

**Sherman Central School
Board Of Education
ORGANIZATIONAL MEETING
Followed by REGULAR BOARD MEETING
July 2, 2012**

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

PRESIDING: Tracie Cederquist, District Clerk

MEMBERS PRESENT: Brian Bates, Gary DeLellis, Emily Kidd, Melissa Lyon, Colleen Meeder

OTHERS PRESENT: Thomas Schmidt, Kaine Kelly, Michael Ginestre, Christine Burdick, Kimberly 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.

The Oath of Office was administered to Tracie Cederquist – District Clerk by Superintendent Thomas Schmidt.

The Oath of Office was administered to Colleen Meeder (incumbent) as newly elected board member for a 5-year term ending 6/30/2017.

The Oath of Office was administered to Emily Kidd, newly appointed board member serving the remainder of the 5-year term of R. Boland who resigned. Expiration of term will be 5/21/13.

The Oath of Office was administered to Thomas Schmidt as Superintendent of Schools for the district for the 2012-13 academic year.

A call for nominations for President of the Board of Education was made. M. Lyon nominated Brian Bates, second by C. Meeder. C. Meeder moved to close nominations, seconded by E. Kidd and Brian Bates was named President, unanimously. Administered Oath of Office to Mr. Bates who then presided over the remainder of the meeting.

A call for nominations for Vice President was made. C. Meeder nominated Melissa Lyon, second by G. DeLellis. Closed nominations and Mrs. Lyon was named Vice President, unanimously. Administered Oath of Office to Mrs. Lyon.

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

Administered Oath of Office to Gary DeLellis and Colleen Meeder – BOE members, Kaine Kelly – Principal, Michael Ginestre – Principal, Kimberly Oehlbeck – District Treasurer

C. Meeder moved to approve the following annual appointments for the 2012-13 school year, effective July 1, 2012:

- a) Purchasing AgentSuperintendent
- b) Records Management OfficerShawn McKane (\$1,200)
- c) District ClerkTracie Cederquist
- d) District TreasurerKimberly Oehlbeck
- e) Extra Curricular Treasurer.....Susan Hayes
- f) Tax CollectorJP Morgan/Chase Bank
- g) School AttorneyLundberg Law Offices (\$160/hr)
.....Harris Beach
- h) School PhysicianWestfield Family Physicians (\$7,800)
- i) Fire InspectorCharles Smith (K & C Property
.....Services (\$450)
- j) Internal Claims Auditor.....Pam Fisher

**ORDER
PLEDGE
ROLLCALL**

**OATH OF OFFICE:
DISTRICT CLERK
(Cederquist)**

**NEW BOE
MEMBER (Meeder)**

**NEW BOE
MEMBER
(Kidd)**

**SUPERINTENDENT
(Schmidt)**

**BOE PRESIDENT
(Bates)**

**BOE VICE
PRESIDENT
(Lyon)**

**ADMINISTERED
ADDITIONAL
OATHS OF OFFICE**

**ANNUAL
APPOINTMENTS**

- k) Alternate Internal Claims Auditor Tracie Cederquist
 - l) Treasurer of Petty Cash Superintendent
 - m) Maintain Cash Receipt Log Tracie Cederquist
 - n) Merchandise Receipt Clerk Cindy Stoddard
 - 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 G. DeLellis, carried 5-0.

C. Meeder moved to approve the following contracted services for the 2012-13 school year, effective July 1, 2012:

**APPROVE
CONTRACTED
SERVICES**

Vendor	Service Provided	Annual Cost
Michael Corey, CPA	Independent Auditor	\$11,850.00
Bahgat & Laurito-Bahgat	Internal Auditor	\$3,000.00
Simplex/Grinnell	Alarm System/Sound & Communication	\$5,243.00
MacSource	Telephone Service	\$6,652.80
Pitney Bowes	Postage Meter Rental - \$340.00/Qrt.	\$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	\$500.00
Advantage Sports	Fitness Equipment	\$499.50
Otis	Elevator Maintenance	Capped @ \$5,000
Pupil Benefits	Student Insurance	\$18.80/Student
BCS	Maintain service to existing Trane HVAC automation system (7/1/12-6/30/13)	\$1,850.00
Dr. Michael Thayer	School Psychologist	<i>See attached breakdown</i>
Milton Cat	Generator Service Contract	\$628.00

Second by M. Lyon, carried 5-0.

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 G. DeLellis, carried 5-0.

**TREASURER TO
PAY SALARIES &
UTILITIES**

G. DeLellis moved to re-establish a uniform system of accounts and treasurer's receipts for the 2012-13 school year. Second by M. Lyon, carried 5-0.

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

M. Lyon 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 M. Lyon, carried 5-0.

**PURCHASE
BLANKET
BONDS**

C. Meeder 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 G. DeLellis, carried 5-0.

**OFFICIAL
DEPOSITORIES**

M. Lyon moved to establish the mileage reimbursement rate for the 2012-13 school year be set at the Federal IRS rate which is currently 55.¢/mile. Second by C. Meeder, carried 5-0.

MILEAGE RATE

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

OFFICIAL NEWSPAPER

G. DeLellis moved to establish the following dates for regular board of education meeting for the 2012-13 academic year with starting time at 5:30 PM: Second by C. Meeder, carried 5-0.

ESTABLISH BOE MEETING DATES

2012-13 SCS Board of Education Meeting Dates	
Organizational Meeting and Regular Session July 2, 2012	January 9, 2013
August 8, 2012	February 13, 2013
September 12, 2012	March 13, 2013
October 10, 2012	April 10, 2013
November 14, 2012	* May 13, 2013 (Monday) Regular Session & Annual Budget Hearing
December 12, 2012	June 12, 2013

M. Lyon moved to reaffirm the board policies, bylaws, and code of ethics previously adopted by the board of education. Second by C. Meeder, carried 5-0.

REAFFIRM POLICIES AND BYLAWS

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

CO. & STATE VOTING DELEGATE & ALTERNATE

M. Lyon 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 C. Meeder, carried 5-0.

SUPT. AUTHORITY TO SEND STAFF TO MEETINGS...

G. DeLellis moved to approve the **attached** fee schedule for the 2012-13 school year with all requests for building use, transportation needs and other requests to receive final approval from the superintendent. Second by C. Meeder, carried 5-0.

APPROVE FEE SCHEDULE

M. Lyon moved to establish the following breakfast and lunch prices for the 2012-13 school year:

BREAKFAST & LUNCH PRICES

	Breakfast	Lunch
Reduced	\$.25	\$.25
K-6	1.10	\$1.70
7-12	1.10	\$1.80
Teachers	---	\$3.75

Second by E. Kidd, carried 5-0.

G. DeLellis 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 E. Kidd, carried 5-0.

SUPT. TO APPROVE BUDGET TRANSFERS

M. Lyon 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 C. Meeder, carried 5-0. Completed disclosures were collected at the meeting.

CONFLICT OF INTEREST DISCLOSURE STATEMENT

G. DeLellis moved to approve the substitute bus driver rate of pay at \$13.24 per hour. Second by E. Kidd, carried 5-0.

**APPROVE SUB BUS
DRIVER PAY RATE**

C. Meeder moved that the certified substitute teacher rate of pay will be \$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 M. Lyon, carried 5-0.

**APPROVE SUB
TEACHER PAY RATE
& CONSECUTIVE
DAY RATE OF PAY**

G. DeLellis 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 E. Kidd, carried 5-0.

**APPROVE
REIMBURSEMENT
OF FINTERPRINCE
CLEARANCE COST**

G. DeLellis 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 M. Lyon, carried 5-0.

**RESOLUTION:
LETTERS OF
RESIGNATION**

M. Lyon moved to adjourn the organization meeting at 6:00 PM and immediately convene to the regular board meeting. Second by G. DeLellis, carried unanimously.

**ADJOURN
ORGANIZATIONAL
MEETING**

REGULAR BOARD MEETING

M. Lyon moved to approve the minutes of the regular board meeting of June 4, 2012 and the special board meeting of June 18, 2012. Second by G. DeLellis, carried 4-0-1(Kidd).

APPROVE MINUTES

C. Meeder moved to approve the consent agenda including: cash disbursements for the period ending 6/30/12, treasurer reports for period ending 5/31/12, extra-curricular treasurer report for period ending 5/31/12, financial reports for period ending 5/31/12. Second by G. DeLellis carried 4-0-1(Kidd).

**APPROVE CONSENT
AGENDA**

Mr. Schmidt, Superintendent, reported that work on the project began a week ago and E.E. Austin is the General Contractor. Gene continues to hold the contractors to task. 3 different phases of the project will be under construction this summer and the science room project is slated for next summer. Graduation went well and overall a good close to the 2011-12 school year. The relocation of all the elementary grade teachers has taken place and everyone is settling in. Mr. Schmidt asked for a few moments at the end of the meeting to address the board.

REPORTS:

SUPERINTENDENT

Mr. Kelly, Principal, reported that the APPR Plan has been submitted to NYS. We have applied for the Competitive Performance Improvement Grant to help us improve our level of mastery in 7-12 Math. We are waiting to hear if it has been approved.

PRINCIPAL

Mrs. Oehlbeck, District Treasurer, reported that our Independent Auditor, Michael Corey will meet with the audit committee on August 16 and begin the annual 2011-12 audit. We are waiting on the report from the Internal Auditor, Bahgat & Laurito-Bahgat and their review of our transportation department.

**DISTRICT
TREASURER**

C. Meeder moved to adopt the following resolution regarding financing of 2 new buses:

**ADOPT
RESOLUTION (BUS
FINANCING)**

BOND RESOLUTION DATED JULY 2, 2012 OF THE BOARD OF EDUCATION OF THE SHERMAN CENTRAL SCHOOL DISTRICT AUTHORIZING GENERAL OBLIGATION BONDS TO FINANCE THE ACQUISITION OF SCHOOL BUSES, AUTHORIZING BOND ANTICIPATION NOTES IN CONTEMPLATION THEREOF, THE LEVY OF TAXES IN ANNUAL INSTALLMENTS IN PAYMENT THEREOF, THE EXPENDITURE OF SUCH SUMS FOR SUCH PURPOSE, AND DETERMINING OTHER MATTERS IN CONNECTION THEREWITH.

WHEREAS, the qualified voters of the Sherman Central School District, New York, at the annual meeting of such voters duly held on May 15, 2012, duly approved a proposition authorizing the levy of taxes to be collected in installments, in the manner provided by the Education Law, for the specific objects or purposes hereinafter described; now therefore

BE IT RESOLVED BY THIS BOARD OF EDUCATION AS FOLLOWS:

Section 1. The Sherman Central School District has undertaken or shall undertake certain capital expenditures, as more particularly described in Section 3 hereof.

Section 2. The Sherman Central School District is hereby authorized to issue its General Obligation Serial Bonds in the aggregate principal amount of not to exceed \$248,623.36, pursuant to the Local Finance Law of New York, in order to finance the specific objects or purposes described herein.

Section 3. The specific object or purpose to be financed pursuant to this resolution (hereinafter referred to as "purpose") is the acquisition of two (2) school buses.

Section 4. It is hereby determined and declared that (a) the maximum aggregate cost of said purpose, as estimated by the Board of Education, is \$248,623.36, and such amount is hereby appropriated therefore, (b) the Sherman Central School District plans to finance the cost of said purpose entirely from funds raised by the issuance of said Bonds and the Bond Anticipation Notes hereinafter referred to, and (c) no money has heretofore been authorized to be applied to the payment of the cost of said purpose.

Section 5. It is hereby determined that the purpose is one of the class of objects or purposes described in Subdivision 29 of Paragraph a of Section 11.00 of the Local Finance Law, and that the period of probable usefulness of said purpose is five (5) years.

Section 6. The Sherman Central School District is hereby authorized to issue its Bond Anticipation Notes in the aggregate principal amount of not to exceed \$248,623.36, and is hereby authorized to issue renewals thereof, pursuant to the Local Finance Law of New York in order to finance the purpose in anticipation of the issuance of the above described Bonds.

Section 7. It is hereby determined and declared that (a) there are presently no outstanding Bond Anticipation Notes issued in anticipating of the sale of said Bonds, (b) the Bond Anticipation Notes authorized hereby are not issued in anticipation for Bonds for an assessable improvement.

Section 8. It is hereby determined and declared that the Sherman Central School District reasonably expects to reimburse the general fund, or such other fund utilized, not to exceed the maximum amount authorized herein, from the proceeds of the obligations authorized hereby for expenditures, if any, from such fund that may be made for the purpose prior to the date of issuance of such obligations. This is a declaration of official intent under Treasury Regulation §1.150-2.

Section 9. The faith and credit of the Sherman Central School District, New York, are hereby irrevocably pledged for the payment of the principal of and interest on such Bonds and Bond Anticipation Notes as the same respectively become due and payable. And annual appropriation shall be made in each year sufficient to pay the principal of and interest on such obligations becoming due and payable in such year. There shall annually be levied on all taxable real property of said School District, a tax sufficient to pay the principal of and interest on such obligations as the same become due and payable.

Section 10. The power to further authorize the issuance of said Bonds and Bond Anticipation Notes and to prescribe the terms, form and contents of said Bonds and Bond Anticipation Notes, subject to the provisions of this resolution and the Local Finance Law of New York, including without limitation, the consolidation with

other issues, the determination to issue Bonds with substantially level or declining annual debt service, and to sell and deliver said Bonds and Bond Anticipating Notes, is hereby delegated to the President of the Board of Education or to the Vice President of the Board in the event of the absence or unavailability of the President. The President of the Board of Education and the District Clerk are hereby authorized to sign by manual or facsimile signature any Bonds and Bond Anticipation Notes issued pursuant to this resolution, and are hereby authorized to affix to such Bonds and Bond Anticipation Notes the corporate seal of the School District and to attest the same.

Section 11. This resolution, or a summary hereof, shall be published in full by the District Clerk of the School District together with a notice in substantially the form prescribed by Section 81.00 of said Local Finance Law, and such publication shall be in each official newspaper of the School District. The validity of said Bonds and Bond Anticipation Notes may be contested only if such obligations are authorized for an object or purpose for which said School District is not authorized to expend money, or the provisions of law which should be complied with, and an action, suit or proceeding contesting such validity, is commenced within twenty (20) days after the date of such publication; or if said obligations are authorized in violation of the provisions of the Constitution.

Section 12. This resolution shall take effect immediately upon its adoption.
Second by G. DeLellis, carried 5-0.

G. DeLellis moved to approve the following CSE placements as per the recommendation of the CSE chair:

APPROVE CSE
PLACEMENTS

Student #	Program
20631	Physical Therapy 1 x 60 ind/wk
20519	Speech 2 x 30 ind/wk, Speech 1 x 30 group/wk
20719	Speech 1 x 30 ind/wk, Speech 2 x 30 group/wk
20411	OT 1 x 30 group/wk
20439	Special Class 12-1-3, Speech 2 x 30 ind/wk, OT 1 x 30 ind/wk, OT 1 x 30 group/wk, Summer Services: Special Class 12-1-3, Speech 2 x 30 ind/wk, OT 1 x 30 ind/wk, OT 1 x 30 group/wk
20099	Special Class 12-1-3, Skilled Nursing 2 x 15 ind/daily, Vision 2 x 60/year, PT 2 x 30 ind/wk, OT 1 x 30 ind/month, OT 2 x 30 ind/wk, Summer Services: Special Class 12-1-3, Skilled Nursing 2 x 15 ind/daily, PT 2 x 30 ind/wk, OT 2 x 30 ind/wk, OT 1 x 30 ind/bi-wkly
9479	Special Class 12-1-3, Skilled Nursing 2 x 15 ind/daily, OT 3 x 30 ind/wk, PT 2 x 30 ind/wk, Summer Services: Special Class 12-1-3, Skilled Nursing 2 x 15 ind/daily, OT 2 x 30 ind/wk, PT 3 x 30 ind/wk
9480	Special Class 12-1-3, OT 2 x 30 ind/wk, PT 2 x 30 ind/wk Summer Services: Special Class 12-1-3, OT 2 x 30 ind/wk, PT 2 x 30 ind/wk
20038	Special Class: 6-1-1, Counseling 1 x 30 ind/wk
5809	Resource Room 5 x 40/wk, Co-Teaching ELA 5 x 40/wk, Co-Teaching Sci 5 x 40/wk, Counseling 1 x 30 ind/wk
20722	OT 2 x 30 ind/wk
20313	Resource 5 x 40/wk
20314	Resource 5 x 40/wk

Second by M. Lyon, carried 5-0.

M. Lyon moved to approve the district treasurer to **transfer funds** in the amount of \$15,777.38 from the Employee Benefit Reserve Account to the Trust & Agency Account to cover the cost of Roger Warner's health insurance reserve.
Second by C. Meeder, carried 5-0.

APPROVE
TRANSFER OF
FUNDS

M. Lyon moved to approve the following extra-curricular advisor and coaching positions for the 2012-13 academic year:

APPROVE EXTRA-CURRICULAR ADVISORS/ COACHES

Extra-Curricular/Advisor Staff

Athletic Director	Swanson	1
Audio Visual Director	Warren	0.3
Class Advisor - 2013	H. Croscut	
.....	S. Croscut.....	0.5
Class Advisor - 2014	Emory	
.....	TBD	0.5
Class Advisor - 2015	Minton	
.....	Palmatier	0.5
Class Advisor - 2016	Graham	
.....	Zarpentine	0.5
FFA Advisor	Maleski.....	0.8
Graphic Design Specialist	Hawkins	0.7
Hall Monitor	J. Fisher	
.....	Deering.....	0.4
High School Bowl	Beimel	0.3
Marching Band.....	Minton.....	0.5
Musical Director (2)	Carr	
.....	Minton.....	1.0
National Honor Society	Beimel	0.3
Noon Hour Supv. Jr Hi	Emory	0.6
Noon Hour Supv. Sr Hi	Damcott.....	0.6
Play Director	Keating	1
Public Information Officer	Warren	0.4
SADD Advisor	Deuink.....	0.3
.....	M. Martin-Vol.	
Stage Manager	Liffner	0.3
Student Council.....	Damcott.....	0.4
Yearbook Advisor.....	Brink	0.8
Yearbook Assistant.....	Hawkins	0.3

Coaching Staff

Baseball	Jessey	0.8
Basketball Boys' JV	Emory	0.7
Basketball Boys' Varsity	Emory	1
Basketball Boys' 7th	Goldberg.....	0.4
Basketball Boys' 8th	Damcott	0.4
Basketball Girls' 7th	Deuink	0.4
Basketball Girls' 8th	Swanson	0.4
Basketball Girls' JV	TeWinkle.....	0.7
Basketball Girls' Varsity	Swanson	1
Cheerleading Basketball	Warner, A.....	0.6
Cheerleading Football	Warner, P.	0.4
Cross Country	McKane	0.7
Football JV.....	Emory	0.7
Football JV Assistant	Lyon.....	0.7
Football Varsity	Krenzer, B.	1
Football Varsity Ass't	Harper.....	0.7
Golf.....	Swanson	0.6
Intramural Golf	Deering	0.3
Softball Modified	TBD	4
Softball Varsity	Bestine	0.8
Track Boys' & Girls'	Deuink	0.7
Volleyball Boys' Varsity	Damcott	0.5
Volleyball Girls' Varsity	Burns	1
Volleyball Girls' JV	Eckwahl.....	0.6

Second by B. Bates, carried 5-0.

G. DeLellis moved to approve the following **psychiatric interns**, under the direction of Dr. Michael Thayer, to receive their practicum requirements during the fall 2012 semester, as per the practicum stipend cost analysis **attached**. The students are Ashley Holmes and Carlee Wernke. Second by C. Meeder, carried 5-0.

APPROVE PSYCHIATRIC INTERNS

C. Meeder moved to approve the maternity leave of Kimberly Oehlbeck, 8 weeks beginning after the birth of their baby on approximately July 18, 2012. She plans on returning to work on September 13, 2012. Second by M. Lyon, carried 5-0.

APPROVE MATERNITY LEAVE (OEHLBECK)

Mr. Schmidt thanked everyone and expressed his appreciation for their support as he leaves his post as our Superintendent.

MR. SCHMIDT – THANKS

BOE Comments –

BOE COMMENTS

G. DeLellis thanked his fellow board members for their assistance this past year as he steps down from the President’s seat. C. Meeder thanked G. DeLellis for his leadership. B. Bates and M. Lyon also conveyed thanks.

G. DeLellis moved to enter into executive session at 6:45 pm to discuss negotiations and personnel. Second by M. Lyon, carried 5-0.

EXEC. SESSION

Executive session concluded at 7:25 and regular session reconvened.

RESUME

M. Lyon moved to adjourn the meeting at 7:25 PM. Second by B. Bates, carried unanimously.

ADJOURN

Respectfully submitted,

Tracie Cederquist
District Clerk