

**Sherman Central School  
Board Of Education  
ORGANIZATIONAL MEETING  
Followed by REGULAR BOARD MEETING  
July 13, 2011**

**TIME & PLACE:** 5:30 PM - Board Room # 118

**PRESIDING:** Tracie Cederquist, District Clerk

**MEMBERS PRESENT:** Brian Bates, Randall Boland, Gary DeLellis,  
Melissa Lyon, Colleen Meeder

**OTHERS PRESENT:** Thomas Schmidt, Kaine Kelly, Kim Oehlbeck,  
Tracie Cederquist

The district clerk called the meeting to order at 5:32 PM. The pledge of allegiance was recited and board member roll call was taken with 5 members present.

**ORDER  
PLEDGE  
ROLLCALL**

The Oath of Office was administered to Gary DeLellis (incumbent) as newly elected board member for a 5-year term ending 6/30/2016.

**NEW MEMBER  
(BATES)**

The Oath of Office was administered to Thomas Schmidt as Superintendent of Schools for the district for the 2011-12 academic year.

**OATH OF OFFICE  
SUPT.**

A call for nominations for President of the Board of Education was made. R. Boland nominated G. DeLellis, second by G. DeLellis. Closed nominations and Gary DeLellis was named President, unanimously. Administered Oath of Office to Mr. DeLellis who then presided over the remainder of the meeting.

**BOE PRESIDENT  
(DeLellis)**

A call for nominations for Vice President was made. R. Boland nominated B. Bates, second by M. Lyon. Closed nominations and Brian Bates was named Vice President, unanimously. Administered Oath of Office to Mr. Bates.

**BOE VICE  
PRESIDENT  
(Bates)**

C. Meeder moved that it be resolved that Vice President Bates will act on behalf of the Board President in his absence. Second by R. Boland, carried unanimously.

Administered Oath of Office to Kimberly Oehlbeck – District Treasurer, and Tracie Cederquist – District Clerk.

**ADMINISTER  
ADDITIONAL  
OATHS OF OFFICE**

B. Bates moved to approve the following annual appointments for the 2011-12 school year, effective July 1, 2011:

**ANNUAL  
APPOINTMENTS**

- a) Purchasing Agent ..... Thomas Schmidt, Supt.
- b) Records Management Officer ..... Shawn McKane (\$1,200)
- c) District Clerk ..... Tracie Cederquist
- d) District Treasurer ..... Kimberly Oehlbeck
- e) Extra Curricular Treasurer..... Susan Hayes
- f) Tax Collector ..... JP Morgan/Chase Bank
- g) School Attorney ..... Lundberg Law Offices  
..... Harris Beach
- h) School Physician ..... Westfield Family Physicians(\$7,800)
- i) Fire Inspector ..... Kevin Cole (\$300)
- j) Internal Claims Auditor..... Pam Fisher
- k) Alternate Internal Claims Auditor ..... Tracie Cederquist
- l) Treasurer of Petty Cash ..... Thomas Schmidt, Supt.
- m) Maintain Cash Receipt Log ..... Tracie Cederquist
- n) Merchandise Receipt Clerk ..... Kimberly Cole
- o) Summer Merchandise Receipt Clerk ..... Susan Hayes
- o) Workers Compensation Designee ..... Kim Oehlbeck
- q) Substitute Call Personnel..... Susan Hayes
- r) AED Maintenance Personnel..... Deanie Thorsell (\$600)
- s) Financial Bond Counsel ..... Bernard P. Donegan, Inc.
- t) Legal Review Bond Company ..... Tim McGill Law Offices

Second by M. Lyon, carried 5-0.

B. Bates moved to approve the following contracted services for the 2011-12 school year, effective July 1, 2011:

**APPROVE  
CONTRACTED  
SERVICES**

| <b>Vendor</b>               | <b>Service Provided</b>  | <b>Annual Cost</b>                           |
|-----------------------------|--|--|
| Michael Corey, CPA          | Independent Auditor  | \$10,700.00                                  |
| Simplex/Grinnell            | Alarm System/Sound & Communication   | \$4,948.00                                   |
| MacSource                   | Telephone Service  | \$6,652.80                                   |
| Office Equipment Finance Co | Copier Lease (1 machine) - \$394.14 @ 36 payments                          | \$4,729.68                                   |
| Pitney Bowes                | Postage Meter Rental - \$340.00/Qt.  | \$1,360.00                                   |
| Health Economics Group      | Flex Plan  | \$3.00/month/employee enrolled               |
| Health Economics Group      | 105H – Teaching Staff Only   | \$1.50/month/enrollee                        |
| Jochum Business System      | Cash Register Maintenance  | \$240.00                                     |
| Strate Welding              | Welding Cylinders  | \$415.00                                     |
| Legend Group                | 403-b and 457 retirement planning  | \$750 plus \$100/vendor +\$1/participant/mo. |
| Advantage Sports            | Fitness Equipment  | \$499.50                                     |
| Otis                        | Elevator Maintenance   | Capped @ \$5,000                             |
| Pupil Benefits              | Student Insurance  | \$15.50/Student                              |
| BCS                         | Maintain service to existing Trane HVAC automation system (7/1/11-6/30/12) | \$1,850.00                                   |
| Dr. Michael Thayer          | School Psychologist  | \$50/hr @ 360 hrs/yr                         |

Second by R. Boland, carried 4-0-1 (DeLellis).

C. Meeder moved to authorize the business manager/district treasurer to pay salaries and all utilities when due. The superintendent will approve each payroll roster. Second by R. Boland, carried 5-0.

**TREASURER TO  
PAY SALARIES &  
UTILITIES**

R. Boland moved to re-establish a uniform system of accounts and treasurer's receipts for the 2011-12 school year. Second by C. Meeder, carried 5-0.

**RE-ESTABLISH  
UNIFORM  
SYSTEM OF  
ACCOUNTS/ &  
RECEIPTS &  
PETTY CASH  
FOR GF & SL**

R. Boland moved to re-establish a petty cash fund of \$100 for the General Fund and \$175 for the School Lunch Fund. Second by C. Meeder, carried 5-0.

C. Meeder moved to purchase a blanket bond for all school employees (\$100,000) with an extra stipulation for extra-curricular treasurer, internal claims auditor, and superintendent in the amount of \$500,000; and district treasurer and school tax collector in the amount of \$1,000,000 each, provided by Utica National. Second by R. Boland, carried 5-0.

**PURCHASE  
BLANKET  
BONDS**

R. Boland moved to designate the following as official depositories for the district funds (account listing *attached*): Community Bank, N.A., JP Morgan/Chase & Co., MBIA/NY Class, Inner Lakes Federal Credit Union, and HSBC. Second by M. Lyon, carried 5-0.

**OFFICIAL  
DEPOSITORIES**

R. Boland moved to establish the mileage reimbursement rate for the 2011-12 school year be set at the Federal IRS rate which is currently 55¢/mile. Second by B. Bates, carried 5-0.

**MILEAGE RATE**

B. Bates moved to designate the Jamestown Post Journal as the district's official newspaper. Second by C. Meeder, carried 5-0.

**OFFICIAL  
NEWSPAPER**

R. Boland moved to establish the following dates for regular board of education meeting for the 2011-12 academic year with starting time at 5:30 PM:

**ESTABLISH BOE MEETING DATES**

|  |  |
|--|--|
| Organizational Meeting & Regular Session - July 13, 2011 | January 11, 2012   |
| August 10, 2011  | February 8, 2012   |
| September 14, 2011                                       | March 14, 2012   |
| * October 13, 2011 (Thurs.)                              | * April 18, 2012 (3 <sup>rd</sup> Wednesday)                         |
| November 9, 2011   | * May 7, 2012 (Monday)<br>Regular Session &<br>Annual Budget Hearing |
| December 14, 2011  | June 13, 2012  |

Second by M. Lyon, carried 5-0.

R. Boland moved to reaffirm the board policies, bylaws, and code of ethics adopted by the board of education. Second by B. Bates, carried 5-0.

**REAFFIRM POLICIES AND BYLAWS**

B. Bates nominated M. Lyon to represent Sherman at state and county board meetings as a voting delegate with alternate delegate being B. Bates. Nominations closed and second by C. Meeder, carried unanimously.

**CO. & STATE VOTING DELEGATE & ALTERNATE**

C. Meeder moved to give the authority to the superintendent to send board of education members, teachers, and staff members to conferences, meetings, training, etc... with expenses, in accordance with school board policy, within budget constraints, and according to all contracts. Second by R. Boland, carried 5-0.

**SUPT. AUTHORITY TO SEND STAFF TO MEETINGS...**

R. Boland moved to approve the attached fee schedule for the 2011-12 school year with final approval from the superintendent. Second by B. Bates, carried 5-0. (*Attached*)

**APPROVE FEE SCHEDULE**

R. Boland moved to establish the following breakfast and lunch prices for the 2011-12 school year:

**BREAKFAST & LUNCH PRICES**

|          | <b>Breakfast</b> | <b>Lunch</b> |
|----------|------------------|--------------|
| Reduced  | \$.25            | \$.25        |
| K-6      | 1.00             | \$1.60       |
| 7-12     | 1.00             | \$1.70       |
| Teachers | ---              | \$3.60       |

Second by B. Bates, carried 5-0.

C. Meeder moved to authorize the superintendent to approve all budget transfers with copies made available to the board at each monthly meeting for information only. Second by M. Lyon, carried 5-0.

**SUPT. TO APPROVE BUDGET TRANSFERS**

C. Meeder moved to require the following to complete a conflict of interest disclosure statement indicating whether they have nothing to disclose or listing any significant financial interests, businesses, and other non-profit affiliations related to the Sherman Central School District: All school board members, school superintendent, school principal, business manager/district treasurer, district clerk, and department heads. Second by M. Lyon, carried 5-0. Completed disclosures were collected at the meeting.

**CONFLICT OF INTEREST DISCLOSURE STATEMENT**

R. Boland moved to establish a Wall of Fame committee to be appointed annually with William Wiggers as the 2011-12 chairman. Second by C. Meeder, carried 5-0.

**WALL OF FAME COMMITTEE/ CHAIRMAN**

B. Bates moved to recertify the School Based Planning & Shared Decision Making Plan. Second by C. Meeder, carried 5-0.

**RECERTIFY SCHOOL BASED PLANNING & SHARED DECISION PLAN**

C. Meeder moved to approve the Sherman Central School District Curriculum Guide (revised March 2011). Second by R. Boland, carried 5-0.

**APPROVE CURR. GUIDE**

B. Bates moved to approve the substitute bus driver rate of pay at \$13.24 per hour. Second by M. Lyon, carried 5-0.

**APPROVE SUB BUS DRIVER PAY RATE**

R. Boland moved to approve the *attached* resolution for joint bidding of commodities with the Erie 2 - Chautauqua-Cattaraugus County BOCES, Second by C. Meeder, carried 5-0.

**APPROVE JOINT  
BIDDING  
RESOLUTION  
(BOCES)**

C. Meeder moved to certify the substitute teacher pay rate to \$75.00 per day and non-certified substitutes will remain at \$65.00 per day. Additionally certified teacher substitutes shall be paid at a consecutive day rate of pay: within the same assignment, days 11-20 shall be paid at \$85.00 per day; and days 21 and on shall be paid at \$95.00 per day. Second by B. Bates, carried 5-0.

**APPROVE  
SUBSTITUTE  
TEACHER PAY  
AND  
CONSECUTIVE  
DAY RATE**

C. Meeder moved to approve the reimbursement for the cost of fingerprint clearance (\$94.25), to board approved volunteers who work with athletic teams or extra-curricular activities upon completion of that activity. Second by B. Bates, carried 5-0.

**APPROVE  
REIMBURSE-MENT  
OF FINGERPRINT  
CLEARANCE COST**

R. Boland moved to adopt the following resolution: Be it resolved that all letters of resignation become binding upon receipt of the letter by the Superintendent of Schools on the date it is received. Second by C. Meeder, carried 5-0.

**ADOPT  
RESOLUTION  
REGARDING  
RESIGNATION  
LETTERS**

Brief recess before continuing to regular order of business. Back in session @ 6:28 PM.

**RECESS**

### **REGULAR BOARD MEETING**

**REGULAR BOE  
MEETING**

M. Lyon moved to approve the minutes of the regular board meeting of June 13, 2011. Second by C. Meeder, carried 5-0.

**APPROVE  
MINUTES**

C. Meeder moved to approve the consent agenda including: cash disbursements for the period ending 6/30/11, treasurer reports for period ending 6/30/11, extra-curricular treasurer report for period ending 6/30/11, financial reports for period ending 6/30/11. Second by M. Lyon, carried 5-0.

**APPROVE  
CONSENT  
AGENDA**

Mr. Schmidt, Superintendent, reported on the Rural Schools Convention that he recently attended. A highlighted topic was regional high schools and a study regarding reorganization/consolidation of schools. Other topics cyber consolidation, tax cap, and fund balance. Mr. Schmidt felt the new state commissioner made a good presentation. Mr. Schmidt has been approached by a group of Ghost Hunters who have asked to spend an evening in our school building to observe the paranormal. State School Board Convention reservations need to be made.

**SUPERINTENDENT  
REPORT**

Mr. Kelly, Principal, provided the board with draft copies of the Student Handbook and the Teacher Handbook. He addressed the few changes that had been made including the use of cell phones. He also provided a Regents result sheet showing our district's standings. Mr. Kelly gave an update on the installation of the basketball court on the ball field. The modified basketball schedule for boys and girls overlaps the JV and Varsity basketball season which may cause early AM or late PM practices for our teams. He is exploring options for practice times including transporting players to alternate sites. Boys' Volleyball may have a shortened season due to lack of participation by neighboring school districts.

**PRINCIPAL  
REPORT**

Mrs. Oehlbeck, District Treasurer, reported on the recent audit committee meeting which included a session with Michael Corey and Bahgat & Laurito-Bahgat. Michael Corey will begin this year's audit on August 16. After his audit the internal auditor will decide which area(s) to audit next.

**TREASURER  
REPORT**

**BOE Comments** - Mr. Bates inquired about the drainage situation and Doug Crane has the materials and supplies, just is short handed this time of year and will not be able to do the job for approximately 2 to 3 months.

**BOE COMMENTS**

C. Meeder moved to approve the district wellness policy. Second by B. Bates, carried 5-0.

**APPROVE  
WELLNESS  
POLICY**

C. Meeder moved to approve Bahgat & Laurito-Bahgat for contracted services to perform update and system tests as the district's internal auditor for the period of July 1, 2011 through June 30, 2016 at a rate of \$9,000 each year. Second by M. Lyon, carried 5-0.

**APPROVE  
INTERNAL  
AUDITOR  
(Bahgat &  
Laurito-Bahgat)**

R. Boland moved to approve the following extra-curricular advisor and coaching positions for the 2011-12 academic year:

**APPROVE  
EXTRA-  
CURRICULAR  
& COACHING  
POSITIONS**

| <b>STAFFING DESCRIPTION<br/>"COACHING"</b> | <b>STAFF MEMBER</b> | <b>SCALE</b> |
|--|---------------------|--------------|
| Baseball                                   | Jessey              | 0.8          |
| Basketball Boys' JV                        | Swanson, R.         | 0.7          |
| Basketball Boys' Varsity                   | Emory               | 1            |
| Basketball Boys' 7th Grade                 | Damcott             | 0.4          |
| Basketball Boys' 8th Grade                 | Damcott             | 0.4          |
| Basketball Girls' 7th Grade                | Deuink              | 0.4          |
| Basketball Girls' 8th Grade                | Swanson             | 0.4          |
| Basketball Girls' JV                       | TeWinkle            | 0.7          |
| Basketball Girls' Varsity                  | Swanson             | 1            |
| Cheerleading Football                      | Martin, M.          | 0.4          |
| Cross Country                              | Downey              | 0.7          |
| Football JV                                | Lyon                | 0.7          |
| Football JV Assistant                      | Krenzer, A.         | 0.7          |
| Football Varsity                           | Krenzer R.          | 1            |
| Football Varsity Assistant                 | Jessey              | 0.7          |
| Golf                                       | Swanson             | 0.6          |
| Intramural Golf                            | Deering             | 0.3          |
| Softball Varsity                           | Bestine             | 0.8          |
| Volleyball Boys' Varsity                   | Damcott             | 0.5          |
| Volleyball Girls' Varsity                  | Burns               | 1            |
| Volleyball Girls' JV                       | Eckwahl             | 0.6          |

| <b>STAFFING<br/>ADVISOR</b>      | <b>STAFF MEMBER</b>      | <b>SCALE</b> |
|----------------------------------|--------------------------|--------------|
| Athletic Director                | Swanson                  | 1            |
| Audio Visual Director            | Warren                   | 0.3          |
| Class Advisor - 2012 (2)         | Graham/ Zarpentine       | 0.5          |
| Class Advisor - 2013 (2)         | Croscut, S./ Croscut, H. | 0.5          |
| Class Advisor - 2014 (2)         | Emory/ Krenzer           | 0.5          |
| Class Advisor - 2015 (2)         | Palmatier/ Minton        | 0.5          |
| FFA Advisor                      | Maleski                  | 0.8          |
| Graphic Design Specialist        | Hawkins                  | 0.7          |
| Hall Monitor (2)<br>7:35-7:50 AM | Deering/ Fisher          | 0.4          |
| High School Bowl Advisor         | Beimel                   | 0.3          |
| Marching Band                    | Minton                   | 0.5          |
| National Honor Society           | Beimel                   | 0.3          |
| Noon Hour Supv.<br>Jr Hi         | Emory                    | 0.6          |
| Noon Hour Supv.                  | Damcott                  | 0.6          |

|                            |          |     |
|----------------------------|----------|-----|
| Sr Hi                      |          |     |
| Play Director              | Keating  | 1   |
| Public Information Officer | Warren   | 0.4 |
| Stage Manager              | Liffner  | 0.3 |
| Student Council Advisor    | Damcott  | 0.4 |
| Yearbook Advisor           | Brink    | 0.8 |
| Yearbook Assistant         | Hinsdale | 0.3 |

Note \* Volunteer Assistant Positions are: Ty Harper – Baseball and Football Assistant; Shawn McKane - Cross Country; Brad and Ken Rowe - Football Assistants Second by C. Meeder, carried 5-0.

**APPROVE  
VOLUNEER  
COACHING  
ASSISTANTS**

R. Boland moved to approve Marcus Lindstrom as a fitness center monitor effective immediately. Second by B. Bates, carried 5-0.

**FITNESS CENTER  
MONITOR**

R. Boland moved to appoint Mary Rogers as a Census Taker for the district at a stipend of \$1,200 which shall be paid after completion of the census for the 2011-12 academic year. Second by C. Meeder, carried 5-0.

**CENSUS TAKER**

R. Boland moved to appoint Meredith Tallman as a part-time food service worker for the 2011-12 school year with compensation as per the current negotiated CSEA agreement. Second by B. Bates, carried 5-0.

**P/T FOOD SERVICE  
(Tallman)**

BOE Comments – M. Lyon stated that in view of the new dietary requirements, additional staff may need to be added in the cafeteria.

**BOE COMMENTS**

Policy Information: Held 2<sup>nd</sup> reading of the Pest Management and Pesticide Usage Update, Sexual Harassment of District Personnel, and Sexual Harassment of Students.

**POLICIES 2<sup>ND</sup>  
READING**

C. Meeder moved to nominate Christine Schnars (Jamestown), as the Region 3 State Representative for the NYSSBA. Second by B. Bates, carried 5-0.

**NYSSBA STATE REP  
(Schnars)**

M. Lyon moved to accept the internal audit of Extra-classroom Activities and the Risk Assessment update as presented to the audit committee on Tuesday, July 12, 2011, completed by Bahgat & Laurito-Bahgat. Second by B. Bates, carried 5-0.

**ACCEPT INTERNAL  
AUDIT & RISK  
ASSESSMENT**

R. Boland moved to approve the leave of absence of Mrs. Heather Stormer for the 2011-12 school year, from her duties as bus driver due to illness. Second by B. Bates, carried 5-0.

**LEAVE OF ABSENCE  
(Stormer)**

B. Bates moved to approve Habiterra Architecture of Jamestown as the architect for the current building renovation project approved by the voters on May 17, 2011. Second by C. Meeder, carried 4-1 (DeLellis).

**APPROVE  
ARCHITECT  
(Habiterra)**

R. Boland moved to enter into executive session at 7:34 PM to discuss personnel appointments. Second by C. Meeder, carried 5-0.

**EXEC. SESSION**

The regular meeting resumed at 7:50 PM.

**RESUME MEETING**

The board of education has nominated the following individuals to be placed on the Wall of Fame: Mr. Harry Brosius, Dr. John Swartz, Mr. Joseph Sventek, Dr. Colleen Damcott, and Dr. Lt. Col. Sam Barringer.

**WALL OF FAME  
NOMINATIONS**

R. Boland moved to adjourn the meeting at 7:55 PM. Second by B. Bates, carried unanimously.

**ADJOURN**

Respectfully submitted,

Tracie Cederquist  
District Clerk