

The reorganizational meeting of the Board of Education of Massena Central School was held on Monday, July 11, 2013. The District Clerk called the meeting, which was held in Room 314 of the High School, to order at 6:32 p.m.

PRESENT: Trustees Boyce, Bronchetti, Faucher, Fontaine, MacKenzie, Perretta, Serguson, Sommerfield, and Acting Superintendent Putman. Trustee Sommerfield arrived at 6:34 p.m. Trustee Perretta arrived at 7:27 p.m. and was not present for the first Executive Session.

ABSENT: Trustee Matthews

IN ATTENDANCE: Media and members of the public.

The Pledge of Allegiance was recited.

**OATH OF OFFICE**

Trustee Elect MacKenzie was administered the Oath of Office by the District Clerk.

**PRESIDENT**

The District Clerk called for nominations for President of the Board.

Trustee Sommerfield nominated **John Boyce** for President of the Board.

No further nominations were received.

**1**

RESOLVED, that nominations for office of President of the Board of Education are closed for the 2013-14 school year.

For John Boyce                      7Ayes            ( Boyce,Bronchetti,Faucher,Fontaine,MacKenzie, Serguson and Sommerfield )

**Trustee Boyce was elected President of the Board.**

President Boyce was administered the Oath of Office.

**VICE-PRESIDENT**

President Boyce called for nominations for Vice-President of the Board.

Trustee Fontaine nominated **Ronald Faucher** for Vice-President of the Board.

No further nominations were received

**2**

RESOLVED, that nominations for the office of Vice-President of the Board of Education are closed for the 2013-14 school year.

For Ronald Faucher                      7Ayes            ( Boyce,Bronchetti,Faucher,Fontaine,MacKenzie, Serguson and Sommerfield )

**Trustee Faucher was elected Vice-President of the Board of Education for the 2013-14 school year.**

Vice-President Faucher was administered the Oath of Office.

**CONSENSUS APPROVAL**

Resolution offered by Trustee Faucher  
Resolution seconded by Trustee Bronchetti

**RESOLVED, that the Board of Education approves Items 3 –50 as follows in the Minutes.**

Ayes 7                      Nays 0                      Motion Carried.

**3**

**DISTRICT CLERK**

RESOLVED, that the Board of Education appoints **Candace M. Prairie** District Clerk for the 2013-14 school year.

**4**

**TREASURER**

RESOLVED, that the Board of Education appoints **Angela Wood as** District Treasurer for the period July 1, 2013 – December 31, 2013.

**5**

**DEPUTY TREASURER**

RESOLVED, that the Board of Education appoints **the BOCES Business Manager for the District as** Deputy Treasurer for the 2013-14 school year.

**6**

**TAX COLLECTOR**

RESOLVED, that the Board of Education appoints **Christine Jenkins** Tax Collector for the 2013-14 school year.

**7**

**INTERNAL CLAIMS AUDITOR**

RESOLVED, that the Board of Education appoints **Suanne Gotsch** Internal Claims Auditor for the 2013-14 school year.

**8**

**SCHOOL ATTORNEYS**

RESOLVED, that the Board of Education appoints the **Law Firm of Pease and Gustafson, the Law Firm of Ferrara, Firoenza, Larrison, Barrett and Reitz, and the Law Firm of Frank W. Miller** school attorneys for the 2013-14 school year.

**9**

**BOND COUNSEL**

RESOLVED, that the Board of Education appoints **Orrick, Herrington & Sutcliffe, LLP** as Bond Counsel for the 2013-14 school year.

**10**

**EXTRACLASSROOM ACTIVITY ACCOUNTS**

RESOLVED, that the Board of Education appoints **the District Treasurer and the BOCES Business Manager for the District** Central Treasurers for Extra-Classroom Activity Accounts, and a class advisor as the Faculty Auditor for the 2013-14 school year.

**11**

**ATTENDANCE OFFICER**

RESOLVED, that the Board of Education appoints **Deborah Prashaw** Attendance Officer for the 2013-14 school year.

12

**RECORDS ACCESS OFFICER**

RESOLVED, that the Board of Education appoints **Claudeen Watkins** Records Access Officer for the 2013-14 school year.

13

**ASBESTOS DESIGNEE**

RESOLVED, that the Board of Education appoints **William Seguin** as Asbestos Designee for the 2013-14 school year.

14

**PURCHASING AGENT**

RESOLVED, that the Board of Education appoints **the BOCES Business Manager for the District** as Purchasing Agent for the 2013-14 school year.

15

**HIPPA OFFICER**

RESOLVED, that the Board of Education appoints **Deborah Prashaw** as the Health Insurance Portability and Accountability Act Representative for the 2013-14 school year.

16

**SCHOOL PESTICIDE REPRESENTATIVE**

RESOLVED, that the Board of Education appoints **William Seguin** as the School Pesticide Representative.

17

**REVIEWING OFFICIAL, VERIFICATION OFFICIAL, AND HEARING OFFICIAL – CHILD NUTRITION PROGRAM**

RESOLVED, that the Board of Education appoints the **BOCES Food Service Director** as the Reviewing and Verification Official for participation in the federal Child Nutrition Program. The Board also appoints **the Acting/Interim Superintendent** as the Hearing Official for the Child Nutrition Program.

18

**IMPARTIAL HEARING OFFICERS**

RESOLVED, that for the purposes of compliance with the Individuals with Disabilities Education Act (IDEA), the Board of Education authorizes the Board of Education President or, in his/her absence, the Board of Education Vice-President to appoint the Impartial Hearing Officer per the New York State Education Department rotational list.

19

**BOCES COOPERATIVE PURCHASING AGREEMENT**

RESOLVED, that the Board of Education agrees to participate in the St. Lawrence-Lewis BOCES Cooperative Purchasing Programs in accordance with the guidelines set forth in the "Cooperative Purchasing Agreement" for the 2013-14 school year.

20

**OFFICIAL NEWSPAPER**

RESOLVED, that the Board of Education designates the **Courier-Observer** as the official newspaper for the district for the 2013-14 school year.

21

**REGULAR MEETINGS**

RESOLVED, that the Board of Education approves the Board of Education regular meeting schedule for 2013-14 as attached.

22

**SUBMISSION OF BID NOTICES**

RESOLVED, that the Board of Education authorizes the **District Clerk** to submit bid notices for the 2013-14 school year.

23

**BUDGET TRANSFERS**

RESOLVED, that the Board of Education authorizes the **Acting/Interim Superintendent of Schools** to make budget transfers, to apply for state aid/federal grants, and to establish petty cash funds (not to exceed \$500 each) for the 2013-14 school year.

24

**SIGNATURE PLATES**

RESOLVED, that the Board of Education authorizes the use of Signature Plates by both the **Treasurer** and **Deputy Treasurer** for the 2013-14 school year.

25

**CONFERENCES, CONVENTIONS, WORKSHOPS**

RESOLVED, that the Board of Education authorizes district personnel (including Board Trustees) to attend local, county, state, or national conferences, conventions, workshops during the 2013-14 school year, as determined by budget restraints.

26

**OPENING AND RECORDING BIDS**

RESOLVED, that the Board of Education authorizes the **District Clerk** to open and record bids for the 2013-14 school year.

27

**BOARD MEMBERSHIP**

RESOLVED, that the Board of Education authorizes board membership in the St. Lawrence County School Boards Association, the New York State School Boards Association, the Rural Schools Association, and the Midstate Financial Consortium for the 2013-14 school year.

28

**INVESTMENTS**

RESOLVED, that the Board of Education authorizes the **Treasurer** to obtain proposals from commercial banks and to invest funds during the 2013-14 school year.

29

**PAYROLL CERTIFICATION**

RESOLVED, that the Board of Education authorizes **the BOCES Business Manager for the District** or **the Acting/Interim Superintendent** to certify payroll records during the 2013-14 school year.

30

**STANDARD WORKDAY**

RESOLVED, that the Board of Education establishes the following as a standard workday for employees for the purpose of determining days worked reportable to the New York State and Local Employees' Retirement System. Individuals who work less than a standard work day are prorated per the regulations.

Building Maintenance Mechanic  
Computer Technician  
Custodian  
Custodial Worker  
Dispatcher

**8 HOURS**

Director of Buildings & Grounds  
Director of School Lunch  
Director of Transportation

Grounds Person  
Motor Equipment Mechanic  
Custodial Worker

**7-3/4 HOURS**

Account Clerk I and II  
Payroll Clerk  
District Clerk/Secretary to Supt.

Keyboard Specialist I  
Keyboard Specialist II  
Keyboard Specialist III

School Treasurer

**7-1/2 HOURS**

Library Aide  
LPN

RPN

Teacher Aide

**6 HOURS**

Bus Driver  
Child Care Monitor  
Cook

Cook Manager  
Food Service Helper

Monitor (Bus/Cafeteria)  
Sr. Food Service Manager

31

**MILEAGE REIMBURSEMENT**

RESOLVED, that the Board of Education amends the motion to establish the reimbursement rate for personnel using private automobiles to fulfill their assigned duties per the **IRS regulations for the 2013-14** school year.

32

**OFFICIAL UNDERTAKINGS (BONDS)**

RESOLVED, that all district employees be covered by a Faithful Performance Blanket Bond of \$100,000 and an additional \$300,000 bond for the **District Treasurer** and **Deputy Treasurer**.

33

**CORRECTING AND REFUNDING ERRONEOUS TAXES**

RESOLVED, that the Board of Education adopts the provisions set forth in Chapter 515 of the Laws of 1997 allowing the the **BOCES Business Manager for the District** to correct tax bills or issue a check for the refund where taxes have been paid upon the approval of the director of Real Property Tax Services and the Chief Fiscal Officer for the calendar year 2012.

34

**DISTRICT DEPOSITORIES**

RESOLVED, that the Board of Education designates **Key Bank, Chase Manhattan, First Niagara** District depositories for the 2013-14 school year.

35

**DISTRICT SIGNATORIES**

RESOLVED, that the Board of Education designates **District Treasurer** and **Deputy Treasurer** as official Bank Signatories for the District for the 2013-14 year.

36

**DESIGNATED EDUCATIONAL OFFICIAL (DEO)**

RESOLVED, that the Board of Education designates the **District Clerk** as the Designated Educational Official (DEO) to receive court notification regarding a student's sentence/adjudication in certain criminal cases and juvenile delinquency proceedings.

37

**READOPTON OF ALL POLICIES AND CODE OF ETHICS**

RESOLVED, that the Board of Education reaffirms all Policies and Code of Ethics in effect during the previous year; implied in Education Law 1709, 2503.

38

**APPOINTMENT TO BOARD OF DIRECTORS-  
ST. LAWRENCE-LEWIS HEALTHCARE CONSORTIUM**

RESOLVED, that the Board of Education approves the appointment of **District Treasurer** to the Board of Directors for the St. Lawrence-Lewis Healthcare Consortium.

39

**APPOINTMENT TO ST. LAWRENCE-LEWIS WORKERS COMPENSATION CONSORTIUM**

RESOLVED, that the Board of Education approves the appointment of **the District Treasurer** to the St. Lawrence-Lewis Workers Compensation Consortium.

40

**504 DESIGNEES**

RESOLVED, that the Board of Education approves the appointment of **Michelle Zagrobelny** and **Susan Lambert** as 504 designees for the 2013-14 school year.

41

**CSE/CPSE PARENT REPRESENTATIVES**

RESOLVED, that the Board of Education approves the appointment of Paula Currier, Sandy Douglas, Ruth Dowdy, Angela Drumm, Serena Krywanczyk, and Loretta Perez as CSE/CPSE Parent Representatives for the 2013-14 school year.

42

**403 B DESIGNEE**

RESOLVED, that the Board of Education appoints **the District Treasurer** as 403B Designee for the 2013-14 school year.

43

**APPROVAL IN EXTENUATING CIRCUMSTANCES**

RESOLVED, that the Board of Education authorizes the **Acting/Interim Superintendent of Schools** to provisionally approve appointments of personnel, NYS mandated reports, CSE/CPSE recommendations, and other time-sensitive documents during extenuating circumstances where time elapses between Board of Education meetings, and where services to the District or to its students would be hindered unless otherwise approved, pending final approval by the Board at the next available scheduled meeting.

44

**AUDIT COMMITTEE CHARTER**

RESOLVED, that the Board of Education approves the Audit Committee Charter for the Massena Central School District, pursuant to a Board of Education resolution on August 14, 2006.

45

**PETTY CASH FUNDS**

RESOLVED, that the Board of Education approves the maintenance of a petty cash fund of not more than five hundred dollars (\$500), per Board of Education Policy Number 5530.

46

**MONROE 2-ORLEANS BOCES  
COOPERATIVE BIDDING**

WHEREAS, it is the plan of a number of PUBLIC SCHOOL DISTRICTS, other BOCES organizations, and the Monroe 2-Orleans BOCES (the "BOCES") during the 2013-14 school year to bid jointly for the purchase of various types of computers and technology commodities (the "Commodities"); and

WHEREAS, the Massena Central School District ("the School District") is desirous of participating in the joint bidding of the Commodities, as authorized by General Municipal Law, Article 5-G; and

WHEREAS, this Board of Education has received and reviewed the Cooperative Bid Procedures ("the Procedures") governing its rights and responsibilities should it elect to participate in the joint bidding of the Commodities; and

BE IT RESOLVED, that the Board of Education hereby appoints the superintendent or designee to represent it in all matters related above; and

BE IT FURTHER RESOLVED, that in accordance with Cooperative Bid Procedures the Board of Education agrees to award bid item purchases according to the recommendations of the BOCES if such award is in the best interest of the school district.

47

**EXTERNAL (INDEPENDENT) AUDITOR**

RESOLVED, that the Board of Education appoints **Seyfarth and Seyfarth** as the External Auditor for the District for the 2013-14 school year.

48

**SCHOOL PHYSICIAN SERVICES**

RESOLVED, that the Board of Education designates Massena Memorial Hospital to provide school physician services for the District for the 2013-14 school year.

49

**COMPLIANCE OFFICER (TITLE IX/SECTION 504/ADA)**

RESOLVED, that the Board of Education appoints **Claudeen Watkins** to act as Compliance Officer for the District to address issues of discrimination and harassment.

50

**DIGNITY ACT COORDINATORS**

RESOLVED, that the Board of education appoints the following as Dignity for All Students Act Coordinators: Principals in each school (Massena High School, JW Leary Jr. High School, Nightengale Elementary School, Jefferson Elementary School, and Madison Elementary School).

\* \* \*

51

**ADJOURNMENT SINE DIE**

Resolution offered by Trustee Faucher  
Resolution seconded by Trustee Fontaine

RESOLVED, that the Board of Education adjourns sine die at 6:30 p.m.

Ayes 7 Nays 0 Motion Carried

52

**MINUTES**

Resolution offered by Trustee Faucher  
Resolution seconded by Trustee Sommerfield

RESOLVED, that the Board of Education approves the minutes of the regular meeting held on June 20, 2013.

Ayes 7 Nays 0 Motion Carried

53

**EXECUTIVE SESSION**

Resolution offered by Trustee Faucher  
Resolution seconded by Trustee Bronchetti

RESOLVED, that the Board of Education enters into Executive Session to discuss the reinstatement of positions/employment of particular persons.

Ayes 7 Nays 0 Motion Carried

Executive Session began at 6:40 p.m.  
No action was taken during Executive Session.

54

**CLERK PRO-TEM**

Resolution offered by Trustee Fountaine  
Resolution seconded by Trustee Bronchetti

RESOLVED, that the Board of Education appoints Trustee Faucher as Clerk Pro-Tem for the Executive Session.

Ayes 7 Nays 0 Motion Carried

55

**RETURN TO OPEN SESSION**

Resolution offered by Trustee Serguson  
Resolution seconded by Trustee Bronchetti

RESOLVED, that the Board of Education returns to open session at 7:30 p.m.

Ayes 7 Nays 0 Motion Carried

56

**BOARD MEETING DATES 2013-14**

Resolution offered by Trustee Serguson  
Resolution seconded by Trustee Bronchetti

RESOLVED, that the Board of Education approves the Board Meeting Dates for 2013-14 as attached.

Ayes 7 Nays 1 Motion Carried  
(W. Sommerfield)



57

**REINSTATE MFT POSITIONS**

Resolution offered by Trustee Sommerfield  
Resolution seconded by Trustee Fountaine

**WHEREAS**, upon review of the projected year end expenses for the 2012-2013 year, the Board of Education recommends that the following previously abolished at the April 22, 2013 Board of Education meeting, be reinstated:

- 1. One (1) Foreign Language Teacher – Spanish Certified
- 2. One-half (.5) Social Studies Teacher
- 3. One (1) Guidance Counselor

And it is further

**RESOLVED**, that the following positions and personnel will be reinstated, effective July 12, 2013 in accordance with Article V, Item H of the Agreement between Massena Federation of Teachers and the Superintendent of Schools of the Massena Central School District:

- 1. Foreign Language Teacher – Spanish Certified
  - a. To be named from the preferred eligibility list.
- 2. One-half Social Studies Teacher
  - a. Joseph Mittiga
- 3. Guidance Counselor Position
  - a. Van Alexander

And it is further

**RESOLVED**, that all of the above stated positions be and hereby are reinstated effective July 12, 2013 and that the salary and benefits associated with each position be reinstated without penalty.

Ayes 8      Nays 0      Motion Carried

58

**REINSTATE MCSEA POSITIONS**

Resolution offered by Trustee Faucher  
Resolution seconded by Trustee Bronchetti

**WHEREAS**, upon review of the projected year end expenses for the 2012-2013 year, the Board of Education recommends that the following positions previously abolished at the April 22, 2013 Board of Education meeting, be reinstated:

- 1. One (1) Food Service Motor Vehicle Operator (2 hrs/day)
- 2. One (1) Food Service Helper (2 hrs/day)
- 3. One (1) Keyboard Specialist III

And it is further

**RESOLVED**, that the following positions and personnel will be reinstated, effective July 12, 2013, in accordance with Article XIII of the Agreement between Massena Confederated School Employees' Association

(MCSEA)and the Superintendent of Schools of the Massena Central School District:

- 1. Food Service Motor Vehicle Operator
  - a. Kenneth Chapman
- 2. Food Service Helper
  - a. Susan Gardner
- 3. Keyboard Specialist III
  - a. Claudeen Watkins

And it is further

**RESOLVED**, that all of the above stated positions be and hereby are reinstated effective July 12, 2013 and that the salary and benefits associated with each position be reinstated without penalty.

Ayes 8      Nays 0      Motion Carried

59

**COMBINE MBAA POSITIONS**

Resolution offered by Trustee Sommerfield  
Resolution seconded by Trustee Bronchetti

**WHEREAS**, upon review of the projected year end expenses for the 2012-2013 year, the Board of Education recommends that the following positions be combined and recognized in the MBAA Contract:

- 1. Athletic Director
- 2. Dean of Students

Further, this position will become known as Athletic Director/Dean of Students effective September 1, 2013.

And it is further

**RESOLVED**, that the current Athletic Director, Timothy Hayes, will assume this role effective September 1, 2013.

Ayes 8      Nays 0      Motion Carried

60

**CSE/CPSE REPORT**

Resolution offered by Trustee Faucher  
Resolution seconded by Trustee Fontaine

**RESOLVED**, that the Board of Education approves the CSE/CPSE Report : CPSE: 7/1/13; CSE: 3/20, 3/25, 3/27, 4/9, 4/11, 4/15, 4/18, 4/19, 4/22, 4/24, 4/25, 4/27, 4/29, 4/30, 5/2, 5/7, 5/8, 5/9, 5/10, 5/13, 5/14, 5/15, 5/20, 5/24, 5/29, 5/30, 5/31, 6/3, 6/4, 6/5, 6/10, 6/12, 6/19, 6/21; Sect. 504: 4/22, 4/25, 4/29, 5/8, 5/9, 5/13, 5/15, 5/24, 5/29, 5/30, 6/3 and 6/5/13.

Ayes 8      Nays 0      Motion Carried

61

**PERSONNEL ACTION ITEMS**

Resolution offered by Trustee Faucher  
Resolution seconded by Trustee Fontaine

**RESOLVED**, that the Board of Education approves the personnel actions attached and as recommended by Acting

Superintendent Putman. Items #5 and #13 were removed from consideration. The following Items were approved:  
**Items 1-4, 6-12, 14-23.**

Ayes 8      Nays 0      Motion Carried

**62**

**EXECUTIVE SESSION**

Resolution offered by Trustee Perretta  
Resolution seconded by Trustee Faucher

RESOLVED, that the Board of Education enters into Executive Session for the purpose of discussing pending and current litigation.

Ayes 8      Nays 0      Motion Carried

Executive Session began at 8:10 p.m.  
No action was taken at the Executive Session.

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Candace M. Prairie  
District Clerk

**63**

**CLERK PRO-TEM**

Resolution offered by Trustee Fontaine  
Resolution seconded by Trustee Faucher

RESOLVED, that the Board of Education appoints Trustee Faucher as Clerk Pro-Tem for the Executive Session and the remainder of the meeting.

Ayes 8      Nays 0      Motion Carried

**64**

**RETURN TO OPEN SESSION**

Resolution offered by Trustee Fontaine  
Resolution seconded by Trustee Sommerfield

RESOLVED, that the Board of Education returns to open session at 8:54 p.m.

Ayes 8      Nays 0      Motion Carried

**65**

**ADJOURNMENT**

Resolution offered by Trustee Perretta  
Resolution seconded by Trustee Serguson

RESOLVED, that the Board of Education adjourns at 8:56 p.m.

Ayes 8      Nays 0      Motion Carried

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Ronald Faucher  
Clerk Pro-Tem