

**WAVERLY CENTRAL SCHOOL DISTRICT
ANNUAL ORGANIZATIONAL MEETING
BOARD OF EDUCATION**

Thursday, July 6, 2023 at 6:00 p.m. in Middle School Learning Commons

ORGANIZATIONAL MEETING AGENDA

1.0 Call to order and Pledge of Allegiance by District Clerk

2.0 Election of Officers of the Board of Education

2.1 Administration of Oath of Office to newly elected Board of Education Member, Kristi Zimmer by Board Clerk.

2.2 Election for President of the Board of Education by Board Clerk.

2.3 Administration of Oath of Office to President by Board Clerk.

Newly-elected President to take over meeting at this point.

2.4 Election for Vice President of the Board of Education.

2.5 Administration of Oath of Office to Vice President by Board Clerk.

3.0 Annual Appointments (effective July 1, 2023)

Recommendation

3.1 District Clerk

Michelle Keene\

3.2 District Treasurer

Pamela Beard

3.3 District Deputy Treasurer

Michelle Keene

3.4 District Tax Collector

Pamela Beard

3.5 Internal Claims Auditor, with an annual stipend of \$3,800

Shirley Lopreste Accounting

4.0 Other Appointments

Recommendation

4.1 School Physician

Dr. Phykitt/Guthrie

4.2 School Attorney

Ferrara Fiorenza PC Law Firm

4.3 Central Treasurer-Extraclassroom Activity Acct.

Cindy Shaffer

4.4 Central Auditor – Extraclassroom Activity Acct.

Pamela Beard

4.5 Attendance Officers

Matthew Talada

4.6 External Auditor

Insero, Inc.

4.7 Internal Auditor

TST BOCES

4.8 Records Access Officer

Eric Knolles

4.9 Records Management Officer

Kathy Rote

4.10 Asbestos (LEA) Designee

Matthew Talada

4.11 Purchasing Agents

Kathy Rote & Pamela Beard

4.12 Authorization Agents for Disbursement

Eric Knolles & Kathy Rote

4.13 Compliance Officer for Title II, IX, Section 504

Kristin Bailey

- | | | |
|------|--|-----------------------------------|
| 4.14 | Chairperson of Annual District Meeting and Special District Meetings for 2023-2024 | Michelle Keene |
| 4.15 | DASA Coordinators | Elizabeth McIntosh and Darcy Dill |
| 4.16 | Sexual Harassment Officer | Colleen Hall |
| 4.17 | Data Protection Officer | Matthew Talada |

5.0 Other Appointments to Board Committees

- | | | |
|-----|-----------------------------|-----------------|
| 5.1 | Audit Committee | (Three Members) |
| 5.2 | Special Education Committee | (Two Members) |
| 5.3 | Academic Committee | (Three Members) |
| 5.4 | Policy Committee | (Three Members) |
| 5.5 | CAPP Committee | (Three Members) |

6.0 Designations

- 6.1 Official Bank Depositories
1. Key Bank
 2. Chemung Canal Trust Company
 3. Tioga State Bank
 4. JP Morgan Chase
 5. Mellon Bank

- 6.2 Official Newspaper
- 6.2.1 The Morning Times

- 6.3 Official Radio Station
- 6.3.1 WATS/WAVR Choice 102

7.0 Authorizations

- | | | | |
|-----|--|----------------------|----------------------------------|
| 7.1 | To Certify Payroll | | Eric Knolles |
| 7.2 | Conferences, Conventions, Workshops Attendance | | Eric Knolles |
| 7.3 | Establish Petty Cash Funds | <u>Amount</u> | <u>Responsible Person</u> |
| | 1. Superintendent | \$100. | Eric Knolles |
| | 2. High School Principal | \$ 50. | Ashlee Hunt |
| | 3. Middle School Principal | \$ 50. | Catherine Pichany |
| | 4. Lincoln Street Principal | \$ 50. | Colleen Hall |
| | 5. Elm Street Principal | \$ 50. | John Cheresnowsky |

- | | | | |
|-----|---|---------------------------------|-------------------------|
| 6. | Athletic Director | \$300/\$800 for football season | Richard McIntosh |
| 7. | Cafeteria Manager | \$100 | Paulette Roush |
| 7.4 | Designation of Signatures on All Checks | | Pamela Beard |
| 7.5 | Designation of Signatures on Student Activity Accounts | | Cindy Shaffer |
| 7.6 | Budget Transfers on Chief School Officer's Approval | | Kathy Rote/Eric Knolles |
| 7.7 | Superintendent to apply for Grants in Aid (State and Fed) | | Eric Knolles |
| 7.8 | Advertising for Various Goods and Services | | Kathy Rote |

8.0 Official Undertakings (Bonds)

- 8.1 District Treasurer - \$1,100,000
- 8.2 Deputy Treasurer - \$100,000
- 8.3 Tax Collector - \$1,100,000
- 8.4 Central Treasurer – Extraclassroom Activity Account - \$100,000
- 8.5 Central Auditor – Extraclassroom Activity Account - \$100,000
- 8.6 Internal Claims Auditor - \$1,100,000
- 8.7 All persons and positions required by law or regulation to be bonded

9.0 Other Items

- 9.1 Approve Resolution for Qualified Lead Evaluators of Teachers.
- 9.2 Approve Resolution for Qualified Lead Evaluator of Administrators.
- 9.3 Approve the 2023-2024 Board of Education Meeting Schedule.
- 9.4 Approve re-adoption of all Policies including Code of Conduct in effect during the 2022-2023 school year.
- 9.5 Approve Resolution regarding Provision for Legal Counsel and Legal Indemnification for Board Members, Officers of the Board and Administrative Staff.
- 9.6 Mileage Reimbursement Rate will be set according to the IRS standard mileage rate, which is currently \$.62.5 per mile.

10.0 Special Education Appointments

10.1 2023-2024 Committee on Special Education (CSE)

Director of Special Programs or School Psychologist, Chairperson, Parent of the Student, General Education Teacher, Special Education Teacher/Provider, School Psychologist, Dr. Donald Phykitt, School Physician, if requested, Additional

Parent Member, if requested, others with Knowledge/Expertise, Agency Representative for Transition Planning and Student, if appropriate.

10.2 2023-2024 Subcommittees on Special Education (Sub-CSE)

School Psychologist, Chairperson, or Special Education Teacher, Chairperson, Parent of the Student, General Education Teacher, Special Education Teacher/Provider, Others with Knowledge or Expertise and Agency Representative for Transition Planning.

10.3 2023-2024 Committee on Preschool Special Education (CPSE)

Director of Special Programs or School Psychologist, Chairperson, Parent of the Child, General Education Teacher, Special Education Teacher/Provider, Additional Parent Member, if requested, Others with Knowledge or Expertise, Early Intervention Program Representative, if appropriate, and Representative of the Municipality.

10.4 Recommendation to approve Becky Rogers as Surrogate Parent for Waverly School District.

10.5 The Board of Education adopts the New York State Education Department's Impartial Hearing Officer rotational list when an impartial hearing request has been sent to the Chairperson of the Committee (CPSE or CSE).

10.6 Recommendation to approve the attached list of Independent Evaluators to evaluate students when an independent evaluation (IEE) is requested by the parent.

10.7 Recommendation to approve Becky Rogers as Waverly Central School District's CPSE and CSE additional parent member.

The Regular Meeting will now begin.

CONSTITUTIONAL OATH OF OFFICE**KRISTI ZIMMER, BOARD MEMBER**

I solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge my duties as a member of the Board of Education of the Waverly Central School District according to the best of my ability.

Dated: July 6, 2023

Kristi Zimmer, Board Member

Board Clerk

CONSTITUTIONAL OATH OF OFFICE

BOARD OF EDUCATION PRESIDENT

I solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge my duties as the President of the Board of Education of the Waverly Central School District according to the best of my ability.

Dated: July 6, 2023

Board of Education President

Board Clerk

CONSTITUTIONAL OATH OF OFFICE**BOARD OF EDUCATION VICE PRESIDENT**

I solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge my duties as the Vice President of the Board of Education of the Waverly Central School District according to the best of my ability.

Dated: July 8, 2021

Board of Education Vice President

Board Clerk

RESOLUTION TO APPROVE QUALIFIED LEAD EVALUATOR OF THE TEACHERS

BE IT RESOLVED, that the Waverly Central School District Board of Education hereby approves Colleen Hall, John Cheresnowsky, Brian Miller, Catherine Pichany, Jacqueline Picco, Ashlee Hunt, William T. Walsh, II, Ernest Marilley, Kristin Bailey, Eric A. Knolles, Elizabeth McIntosh, of the Waverly Central School District, as Qualified Lead Evaluators of the teachers having successfully completed the training requirements, including:

- (1) The New York State Teaching Standards, and their related elements and performance indicators/the Leadership Standards and their related functions;
- (2) Evidence-based observation techniques that are grounded in research;
- (3) Application and use of the student growth percentile model and the value-added growth model;
- (4) Application and use of the State-approved teachers rubrics selected by the Waverly Central School District for use in the evaluations of teachers including training on the effective application of such rubrics to observe a teacher's practice;
- (5) Application and use of the assessment tools that the Waverly Central School District utilizes to evaluate its teachers;
- (6) Application and use of the State-approved locally selected measures of student achievement used by the Waverly Central School District to evaluate its teachers;
- (7) The scoring methodology utilized by the Department and the Waverly Central School District to evaluate teachers.

This certification has been issued in accordance with the process for certifying lead evaluators described in the Waverly Central School District's annual professional performance review plan.

Signature of Board President

Adopted July 6, 2023

**RESOLUTION TO APPROVE QUALIFIED LEAD EVALUATOR
OF THE ADMINISTRATORS**

BE IT RESOLVED, that the Waverly Central School District Board of Education hereby approves Eric A. Knolles, Superintendent of Schools, Elizabeth McIntosh, Director of Curriculum and Instruction, and Matthew Talada, Director of Management Services, of the Waverly Central School District, as Qualified Lead Evaluators of the administrators having successfully completed the training requirements, including:

- (1) The New York State Teaching Standards, and their related elements and performance indicators/the Leadership Standards and their related functions;
- (2) Evidence-based observation techniques that are grounded in research;
- (3) Application and use of the student growth percentile model and the value-added growth model;
- (4) Application and use of the State-approved administrators rubrics selected by the Waverly Central School District for use in the evaluations of administrators including training on the effective application of such rubrics to observe an administrator's practice;
- (5) Application and use of the assessment tools that the Waverly Central School District utilizes to evaluate its administrators;
- (6) Application and use of the State-approved locally selected measures of student achievement used by the Waverly Central School District to evaluate its administrators;
- (7) The scoring methodology utilized by the Department and the Waverly Central School District to evaluate administrators.

This certification has been issued in accordance with the process for certifying lead evaluators described in the Waverly Central School District's annual professional performance review plan.

Signature of Board President

Adopted July 6, 2023

WAVERLY CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION MEETINGS
SCHEDULE FOR 2023-2024

July 6	Thursday	-	Reorganizational Meeting & Regular Meeting
August 17	Thursday	-	Regular Meeting
August 31	Thursday	-	Regular Meeting
September 14	Thursday	-	Regular Meeting
October 12	Thursday	-	Regular Meeting
November 9	Thursday	-	Regular Meeting
December 14	Thursday	-	Regular Meeting
January 11	Thursday	-	Regular Meeting
February 8	Thursday	-	Regular Meeting
March 14	Thursday	-	Regular Meeting
March 28	Thursday	-	Regular Meeting
April 9	Tuesday	-	GST BOCES Annual Meeting
April 17	Wednesday	-	Regular Meeting & GST BOCES Budget Vote & Board Election
May 7	Tuesday	-	Budget Hearing
May 14	Tuesday	-	Annual District Meeting @ 11:30 a.m.
May 14	Tuesday	-	Annual Vote from Noon to 8:00 p.m.
May 16	Thursday	-	Regular Meeting
June 13	Thursday	-	Regular Meeting

All meetings will begin at 6 pm.

All meetings will be held at the Middle School Learning Commons.

**RESOLUTION FOR APPROVAL OF LEGAL COUNSEL AND LEGAL
INDEMNIFICATIONS FOR BOARD MEMBERS, OFFICERS OF THE BOARD
AND ADMINISTRATIVE STAFF**

BE IT RESOLVED, that the Waverly Central School District Board of Education hereby agrees that the District shall provide legal counsel and indemnify its Members, Officers, the Superintendent of Schools, and School Building and District Administrators, against all uninsured financial or property loss arising out of any proceeding, claim, demand, suit, tort, arbitration or judgment by reason of alleged negligence or other conduct resulting in bodily or other injury to any person or damage to the property of any person committed while said Board Member, Officer, Superintendent, or Administrator is acting within the scope of his/her employment or at the discretion of the Board of Education.

Dated: July 6, 2023

Signature of Board Clerk

Date Adopted

Waverly Central School District

Independent Evaluators

2023-2024

<p>The Center for Psychological Services Dr. Stephanie Lockshin, Psychologist 3 Tioga Boulevard, Suite 5 Apalachin NY 13732 607-785-4156</p>
<p>Dr. Michael Morrongoillo 44 ½ West Market Street Corning NY 14830 607-937-5589</p>
<p>Dr. Jennifer Orleans 215 N. Cayuga Street Ithaca NY 14850 607-273-5522</p>
<p>Dr. Matthew Dortona 100 N. Main Street, Suite 202 Elmira NY 14901 607-738-8887</p>
<p>Dr. Elisa Harris Oakdale Psychology Associates 116 Clayton Avenue Vestal NY 13850 607-754-1101</p>

WAVERLY CENTRAL SCHOOLS
Waverly, NY
REGULAR MEETING - BOARD OF EDUCATION
Thursday, July 6, 2023 @ 6:00 p.m. in Learning Commons

AGENDA

- 1.0 Continued from Organizational Meeting**
- 2.0 Statements by Waverly District Residents in Attendance**
- 3.0 Acceptance of the Agenda and Starred Items**
- 4.0 Approval of Minutes**
 - 4.1 June 15, 2023
- 5.0 Communication**
- 6.0 Personnel – Approval of the attached personnel recommendations report.**
- 7.0 Finance**
- 8.0 President’s Report**
- 9.0 Old Business**
 - 9.1 **LeChase Update Report**
- 10.0 New Business**
 - 10.1 Recommendation to approve the Medicaid Internal Audit Report for Fiscal Year 2022-2023 by TST BOCES Internal Audit Services.
- 11.0 Superintendent’s Report**
- 12.0 CSE/CPSE Recommendations**
- 13.0 Information and Reminders**
 - August 17, 2023 Regular Board Meeting
 - August 31, 2023 Regular Board Meeting
- 14.0 Adjournment**

MEMBERS PRESENT

Janel Golden (arrived @ 6:04 pm), Renee Kinsley, Parvin Mensch, Cory Robinson, Beau Roskow, Colleen Talada and Kristi Zimmer

MEMBERS ABSENT

David Ackland and Jennifer Vaughn

OTHERS PARTICIPATING

Eric Knolles, Kathy Rote, Michelle Keene, Matthew Talada and Johnny Williams

1.0 Call to Order and Pledge of Allegiance

The meeting was called to order at 6:00 pm by the Board President, Parvin Mensch.

2.0 Statements by Waverly District Residents in Attendance

None

3.0 Acceptance of the Agenda and Starred Items

Upon motion of Colleen Talada, seconded by Cory Robinson and unanimously carried to accept the agenda and starred items for this meeting.

4.0 Approval of Minutes

4.1 May 18, 2023

Upon motion of Beau Roskow, seconded by Renee Kinsley, and unanimously carried to approve the minutes from May 18, 2023.

5.0 Communication

None

6.0 Personnel

6.1 Recommendation to Approve Substitute Appointments

Upon motion of Colleen Talada, seconded by Cory Robinson and unanimously carried to approve the following substitute appointments:

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Name: **Valerie Mensch**
Position: Secretarial Substitute
Effective: July 1, 2023

Name: **Gerald Chandler**
Position: Custodial and Maintenance Substitute
Effective: September 1, 2023

Name: **Alyssa Wolcott**
Position: Teacher Aide, Secretary, Lunch Monitor
Effective: June 1, 2023

Janel Golden arrived @ 6:04 p.m.

6.2 Recommendation to Rescind Appointment

Upon motion of Colleen Talada, seconded by Cory Robinson and unanimously carried to approve rescind the following appointment:

Name: **Valerie Mensch**
Position: Summer School Secretary
Effective: June 16, 2023

6.3 Recommendation to Approve Summer School Positions

Upon motion of Janel Golden, seconded by Cory Robinson and unanimously carried to approve the following summer school appointments:

Name: **Kiara Babcock**
Position: Summer School Teacher
Effective: June 16, 2023

Name: **Robin Blauvelt**
Position: Summer School Teacher
Effective: June 16, 2023

Name: **Tina Singerhoff**
Position: Summer School Secretary
Effective: June 16, 2023

6.4 Recommendation to Accept Letters of Resignation

Upon motion of Renee Kinsley, seconded by Janel Golden and unanimously carried to accept the following letters of resignation:

Name: **Ashley Skiff**
Position: School Counselor
Effective: July 28, 2023

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Name: **Carol Chilson**
Position: **Custodial Worker**
Effective: **August 30, 2023**

6.5 Recommendation to Terminate Employment

Upon motion of Cory Robinson, seconded by Renee Kinsley and unanimously carried to terminate the following employment:

Name: **John Bailey**
Position: **5.5 Hour Per Diem Food Service Worker**
Effective: **June 16, 2023**

6.6 Recommendation to Approve Probationary Staff Appointments

Upon motion of Cory Robinson, seconded by Colleen Talada and unanimously carried to approve the following probationary staff appointments:

Name: **Patrick Elston**
Position: **Bus Driver**
Effective: **September 7, 2023**
Probationary Period: **September 7, 2023 through September 6, 2024**
Salary: **\$15.80 per hour plus benefits**

Name: **Carol Chilson**
Position: **Custodian**
Effective: **August 31, 2023**
Probationary Period: **August 31, 2023 through August 30, 2024**
Salary: **\$22.66 per hour plus benefits**

6.7 Recommendation to Approve Fall 2023 Coaching Positions and Event Workers

Upon motion of Janel Golden, seconded by Beau Roskow and unanimously carried to approve the following coaching appointments:

Football Head Varsity Coach	Jason Miller
Football Program Aide	Peyton Miller
Football Assistant Coaches	Derek Bowman, Jeff Mastrantuono, Dave Shaw IV, Josh Mastrantuono
Football Modified Coach	Trevor Bauman
Football Equipment Manager	Pete Girolamo
Girls Soccer Varsity Coach	Tara Hogan
Girls Soccer Program Aide	Scott Berent
Girls Soccer JV Coach	Zoe Mennig
Boys Soccer Varsity Coach	Eric Ryck
Boys Soccer Program Aide	Jon Rankin
Girls Swim & Diving Varsity Coach	Amy Steck
Girls Swim & Diving Varsity Swim Aide	Kyle Ackland
Girls Swim & Diving Modified Coach	Kaitlin McWhinnie

Cross Country Varsity Coach	Nate Culver
Cross Country Program Aide	Kaylee Uhl
Cross Country Modified Coach	Rob Myers
Volleyball Varsity Coach	Hailee Herc
Volleyball Program Aide	Sarah Pritchard
Volleyball JV Coach	Morgan Lynch
Volleyball Modified Coach	Lauren Reznicek
Cheerleading Program Aide	Danette Rought
Game Manager	Michele Cain

Football (Modified, JV, Varsity) Workers:

Scoreboard/Clock Supervision	Bob Beardsley & Steve Daddona Brandy Talada, Nancy Struble, Melissa Bennett & Shane Rabel
Ticket Takers (Varsity Only)	Melissa Emerson, Teresa Rando, Melissa Bennett, Shane Rabel
Chains	John Hogan, Bob Wright, Kyle McDuffee and Steve Daddona
Play Clock Announcer	Mike Steck Matthew Talada

Soccer (Modified and Varsity) Workers:

Scoreboard/Clock/Announcer	Kevin Sweeney, Bob Beardsley, Steve Daddona
Supervision	Brandy Talada, Melissa Emerson, Tina Daddona, Teresa Rando and Nancy Struble

Cross Country Workers:

Finish Line Personnel	Melissa Emerson and Teresa Rando
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Volleyball (JV & Varsity) Workers:

Supervision	Brandy Talada, Melissa Emerson, Denise VanHousen, Nancy Struble and Shane Rabel
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Girls Swimming Workers:

Timing System Operator	Trisha Brockoff and Stephanie Harvey
Scoring System Operator	Trisha Brockoff
Announcer	Sandy Petrin
Supervision	Brandy Talada, Melissa Emerson, Teresa Rando, Nancy Struble and Shane Rabel

6.8 Recommendation to Approve Professional Staff Appointment Details

Upon motion of Cory Robinson, seconded by Colleen Talada and unanimously carried to approve the following professional staff appointment details:

Name of Appointee:	Kristen Bailey**
Tenure Area:	School District Administrator
Position:	Director of Special Programs
NYS Certification:	School District Leader Internship Certificate
Effective:	July 1, 2023
Probationary Period Begins:	July 1, 2023
Probationary Period Ends:	June 30, 2027
Starting Salary:	\$92,500

****To the extent required by the applicable provisions of Education Law Sections 2509, 2573, 3212, and 3014, in order to be granted tenure the classroom teacher or the building principal shall have received composite or overall annual professional performance review ratings pursuant to Education Law 3012-c and/or 3012-d of either effective or highly effective in at least three (3) of the four (4) preceding years. If the classroom teacher or building principal receives an ineffective composite or overall rating in the final year of the probationary period he or she shall not be eligible for tenure at that time. For purposes of this subdivision, classroom teacher and building principal mean classroom teacher or building principal such as terms are defined in Section 30-2.2 and 30-3.2 of this Part.**

6.9 Recommendation to Approve Advisor Appointments

Upon motion of Colleen Talada, seconded by Cory Robinson and unanimously carried to approve the following advisor appointments:

Senior Band Activities	Matthew Feinberg
Junior Band	Nate Sodeur
Instrumental Music Activities	Matthew Feinberg
MS Student Council Advisor	Kim McCarthy
Seventh & Eighth Grade Advisor	Daniele Edwards
Freshman Class Advisor	Katie LaFrance
Sophomore Class Advisor	Lou Judson
Junior Class Advisor	Mary Rose McAloon
Senior Class Advisor	Stacey Golden
Lincoln Street Yearbook Advisor	Melissa Emerson
Elm Street Yearbook Advisor	Stephanie Harvey
MS Yearbook Advisor	David Holleran
Secondary Yearbook Advisor	Stacey Golden and Tara Zwick
Esports/Gaming	Frank Brown
Leadership Crew	Tara Zwick, Kelly Goodwin and Kelly Altieri
National Honor Society	Mary Rose McAloon
Hiking Club	Scott Berent and Tom Stein
Robotics Advisor	Tom Stein

6.10 Recommendation to Accept Letters of Resignation

Upon motion of Janel Golden, seconded by Renee Kinsley and unanimously carried to approve the following letters of resignation:

- Name: **Toby Foster**
- Position: **Teacher Aide**
- Effective: **August 31, 2023**

- Name: **McKenzie Presher**
- Position: **School Monitor**
- Effective: **August 31, 2023**

7.11 Recommendation to Approve Probationary Staff Appointments

Upon motion of Renee Kinsley, seconded by Colleen Talada and unanimously carried to approve the following professional probationary staff appointments:

Name: **Toby Foster**
Position: Teaching Assistant
Probationary Period: September 1, 2023 to August 31, 2024
Starting Salary: \$28,968 plus benefits
Effective: September 1, 2023

Name: **McKenzie Presher**
Position: Teaching Assistant
Probationary Period: September 1, 2023 to August 31, 2024
Starting Salary: \$25,935 plus benefits
Effective: September 1, 2023

Name: **Amanda Hammond**
Position: Office Specialist I
Probationary Period: September 1, 2023 to August 31, 2024
Starting Salary: \$15.86 per hour plus benefits
Effective: September 1, 2023

7.0 Finance

7.1 General Fund Revenue Report

7.2 School Lunch Report

7.3 Treasurer’s Report

Kathy Rote, Business Administrator, reviewed the General Fund Revenue Report, School Lunch Report and Treasurer’s Report with the Board of Education.

7.4 Recommendation to approve the attached 2022-2023 Risk Assessment Audit Corrective Action Plan.

Upon motion of Colleen Talada, seconded by Janel Golden and unanimously carried to approve the 2022-2023 Risk Assessment Audit Corrective Action Plan.

7.5 Recommendation to approve the transfer of \$200,000 to the Teachers’ Retirement System sub-fund located within the Retirement Contribution Reserve with the source of funds being from unappropriated, unrestricted fund balance in the 2022-2023 fiscal year budget.

Upon motion of Renee Kinsley, seconded by Cory Robinson and unanimously carried to approve the transfer of \$200,000 to the Teachers’ Retirement System sub-fund located within the Retirement Contribution Reserve with the source of funds being from unappropriated, unrestricted fund balance in the 2022-2023 fiscal year budget.

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7.6 Recommendation to approve the transfer of \$200,000 to the Capital Reserve with the source of funds being \$100,000 from appropriations and \$100,000 from unappropriated, unrestricted fund balance in the 2022-2023 fiscal year budget.

Upon motion of Janel Golden, seconded by Beau Roskow and unanimously carried to approve the transfer of \$200,000 to the Capital Reserve with the source of funds being \$100,000 from appropriations and \$100,000 from unappropriated, unrestricted fund balance in the 2022-2023 fiscal year budget.

8.0 President's Report

Parvin Mensch reported that the superintendent's evaluation is complete, and he will meet with Dr. Knolles soon.

Dr. Knolles was congratulated on receiving the Superintendent of the Year and a check for \$1,000.

9.0 Old Business

None

10.0 New Business

10.1 Recommendation to approve the second reading and adoption of the updated Policy Number 5661, Wellness.

Upon motion of Janel Golden, seconded by Colleen Talada and unanimously carried to approve the second reading and adoption of the updated Policy Number 5661, Wellness.

10.2 Recommendation to approve the Waverly Central School District Reconstruction to Lincoln Street Elementary School Phase 1B Plumbing Contract Recommendation to Kimble, Inc. for the amount of \$94,400.

Upon motion of Janel Golden, seconded by Beau Roskow and unanimously carried to approve the Waverly Central School District Reconstruction to Lincoln Street Elementary School Phase 1B Plumbing Contract Recommendation to Kimble, Inc. for the amount of \$94,400.

10.3 Recommendation to approve the Waverly Central School District Reconstruction to Lincoln Street Elementary School Phase 1B General Contract Recommendation to Elmira Structures, Inc. for the amount of \$1,267,000.

Upon motion of Janel Golden, seconded by Colleen Talada and unanimously carried to approve the Waverly Central School District Reconstruction to Lincoln Street Elementary School Phase 1B General Contract Recommendation to Elmira Structures, Inc. for the amount of \$1,267,000.

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10.4 Recommendation and approval to execute the attached Services Agreement Reinstatement for Waverly Central School District for OMNI & TSACG Compliance Services for the fiscal year July 1, 2023 through June 30, 2024.

Upon motion of Beau Roskow, seconded by Renee Kinsley and unanimously carried to approve and execute the attached Services Agreement Reinstatement for Waverly Central School District for OMNI & TSACG Compliance Services for the fiscal year July 1, 2023 through June 30, 2024.

10.5 Recommendation to accept a donation in the amount of \$4,000 from UNICO National Sayre Chapter to Waverly Central School District's special education department.

Upon motion of Janel Golden, seconded by Renee Kinsley and unanimously carried to accept a donation in the amount of \$4,000 from UNICO National Sayre Chapter to Waverly Central School District's special education department.

10.6 Recommendation to accept Waverly Central School District's PreK-12 Comprehensive Counseling Plan for 2023-2024.

Upon motion of Colleen Talada, seconded by Janel Golden and unanimously carried to accept Waverly Central School District's PreK-12 Comprehensive Counseling Plan for 2023-2024.

10.7 Recommendation and approval to execute the attached Agreement between the Board of Cooperative Educational Services for the Sole Supervisory District of Schuyler-Steuben-Chemung-Tioga-Allegany County and Waverly Central School District for services during the school year 2023-2024.

Upon motion of Kristi Zimmer, seconded by Cory Robinson and unanimously carried to approve and execute the attached Agreement between the Board of Cooperative Educational Services for the Sole Supervisory District of Schuyler-Steuben-Chemung-Tioga-Allegany County and Waverly Central School District for services during the school year 2023-2024.

10.8 Discussion and distribution of 2023-2024 Board of Education Meetings Schedule for 2023-2024.

The 2023-2024 Board of Education Meeting Schedule was reviewed and shared.

11.0 Superintendent's Report

Michelle Keene, District Clerk, shared that during August, the Board will be asked to attend BoardDocs training. A date will be shared at a later time. Staffing for 2023-2024 is nearing completion. Ground was broken for the turf behind the high school and the update to Lincoln Street will begin soon.

12.0 CSE/CPSE Recommendations

Upon motion of Janel Golden, seconded by Kristi Zimmer and unanimously carried to approve the CSE/CPSE recommendations as presented.

13.0 Information and Reminders

July 6, 2023 Reorganizational Meeting & Regular Board Meeting @ 6 pm
August 17, 2023 Regular Board Meeting
August 31, 2023 Regular Board Meeting

14.0 Executive Session

Upon motion of Colleen Talada, seconded by Janel Golden and unanimously carried to enter into Executive Session at 6:36 p.m. to contract negotiations.

15.0 Resume Regular Order of Business

Upon motion of Janel Golden, seconded by Beau Roskow and unanimously carried to move out of Executive Session at 7:10 p.m.

16.0 New Business

There was no action taken.

17.0 Adjournment

Upon motion of Renee Kinsley, seconded by Cory Robinson and unanimously carried to adjourn the meeting at 7:11 p.m.

Dated: July __, 2023

Michelle L. Keene, District Clerk



BOARD OF EDUCATION MEETING – July 6, 2023

6.1 Recommendation to Accept Letters of Resignation

Name: **Jerrilyn Hollywood**
Position: Food Service Worker
Effective: June 21, 2023

Name: **William T. Walsh II**
Position: Math Interventionist
Effective: June 24, 2023

Name: **Brinn Cooney**
Position: Summer Student Worker
Effective: June 26, 2023

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6.2 Recommendation to Accept Letter of Resignation for Purpose of Retirement

Name: **Bryan Shay**
Position: Custodial Worker
Effective: September 1, 2023

6.3 Recommendation to Approve Substitute Appointments

Name: **Jerrilyn Hollywood**
Position: Cafeteria Worker
Effective: September 1, 2023

Name: **Larry Hanafin**
Position: Certified Substitute Teacher and Lunch Monitor
Effective: September 1, 2023

Name: **Bryan Shay**
Position: Custodial Worker
Effective: September 2, 2023

6.4 Recommendation to Approve Summer School Positions

Name: **Declan Murphy**
Position: Summer School Student Worker
Effective: July 5, 2023

Name: **Michael Zimmer**
Position: Summer School Teacher
Effective: July 5, 2023

Personnel Recommendations – July 6, 2023

BOARD OF EDUCATION MEETING – July 6, 2023

6.5 Recommendation to Approve Probationary Staff Appointment

Name: **Charity Havens-Payne**
Position: Accounting Associate I
Effective: July 10, 2023
Probationary Period: July 10, 2023 through July 9, 2024
Salary: \$19.45 per hour plus benefits (Step 14)

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6.6 Recommendation to Approve Professional Staff Appointments

Name of Appointee: **Ernest Marilley***
Tenure Area: School District Administrator
Position: Assistant Principal
NYS Certification: School District Leader – Professional Certificate
Effective: July 24, 2023
Probationary Period Begins: July 24, 2023
Probationary Period Ends: July 23, 2027
Starting Salary: \$89,000 plus benefits

Name of Appointee: **Chad Rylott***
Tenure Area: School Counselor and Guidance
Position: School Counselor
NYS Certification: School Counselor
Effective: September 1, 2023
Probationary Period Begins: September 1, 2023
Probationary Period Ends: August 31, 2027
Starting Salary: \$61,209 plus benefits

Name of Appointee: **William T. Walsh, II***
Tenure Area: School District Administrator
Position: Assistant Principal
NYS Certification: School District Leader – Internship Certificate
Effective: July 1, 2023
Probationary Period Begins: July 1, 2023
Probationary Period Ends: June 30, 2027
Starting Salary: \$89,000 plus benefits

BOARD OF EDUCATION MEETING – July 6, 2023

Name of Appointee: **Andrew J. Aronstam***
Tenure Area: **Special Education**
Position: **Special Education Teacher**
NYS Certification: **Pending**
Effective: **September 1, 2023**
Starting Salary: **\$52,887 plus benefits**
Probationary Period to be determined.

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Name of Appointee: **Heather Moody***
Tenure Area: **Physics**
Position: **Physics Teacher**
NYS Certification: **Pending**
Effective: **September 1, 2023**
Starting Salary: **\$61,857 plus benefits**
Probationary Period to be determined.

Name of Appointee: **Andrew T. Roney***
Tenure Area: **Chemistry**
Position: **Chemistry Teacher**
NYS Certification: **Chemistry 7-12, Initial**
Effective: **September 1, 2023**
Probationary Period Begins: **November 22, 2022**
Probationary Period Ends: **November 21, 2026**
Starting Salary: **\$59,734 plus benefits**

*To the extent required by the applicable provisions of Education Law Sections 2509, 2573, 3212, and 3014, in order to be granted tenure the classroom teacher or the building principal shall have received composite or overall annual professional performance review ratings pursuant to Education Law 3012-c and/or 3012-d of either effective or highly effective in at least three (3) of the four (4) preceding years. If the classroom teacher or building principal receives an ineffective composite or overall rating in the final year of the probationary period he or she shall not be eligible for tenure at that time. For purposes of this subdivision, classroom teacher and building principal mean classroom teacher or building principal such as terms are defined in Section 30-2.2 and 30-3.2 of this Part.

BOARD OF EDUCATION MEETING – July 6, 2023

6.7 Recommendation to Approve Fall 2023 Coaching Positions

Volleyball (JV & Varsity) Libero	Pamela Beard
Football (Modified, JV, Varsity) Chains	Kevin Sweeney
Football (Modified, JV, Varsity) Announcer	Kevin Sweeney
Football (Modified, JV, Varsity) Chains	Philip Beard
Football (Modified, JV, Varsity) Scoreboard	Philip Beard
Football (Modified, JV, Varsity) Clock	Philip Beard
Varsity Cheerleading Coach	Anndrea Bill

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6.8 Recommendation to Approve Tenure Appointments

Name: **Kylie Baker**
Tenure Area: Elementary
Effective: August 31, 2023

Name: **Danielle Lane**
Tenure Area: Elementary
Effective: August 31, 2023

Name: **Jeffrey Mastrantuono**
Tenure Area: Technology
Effective: August 31, 2023

Name: **Morgan Murray**
Tenure Area: Elementary
Effective: August 31, 2023

Name: **Airyell Plonski**
Tenure Area: Elementary
Effective: August 31, 2023

Name: **Nate Sodeur**
Tenure Area: Music
Effective: August 31, 2023



Waverly Central School District



LeChase Construction Management
BOE Report
July 2023

TABLE OF CONTENTS

1. Project Updates
2. Project Milestone Schedule
3. Incident Report

PROJECT UPDATES

Capital Outlay Project 2022-23

Progress Update: Project is complete and closed out.



New pool heat exchanger located in the pool equipment room



New boiler pumps and drives

Phase 1 – Athletic Field

Progress Update: Field Turf subcontractor, Edger Enterprises Inc., has begun work on athletic field. Gravel access road has been installed and topsoil is being exported. The next steps are to begin installing the underdrainage system for the turf field.



Topsoil being removed from site



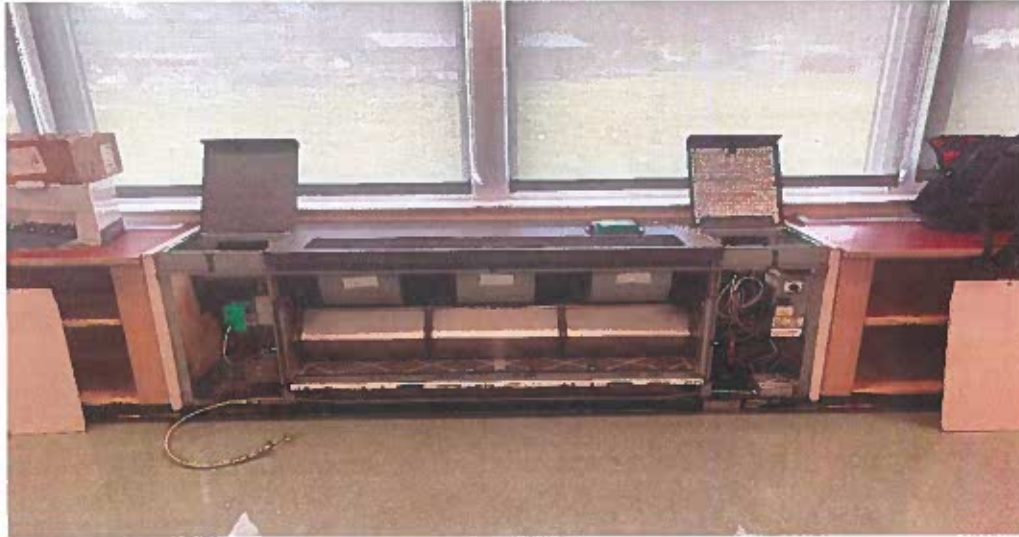
Site grading in progress



Partial area of the new turf field

Phase 1B – Lincoln Elementary School

Progress Update: Work began on Monday 6/26/2023. Trane mobilized and is beginning work. Job meetings with all primes have been taking place and are ongoing. The team is working closely with prime contractors to monitor schedule. Project closeout remains on schedule for December 2023.



Classroom unit ventilator scheduled to be replaced



Rendering of playground equipment only to be installed in October

Phase 2 – Jr./Sr. High School Reconstruction

Progress Update: Project has been submitted to SED and is in the review process. Project management team is reviewing and estimating construction documents. Page turn meetings with entire team are being scheduled to review final design.



Rendering of new gymnasium

ID	Task Name	Duration	Start	Finish
1	EPC	1109 days?	Mon 7/4/22	Thu 10/1/26
2	Schematic Design	20 days	Mon 7/4/22	Fri 7/29/22
3	Design Development Documents	54 days	Mon 8/1/22	Thu 10/13/22
4	Contract Documents	190 days	Fri 10/14/22	Thu 7/6/23
5	SED Review	90 days	Fri 7/7/23	Thu 11/9/23
6	Construction	710 days	Fri 11/10/23	Thu 7/30/26
7	Closeout	45 days	Fri 7/31/26	Thu 10/1/26
8	Capital outlay	365 days	Mon 1/16/23	Fri 6/7/24
9	Contract Documents Design	60 days	Mon 1/16/23	Fri 4/7/23
10	SED Review	60 days	Mon 4/10/23	Fri 6/30/23
11	Bidding & Award	20 days	Mon 7/3/23	Fri 7/28/23
12	Construction	80 days	Mon 1/15/24	Fri 5/3/24
13	Closeout	25 days	Mon 5/6/24	Fri 6/7/24
14	HS/MS phase one (Turf Fields)	515 days?	Mon 3/21/22	Fri 3/8/24
15	Schematic Design	50 days	Mon 3/21/22	Fri 5/27/22
16	Schematic Design Estimating	15 days	Mon 5/30/22	Fri 6/17/22
17	Design Development Documents	30 days	Mon 5/30/22	Fri 7/8/22
18	Design Development Estimate	20 days	Mon 7/11/22	Fri 8/5/22
19	Contract Documents Design	65 days	Mon 8/8/22	Fri 11/4/22
20	Contract Documents Estimate	20 days	Mon 11/7/22	Fri 12/2/22
21	SED Review	90 days	Mon 3/13/23	Fri 3/10/23
22	Bidding & Award	25 days	Mon 6/5/23	Fri 4/14/23
23	Construction of fields	65 days	Mon 9/4/23	Fri 9/1/23
24	Remaining work outside of fields (roac)	45 days	Mon 11/3/23	Fri 11/3/23
25	Closeout	90 days?	Mon 11/6/23	Fri 3/8/24
26	Lincoln Street Elementary	472 days?	Mon 6/20/22	Tue 4/9/24
27	Schematic Design	20 days	Mon 6/20/22	Fri 7/15/22
28	Schematic Design Estimating	20 days?	Mon 7/18/22	Fri 8/12/22
29	Design Development Documents	30 days	Mon 7/18/22	Fri 8/26/22
30	Design Development Estimate	20 days	Mon 8/29/22	Fri 9/23/22
31	Contract Documents Design	52 days	Mon 9/26/22	Tue 12/6/22
32	Contract Documents Estimate	20 days?	Wed 12/7/22	Tue 1/3/23
33	SED Review	105 days	Wed 12/7/22	Tue 5/2/23
34	Bidding & Award	25 days?	Wed 5/3/23	Tue 6/6/23
35	Construction	130 days	Wed 6/7/23	Tue 12/5/23
36	Closeout	90 days?	Wed 12/6/23	Tue 4/9/24
37	HS/MS phase two (gym/STEM/AC)	1163 days?	Wed 5/18/22	Fri 10/30/26
38	Schematic Design	83 days	Wed 5/18/22	Fri 9/9/22
39	Schematic Design Estimating	21 days	Mon 9/12/22	Mon 10/10/22
40	Design Development Documents	74 days	Tue 10/11/22	Fri 1/20/23
41	Design Development Estimate	20 days	Mon 1/23/23	Fri 2/17/23
42	Contract Documents Design	65 days	Mon 2/20/23	Fri 5/19/23
43	Contract Documents Estimate	24 days	Mon 5/22/23	Thu 6/22/23



Keene, Michelle

From: Rote, Kathy
Sent: Tuesday, June 20, 2023 7:43 AM
To: Keene, Michelle; DeAngelo, Jeffrey
Subject: FW: Final Medicaid Audit Report
Attachments: Report 22-23 Medicaid - Final - Waverly.pdf

Michelle,
The attached audit report will need to be approved by the BOE.

Jeff,
Please let me know timeline for implementation of recommendations. I will put together a corrective action plan.

Kathy

From: Julie Kephart <jkephart@tstbores.org>
Sent: Monday, June 19, 2023 8:14 AM
To: Rote, Kathy <KROTE@wcsdletsgo.com>
Subject: Final Medicaid Audit Report

CAUTION: This message was sent from outside our district email system. Be cautious when clicking on links or replying to any unsolicited requests for information.

Hi Kathy,

The final audit report is attached.

Thanks,
Julie

Julie Kephart
Internal Auditor / Tax Collector

TST BOCES
555 Warren Road
Ithaca, NY 14850
607-257-1555 Ex 1042

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**Board of Education
Waverly Central School District
15 Frederick Street
Waverly, NY 14892**

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Internal Audit Services

**Medicaid
Internal Audit Report
Fiscal Year 2022-23**

June 2023

Audit Scope, Objective, and Methodology

Scope

Per New York State Education Law, and the Regulations of the Commissioner of Education, Internal Audit is required to perform annual testing and evaluation of one or more areas of the District's internal controls, taking into account risk, control weaknesses, size, and complexity of operations.

The Medicaid Audit for the Waverly Central School District was conducted during May and June 2023.

Internal Audit is a department within Tompkins-Seneca-Tioga BOCES and is supervised by the Board of Education for the Waverly Central School District under a cooperative services agreement. The findings and conclusions in this report are the responsibility of the Board and the Internal Audit Department.

Objectives

To determine whether:

- Employees providing Medicaid billable services have proper qualifications.
- Proper supporting documentation is maintained for Medicaid billing.
- Medicaid billings are submitted timely.
- Medicaid billing process is proper.

Methodology

Internal Audit complies with applicable regulations promulgated by the State Commissioner of Education and the District's policies and procedures.

Upon completion of the required annual risk assessment update, Internal Audit communicated to the Board the areas of elevated risk within the District. The Board requested that Internal Audit perform an audit of Medicaid. The audit was then performed based on the selection made by the Board.

Samples were selected for internal control testing, along with discussions with District staff, and walk-throughs of key processes. Testing during this audit was focused on key controls within the Medicaid area, which could or are likely to have a significant impact on the District as a whole.

Exceptions and Recommendations

Per New York Education Law, and the Regulations of the Commissioner of Education, Internal Audit is also required to recommend changes for strengthening controls and reducing identified risks, and to specify time frames for implementation of such recommendations.

1. Parent Consents & Student CINs – Parent Consents and the student's Medicaid Client Identification Number (CIN) are required for Medicaid billing. Internal Audit reviewed the Parent Consent Report in the 2022-23 Risk Assessment Audit, and noted the most recent parent consent was obtained in November 2019.

Internal Audit reviewed 52 student files without parent consents or CINs for students receiving related services such as physical, occupational, or speech therapies. Twenty-two of 52 student files tested are likely Medicaid eligible. The 22 students are enrolled in District programs, and 20

of the 22 students enrolled in the 2019-20 school year or after. Based on the student's IEPs, the estimated opportunity to increase reimbursement for the 22 students, for the school year, totals \$77,300.

Internal Audit recommends the District attempt to obtain parent consents and CINs in order to pursue the possibility of increased Medicaid reimbursement. Some opportunities to obtain the CINs are:

- Request the student's CIN when the parental consent is signed, and record the CIN on the parent consent.
- Request that Medicaid cards are brought to the CSE meetings.
- Request that the ordering practitioner include the student's CIN on written orders/referrals for related services
- If the county has billed in the past, pull CIN from previous billing records or web reports.
- Review the District's School Lunch Direct Certification Report
- Explore opportunities to work with local Social Services or Medicaid Offices to identify students' CINs.

Conclusion

Based on the results of audit testing, Internal Audit believes controls and the related policies and procedures over Medicaid are present, but could be enhanced. The aforementioned audit exceptions indicate opportunities for improvement in the internal control system. Implementation of corrective actions should strengthen the process and reduce the risks associated with the weaknesses discovered.

Corrective Action Plan

Per New York State Education Law, and the Regulations of the Commissioner of Education, the District is required to formulate a corrective action plan in response to this audit report. It should individually address each of the exceptions noted above, indicating how the District plans to mitigate the risks identified. The District may elect to adopt the recommendations of Internal Audit as stated, or develop their own plan, as long as the plan adequately addresses the exceptions identified. Internal Audit reserves the right to comment on the adequacy of the District's Corrective Action Plan.