

**Sherman Central School
Board of Education
ORGANIZATIONAL BOARD MEETING
July 7, 2014**

- TIME & PLACE:** 7:00 AM - Board Room # 118
- MEMBERS PRESENT:** Brian Bates, Gary DeLellis, Melissa Lyon, Emily Reynolds
- MEMBERS ABSENT:** Colleen Meeder
- OTHERS PRESENT:** Kaine Kelly, Tracie Cederquist

The district clerk called the meeting to order at 7:02 AM. The pledge of allegiance was recited and board member roll call was taken with 4 members present, 1 absent.

**ORDER
PLEDGE
ROLLCALL**

The Oath of Office was administered to newly elected board member Brian Bates (term 7/1/14 to 6/30/19).

OATH OF OFFICE

The Oath of Office was administered to Superintendent Kaine Kelly for the 2014-15 academic year.

A call for nominations for school board president was made. G. DeLellis nominated Melissa Lyon and M. Lyon nominated Brian Bates. Nominations were closed. Mrs. Lyon was named president unanimously.

**PRESIDENT OF
BOE**

VP OF BOARD

A call for nominations for vice President was made. E. Reynolds nominated Brian Bates. Nominations were closed and Mrs. Reynolds was named Vice President, unanimously.

E. Reynolds moved that it be resolved that Vice President Bates will act on behalf of the Board President in her absence. Second by G. DeLellis, carried unanimously.

**RESOLUTION
FOR VP TO ON
BEHALF OF
PRESIDENT**

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).

**ADMINISTER
ADDITIONAL
OATH OF OFFICE**

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

**CONSENT
AGENDA
PERSONNEL**

6a) **Recommends the following appointments**, effective July 1, 2014:

- | | |
|-------------------------------------------|---------------------------|
| 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 |
| m) Maintain Cash Receipt Log..... | Tracie Cederquist |
| n) Merchandise Receipt Clerk | Kristin Irwin |
| 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 |

**APPOINT
PERSONNEL**

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 E. Reynolds, carried 4-0.

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

CONSENT AGENDA FOR OPERATIONS

7a) Recommends the approval of the following **contracted services** for the 2014-15 school year effective July 1, 2014:

CONTRACTED SERVICES

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/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
Pupil Benefits	Student Insurance	\$21.44/Student
Andrew Kuzmicki Clymer CSD	School Psychologist \$309.54 x 40 Days	\$12,242.00
Milton Cat	Generator Service Contract	\$628.00
SmartEdge	Aerco Boiler Service Agreement (7/1/14-6/30/15)	\$4,150.00
Liberty Mutual Insurance (Mayville Tremaine Agency)	District-wide Insurance Coverage	\$43,828

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

PAY SALARIES

7c) Recommends the **re-establishment of a uniform system of accounts** and treasurer's receipts for the 2014-15 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

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 2014-15 school year be set at the Federal IRS rate. (Currently at 56.0 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 2014-15 schedule below beginning at 5:30 PM and held in the board room #118. **BOARD MEETING DATES**
- | | |
|-------------------------------------------------|-----------------------------------------------------------|
| July 7, 2014 (Organizational Meeting) – 7:00 AM | January 12, 2015 |
| August 18, 2014 | February 9, 2015 |
| September 15, 2014 | March 16, 2015 |
| October 20, 2014 | April 20, 2015 |
| November 17, 2014 | May 11, 2015
(Regular Session & Annual Budget Hearing) |
| December 15, 2014 | June 15, 2015 |
- 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 2014-15 school year; and that Brian Bates be the **Alternate voting delegate** for county and state board meetings for the 2014-15 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. **CONFERENCE-S & MEETINGS**
- 7m) Recommends that the Board of Education approve the **Fee Schedule** for the use of the school facilities and transportation for the 2014-15 as listed. (*Att. #2*) **FEE SCHEDULE**
- 7n) Recommends that the Board of Education establish the following **Breakfast and Lunch Prices** for the 2014-15 school year: **BREAKFAST LUNCH PRICES**
- | | Breakfast | Lunch |
|----------|------------------|--------------|
| Reduced | \$.25 | \$.25 |
| PreK-8 | 1.25 | \$1.80 |
| 9-12 | 1.25 | \$1.90 |
| 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. **BUDGET TRANSFERS**
- 7p) Establish the 2014-15 **tuition rate** using the NYS tuition formula which calculates Elementary Tuition at \$2,672 and High School Tuition at \$2,800. Students previously attending from out of district will remain at their pre-existing rates as interpreted from the current tuition policy. **TUITION RATE**
- 7q) Review and approve annually the audit committee charter. (*Att. #3*) **AUDIT COMMITTEE CHARTER**

Second by E. Reynolds, carried 4-0.

Proceed to regular meeting ...

REGULAR BOARD MEETING

**REGULAR
BOARD
MEETING**

B. Bates moved to approve the minutes of the regular June 16, 2014 board meeting. Second by E. Reynolds, carried 4-0.

**APPROVE
MINUTES**

E. Reynolds moved to approve the financial consent agenda which include the Cash Disbursements for period ending 6/30/14.

**APPROVE
FINANCIAL
CONSENT
AGENDA**

Mr. Kelly, Superintendent reported on the findings of the recent insurance comparison conducted by the business administrator and it was determined that a \$20,000 savings to the district was possible by switching insurance agents and coverage from Utica National to Liberty Mutual. The Class of 2014 commencement was successful in all 41 students receiving a diploma. A variety of summer maintenance projects are on the slate for completion during the next 2 months included painting the entire 3rd floor classrooms. Work will be commencing once the financing has been finalized for the EPC project. RFP's went out in search for an external auditing firm due to the notice of pending retirement of Michael Corey and a recommendation to hire Bahgat & Laurito-Bahgat will be made. Contact has been made with Superintendent Ormsby from Ripley and a meeting between the two superintendents will be held to determine direction and future plans of the Ripley and Sherman districts. Possible board retreat dates were discussed and a tentative date of July 16 in the morning was suggested.

SUPT. REPORT

E. Reynolds moved to receive the **monthly departmental reports** and enter them into the official meeting minutes. Second by B. Bates, carried 4-0.

**DEPARTMENT
REPORTS**

E. Reynolds moved to approve the **new business consent agenda** including items 4a) through 4c):

**BUSINESS
CONSENT
AGENDA**

4a) Accept the following Bond Resolution for the financing of school buses as follows:

**RESOLUTION
BUS FINANCING**

BOND RESOLUTION DATED JULY 9, 2014 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 20, 2014, duly approved a proposition authorizing the levy of taxes to be collected in installments, in the manner provided by the Education Law, for the class of 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 \$260,000, pursuant to the Local Finance Law of New York, in order to finance the class of objects or purposes described herein.

Section 3. The class of objects or purposes to be financed pursuant to this resolution (hereinafter referred to as "purpose") is the acquisition of 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 \$260,000, and such amount is hereby appropriated therefor, (b) the Sherman Central School District plans to finance the cost of said purpose entirely from funds 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 \$260,000, 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.

**BUS FINANCING
RESOLUTION
CONT...**

Section 7. It is hereby determined and declared that (a) there are presently no outstanding Bond Anticipation Notes issued in anticipation 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, whether to authorize the receipt of bids in an electronic format, and to sell and deliver said Bonds and Bond Anticipation 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.

4b) Adopt the following resolution for cooperative bidding with BOCES

**COOPERATIVE
BIDDING
RESOLUTION -
BOCES**

WHEREAS, It is the plan of a number of public school districts in Erie 2-Chautauqua-Cattaraugus County BOCES, New York, to bid jointly those items indicated on the attachment,

WHEREAS, The Sherman Central School District is desirous of participating with other school districts in Erie 2-Chautauqua-Cattaraugus County BOCES in the joint bidding of the commodities mentioned above as authorized by General Municipal Law, and,

WHEREAS, The Sherman Central School District wishes to appoint a committee to assume the responsibility for drafting of specifications, advertising for bids accepting and opening bids, tabulating bids, reporting the results to the boards of education and making recommendations thereon; therefore,

BE IT RESOLVED, That the board of education of the Sherman Central School District hereby appoints Peter Ciminelli, BOCES and a committee chosen by him to represent it in all matters related to the above, and,

BE IT FURTHER RESOLVED, That the Sherman Central School District Board of Education authorizes the above mentioned committee to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned commodities, and,

BE IT FURTHER RESOLVED, That the Sherman Central School Board of Education agrees to assume its equitable share of the costs of the cooperative bidding, and,

BE IT FURTHER RESOLVED, That the Sherman Central Board of Education agrees (1) to abide by majority decisions of the participating districts on quality standards; (2) that unless all bids are rejected, it will award contracts according to the recommendations of the committee; (3) that after award of contract(s) it will conduct all negotiations directly with the successful bidder(s).

(Att. #6)

- 4c) Superintendent recommends that the board of education approve the recommendation of the audit committee to retain the accounting firm of Bahgat & Laurito-Bahgat as the external auditor for the Sherman Central School District for the period 6/30/2015 to 6/30/2019.

RETENTION OF ACCOUNTING FIRM BAHGAT & LAURITO-BAHGAT (External Auditor)

Second by B. Bates, carried 4-0.

B. Bates moved to approve the **personnel consent agenda** including the following items 5a) through 5f):

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 2014-15 school year.
- 5b) Approve Tristin Tapp as a **fitness center monitor** effective immediately.
- 5c) Accept the **resignation** of Lennart Liffner as High School Bowl Advisor effective immediately.
- 5d) Approve Erika Stormer to the extra-curricular appointment for the 2014-15 school year as **High School Bowl** Advisor.
- 5e) Approve the following roster for **continued employment** for the 2014-15 school year of **10-month employees**:

Transportation Manager Stipend

Fitness Center Monitor

Resignation – HS Bowl

Appoint HS Bowl Advisor (Stormer)

10 Month Continued Employment

FIRST NAME	LAST NAME	POSITION
Shirley	Dunlap	Bus Driver
Barbara	Field	Bus Driver
Connie	Fortune	Bus Driver
Laura	Greiner	Bus Driver
Jeremiah	Hoitink	Bus Driver
David	Maleski	Bus Driver
Douglas	Neal	Bus Driver
Tammy	Tenpas	Bus Driver
Mary Gale	Alday	Cook
Linda	Roache	Cook
Meredith	Tallman	Food Service
Deanie	Thorsell	School Nurse
Judy	Card	Teacher Aide
Kimberly	Cole	Teacher Aide
Beverly	Dinsmore	Teacher Aide
Kathleen	Emory	Teacher Aide
Carol	Graham	Teacher Aide
Elaine	Gratto	Teacher Aide
Cynthia	Hinsdale	Teacher Aide
Kristin	Irwin	Teacher Aide
Danielle	Jacobson	Teacher Aide
Cindy	Stoddard	Teacher Aide
Dawn	Zemcik	Bus Aide

- 5f) Approve the following roster for **continued employment of current substitutes** for the district for the academic year 2014-15.

Continued
Employment
Substitutes

FIRST	LAST	SUB AREA
Michelle	Alger	Food Service/ Cleaner
Elizabeth	Armes	Aide, Food Service
Catherine	Ayers	Teacher
Samantha	Bailey	Teacher
Peter	Baker	Bus Driver, Food Service
Heather	Banks	Teacher
Tanya	Beatman	Aide
Shannon	Bittner	Teacher
Lindsey	Blakeslee	Aide
Cherokee	Bowen	Aide
William	Brosius	Bus Driver
Rita	Browning	Teacher
Chelsea	Buxton	Aide, Food Service Worker, Cleaner
Leslie	Cairns	Teacher
Jody	Calvert	Aide
Melodie	Carlson	Food Service
Kelly	Carlson	Teacher
Casey	Carlson	Teacher
Fred	Croscut	Bus Driver
Jeffrey	Dascomb	Cleaner
Myrna	Davis	Aide
Jeffrey	Dibble	Teacher
Gay	Didget	Teacher
Harry	Eidens	Bus Driver
Miranda	Erickson	Teacher
Tara	Fanton	Teacher & Aide
Ashley	Feyas	Teacher
Shelby	Girard	Teacher
Amanda	Goodwill	Teacher
Melissa	Gormley	Teacher
Jessica	Gorski	Teacher
Amy	Graham	Aide
Julie	Graham	Teacher
Amy	Graham	Aide, Food Service
Robertta	Green	Cleaner
Birgit	Hanson	Teacher
Debra	Hargis	Teacher
Jackie	Heising	Food Service
Kimberly	Henry	Food Service
Andrew	Heslink	Teacher
Afton	Hinsdale	Teacher
Ashley	Holmes	Teacher
Joseph	Ianaconi	Teacher
Tim	Johnson	Teacher
Diana	Joint	Teacher/ Aide
Ambrose	Julie	Aide
Ethan	Kent	Teacher
Lois	Kesby	Teacher
Virginia	King	Nurse
Kim	Klaes	Teacher
Melanie	Korzeniewski	Teacher
Nichole	Kretz	Teacher
Jennifer	Lancaster	Teacher
Katie	Landy	Teacher
Jennifer	Light	Food Service
Linda	Lindquist	Nurse
Amber	Lindstrom	Teacher
Andrew	Lyon	Teacher
Emma	Malinoski	Teacher
Danielle	Matthews	Teacher
Loren	Mayshark	Teacher
Rebecca	Mullen	Teacher
Johann	Munger	Aide/ Bus Aide
Amanda	Myers	Teacher
Ashley	Hnatyszyn	Teacher
Scarem	Natalie	Cleaner

Stephany	Nelsen	Teacher
Betty Jo	Nickerson	Aide
Richard	Oldani	Teacher
Kelly	Orlowski	Teacher
Jill	Pacy	Aide
Sara	Parker	Nurse
Carey	Parnell	Aide
Darla	Phelps	Nurse
Adrienne	Ploss	Teacher
Kimberly	Raynor	Teacher
Marisa	Redard	Teacher
Kelly	Reslink	School Nurse
Kori	Reynolds	Teacher
Anthony	Reynolds	Cleaner
Jamie	Riley	Nurse
Cory	Russell	Teacher/ Aide
Christopher	Ruszkowski	Teacher
Stanley	Saeli, III	Teacher
Carol	Samuelson	Nurse
Melissa	Sanden	Aide
Britany	Saxton	Teacher
Paul	Sears	Teacher
Carole	Smith	Bus Driver
Janet	Snow	Nurse
Joanna	Sorensen	Teacher
Peggy	Stravato	Teacher
Ryan	Swanson	Teacher
Ashley	Sweeney	Teacher
Todel	Sykes	Teacher
Sherrie	Tanner	Food Service
David	Tenpas	Bus Driver
Bruce	Tenpas	Maintenance
David	Tenpas	Bus Driver
Bruce	Tenpas	Cleaner
Kelly	Ulsh	Teacher
Lizabeth	Walters	Aide
Tina	Whitney	Cleaner
Chaelyn	Wielkie	Teacher
Elaine	Wiggers	Food Service
Kyle	Woods	Teacher
Amanda	Yachetta	Teacher

Second by E. Reynolds, carried 4-0.

E. Reynolds moved to **adjourn** the meeting at 7:27 AM. Second by G. DeLellis, carried unanimously.

ADJOURNMENT

Respectfully submitted,

Tracie Cederquist
District Clerk