

SACKETS HARBOR CENTRAL SCHOOL BOARD OF EDUCATION OFFICIAL PROCEEDINGS

August 19, 2014

The regular meeting of the Sackets Harbor Central School Board of Education, Sackets Harbor, NY, was called to order by Gregg Townsend, at 5:01 p.m. in the Board of Education Conference Room.

Members Present: Stephen Swain, Christine Allen, Angela Green, Gregg Townsend

Members Absent: Dale Phillips

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

The Pledge of Allegiance was recited.

Courtesy of the Floor

The Oath of Office was administered to Gregg Townsend, Board President.

Miss Montrois presented the Class of 2015 Senior Trip to Orlando, Florida. The date would be May 1 – 4, 2015. There are approximately 20 students interested in attending. The cost will be approximately \$500 per student. There will be a Senior Parent Meeting on September 30, 2015 to review Senior Year and the Senior Class Trip. Currently, Kelly Harrienger is orchestrating flights and accommodations.

Mrs. Green inquired to how many seniors were going on the Costa Rica trip. The answer was five.

Mrs. Green inquired if the Senior Class Trip would interfere with Softball & Baseball Play-Offs. Miss Montrois indicated that Mr. Green said that weekend would be fine. The Prom will be an issue for Play-Offs.

14-15 44 Moved by Green, seconded by Swain, to approve Class of 2015 Senior Class Trip to
Approve Orlando, Florida.
Senior
Class Trip Yes: Green, Swain, Allen, Townsend
to Orlando, Absent: Phillips
Florida No: None
 The motion carried.

Leanne Montrois left at 5:05 p.m.

Mr. Hall took the opportunity to review the Student Handbook and Code of Conduct. Mr. Hall reviewed the updates, changes and any mandates that should be included in our documents.

Ms. Gaffney took the opportunity to review the Special Education Annual Report for 2013.

14-15 45 Moved by Swain, seconded by Allen, to approve July 15, 2014 Minutes.
Approval
Of Yes: Green, Swain, Allen, Townsend
July 15, 2014 Absent: Phillips
Minutes No: None
 The motion carried.

14-15 46 Moved by Swain, seconded by Green, to approve Treasurer's Report, Extracurricular
Approve Report and Internal Claims Auditor Report.
Treasurer's
Report, Yes: Green, Swain, Allen, Townsend
Extracurricular Absent: Phillips
Report and No: None
Internal The motion carried.
Claims
Auditor
Report

- 14-15 47
Approve
CSE &
CPSE
Recommendations
- Moved by Green, seconded by Allen, to approve CSE & CPSE Recommendation #'s: 1857 & 1859.
Yes: Green, Swain, Allen, Townsend
Absent: Phillips
No: None
The motion carried.
- 14-15 48
Approve
Fiscal Advisors
Financial
Service
Agreement
- Moved by Green, seconded by Allen, to approve Fiscal Advisors Financial Service Agreement.
Yes: Green, Swain, Allen, Townsend
Absent: Phillips
No: None
The motion carried.
- 14-15 49
Accept
a \$375.00
Donation
from PTO
- Moved by Swain, seconded by Allen, to accept a \$375.00 donation from PTO.
Yes: Green, Swain, Allen, Townsend
Absent: Phillips
No: None
The motion carried.
- 14-15 50
Approve
Waiving the
Two Read
Policy on
Health &
Wellness
Policy
6210.1
- Moved by Green, seconded by Swain, to approve waiving the two read policy on Health & Wellness Policy 6210.1.
Yes: Green, Swain, Allen, Townsend
Absent: Phillips
No: None
The motion carried.
- 14-15 51
Approve
Health &
Wellness
Policy
6210.1
- Moved by Green, seconded by Swain, to approve Health & Wellness Policy 6210.1.
Yes: Green, Swain, Allen, Townsend
Absent: Phillips
No: None
The motion carried.
- 14-15 52
Approve
Waiving the
Two Read
on Policy
6615:
Parents'/
Guardians'
Bill of Rights
for Data
Privacy and
Security
- Moved by Swain, seconded by Allen, to approve waiving the two read policy on Policy 6615: Parents'/Guardians' Bill of Rights for Data Privacy and Security.
Yes: Green, Swain, Allen, Townsend
Absent: Phillips
No: None
The motion carried.
- 14-15 53
Approve
Board of
Education
Policy 6615:
Parents'/
Guardians'
Bill of Rights
for Data
Privacy and
Security
- Moved by Swain, seconded by Green, to approve Board of Education Policy 6615: Parents'/Guardians' Bill of Rights for Data Privacy and Security
Yes: Green, Swain, Allen, Townsend
Absent: Phillips
No: None
The motion carried.

- 14-15 54 Moved by Swain, seconded by Allen, to accept resignation from Daryl Giles as School Tax Collector effective August 19, 2014.
 Accept Resignation from Daryl Giles as School Tax Collector August 19, 2014
 Yes: Green, Swain, Allen, Townsend
 Absent: Phillips
 No: None
 The motion carried.
- 14-15 55 Moved by Swain, seconded by Green, to approve Resolution that the Village of Sackets Harbor and the Sackets Harbor Central School District will enter into an annual shared service agreement to collect Sackets Harbor Central School District Taxes for \$2,000 for 2014-15 school year.
 Approve Resolution that the Village of Sackets Harbor and the Sackets Harbor CSD will enter into an Annual Shared Service Agreement to Collect Taxes for the 2014-15 School Year
 Yes: Green, Swain, Allen, Townsend
 Absent: Phillips
 No: None
 The motion carried.
- 14-15 56 Moved by Swain, seconded by Allen, to approve Sally Daly as Sackets Harbor Central School Tax Collector.
 Approve Sally Daly as Sackets Harbor CSD Tax Collector
 Yes: Green, Swain, Allen, Townsend
 Absent: Phillips
 No: None
 The motion carried.
- 14-15 57 Moved by Green, seconded by Swain, to approve 2014-15 School Year Tax Warrant in the amount of \$3,859,893.
 Approve 2014-15 School Year Tax Warrant In the Amount of \$3,859,893.
 Yes: Green, Swain, Allen, Townsend
 Absent: Phillips
 No: None
 The motion carried.
- 14-15 58 Moved by Allen, seconded by Green, to approve Paul Gibbs at a rate of \$20.00 per hour for substitute Transportation Auto Mechanic.
 Approve Paul Gibbs at a Rate of \$20.00 Per Hour for Substitute Transportation Auto Mechanic
 Yes: Green, Swain, Allen, Townsend
 Absent: Phillips
 No: None
 The motion carried.
- 14-15 59 Moved by Green, seconded by Swain, to approve Lonnie Brislan as Mechanic/Bus Driver effective August 20, 2014 at an annual salary of \$38,000 pro-rated for the 2014-15 school year with a one-time \$1,000 increase after completion of 19-A and a one-time \$500 increase after completion of SBDI certifications.
 Approve Lonnie Brislan as Mechanic/Bus Driver Effective August 20, 2014 at an Annual Salary of \$38,000 Pro-Rated for the 2014-15 School Year
 Yes: Green, Swain, Allen, Townsend
 Absent: Phillips
 No: None
 The motion carried.

<p>14-15 60 Accept Resignation from Hollie Snyder as Library Media Specialist effective August 14, 2014 with Regrets</p>	<p>Moved by Swain, seconded by Green, to accept resignation from Hollie Snyder as Library Media Specialist effective August 14, 2014 with regrets.</p> <p>Yes: Green, Swain, Allen, Townsend Absent: Phillips No: None The motion carried.</p>
<p>14-15 61 Approve as Library Media Specialist with a Two-Year Probationary effective October 1, 2014 with a Salary of \$48,510 Pro-Rated (Step V, Masters) Pending Fingerprint Clearance</p>	<p>Moved by Green, seconded by Swain, to approve Janelle DeCicco as Library Media Specialist with a two-year probationary appointment effective October 1, 2104 with a Janelle DeCicco salary of \$48,510 pro-rated (Step V, Masters) pending fingerprint clearance.</p> <p>Yes: Green, Swain, Allen, Townsend Absent: Phillips No: None The motion carried.</p>
<p>14-15 62 Approve Karin Norman as a Long-Term Substitute September 2 – 30, 2014</p>	<p>Moved by Allen, seconded by Swain, to approve Karin Norman as a long-term substitute September 2 – September 30, 2014.</p> <p>Yes: Green, Swain, Allen, Townsend Absent: Phillips No: None The motion carried.</p>
<p>14-15 63 Approve Jessi Goldman as Literacy Intern at a Cost of \$5,000 and Substitute Certified Teacher at the Approved Daily Sub Rate Pending Fingerprint Clearance</p>	<p>Moved by Green, seconded by Allen, to approve Jessi Goldman as Literacy Intern at a cost to the District of \$5,000 and substitute certified teacher at the approved daily sub rate pending fingerprint clearance.</p> <p>Yes: Green, Swain, Allen, Townsend Absent: Phillips No: None The motion carried.</p>
<p>14-15 64 Approve Lisa Ingerson as Chemical Hygiene Officer for the 2014-15 School Year</p>	<p>Moved by Swain, seconded by Allen, to approve Lisa Ingerson as Chemical Hygiene Officer for the 2014-15 school year.</p> <p>Yes: Green, Swain, Allen, Townsend Absent: Phillips No: None The motion carried.</p>

- 14-15 65
Approve
Nicole
Panopoulos-
DeVito as a
5.0 Hour
Teacher Aide
at \$9.00
Per Hour for
the 2014-15
School Year
- Moved by Green, seconded by Allen, to approve Nicole Panopoulos-DeVito as a 5.0 hour teacher aide at \$9.00 per hour for the 2014-15 school year.
- Yes: Green, Swain, Allen, Townsend
Absent: Phillips
No: None
The motion carried.
- 14-15 66
Approve
Joshua
Stockwell
as Certified
Substitute
Teacher
Pending
Fingerprint
Clearance
- Moved by Green, seconded by Allen, to approve Joshua Stockwell as certified substitute teacher pending fingerprint clearance
- Yes: Green, Swain, Allen, Townsend
Absent: Phillips
No: None
The motion carried.
- 14-15 67
Approve
Cassandra
O'Brien-Bates
as Certified
Substitute
Teacher
- Moved by Allen, seconded by Swain, to approve Cassandra O'Brien-Bates as certified substitute teacher pending fingerprint clearance.
- Yes: Green, Swain, Allen, Townsend
Absent: Phillips
No: None
The motion carried.
- 14-15 68
Approve
Rebecca
Shew as a
Substitute
Teacher
Aide Pending
Fingerprint
Clearance
- Moved by Allen, seconded by Swain, to approve Rebecca Shew as a substitute teacher aide pending fingerprint clearance.
- Yes: Green, Swain, Allen, Townsend
Absent: Phillips
No: None
The motion carried.
- 14-15 69
Approve
Amanda
Grutza as
a Substitute
Teacher
Aide
Pending
Fingerprint
Clearance
- Moved by Green, seconded by Allen, to approve Amanda Grutza as a substitute teacher aide pending fingerprint clearance.
- Yes: Green, Swain, Allen, Townsend
Absent: Phillips
No: None
The motion carried.
- 14-15 70
Approve
Kimberly
Mauro
as a Substitute
Teacher Aide
And Clerical
Employee
Pending
Fingerprint
Clearance
- Moved by Green, seconded by Swain, to approve Kimberly Mauro as substitute teacher aide and clerical employee pending fingerprint clearance.
- Yes: Green, Swain, Allen, Townsend
Absent: Phillips
No: None
The motion carried.

- 14-15 71 Moved by Swain, seconded by Green, to approve Patricia Thomas as substitute teacher aide pending fingerprint clearance.
 Approve Patricia Thomas as a Substitute Teacher Aide Pending Fingerprint Clearance
 Yes: Green, Swain, Allen, Townsend
 Absent: Phillips
 No: None
 The motion carried.
- 14-15 72 Moved by Swain, seconded by Allen, to approve Jennifer Vrooman as substitute aide, cleaner and cafeteria employee pending fingerprint clearance.
 Approve Jennifer Vrooman as a Substitute Adie, Cleaner and Cafeteria Employee Pending Fingerprint Clearance
 Yes: Green, Swain, Allen, Townsend
 Absent: Phillips
 No: None
 The motion carried.
- 14-15 73 Moved by Swain, seconded by Allen, to approve Substitute List for 2014-15 School Year.
 Approve Substitute List for 2014-15 School Year
 Yes: Green, Swain, Allen, Townsend
 Absent: Phillips
 No: None
 The motion carried.
- 14-15 74 Moved by Swain, seconded by Allen, to approve 2014-15 Non-Instructional Handbook.
 Approve 2014-15 Non-Instructional Handbook
 Yes: Green, Swain, Allen, Townsend
 Absent: Phillips
 No: None
 The motion carried.
- 14-15 75 Moved by Swain, seconded by Green, to approve 2014-15 Student Handbook/Code of Conduct documents.
 Approve 2014-15 Student Handbook/Code of Conduct Documents
 Yes: Green, Swain, Allen, Townsend
 Absent: Phillips
 No: None
 The motion carried.
- 14-15 76 Moved by Green, seconded by Allen, to approve Out of District Status for Weston Plazony, Grade 12, Ian Plazony, Grade 11, and Matthew Plazony, Grade 10, for the 2014-15 school year.
 Approve Out of District Status for W. Plazony, I. Plazony, M. Plazony for the 2014-15 School Year
 Yes: Green, Swain, Allen, Townsend
 Absent: Phillips
 No: None
 The motion carried.
- 14-15 77 Moved by Swain, seconded by Allen, to approve Out of District Status for Bradley John, Grade 12, for the 2014-15 school year.
 Approve Out of District Status for Bradley John, Grade 12, for the 2014-15 School Year
 Yes: Green, Swain, Allen, Townsend
 Absent: Phillips
 No: None
 The motion carried.

- 14-15 78 Moved by Allen, seconded by Green, to approve Out of District Status for Todd Thompson, Grade 11, and Rachael Thompson, Grade 9, for the 2014-15 school year.
 Approve Out of District Status for Todd Thompson and Rachael Thompson for the 2014-15 School Year
 Yes: Green, Swain, Allen, Townsend
 Absent: Phillips
 No: None
 The motion carried.
- 14-15 79 Moved by Green, seconded by Swain, to approve Out of District Status for Jeremy McGrath, Grade 5, for the 2014-15 school year.
 Approve Out of District Status for Jeremy McGrath for the 2014-15 School Year
 Yes: None
 Absent: Phillips
 No: Green, Swain, Allen, Townsend
 The motion was denied.
- 14-15 80 Moved by Swain, seconded by Allen, to approve Out of District Status for Audrey Nowak, Grade 7, and Vivian Nowak, Grade 5, for the 2014-15 school year.
 Approve Audrey Nowak & Vivian Nowak for the 2014-15 School Year
 Yes: Green, Swain, Allen, Townsend
 Absent: Phillips
 No: None
 The motion carried.
- 14-15 81 Moved by Green, seconded by Swain, to approve Out of District Status for Jackson Deeney, Grade 8, for the 2014-15 school year.
 Approve Out of District Status for Jackson Deeney for the 2014-15 School Year
 Yes: Green, Swain, Allen, Townsend
 Absent: Phillips
 No: None
 The motion carried.
- 14-15 82 Moved by Swain, seconded by Green, to approve MOA with SHC Teachers Association regarding DODEA Fort Drum Rise Grant whereby Jefferson-Lewis BOCES provides STEM related teachers at no reduction to Sackets Harbor Central School staffing.
 Approve MOA with SHC Teachers Association Regarding DODEA Fort Drum Rise Grant
 Yes: Green, Swain, Allen, Townsend
 Absent: Phillips
 No: None
 The motion carried.
- 14-15 83 Moved by Swain, seconded by Green, to approve discarding various Gateway Laptops, Monitors and CPU's per attached list.
 Approve Discarding Various Gateway Laptops, Monitors and CPU's Per Attached List
 Yes: Green, Swain, Allen, Townsend
 Absent: Phillips
 No: None
 The motion carried.

14-15 84 Moved by Swain, seconded by Green, to approve discarding various Panasonic
Approve VHS/VCR's, TV's, Monitors, Tape Recorders, Chalkboard per attached list.
Discarding
Various Yes: Green, Swain, Allen, Townsend
Panasonic Absent: Phillips
VHS/VCR's, No: None
TV's, Monitors, The motion carried.
Tape Recorders,
Chalkboard
Per Attached List

Superintendent's Report

Mr. Hall took the opportunity to read a letter notifying the District of a \$10,000 Special Budget Grant from Senator Patty Ritchie's Office to fund Music Program.

Mr. Hall reported attending an APL Effective Teaching Model Workshop at South Jefferson Central School District today.

Mr. Hall reported there will be an Instructional Coaching STLE 3 meeting at his house on Wednesday, August 20th.

Mr. Hall reported that he attended "Breaking Through the Barriers" at the Riveredge Resort on August 14 sponsored by NYSSBA.

Mr. Hall reported the District is offering an AP Biology and Anatomy & Physiology course through the Fort Drum Rise Grant (STEM).

Ms. Lisa Winkler, BOCES employee, will be teaching 6 Sackets Harbor Central School students on Tuesdays at 6:30 a.m. as part of the STEM Grant.

Mr. Hall reported flu shots will be offered at the District on September 2 from Noon until 3:00 by Kinney Drugs.

Mr. Hall reported he attended the services to pay respects of Jenna Mooney's 8th month year old child.

Mr. Hall reported all positions have been filled and took the opportunity to publically thank those involved in the interview process. Mr. Hall also took the opportunity to thank Ms. Gaffney for spearheading the process.

Mr. Hall reported receiving a guidance document from the Council of School Superintendents on the NYS Tax Freeze Legislation.

Mr. Hall took the opportunity to publically thank Marlene Lennox for her oversight of the District Newsletter.

Mr. Hall reported on Opening Day employees will participate in mandatory trainings which consist of Civil Rights, DASA and Right to Know Triathlon Competition.

Mr. Hall reported Incredidouble was approved by the Village and will take place September 13 & 14, 2014.

Principal's Report

Ms. Gaffney reported the Interview Committees did a fantastic job selecting wonderful individuals and is excited about the new staff members that were hired.

Ms. Gaffney reported VADIR/Dignity Reports are near completion. Bullying and discrimination need to be included in the reports this year.

Ms. Gaffney reported she would share Test Data from the 2013-14 school year in September.

Ms. Gaffney has shared with faculty members proficiency levels. Sackets Harbor Central School is near the top in the consortium of Jefferson-Lewis Schools.

Ms. Gaffney reported the grants are allowing exciting initiatives and opportunities for our students.

Ms. Gaffney reported the District will have an assembly "Champion of Choices" presented by Mark Mara in regards to anti-bullying. FX Caprara is sponsoring this program. Ms. Gaffney took the opportunity to publically thank FX Caprara.

Ms. Gaffney reported there are currently 20 players signed up for the Varsity Boys' Soccer Team. Ms. Gaffney asked the Board of Education for guidance to provide to the coach in this situation since the District does not currently have a "cut" policy.

Discussion took place on the Varsity Boys' Soccer Team scenario.

Mrs. Green indicated the ability to coach a large number on the roster does hinder the coach's ability to coach. Possibly students could be given the option for choices to include bookkeeping, etc.

Mr. Hall indicated he has a different philosophy.

Mr. Swain indicated the District is not sending many to A level schools but is not a fan of large numbers.

Mrs. Allen indicated if the District explained the situation to parents and students this would be a proactive approach.

Mr. Townsend indicated he is not a fan of cuts but during a basketball season with large numbers could possibly hinder a coach's ability to coach.

The Board of Education consented to give coaches' the autonomy to make decisions with administrative guidance and to encourage students to participate in open gym and youth leagues.

Ms. Gaffney reported there has been a change to the Cell Phone Policy. Students will no longer be allowed to listen to music this year. The PED Policy has been changed to be much more structured. Cell phone use will only be allowed in classroom settings upon teacher approval and for instructional purposes only.

New Business

There was no New Business.

Board Issues

There was no Board Issues.

Old Business

Mrs. Julie Gayne reviewed with the Board of Education the 2014-15 School Year Tax Warrant. Julie took the opportunity to review the installment plan. Currently, full payment/and or the first installment payment needs to be made to the School Tax Collector by October 1. The second and third installment payments along with late payments are collected by the County Treasurer. Julie Gayne inquired if the Board of Education would like to end tax collection October 31 with one penalty period of two percent vs. a second penalty period of three percent for approximately five days in November. Roxanne Burns indicated to Julie Gayne our District is in the minority of school districts allowing a second penalty payment period in November.

The Board consented to end tax collection on October 31st with one penalty period of two percent.

Mrs. Julie Gayne reviewed with the Board of Education the 2013-14 End of Year Summary. Julie reported the District had a total of \$7.412 million in expenditures and \$7.319 million in revenues. This is the first year during the economic downturn there was a shortfall revenues. The district spent \$100,000 more than it which is a direct impact on Fund Balance. Julie indicated the District's budget is very tight but she is not alarmed as she believes the District budgeted appropriately for 2014-2015. Julie will keep a list of unbudgeted for the 2014-15 school year and monitor how they potentially may affect Fund Balance. For the 2015-16 budget building process, other alternatives may need to be re-evaluated and realigned going forward to ensure we are maximizing our resources to their fullest potential.

Mr. Hall indicated it is necessary to show support for Fort Drum and let our constituents know. Mr. Hall has written a letter on behalf the District indicating our support of Fort Drum.

Julie Gayne took the opportunity to review the 2013-14 School Lunch Fund. Unfortunately, the School Lunch Fund ended in the red. For the 2014-15 there will be a decrease in personnel and Mr. Marshall has been made aware we need to control/reduce expenditures. Julie Gayne indicated she has created a 2014-15 budget and reminded the Board of Education the School Lunch Fund absorbs the cost of benefits, while all other benefits are paid from General Fund.

14-15 85 Moved by Green, seconded by Allen, to approve the Lunch and Breakfast budgets for 2014-2015, with General Fund paying a portion of fringe benefits if necessary.

Approve Lunch and Breakfast Budget for 2014-15 With General Fund Paying a Portion of Fringe Benefits if Necessary
Yes: Green, Swain, Allen, Townsend
Absent: Phillips
No: None
The motion carried.

14-15 86 Moved by Green, seconded by Swain, to enter into Executive Session for Employment History of Particular Person.

Executive Session for Employment History of Particular Person
Yes: Green, Swain, Allen, Townsend
Absent: Phillips
No: None
The motion carried.

The meeting recessed to Executive Session at 7:10 p.m.

14-15 87 Moved by Swain, seconded by Allen, to come out of Executive Session.
Out of
Executive Yes: Green, Swain, Allen, Townsend
Session Absent: Phillips
 No: None
 The motion carried.

The meeting resumed at 7:53 p.m.

14-15 88 Moved by Green, seconded by Allen, to adjourn the meeting.
Adjourn
 Yes: Green, Swain, Allen, Townsend
 Absent: Phillips
 No: None
 The motion carried.

The meeting adjourned at 7:54 p.m.

Sheri Rose, District Clerk

Gregg Townsend, Board President