

**Sherman Central School  
Board of Education  
REGULAR BOARD MEETING  
DECEMBER 19, 2016**

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

**MEMBERS PRESENT:** Brian Bates, Gary DeLellis, Jennifer Ferreira, Colleen Meeder, Emily Reynolds

**OTHERS PRESENT:** Michael Ginestre, Bryna Booth, Kimberly Oehlbeck, Tracie Smith, Sentinel Newspaper Reporters

President Bates called the **meeting to order** at 5:31 PM. The pledge of allegiance was recited and board member roll call was taken with 5 members present.

**CALL TO ORDER  
ROLL CALL**

G. DeLellis moved to **approve the minutes** of the regular board meeting held November 21, 2016. Second by C. Meeder, carried 5-0.

**APPROVE  
MINUTES**

C. Meeder moved to approve the **Extra Curricular Treasurer Reports** for period ending 11/30/16/16. Second by J. Ferreira, carried 5-0

**TREASURER  
REPORT**

**No public participation.**

**REPORTS:**

**Business Administrator Report** – Mrs. Oehlbeck has received the NYS Audit and has send in our preliminary response. We have 90 days to formulate our corrective action plan which will be presented to the board for approval at the January meeting. The Accounting Procedures Manual is ready for approval. The budget process will begin with information packets distributed to staff after Christmas break. Review of the maintenance, transportation, administration and capital portions of the budget will be presented at the January meeting.

**BUSINESS  
OFFICIAL REPORT**

**Principal Booth** reported on the scoring results of recent PSAT tests that were administered to the Junior class. A new professional development program, Kyte Learning, has been introduced to the faculty to assist them in implementing more technology into their classrooms. Santa will be visiting SCS on Thursday 12/22 delivering books throughout the elementary school, and students will also enjoy a seasonal movie and Christmas Sing-A-Long.

**PRINCIPAL  
REPORT**

**Superintendent Ginestre** informed the board of agenda items to be discussed at this meeting including approving 2017-18 budget calendar, accounting procedure manual, emergency response plan, Senior trip to Lake George, Director of Facilities, Head Bus Driver, and new position of Parent Liaison. He also mentioned the procedures that were followed during the recent lockout of the building due to an external threat. Staff followed procedures well and the emergency team met at the conclusion and suggested a couple of changes that will be implemented to ensure safety for everyone in the building.

**SUPERINTENDENT  
REPORT**

The bid opening for the Capital Outlay project was rescheduled for 12/20/16 and contractor selection will be presented for board approval at the next meeting. Two policy updates for 1<sup>st</sup> reading will be brought to the board this month and continue until all policies are reviewed and approved. The Smart Bond fund amounts will soon be available, and vendors bids will be solicited with a public hearing to take place for projects, renovation work, and new equipment purchases to be considered for the building. An executive session will be necessary to discuss employee and student discipline with action to be taken upon reconvening.

Board Comment – Mr. DeLellis made a statement regarding the Governor Cuomo’s recent bill regarding the Veteran’s Tax Credit.

**BOARD COMMENT**

C. Meeder moved to approve the <b>departmental reports</b> . Second by G. DeLellis, carried 5-0.	<b>DEPARTMENT REPORTS</b>
Jennifer Ferreira moved to approve the following <b>new business consent agenda</b> including the following items:	<b>NEW BUSINESS CONSENT AGENDA</b>
4a) <b>CPSE/CSE Placements</b> as per the recommendation of the CSE/CPSE chair for the attached roster of students. ( <i>Att. #11</i> )	<b>CSE PLACEMENTS</b>
4b) Adopt 2017-18 <b>Budget Calendar</b> as presented by the School Business Administrator. ( <i>Att. #12</i> )	<b>BUDGET CALENDAR</b>
4c) Approve <b>Accounting Procedures Manual</b> ( <i>Att. #13</i> )	<b>ACCOUNTING PROCEDURES</b>
4d) Approve <b>Emergency Response Plan</b> ( <i>Att. #14</i> )	<b>EMERGENCY RESPONSE PLAN</b>
4e) Approve the <b>transfer of district funds</b> from the Employee Benefits Reserve Account to the Trust & Agency Fund in the amount of \$3,602.40 for sick day accumulation and the transfer in the amount of \$15,000 for incentive from the General Fund to the Trust & Agency Fund for distribution options selected by Susan Hayes as she retires.	<b>TRANSFER OF FUNDS</b>
4f) Approve <b>Class of 2017 Senior Trip</b> to Lake George on May 19 & 20, 2017. Trip Itinerary is attached. ( <i>Att. #15</i> )	<b>SENIOR TRIP</b>
Second by E. Reynolds, carried 5-0.	
C. Meeder moved to approve the following <b>consent agenda for Personnel</b>	<b>PERSONNEL AGENDA</b>
5a) Approve the following <b>substitutes</b> for the 2016-17 school year as emergency conditional appointments pending proper fingerprint clearance and licensing requirements: Elizabeth Kopta (aide, food service & cleaner) Meghan Conway (uncertified teacher) Brenda Mason (aide, food service)	<b>SUBSTITUTES</b>
5b) Approve the change in title and compensation for Mr. Jared Oehlbeck as he steps down from the position of head bus driver effective January 23, 2017. He will remain employed for the district as <b>Director of Facilities II</b> and substitute bus driver with compensation as per their salary agreement. ( <i>Att. #16</i> )	<b>CHANGE IN TITLE: DIRECTOR OF FACILITIES-OEHLBECK</b>
5c) Appoint David Maleski as <b>head bus driver</b> effective January 23, 2017. Compensation shall be as per the attached salary agreement. ( <i>Att. #17</i> )	<b>HEAD BUS DRIVER-MALESKI</b>
5d) Appoint Pamella Zarpentine to the new position of <b>Parent Liaison</b> effective immediately. Her seniority status with the district will remain the same.	<b>PARENT LIAISON-ZARPENTINE</b>
5e) Approve Courtney Taylor and Pamella Zarpentine as <b>occasional drivers</b> . Approval pending completion of physical examination.	<b>OCCASIONAL DRIVER</b>
5f) Accept the <b>resignation</b> of Kevin Woods from the position of Social Studies Teacher effective immediately.	<b>RESIGNATION-WOODS</b>
Second by E. Reynolds, carried 5-0.	
E. Reynolds moved to enter into <b>executive session</b> at 6:07 PM to discuss student and employee discipline with action to be taken upon reconvening. Second by J. Ferriera, carried unanimously.	<b>EXECUTIVE SESSION</b>
The regular meeting <b>reconvened</b> at 8:00 PM.	<b>RECONVENE REGULAR MEETING</b>

E. Reynolds moved to approve Luke Waygood to a 6-month probationary appointment as **School Secretary** effective January 3, 2017. Compensation shall be as per the signed employment contract between Mr. Waygood and the district. Second by G. DeLellis, carried 5-0.

**APPOINT  
SCHOOL  
SECRETARY**

B. Bates moved to **adjourn** at 8:02 PM. Seconded by C. Meeder, carried unanimously.

**ADJOURNMENT**

Respectfully submitted,

Tracie D. Smith  
District Clerk