

The reorganizational meeting of the Board of Education of Massena Central School was held on Wednesday, July 5, 2017. The District Clerk called the meeting, which was held in Room 314 of the High School, to order at 6:02 p.m.

PRESENT: Trustees Bronchetti, Goodfellow, Haggett, LaClair, MacKenzie, Perretta, Premo, and Trustee Elect Robert LeBlanc, Student Ex Officio Rachel Hurlbut

ABSENT: Incumbent Trustee Elect Fontaine

IN ATTENDANCE: School administrators, community members, and the media.

The pledge of allegiance was recited.

OATHS OF OFFICE

Trustee Elect Robert LeBlanc was administered the Oath of Office by the District Clerk. Superintendent Brady was administered his annual Oath of Office by the District Clerk. Student Ex Officio Rachel Hurlbut was administered the oath.

PRESIDENT

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

Trustee Haggett nominated Trustee Bronchetti for President of the Board.

No further nominations were received.

RESOLVED, that nominations for office of President of the Board of Education are closed for the 2017-18 school year.

For Trustee Bronchetti                      8 Ayes                      0 Nays

Trustee Patrick Bronchetti was elected President of the Board for the 2017-18 school year.

VICE-PRESIDENT

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

Trustee Premo nominated Trustee Perretta for Vice President of the Board.

Trustee Haggett nominated Trustee MacKenzie for Vice President of the Board.

No further nominations were received.

RESOLVED, that nominations for the office of Vice-President of the Board of Education are closed for the 2017-18 school year.

For Trustee Perretta                      2 Ayes (Perretta, Premo)  
For Trustee MacKenzie                      6 Ayes (Haggett, Goodfellow, Bronchetti, LaClair, MacKenzie, LeBlanc)

Trustee Lorie MacKenzie was elected Vice-President of the Board of Education for the 2017-18 school year.

President Bronchetti and Vice-President MacKenzie were administered the Oath of Office by the District Clerk.

**EXECUTIVE SESSION**

Resolution offered by Trustee Haggett  
Resolution seconded by Trustee Premo

RESOLVED, that the Board of Education enters into Executive Session for the purpose of discussing personnel appointments, pending litigation, and contract negotiations.

Ayes 8 Nays 0 Motion Carried

Executive Session began at 6:09 p.m.  
No action was taken during Executive Session.

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Patrick Bronchetti  
Clerk Pro-Tem

**CLERK PRO-TEM**

Resolution offered by Trustee Perretta  
Resolution seconded by Trustee MacKenzie

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

Ayes 8 Nays 0 Motion Carried

**OPEN SESSION**

Resolution offered by Trustee LaClair  
Resolution seconded by Trustee Premo

RESOLVED, that the Board of Education returns to open session at 7:03 p.m.

Ayes 8 Nays 0 Motion Carried

**CONSENSUS APPROVAL**

Resolution offered by Trustee Haggett  
Resolution seconded by Trustee MacKenzie

RESOLVED, that the Board of Education approves Items 1-56 as follows in the Minutes.

Ayes 8 Nays 0 Motion Carried.

1

**DISTRICT CLERK**

RESOLVED, that the Board of Education appoints Candace M. Prairie District Clerk for the 2017-18 school year.

2

**TREASURER**

RESOLVED, that the Board of Education appoints Erica LaGarry as District Treasurer for 2017-18 school year.

3

**DEPUTY TREASURER**

RESOLVED, that the Board of Education appoints the BOCES Business Manager for the District as Deputy Treasurer for the

2017-18 school year.

4

**TAX COLLECTOR**

RESOLVED, that the Board of Education appoints Taya Pryce Tax Collector for the 2017-18 school year.

5

**INTERNAL CLAIMS AUDITORS**

RESOLVED, that the Board of Education appoints a BOCES Internal Claims Auditor (General) and Tracey Supernault Internal Claims Auditor (BOCES) for the 2017-18 school year.

6

**SCHOOL ATTORNEYS**

RESOLVED, that the Board of Education appoints the Law Firm of Pease and Gustafson, the Law Firm of Ferrara Fiorenza, P.C., and the Law Firm of Guercio and Guercio school attorneys for the 2017-18 school year.

7

**BOND COUNSEL**

RESOLVED, that the Board of Education appoints Orrick, Herrington & Sutcliffe, LLP as Bond Counsel for the 2017-18 school year.

8

**EXTRACLASSROOM ACTIVITY ACCOUNTS**

RESOLVED, that the Board of Education appoints the District Treasurer Central Treasurer for Extra-Classroom Activity Accounts, and a class advisor as the Faculty Auditor for the 2017-18 school year.

9

**ATTENDANCE OFFICERS**

RESOLVED, that the Board of Education appoints the following school nurses as Attendance Officers for the 2017-18 school year: AnnMarie Miller and Sandra Sweet – High School; Judy Gilman – Jr. High School; Margaret Riley – Nightengale Elementary; Mary Jo O'Geen – Madison Elementary; and Jane Bain – Jefferson Elementary.

10

**RECORDS ACCESS OFFICER**

RESOLVED, that the Board of Education appoints Tracey Supernault Records Access Officer for the 2017-18 school year.

11

**ASBESTOS DESIGNEE**

RESOLVED, that the Board of Education appoints William Seguin as Asbestos Designee for the 2017-18 school year.

12

**PURCHASING AGENT/ALTERNATE PURCHASING AGENT**

RESOLVED, that the Board of Education appoints the BOCES Business Manager for the District as Purchasing Agent and the Superintendent of Schools as the Alternate Purchasing Agent for the 2017-18 school year.

13

**SCHOOL PESTICIDE REPRESENTATIVE**

RESOLVED, that the Board of Education appoints William Seguin as the School Pesticide Representative for 2017-18.

14

**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 Superintendent of Schools as the Hearing Official for the Child Nutrition Program.

15

**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 his/her designee to appoint the Impartial Hearing Officer per the New York State Education Department rotational list.

16

**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 2017-18 school year.

17

**OFFICIAL NEWSPAPER**

RESOLVED, that the Board of Education designates the Daily Courier-Observer as the official newspaper for the district for the 2017-18 school year.

18

**BOARD MEETING DATES 2017-18**

RESOLVED, that the Board of Education approves the Board Meeting Dates for 2017-18 as attached.

19

**SUBMISSION AND OPENING/RECORDING OF BID NOTICES**

RESOLVED, that the Board of Education authorizes the District Clerk to submit bid notices, open bids, and record bids for the 2017-18 school year.

20

**BUDGET TRANSFERS**

RESOLVED, that the Board of Education authorizes the Superintendent of Schools to make budget transfers, to apply for state aid/federal grants, and to establish petty cash funds (not to exceed \$100 each) for the 2017-18 school year.

21

**SIGNATURE PLATES**

RESOLVED, that the Board of Education authorizes the use of Signature Plates by both the Treasurer and Deputy Treasurer for the 2017-18 school year.

22

**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 2017-18 school year, as determined by budget restraints and the Superintendent's approval.

23

**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 for the 2017-18 school year.

24

**INVESTMENTS**

RESOLVED, that the Board of Education authorizes the Treasurer to obtain proposals from commercial banks and to invest funds during the 2017-18 school year.

25

**PAYROLL CERTIFICATION**

RESOLVED, that the Board of Education authorizes the BOCES Business Manager for the District or the Superintendent to certify payroll records during the 2017-18 school year.

26

**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><b>8 HOURS</b></u>		
Building Maintenance Mechanic	Director of Buildings & Grounds	Grounds Person
Computer Technician	Director of School Lunch	Motor Equipment Mechanic
Custodian	Director of Transportation	Custodial Worker
Custodial Worker		
Dispatcher		
<u><b>7-3/4 HOURS</b></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><b>7-1/2 HOURS</b></u>		
Library Aide	RPN	Teacher Aide
LPN		
<u><b>6 HOURS</b></u>		
Bus Driver	Cook Manager	Monitor (Bus/Cafeteria)
Child Care Monitor	Food Service Helper	Sr. Food Service Manager
Cook	Bus Driver Substitute	

27

**ESTABLISHMENT OF SUBSTITUTES PAY 2017-18**

RESOLVED, that the Board of Education approves the following Hourly/Substitute Pay Rates for the 2017-18 school year as follows:

- **Support Staff Substitutes:**
  - Maintenance/Operations, Teacher Aides, Food Service and Bus Monitors = \$10.50/hour
  - Clerical Substitutes = \$11.25/hour
  - Bus Drivers = \$15.00/hour
- **Teacher Substitutes:**
  - Uncertified Teacher Substitutes = \$85/day
  - Certified Teacher Substitutes = \$100/day
  - Long-Term Teacher Substitutes – Certified = \$100/day for first 25 consecutive days; \$150/day thereafter and retroactive to the first day of the 25-consecutive-day period.
  - Long-Term Teacher Substitutes -- Uncertified = \$85/day for first 25 consecutive days; \$120/day thereafter and retroactive to the first day of the 25-consecutive-day period.

- **Teacher Assistant Substitutes:**
  - Uncertified and Certified Teacher Assistants = \$80/day;
  - \$100/day if a Certified Teacher performs as Teacher Assistant
- **Substitute Nurses – LPN = \$80/day – RN = \$100/day**
- **Home Tutors = \$15/hour**
- **Lifeguards = \$15/hour**
- **Pool Supervision = \$12.50/hour**
- **3:00 – 5:00 Program = \$25/hour**
- **Supervision for Multi-Purpose Events = \$15/hour**
- **Latchkey Monitors = \$13/hour**

28 **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.

29 **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 2017-18 school year.

30 **MEAL REIMBURSEMENT**  
RESOLVED, that the Board of Education establishes the reimbursement rates for 2017-18 for meal expenses for personnel traveling on District business, at the following per diem rates: \$10.00 – Breakfast; \$15 – Lunch; \$25 – Dinner.

31 **NON-RESIDENT TUITION RATES 2017-18**  
RESOLVED, that the Board of Education approves the Non-Resident Tuition Rates for 2017-18 per the following:  
Full Day K-6 Student - \$1,393; Grade 7-12 Student - \$4,755.

32 **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, Deputy Treasurer - \$400,000, Tax Collector - \$1.1 Million, and Internal Claims Auditors - \$1.25 Million.

33 **DISTRICT INSURANCE COMPANIES**  
RESOLVED, that the Board of Education designates the Utica National Insurance Company as the District's insurance carrier, and Pupil Benefits Plan, Inc., as the student accident insurance carrier for 2017-18.

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 2017.

35 **DISTRICT DEPOSITORIES**  
RESOLVED, that the Board of Education designates Community Bank and New York Cooperative Liquid Assets Securities System as District depositories for the 2017-18 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 2017-18 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

**READOPTIOIN 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

**ANNUAL REVIEW OF SPECIFIC POLICIES**

RESOLVED, that the Board of Education reaffirms the annual review of the following policies: Student Code of Conduct and Discipline 7310 Policy, District Investments Policy 5220, Purchasing Policy 5410, Title I Parent and Family Engagement Policy 8260, and Attendance Policy 7110. The Board noted that Policy 8260 – Title I Parent and Family Engagement is currently under revision.

40

**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, and the Superintendent of Schools as the alternate representative.

41

**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, and the Superintendent of Schools as the alternate representative.

42

**504 DESIGNEES**

RESOLVED, that the Board of Education approves the appointment of Michelle Zagrobelny and Susan Lambert as 504 designees for the 2017-18 school year.

43

**CSE/CPSE PARENT REPRESENTATIVES**

RESOLVED, that the Board of Education approves the appointment of Serena Krywaczyk and Paula Currier as CSE/CPSE Parent Representatives for the 2017-18 school year.

44

**403 B DESIGNEE**

RESOLVED, that the Board of Education appoints the District Treasurer as 403B Designee for the 2017-18 school year.

45

**APPROVAL IN EXTENUATING CIRCUMSTANCES**

RESOLVED, that the Board of Education authorizes the 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.

46

**SIGNATURE AUTHORIZATION FOR VICE PRESIDENT OF THE BOARD**

RESOLVED, that the Board of Education authorizes the Vice President to sign documents in the absence of the President for the 2017-18 year, as provided in Board Policy 1322.

47

**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.

48

**PETTY CASH FUNDS**

RESOLVED, that the Board of Education approves the maintenance of a petty cash fund of not more than one hundred dollars (\$100), for each of the following areas and per Board of Education Policy Number 5530: District Office, High School Bookstore, and each School Lunch cafeteria.

49

**EXTERNAL (INDEPENDENT) AUDITOR**

RESOLVED, that the Board of Education appoints Seyfarth and Seyfarth as the External Auditor for the District for the 2017-18 school year.

50

**SCHOOL PHYSICIAN SERVICES**

RESOLVED, that the Board of Education designates Massena Memorial Hospital to provide school physician services for the District for the 2017-18 school year.

51

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

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

52

**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).

53

**LEAD EVALUATORS FOR TEACHERS - APPR**

RESOLVED, that the Board of education appoints the following as Lead Evaluators for Teachers per APPR: Principals in each school (Massena High School, JW Leary Jr. High School, Nightengale Elementary School, Jefferson Elementary School, and Madison Elementary School).

54

**MEDICAID COMPLIANCE OFFICER**

RESOLVED, that the Board of Education appoints Michelle Zagrobelny as the Medicaid Compliance Officer for the 2017-18 school year.

55

**DISTRICT WELLNESS COORDINATOR**



RESOLVED, that the Board of Education appoints Matt McKinley as the District Wellness Coordinator for the 2017-18 school year, pursuant to Board Policy 5661-Wellness.

56

**CURRICULUM AND PROFESSIONAL DEVELOPMENT RATE**

RESOLVED, that the Board of Education approves the rate of \$100/day for approved personnel to participate in curriculum development or attend professional development training events.

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**ADJOURNMENT SINE DIE**

Resolution offered by Trustee LaClair  
Resolution seconded by Trustee Premo

RESOLVED, that the Board of Education adjourns sine die at 7:15 p.m.

Ayes 8      Nays 0      Motion Carried

57

**MINUTES**

Resolution offered by Trustee MacKenzie  
Resolution seconded by Trustee Premo

RESOLVED, that the Board of Education approves the minutes of the regular meeting held on June 15, 2017.

Ayes 8      Nays 0      Motion Carried

NOTE: A presentation by education consultants from the firm of Castallo and Silky was given, entitled "Facility and Grade Organization Study." Public comments and questions were invited after the presentation.

58

**MARTHA SLACK RECOGNITION**

Resolution offered by Trustee Premo  
Resolution seconded by Trustee MacKenzie

RESOLVED, that the Board of Education agrees to the concept of a sign outside of the High School entrance by the athletic wing, as well as a plaque inside the athletic wing, recognizing the contributions of Martha Slack to the District. Final approval of the wording and placement of these items will be at the discretion of the Board of Education.

Ayes 8      Nays 0      Motion Carried

59

**SCHOOL LUNCH PRICES 2017-18**

Resolution offered by Trustee Premo  
Resolution seconded by Trustee LeBlanc

RESOLVED, that the Board of Education approves the School Lunch Prices for 2017-18 as follows: Elementary Schools - \$2.25; Jr. High and High School \$2.35; Reduced Price Breakfast and Lunch - \$.25; Full Student Price of Breakfast - \$1.20.

Ayes 8      Nays 0      Motion Carried

60

**REFUSE-RECYCLABLE AGREEMENT WITH VILLAGE OF MASSENA**

Resolution offered by Trustee Haggett  
Resolution seconded by Trustee MacKenzie

RESOLVED, that the Board of Education approves the Agreement with the Village of Massena for Refuse-Recyclables for 2017-21.

Ayes 8 Nays 0 Motion Carried

61

**DONATIONS TO THE DISTRICT**  
Resolution offered by Trustee LeBlanc  
Resolution seconded by Trustee LaClair

RESOLVED, that the Board of Education approves the donations to the District from ALCOA W3, the Madison Who Club, the Tarbell Group, and the Massena Basketball Association.

Ayes 8 Nays 0 Motion Carried

62

**SECOND READING AND ADOPTION OF POLICIES**  
Resolution offered by Trustee Haggett  
Resolution seconded by Trustee Goodfellow

RESOLVED, that the Board of Education approves the second reading and adoption of the following policies:

- Policy 5410 – Purchasing-Competitive Bidding and Offerings
- Policy 5411 – Procurement of Goods and Services
- Policy 5412 – Alternative Formats for Instructional Materials
- Policy 5530 – Petty Cash and Cash
- Policy 5661 - Wellness
- Policy 5684 - Use of Surveillance Cameras
- Policy 7110 - Comprehensive Student Attendance
- Policy 7430 - Contests for Students, Student Awards and Scholarships
- Policy 7440 - Musical Instruments
- Policy 7450 - Video and Tape Recordings of Conferences, Lessons, Meetings

Ayes 8 Nays 0 Motion Carried

63

**CSE-CPSE REPORT**  
Resolution offered by Trustee MacKenzie  
Resolution seconded by Trustee Premo

RESOLVED, that the Board of Education approves the CSE-CPSE report for the following meetings: CPSE Meetings of 6/15 and 6/22/17; CSE Meetings of 2/27,3/1, 3/7,3/8,3/16,3/20,3/21,3/23,3/28,3/29,4/5,4/28,5/17,and 6/21/17; Section 504 Meetings of 2/27,3/7,3/8,3/16,3/21,3/23,3/29,4/5,and 5/17/17.

Ayes 8 Nays 0 Motion Carried

64

**PERSONNEL**  
Resolution offered by Trustee Perretta  
Resolution seconded by Trustee Premo

RESOLVED, that pursuant to the recommendation of Superintendent Brady, the Board of Education approves personnel items 1 – 108 listing.

Ayes 8 Nays 0 Motion Carried

65

**ADJOURNMENT**

Resolution offered by Trustee LaClair  
Resolution seconded by Trustee MacKenzie

RESOLVED, that the Board of Education adjourns at 8:51 p.m.

Ayes 8 Nays 0 Motion Carried

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Candace M. Prairie  
District Clerk