

The reorganizational meeting of the Board of Education of Massena Central School was held on Thursday, July 9, 2015. 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, Fontaine, MacKenzie, Perretta, Rodriguez, Serguson, Sommerfield, and Superintendent Patrick Brady.

ABSENT: Trustee Haggett

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

The pledge of allegiance was recited.

A training session for Board members in the use of I-pads and Google Docs was given by Michael Allen and Lisa Bell of the Technology Department.

OATHS OF OFFICE

Trustee Elect Rhonda Rodriguez was administered the Oath of Office by the District Clerk. Trustee Elect (Re-elected) John Boyce was administered the Oath of Office by the District Clerk. Superintendent Patrick H. Brady 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 2015-16 school year.

For Trustee Boyce 8 Ayes 0 Nays

Trustee Boyce was elected President of the Board.

VICE-PRESIDENT

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

Trustee Fontaine 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 2015-16 school year.

For Trustee Bronchetti 8 Ayes 0 Nays

Trustee Bronchetti was elected Vice-President of the Board of Education for the 2015-16 school year.

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

CONSENSUS APPROVAL

Resolution offered by Trustee Fountaine
Resolution seconded by Trustee Sommerfield

RESOLVED, that the Board of Education approves Items 3 –51 as follows in the Minutes.

Ayes 8 Nays 0 Motion Carried.

3

DISTRICT CLERK

RESOLVED, that the Board of Education appoints **Candace M. Prairie** District Clerk for the 2015-16 school year.

4

TREASURER

RESOLVED, that the Board of Education appoints **Angela Wood as** District Treasurer for 2015-16 school year.

5

DEPUTY TREASURER

RESOLVED, that the Board of Education appoints the **BOCES Business Manager for the District** as Deputy Treasurer for the 2015-16 school year.

6

TAX COLLECTOR

RESOLVED, that the Board of Education appoints **Taya Pryce** Tax Collector for the 2015-16 school year.

7

INTERNAL CLAIMS AUDITOR

RESOLVED, that the Board of Education appoints **Marci Ackerman** Internal Claims Auditor for the 2015-16 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, P.C.**, and the **Law Firm of Guercio and Guercio** school attorneys for the 2015-16 school year.

9

BOND COUNSEL

RESOLVED, that the Board of Education appoints **Orrick, Herrington & Sutcliffe, LLP** as Bond Counsel for the 2015-16 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 2015-16 school year.

11

ATTENDANCE OFFICER

RESOLVED, that the Board of Education appoints **Jane Bain** Attendance Officer for the 2015-16 school year.

12

RECORDS ACCESS OFFICER

RESOLVED, that the Board of Education appoints **Claudeen Watkins** Records Access Officer for the 2015-16 school year.

13

ASBESTOS DESIGNEE

RESOLVED, that the Board of Education appoints **William Seguin** as Asbestos Designee for the 2015-16 school year.

14

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 2015-16 school year.

15

HIPPA OFFICER

RESOLVED, that the Board of Education appoints **Jane Bain** as the Health Insurance Portability and Accountability Act Representative for the 2015-16 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 **Superintendent of Schools** 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 his/her designee 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 2015-16 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 2015-16 school year.

21

REGULAR MEETINGS

RESOLVED, that the Board of Education approves the **Board of Education Regular Meeting Schedule for 2015-16** as attached.

22

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 2015-16 school year.

23

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 2015-16 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 2015-16 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 2015-16 school year, as determined by budget restraints and the Superintendent's approval.

26

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 2015-16 school year.

27

INVESTMENTS

RESOLVED, that the Board of Education authorizes the **Treasurer** to obtain proposals from commercial banks and to invest funds during the 2015-16 school year.

28

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 2015-16 school year.

29

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.

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

Keyboard Specialist I

School Treasurer

Payroll Clerk
District Clerk/Secretary to Supt.

Keyboard Specialist II
Keyboard Specialist III

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

30 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.**

31

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 2015-16** school year.

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 Auditor - \$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 2015-16.

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 2015.

35

DISTRICT DEPOSITORIES

RESOLVED, that the Board of Education designates **Community Bank, Chase Manhattan, First Niagara** District depositories for the 2015-16 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 2015-16 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, and the **Superintendent of Schools** as the alternate representative.

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

41

504 DESIGNEES

RESOLVED, that the Board of Education approves the appointment of **Michelle Zagrobelny** and **Susan Lambert** as 504 designees for the 2015-16 school year.

42

CSE/CPSE PARENT REPRESENTATIVES

RESOLVED, that the Board of Education approves the appointment of **Paula Currier** and **Serena Krywaczyk** as CSE/CPSE Parent Representatives for the 2015-16 school year.

43

403 B DESIGNEE

RESOLVED, that the Board of Education appoints the **District Treasurer** as 403B Designee for the 2015-16 school year.

44

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.

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 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.

47

EXTERNAL (INDEPENDENT) AUDITOR

RESOLVED, that the Board of Education appoints **Seyfarth and Seyfarth** as the External Auditor for the District for the 2015-16 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 2015-16 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

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).

* * *

52

ADJOURNMENT SINE DIE

Resolution offered by Trustee Fontaine
Resolution seconded by Trustee Sommerfield

RESOLVED, that the Board of Education adjourns sine die at 6:59 p.m.

Ayes 8 Nays 0 Motion Carried

53

MINUTES

Resolution offered by Trustee Bronchetti
Resolution seconded by Trustee Fontaine

RESOLVED, that the Board of Education approves the minutes of the regular meeting held on June 18, 2015.

Ayes 8 Nays 0 Motion Carried

54

EXECUTIVE SESSION

Resolution offered by Trustee Perretta
Resolution seconded by Trustee Serguson

RESOLVED, that the Board of Education enters into Executive Session for the purpose of discussing the personnel action items for this meeting.

Ayes 8 Nays 0 Motion Carried

Executive Session began at 7:05 p.m.
No action was taken during Executive Session.

Patrick Bronchetti
Clerk Pro-Tem

55

CLERK PRO-TEM

Resolution offered by Trustee Perretta
Resolution seconded by Trustee Serguson

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

Ayes 8 Nays 0 Motion Carried

56

OPEN SESSION

Resolution offered by Trustee Fontaine
Resolution seconded by Trustee Serguson

RESOLVED, that the Board of Education returns to open session at 8:45 p.m.

Ayes 8 Nays 0 Motion Carried

57

MASSENA JOINT RECREATION BUS REQUEST - AUGUST 2015

Resolution offered by Trustee Fontaine
Resolution seconded by Trustee Bronchetti

RESOLVED, that the Board of Education approves the Massena Joint Recreation Commission bus request for August 11, 2015.

Ayes 8 Nays 0 Motion Carried

58

INTERNAL CLAIMS AUDIT REPORT - JUNE 2015

Resolution offered by Trustee Bronchetti
Resolution seconded by Trustee Fontaine

RESOLVED, that the Board of Education approves Internal Claims Audit Report for June, 2015 as prepared by M. Ackerman, Internal Claims Auditor.

Ayes 8 Nays 0 Motion Carried

59

CSE-CPSE REPORT

Resolution offered by Trustee MacKenzie
Resolution seconded by Trustee Fontaine

RESOLVED, that the Board of Education approves the CSE-CPSE report for the following meetings: CPSE Meeting 6/25/15; CSE Meetings 3/5, 3/27, 4/7, 4/8, 4/23, 4/24, 4/30, 5/4, 5/5, 5/6, 5/7, 5/14, 5/19, 5/26, 5/27, 6/1, 6/2, 6/3, 6/15, 6/23, and 6/24/15; Section 504 Meetings 5/7, 5/8, 5/14, 5/21, 6/2, 6/15, 6/18, and 6/25/15.

Ayes 8 Nays 0 Motion Carried

60

PERSONNEL

Resolution offered by Trustee Fontaine
Resolution seconded by Trustee Bronchetti

RESOLVED, that pursuant to the recommendation of Superintendent Brady, the Board of Education approves personnel items 2-4.

Ayes 8 Nays 0 Motion Carried

61

PERSONNEL

Resolution offered by Trustee Fontaine
Resolution seconded by Trustee Bronchetti

RESOLVED, that pursuant to the recommendation of Superintendent Brady, the Board of Education approves personnel items 5-74.

Ayes 8 Nays 0 Motion Carried

62

ADJOURNMENT

Resolution offered by Trustee MacKenzie
Resolution seconded by Trustee Fontaine

RESOLVED, that the Board of Education adjourns at 8:50 p.m.

Ayes 8 Nays 0 Motion Carried

Candace M. Prairie
District Clerk