

SACKETS HARBOR CENTRAL SCHOOL BOARD OF EDUCATION OFFICIAL PROCEEDINGS

March 17, 2015

The regular 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. in the Board of Education Conference Room.

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

Members Absent: Stephen Swain

Others Present: Frederick E. Hall, Jr., Superintendent; Jennifer Gaffney, Principal; Julie Gayne, Sheri Rose, Dave Altieri, Courtney Brunet, Emma Shirley

The Pledge of Allegiance was recited.

Courtesy of the Floor was extended.

Mr. Dave Altieri and Mrs. Courtney Brunet, Village Parks & Recreation Representatives, spoke on the initiative for improving the District's upper fields to become official fields. The field will mimic softball and varsity fields but at the Little League guidelines with the Town of Hounsfield providing the materials. Mrs. Brunet indicated the biggest expense are backstops. A portable backstop was purchased last year and the Village Parks & Recreation have been in contact with the Garrett Loomis Foundation Committee to request monies to purchase another backstop.

Mr. Hall reminded Mrs. Brunet and Mr. Altieri the District will need a certificate of insurance and names of volunteers working on the upper fields. Mr. Hall expressed his appreciation for the improvement of the fields for the children. Mr. Hall took the opportunity to remind the representatives that if there is a scheduling conflict, the school would need to prevail and the upgrades would become the District's property.

Ms. Gaffney indicated the District would provide trash removal in lieu of the portable potties which the Village will provide. The District will train volunteers on the use of the paint machine for painting of the lines.

Mr. Townsend questioned the parking situation. Mrs. Brunet indicated the parking area that is provided was used last year.

Mrs. Green indicated the fields were fantastic last year and took the time to publically thank the Parks & Recreation Department.

Mr. Altieri and Mrs. Brunet left the meeting at 5:15 p.m.

Mr. Hall took the opportunity to report the District-Wide Emergency Plan has been reviewed by 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 and completion of both the District-Wide and Building Emergency Plans.

14-15 224            Moved by Allen, seconded by Phillips, to approve the February 24, 2015 minutes.  
Approve  
February            Yes: Allen, Phillips, Green, Townsend  
23, 2015            Absent: Swain  
Minutes            No: None  
                          The motion carried.

14-15 225            Moved by Phillips, seconded by Green, to approve Treasurer's Report, Extracurricular  
Approve            Report and Internal Claims Auditor Report.  
Treasurer's        Yes: Allen, Phillips, Green, Townsend  
Report,            Absent: Swain  
Extracurricular    No: None  
Report and        The motion carried.  
Internal Claims  
Auditor Report

14-15 226            Moved by Phillips, seconded by Allen, to approve CSE & CPSE Recommendation  
Approve            numbers: 1788, 1740, 1325, 1608, 1230, 2029, 729, 110, 933, 1608, 2030, 0045, 1129,  
CSE & CPSE        1430, 1178, 1179, 1418, 1077, 1570, 1148, 1952, 807, 1246, 730, 1859.  
Recommendations  
                          Yes: Allen, Phillips, Green, Townsend  
                          Absent: Swain  
                          No: None  
                          The motion carried.

14-15 227            Moved by Allen, seconded by Green, to approve 2015-2016 Jefferson-Lewis & OCM  
Approve            BOCES Services.  
2015-2016  
Jefferson-        Yes: Allen, Phillips, Green, Townsend  
Lewis &        Absent: Swain  
OCM            No: None  
BOCES        The motion carried.  
Services

<p>14-15 228 Approve 2015-2016 Academic Calendar</p>	<p>Moved by Green, seconded by Allen, to approve 2015-2016 Academic Calendar.</p> <p>Yes: Allen, Phillips, Green, Townsend Absent: Swain No: None The motion carried.</p>
<p>14-15 229 Adopt Notice of Annual Meeting, Budget Vote and Election</p>	<p>Moved by Green, seconded by Phillips, to adopt Notice of Annual Meeting, Budget Vote and Election.</p> <p>Yes: Allen, Phillips, Green, Townsend Absent: Swain No: None The motion carried.</p>
<p>14-15 230 Approve Discarding of a Multi- Function Canon GP200 MFP Copier – Serial #NJPO204, Inventory #A00039289 in the Elementary Copy Room</p>	<p>Moved by Allen, seconded by Phillips, to approve discarding of a Multi-Function Canon GP200 MFP Copier – Serial # NJPO2043, Inventory # A00039289 in the Elementary Copy Room.</p> <p>Yes: Allen, Phillips, Green, Townsend Absent: Swain No: None The motion carried.</p>
<p>14-15 231 Approve Purchasing a Plow for the Plow Truck Purchased under New York State Contract not to Exceed \$4,971.00</p>	<p>Moved by Green, seconded by Allen, to approve purchasing a plow for the Plow Truck purchased under New York State contract not to exceed \$4,971.00.</p> <p>Yes: Allen, Phillips, Green, Townsend Absent: Swain No: None The motion carried.</p>
<p>14-15 232 Approve Tobin Fingar and Janet Quinn as 7<sup>th</sup> Grade Advisors for the Remainder of the 2014-15 School Year</p>	<p>Moved by Allen, seconded by Green, to approve Tobin Fingar and Janet Quinn as 7<sup>th</sup> Grade Advisors for the remainder of the 2014-15 School Year.</p> <p>Yes: Allen, Phillips, Green, Townsend Absent: Swain No: None The motion carried.</p>
<p>14-15 233 Approve Steve Newcombe as Assistant Baseball Coach for the 2014-15 School Year Pending Coaching Certification Clearance</p>	<p>Moved by Allen, seconded by Phillips to approve Steve Newcombe as Assistant Baseball Coach for the 2014-15 School Year Pending Coaching Certification Clearance.</p> <p>Yes: Allen, Phillips, Green, Townsend Absent: Swain No: None The motion carried.</p>
<p>14-15 234 Approve Ashley Lothrop as a Certified Substitute Teacher Pending Fingerprint Clearance</p>	<p>Moved by Green, seconded by Allen, to approve Ashley Lothrop as certified substitute teacher pending fingerprint clearance.</p> <p>Yes: Allen, Phillips, Green, Townsend Absent: Swain No: None The motion carried.</p>

- 14-15 235 Moved by Green, seconded by Allen, to approve Donna Zehr as a certified substitute teacher pending fingerprint clearance.  
 Approve Yes: Allen, Phillips, Green, Townsend  
 Donna Zehr as a Certified Substitute Teacher Absent: Swain  
 Pending No: None  
 Fingerprint The motion carried.  
 Clearance
- 14-15 236 Moved by Phillips, seconded by Allen, to approve Donna Zehr as Probationary Term Spanish Teacher at a pro-rated salary of \$46,410.00 (Step II Master's) pending fingerprint clearance, effective April 7, 2015 until June 15, 2015.  
 Approve Yes: Allen, Phillips, Green, Townsend  
 Donna Zehr as Probationary Term Spanish Teacher at a Pro-Rated Salary of \$46,410.00 (Step II Master's) Pending Fingerprint Clearance, Effective April 7, 2015 until June 15, 2015  
 Absent: Swain  
 No: None  
 The motion carried.
- 14-15 237 Moved by Allen, seconded by Green, to approve Use of School Fields by Village of Sacket Harbor and Town of Hounsfield April 1 – August 2015 for Youth Baseball, T- Ball, Softball and U14 Girls' Soccer with Certificate of Insurance to be provided.  
 Approve Yes: Allen, Phillips, Green, Townsend  
 Use of School Fields by Village of Sackets Harbor & Town of Hounsfield April 1 – August 2015 for Youth Baseball, T-Ball, Softball and U14 Girls' Soccer with Certificate of Insurance to be Provided Absent: Swain  
 No: None  
 The motion carried.

### **Superintendent's Report**

Mr. Hall reported he has been working on the District's Emergency Plan.  
 Mr. Hall reported 12 students are being inducted into the Spanish National Honor Society.  
 Mr. Hall reported he wrote a letter on behalf of the District in support of PIVOT's application to secure a grant for the education of prescription drug and heroin abuse.  
 Mr. Hall reported the Fire Inspection for the District will be held on March 19 by John Warneck.  
 Mr. Hall reported the Powder Monkey show that was held on March 13, 14 and 15 had an excellent turn-out and the students did a wonderful job. Mr. Hall took the opportunity to give kudos to the students and collaboration with the Historical Society, Chamber of Commerce to bring this experience to our District.  
 Mr. Hall reported the April – June newsletter will be coming out the week of March 23<sup>rd</sup>.  
 Mr. Hall reported he attended an Administrative Breakfast for Library Consortiums with Janelle DeCicco.  
 Mr. Hall reported he attended Regional Training on Safe Schools on March 11, 2015.  
 Mr. Hall reported there are currently 24 families that attended FOSPA on March 12, 2015.  
 Mr. Hall reported he would be attending a rally for Fort Drum on March 20<sup>th</sup> at JCC at 5:00 p.m.  
 Mr. Hall reported he and Ms. Gaffney would be attending a workshop on Dealing with Difficult People offered by the STLE3 Grant on March 23, 2015.  
 Mr. Hall reported he would be attending a Teacher Education Advisory Council (TEAC) at SUNY Potsdam On March 25<sup>th</sup> in the p.m.  
 Mr. Hall reported he would be attending his third training on Multi-Dimensional Training of Evaluating Principals on March 26 as part of his Lead Evaluator annual certification.  
 Mr. Hall reported the Fort Drum Rise DODEA Grant is due March 26, 2015. At this time, the District may be closed out of the grant due to enrollment numbers of military families.  
 Mr. Hall reported he would be attending a law panel on April 8, 2015 at Wiley School.  
 Mr. Hall reported he had a brief meeting with Pat Jareo before the Board meeting. Mr. Hall indicated that he told Mr. Jareo he would be attending a meeting on March 19<sup>th</sup> regarding Galloo Island with the developer. Mr. Hall noted he explained to Mr. Jareo that a PILOT has nothing to do with DEC, view sheds but what the proposed project could bring to the school district.  
 Mr. Hall reported APPR's are in full swing and noted that Ms. Gaffney is near completion.

## **Principal's Report**

Ms. Gaffney reported the Master Schedule for the 2015-16 school year is in the process with collaboration from elementary and secondary faculty along with special areas. The committee identified issues and priorities and a possible six-day schedule. This collaboration could increase course offerings, improve special education services, teacher collaboration, maximum instructional time and improve AIS. Ms. Gaffney reported on March 13, 2015 for Superintendent's Day staff reviewed with Buffy Zehr and Brenda Leddy, from Indian River, Data Driven Instruction, World Café with a focus on the question: "Are we really preparing our students for the 21<sup>st</sup> Century?"

Ms. Gaffney reported she attend the "Call out Cuomo" rally at Indian River High School.  
Ms. Gaffney reported on the assembly Digital Tattoo for students.  
Ms. Gaffney reported we had four teams compete in the Odyssey of the Mind Tournament on Saturday, March 14, 2015. The District had one team that won the lottery to compete at the State level.  
Ms. Gaffney reported the District is officially on Facebook and Twitter.  
Ms. Gaffney reported she is reviewing Smart Schools money for technology to assure our students are college and career tech ready.  
Ms. Gaffney reviewed with the Board of Education a myth vs. fact document regarding testing that will be shared in the next newsletter and on the website. Ms. Gaffney is hoping to decrease the number of families "opting out" of testing.  
Ms. Gaffney reported there are currently 31 incoming kindergarten students for the 2015-16 school year.  
Ms. Gaffney reported CTE presentations are in the process.  
Ms. Gaffney reported the District is offering ESL services for new students that have entered the District.  
Ms. Gaffney reported Athletic Night went well and Spring sports have begun.  
Ms. Gaffney reported the Sackets Harbor Athletic Booster Club is sponsoring a Golf Tournament and a flyer was distributed.  
Ms. Gaffney reported field testing for Living Environment and Physics will be in April.  
Ms. Gaffney reported the last of STLE3 Grant opportunity will be held on June 30, 2015 at Clayton regarding Student Centered Learning.

## **New Business**

Mr. Hall reported the District would be having a team attend State Competition for Odyssey of the Mind and would be seeking approval for lodging and meals. Mr. Hall indicated at this time there has been no request for transportation.

Julie Gayne took the opportunity to review with the Board of Education the history on the establishment of Odyssey of the Mind. The group solicited monetary donations that were deposited into the PTO account. The monies donated went to purchase supplies with a small amount of money remaining for next year.

Julie Gayne indicated if the Board of Education approves expenses, the District will need to budget that cost annually.

14-15 238	Moved by Allen, seconded by Green, to approve paying for lodging and meals for the Odyssey of the Mind Team and Coaches to compete in State Competition at Binghamton.
Approve	
Paying for	
Lodging and	Yes: Allen, Phillips, Green, Townsend
Meals for the	Absent: Swain
Odyssey of the	No: None
Mind Team	The motion carried.
and Coaches	
to Compete in	
State	
Competition	
at	
Binghamton	

## **Old Business**

Julie Gayne reported the 2014-15 budget is on target for what was budgeted. Currently, the District is experiencing heating issues in the math wing and in the process of purchasing athletic uniforms following the rotation schedule. Julie indicated she is investigating different options on the phone and bell systems in regards to the Smart Schools Bond Act.

Mr. Hall reported that Julie Gayne has created a budget for the 2015-16 school year within the tax cap limit of 1.8 percent. There is still no word from the Governor's Office on State Aid monies. Mr. Hall also took the opportunity to review Senate and Assembly proposals for Foundation Aid & GEA.

Julie Gayne took the opportunity to review with the Board of Education the first draft of the 2015-16 budget. Julie Gayne indicated there were minimal increases to the budget.

Mr. Hall indicated this first draft of the 2015-16 budget maintains programs and staff that are currently in place. The District has taken great strides to mitigate the local share, including the role of fund balance now and in future budgets. The 2015-16 budget reflects a conservative and fiscally prudent plan.

Mr. Hall took the opportunity to give kudos to Julie Gayne for her hard work on preparing the 2015-16 budget.

## **Board Issues**

There were no Board Issues.

14-15 239            Moved by Green, seconded by Allen, to go into Executive Session to discuss  
Executive            Employment History of a Particular Person of Interest.  
Session  
to Discuss            Yes: Allen, Phillips, Green, Townsend  
Employment        Absent: Swain  
History of a        No: None  
Particular Person The motion carried.  
of Interest

The meeting recessed to Executive Session at 6:45 p.m.

14-15 240            Moved by Green, seconded by Phillips, to come out of Executive Session.  
Out of  
Executive            Yes: Allen, Phillips, Green, Townsend  
Session            Absent: Swain  
                          No: None  
                          The motion carried.

The meeting resumed at 7:30 p.m.

14-15 241            Moved by Green, seconded by Phillips, to adjourn the meeting.  
Adjourn  
                          Yes: Allen, Phillips, Green, Townsend  
                          Absent: Swain  
                          No: None  
                          The motion carried.

The meeting adjourned at 7:31 p.m.

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Sheri Rose, District Clerk

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Gregg Townsend, Board President