

SACKETS HARBOR CENTRAL SCHOOL BOARD OF EDUCATION OFFICIAL PROCEEDINGS

October 21, 2014

The regular meeting of the Sackets Harbor Central School Board of Education, Sackets Harbor, NY, was called to order by Gregg Townsend, at 5:00 p.m. in the Board of Education Conference Room.

Members Present: Stephen Swain, Christine Allen, Gregg Townsend

Members Absent: Angela Green, Dale Phillips

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

The Pledge of Allegiance was recited.

Courtesy of the Floor was extended.

Mr. Hall took the opportunity to address the green screen on the blackboard. The screen is being used by Mr. Wekar to video tape a series of third graders for our Veterans Day Ceremony on November 10.

14-15 107 Moved by Swain, seconded by Allen, to approve September 16, 2014 minutes.
Approval
of Yes: Swain, Allen, Townsend
September Absent: Phillips, Green
16, 2014 No: None
Minutes The motion carried.

14-15 108 Moved by Swain, seconded by Allen, to approve Treasurer's Report,
Approve Extracurricular Report and Internal Claims Auditor Report.
Treasurer's
Report, Yes: Swain, Allen, Townsend
Extracurricular Absent: Phillips, Green
Reports and No: None
Internal Claims The motion carried.
Auditor
Report

14-15 109 Moved by Allen, seconded by Swain, to approve CSE & CPSE Recommendation
Approve numbers: 932, 1430, 1761, 2007, 1987, 2014, 1077, 730, 1633, 1126, 1043,
CSE & CPSE 1179, 890, 1179.
Recommendations
 Yes: Swain, Allen, Townsend
 Absent: Phillips, Green
 No: None
 The motion carried.

Mr. Hall reported the Utica National Annual Inspection for 2014-15 went well. Mr. Hall took the opportunity to give kudos to the staff. The only issue the District was written up on was trouble work lights in the Bus Garage. New lights have been ordered. The Inspector was most complimentary of the District and the policies and procedures. The District will be on an every other year inspection due to claims.

- 14-15 110 Moved by Swain, seconded by Allen, to approve Utica National's Annual Inspection for the 2014-15 school year.
 Approve Utica National's Annual Inspection for the 2014-15 School Year
 Yes: Swain, Allen, Townsend
 Absent: Phillips, Green
 No: None
 The motion carried.
- 14-15 111 Moved by Allen, seconded by Swain, to approve Open Gym for Cheerleading October 27, 29, November 3 and 5 from 3:00 – 5:00 p.m.
 Approve Open Gym for Cheerleading October 27, 29, November 3 and 5 from 3:00 – 5:00 p.m.
 Yes: Swain, Allen, Townsend
 Absent: Phillips, Green
 No: None
 The motion carried.
- 14-15 112 Moved by Allen, seconded by Swain, to approve Open Gym for Basketball on Mondays & Thursdays from 3:00 – 5:00 p.m. from October 20 – November 6, 2014.
 Approve Open Gym for Basketball on Mondays & Thursdays from 3:00 – 5:00 p.m. from October 20 – November 6, 2014
 Yes: Swain, Allen, Townsend
 Absent: Phillips, Green
 No: None
 The motion carried.
- 14-15 113 Moved by Swain, seconded by Allen, to approve Use of Building for PTO Fall Fest on October 18, 2014 from 10:00 a.m. – 6:00 p.m. with certificate of insurance provided.
 Approve Use of Building for PTO Fall Fest on October 18, 2014 from 10:00 a.m. – 6:00 p.m. with Certificate of Insurance Provided
 Yes: Swain, Allen, Townsend
 Absent: Phillips, Green
 No: None
 The motion carried.
- 14-15 114 Moved by Allen, seconded by Swain, to approve PTO Craft/Vendor Fair on

Approve November 9, 2014 from 10:00 a.m. – 5:00 p.m. with certificate of insurance
PTO Craft provided.
Vendor Fair
on Yes: Swain, Allen, Townsend
November 9, Absent: Phillips, Green
2014 from No: None
10:00 a.m. – The motion carried.
5:00 p.m. with
Certificate of
Insurance
Provided

14-15 115 Moved by Swain, seconded by Allen, to approve Use of Building for Booster
Approve Club Monthly Meetings the third Wednesday of each month from 6:00 -7:00
p.m. Use of with certificate of insurance to be provided.
Building for
Booster Yes: Swain, Allen, Townsend
Club Absent: Phillips, Green
Monthly No: None
Meetings The motion carried.
the Third
Wednesday
of each
Month
from
6:00 – 7:00 p.m.
with
Certificate
of Insurance
to be Provided

14-15 116 Moved by Allen, seconded by Swain, to approve Bus Transportation Request for
Approve Tyler Hanners, Kindergarten, to Faith Fellowship Christian School for the
Bus 2014-15 school year.
Transportation
Request for Yes: Swain, Allen, Townsend
Tyler Haners, Absent: Phillips, Green
Kindergarten, No: None
to Faith The motion carried.
Fellowship
Christian
School for
the 2014-15
School Year

14-15 117 Moved by Swain, seconded by Allen, to approve a revised SMEC Agreement for
Approve the 2014-15 school year.
a Revised
SMEC Yes: Swain, Allen, Townsend
Agreement Absent: Phillips, Green
for the No: None
2014-15 The motion carried.
School Year

14-15 118 Moved by Swain, seconded by Allen, to approve discarding the following:
 Approve
 Discarding One Epson Projector – Asset Tag #: A00107004, Serial #:
 Following MRKF080974L, Inventory Tag #: 02087.
 Items
 . Two Dell Monitors – (1) Asset Tag #: A00081654, Serial #:
 CN-OG438HI – 64180-850-2NML, Inventory Tag #: 01746 (2) Asset Tag #:
 A00081813, Serial #: CN-OY320G-74261-942-E155, Inventory Tag#: 01888.
 . One Gateway 450 SX Laptop – Asset Tag #: A00039322,
 Serial #: 0027390293, Inventory Tag #: 01134.
 . 38 My Side of the Mountain by Jean Graighead George,
 ISBN #: 0-14-131242-4; 30 On the Far Side of the Mountain by Jean Craighead
 George, ISBN #: 0-14-034248-6.

14-15 119 Moved by Swain, seconded by Allen, to accept a donation of 14 tubs of ice
 Accept a cream from Pennock’s Ice Cream Stand for an estimated value of \$406.00.
 Donation
 of 14 Tub Yes: Swain, Allen, Townsend
 of Ice Absent: Phillips, Green
 Cream No: None
 from The motion carried.
 Pennock’s
 Ice Cream
 Stand for
 an Estimated
 Value of
 \$406.00

14-15 120 Moved by Allen, seconded by Swain, to approve Inter-Municipal Cooperation
 Approve Agreement with Jefferson-Lewis-Hamilton-Oneida BOCES for the Use of
 Inter-Municipal Classroom Space and Tuition for the Edge Program.
 Cooperation
 Agreement Yes: Swain, Allen, Townsend
 with Absent: Phillips, Green
 Jefferson- No: None
 Lewis- The motion carried.
 Hamilton-
 Oneida BOCES
 for the Use of
 Classroom
 Space and
 Tuition for
 the Edge
 Program

Mr. Hall took the opportunity to indicate this combined agreement is with Section X not Section III combining contract.

14-15 121 Moved by Swain, seconded by Allen, to approve combined agreement with
 Approve Alexandria Central for Girls’ Varsity Hockey for the 2014-15 school year at no
 Combined cost to the District.
 Agreement
 with Yes: Swain, Allen, Townsend

Alexandria Absent: Phillips, Green
Central for No: None
Girls' Varsity The motion carried.
Hockey for the
2014-15 school
Year at no
Cost to the
District

Mr. Hall took the opportunity to indicate this is not a combining contract. This is a case of independent athletes being coached to swim for another district. Mr. Hall indicated either host district could deny the request to swim but if these students are accepted, it would not affect our winter sports program.

14-15 122 Moved by Allen, seconded by Swain, to approve permitting Sackets Harbor
Approve Athletes under the appointed coach to swim independently for Watertown City
Permitting School District or South Jefferson CSD for Modified Boys Swim Team for the
Sackets Harbor 2014-15 school year at no cost to the District.
Athletes
Under the Yes: Swain, Allen, Townsend
Appointed Absent: Phillips, Green
Coach to No: None
Swim The motion carried
Independently
for Watertown
CSD or
South Jefferson
CSD for
Modified
Boys Swim
Team for
the 2014-15
School Year
at no Cost
to the District

14-15 123 Moved by Allen, seconded by Swain, to approve contract salary for Ed Mereand
Approve from September 1, 2014 through June 30, 2015 to reflect a six-hour vs. a five-
Contract hour with an annual salary of \$25,899 retroactive to September 1, 2014.
Salary for
Ed Mereand Yes: Swain, Allen, Townsend
from Absent: Phillips, Green
Sept. 1 2014 - No: None
June 30, 2015 The motion carried
to reflect a
Six-Hour vs.
a Five-Hour
with an
Annual
Salary of
\$25,899
Retroactive
to Sept. 1, 2014

14-15 124 Moved by Allen, seconded by Swain, to approve Jennifer Johannessen,
Approve NYSDOHCS, as District Coordinator, for the Health Commerce System.
Jen Johannessen,

NYSDOHHCs, Yes: Swain, Allen, Townsend
as District Absent: Phillips, Green
Coordinator, No: None
for the The motion carried.
Health
Commerce
System

14-15 125 Moved by Swain, seconded by Allen, to approve the following substitute
Approve the certified teachers pending fingerprint clearance:
Following
Substitute Sarah Barrows as a substitute certified teacher pending fingerprint clearance.
Certified
Teachers Rachel Rice as a substitute certified teacher pending fingerprint clearance.
Pending
Fingerprint Victoria Currens as a substitute certified teacher pending fingerprint
Clearance Clearance.

Terri Bryant as substitute certified teacher pending fingerprint clearance

Yes: Swain, Allen, Townsend
Absent: Phillips, Green
No: None
The motion carried.

14-15 126 Moved by Allen, seconded by Swain, to approve Sarah Sibrava as a substitute
Approve cafeteria employee/teacher aide pending fingerprint clearance.
Sarah Sibrava
as Substitute Yes: Swain, Allen, Townsend
Cafeteria Absent: Phillips, Green
Employee/ No: None
Teacher The motion carried.
Aide
Pending
Fingerprint
Clearance

14-15 127 Moved by Swain, seconded by Allen, to approve Joanne Pacella as a substitute
Approve teacher aide pending fingerprint clearance.
Joanne Pacella
as a Substitute Yes: Swain, Allen, Townsend
Teacher Aide Absent: Phillips, Green
Pending No: None
Fingerprint The motion carried.
Clearance

14-15 128 Moved by Allen, seconded by Swain, to approve Amanda Yazzie as a substitute
Approve teacher aide, cafeteria employee and clerical employee pending fingerprint
Amanda clearance.
Yazzie as
a Substitute Yes: Swain, Allen, Townsend
Teacher Aide, Absent: Phillips, Green
Cafeteria No: None
Employee and The motion carried.
Clerical
Employee
Pending

Fingerprint
Clearance

14-15 129 Moved by Allen, seconded by Swain, to approve Paul Gibbs as Volunteer
Approve Assistant for JV Boys' Basketball Team pending clearance of coaching
Paul Gibbs certifications.
as Volunteer
Assistant Yes: Swain, Allen, Townsend
for JV Absent: Phillips, Green
Boys' No: None
Basketball The motion carried.
Team
Pending
Clearance of
Coaching
Certifications

14-15 130 Moved by Swain, seconded by Allen, to approve the use of the "Electric Car" for
Approve use at the Haunted Walks if requested.
Use of
Electric Yes: Swain, Allen, Townsend
Car for Absent: Phillips, Green
Use at the No: None
Haunted The motion carried.
Walks if
Requested

Superintendent's Report

Mr. Hall reported Statement of Confirmation/Certifications for APPR was submitted on October 15, 2014.

Mr. Hall reported the District went through a SED testing audit. Fifth Grade tests were sent to New York State to ensure no improprieties. Nearly all questions were in exact agreement. Mr. Hall took the opportunity to give kudos to teachers and scoring leaders.

Mr. Hall reported he visited School-to-Work sites that included Knowlton Paper Specialties, Urban Mission and Channel 7. Mr. Hall took the opportunity to give kudos to Ryan Tastor and Janet Gerhardt with Mrs. Townsend's assistance.

Mr. Hall reported receiving a thank you letter from Fort Drum Liaison thanking the District for support of FDRLO.

Mr. Hall reported the Seventh Annual Veterans Day Ceremony will be held on November 10, 2014. Miss Maria James contacted Mr. Hall and is coming back to address the student body. Miss James was a former student at the District and her father's funeral service was held at the District. Miss James will stay with Mr. and Mrs. Berie.

Mr. Hall reported receiving a letter from Alcohol and Substance Abuse Council regarding the increase of heroin and opium abuse. Mr. Hall will be placing the information on the District's website.

Mr. Hall reported he had the opportunity to meet with Mr. James Powers, a Football Coach for the District, who donated a plaque for the gymnasium commemorating his 40 year football anniversary.

Mr. Hall reported that he met with Mr. Haller along with Julie Gayne and Department Heads regarding the District needs. Currently, the Federal School Lunch Program is causing havoc with school lunch programs. Mr. Hall has asked Mr. Haller to look into a Cooperative Purchasing Agreement for inspections. The District is aware of the tax cap freeze and needs to explore ways to save money.

Mr. Hall reported Senator Ritchie has awarded the District \$5,000 for security measures. Mr. Hall is exploring exterior lighting to help drive down cost and/or security cameras. This will be discussed at the next Safety Committee Meeting.

Mr. Hall reported the District hosted Operation Safe Child by the Sheriff's Department. Mr. Hall expressed what a wonderful program this is.

Mr. Hall reported it is the second day of Senior Privileges and does not anticipate any problems.

Mr. Hall reported that the District was one of 72 schools out of 700 who have properly submitted the School Wide Emergency Plans. Mr. Hall indicated he would be attending a Safe School Workshop in January to review the changes on the Safe School template.

Mr. Hall reported the District has submitted and is in compliance with the Federal mandate on the Child Nutrition Program.

Mr. Hall reported October 1 was BEDS Day and the faculty information is completed. Kudos to the staff for their patience on the website crashing numerous times throughout the day. Mr. Hall believes that once all the "kinks" are out it will be a great system.

Mr. Hall reported on the VAP Grant and that Mr. Sean Haley will be the District liaison.

Mr. Hall reported there has been a change in the law with DOT physicals. Transportation Supervisors need to have a mandated DOT physical to be employed and Dr. Cappon is not certified to conduct these physicals, only 19A physicals.

Discussion took place on DOT physicals. Julie Gayne indicated she has checked with POMCO and DOT physicals are not covered under our insurance. Regular physicals (Health & Wellness) are covered.

Mr. Swain indicated to have the District's School Physician become certified. Mr. Hall indicated he did not believe the School Physician is interested.

Julie Gayne indicated this leaves the District with a situation regarding reimbursement as 19A/DOT physicals allow drivers to drive for other employers. Julie also indicated it would be helpful if BOCES offered an approved COSER service.

Mr. Swain indicated he agreed that it would be helpful if BOCES would find a certified Physician and it would be more cost effective to have a shared service.

Julie Gayne mentioned our new Transportation Supervisor will be the first to incur this cost and she may request reimbursement for him at a later meeting if no alternative is available at this time

Mr. Hall indicated he would bring this subject matter up at the Superintendents Conference at the end of October.

Principal's Report

Ms. Gaffney reported the Booster Club revival is on with the help of Chris Allen. The Booster Club took on the first major initiative of hosting "Under the Lights." Unfortunately, the weather did not cooperate so the games were moved to the Fairgrounds. We are exploring future "Under the Lights" games to be at the Fairgrounds. The Booster Club was able to sell concessions. Ms Gaffney took the opportunity to thank the Booster Club, everyone who donated lights for the fields and to Kim Fillingham for taking pictures.

Ms. Gaffney reported there are 18 students signed up for cheerleading.

Ms. Gaffney reported the Varsity Boys' Basketball Team numbers are not as high due to conversations on the need to reduce numbers. Procedures and protocols will be followed as discussed earlier.

Ms. Gaffney reported there was an error regarding the combined wrestling agreement at IHC. The ninth grade student who is currently wrestling will not be able to move on due to the fact the student would need to wrestle at the varsity level. IHC has contacted the family.

Ms. Gaffney reported having a conversation with John Rathburn and Title IX on the gender equity in requests for combining. Mr. Rathburn indicated the District is in compliance since all District run sports that are offered are equal for both genders.

Ms. Gaffney reported there is no update on the backstop issue at this time.

Ms. Gaffney reported most elementary students received permission to participate in Operation Safe Child.

Ms. Gaffney reported students who participate in Sources of Strength have been trained. Town Hall meetings have been held for Middle School and High School levels.

Ms. Gaffney reported she has revived the Amassador Program, which is part of the Character Education Program, for grades 3-5.

Ms. Gaffney reported RtI meetings are scheduled for later in the week.

Ms. Gaffney reported the District will hold an Evacuation Drill later this week.

Ms. Gaffney reported the District will be participating with the Alcohol and Substance Abuse Council for a Bi-Annual Survey for grades 6-8,10, and 12. The Council will compile the data and meet with administration and guidance to review the data that was collected.

Ms. Gaffney reported that she and Mr. Swain attended a School Boards Dinner Meeting that reviewed cost saving measures involving Food Service and the Business Office.

New Business

Mr. Hall reviewed with the Board of Education the Athletic Sports Waiver for future combining requests. This form is a customary practice in some schools and Mr. Hall felt this is an excellent request for families that participate to complete and file with Ms. Gaffney.

Mr. Swain questioned if we had legal counsel review. Mr. Hall indicated he would send to Mr. Ciotoli for review.

Mr. Hall indicated the Board of Education will have a second read of the Waiver at the November meeting.

Julie Gayne took the opportunity to review with the Board of Education the Student Accident Policy that was switched from Pupil Benefits to Haylor, Freyor & Coon several years ago. The District has seen a significant increase in premium cost due to high claims. In an effort, to try to help certain costs, Julie Gayne indicated to the Board of Education that she suggested to Mr. Hall and Ms. Gaffney that maybe switching aides for the remainder of the school year would help to assist Ms. Johannessen with some of the paperwork.

Julie Gayne indicated that Student Accident Policy is a secondary insurance and maybe the District should look at the type of accidents, as most were sports related, and review coaching techniques.

Emma Shirley left at 6:18 p.m.

Ms. Gaffney indicated she did not think students are playing anymore aggressive.

Julie Gayne indicated she wanted the Board of Education to be aware and does not see the premium decreasing.

Mr. Swain indicated he felt that an injury from playing a sport should be the parents' responsibility and if you do not have insurance then you do not play. Mr. Swain also indicated there is a difference between playing sports vs. falling in the hallway,

Julie Gayne reviewed with the Board of Education the Five-Year Building Condition Survey is coming due. Currently, there has been no guidance issued regarding reimbursement for the

survey, as in the past. The District will need to choose a certified architect. Jefferson-Lewis BOCES prepared an RFP for architects during the last cycle. They have indicated they will be putting out an RFP again for the service. The previous cost was around \$5,600.

Julie Gayne expressed the importance that the Five-Year Building Condition Survey mirror what the Board of Education would expect to move forward with should a building project be necessary requiring SED approval. If not in the five-year survey, not likely to get SED approval for aid. Julie expressed the importance of involving “end users”, department heads and Board of Education members.

Julie also indicated the District should be looking at a scope of ten years or longer to cover potential issues in a long-range project.

Mr. Hall will be inquiring at the Superintendents Meeting at the end of the month to see if any other districts are in the process of a Five-Year Building Condition Survey and the price per square foot they have paid.

Julie Gayne also notified the Board of Education the Lawler Pilot money budgeted on the revenue side for 2014-15 was received.

Old Business

14-15 131 Moved by Swain, seconded by Allen, to approve School Lunch Corrective
Approve Action Plan.
School
Lunch Yes: Swain, Allen, Townsend
Corrective Absent: Phillips, Green
Action No: None
Plan The motion carried.

Board Issues

Julie Gayne addressed the Board of Education on the Affordable Health Care Act. The consortium of 18 school districts affiliated with this plan need to address this issue. The District is currently waiting to hear from Employer-Employee Relations from Jefferson-Lewis BOCES on a prototype for a Board of Education Policy. Once a prototype is obtained a policy will need to be adopted to be in compliance for offering health care to employees not employed full-time by the District.

14-15 132 Moved by Swain, seconded by Allen, to go into Executive Session for
Executive Employment History of a Particular Person.
Session for
Employment Yes: Swain, Allen, Townsend
History of a Absent: Phillips, Green
Particular No: None
Person The motion carried.

The meeting recessed to Executive Session at 6:43 p.m.

14-15 133 Moved by Swain, seconded by Allen, to come out of Executive Session.
Come out
of Executive Yes: Swain, Allen, Townsend
Session Absent: Phillips, Green
No: None
The motion carried.

The meeting resumed at 7:05 p.m.

14-15 134 Moved by Swain, seconded by Allen, to adjourn the meeting
Adjourn

Yes: Swain, Allen, Townsend

Absent: Phillips, Green

No: None

The motion carried.

The meeting adjourned at 7:06 p.m.

Sheri Rose, District Clerk

Gregg Townsend, Board President