

**GOUVERNEUR CENTRAL SCHOOL DISTRICT**  
**Annual Organizational Meeting of the Board of Education**  
**July 9, 2018 6:30 p.m. HIGH SCHOOL AUDITORIUM**  
**FINAL AGENDA**

(Noted attachments can be found on our BOE webpage which is linked on our district homepage.)

I. CALL TO ORDER  
PLEDGE OF ALLEGIANCE

II. ANNUAL ORGANIZATIONAL MEETING BUSINESS

A. Administration of Oath (New Board Members)

*The District Clerk shall administer and countersign the oath of office to newly-elected Board members. The oath shall conform to Article XIII-1 of the New York State Constitution, and Section 10 of the Public Officers Law. No new Board member shall be permitted to vote until he/she has taken the oath of office.*

B. Election of Board Officers

1. President of the Board
2. Vice-President of the Board
3. Administration of Oath to Board Officers

*The District Clerk shall administer and countersign the oath of office to the President and Vice-President of the Board.*

C. Appointment of District Officers

1. District Clerk – Tatia Z. Kennedy
2. District Treasurer – Linda Erdman
3. Deputy Treasurer – Kimberly A. Shampine
4. School Tax Collector – Rachel Wainwright
5. Internal Claims Auditor – Tammy Law
6. Administration of Oath to Officers

*The District Clerk shall administer the oath of office to those not in attendance within 30 days.*

D. Other Appointments

1. School Physician – Donald Schuessler, M.D.
2. School Attorney – Case & Leader
3. Central Treasurer and Assistant Central Treasurer for Extraclassroom Activity Fund – Michelle Hassett, Tammy Mullin
4. District Attendance Officer – Donna Runner
5. Independent Auditor – Crowley & Halloran CPAs, P.C.
6. Records Access Officer – Carol L. LaSala
7. Records Retention and Disposition Officer – Carol L. LaSala
8. Asbestos Designee – Harold Simmons
9. Residential Designee – Carol L. LaSala
10. Chemical Hygiene Officer – Christopher Dashnaw

11. Purchasing Agent

Carol L. LaSala be appointed Purchasing Agent of the District for the year 2018-2019; and in the case of her absence, that Lauren F. French be appointed as Purchasing Agent for the school year 2018-2019; and that the Purchasing Agent shall be authorized to purchase, procure, store, and distribute all supplies and equipment for which appropriations have been made with due regard to existing law, economy and efficiency, and the needs and desires of the departments of the school requesting such supplies; and that the Purchasing Agent is further authorized to execute in the name of the Board of Education any and all documents, contracts, orders or other instruments necessary to carry out the intent of this resolution, until such time as the Board may revoke the appointment.

12. Insurance Broker

MacFadden-Dier Agency, Inc. be appointed Insurance Broker for the School and be instructed to purchase Security Bonds in the proper amounts for the District Treasurer, Tax Collector, Claims Auditor, and Central Treasurer of the Extraclassroom Activity Funds for the school year 2018-2019.

13. School District Liaison for Homeless Children and Youths – Donna Runner

14. Civil Rights Compliance Designees

Cory Wood be appointed Civil Rights Compliance Designee for male students and staff for the 2018-2019 school year, and Carol L. LaSala be appointed Civil Rights Compliance Designee for female students and staff for the 2018-2019 school year.

15. Impartial Hearing Officers for Committee on Special Education

The school district will use the district specific list of Impartial Hearing Officers as maintained by the IHRS (Impartial Hearing Reporting System), for the Committee on Special Education.

16. Committee on Special Education Members

Chairperson: Robyn Knowlton  
Secretary: Rosalie Munger, Donna Wood  
School Physician: Donald Schuessler, M.D.  
School Psychologist(s): Jessica Anderson, Jennifer Nichols, Kaitlin McGregor  
Teacher of the Disabled Child: As defined by Federal Regulations  
Regular Education Teacher: As defined by Federal Regulations  
Parent of Child  
Parent Representative: Stacy Canell

17. Surrogate Parent for Committee on Special Education – Stacy Canell

18. Committee on Preschool Special Education Members

Chairperson: Robyn Knowlton  
Parent of Child

Parent Representative: Stacy Canell

Evaluator: A professional who participated in the Evaluation of the child for whom services are being sought

Agency Representative: A designated representative from county service agency and/or agency serving child from 0-2 years of age

The Child's Teacher\* (if he/she has one; if not, an appropriately certified teacher [*\*For initial CPSE evaluation meetings a Special Education teacher and a Regular Education teacher*]).

19. Sub Committees of the Committee on Special Education for 2018-2019

Not less than one special education teacher of the student, or, if appropriate, not less than one special education provider of the student, AND the Chairperson of the CSE or the building principal or a school psychologist, AND related services personnel as appropriate, AND a general education teacher, whenever the student is, or may be, participating in the regular education environment, AND the student's parent or person in parental relation, AND the student, if appropriate.

20. Outside Service Providers

FreedomTravell, North Coast Therapy, United Helpers Care, Inc.

21. Agricultural Advisory Board Members

- Mr. Robert Andrews (Term expires 6/30/2019)
- Mr. Doug Thompson (Term expires 6/30/2019)
- Mr. Allyn Tubbs (Term expires 6/30/2019)
- Mr. Lyle Hotis (Term expires 6/30/2020)
- Ms. Karen Rizza (Term expires 6/30/2020)
- Ms. Kari Schermerhorn (Term expires 6/30/2020)
- Mr. Donald Peck (Term expires 6/30/2021)
- Mr. Benjamin Hoffman (Term expires 6/30/2021)
- Mr. John Hunter (Term expires 6/30/2021)

23. Representative and Alternate Rep. to St. Lawrence Counties School District Employees Medical Plan for 2018-2019

In accordance with Section IV of the Municipal Cooperative Agreement, Carol LaSala be designated as the School District's representative on the Plan's Board of Directors for 2018-2019; and Lauren F. French be designated as an Alternate District representative to serve on the Plans' Board of Directors for 2018-2019 should the district's representative not be able to attend a Board of Directors' Meeting.

23. Representative and Alternate Rep. to St. Lawrence Counties School District Employees Workers' Compensation Plan

In accordance with Section IV of the Municipal Cooperative Agreement, Carol LaSala be designated as the School District's representative to serve on the on the Plan's Board of Directors for 2018-2019; and Lauren F. French be designated as an Alternate District representative to serve on the on the Plans' Board of Directors for 2018-2019 should the district's representative not be able to attend a Board of Directors' Meeting.

24. *Dignity for All Students Act* Coordinators

Cory Wood be appointed as Lead Coordinator – District for 2018-2019; and the following staff be appointed as building coordinators: HS - Maria Mesires, Patricia Bush, Marcy Tyler; MS – Steven Coffin, Jessica Sullivan, Briana Marsh, Monica Scott; Elementary – Charity Zawatski, Victoria Day, Tonya Rood, Megan Thackston.

25. Audit Committee – All Trustees of the Board of Education

26. Title IX / Section 504 Officer / ADA Coordinator – Carol L. LaSala

27. Internal Auditor - TBA

28. Student Board Member Representative – Abigail Riutta

E. Designations

1. Designation of Official Depositories - Community Bank, N.A.; Chase; and New York Cooperative Liquid Asset Securities System (NY CLASS)

2. Place, Time and Dates of Regular Meetings for 2018-2019

The regular place of meeting be designated the High School Cafeteria, and the hour of 6:30 PM, EDT and EST, be designated as time of meetings, scheduled as follows for 2018-2019:

July 9, 23	January 14, 28
August 20	February 11
September 17	March 11, 25
October 1, 22	April 8, 22
November 19	May 13, 21
December 17	June 3, 17

3. Official Newspaper – Gouverneur Tribune Press

4. Mileage Reimbursement Rate

The current IRS mileage rate be used for any and all approved travel by district personnel using a privately owned vehicle for the school year 2018-2019.

5. School Pesticide Representative – Harold R. Simmons

6. Chief Emergency Officer – Lauren F. French

F. Authorizations

1. Payroll Certification Officer – Lauren F. French

2. Designation of Assistant Superintendent to Approve Conference/Convention/Workshop Attendance

3. Distribution of Petty Cash: High School \$100; Business Office \$100; Elementary School \$100; School Lunch \$300

4. Designation of Treasurer or Deputy Treasurer to Sign Checks

5. Designation of Chief School Officer to approve Budget Transfers

6. Designation of Superintendent of Schools to Apply for Grants in Aid

7. Authorization to Participate in Cooperative Purchasing Programs – *Attachment 1*

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 2018-2019 school year, as presented.

8. Authorization to Appoint Impartial Hearing Officer

WHEREAS, Part 200 of the Regulations of the Commissioner of Education was amended to require that, upon receipt of a request for an impartial hearing involving a student with or a student suspected of having a disability, a board of education "immediately" appoint an impartial hearing officer pursuant to the procedure set forth in said regulations; and

WHEREAS, said regulations also authorize a board of education to designate one or more of its members to appoint the impartial hearing officer.

The President and Vice President of the Board of Education are hereby authorized to appoint the impartial hearing officer to preside over special education hearings held pursuant to 8 NYCRR §200.5..

9. Indemnification and Legal Defense Resolution – Attachment 2

10. Authorization to Employ Temporary Personnel

Authorize the Superintendent to appoint Temporary, Part-time, Per-Diem or Substitute Personnel and to temporarily fill vacant positions pending consideration and appointment by the Board Of Education at the next Board of Education meeting.

G. Official Undertakings

1. Appointment of Controller and Assistant Controller for Extraclassroom Activity Funds

Lauren F. French be appointed Controller for school year 2018-2019 and Carol L. LaSala appointed Assistant Controller for Extraclassroom Activity Funds for the year 2018-2019.

H. Other Items

- 1. Re-adoption of Code of Conduct, all Policies, and Code of Ethics in effect during Previous Year
- 2. Appointment of Legislative Liaison

III. COMMENT PERIOD

The Board offers two public comment sessions during each regular meeting, where they will hear remarks from members of the community. Those wishing to speak should state their name for the record and limit their comment to five minutes.

IV. DISCUSSION

- A. Administrative Updates
- B. Communications

V. FINANCIAL REPORT

VI. UNFINISHED BUSINESS

A.

VII. CONSENT AGENDA:

Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, that the Board of Education approve the following items under the Consent Agenda:

- A. Minutes of the June 25, 2018 Regular Meeting of the Board of Education
- B. Claims Auditor's Reports for the Period 06/16/18 – 06/29/18
- C. CPSE Business
- D. Memorandum of Agreement #1 to GSRPU Contract
- E. Employee Agreement

VIII. NEW BUSINESS

Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, that the Board of Education consider the following items under New Business:

- A. Standard Work Day Resolution for Employees – Attachment 3
- B. Committee Designations – Discussion
- C. Voting Delegate for the NYSSBA Convention
- D. Substitute Pay – 2018-2019

That the Board of Education set the following hourly wage rates, effective July 1, 2018:

Hourly

Lifeguard / School Monitor	\$11.50
Food Service Helper	\$11.50
Teacher/Clerical/Individual Aide	\$12.00
Custodian/Cleaner	\$12.00
Student Workers (age 16 and over for the summer)	Prevailing New York State minimum hourly wage

Per Diem

LPN	\$90
Teaching Assistant	\$90
Uncertified Substitute Teacher	\$90
RN	\$105
Certified Substitute Teacher	\$105
GCS Retiree Substitute Teacher	\$125

E. Policy Review – 1<sup>st</sup> Reading: #5411 – Procurement of Goods and Services – Attachment 4

F. Acceptance of Gift

That the Board of Education formally accept the gift of the donation from the 2018 Senior Parent Group, in the amount of \$1,850.00, for the creation of a Gouverneur High School Student Store. These funds will be held in the Trust and Agency Fund until July 1, 2019. Per NYS Regulations, a School Store is accounted for in the General Fund and becomes part of the budget. The District will plan for the School Store and develop a budget to be included in the 2019-20 school budget.

G. Professional Development Pay

Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, motion made by \_\_\_\_\_, and seconded by \_\_\_\_\_, that the Board of Education approve the following pay rates for Professional Development, effective July 1, 2018:

- Confidential/Managerial Staff (11 month) - \$100.00/day
- Teaching Assistants and Teacher Aides – minimum wage.

H. School Resource Officer position - Discussion

IX. SUPERINTENDENT'S REPORT:

Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, that the Board of Education approve the following items:

A. Resignations

Jennifer Ashcraft, Elementary

B. Appointments

1. Instructional

Curriculum Map Writers: Lindsey Carvel, Jordyn Shampine  
Revision to Hire Date of Teacher: Jaz Kulp, hire date for Professional Development purposes changed to June 22, 2018  
Extra Duty – GTA Curriculum Work: Jaz Kulp  
Extra Duty – Summer Work: Stephanie Plaisted  
Title I Teacher, St. James (Hourly): Bridget LaPierre  
English Teacher – Mitchell Duncan  
English Teacher – Carter Jones  
Elementary Teacher – Michael Gately, Jr.

2. Substitutes

Approve returning instructional and non-instructional substitutes, tutors, and students, for the 2018-2019 school year. – *Attachment 5*  
Approve the appointment of substitutes for 2018-19: Edna Bigarel

3. Non-Instructional

GSRPU Stipends per Article 18.5:

Working Lead Maintenance – Daniel Erdman  
Working Lead Groundskeeper – Jeffery Andrews  
Lead Custodian, High School – Shawn Hays  
Lead Custodian, Middle School – Roland Houghton  
Lead Custodian, Elementary School – Tyrone Bristol  
Night Lead Custodian, High School – Tanna Davis  
Night Lead Custodian, Middle School – Forrest Fuller  
Head Cook, High School – Velicia Hadfield  
Head Cook, Middle School – Lyn Patton  
Head Cook, Elementary School – Krista Wainwright

4. Extra-Curricular

Co-Directors of Continuing Education: Sean T. Devlin, Debra R. White.

5. Managerial/Confidential

LCSW - Kristin Brown

Revision to Start Date: Secretary to the Assistant Superintendent - Lisa R. Sheen, from July 23, 2018, to July 16, 2018.

X. COMMENT PERIOD

XI. PROPOSED EXECUTIVE SESSION and APPOINTMENT OF CLERK PRO TEMPORE

to discuss matters leading to the appointment of a particular person, and appoint Superintendent Lauren F. French as Clerk Pro Tempore for the remainder of the meeting.

*No further business is anticipated to be discussed in open session.*

XII. RETURN TO OPEN SESSION and ADJOURNMENT