

**SACKETS HARBOR CENTRAL SCHOOL BOARD OF EDUCATION OFFICIAL  
PROCEEDINGS  
Tuesday, March 18, 2014  
5:00 p.m.**

The regularly scheduled meeting of the Sackets Harbor Central School Board of Education, Sackets Harbor, NY, was called to order by President Townsend at 5:02 p.m.

Board Members Present: Christine Allen, Dale Phillips, Angela Green, Gregg Townsend

Board Members Absent: Stephen Swain

Others Present: Frederick E. Hall, Jr., Superintendent; Jennifer Gaffney, Principal; Julie Gayne, Sheri Rose

Pledge of Allegiance was recited.

**Courtesy of the Floor**

There was no response.

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| 13-14 209<br>Approval<br>Of<br>Minutes | Moved by Phillips, seconded by Green, to approve the February 25, 201 minutes.<br><br>Yes: Phillips, Green, Allen, Townsend<br>Absent: Swain<br>No: None<br>The motion carried. |
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| 13-14 210<br>Approve<br>Treasurer’s<br>Report,<br>Extracurricular<br>Report &<br>Internal<br>Claims<br>Auditor<br>Report | Moved by Phillips, seconded by Green, to approve Treasurer’s Report, Extracurricular Report and Internal Claims Auditor Report.<br><br>Yes: Phillips, Green, Allen, Townsend<br>Absent: Swain<br>No: None<br>The motion carried. |
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| 13-14 211<br>Approve<br>CSE &<br>CPSE<br>Recommendations | Moved by Phillips, seconded by Allen, to approve CSE & CPSE Recommendation numbers: 654, 1562, 1077, 1952, 1941, 1608, 1230, 110, 933, 932, 807, 1659.<br><br>Yes: Phillips, Green, Allen, Townsend<br>Absent: Swain<br>No: None<br>The motion carried. |
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| 13-14 212<br>Approve<br>2013-14<br>Health<br>Services<br>with<br>Watetown<br>City School<br>District | Moved by Green, seconded by Allen, to approve 2013-14 Health Services with Watertown City School District at a cost of \$7,935.00.<br><br>Yes: Phillips, Green, Allen, Townsend<br>Absent: Swain<br>No: None<br>The motion carried. |
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| 13-14 213<br>Approve<br>2014-15<br>Jefferson-<br>Lewis<br>BOCES &<br>Madison-<br>Oneida<br>Service<br>Agreements | Moved by Green, seconded by Allen, to approve 2014-15 Jefferson-Lewis BOCES & Madison-Oneida Service Agreements.<br><br>Yes: Phillips, Green, Allen, Townsend<br>Absent: Swain<br>No: None<br>The motion carried |
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| I3-14 214<br>Approve<br>L. Ingerson,<br>J. Quinn and<br>S. Butler<br>to attend a<br>NSTA<br>Conference<br>in Boston, MA | Moved by Allen, seconded by Green, to approve Lisa Ingerson, Janet Quinn and Sandie Butler to attend a NSTA Conference in Boston, MA (April 3 – 6, 2014) funded by the STEM Grant.<br><br>Yes: Phillips, Green, Allen, Townsend<br>Absent: Swain<br>No: None<br>The motion carried. |
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| 13-14 215<br>Approve<br>Family<br>Medical<br>Leave Act<br>for M.<br>Vandermill<br>Effective<br>February<br>18, 2014  | Moved by Green, seconded by Allen, to approve Family Medical Leave Act for Mark Vandermill effective February 18, 2014.<br><br>Yes: Phillips, Green, Allen, Townsend<br>Absent: Swain<br>No: None<br>The motion carried.  |
| 13-14 216<br>Approve<br>A. Green<br>as Volunteer<br>Modified<br>Softball<br>Coach for<br>the 2014-15<br>School Year  | Moved by Allen, seconded by Phillips, to approve Angela Green as Volunteer Modified Softball Coach for the 2014-15 school year.<br><br>Yes: Allen, Phillips, Townsend<br>Abstain: Green<br>Absent: Swain<br>No: None<br>The motion carried.   |
| 13-14 217<br>Approve<br>Brenda<br>Jock-Derouin<br>as a<br>Substitute<br>Teacher<br>Aide<br>with<br>Fingerprint<br>Clearance<br>Completed   | Moved by Allen, seconded by Phillips, to approve Brenda Jock-Derouin as a substitute teacher aide with fingerprint clearance completed.<br><br>Yes: Allen, Phillips, Green, Townsend<br>Absent: Swain<br>No: None<br>The motion carried.  |
| 13-14 218<br>Approve<br>Use of School<br>Fields by<br>NYS West<br>Youth Soccer<br>Association for<br>the months of<br>June and July<br>for the Sackets<br>Harbor U16<br>Girls'<br>Summer<br>Soccer Team<br>With<br>Certificate of<br>Insurance<br>Provided | Moved by Green, seconded by Allen, to approve Use of School Fields by NYS West Youth Soccer Association for the months of June and July for Sackets Harbor U16 Girls' Summer Soccer Team with certificate of insurance provided.<br><br>Yes: Allen, Phillips, Green, Townsend<br>Absent: Swain<br>No: None<br>The motion carried. |
| 13-14 219<br>Approve<br>Use of<br>School Fields<br>by Village<br>& Town of<br>Sackets Harbor<br>April 1 –<br>July 12, 2014<br>for<br>Youth Baseball/<br>Softball with<br>Certificate of<br>Insurance to<br>be Provided                                     | Moved by Allen, seconded by Green, to approve Use of School Fields by Village & Town of Sackets Harbor April 1 – July 12, 2014 for Youth Baseball/Softball with Certificate of Insurance to be provided.<br><br>Yes: Allen, Phillips, Green, Townsend<br>Absent: Swain<br>No: None<br>The motion carried.                         |
| 13-14 220<br>Approve<br>Jennifer<br>Worthington<br>as a<br>Substitute<br>Teacher Aide<br>Pending<br>Fingerprint<br>Clearance   | Moved by Phillips, seconded by Allen, to approve Jennifer Worthington as a substitute teacher aide pending fingerprint clearance.<br><br>Yes: Allen, Phillips, Green, Townsend<br>Absent: Swain<br>No: None<br>The motion carried.  |

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| 13-14 221<br>Approve<br>V. Woodward<br>as a Substitute<br>Certified<br>Teacher<br>Pending<br>Fingerprint<br>Clearance            | Moved by Allen, seconded by Green, to approve Victoria Woodward as a substitute certified teacher pending fingerprint clearance.<br><br>Yes: Allen, Phillips, Green, Townsend<br>Absent: Swain<br>No: None<br>The motion carried. |
| 13-14 222<br>Approve<br>Discarding<br>18 Music<br>Stands and<br>43 Two<br>Legged<br>Desks  | Moved by Green, seconded by Allen, to approve discarding 18 music stands and 43 two legged desks.<br><br>Yes: Allen, Phillips, Green, Townsend<br>Absent: Swain<br>No: None<br>The motion carried.                                |
| 13-14 223<br>Approve<br>Resolution<br>Regarding<br>the<br>Immediate<br>Elimination<br>of the<br>Gap<br>Elimination<br>Adjustment | Moved by Green, seconded by Allen, to approve Resolution regarding the Immediate Elimination of the Gap Elimination Adjustment.<br><br>Yes: Allen, Phillips, Green, Townsend<br>Absent: Swain<br>No: None<br>The motion carried.  |

### **Superintendent's Report**

Mr. Hall reported the District Building Emergency Plan & District-Wide Emergency Plan have been reviewed with the committee. There is a 30 day Mandatory Viewing Period. The Plans will need to be approved at the April Board of Education meeting. Mr. Hall took the opportunity to thank the entire committee for their participation.

Mr. Hall reported the District received a second check for Energy Curtailment in the amount of \$106.40. The amount of money the district receives from ECR does not compensate the cost the District incurs. This has been a great learning process for the District about what needs to be done to conserve energy. Mr. Hall discussed with the Board of Education the District's participation in the Energy Curtailment Program.

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| 13-14 224<br>Opt Out of<br>Energy<br>Curtailment<br>Program<br>After the<br>2013-14<br>Winter<br>Period | Moved by Green, seconded by Allen, to opt out of the Energy Curtailment Program after the 2013-14 Winter period.<br><br>Yes: Allen, Phillips, Green, Townsend<br>Absent: Swain<br>No: None<br>The motion carried. |
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Mr. Hall reviewed with the Board of Education the positions that will need to be filled for the 2014-2015 school year. The positions would include Transportation Supervisor, Nurse, and Attendance Clerk/Guidance Office. Mr. Hall indicated he would be working with the Teachers Association on the nurse's salary range the District feels comfortable with. Mr. Hall asked for permission to advertise immediately for the vacant positions for the 2014-15 school year.

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| 13-14 225<br>Advertise for<br>Upcoming<br>Vacant<br>Positions for<br>the 2014-15<br>School Year | Moved by Allen, seconded by Green, to advertise for the upcoming vacant positions for the 2014-15 school year.<br><br>Yes: Allen, Phillips, Green, Townsend<br>Absent: Swain<br>No: None<br>The motion carried. |
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Mrs. Christine Allen left the meeting at 5:40 p.m.

Mr. Hall reported the district was chosen for the Healthy Child Hunger Act review by the Federal Government Auditors. This will be conducted in April 2014.  
Mr. Hall reported he would be attending the School Library System meeting on Friday, March 21, 2014.  
Mr. Hall reported on the Powder Monkey Reenactment and Sackets Harbor Central School's involvement in this production.  
Mr. Hall reported he, Ms. Gaffney and Angela Green would be attending an Inter-Municipal Agreement Workshop at Jefferson-Lewis BOCES on March 20<sup>th</sup>.  
Mr. Hall reported he attended the first FOSPA meeting. There were approximately 30 students in attendance. Ms. Gaffney will provide an update at the April meeting.  
Mr. Hall reported he would be attending a security systems training by Utica National Training on March 26, 2014.  
Mr. Hall reported he will be participating in the External Review for BOCES on April 2, 2014. The programs for review will be Electronic & Computer Technology, Welding, HVAC/Plumbing, Heavy Equipment Operation, and Marine & Power Sports.

Mr. Hall reported that he and Julie Gayne have been reviewing the academic calendar for the remainder of the school year. The District will now use June 26, 2014 as a rating day for secondary students.

Mr. Hall reported the District will host Regional Scoring on Monday, April 21, 2014.

Mr. Hall reminded the Board of Education the National Spanish Honor Society Ceremony is being held at this time. Congratulatory letters will go out on behalf of the Board of Education.

Mr. Hall reported the District’s changes to the APPR documentation is still in the State Education Review Room waiting for review. The District had been working with Adam Roberts who has left the position and will now be completing this with Reviewer Ben Fox.

Mr. Hall reported on a benefit for Donald Bachner to be held on Saturday, March 29, 2014.

Mr. Hall reported the District’s Not for Profit mailing status has been reapproved by the U.S. Postal Service.

Mr. Hall reported Jamie Moesel’s mother passed away, Superintendent at South Jefferson CSD. A condolence letter will be sent on behalf of the Board of Education.

Mr. Hall reported a letter has been sent to Thousand Islands on behalf of the Board of Education regarding the tragedy at their District.

**Principal’s Report**

Ms. Gaffney reported the District held a Climate and Culture Meeting which included parents, students, administrators, and a BOE Member. This was an opportunity to share all of the things we do at Sackets Harbor Central School to ensure a positive environment and accepted a lot of great feedback on additional things the District can do to continually improve. Some of these action items were: administer climate survey, crisis contact sheet, Sackets Support Team/Respect Team, regular conversations at PTO meetings, consistent Town Hall meetings, reminders about [www.anonymoustips.com](http://www.anonymoustips.com), cyberbullying focus, training for faculty and staff to recognize the signs.

Ms. Gaffney reported the Guidance Office and Principal’s Office are responsible for March’s Character Education theme. The theme is Observance of Rules and Laws. This allowed Ms. Gaffney to teach in the social studies classroom which included dress code reminders, Dignity for All and listened to students about their questions/concerns with some of the rules.

Ms. Gaffney reported the District is preparing for an AED Drill on April 21, 2014.

Ms. Gaffney reported the District is preparing for ELA Testing. Letters have been disseminated to parents/guardians detailing the testing format, testing dates and test prep suggestions.

Ms. Gaffney reported she would be hosting a Common Core Informational Session on Monday, March 24 at 6:00 p.m.

Ms. Gaffney reported there may be parents that Opt Out of testing. There is no SED guidance or rule. Parents who choose to opt out of testing will need to personally deliver a letter to Ms. Gaffney. Students will be placed in a separate location to allow reading.

Ms. Gaffney reported the Second Annual North Country Junior Iron Chef Competition was held in Potsdam on March 9, 2014. The students that participated were Delany Oliver, Alex Pisarski and Adam Gayne.

Ms. Gaffney reported modified sports will begin on Monday, March 24, 2014.

Ms. Gaffney reported the Technology Committee is evaluating three wireless options in hopes to having a managed wireless system in place for the Fall.

Ms. Gaffney reported the District is looking into an auto shut down program for computers for cost savings.

**New Business**

There was no New Business.

**Old Business**

Julie Gayne reviewed with the Board of Education the preliminary 2014-2015 Budget. Julie Gayne reported negotiated contract services and BOCES services are the majority of the change. Julie Gayne reminded the Board of Education when the 2013-14 budget was developed, the Special Education line was significantly decreased. Other increases to the 2014-15 budget include health care cost by 3.5 percent, TRS increase of 1.62 percent and a decrease in ERS slightly under 1 percent. Julie Gayne also indicated the salary line in the substitute area has not been increased in years and this year the District has exceeded the budget line, causing the increase in 2014-15. Another increase to the 2014-15 budget will be the New York State change to the hourly minimum wage.

Julie Gayne also indicated the current Governor’s proposal leaves the District with a \$178,000 budget shortfall for the 2014-15 school year. Currently, there is no huge amount of restoration monies planned for the District by the Governor (\$40,082).

Julie Gayne reviewed the Assembly proposal and the Senate proposal with the Board of Education which includes potential additional GEA restoration. Julie Gayne indicated she believes the push for the GEA elimination will continue to be strong for next year since many elected officials will be up for re-election.

Mr. Hall indicated for the past 7 years the District has done its part for being fiscally responsible and the District’s record speaks for itself.

Mr. Hall indicated if the April 1 budget deadline is not met, the State budget would fall back to the Executive Budget – Governor Cuomo’s proposal.

Mr. Hall has requested Bullet Aid from Assemblywoman Russell and Senator Ritchie.

Discussion took place on holding a Budget Workshop on April 1 versus March 25.

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| 13-14 226    | Moved by Green, seconded by Phillips, to reschedule the Budget Workshop from March 25 |
| Rescheduling | to April 1 at 5:00 p.m.   |
| of Budget    |   |
| Workshop     | Yes: Green, Phillips, Townsend  |
| from         | Absent: Swain, Allen  |
| March 25     | No: None  |
| to April 1   | The motion carried.   |
| at 5:00 p.m. |   |

**Board Issues**

There were no Board Issues.

13-14 227  
Adjourn

Moved by Green, seconded by Phillips, to adjourn the meeting.  
  
Yes: Green, Phillips, Townsend  
Absent: Swain, Allen  
No: None  
The motion carried.

The meeting adjourned at 7:00 p.m.

Sheri Rose, District Clerk

Gregg Townsend, Board President