

SHERBURNE-EARLVILLE CENTRAL SCHOOL
REGULAR BOARD OF EDUCATION MEETING – July 8, 2013

BOARD MEMBERS PRESENT: Thomas Caton, Michael Khoury, Thomas Morris,
Susan Osborne, Todd Palmer, Gregory Parker,
Michael Ulrich

BOARD MEMBERS ABSENT: none

The meeting was called to order at 6:30 p.m. in the Elementary Library Classroom by Gayle Hellert, Superintendent, with SE staff and administrators in attendance.

Gayle Hellert welcomed the two new Board members, Todd Palmer and Gregory Parker. Both signed the Oath of Office.

Gayle Hellert led the Pledge to the Flag.

Susan Osborne nominated Thomas Morris for Board President, seconded by Michael Ulrich. Michael Khoury nominated Thomas Caton for Board Vice-President, seconded by Susan Osborne. Both the President and the Vice-President were elected by all members of the Board.

ORGANIZATION OF THE BOARD

- 1 – Election of President of the Board – Thomas Morris
- 2 – Election of Vice-President of the Board – Thomas Caton

The President and Vice-President both signed the Oath of Office.

#’s 3-10 were approved as follows:

- 3 – Appointment of District Treasurer – Arlene Wade
- 4 – Appointment of District Clerk – Georgena Muhlfeld
- 5 – Appointment of Internal Claims Auditor – Linda Blanchard
- 6 – Appointment of District School Tax Collector – Joleen Hughes at NBT Bank, Sherburne Office
- 7 – Appointment of District Attendance Officer – John Bluy
- 8 – Appointment of School Physician – Bassett Healthcare
- 9 – Appointment of Treasurer of Extra Curricular Accounts – Rebecca Tredway
- 10 – Appointment of Extra Curricular Accounts Auditor – D’Arcangelo

#’s 11-16 were approved as follows:

- 11 – Appointment of Purchasing Agent – Todd Griffin
- 11a – Appointment of Deputy Purchasing Agent – Gayle Hellert
- 12 – Designation of Depository Bank – NBT Bank – Norwich/Sherburne
- 13 – Designation of Official Newspaper – Sherburne News, Mid-York Weekly, Evening Sun
- 14 – List of persons authorized to sign checks for various accounts – Arlene Wade, Todd Griffin
- NBT – Checking Accounts-General, School Lunch, Capital, Federal, Payroll, Agency Funds, Cooperative Investment, My School Bucks
- NBT – Money Maker Accounts-Securities Premium Reserve (Dental), Debt Service, General
- Chase – Money Market Account
- Extra Curricular Accounts – Treasurer and HS or MS Building Principal or MS/HS Asst. Principal in absence of the Principal
- 15 – Appointment of School Attorney – Law Firm of Frank Miller and Law Firm of Ferrara, Fiorenza, Reitz, Larrison, & Baret

#’s 17-29 were approved as follows:

- 16 – Appointment of School Auditing Firm – D’Arcangelo
- 17 – Establishment of Petty Cash Fund (DO) in the amount of \$100.00 – Arlene Wade

- 18 – Establishing of Cash Fund for School Lunch in the amount of \$150.00 – Kim Corcoran
- 19 – Establishment of Mileage Reimbursement - \$.30 per mile
- 20 – Adoption of resolution regarding Tax, Revenue and Bond Anticipation Notes:

Resolved, that the President of the Board shall be and hereby is empowered and directed to authorize the issuance and to issue revenue, bond or tax anticipation notes of this Board, and renewals of any and all such notes, at such times and under such circumstances as he/she deems proper and advisable; and to prescribe the terms, form, and content thereof to execute the same in the name of and on behalf of the Board, and to sell at private sale and deliver the same, and the full faith and credit of the Board is hereby pledged to the punctual payment of the principal and pursuance to and consistent with the provisions of the Local Finance Law of the State of New York; such authorization shall continue until the Board of Education, by resolution, shall elect to reassume the power here authorized.

- 21 – Approval of Budget Transfers not to Exceed \$10,000 per Transfer – Gayle Hellert, Todd Griffin
- 22 – Public Records Access Officer – Todd Griffin and Georgena Muhlfeld
- 23 – Investment Authority – Arlene Wade
- 24 – Resolution to continue existing policies:
RESOLVED to continue all existing policies for the 2013-2014 school year.
- 25 – Public Records Management Officer – Donna Tefft
- 26 – Insurance Company – New York Schools Insurance Reciprocal
- 27 – Title IX Compliance Officer – Gayle Hellert, Todd Griffin
- 28 – ADA Compliance Officer – Todd Griffin
- 29 – Designation of DCMO BOCES to act as Advisory Council for SE Career and Technical Education 2013-2014 – Yes

#’s 30-38 were approved as follows:

- 30 - Establishment of Board Representation
 - Negotiations – Administrators – will be selected for the school year 2015-2016
 - Negotiations – SETA – will be selected for the school year 2014-2015
 - Negotiations – CSEA – will be selected for the school year 2015-2016
 - Negotiations – Central Office – Susan Osborne, Michael Khoury
 - Board Representation – Links – Thomas Caton
 - Board Representation – District Sick Bank – Susan Osborne
 - Board Representation – Parks & Recreation – Michael Ulrich
 - Board Representation – Health Insurance Consortium
 - Trustee – Thomas Morris Alternate – Todd Palmer
 - Board Representation – Chenango County School Boards – Gregory Parker
- 31 – Authorization to Certify Payroll – Gayle Hellert
- 32 – Authorization to Approve Attendance of Staff to Workshops, Conferences, and Conventions – Gayle Hellert
- 33 – Authorization to apply for Grants in Aid – Gayle Hellert
- 34 - Participation in the Federal Child Nutrition Program and adoption of the annual guidelines accepted.
- 35 – Homeless Liaison – Gayle Hellert
- 36 – Asbestos Designee - Todd Griffin, Frederick Wright
- 37 – Residency Designee – Gayle Hellert
- 38 – Dignity Act Coordinators
 - District: Gayle Hellert
 - Elementary: Ellen Murray, Mary Jo Rose
 - Middle School: Jennifer Ford, Stacey Snogles
 - High School: Candice Poyer, Shannon Gracey

PUBLIC QUESTION AND ANSWER PERIOD – none

INFORMATIONAL REPORTS

Gayle Hellert presented information from the book "Becoming a Better Board Member" on selecting a Superintendent.

AGENDA MODIFICATIONS

On motion made by Susan Osborne, seconded by Michael Khoury, and carried by members present, Terrie Camenga's resignation as Clerk and appointment as Typist was removed from the Consent Agenda.

MINUTES – Minutes of the meeting held on June 17, 2013, were presented for approval. On motion made by Michael Ulrich, seconded by Todd Palmer, and carried by members present, the Minutes were approved as presented.

CORRESPONDENCE - none

CONSENT AGENDA

On motion made by Michael Khoury, seconded by Michael Ulrich, and carried by members present, the consent agenda was approved as modified.

PERSONNEL

BE IT RESOLVED, upon recommendation of the Superintendent, that the following resignations be accepted:

Admin.: Gayle Hellert, as Superintendent, due to retirement, eff. 6/30/14

Teaching Staff: Jonathan Vaughn as Art Teacher, eff. 7/1/13

Support Staff: Linda Blanchard, as Typist, eff. 6/28/13

BE IT RESOLVED, upon recommendation of the Superintendent, that the following conditional appointments be made:

Admin. Name: **Brad Perry** Tenure Area: Asst. Principal/Athletic Dir.
Staff: Date of Commencement of Probationary Service: 7-9-13
Date of Expiration of Probationary Service: 7-8-14
Certification Status: Permanent

Teaching Name: **Wendy Edwards** Tenure Area: Elementary
Staff: Date of Commencement of Probationary Service: 9-1-13
Date of Expiration of Probationary Service: 8-31-14
Certification Status: Permanent

Support Subs: Mary Trask as Teacher Aide Sub, eff. 9/3/13

Teacher Subs: Joseph Dushko, Sub Teacher, Certified, K-5, eff. 9/3/13

Extra Curricular: Joanne Blenis as Summer Guard Instructor, 2013-2014

Dept.

Chairs: Joanne Blenis as LOTE Chair, 2013-2014

BUSINESS

BE IT RESOLVED, upon recommendation of the Superintendent, to raise the lunch prices for the 2013-2014 school year by 10 cents as follows:

Lunch – Pre-K to Grade 5 – from \$1.55 to \$1.65

Lunch – Grades 6-12 – from \$1.80 to \$1.90

Breakfast prices will remain the same as last year.

DISCUSSION/ACTION ITEMS

The Building Project was discussed briefly. A letter was received from BCK with highlights of the meeting held on June 20, 2013 regarding the ice melt issue.

Technology Use – Todd Griffin is working with a representative from Apple to find the best value for us, whether it be with laptops or iPads.

Forest Management Plan – Patrick Dunshee is chairing this committee.

Overdue Lunch Accounts – Last year we had an outstanding balance of \$14,864.54. Letters were sent and the procedure for charging was changed. The outstanding balance this year is \$4,388.93.

PUBLIC QUESTION AND ANSWER PERIOD - none

Of the six teachers that were in an accident the week after school was out, only one remains in the hospital and she will probably go home on Wednesday. The Elementary School is having a Support Night on Tuesday, July 9, 2013, where students and adults can come to school and make cards or send video messages to those teachers. This event is open to the public.

Summer meetings for the Board are scheduled for:

July 29, 2013

August 12, 2013 – Board Retreat

August 26, 2013

EXECUTIVE SESSION

On motion made by Susan Osborne, seconded by Gregory Parker, and carried by members present, the Board moved into Executive Session at 7:25 p.m. to discuss personnel. On motion made by Susan Osborne, seconded by Todd Palmer, and carried by members present, the Board reconvened into Regular Session at 7:34 p.m.

Thomas Morris adjourned the meeting at 7:34 p.m.

Georgena Muhlfeld, District Clerk

EXECUTIVE SESSION
BOARD OF EDUCATION MEETING – July 8, 2013

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Susan Osborne, Todd Palmer, Gregory Parker,
Michael Ulrich

BOARD MEMBERS ABSENT: none

The session came to order at 7:25 p.m. in the Elementary Library Classroom.

A particular personnel issue was discussed.

On motion made by Susan Osborne, seconded by Todd Palmer, and carried by members present, the Board reconvened into Regular Session at 7:34 p.m.

Georgena Muhlfeld, District Clerk