

The reorganizational meeting of the Board of Education of Massena Central School was held on Thursday, July 10, 2014. The District Clerk called the meeting, which was held in Room 314 of the High School, to order at 6:30 p.m.

PRESENT: Trustees Boyce, Bronchetti, Faucher, Haggett, MacKenzie, Perretta, Sommerfield, and Interim Superintendent Flynn.

ABSENT: Trustees Fontaine, Serguson

IN ATTENDANCE: Media and member of the public.

The Pledge of Allegiance was recited.

OATHS OF OFFICE

Trustee Elect Haggett was administered the Oath of Office by the District Clerk. Trustee Elect (Re-elected) Perretta was administered the Oath of Office by the District Clerk.

PRESIDENT

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

Trustee Bronchetti nominated **Trustee 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 2014-15 school year.

For Trustee Boyce 7 Ayes (All present.)

Trustee Boyce was elected President of the Board.

President Boyce was administered the Oath of Office by the District Clerk.

VICE-PRESIDENT

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

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

Trustee Haggett nominated **Trustee Bronchetti** 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 2014-15 school year.

For Trustee Faucher 6 Ayes (Boyce, Bronchetti, Faucher, MacKenzie, Perretta, Sommerfield)

For Trustee Bronchetti 1 Aye (Haggett)

Trustee Faucher was elected Vice-President of the Board of Education for the 2014-15 school year.

Vice-President Faucher was administered the Oath of Office by the District Clerk.

CONSENSUS APPROVAL

Resolution offered by Trustee Sommerfield
Resolution seconded by Trustee Faucher

RESOLVED, that the Board of Education approves Items 3 –51 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 2014-15 school year.

4

TREASURER

RESOLVED, that the Board of Education appoints **Angela Wood as** District Treasurer for 2014-15 school year.

5

DEPUTY TREASURER

RESOLVED, that the Board of Education appoints the **BOCES Business Manager for the District** as Deputy Treasurer for the 2014-15 school year.

6

TAX COLLECTOR

RESOLVED, that the Board of Education appoints **Taya Pryce** Tax Collector for the 2014-15 school year.

7

INTERNAL CLAIMS AUDITOR

RESOLVED, that the Board of Education appoints **Marci Ackerman** Internal Claims Auditor for the 2014-15 school year.

8

SCHOOL ATTORNEYS

RESOLVED, that the Board of Education appoints the **Law Firm of Pease and Gustafson**, the **Law Firm of Ferrara, Fiorenza, Larrison, Barrett and Reitz**, the **Law Firm of Guercio and Guercio**, and the **Law Firm of Frank W. Miller** school attorneys for the 2014-15 school year.

9

BOND COUNSEL

RESOLVED, that the Board of Education appoints **Orrick, Herrington & Sutcliffe, LLP** as Bond Counsel for the 2014-15 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 2014-15 school year.

11

ATTENDANCE OFFICER

RESOLVED, that the Board of Education appoints **Deborah Prashaw** Attendance Officer for the 2014-15 school year.

12

RECORDS ACCESS OFFICER

RESOLVED, that the Board of Education appoints **Claudeen Watkins** Records Access Officer for the 2014-15 school year.

13

ASBESTOS DESIGNEE

RESOLVED, that the Board of Education appoints **William Seguin** as Asbestos Designee for the 2014-15 school year.

14

PURCHASING AGENT

RESOLVED, that the Board of Education appoints the **BOCES Business Manager for the District** as Purchasing Agent for the 2014-15 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 2014-15 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 **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 2014-15 school year.

20

OFFICIAL NEWSPAPER

RESOLVED, that the Board of Education designates the **Daily Courier-Observer** as the official newspaper for the district for the 2014-15 school year.

21

REGULAR MEETINGS

RESOLVED, that the Board of Education approves the **Board of Education Regular Meeting Schedule for 2014-15** as attached.

22

SUBMISSION OF BID NOTICES

RESOLVED, that the Board of Education authorizes the **District Clerk** to submit bid notices for the 2014-15 school year.

23

BUDGET TRANSFERS

RESOLVED, that the Board of Education authorizes the **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 2014-15 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 2014-15 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 2014-15 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 2014-15 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 2014-15 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 2014-15 school year.

29

PAYROLL CERTIFICATION

RESOLVED, that the Board of Education authorizes the **BOCES Business Manager for the District** or the **Interim Superintendent** to certify payroll records during the 2014-15 school year.

30

ESTABLISHMENT OF 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.

	<u>8 HOURS</u>		
Building Maintenance Mechanic			Grounds Person
Computer Technician	Director of Buildings & Grounds		Motor Equipment Mechanic
Custodian	Director of School Lunch		Custodial Worker
Custodial Worker	Director of Transportation		
Dispatcher			
	<u>7-3/4 HOURS</u>		
Account Clerk I and II	Keyboard Specialist I		School Treasurer
Payroll Clerk	Keyboard Specialist II		
District Clerk/Secretary to Supt.	Keyboard Specialist III		
	<u>7-1/2 HOURS</u>		
Library Aide	RPN		Teacher Aide
LPN			
	<u>6 HOURS</u>		
Bus Driver	Cook Manager		Monitor (Bus/Cafeteria)
Child Care Monitor	Food Service Helper		Sr. Food Service Manager
Cook			

31 STANDARD WORKDAY RESOLUTION FOR ELECTED AND APPOINTED OFFICIALS
 RESOLVED, that the Board of Education approves the New York State Standard Workday Resolution for Elected and Appointed Officials, RS 2417-A, as it applies to: **District Clerk, District Treasurer, and Tax Collector.**

32 MILEAGE REIMBURSEMENT
 RESOLVED, that the Board of Education establishes the reimbursement rate for personnel using private automobiles to fulfill their assigned duties per the **IRS regulations for the 2014-15** school year.

33 OFFICIAL UNDERTAKINGS (BONDS)
 RESOLVED, that all district employees be covered by a Faithful Performance Blanket Bond of \$100,000 and additional bonds for the **District Treasurer - \$1.4 Million and Deputy Treasurer - \$400,000.**

34 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 **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 2013.

35 DISTRICT DEPOSITORIES
 RESOLVED, that the Board of Education designates **Community Bank, Key Bank, Chase Manhattan, First Niagara** District depositories for the 2014-15 school year.

36 DISTRICT SIGNATORIES
 RESOLVED, that the Board of Education designates **District Treasurer and Deputy Treasurer** as official Bank Signatories for the District for the 2014-15 year.

37

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.

38

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.

39

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

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

40

APPOINTMENT TO ST. LAWRENCE-LEWIS WORKERS COMPENSATION CONSORTIUM

RESOLVED, that the Board of Education approves the appointment of the **BOCES Business Manager** to the St. Lawrence-Lewis Workers Compensation Consortium.

41

504 DESIGNEES

RESOLVED, that the Board of Education approves the appointment of **Michelle Zagrobelny** and **Susan Lambert** as 504 designees for the 2014-15 school year.

42

CSE/CPSE PARENT REPRESENTATIVES

RESOLVED, that the Board of Education approves the appointment of **Paula Currier**, **Angela Drumm**, **Serena Krywaczyk**, and **Loretta Perez** as CSE/CPSE Parent Representatives for the 2014-15 school year.

43

403 B DESIGNEE

RESOLVED, that the Board of Education appoints the **District Treasurer** as 403B Designee for the 2014-15 school year.

44

APPROVAL IN EXTENUATING CIRCUMSTANCES

RESOLVED, that the Board of Education authorizes the **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.

45

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.

46

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.

47

**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 2014-15 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.

48

EXTERNAL (INDEPENDENT) AUDITOR

RESOLVED, that the Board of Education appoints **Seyfarth and Seyfarth** as the External Auditor for the District for the 2014-15 school year.

49

SCHOOL PHYSICIAN SERVICES

RESOLVED, that the Board of Education designates **Massena Memorial Hospital** to provide school physician services for the District for the 2014-15 school year.

50

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.

51

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).

52

ADJOURNMENT SINE DIE

Resolution offered by Trustee Perretta
Resolution seconded by Trustee Bronchetti

RESOLVED, that the Board of Education adjourns sine die at 6:38 p.m.

Ayes 7 Nays 0 Motion Carried

53

MINUTES

Resolution offered by Trustee Faucher
Resolution seconded by Trustee Bronchetti

RESOLVED, that the Board of Education approves the minutes of the regular meeting held on June 19, 2014.

Ayes 7 Nays 0 Motion Carried

54

SCHOOL LUNCH PRICES 2014-15

Resolution offered by Trustee Faucher
Resolution seconded by Trustee Sommerfield

RESOLVED, that the Board of Education approves the increase in school lunch prices by \$.10 at all the schools in the District: Grades K-8 from \$1.85 to \$1.95; Grades 9-12 from \$1.95 to \$2.05 beginning with the 2014-15 school year.

Ayes 7 Nays 0 Motion Carried

55

DONATION - MASSENA MUSIC FRIENDS

Resolution offered by Trustee Sommerfield
Resolution seconded by Trustee Faucher

RESOLVED, that the Board of Education approves the donation of \$200.00 from Massena Music Friends for the purpose of covering the cost of one of the musical instruments recently purchased on behalf of the organization.

Ayes 6 Nays 1 Motion Carried
(Haggett)

56

APPOINTMENT - SUPERINTENDENT SEARCH CONSULTANT

Resolution offered by Trustee Sommerfield
Resolution seconded by Trustee MacKenzie

RESOLVED, that the Board of Education appoints Mr. Alan D. Pole from the education consultant firm of Castallo and Silky, to assist the District in its search for a Superintendent of Schools.

Ayes 7 Nays 0 Motion Carried

57

CSE/CPSE REPORT

Resolution offered by Trustee Faucher
Resolution seconded by Trustee Sommerfield

RESOLVED, that the Board of Education approves the CSE/CPSE Report : CPSE Meetings: 6/12 and 6/24/14; CSE Meetings 2/5/14 - 6/23/14; Section 504 Meetings 3/5/14 - 6/23/14.

Ayes 7 Nays 0 Motion Carried

58

PERSONNEL ACTION ITEMS

Resolution offered by Trustee Faucher
Resolution seconded by Trustee Sommerfield

RESOLVED, that the Board of Education approves the personnel actions attached and as recommended by Interim Superintendent Flynn:

- Appointments, Items 1-6
- Extra Duty Assignments, Items 7-61
- Substitutes, Items 62-66
- Resignations, Items 67-68
- Retirement, Item 69
- Notice of Tenure, Item 70
- Final Tenure, Item 71

Ayes 7 Nays 0 Motion Carried

59

EXECUTIVE SESSION

Resolution offered by Trustee Bronchetti
Resolution seconded by Trustee Faucher

RESOLVED, that the Board of Education enters into Executive Session for the purpose of discussing Bargaining Unit Negotiations.

Ayes 7 Nays 0 Motion Carried

Executive Session began at 7:11 p.m.
No action was taken at the Executive Session.

Candace M. Prairie
District Clerk

60

CLERK PRO-TEM

Resolution offered by Trustee Perretta
Resolution seconded by Trustee Bronchetti

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

Ayes 7 Nays 0 Motion Carried

61

RETURN TO OPEN SESSION

Resolution offered by Trustee Sommerfield
Resolution seconded by Trustee MacKenzie

RESOLVED, that the Board of Education returns to open session at 8:02 p.m.

Ayes 7 Nays 0 Motion Carried

62

ADJOURNMENT

Resolution offered by Trustee Faucher
Resolution seconded by Trustee Bronchetti

RESOLVED, that the Board of Education adjourns at 8:04 p.m.

Ayes 7

Nays 0

Motion Carried

Ronald R. Faucher
Clerk Pro-Tem