

**Sherman Central School  
Board of Education  
Organizational Meeting/ Regular Monthly Meeting  
July 10, 2017**

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

**MEMBERS PRESENT:** Jennifer Ferreira, Colleen Meeder, Emily Reynolds

**RE-ORG  
MEETING**

**MEMBERS ABSENT:** Brian Bates

**OTHERS PRESENT:** Michael Ginestre, Bryna Booth, Kimberly Oehlbeck, Tracie Smith, reporters from *Sentinal News*

Tracie Smith, District Clerk called the **annual organizational meeting to order** at 5:30 PM. The pledge of allegiance was recited and board member roll call was taken with 3 members present.

**CALL TO ORDER  
ROLL CALL**

**Oaths of Office were administered** to new board member Colleen Meeder and superintendent Michael Ginestre.

**OATHS OF  
OFFICE**

Nominations for **board president and vice president** were received and voting took place with Brian Bates as president and Colleen Meeder as vice president elected unanimously. All board members and administration proceeded to sign Oaths of Office and conflict of interest statements. Vice President Meeder presided over the remainder of the meeting.

**BOE PRESIDENT  
& VP  
ELECTED**

J. Ferreria moved to approve the following **personnel consent agenda** items 6a) through 6g):

**PERSONNEL  
APPOINTMENTS**

**6a) Personnel appointments, effective July 1, 2017:**

- a) Purchasing Agent ..... Superintendent
- b) District Clerk..... Tracie Smith
- c) District Treasurer ..... Kimberly Oehlbeck
- d) Deputy Treasurer ..... Principal
- e) Extra Curricular Treasurer ..... Luke Waygood
- f) Tax Collector ..... M & T Bank
- h) School Attorneys..... Lundberg Law Offices (\$170/Hr)  
..... Harris Beach
- i) School Physician ..... Westfield Family Physicians  
..... (\$7,800)
- j) Fire Inspector ..... Charles Smith dba K & C Property  
..... Services (\$450)
- k) Internal Claims Auditor ..... Pam Fisher
- l) Treasurer of Petty Cash..... Superintendent
- m) Maintain Cash Receipt Log ..... Tracie Smith
- n) Merchandise Receipt Clerk..... Danielle Jacobson
- o) Summer Merchandise Receipt Clerk ..... Luke Waygood
- p) Workers Compensation Designee..... Kim Oehlbeck
- q) AED Maintenance Personnel..... Deanie Thorsell (\$600)
- r) Financial Bond Counsel..... Bernard P. Donegan, Inc.
- s) Legal Review Bond Company ..... Tim McGill Law Offices
- t) CPSE Secretary ..... Pam Fisher (\$892.00)
- u) Sub Calling Personnel..... Carol Graham (\$2,500)
- v) AED Coordinator ..... Deanie Thorsell (\$600)

6b) Require school personnel 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 must sign this statement annually.

**CONFLICT OF  
INTEREST  
DISCLOSURE**

- 6c) Certify **teacher substitutes** be paid at \$75 per day and non-certified substitutes be paid at \$65 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. SUBSTITUTE  
TEACHER PAY &  
CONSECUTIVE  
DAY RATE OF PAY
- 6d) Approve by the board of education to work with an athletic team or activity be **reimbursed for the cost of fingerprinting** upon completion of the activity for which they were approved. FINGERPRINT  
PROCESSING  
REIMBURSEMENT
- 6e) Approve the following resolution:  
Be it resolved that the all **letters of resignation** become binding upon receipt of the letter by the Superintendent of Schools on the date it is received. LETTERS OF  
RESIGNATION
- 6f) Approve the **substitute bus driver rate** at \$15.68 per hour. SUB BUS DRIVER  
PAY
- 6g) **Establish the standard work-day** for full-time ERS employees for the NYS Employees Retirement System reporting as follows: STANDARD WORK  
DAY

<b>Job Title .....</b>	<b>Hours</b>
Account Clerk .....	8.00
Account Clerk Typist/Guidance Secretary .....	8.00
Building Maintenance Mechanic .....	8.00
Bus Aide.....	6.00
Bus Driver .....	6.00
Bus Mechanic.....	8.00
Cleaner .....	8.00
Cook .....	6.50
Custodian .....	8.00
Director of Facilities II.....	8.00
Food Service Helper.....	6.00
Head Bus Driver.....	8.00
Groundskeeper .....	8.00
School Nurse .....	7.25
Secretary to the Superintendent .....	8.00
Teacher Aide .....	6.75
Technology Coordinator .....	8.00
Typist II/High School Secretary .....	8.00

Second by E. Reynolds, carried 3-0.

7) **E. Reynolds moved to approve the operations consent agenda including items 7a) through 7r)**

7a) Approve the following **contracted services** for the 2017-18 school year effective July 1, 2017:

<i>Vendor</i>	<i>Service Provided</i>	<i>Annual Cost</i>
Asset Control Solutions	Inventory Updates	\$1,700.00
Bahgat & Laurito-Bahgat	Independent Auditor	\$13,900.00
Life Safety	Alarm System/Sound & Communication	\$1,300.00
Lineage	Annual Maintenance Fee	\$168.00
Lineage	Postage Machine-Lease	\$732.00
Health Economics Group	Flex Plan	\$3.00/month/ employee
Health Economics Group	105H – Teaching Staff Only	\$1.50/month/ enrollee
Strate Welding	Welding Cylinders	\$100.00
Otis	Elevator Maintenance	Capped @ \$5,500
ACE Elevator Inspection Corp.	Safety Inspection	\$900.00
People Systems	Unemployment Cost Control	\$638.00

Pupil Benefits	Student Insurance	\$16.88/Student
Milton Cat	Generator Service Contract	\$653.00
Utica National Insurance Mayville Tremaine Agency	District-wide Insurance Coverage	\$50,191.00

- 7b) Authorize school business administrator/district treasurer to **pay salaries and all utilities** when due. The superintendent will approve each payroll roster. **AUTHORIZE TO PAY SALARIES/ UTILITIES**
- 7c) **Re-establishment of a uniform system of accounts** and treasurer's receipts for the 2017-18 school year. **UNIFORM SYSTEM OF ACCOUNTS**
- 7d) **Re-establishment of petty cash funds** of \$100.00 for the General Fund and \$175.00 for the School Lunch Fund. **PETTY CASH**
- 7e) Purchase of a **blanket bond** for all school employees (\$200,000), with an extra stipulation for district treasurer and school tax collector in the amount of \$1,000,000. Provider: Liberty Mutual. **BLANKET BOND**
- 7f) Designate the following banking institutions as **official depositories** of Sherman Central School district funds: Community Bank, N.A., The Bank of New York, NY Class, M & T Bank, and Inner Lakes Federal Credit Union located in the attached account roster. (*Att. #1*) **OFFICIAL DEPOSITORY**
- 7g) Set the **mileage reimbursement rate** for the 2017-18 school year at the Federal IRS rate. (Currently at \$.535 cents/mile) **MILEAGE REIMBURSEMENT**
- 7h) Designate the Jamestown Post Journal as the **official newspaper**. **OFFICIAL NEWSPAPER**
- 7i) Approve the regular **Board of Education schedule** below beginning at 5:30 PM and held in the board room #118. **BOE MEETING SCHEDULE**

<b>2017-18 SCS Board of Education (Tentative) Meeting Dates</b>	
July 10, 2017 (Organizational Meeting)	January 22, 2018
August 21, 2017	February 26, 2018
September 18, 2017	March 19, 2018
October 16, 2017	April 17, 2018 (Tuesday)
November 20, 2017	May 7, 2018 (Regular Session & Annual Budget Hearing)
December 18, 2017	June 18, 2018

- 7j) Reaffirm **board policies, bylaws, and code of ethics**, previously adopted by the Board of Education. **POLICIES BYLAWS AND CODE OF ETHICS**
- 7k) Elect Brian Bates be the **Voting delegate** for county and state board meetings for the 2017-18 school year;  
  
and that Colleen Meeder be the **Alternate voting delegate** for county and state board meetings for the 2017-18 school year. **VOTING DELEGATES**
- 7l) Give the **authority to send board of education members, teachers, and staff members** to conferences, meetings, etc. with expenses, in accordance with School Board Policy, budgets and all contracts. **SEND BOE/ TEACHERS TO CONFERENCES**
- 7m) Approve the **Fee Schedule** for the use of the school facilities and transportation for the 2017-18 as listed. (*Att. #2*) **FEE SCHEDULE**
- 7n) Establish the following **Breakfast and Lunch Prices** for the 2017-18 school year: **BREAKFAST/ LUNCH PRICES**

	<b>Breakfast</b>	<b>Lunch</b>
Reduced Rate	\$ .25	\$ .25
K-8	1.50	\$1.90
9-12	1.50	\$2.00
Teachers	---	\$3.75

7o) Authorize the superintendent to approve all **budget transfers** with copies made available to the board at each monthly meeting for information only.

**BUDGET TRANSFERS**

7p) Establish the **2017-18 rate as per the new tuition policy** adopted June 20, 2016, in the amount of \$585.00 per student. (Att. #3)

**TUITION RATE**

7q) Re-establish the **audit committee** consisting of: Darlene Barney, Mark Persons, Gerald Russell and board member Colleen Meeder, and administer the Oath of Office to each committee member.

**AUDIT COMMITTEE**

7r) Review and approve annually the **Audit Committee Charter**. (Att. #4)

**AUDIT COMMITTEE CHARTER**

Second by J. Ferreira, carried 3-0.

*REPORTERS ENTERED MEETING @ 5:40 PM.*

**REPORTERS ENTERED MEETING**

Mr. Ginestre clarified that the 2017-18 tuition rate will be \$585.00 per student. If the district were using the Seneca Falls formula, the tuition rates would have been elementary students - \$6,200 and high school students approximately \$4,800 per student per year. We currently have approximately 25 students paying tuition to attend SCS.

**TUITION RATE DISCUSSION**

**REGULAR MEETING**

***PROCEED TO REGULAR MONTHLY BOARD MEETING.....***

J. Ferreira moved to **approve the minutes** of the regular board meeting held June 19, 2017. Second by E. Reynolds, carried 3-0.

**MINUTES**

**No public participation.**

**REPORTS:**

**REPORTS**

**Kim Oehlbeck, School Business Administrator**, reported on the \$100,000 capital outlay project which is now complete. All of the funds have been paid out by the June 30 deadline totaling \$97,500. BP Donegan's office will be submitting the final cost report with SED. Bahgat & Laurito-Bahgat have started to work on field testing and then will be in the district on July 24, conducting their annual audit of our district. First meeting with the audit committee, then 2-3 days in the district, finally meeting again with the audit committee before submitting their findings to the board for acceptance.

**SCHOOL BUSINESS ADM.**

**Principal Booth** reported on the upcoming start of Wildcat Weeks. Enrollment is at 65 students with 7 on a wait list. Selection of a new website provider is moving along and calls will be made on Tuesday to recap progress. Mrs. Booth provided Regents results in her monthly report to the board. Scheduling changes are coming this fall, moving students into new "specials" that have been created to use our teacher's more effectively and splitting classes and be more creative for a more manageable class size.

**PRINCIPAL**

**Superintendent Ginestre** reported that housing for the fall school boards convention have be attained. Even though there were several departments affected by the recent staff retirement, we will only be advertising for a bus driver opening at this time. Mr. Ginestre announced the new President and Vice President of STA, Mr. Andrew Minton and Mrs. Nicole Palmatier, respectively. The STA contract will be up for negotiation this year and a schedule will be developed on how to proceed between the STA president and school administration. A new proposal concerning students wearing backpacks in the hall during the school day will be proposed in the near future for board approval in the revised Student Handbook. A meeting is scheduled for July 17 with

**SUPERINTENDENT**

YAW architects to discuss the next \$100,000 capital outlay project and scope of future building project needs. Smart Bonds project funds use will also be a topic of this discussion. The pre-k room renovation is nearing completion with new tile and carpet flooring being installed. A tour of this newly renovated area was conducted. The board of education will be holding a summer retreat on August 17. Goals for the next school year, a 5-year extended goal setting and financial picture of the district, and capital project needs will be a part of this discussion. Mr. Ginestre, Mrs. Booth and Mr. Burns recently attended the Model Schools conference which highlighted goal setting, vision with a 5-year view, then working the districts' budget backwards to meet those goals. The new softball field installation is complete and will be in use tomorrow by Coach Fisher during a pitching clinic. An executive session will be necessary to discuss student discipline and negotiations.

E. Reynolds moved to approve the **departmental reports**. Second by J. Ferreira, carried 3-0.

**DEPARTMENT REPORTS**

E. Reynolds moved to approve the CSE/CPSE placements as per the recommendation of the CSE/CPSE Chair. Second by J. Ferreira, carried 3-0.

**CSE PLACEMENTS**

J. Ferreira moved to approve the financial consent agenda including the following items:

**TRANSFER OF DISTRICT FUNDS**

4a) **Transfer of district funds** from the Employee Benefits Reserve Account to the Trust & Agency Fund in the amount of \$13,187.64 for sick day accumulation and the transfer in the amount of \$10,000 for incentive from the General Fund to the Trust & Agency Fund for distribution options selected by Barbara Field as she retires.

4b) **Transfer of district funds** from the Employee Benefits Reserve Account to the Trust & Agency Fund in the amount of \$10,625.50 for sick day accumulation and the transfer in the amount of \$10,000 for incentive from the General Fund to the Trust & Agency Fund for distribution options selected by Mary Gale Alday as she retires.

4c) **Transfer of district funds** from the Employee Benefits Reserve Account to the Trust & Agency Fund in the amount of \$13,339.00 for sick day accumulation and the transfer in the amount of \$10,000 for incentive from the General Fund to the Trust & Agency Fund for distribution options selected by Kathy Emory as she retires.

4d) Closeout of **extra-curricular accounts** with zero balances as listed below:

**CLOSEOUT EX. CURR. ACCOUNTS**

- Cheerleading-Basketball
- Cheerleading-Football
- History Club
- Class of 2017

4e) **Transfer of funds from the extra-curricular Math Club** Account in the amount of \$78.77 to Student Council Account closing out the club's account.

**TRANSFER OF DISTRICT EX. CURR. FUNDS**

Second by E. Reynolds, carried 3-0.

J. Ferreira moved to approve the new business agenda regarding district issues as listed below:

**SPORTS MERGER**

4f) Approve the merger of the following sports between Sherman, Clymer, and Panama Central Schools for the 2017-18 school year. The make up of each merger will be determined by need, available willing participants, and consistent with the Sherman

Central School belief that sports mergers are intended to save programs, enhance competition, and provide increased opportunities for the Sherman Central School students. Payment and division of duties for participating schools will be negotiated by respective school superintendents and formalized through inter-municipal agreements.

**2017-18 Sports Programs:**

- Cross Country
- Football
- Bowling
- Track
- Golf

Second by E. Reynolds, carried 3-0.

E. Reynolds moved to approve the personnel consent agenda including the following items:

- |     |                                                                                                                                                                                                                                                                                                     |                                        |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| 5a) | Approve Jamie Berg as <b>Teacher on Special Assignment</b> for the 2017-18 academic year as Instructional Support Specialist. He shall be granted continuation of his current tenure assignment in secondary ELA and his seniority on the SCS staff shall remain the same. ( <i>MOU - Att. #4</i> ) | PERSONNEL<br>AGENDA<br><br>TOSA        |
| 5b) | Approve the following <b>substitute</b> for the 2017-18 school year as an emergency conditional appointment pending proper fingerprint clearance and licensing requirements: Brooke Long – Teacher / Teacher Aide                                                                                   | SUBSTITUTE<br>APPROVAL                 |
| 5c) | Approve the following <b>corrections to the extra-curricular appointments</b> for the 2017-18 school year: Class of 2021 Advisors: Scott Costantini and Lennart Liffner                                                                                                                             | CORRECTION<br>TO EX. CURR.<br>STAFFING |
| 5d) | Approve William Delcamp as the <b>Modified Football Coach</b> for the 2017 fall season, pending completion of application and fingerprint clearance.                                                                                                                                                | MOD.<br>FOOTBALL<br>COACH              |
| 5e) | Approve Sofia Rater as a <b>fitness center monitor</b> effective immediately.                                                                                                                                                                                                                       | FITNESS<br>CENTER<br>MONITOR           |
| 5f) | Appoint Monica Vigliotti as a <b>long-term teacher substitute</b> in elementary education. The duration of the appointment is for a maternity leave from approximately September 6, 2017 through November 28, 2017. Compensation shall be at the continued employment rate with no other benefits.  | LONG-TERM<br>SUB TEACHER               |

Second by J. Ferreira, carried 3-0.

J. Ferreira moved to enter into **executive session** at 6:05 PM to discuss student discipline and negotiations. Second by E. Reynolds, carried unanimously.

Regular meeting **reconvened** @ 7:04 PM.

E. Reynolds moved to **adjourn** at 7:05 PM. Seconded by J. Ferreira, carried unanimously.

Respectfully submitted,

Tracie D. Smith  
District Clerk