

Date: Monday, July 9, 2018

Type of Meeting: Brasher Falls Central School District
Organizational Board of Education Meeting

Place: St. Lawrence Central MS/HS Library
6:00 P.M.

Members Present: Nance Arquiett, Abdo Bejjani, Nereida Diaz-Fuentes, Robert Dow, Katina Meacham and Bethany St. Hilaire.

Members Absent: Mary-Margaret Bellinger, Seth Belt and Sarah Bowles

Administrators Present: Robert Stewart, Superintendent of Schools; Johnathan Hirschey, Elementary Principal; Kristen Zender, High School Principal; Katherine LaVigne, Admin. Dir. of Student Services; and Timothy Redmond, Transportation/Building & Grounds Supervisor.

Administrators Absent: Karen Locey, Business Manager; Chris Rose, Middle School Principal

District Clerk: Cindy Delisle

Others Present: N/A

Cindy Delisle, District Clerk, called the meeting to order at 6:00 p.m.

Cindy Delisle, District Clerk, led in the Pledge of Allegiance.

APPROVAL OF AGENDA

Motion made by Nance Arquiett, seconded by Katina Meacham, that the Board of Education approves the agenda for this Organizational Board of Education meeting.

Yeas: 6 Nays: 0
Motion Carried

ORGANIZATIONAL ITEMS

Board of Education Oath of Office was administered to *Bethany St. Hilaire* and will be administered to *Sarah Bowles* in the office.

Nominations/Elections of Officers:

Seth Belt was nominated as President; no other nominations received, Seth Belt was excused from this meeting, but verbally accepted the nomination when approached by the nomination committee.

*Six members: Nance Arquiett, Abdo Bejjani, Robert Dow, Nereida Diaz-Fuentes, Katina Meacham and Bethany St. Hilaire voted for **Seth Belt** to be President.*

Bethany St. Hilaire was nominated as Vice-President; no other nominations received. Bethany St. Hilaire accepted the nomination.

*Six members: Nance Arquiett, Abdo Bejjani, Robert Dow, Nereida Diaz-Fuentes, Katina Meacham and Bethany St. Hilaire voted for **Bethany St. Hilaire** to be Vice-President.*

Nance Arquiett volunteered to be Legislative Liaison; no one else was interested.

*Six members: Nance Arquiett, Abdo Bejjani, Robert Dow, Nereida Diaz-Fuentes, Katina Meacham and Bethany St. Hilaire voted for **Nance Arquiett** to be Legislative Liaison.*

All positions are effective through June 30, 2019.

Officers Oath of Office was administered to the Vice President; the President will be administered the Oath in the office.

Appointment of Officers

- A. **Cynthia Delisle** is reappointed to the position of District Clerk and Secretary for the Superintendent of Schools;
- B. **Cynthia Fraser** is reappointed to the position of District Treasurer and authorized to sign checks for the District;
- C. **Robert Stewart** is reappointed to the position of Deputy Treasurer and authorized to sign checks in the absence or inability of the District Treasurer;
- D. **Ellen M. Fukes** is reappointed to the position of Tax Collector;
- E. **Kelly McCarthy** be reappointed to the position of Claims Auditor.

Motion made by Nance Arquiatt, seconded by Katina Meacham, that the Board of Education, upon the recommendation of Robert Stewart, Superintendent of Schools, reappoints the above 6 officer positions, for the 2018-2019 school year.

Yeas: 6 Nays: 0
Motion Carried

Oath of Faithful Performance in Office

The Oath of Faithful Performance administered by the Vice-President of the Board of Education to the District Clerk.

The Oath of Faithful Performance will be administered by the District Clerk to the District Treasurer, Deputy Treasurer, Tax Collector, and Claim's Auditor in the office.

Other Appointments

- A. **Bowers & Company CPAs PLLC** is reappointed as the External Auditor;
- B. **Karen Locey** is reappointed as Central Treasurer of Extra-Curricular Accounts;
- C. **Cynthia Delisle** is reappointed as Faculty Auditor of the Extra-Curricular Accounts;
- D. **Canton-Potsdam Hospital** is reappointed as School District Physician at the bid rate of \$11,000;
- E. **Robert Stewart** is reappointed as Attendance Officer;
- F. **Karen Locey** is reappointed as Records Access/Management Officer;
- G. **Robert Stewart** is reappointed as Records Appeals Officer;
- H. **Timothy Redmond** is appointed as Asbestos Control Officer under the Asbestos Hazard Emergency Response Act;
- I. **Cynthia Delisle** is reappointed as Liaison for Homeless Children and Youth;
- J. **Robert Stewart** be reappointed as the Designated Educational Official (DEO) to receive court notification regarding a student's sentence/adjudication in certain criminal cases and juvenile delinquency proceedings;
- K. Each **Building Principal** is reappointed as Dignity Act Coordinator for their students per the Dignity for All Students Act;
- L. **Ferrara Fiorenza PC and Cappello, Linden & Ladouceur Law** are reappointed as School District Attorneys;
- M. **Barclay & Damon, LLP, Syracuse**, is reappointed as School District Attorney for the capital project litigation;
- N. **Barclay & Damon, LLP, Albany**, is reappointed as Bond Counsel;
- O. **Haylor, Freyer & Coon, Inc.**, is reappointed as Insurance Agency;
- P. **Karen Locey** is reappointed as the 403B Liaison;
- Q. **Elementary, Middle School and High School Secretaries** are reappointed to collect cash and issue receipts;
- R. **Karen Locey** be reappointed as Purchasing Agent;
- S. **Kimberly Cummings** is reappointed as Deputy Purchasing Agent;
- T. **Cynthia Fraser** and **Kimberly Cummings** are reappointed as District Cashiers;
- U. **Kimberly Cummings** is reappointed as Inventory Clerk;
- V. **Katherine LaVigne** is reappointed as CSE/CPSE/Section 504 Compliance Officer.
- W. **Kristen Zender** is reappointed as Title IX Officer.
- X. **Timothy Redmond** is appointed as School Pesticide Representative;
- Y. **Melany Cline** is reappointed as the School Lunch Manager;
- Z. **Melany Cline** is reappointed as the Reviewing and Verification Officer for participation in the federal Child Nutrition Program;
- AA. **Robert Stewart** is reappointed as Hearing Officer for participation in the federal Child Nutrition Program;
- BB. **Robin Hagey-Phillips, Darlene Lynch and Mandy Bell** are reappointed as CSE and CPSE Surrogate Parents;

CC. **Committee Memberships** are appointed for: a) The Committee of Special Education; b) The Committee of Preschool Special Education; c) Section 504 Committee; as provided.

DD. **CPSE Evaluation/Provider Sites** area approved for the CSE and CPSE, as provided.

Motion made by Nance Arquiett, seconded by Robert Dow, that the Board of Education, upon the recommendation of Robert Stewart, Superintendent of Schools, reappoints the above 30 positions/committees, for the 2018-2019 school year.

Yeas: 6 Nays: 0

Motion Carried

Designations

- A. **Courier Observer** be designated as the Official Newspaper for the District;
- B. **Key Bank** be designated as the Official Depository for Scholarship Accounts;
- C. **Chase Manhattan Bank & Key Bank** are the designated Official Depositories for the School District;

Motion made by Katina Meacham, seconded by Robert Dow, that the Board of Education, upon the recommendation of Robert Stewart, Superintendent of Schools, agrees to the above 3 designations, for the 2018-2019 school year.

Yeas: 6 Nays: 0

Motion Carried

Authorizations

- A. **Robert Stewart** is authorized to act as Chief Financial Officer;
- B. **Robert Stewart** is authorized to certify the payrolls;
- C. **Robert Stewart** is authorized to accept funds;
- D. **Robert Stewart** is authorized to approve attendance at Conferences, Conventions and Workshops;
- E. **Robert Stewart** is authorized to execute BOCES contracts;
- F. **Robert Stewart** is authorized to purchase and consult professional services;
- G. **Robert Stewart** is authorized to approve budget transfers up to \$5,000;
- H. **Robert Stewart** is authorized to approve capital project change orders up to \$20,000;
- I. **Robert Stewart** is authorized to apply for Grants in Aid (State and Federal);
- J. **Robert Stewart** is authorized to approve transfers relative to Reserve Funds;
- K. **Robert Stewart, Kristen Zender, Christopher Rose and Karen Locey** are authorized to sign extra-curricular fund checks;
- L. **Robert Stewart and Cynthia Fraser** are authorized to sign the Multifund Account, Payroll Account, T&A Scholarship Account, Debt Service Account, and BFCSD Capital Account;
- M. **Robert Stewart and Cynthia Fraser** are authorized to sign the Memorial Scholarship Account and BFCSD Donation Account;
- N. **Robert Stewart, Cynthia Fraser and Kristen Zender** are authorized to sign the Endowment Fund;
- O. **Robert Stewart, Cynthia Fraser, Kimberly Cummings, Cynthia Delisle** and other school employees as approved by the Superintendent for specific purposes, are authorized to use a district credit card;
- P. **Cynthia Fraser** is authorized to establish the following Petty Cash Funds;
 - Business Office \$100.00
 - School Lunch \$ 65.00
 - Elementary Office \$100.00
 - Tax Collector \$300.00
- Q. **Karen Locey**, purchasing agent, will be responsible for the assignment of fund balance as it relates to encumbrances on June 30th;
- R. The **Board of Education** will be responsible for the assignment of fund balance as it relates to appropriated fund balance on June 30th;
- S. Brasher Falls Central School District is authorized to use the District Specific List of Impartial Hearing Officers as maintained by the NYS Education Department's Impartial Hearing Reporting System (IHRS).

Motion made by Robert Dow, seconded by Nance Arquiett, that the Board of Education, upon the recommendation of Robert Stewart, Superintendent of Schools, approves the above 19 authorizations, for the 2018-2019 school year.

Yeas: 6 Nays: 0

Motion Carried

Bonding

- A. District Treasurer be bonded for up to \$500,000;
- B. Deputy Treasurer be bonded for up to \$500,000;
- C. District Tax Collector be bonded for up to \$500,000;
- D. Claims Auditor be bonded for up to \$500,000;
- E. Extra-curricular fund treasurer be bonded for up to \$25,000;
- F. All persons and positions required by law or regulation to be bonded.

Motion made by Abdo Bejjani, seconded by Robert Dow, that the Board of Education, upon the recommendation of Robert Stewart, Superintendent of Schools, approves the above 6 bonding issues, for the 2018-2019 school year.

Yeas: 6 Nays: 0
Motion Carried

Other Items

- A. All Policies and Code of Ethics in effect be readopted;
- B. The Board of Education adopts the following calendar for the 2018-2019 regular board of education meetings:

August 20, 2018	February 25, 2019
September 17, 2018	March 18, 2019
October 15, 2018	April 22, 2019
November 19, 2018	May 20, 2019
December 17, 2018	June 17, 2019
January 28, 2019	

- C. Mileage reimbursement rate of \$.45 per mile be established for personnel traveling on school related matters;
- D. Milk, breakfast and lunch prices for the 2018-2019 school year be established as:

<u>Grades Pre-K – 4</u>		<u>Grades 5 -12</u>	
Milk	\$.55	Milk	\$.55
Breakfast	\$1.25	Breakfast	\$ 1.40
Lunch	\$2.30	Lunch	\$ 2.50

All Employee Lunches - \$4.45 (tax included)
All Employee Breakfasts - \$2.80 (tax included)

- E. Standard workday for appointed employees for the purpose of determining days worked reportable to the New York State and Local Employees' Retirement System be as follows:

Cook – 6.5 hour day
Dishwasher – 6 hour day
Food Service Helper – 6 hour day
School Monitor – 6 hour day
School Bus Driver – 6 hour day
Dispatcher – 6 hour day
Mechanic – 8 hour day
Clerk – 8 hour day
Key Board Specialist – 8 hour day
Secretary I – 8 hour day
Claims Auditor – 6 hour day
District Clerk – 6 hour day
Inventory Clerk -6 hour day
Tax Collector – 6 hour day
Project Representative – 6 hour day
Teacher Aide – 7 hour day
Cleaner – 8 hour day
Custodian – 8 hour day
Building Maintenance Worker – 8 hour day
Registered Professional Nurse – 6.5 hour day

- F. Brasher Falls Central School District/Location code 74010 hereby establishes the following as standard work days for elected and appointed officials and will

report the following days worked to the New York State and Local Employees' Retirement System based on the time keeping system records or the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name	SS # (Last 4 digits)	Reg. Number	Standard Work Day (Hrs/day)	Terms Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)
Elected Officials							
Appointed Officials							
Tax Coll.	Ellen Fukes	9582	3680468	6	9/1-11/30/18	N	16.5

G. Substitute wages are as follows:

- Bus Drivers - \$16.00 per trip/hour - out of district
- Bus Drivers - \$13.00 per hour/ \$14.00 per trip - in district
- Bus Monitor - \$10.40/hour until 12/30/18 then \$11.10/hour
- Cleaner - \$10.40/hour until 12/30/18 then \$11.10/hour
- Clerical - \$10.40/hour until 12/30/18 then \$11.10/hour
- All other support staff substitutes- \$10.40/hour until 12/30/18 then \$11.10/hour
- Teacher/Teaching Assistant-Certified - \$90.00/day
- Teacher/Teaching Assistant-Noncertified - \$80.00/day
- Tutor - \$15.00/hour
- Fitness Center Monitor – \$13.85/hour

H. Other Stipend Positions as follows:

Sub Calling - \$20.60/day for 176 actual school days – **Sue Ann Hourihan**

I. Building Use Charges:

- Cleaner Hourly Charges - **\$40.27**
- Maintenance Hourly Charges - **\$47.75**

Motion made by Nance Arquiett, seconded by Abdo Bejjani, that the Board of Education, upon the recommendation of Robert Stewart, Superintendent of Schools, approves the above 9 items, for the 2018-2019 school year.

Yeas: 6 Nays: 0
Motion Carried

REGULAR ITEMS

APPROVAL OF MINUTES

Motion made by Abdo Bejjani, seconded by Katina Meacham, that the Board of Education, upon the recommendation of Mr. Stewart, Superintendent of Schools, approves the minutes of the June 18, 2018 Regular Board of Education meeting, as per enclosure.

Yeas: 6 Nays: 0
Motion Carried

REPORTS

Mr. Stewart explained the purpose of the Professional Development Plan. We need to provide professional training that aligns with school goals and initiatives, which also need to meet CTLE. He then explained district alignment, PDP align with goals which then aligns with the mission statement. Mr. Stewart then proceeded to explain the 6 Tenets.

Mr. Stewart then reviewed the Code of Conduct; no changes have been made since last year, however, he just wanted to do a quick overview.

Mrs. Zender provided a summary on the June Regents scores. Included in the discussion were strategies to continue to meet and exceed our goals.

Mr. Hirschey reported on STAR reading data and explained that the district is moving to iReady for the next school year. Mr. Hirschey then explained the difference between STAR and iReady; and then proceeded to review his report.

Mrs. LaVigne reviewed her year-end data report; 20 students transferred in during the year that received IEP services; 5 students with a 504 Accommodation Plan; and 2 CPSE students and 13 new CPSE referrals.

Mr. Redmond stated we went right from graduation to maintenance and cleaning preparing for next year. Regarding transportation, summer school is in full swing as of today and all is going well. Outlay 1 is all approved as far as submittals; we are just waiting to see when we can begin.

Mrs. St. Hilaire asked if we could ask the fire department to come and water our fields. Discussion was held on how we can accomplish that task.

BOARD COMMUNICATIONS

None

ACTION ITEMS

FINANCIAL REPORTS

Motion made by Abdo Bejjani, seconded by Nance Arquiett, that the Board of Education, upon the recommendation of Robert Stewart, Superintendent of Schools, accepts the following financial reports:

- Treasurer's Report – June 2018
- Claims Auditor Report – June 2018

Yeas: 6 Nays: 0

Motion Carried

FOR INFORMATION ONLY:

- Warrant Schedule/Check Register for June 2018

COOPERATIVE PURCHASING AGREEMENT

Motion made by Abdo Bejjani, seconded by Nance Arquiett, that the Board of Education, upon the recommendation of Robert Stewart, Superintendent of Schools, 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 2018-2019 school year.

Yeas: 6 Nays: 0

Motion Carried

MUNICIPAL COOPERATIVE AGREEMENT

WHEREAS, the Brasher Falls Central School District is a Participant in the St. Lawrence-Lewis Counties School District Employees Medical Plan and Workers' Compensation Plan; and WHEREAS, Section IV of the Municipal Cooperative Agreement directs this School District to select the Superintendent or a designee to serve on the Plans' Board of Directors.

Motion made by Katina Meacham, seconded by Abdo Bejjani, that the Board of Education upon the recommendation of Robert Stewart, Superintendent of Schools, hereby designates, Karen Locey, effective July 1, 2018 through June 30, 2019, to serve as the School District's representative on the Plans' Board of Directors and designates Robert Stewart to serve as an alternate district representative on the Plans' Board of Directors.

Yeas: 6 Nays: 0

Motion Carried

OMNI GROUP

Motion made by Nance Arquiatt, seconded by Robert Dow, that the Board of Education, upon the recommendation of Robert Stewart, Superintendent of Schools, agrees to reinstate our Service Agreement with The OMNI GROUP, at a cost of \$2,220.00 for the 2018-2019 school year.

Yeas: 6 Nays: 0
Motion Carried

PROFESSIONAL DEVELOPMENT PLAN

Motion made by Katina Meacham, seconded by Robert Dow, that the Board of Education, upon the recommendation of Robert Stewart, Superintendent of Schools, approves the Professional Development Plan (PDP) for the 2018-2019 school year.

Yeas: 6 Nays: 0
Motion Carried

SLC DONATIONS

Motion made by Katina Meacham, seconded by Nance Arquiatt, that the Board of Education, upon the recommendation of Robert Stewart, Superintendent of Schools, accepts the following monetary gifts for the St. Lawrence Central Scholarship Fund in memory of Marie Dawson:

James & Elizabeth Jock - \$50.00
Ethan Diamond & Kristen Danforth - \$100.00
June Miller - \$10.00
Peter & Kathleen Dawson - \$100.00
H James Grow - \$75.00
Anne Danforth Ruscansky - \$200.00
John Dawson - \$100.00

And accepts the monetary gifts for the St. Lawrence Central Scholarship Fund which will benefit the Dana Scholarship Account:

Book Sale Profits - \$172.00
Patrick & Sara Lynch - \$50.00

And accepts the monetary gift of 3,000.00 from from OBG to benefit our STEM program;

And accepts the gift of 2 benches for the front of the high school from the Class of 2018 along with a monetary donation of \$2,182.07 to purchase chromebooks for the middle/high school Library.

Yeas: 6 Nays: 0
Motion Carried

TRIP APPROVAL

Motion made by Katina Meacham, seconded by Abdo Bejjani, that the Board of Education, upon the recommendation of Mr. Stewart, Superintendent of Schools, approves the Boys Varsity Basketball team to attend the Lake George tournament in the Fall 2018.

Yeas: 6 Nays: 0
Motion Carried

RELEASE OF STUDENTS

Motion made by Nance Arquiatt, seconded by Robert Dow, that the Board of Education, upon the recommendation of Mr. Stewart, Superintendent of Schools, approves the release of Tristan and Fionah LaVigne and Tyler Lynch, from the Brasher Falls Central School District to attend Brushton-Moira Central School District for the 2018-2019 school year.

Yeas: 6 Nays: 0
Motion Carried

CODE OF CONDUCT

Motion made by Abdo Bejjani, seconded by Robert Dow, that the Board of Education, upon the recommendation of Mr. Stewart, Superintendent of Schools, approves the Code of Conduct for the 2018-2019 school year.

Yeas: 6 Nays: 0
Motion Carried

SALARY INCREASES

Motion made by Abdo Bejjani and seconded by Nance Arquiett, that the Board of Education, upon the recommendation of Robert Stewart, Superintendent of Schools, approves the following salary increases for the following administrative and confidential employees:

Employee	Position	Salary Increase
Johnathan Hirschey	Elementary Principal	3%
Christopher Rose	Middle School Principal	3%
Kristen Zender	High School Principal	3%
Katherine LaVigne	Admin. Director of Student Services	3%
Timothy Redmond	Blds/Grds/Transportation Supervisor	3%
Cynthia Fraser	District Treasurer	3%
Kimberly Cummings	Account Clerk	3%
Cynthia Delisle	Secretary to Supt./District Clerk	3%

Yeas: 6 Nays: 0
Motion Carried

EXECUTIVE SESSION

Motion made by Abdo Bejjani, seconded by Katina Meacham, that the Board of Education moves into Executive Session for the purpose of discussing 3 resignations, 3 summer school appointments, 1 adult volunteer, 5 extra-curricular appointments and 1 probationary appointment at 7:13 p.m.

Yeas: 6 Nays: 0
Motion Carried

Motion made by Robert Dow, seconded by Nereida Diaz-Fuentes, that the Board of Education moves back into General Session at 7:33 p.m.

Yeas: 6 Nays: 0
Motion Carried

ACTION ITEMS

RESIGNATIONS

Motion made by Robert Dow, seconded by Katina Meacham, that the Board of Education, upon the recommendation of Mr. Stewart, Superintendent of Schools, accepts the resignation from Jennifer Merriman as Social Studies Teacher, effective June 30, 2018; Kathryn Graham as Science Teacher, effective June 30, 2018, and Courtney McGowan as Elementary Teacher, effective August 31, 2018.

Yeas: 6 Nays: 0
Motion Carried

SUMMER SCHOOL APPOINTMENTS

Motion made by Nereida Diaz-Fuentes, seconded by Nance Arquiett, that the Board of Education, upon the recommendation of Robert Stewart, Superintendent of Schools, appoints Anne Adams and Amy Brownell as teacher aides and Alli Miller as substitute nurse for summer school, 2018.

Yeas: 6 Nays: 0
Motion Carried

ADULT VOLUNTEER

Motion made by Katina Meacham, seconded by Robert Dow, that the Board of Education, upon the recommendation of Mr. Stewart, Superintendent of Schools, approves **Shane Rose** as an Adult Volunteer for the 2018-2019 school year.

Yeas: 6 Nays: 0
Motion Carried

EXTRA CURRICULAR APPOINTMENTS

Motion made by Robert Dow, seconded by Nance Arquiett, that the Board of Education, upon the recommendation of Mr. Stewart, Superintendent of Schools, appoints the following individuals to the respective extra-curricular positions:

- Musical Director – **Jamie LaBarge**
- Asst. Musical Director – **Nichelle Burnett**
- Technical Director – **Lawrence LaBarge**
- Band Musical Director – **Nichelle Burnett**
- Stage Band Director – **Jamie LaBarge**
- Swing Choir Director – **Nichelle Burnett**

Yeas: 6 Nays: 0
Motion Carried

APPOINTMENTS

Motion made by Abdo Bejjani, seconded by Katina Meacham, that the Board of Education, upon the recommendation of Mr. Stewart, Superintendent of Schools, appoints **Allison Fountain** to a probationary appointment in the tenure area of Elementary Teacher, effective as of August 30, 2018 and to expire on August 29, 2022 (unless extended in accordance with the law). This expiration date is tentative and conditional only. Except to the extent required by the applicable provisions of Section 3012 of the Education Law, in order to be granted tenure, the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3012-c and/or 3012-d of the Education Law of either effective or highly effective in at least three (3) of the four (4) preceding years, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period, the teacher shall not be eligible for tenure at that time. This appointment is at Step 1 of the Teachers' Contract.

Yeas: 6 Nays: 0
Motion Carried

Mr. Stewart held discussion about reports and presentations at future board meetings.

ADJOURNMENT

Motion made by Katina Meacham, seconded by Abdo Bejjani, that the Board of Education, resolves that the Board of Education adjourns at 7:41 p.m.

Yeas: 6 Nays: 0
Motion Carried

Respectfully,

Cindy Delisle,
District Clerk