

**Sherman Central School
Board of Education
ORGANIZATIONAL BOARD MEETING
July 14, 2015**

TIME & PLACE: 7:30 AM – Board of Education Conference Room #118

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

MEMBERS ABSENT: Emily Reynolds

OTHERS PRESENT: Kaine Kelly, Kimberly Oehlbeck, Tracie Cederquist, Michael Ginestre

The district clerk **called the meeting to order** at 7:30 AM. The pledge of allegiance was recited and board member roll call was taken with 4 members present, 1 absent.

The **Oath of Office** was administered to re-elected board member Melissa Lyon (term 7/1/15 to 6/30/20).

The **Oath of Office** was administered to Superintendent Kaine Kelly for the 2015-16 academic year.

A call for nominations for **school board president** was made. G. DeLellis nominated Melissa Lyon, nominations were closed. Second by B. Bates. Mrs. Lyon was named president 4-0.

A call for nominations for **vice President** was made. M. Lyon nominated Brian Bates, nominations were closed. Seconded by C. Meeder. Mr. Bates was named Vice President, 4-0.

G. DeLellis moved that it be resolved that Vice President Bates will act on behalf of the Board President in her absence. Second by B. Bates, carried 4-0.

Administered **Oath of Office** to remaining board members. President Lyon will now conducted the remainder of the meeting. (Oath of office will be administered to Principal, District Treasurer, District Clerk, Head Custodian/Transportation Manager and Claims Auditor at the earliest possible convenience).

B. Bates moved to approve the consent agenda for personnel including items 6a) through 6f)

6a) **Recommends the following appointments**, effective July 1, 2015:

- a) Purchasing Agent Superintendent
- 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
- g) School Attorneys Lundberg Law Offices
..... (\$170/Hr)
..... Harris Beach
- h) School Physician Westfield Family
..... Physicians (\$7,800)
- i) Fire Inspector..... Charles Smith dba K & C
..... Property Services (\$450)
- j) Internal Claims Auditor..... Pam Fisher
- k) Alternate Internal Claims Auditor Tracie Cederquist
- l) Treasurer of Petty Cash Superintendent

**ORDER
PLEDGE
ROLLCALL**

**ADMINISTERED
OATH OF OFFICE**

**NOMINATIONS
& ELECTION OF
PRESIDENT &
VICE PRESIDENT**

**CONSENT
AGENDA FOR
PERSONNEL**

**ANNUAL
APPOINTMENTS**

- m) Maintain Cash Receipt Log Tracie Cederquist
- n) Merchandise Receipt Clerk Danielle Jacobson
- o) Summer Merchandise Receipt Clerk... Susan Hayes
- 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

6b) Recommends that the following school personnel be required 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 STATEMENT

6c) Recommends that **certified 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 & CONSECUTIVE RATE OF PAY

6d) Recommends that volunteers who are approved 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 CLEARANCE REIMBURSEMENT

6e) Recommends that the board of education 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.

BINDING LETTERS OF RESIGNATION

6f) Recommends that the board of education approve the **substitute bus driver rate** at \$13.68 per hour.

SUB BUS DRIVER RATE

Second by C. Meeder, carried 4-0.

CONSENT AGENDA FOR OPERATIONS:

B. Bates moved to approve the consent agenda for operations including items 7a) through 7r):

CONTRACTED SERVICES

7a) Recommends the approval of the following **contracted services** for the 2015-16 school year effective July 1, 2015:

Vendor	Service Provided	Annual Cost
Bahgat & Laurito-Bahgat	Independent Auditor	\$12,000
Simplex/Grinnell	Alarm System/Sound & Communication	\$2,500.00
Pitney Bowes	Postage Meter Rental - \$340.00/Qt.	\$1,360.00
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
Pupil Benefits	Student Insurance	\$21.44/Student
Andrew Kuzmicki Clymer CSD	School Psychologist \$309.54 x 40 Days	\$16,201.56
Milton Cat	Generator Service Contract	\$653.00
SmartEdge	Aerco Boiler Service Agreement (7/1/14-6/30/15)	N/A
Liberty Mutual Insurance (Mayville Tremaine Agency)	District-wide Insurance Coverage	\$48,085.39

- 7b)** Recommends the business administrator/district treasurer be **authorized to pay** salaries and all utilities when due. The superintendent will approve each payroll roster.

AUTHORIZE TO
PAY SALARIES/
UTILITIES
- 7c)** Recommends the **re-establishment of a uniform system of accounts** and treasurer's receipts for the 2015-16 school year.

UNIFORM SYSTEM
OF ACCOUNTS
- 7d)** Recommends the **re-establishment of petty cash funds** of \$100.00 for the General Fund and \$175.00 for the School Lunch Fund.

PETTY CASH FUND
- 7e)** Recommends the 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)** Recommends that Community Bank, N.A., JP Morgan Chase & Co., The Bank of New York, and Inner Lakes Federal Credit Union be designated as **official depositories** for school funds located in the attached accounts. (*Att. #1*)

OFFICIAL
DEPOSITORIES
- 7g)** Recommends that the **mileage reimbursement rate** for the 2015-16 school year be set at the Federal IRS rate. (Currently at \$57.5 cents/mile)

MILEAGE RATE
- 7h)** Recommends that the Jamestown Post Journal be designated as the **official newspaper**.

OFFICIAL
NEWSPAPER
- 7i)** Recommends that the regular **Board of Education meetings** follow the 2015-16 schedule below beginning at 5:30 PM and held in the board room #118.

BOARD MEETING
DATES

2015-16 SCS Board of Education Meeting Dates	
July 13, 2015 (Organizational Meeting)	January 25, 2016
August 17, 2015	February 22, 2016
September 21, 2015	March 14, 2016
October 26, 2015	April 19, 2016 (Tuesday)
November 16, 2015	May 9, 2016 (Regular Session & Annual Budget Hearing)
December 21, 2015	June 20, 2016

- 7j)** Recommends that the **board policies, bylaws, and code of ethics**, previously adopted by the Board of Education, be reaffirmed.

POLICIES-
BYLAWS- CODE
OF ETHICS
- 7k)** Recommends that Melissa Lyon be the **Voting delegate** for county and state board meetings for the 2015-16 school year; and that Brian Bates be the **Alternate voting delegate** for county and state board meetings for the 2015-16 school year.

VOTING
DELEGATE &
ALTERNATE
- 7l)** Recommends that superintendent is given 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.

CONFERENCES &
MEETINGS
- 7m)** Recommends that the Board of Education approve the **Fee Schedule** for the use of the school facilities and transportation for the 2015-16 as listed. (*Att. #2*)

FEE SCHEDULE

- 7n) Recommends that the Board of Education establish the following **Breakfast and Lunch Prices** for the 2015-16 school year:

BREAKFAST
LUNCH PRICES

	Breakfast	Lunch
Reduced	\$.25	\$.25
PreK-8	1.50	\$1.90
9-12	1.50	\$2.00
Teachers	---	\$3.75

- 7o) Authorizes the superintendent to approve all **budget transfers** with copies made available to the board at each monthly meeting for information only.
- 7p) Establish the 2015-16 **tuition rate** using the NYS tuition formula which calculates Elementary Tuition at \$6,431 and High School Tuition at \$3,939. Students previously attending from out of district will remain at their pre-existing rates as interpreted from the current tuition policy.
- 7q) Re-establish the **audit committee** consisting of Darlene Barney, Mark Persons, Gerald Russell and board member colleen Meeder.
- 7r) Review and approve annually the **audit committee charter**.
(Att. #3)

BUDGET
TRANSFERS

TUITION RATE

AUDIT
COMMITTEE

AUDIT
COMMITTEE
CHARTER

Second by B. Bates, carried 4-0.

Proceed to the Regular Board Agenda....

APPROVE
MINUTES

C. Meeder moved to **approve the minutes** of the June 15, 2015 regular meeting. Second by G. DeLellis carried 4-0.

B. Bates moved to approve the **financial consent agenda** including the following items:

FINANCIAL
CONSENT
AGENDA:
Cash Disburse.

- 2a) **Cash Disbursements** for period ending 6/30/15

Second by C. Meeder, carried 4-0.

REPORTS

Superintendent Kelly reported on the progress of the energy project which should be completed before the start of school. Wildcat Weeks summer program begins next week with 60 students enrolled. The Town turned their rec program funding over to the school to be incorporated into our summer program. Mr. Minton will be filming a video during Wildcat Week events and along with other candid photos from field trips, etc. we will be able to update the public and the board of the outcome of this new program. The building mechanic position has not been posted yet. Negotiations will be wrapping up with the STA – Teacher Contract. Final selections from the Wall of Fame will be discussed at the next meeting. We are currently writing a grant for the possibility of a 3-year old program beginning next year (1/2 day program). Space to house the class may be an issue. Mr. Kelly and Mr. Ginestre will be checking into possible availability at the Minerva Library. Mr. Kelly will be meeting with Ripley superintendent in the near future to again address shared services.

SUPT.

M. Lyon inquired about the summer program and the learning activities and how they tie into the common core. Also under discussion were Regents test results, Mr. Ginestre stated that Math scores were actually up a couple of points this year.

Business Administrator, Kim Oehlbeck reported on the upcoming audit by Bahgat & Laurito-Bahgat and they will begin their field work on July 22nd. The remainder of the process will be on August 17 until completion. Young & Wright will be conducting the Building Project 5-Year Plan.

BUSINESS
OFFICIAL

B. Bates moved to approve the **departmental reports**.
Second by G. DeLellis, carried 4-0.

**DEPARTMENT
REPORTS**

G. DeLellis moved to approve the following **new business consent agenda** including the following item 4a):

**BUSINESS
CONSENT
AGENDA**

4a) **CSE placement** as per the recommendation of the CSE chair as per the attached roster. (*Att.*)

CSE PLACEMENTS

Second by C. Meeder, carried 4-0.

C. Meeder moved to approve the following **consent agenda for Personnel** including the following items 5a) through 5c):

**PERSONNEL
CONSENT
AGENDA**

5a) Approve a stipend for Jared Oehlbeck as **transportation manager**. Stipend shall be in the amount of \$13,174.00 for the 2015-16 school year.

**TRANSPORTA-
TION MANAGER
STIPEND**

5b) Approve the **MOU** between the Sherman Teachers' Association and the Sherman Central School District regarding the appointment of Judy Warren, who is certified in Elementary grades K-6 tenure area, as a Teacher on Special Assignment (TOSA) to the temporary position of **Writing Teacher**.

**MOU – STA – TOSA
J. WARREN**

5c) Approve **extension** of the terms of **employment contract** for Michael Ginestre until June 30, 2018.

**EXTENSION OF
PRINCIPAL
CONTRACT**

Second by G. DeLellis, carried 4-0.

C. Meeder moved to suspend the regular order of business to enter into **Executive Session** at 8:15 AM. Second by B. Bates, carried 4-0

EXEC. SESSION

Reconvened regular meeting @ 8:50 AM.

RESUME

C. Meeder moved to **adjourn** the meeting at 8:51 AM. Second by B. Bates carried unanimously.

ADJOURN

Respectfully submitted,

Tracie Cederquist
District Clerk