

Sackets Harbor Central School District
Reorganization & Regular Meetings
Board of Education
July 9, 2013
3:00 p.m.

- I. Call to Order.
 - II. Elect Board of Education President.
 - III. Elect Board Vice President.
 - IV. Appoint Julie Gayne as District Treasurer.
 - V. Appoint Sheri Rose as District Clerk
- Administer Oath of Offices.
- VI. Courtesy of the Floor
 - VII. Appoint Karen Williams as Deputy Tax Collector at a rate of \$12 per hour.
 - VIII. Appoint O'Hara & O'Connell as School Attorney.
 - IX. Appoint Daniel Cappon as School Physician.
 - X. Appoint Lisa Ingerson as Central Treasurer for the Extracurricular Accounting.
 - XI. Appoint Lisa Ingerson as Extracurricular Auditor.
 - XII. Appoint Principal as Athletic Director.
 - XIII. Appoint Principal as Health Coordinator.
 - XIV. Appoint Principal as Attendance Officer.
 - XV. Appoint the Superintendent as Title IX Compliance Officer.
 - XVI. Appoint the Superintendent as Purchasing Agent with authorization to make transfers up to \$5,000.00.
 - XVII. Appoint the Superintendent to certify payrolls.
 - XVIII. Appoint Superintendent to be second original signature on checks over \$1,000.00.
 - XIX. Appoint Randy Kellar as LEA Designated Representative (Asbestos).
 - XX. Appoint Jennifer Gaffney as Director of Instructional Technology.
 - XXI. Appoint Joey Dame as Substitute Caller at a rate of \$10 per hour.
 - XXII. Appoint Julie Gayne as Records Access and Records Management Officer.
 - XXIII. Appoint Building Principal as Medicaid Compliance Officer.
 - XXIV. Appoint Building Principal as Special Education Chairperson.
 - XXV. Appoint Principal and Guidance Counselor as Dignity for All District Coordinators.
 - XXVI. Appoint Superintendent and Principal as Sackets Harbor Central Testing Integrity Officers.
 - XXVII. Approve investments of funds by the Superintendent or Treasurer.

- XXVIII. Approve the Treasurer to administer \$200.00 in the petty cash fund.
- XXIX. Approve \$75.00 for School Lunch Fund petty cash.
- XXX. Approve mileage reimbursement of .48.5 cents per mile for approved travel by District employees.
- XXXI. Adopt the following resolution concerning financial records: RESOLVED, that the Sackets Harbor Central School District will continue to use the following standard requirements set forth below, which among others are outlined in the regulations of the Commissioner of Education of the State of New York:
- a. Approved system of Treasurer's receipts
 - b. Annual audit of the financial records by a certified public accountant, independent or outside accountant.
- XXXII. Approve rate of substitute pay for teachers \$65 uncertified \$80 certified
- Substitute teacher for a continuous period of four weeks will be paid as follows:
1 -20 days - Regular substitute pay - \$80 per day; 21 -45 days - \$95 per day;
46+days-\$110 per day
- Non-Instructional substitute pay \$8.50 per hour.
- XXXIII. Adopt the following resolution for Employee Blanket Bond: District Treasurer-\$1,000,000.00 and District Tax Collector - \$600,000.
- XXXIV. Approve regular board meetings on the third Tuesday of the month at 5:00 P.M.
- XXXV. Appoint the following members for Committee on Pre-School Special Education:
Chairperson - Carol Barkley
Parent Reps.- Janice DiMonda, Tracey Blair-Bristow
County Rep - Ljuba Cuetkovic and Roger Ambrose
Evaluator - Milestones, Benchmark Family Service Inc., JRC,
Building Blocks Family Service
- XXXVI. Appoint the following members for the Committee on Special Education:
Chairperson -Carol Barkley
Parent Reps.- Janice DiMonda, Tracey Blair-Bristow
School Psychologist - Carol Barkley
School Physician - Daniel Cappon
- XXXVII. Approve Poulsen & Podvin, P.C. as the External Auditors.
- XXXVIII. Approve Anne Spaziani as Internal Claims Auditor.
- XXXIX. Approve Key Bank of New York as the local bank.
- XL. Authorize the Superintendent to approve all conferences, conventions, workshops, etc. for the school district.
- XLI. Authorize the Superintendent to apply for Grant in Aid Money.
- XLII. Approve Watertown Daily Times as the local newspaper.
- XLIII. Readopt all Board of Education policies in effect during the previous year.

- XLIV. Approve mileage stipend of \$1,000.00 for Principal and \$500.00 for District Treasurer.
- XLV. Approve participation in the National School Lunch and Breakfast Program for 2013-2014.
- XLVI. Approve June 18, 2013 Minutes.
- XLVII. Approve CSE Recommendation.
- XLVIII. Approve Treasurer's Reports, Extracurricular Report, Budget Transfers, Warrants And Internal Claims Auditor Report
- XXLVIX. Approve payments of bills through July and August.
- L. Appoint a JLSBA delegate and an alternate.
- LI. Approve the Lunch and Breakfast budgets for 2013-2014, with General Fund paying a portion of fringe benefits if necessary.
- LII. Approve Jordan Allen as Boys' Modified Soccer Coaching pending verification of coaching certificate.
- LIII. Approve Ron Burris as Art Club Advisor for the 2013-14 school year.
- LIV. Approve Summer Data Stipend for three additional work days for Guidance Counselor to complete NYS Data Linkage, Master Scheduling, TPIN Distribution times, Elementary Schedule at a rate of \$256.00 per day.
- LV. Approve Brenda Rogers as seasonal two-month cleaner beginning July 22, 2013 @ \$8.50 per hour.
- LVI. Approve 2013-14 Annual Rental Statement from July 1, 2013 to June 30, 2014 with Jefferson-Lewis-Hamilton-Herkimer-Oneida.
- LVII. Approve Poulsen & Podvin as External Auditors for a two-year period July 1, 2013 – June 15, 2015 as per optional two-year extension through RFP.
- LVIII. Superintendent's Report
- LVIV. Principal's Report
- LV. New Business
- LVI. Old Business
- LVII. Board Issues
- LVIII. Adjourn