

**Sherman Central School
Board of Education
ORGANIZATIONAL & REGULAR BOARD MEETINGS
July 6, 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 Cederquist, Becky VanValkenburg

District Clerk, Tracie Cederquist 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.

The Oath of Office was administered to Jennifer Ferreira (5 year term), Gary DeLellis (4 year term).

C. Meeder moved to accept the resignation of Michael Ginestre from the position of Pre-K-12 Principal effective June 30, 2106. Second by B. Bates, carried 5-0.

B. Bates moved to accept the resignation of Bryna Booth from the position of CSE Chair/Instructional Support Specialist effective June 30, 2016. Second by C. Meeder, carried 5-0.

The Oath of Office was administered to Superintendent Michael Ginestre.

C. Meeder opened the floor for nominations of Board President, nominating Brian Bates, second by G. DeLellis, carried 5-0.

C. Meeder nominated Gary DeLellis as Vice President, second by E. Reynolds, carried 5-0.

The Oath of Office was administered to the President and Vice President. Mr. Bates will preside over the remainder of the meeting.

E. Reynolds moved to approve a resolution stating that the vice president will act on behalf of the president in his absence. Second by J. Ferreira, carried 5-0.

Public Participation – Mrs. Becky VanValkenburg extended an invitation to the administration to attend the Alumni Banquet on August 5th.

C. Meeder moved to approve the consent agenda for personnel agenda, items 9a-9g as follows, second by E. Reynolds, carried 5-0.

9a) Recommends the following appointments, effective July 1, 2016:

- | | |
|---|---------------------------------------|
| a) Purchasing Agent | Superintendent |
| b) Records Management Officer | Shawn McKane (\$1,200) |
| c) District Clerk | Tracie Cederquist |
| d) District Treasurer..... | Kimberly Oehlbeck |
| e) Deputy Treasurer..... | Principal |
| f) Extra Curricular Treasurer..... | Susan Hayes |
| g) Tax Collector..... | M & T Bank |
| h) School Attorneys | Harris Beach |
| | Lundberg Law Offices (\$170/Hr) |
| 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) Alternate Internal Claims Auditor..... | Susan Hayes |
| m) Treasurer of Petty Cash..... | Superintendent |

- n) Maintain Cash Receipt Log Tracie Cederquist
- o) Merchandise Receipt Clerk Danielle Jacobson
- p) Summer Merchandise Receipt Clerk..... Susan Hayes
- q) Workers Compensation Designee Kim Oehlbeck
- r) AED Maintenance Personnel Deanie Thorsell (\$600)
- s) Financial Bond Counsel Bernard P. Donegan, Inc.
- t) Legal Review Bond Company Tim McGill Law Offices

- 9b) 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.
- 9c) 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.
- 9d) 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.
- 9e) 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.
- 9f) Recommends that the board of education approve the **substitute bus driver rate** at \$13.68 per hour.
- 9g) Establish the standard work-day for full-time ERS employees for the NYS Employees Retirement System reporting as follows:

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

E. Reynolds moved to **approve the operations consent agenda** including items 10a through 10r as follows, second by C. Meeder, carried 5-0.

- 10a) Recommends the approval of the following **contracted services** for the 2016-17 school year effective July 1, 2016:

<i>Vendor</i>	<i>Service Provided</i>	<i>Annual Cost</i>
Bahgat & Laurito-Bahgat	Independent Auditor	\$13,230.00
Life Safety	Alarm System/Sound & Communication	\$1,300.00
Pitney Bowes	Postage Meter Rental - \$340.00/Qrt.	\$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
ACE Elevator Inspection Corp.	Safety Inspection	\$675.00
Pupil Benefits	Student Insurance	\$20.58/Student
Milton Cat	Generator Service Contract	\$653.00
SmartEdge	Aerco Boiler Service Agreement (7/1/16-6/30/17)	\$3,750.00
Utica National Insurance (Mayville Tremaine Agency)	District-wide Insurance Coverage	\$51,872.00

Note: The School Psychologist position will be determined at a later date.

- 10b)** Recommends the business manager/district treasurer be **authorized to pay** salaries and all utilities when due. The superintendent will approve each payroll roster.
- 10c)** Recommends the **re-establishment of a uniform system of accounts** and treasurer's receipts for the 2016-17 school year.
- 10d)** Recommends the **re-establishment of petty cash funds** of \$100.00 for the General Fund and \$175.00 for the School Lunch Fund.
- 10e)** 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: Utica National.
- 10f)** Recommends that Community Bank, N.A., The Bank of New York, NY Class, M & T Bank, and Inner Lakes Federal Credit Union be designated as **official depositories** for school funds located in the attached accounts.
(Att. #1)
- 10g)** Recommends that the **mileage reimbursement rate** for the 2016-17 school year be set at the Federal IRS rate. (Currently at \$.54 cents/mile)
- 10h)** Recommends that the Jamestown Post Journal be designated as the **official newspaper**.
- 10i)** Recommends that the regular **Board of Education meetings** follow the 2016-17 schedule below beginning at 5:30 PM and held in the board room #118.

2016-17 SCS Board of Education Meeting Dates	
July 6, 2016 (Organizational Meeting)	January 23, 2017
August 15, 2016	February 27, 2017
September 19, 2016	March 20, 2017
October 17, 2016	April 25, 2017 (Tuesday)
November 21, 2016	May 8, 2017 (Regular Session & Annual Budget Hearing)
December 19, 2016	June 19, 2017

- 10j)** Recommends that the **board policies, bylaws, and code of ethics**, previously adopted by the Board of Education, be reaffirmed.
- 10k)** Recommends that Brian Bates be the **Voting delegate** for county and state board meetings for the 2016-17 school year;

and that Gary DeLellis be the **Alternate voting delegate** for county and state board meetings for the 2016-17 school year.

- 10l) 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.
- 10m) Recommends that the Board of Education approve the **Fee Schedule** for the use of the school facilities and transportation for the 2016-17 as listed. (Att. #2)
- 10n) Recommends that the Board of Education establish the following **Breakfast and Lunch Prices** for the 2016-17 school year:

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

- 10o) Authorizes the superintendent to approve all **budget transfers** with copies made available to the board at each monthly meeting for information only.
- 10p) Establish the 2016-17 **rate** as per the new tuition policy adopted June 20, 2016. (Att. #3)
- 10q) 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.
- 10r) Review and approve annually the Audit Committee Charter. (Att. #4)

The regular meeting convened with the following items:

J. Ferreira moved to **approve the minutes** of the regular board meeting held June 20, 2016. Second by E. Reynolds, carried 5-0.

**APPROVE
MINUTES**

C. Meeder moved to approve the **financial consent agenda** including the following items:

- 2a) **Treasurer Reports** for period ending 5/31/16
- 2c) **Extra Curricular Treasurer Reports** period ending 06/30/16

**FINANCIAL
CONSENT
AGENDA
Treasurer Reports**

Second by E. Reynolds, carried 5-0

Business Administrator Report – Mrs. Oehlbeck informed the board of the new M & T Lockbox that has been established. The State Audit continues and the ERS audit portion has been submitted. She will be in touch with the audit committee to set up a meeting with the external auditors who will be coming this month for preliminary work and the full audit will begin I August.

**BUSINESS ADMINI-
STRATOR REPORT**

Superintendent Ginestre reported on the recent change of insurance coverage from Liberty Insurance back to the former company – Utica National. Draining work on the athletic field along with tree removal to increase field space is continuing. Some damage was incurred on the field when an unidentified pick-up truck trespassed on the property (\$200 approx. damage). The out classroom – stamped concrete is beginning to take share and a dedication/ribbon cutting will be planned. The PTO donated \$4,500 for this project. Ms. Carlson, Librarian provided an overview of her first year at SCS with a report that Mr. Ginestre outline for the board. The administration is very happy with her progress. Jerry Young (YAW Architects) will have the Capital Outlay project available to view. The project includes repair to damaged generator area, drainage, and stage

**SUPERINTENDENT
REPORT**

rigging. Wall of Fame nomination are included in this agenda. Storage locations for documents including APPR & Testing materials have to be housed for 7 years according records retention laws, so in order to keep these documents secure and damage free, the basement area (dungeon) will now be space only for this purpose.

Principal Booth updated the board on the proposed plans for the upcoming Wildcat Weeks. This popular summer class series has 62 students enrolled with a waiting list. She is working with the guidance department to assist in streamlining schedules, job fair possibilities, job shadowing and internships. We want our students to succeed at the college level and open up more opportunities for them with more college tours, etc. Getting kids into the workforce – the STEM movement will help in the fields of science, tech and math in middle school grades and have students broaden their horizons and help them find their niche. Also exposure to coding for students as young as 1st grade – teaching code with the iPad.

**PRINCIPAL
REPORT**

Discussion regarding the use of AED's, portable units and in-house units, insuring that they are available at all events including field trips and sporting competitions.

C. Meeder moved to approve the **departmental reports**. Second by J. Ferreira, carried 5-0.

**DEPARTMENT
REPORTS**

G. DeLellis moved to approve the following **new business consent agenda** including the following items:

**BUSINESS
CONSENT
AGENDA**

4a) Adopt Policy # 7521 – Revision of 2/29/16 Policy – Students with Life Threatening Health Conditions

POLICY

4b) Accept donation from Sherman PTO for funding of construction of new outdoor classroom (estimated cost - \$4,500).

**ACCEPT
DONATION**

Second by E. Reynolds, carried 5-0.

E. Reynolds moved to suspend the regular order of business and enter **executive session** at 6:25 PM to discuss negotiations. Second by G. DeLellis, carried unanimously.

EXEC. SESSION

Resumed regular meeting @ 7:28 PM.

G. DeLellis moved to approve the following **Personnel** appointment:

5a) Recommended that the board of education approve the MOU between the Sherman Teachers' Association and the Sherman Central School District regarding the appointment of Mr. Jamie Berg, who is certified in the Secondary ELA, as a Teacher on Special Assignment (TOSA) to the probationary position of Instructional Support Specialist (.6 FTE) and Committee on Special Education Chairperson (.4 FTE) Mr. Jamie Berg to a probationary position of **CSE Chair/ Instructional Support Specialist** effective July 11, 2016. Compensation shall be step M17 (Additional \$12,000 for summer employment) and all other benefits as per the current negotiated agreement.

**PERSONNEL
(NEW HIRE – J.
BERG)**

The probationary period for will be 3 years. This expiration date is tentative and conditional only. Except to the extent required by the applicable provisions of Section 3012 of the Education Law, in order to be granted tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3012-c and/or 3012-d of the Education Law of either effective or highly effective in at least three (3) of the four (4) preceding years, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time.

Seconded by E. Reynolds, carried 5-0.

B. Bates moved to **adjourn** the meeting at 7:30 PM. Second J. Ferreira, carried unanimously.

ADJOURN

Respectfully submitted,

Tracie Cederquist
District Clerk