or emergency replacements as authorized by the Superintendent of Schools.

Moved by: _____
Seconded by: _____
Ayes _____ Nays _____ Abstain _____

PERSONNEL

Certified Staff By Tenure Area

POSITION	TENURE/CERTIFICATION	INDIVIDUAL'S NAME	FTE
Superintendent	School District Administrator	Judy May	.5
PreK -12 Principal	School District Administrator	Chris Cornwell	1.0
District Treasurer	School District Treasurer	Constance Spring	.8
Assistant Principal	School District Administrator	Adam Button	1.0
Teacher	Pre-Kindergarten	Jericca Linderman	1.0
Teacher	Kindergarten	Lindsey Weaver	1.0
Teacher	Kindergarten	Anthony Yates	1.0
Teacher	First Grade	Ann Nickerson	1.0
Teacher	First Grade	Angela Rhodes	1.0
Teacher	Grade 2	Kassandra Bauer	1.0
Teacher	Grade 2	Sheila Freeman	1.0
Teacher	Grade 3	Joseph Lasaponara	1.0
Teacher	Grade 3	Eve Kushner	1.0
Teacher	Grade 4	Michele Crabb	1.0
Teacher	Grade 4	Kelly Costello	1.0
Teacher	Grade 5	Ashley Brubaker	1.0
Teacher	Grade 5	Erin Sleggs	1.0
Teacher	Science 7-12	Kathy Sortore	1.0
Teacher	English 6-12	Jennie Norton	1.0
Teacher	Social Studies 7-12	Cory Hills	1.0
Teacher	Math 6-12		1.0
Teacher	Art – K-12	Evelyn Welka	1.0
Teacher	Art – K-12	Betsy Price	0.5
Teacher	Reading/Math	Sheryl Hoopes	1.0
Teacher	English 7-12	Margaret Giardini	1.0
Teacher	Guidance	Wade Pearsall	1.0
Teacher	Guidance	Gabrielle Betsa	1.0
Teacher	Health/Physical Education K-5	Deb Kane	1.0
Teacher	Spanish	Erin Lord	1.0
Teacher	Math 6-12	Courtney Wagner	1.0
Teacher	Music K-12	Todd Chadwick	1.0
Teacher	Phys Ed 6-12 / Athletic Director	Bradley Gertis	1.0
Teacher	Reading	Angela Eddy	1.0
Teacher	Science 6-12	David Yochum	1.0
Teacher	Social Studies 7-12	James Greenaker	1.0
Teacher	Technology Education	Jeff Adamski	1.0
Teacher	Elementary	Paul Braun	.8
Teacher	Special Education /AIS 3-8	Jennifer Allen	1.0
Teacher	Special Education	Amber Calmes	1.0
Teacher	Special Education	Amy Peterson	1.0
Teacher	Special Education	Chelsea Lewis	1.0
Teacher	Special Education	Alice White	1.0

Teacher	Special Education	Leah Armison	1.0
Teacher	Speech Therapy	Amy Tavenier	1.0
Teacher	Speech Therapy	Sara Young	1.0
Teacher Assistant	Teacher Assistant	Trisha Cole	1.0
Teacher Assistant	Teacher Assistant	Nicole Brandes	1.0
Teacher Assistant	Teacher Assistant	Amanda Thomas	1.0
OT	Occupational Therapy	Lona Downy	1.0

PERSONNEL

BOCES Certified Staff By Tenure Area

POSITION	TENURE/CERTIFICATION	INDIVIDUAL'S NAME	FTE
School Psychologist /CSE/CPSE Chairperson *	School Psychology/CSE CPSE Chairperson	Kim Riordan	1.0
Teacher *	Music	Lori Taylor	0.4
Teacher *	PT	TBD	TBD
Support Staff *	Teacher of Visually Impaired / O & M	TBD	.4
Teacher *	Library / Media Center	TBD	.4
School Counselor *		TBD	.4
School Psychologist *		TBD	.2

* Denotes BOCES position

**ESTABLISHMENT OF THE DISTRICT'S
2018-2019 TABLE OF ORGANIZATION**

Classified Staff by Position and Hours

RESOLVED: that the Board of Education hereby establishes the attached as the Table of Organization for the positions of classified staff by position and hours in the Friendship Central School District for the 2018-2019 school year;

AND BE IT FURTHER RESOLVED: that the Superintendent of Schools is authorized to staff the Friendship Central School District as provided in the Table of Organization;

AND BE IT FURTHER RESOLVED: that staffing or employment of any person for any position shall only be by appointment by the Board of Education except for substitutes or emergency replacements as authorized by the Superintendent of Schools.

Moved by: _____
Seconded by: _____
Ayes _____ Nays _____ Abstain _____

PERSONNEL
Classified Staff by Hour and Position

LOCATION	POSITION TITLE	INDIVIDUAL'S NAME	HOURS /DAY	DAYS/ YEAR	HOURS/Y EAR
School Support	RN/School to Home Coordinator	Kathy Morris	7.50	185	1387.5
Cafeteria	Manager	Megan Solomon	7.50	185	1387.5
Cafeteria	Cook	Kathy Schumann	6.00	185	1110
Cafeteria	Food Service	Cathy Hamilton	6.00	185	1110
Cafeteria	Food Service	Marylise Brown	4.50	185	832.5
Cafeteria	Food Service	Regina Giles	6.00	185	1110
Clerical	Secretary	Laurie Ellis	8.00	260	2080
Clerical	Secretary	Jaqueline Schasre	8.00	238	1904
Clerical	Secretary	Michelle Greene	8.00	260	2080
Clerical	Secretary	Connie Lockwood	8.00	238	1904
Custodial/ Maintenance	Custodian/Bus Driver	Dale Brown	8.00	260	2080
Custodial/ Maintenance	Custodian/Bus Driver	Kirk Kirch	8.00	260	2080
Custodial/ Maintenance	Cleaner	Michelle Bidwell	8.00	260	2080
Custodial/ Maintenance	Cleaner	Cindy Farnum	8.00	260	2080
Custodial / Maintenance	Cleaner	Dennis Cross	8.00	260	2080
Custodial/ Maintenance	Cleaner	Curtis Groves	8.00	260	2080
Transportation	Trans-Super-Maint.	Brian Swank	8.00	260	2080
Transportation	Bus Driver	Andrew Chalker	4.00	185	740.00
Transportation	Bus Driver	Connie Hammond	5.50	185	1017.50
Transportation	Bus Driver	James Braley	4.00	185	740.00
Transportation	Bus Driver	Dennis Gildner	4.50	185	832.50
Teacher Aide	Teacher Aide	Regina Harmon	6.75	185	1248.75
Teacher Aide	Teacher Aide	Lori Gibney	6.75	185	1248.75
Teacher Aide	Teacher Aide	Brenda Carpenter	6.75	185	1248.75
Teacher Aide	Teacher Aide	Donna Lewis	6.75	185	1248.75
Bus Monitor	Bus Monitor	Shari Reed	4.00	185	740.00
Bus Monitor	Bus Monitor	Deanna Tyler	4.00	185	740.00
Bus Monitor	Bus Monitor	Andrew Greene	3.25	185	601.25

* Denotes BOCES position

July 2018

**ESTABLISHMENT OF THE DISTRICT'S
2018-2019 TABLE OF ORGANIZATION**

**Extracurricular and Interscholastic
Athletic Positions**

RESOLVED: that the Board of Education hereby establishes the attached as the Table of Organization for the positions of extracurricular and interscholastic athletics in the Friendship Central School District for the 2018-2019 school year;

AND BE IT FURTHER RESOLVED: that the Superintendent of Schools is authorized to staff the Friendship Central School District as provided in the Table of Organization;

AND BE IT FURTHER RESOLVED: that staffing or employment of any person for any position shall only be by appointment by the Board of Education except for substitutes or emergency replacements as authorized by the Superintendent of Schools.

Moved by: _____
Seconded by: _____
Ayes _____ Nays _____ Abstain _____

Personnel

Extracurricular and Interscholastic
Athletic and Athletic Support Positions

ACTIVITY	COMPENSATION	DURATION
12 th Grade Class Advisor + Fair	Per Negotiated Agreement	School Year 2018–2019
11 th Grade Class Advisor + Fair	Per Negotiated Agreement	School Year 2018–2019
10 th Grade Class Advisor	Per Negotiated Agreement	School Year 2018–2019
9 th Grade Class Advisor	Per Negotiated Agreement	School Year 2018–2019
Student Council Advisor	Per Negotiated Agreement	School Year 2018–2019
MS Student Council	Per Negotiated Agreement	School Year 2018–2019
Yearbook Advisor	Per Negotiated Agreement	School Year 2018–2019
Marching Band Advisor	Per Negotiated Agreement	School Year 2018–2019
Scorekeeper	Per Negotiated Agreement	School Year 2018–2019
Timer	Per Negotiated Agreement	School Year 2018–2019
Chaperone	Per Negotiated Agreement	School Year 2018–2019
National Honor Society	Per Negotiated Agreement	School Year 2018–2019
Jr. National Honor Society	Per Negotiated Agreement	School Year 2018–2019
Spanish Club Advisor	Per Negotiated Agreement	School Year 2018–2019
Varsity Soccer Boys	Per Negotiated Agreement	Fall Sports Season 2018-2019
Varsity Soccer Girls	Per Negotiated Agreement	Fall Sports Season 2018-2019
Varsity Basketball Boys	Per Negotiated Agreement	Winter Sports Season 18-19
Varsity Basketball Girls	Per Negotiated Agreement	Winter Sports Season 18-19
Junior High School Basketball	Per Negotiated Agreement	Winter Sports Season 18-19
Intramural Basketball	Per Negotiated Agreement	Winter Sports Season 18-19
Varsity Baseball	Per Negotiated Agreement	Spring Sports Season 18-19
Varsity Softball	Per Negotiated Agreement	Spring Sports Season 18-19
Cheerleading	Per Negotiated Agreement	Spring Sports Season 18-19
Odyssey of the Mind	Per Negotiated Agreement	School Year 2018–2019
Model UN	Per Negotiated Agreement	School Year 2018–2019
Scholastic Challenge	Per Negotiated Agreement	School Year 2018–2019
Newsletter Co Advisors	Per Negotiated Agreement	School Year 2018–2019
Athletic Director	Per Negotiated Agreement	School Year 2018–2019
Mentor Teacher	Per Negotiated Agreement	School Year 2018–2019
Director of Guidance	Per Negotiated Agreement	School Year 2018–2019
Modified Girls Soccer	Per Negotiated Agreement	School Year 2018–2019
Modified Boys Soccer	Per Negotiated Agreement	School Year 2018–2019
Modified Boys Basketball	Per Negotiated Agreement	School Year 2018–2019
Modified Girls Basketball	Per Negotiated Agreement	School Year 2018–2019
Modified Boys Baseball	Per Negotiated Agreement	School Year 2018–2019
Modified Girls Softball	Per Negotiated Agreement	School Year 2018–2019

**APPOINTMENT OF DISTRICT'S
COMMITTEE ON SPECIAL EDUCATION
FOR 2017-2018**

As required by Chapter 853 of the Laws of 1976, effective July 1, 1977, the Board of Education is responsible for the appointment of members of the District's Committee on the Handicapped.

Therefore, I, Judy May, Superintendent of the Friendship Central School District, County of Allegany, hereby recommend that the Board of Education appoint the following persons to the Committee on Special Education for the school year 2018-2019:

REGULAR MEMBERS:

Kim Riordan	Chairperson of the CSE and School Psychologist
Assistant Principal	Substitute CSE Chairperson
Teacher of Student	Teacher Member Teacher of Special Education
Wade Pearsall Gabe Betsa	Guidance Counselor Guidance Counselor
Teacher of Student	Special Educator Regular Classroom Teacher
Chris Cornwell	Pre K-12 Principal
Parent Members	Tami Ayers Genevieve Clark

SPECIAL MEMBERS (As Needed)**

Judy May	Superintendent
Dr. Kassas	School Physician
Kathy Morris, RN	School to Home Coordinator

** In June 1980, Governor Cuomo signed into law a bill that removes the School Physician from the list of required permanent members of the committee. The School Physician need only attend meetings at the specific request of the CSE chairperson or a parent of a special needs child.

Moved by: _____
Seconded by: _____
Ayes _____ Nays _____ Abstain _____

**APPOINTMENT OF DISTRICT'S
COMMITTEE ON PRE-SCHOOL SPECIAL EDUCATION
FOR 2018-2019**

Effective July 1, 1989, the New York State legislature gave school districts responsibility for the evaluation, classification and placement of pre-school handicapped children. Under this legislation the Board of Education is responsible for the appointment of a Committee on Pre-school Special Education.

Therefore, I, Judy May, Superintendent of the Friendship Central School District, County of Allegany, hereby recommend that the Board of Education appoint the following persons to the Pre-school Committee on Special Education for the school year 2018-2019:

REGULAR MEMBERS:

Kim Riordan	CPSE Chairperson
Assistant Principal	Substitute CPSE Chairperson
Various Persons	The Agency Designated Professional Who Participated in the Evaluation of the Child
Various Persons	The Certified or Licensed Professional Designated by the Agency Charged With Responsibility for the Child From Age Zero to Two, if any.
Various Persons	Professional Appointed by Allegany County
Parent Members	Tami Ayers Genevieve Clark

SPECIAL MEMBERS (As Needed)

Judy May	Superintendent
Dr. Kassas	School Physician
Kathy Morris, RN	School to Home Coordinator

AND FURTHER, the decision for action by the CPSE shall be by consensus; however, if no consensus exists on an issue, then the decision shall be made by vote of the regular members.

Moved by: _____
Seconded by: _____
Ayes _____ Nays _____ Abstain _____

**ESTABLISHMENT OF THE DISTRICT
MILEAGE REIMBURSEMENT RATE**

RESOLVED: that the Friendship Central School District Board of Education hereby establishes the mileage allowance for use of personal vehicles on official school business at the Internal Revenue Service allowable rate for all mileage traveled on school business with the prior approval of the Superintendent.

Moved by: _____
Seconded by: _____
Ayes _____ Nays _____ Abstain _____

**AUTHORIZATION TO PARTICIPATE IN COOPERATIVE BIDDING
THROUGH THE CATTARAUGUS-ALLEGANY BOCES**

The Friendship Central School District will participate in cooperative bidding through the Cattaraugus-Allegany BOCES on behalf of participating districts, to the greatest extent possible yielding savings to the District, for the following items during the 2018-2019 fiscal year:

- Meats and Groceries
- Bread
- Milk
- Ice Cream
- Custodial Supplies and Equipment
- Paper and Paper Supplies
- General Office and Computer Supplies
- Consumable Classroom Supplies
- Natural Gas
- Business and Instructional Equipment
- Athletic Supplies and Equipment
- And Other Items Added Upon the Request of the District

Moved by: _____
Seconded by: _____
Ayes _____ Nays _____ Abstain _____

**RESOLUTION REGARDING RETENTION AND
DISPOSITION OF DISTRICT RECORDS**

RESOLVED: that the Board of Education of the Friendship Central School District hereby adopts Records Retention and Disposition Schedule ED-1 (issued pursuant to Section 65-b of the Public Officers Law, and containing legal minimum retention periods for the records of elementary and secondary educational institutions) to be used by the Records Management Officer and all District employees for retention and disposing of school records:

AND BE IT FURTHER RESOLVED: that in accordance with Title 8 of the Official Compilation of Codes, Rules and Regulations of the State of New York, Part 185.6(b):

- (a) Only those records will be disposed of that are described in Records Retention and Disposition Schedule ED-1 after they have met the minimum retention period; and
- (b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond established time periods.

Moved by: _____
Seconded by: _____
Ayes _____ Nays _____ Abstain _____

RESOLUTION AUTHORIZING REVENUE ANTICIPATION NOTES

A REVENUE ANTICIPATION NOTE RESOLUTION DATED July 1, 2018, 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 FRIENDSHIP 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.

To better provide for the accomplishment of the purposes and goals of this Board, BE IT RESOLVED by the Board of Education of the Friendship Central School District, Allegany County, New York, as follows:

SECTION 1: The power to authorize, from time to time and during the fiscal year 2018-2019, the issuance and sale of revenue anticipation notes of the Friendship Central School District, New York, including renewals thereof, in anticipation of the collection of revenues to be received by the School District as state aid from the State of New York, is hereby delegated to the President of the Board of Education, the chief fiscal officer. This power shall extend to the authorization of revenue anticipation notes to be issued by the School District in anticipation of revenues to be received in any given fiscal year or during the two (2) weeks prior to the commencement of such fiscal year. Such notes shall be of such terms, and of such form and consent as may be determined by said President of the Board of Education in accordance with the Local Finance Law of the State of New York.

SECTION 2: It is hereby determined that any notes which may be issued by the School District pursuant to this resolution in anticipation of the collection of revenues to be received by the School District from the State of New York for any given fiscal year shall be issued during such fiscal year or during the two (2) weeks prior to the commencement of such fiscal year and otherwise in accordance with Section 25.00 of the Local Finance Law of the State of New York.

SECTION 3: The Treasurer of the School District or the Clerk of the Board may execute such notes if for any reason the President of the Board does not execute such notes.

SECTION 4: It is hereby determined and declared that it is the intent of this Board of Education that this resolution remain in full force and effect during the fiscal year 2018-2019, for the issuance of aforesaid notes until this resolution is modified, amended, rescinded, revoked, or repealed by this Board.

SECTION 5: This resolution shall take effect immediately.

Moved by: _____
Seconded by: _____
Ayes _____ Nays _____ Abstain _____

ANNUAL READOPTON OF PROCEDURES

RESOLVED: that the Board of Education hereby readopts the following procedures as in use on June 30, 2017, for the 2018-2019 school year and as specified in Friendship Central School District Board of Education policy:

1. Student Handbook
2. Teacher's Handbook
3. Athletic Handbook
4. Code of Conduct
5. Activity Eligibility Policy
6. Attendance Policy

Moved by: _____

Seconded by: _____

Ayes _____ Nays _____ Abstain _____

APPOINTMENT OF BOARD OF EDUCATION COMMITTEES

The President of the Board of Education is empowered to appoint board members to the following standing committees and such ad hoc committees as may from time to time be necessary:

COMMITTEE	BOARD MEMBERS
20.1 AUDIT	20.1.1 Entire Board
	20.1.2
20.2 NEGOTIATIONS	20.2.1 Richard Stewart
	20.2.2 Craig Plaisted - Alternate
20.3 ATHLETIC	20.3.1 James Lewis / Wendy Blimline
20.4 CURRICULUM/PROFESS DEV. TECHNOLOGY	20.3.2 William Ritchie Wendy Blimline
20.5 BUILDINGS AND GROUNDS	20.4.1 Craig Plaisted
20.6 TRANSPORTATION	20.4.2 William Ritchie / Wendy Blimline
20.7 NYSSBA DELEGATE	20.8.1 Richard Stewart
NYSSBA ALTERNATE	20.8.2 James Lewis