

GOUVERNEUR CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION  
GOUVERNEUR NEW YORK 13642  
ORGANIZATIONAL BOARD MEETING

JULY 9, 2018

I. CALL TO ORDER

The ORGANIZATIONAL MEETING of the Board of Education of Gouverneur Central School District was called to order by Tatia Z. Kennedy, Clerk of the District, at 6:30 P.M., EDT in the High School Auditorium, leading those present in the Pledge of Allegiance.

Trustees Present: Dr. William Cartwright, James Delity, David Fenlong, Lisa McGregor, Nickolas Ormasen, Laurie M. Roberts, Roland Roderick, Laura Spicer.

Trustees Absent: Karen Geer.

Also Present: Lauren French, Superintendent of Schools; Carol LaSala, Business Manager; Tatia Z. Kennedy, District Clerk.

News Media: Jessyca Cardinell, Gouverneur Tribune Press.

II. ANNUAL ORGANIZATIONAL MEETING BUSINESS

A. Administration of Oath

The Oath was administered to new Board Members Laurie M. Roberts and Laura Spicer by the Clerk.

B. Election of Officers

1. Board President – David Fenlong

The Clerk called for nominations for President of the Board for the year 2018-2019. Trustee Nickolas Ormasen nominated Trustee David Fenlong, seconded by Trustee Dr. William Cartwright. There were no further nominations.

YEAS: All Trustees Present.

NAYS: None.

**MOTION CARRIED. DAVID FENLONG ELECTED PRESIDENT OF THE BOARD OF EDUCATION FOR THE 2018-2019 YEAR.**

2. Board Vice-President – Lisa McGregor

The Clerk called for nominations for Vice-President of the Board to serve in the absence of the President and be authorized to sign all legal documents such as deeds, contracts, etc. and co-affix the seal of the District. Trustee Nickolas Ormasen nominated Trustee Lisa McGregor, seconded by Trustee Roland Roderick. There were no further nominations.

YEAS: All Trustees Present.

NAYS: None.

**MOTION CARRIED. LISA MCGREGOR ELECTED VICE-PRESIDENT OF THE BOARD OF EDUCATION FOR THE 2018-2019 YEAR.**

3. Administration of Oath to Elected Board Officers

The Oath was administered to President David Fenlong and Vice-President Lisa McGregor by the Board Clerk.

**School Board President David Fenlong took charge of the remainder of the meeting.**

C. Appointment of District Officers

1. District Clerk – Tatia Z. Kennedy

Motion made by Trustee Dr. William Cartwright, seconded by Trustee Roland Roderick, that Tatia Z. Kennedy be appointed as Clerk of the District for the year 2018-2019.

YEAS: All Trustees Present.

NAYS: None.

**MOTION CARRIED. TATIA Z. KENNEDY APPOINTED DISTRICT CLERK OF THE BOARD OF EDUCATION FOR THE 2018-2019 YEAR.**

II. ANNUAL ORGANIZATIONAL MEETING BUSINESS (CONTINUED):

C. Appointment of District Officers (Cont.)

2. District Treasurer – Linda Erdman

Motion made by Trustee Laurie M. Roberts, seconded by Trustee Roland Roderick, that Linda Erdman be appointed as District Treasurer for the year 2018-2019.

YEAS: All Trustees Present.

NAYS: None.

**MOTION CARRIED. LINDA ERDMAN APPOINTED DISTRICT TREASURER OF THE BOARD OF EDUCATION FOR THE 2018-2019 YEAR.**

3. Deputy Treasurer –Kimberly A. Shampine

Motion made by Vice-President Lisa McGregor, seconded by Trustee Roland Roderick, that Kimberly A. Shampine be appointed Deputy Treasurer for the fiscal year 2018-2019.

YEAS: All Trustees Present.

NAYS: None.

**MOTION CARRIED. KIMBERLY A. SHAMPINE APPOINTED DEPUTY TREASURER OF THE BOARD OF EDUCATION FOR THE FISCAL YEAR 2018-2019.**

4. School Tax Collector – Rachel Wainwright

Motion made by Trustee Roland Roderick, seconded by Trustee Laurie M. Roberts, that Rachel Wainwright, Village of Gouverneur, be appointed Tax Collector of the District for the year 2018-2019.

YEAS: All Trustees Present.

NAYS: None.

**MOTION CARRIED. RACHEL WAINWRIGHT, VILLAGE OF GOUVERNEUR, APPOINTED SCHOOL TAX COLLECTOR FOR THE YEAR 2018-2019.**

5. Internal Claims Auditor – Tammy Law

Motion made by Vice-President Lisa McGregor, seconded by Trustee Roland Roderick, that Tammy Law be appointed as Internal Claims Auditor for the year 2018-2019, at a rate of \$15.80/hour.

YEAS: All Trustees Present.

NAYS: None.

**MOTION CARRIED. TAMMY LAW APPOINTED INTERNAL CLAIMS AUDITOR FOR THE YEAR 2018-2019, AS PRESENTED.**

6. Administration of Oath to Appointed Officers

The Oath was administered to the appointed officers within 30 days.

D. Other Appointments

**Motion to approve Organizational Meeting business items D-1 through D-27:**

Motion made by Trustee Dr. William Cartwright, seconded by Trustee Roland Roderick, that the following annual organizational meeting business Items D-1 through D-27 be approved as presented:

1. School Physician – Donald Schuessler, M.D.

Donald Schuessler, M.D. be appointed School Physician for 2018-2019, at a stipend of \$43,124.

2. School Attorney – Case & Leader

Case & Leader be appointed School Attorney for the year 2018-2019, at a rate of \$175 per hour.

3. Central Treasurer and Assistant Central Treasurer for Extraclassroom Activity Fund

Michelle Hassett be appointed Central Treasurer and Tammy Mullin be appointed Assistant Central Treasurer of the Extraclassroom Fund for the year 2018-2019.

4. District Attendance Officer – Donna Runner

Donna Runner be appointed District Attendance Officer for the year 2018-2019.

II. ANNUAL ORGANIZATIONAL MEETING BUSINESS (CONTINUED):

D. Other Appointments (Cont.)

**Motion to approve Organizational Meeting business items D-1 through D-27 (Cont.):**

5. Independent Auditor – Crowley & Halloran CPAs, P.C.  
Crowley & Halloran CPAs, P.C. be appointed as Independent Auditor for the year 2018-2019 at the contractual amount of \$12,000.
6. Records Access Officer –Carol L. LaSala  
Carol L. LaSala be appointed Records Access Officer for the year 2018-2019, in accordance with Public Officers Law Sections 65-A and 87-B(III).
7. Records Retention and Disposition Officer –Carol L. LaSala  
Carol L. LaSala be appointed Records Retention and Disposition Officer for the year 2018-2019, in accordance with Public Officers Law Sections 65-A and 87-B(III).
8. Asbestos Designee – Harold Simmons  
Harold Simmons be appointed as Asbestos Hazard Emergency Response Act (AHERA) Local Educational Agency (LEA) Designee to ensure compliance with, and as required by, the Asbestos Hazard Emergency Response Act of 1986.
9. Residential Designee –Carol L. LaSala  
Carol L. LaSala be appointed Residential Designee for the year 2018-2019, in accordance with Board Policy 7124, Entitlement To Attend – Age and Residency.
10. Chemical Hygiene Officer – Christopher Dashnaw  
Christopher Dashnaw be appointed Chemical Hygiene Officer of the District for the year 2018-2019, as required by the District's Chemical Hygiene Plan, at a stipend of \$500.
11. Purchasing Agent –Carol L. LaSala or Lauren F. French  
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 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.  
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 year 2018-2019.
13. School District Liaison for Homeless Children and Youths – Donna Runner  
Donna Runner be appointed School District Liaison for Homeless Children and Youths of the District for the year 2018-2019.
14. Civil Rights Compliance Designees – Cory Wood and Carol L. LaSala  
Cory Wood be appointed Civil Rights Compliance Designee for male students and staff for the 2018-2019 school year, and Carol J. 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.

## II. ANNUAL ORGANIZATIONAL MEETING BUSINESS (CONTINUED):

D. Other Appointments (Cont.)**Motion to approve Organizational Meeting business items D-1 through D-27 (Cont.):**16. Committee on Special Education Members

The following be appointed as members of the Committee on Special Education:

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 Parents for Committee on Special Education – Stacy Canell

Stacy Canell be appointed Surrogate Parent for the Committee on Special Education.

18. Committee on Preschool Special Education Members

The following be appointed as members of the Committee on Preschool Special Education:

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

Appoint building sub committees of the CSE for 2018-2019, for Gouverneur Elementary, Gouverneur Middle, and Gouverneur High Schools:

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

*(See Sheet #1, Board Minutes File Folder)*

Approve the contracts with the following outside service providers, as presented:

FreedomTravell

North Coast Therapy

United Helpers Care, Inc.

21. Agricultural Advisory Board Members

The following be appointed as members of the Agricultural Advisory Board:

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 6/30/2018)

Mr. Benjamin Hoffman (Term expires 6/30/2018)

Mr. John Hunter (Term expires 6/30/2018)

II. ANNUAL ORGANIZATIONAL MEETING BUSINESS (CONTINUED):

D. Other Appointments (Cont.)

**Motion to approve Organizational Meeting business items D-1 through D-27 (Cont.):**

22. Representative and Alternate Representative to St. Lawrence Counties School District Employees Medical Plan for 2018-2019 – Carol L. LaSala and Lauren F. French

WHEREAS, the Gouverneur Central School District is a Participant in the St. Lawrence-Lewis Counties School District Employees Medical Plan; and

WHEREAS, Section IV of the Municipal Cooperative Agreement directs this School District to select the Superintendent or a designee to serve on the Plan's Board of Directors, be it

RESOLVED, that the Board of Education hereby designates Carol LaSala to serve as the School District's representative on the Plan's Board of Directors for 2018-2019; and

RESOLVED FURTHER, that the Board of Education hereby designates Lauren F. French to serve as an alternate district representative 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 Representative to St. Lawrence Counties School District Employees Workers' Compensation Plan – Carol L. LaSala and Lauren F. French

WHEREAS, the Gouverneur Central School District is a Participant in the St. Lawrence-Lewis Counties School District Employees Workers' Compensation Plan; and

WHEREAS, Section IV of the Municipal Cooperative Agreement directs this School District to select the Superintendent or a designee to serve on the Plan's Board of Directors, be it

RESOLVED, that the Board of Education hereby designates Carol LaSala to serve as the School District's representative on the Plan's Board of Directors for 2018-2019; and

RESOLVED FURTHER, that the Board of Education hereby designates Lauren F. French to serve as an alternate district representative 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

All Trustees of the Board of Education be appointed as Audit Committee for 2018-2019.

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

Carol L. LaSala be appointed Title IX / Section 504 Officer / ADA Coordinator for 2018-2019.

27. Student Board Member Representative – Abigail Riutta

Abigail Riutta be appointed Student Board Member Representative for the year 2018-2019.

DISCUSSION: The annual appointment of an Internal Auditor was postponed to a future meeting when the selection process would be complete. Discussion regarding Item 20, Outside Service Providers, took place later in the meeting, where the different services each organization provides were more fully explained, and how the providers are used simultaneously if needed to meet specific needs of identified students.

**Vote on Organizational Meeting Business Items D-1 through D-27:**

YEAS: All Trustees Present.

NAYS: None.

**MOTION CARRIED. ANNUAL ORGANIZATIONAL MEETING BUSINESS ITEMS D-1 THROUGH D-27, APPROVED AS PRESENTED.**

II. ANNUAL ORGANIZATIONAL MEETING BUSINESS (CONTINUED):

E. Designations

**Motion to approve Organizational Meeting business items E-1 through E-6:**

Motion made by Trustee Dr. William Cartwright, seconded by Trustee Roland Roderick, that the following annual organizational meeting business Items E-1 through E-6 be approved as presented:

1. Designation of Official Depositories – Community Bank, N.A.; Chase; and NY CLASS.  
The Official Depositories for the school year 2018-2019 will be 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. The dates are:
 

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  
Gouverneur Tribune Press be designated as the official newspaper for 2018-2019.
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  
Harold R. Simmons be designated as School Pesticide Representative for the year 2018-2019.
6. Chief Emergency Officer – Lauren F. French  
Lauren F. French be designated as Chief Emergency Officer for the year 2018-2019.

**Vote on Organizational Meeting Business Items E-1 through E-6:**

YEAS: All Trustees Present.

NAYS: None.

**MOTION CARRIED. ANNUAL ORGANIZATIONAL MEETING BUSINESS ITEMS E-1 THROUGH E-6, APPROVED AS PRESENTED.**

F. Authorizations

**Motion to approve Organizational Meeting business items F-1 through F-10:**

Motion made by Vice-President Lisa McGregor, seconded by Trustee Roland Roderick, that the following annual organizational meeting business Items F-1 through F-10 be approved as presented:

1. Payroll Certification Officer – Lauren F. French  
Lauren F. French be named Payroll Certification Officer for the school year 2018-2019.
2. Designation of Assistant Superintendent to approve conference/convention/workshop attendance  
Donna Runner be designated to approved conference / convention / workshop attendance for the year 2018-2019.
3. Distribution of Petty Cash  
Petty Cash Funds be approved for the following:
 

High School	\$ <u>100</u>	Business Office	\$ <u>100</u>
Elementary School	\$ <u>100</u>	School Lunch	\$ <u>300</u>
4. Designation of Treasurer or Deputy Treasurer to Sign Checks  
The Treasurer or Deputy Treasurer be designated to sign all checks.
5. Designation of Chief School Officer to approve Budget Transfers  
The Chief School Officer be authorized to approve all Budget Transfers.

II. ANNUAL ORGANIZATIONAL MEETING BUSINESS (CONTINUED):

F. Authorizations (Cont.)

**Motion to approve Organizational Meeting business items F-1 through F-10 (Cont.):**

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

The Superintendent of Schools be authorized to apply for Grants in Aid.

7. Authorization to Participate in Cooperative Purchasing Programs

(See Sheet #2, Board Minutes File Folder)

The Board authorizes participation 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. Resolution for 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.

NOW, THEREFORE, it is resolved that 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

(See Sheet #3, Board Minutes File Folder)

The Board approves the Indemnification and Legal Defense Resolution pursuant to Public Officers Law, Section 18, as presented.

10. Authorization to Employ Temporary Personnel

The Superintendent of Schools be authorized 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.

**DISCUSSION:** Business Manager Carol LaSala answered in regard to Item 4, if the treasurers would sign their own checks, explaining that other mitigating controls are in place; and confirmed that Item 5 had to do with monetary transfers going from one general fund into another.

**Vote on Organizational Meeting Business Items F-1 through F-10:**

YEAS: All Trustees Present.

NAYS: None.

**MOTION CARRIED. ANNUAL ORGANIZATIONAL MEETING BUSINESS ITEMS F-1 THROUGH F-10, APPROVED AS PRESENTED.**

G. Official Undertakings

1. Appointment of Controller and Assistant Controller for Extraclassroom Activity Funds – Lauren F. French and Carol L. LaSala

Motion made by Vice-President Lisa McGregor, seconded by Trustee James Delity, that 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.

**DISCUSSION:** Superintendent French explained that the Extraclassroom activity funds came from our extra-curriculars such as Art Club. Business Manager Carol LaSala confirmed that she reviews the requisitions and signs the checks.

YEAS: All Trustees Present.

NAYS: None.

**MOTION CARRIED. LAUREN F. FRENCH APPOINTED CONTROLLER AND CAROL L. LASALA APPOINTED ASSISTANT CONTROLLER FOR EXTRACLASSROOM ACTIVITY FUNDS FOR 2018-2019.**

II. ANNUAL ORGANIZATIONAL MEETING BUSINESS (CONTINUED):

H. Other Items

1. Re-adoption of all Policies, and Code of Ethics in effect during Previous Year

Motion made by Trustee Roland Roderick, seconded by Vice-President Lisa McGregor, that the Board of Education approve the Code of Conduct, all policies, and Code of Ethics in effect during the previous year be adopted for the year 2018-2019.

YEAS: All Trustees Present.

NAYS: None.

**MOTION CARRIED. POLICIES AND CODE OF ETHICS IN EFFECT DURING THE PREVIOUS YEAR, RE-ADOPTED.**

2. Appointment of Legislative Liaison

Motion made by Trustee Dr. William Cartwright, seconded by Trustee Laurie M. Roberts, that Trustee Roland Roderick be appointed Legislative Liaison of the District for the year 2018-2019.

YEAS: All Trustees Present.

NAYS: None.

**MOTION CARRIED. APPOINTMENT OF ROLAND RODERICK AS LEGISLATIVE LIAISON, APPROVED AS PRESENTED.**

III. COMMENT PERIOD

No comments at this time.

IV. DISCUSSION

A. Administrative Updates – none.

B. Communications

Superintendent Lauren F. French shared that she had received a thank-you card from Head Start, expressing their appreciation for opening our doors to them and giving their students a place to go when they were having problems at their building.

V. FINANCIAL REPORT

Ms. LaSala informed those present that the external auditors started today on their week-long June 30, 2018 audit, and will return for another week in August. She also confirmed that free breakfast will continue district-wide and free lunch will be provided for the Elementary school students, with the goal being to expand it to the MS and HS. Starting with one building we will break even or possibly make money and will review it annually for potential expansion. It is a state program and elementary parents will use a different application, not the free/reduced application. Trustee Cartwright then asked about the primary school playground and whether any additional money was available to add features the staff had been requesting. Superintendent French said the architects are currently looking at the space; we also have a grant and are looking at sidewalk games, etc. to make unique use of the current space.

VI. UNFINISHED BUSINESS

None.

VII. CONSENT AGENDA

President David Fenlong asked if any member on the Board wished to have any item on the Consent Agenda removed for special consideration and discussion. No member asked that any items be removed; therefore, no items were removed for consideration separately from the Consent Agenda.

**Motion to approve Consent Agenda Items:**

Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, motion made by Vice-President Lisa McGregor, and seconded by Trustee Roland Roderick, that the Board of Education take the following action:

A. Minutes

Approve the minutes of the June 25, 2018 regular meeting of the Board of Education, as presented.



## VII. CONSENT AGENDA (CONTINUED)

B. Claims Auditors Reports

*(See Sheet #4, Board Minutes File Folder)*

Approve the Claims Auditor's Reports for the period 06/16/18 – 06/29/18, as presented.

C. CPSE Business

*(See Sheet #5, Board Minutes File Folder)*

Approve the services, including additions, modifications and deletions, for the following classified students, as reflected in the attached CPSE Meeting Minutes report:

5103505

D. Memorandum of Agreement #1 to GSRPU Contract

*(See Sheet #6, Board Minutes File Folder)*

Approve the Memorandum of Agreement #1 to the GSRPU Contract, as presented.

E. Employee Agreement

RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board approves of a settlement agreement with a probationary teacher (#00398), as discussed in previous executive sessions.

**DISCUSSION:** Business Manager Carol LaSala responded to inquiries, including special education costs reflected on three bills in the claims auditors report, explaining those are expenses for Gouverneur students placed in another district under foster care; the other districts bill back the education cost. Answering new board members' questions on the minutes from the last meeting, she explained the different stipends for the Title I mentors are because a BOCES grant paid the other part of their stipend. The summer school RNs have a difference in daily pay due to one being our current head nurse and the other is a substitute. Regarding the GSRPU MOA, Ms. LaSala explained that because of building reconfiguration, the contract only used to pay the lead custodian at the high school a stipend of \$750, and \$500 each to the elementary leads. This MOA puts all of the lead custodians for the three buildings at the same stipend, and added a night lead to the Middle School in addition to the High School. The leads have more responsibility than the other custodians. The Head Cooks are similar, with all three buildings at the same stipend now. She clarified that the stipend was the total amount for the entire school year.

**Vote on Consent Agenda Items:**

YEAS: All Trustees Present

NAYS: None.

**MOTION CARRIED. ITEMS CONSIDERED ON CONSENT AGENDA, APPROVED AS PRESENTED.**

## VIII. NEW BUSINESS

A. Standard Work Day Resolution for Employees

*(See Sheet #7, Board Minutes File Folder)*

Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, motion made by Vice-President Lisa McGregor, and seconded by Trustee Roland Roderick, that the Board of Education approve the Standard Work Day Resolution for Employees, as presented.

**DISCUSSION:** Business Manager Carol LaSala confirmed the hours are the same as last year.

YEAS: All Trustees Present

NAYS: None.

**MOTION CARRIED. STANDARD WORK DAY RESOLUTION FOR EMPLOYEES, APPROVED AS PRESENTED.**

B. Committee Designations

Superintendent Lauren F. French explained the present committees, GTA, GAA, GSRPU, Capital Project, and Shared Decision, and the two new committees being formed, Transportation and District Schedule. She stated the transportation contract is going out for RFPs and is tied to the schedule, as research continues to say older students should not be starting as early and a committee is needed to explore flipping our schedule so elementary starts at 7:30 and the ripple effect it will cause. Mrs. French also indicated she would post on Facebook to get community members and parents to join. President David Fenlong stated that Board members also can take the opportunity to move the committee they are presently on. Discussion took place about whether a sitting union member should represent the Board on a union committee (GTA, GAA, GSRPU) to do contract negotiations, with President David Fenlong stating the Board representatives on every committee should not have any conflict of interest, which is why spouses of GCS employees currently do not serve on those committees. Following extended discussion, Board members were asked to contact the Clerk with their choice of committee(s) they wished to serve on for 2018-19.

VIII. NEW BUSINESS (CONTINUED)

C. Voting Delegate for the NYSSBA Convention

Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, motion made by Trustee James Delity, and seconded by Trustee Roland Roderick, that the Board of Education appoint Trustee Laurie M. Roberts as the voting delegate and Trustee Laura Spicer as alternate delegate for the 2018-19 NYSSBA Business Meeting on October 27 in New York City, pending attendance.

YEAS: All Trustees Present

NAYS: None.

**MOTION CARRIED. LAURIE M. ROBERTS AS VOTING DELEGATE AND LAURA SPICER AS ALTERNATE DELEGATE FOR NYSSBA CONVENTION, APPROVED.**

D. Substitute Pay – 2018-2019

Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, motion made by Trustee Laurie M. Roberts, and seconded by Trustee James Delity, that the Board of Education set the following hourly and per diem wage rates for the following substitute positions, effective July 1, 2018:

<u>Hourly</u>		<u>Per Diem</u>	
Lifeguard / School Monitor	\$11.50	LPN	\$90
Food Service Helper	\$11.50	Teaching Assistant	\$90
Teacher/Clerical/Individual Aide	\$12.00	Uncertified Substitute Teacher	\$90
Custodian/Cleaner	\$12.00	RN	\$105
Student Workers ( <i>age 16 and over for the summer</i> ) -		Certified Substitute Teacher	\$105
Prevailing New York State minimum hourly wage		GCS Retiree Substitute Teacher	\$125

YEAS: All Trustees Present

NAYS: None.

**MOTION CARRIED. SUBSTITUTE PAY 2018-19, APPROVED AS PRESENTED.**

E. Policy Review – 1<sup>st</sup> Reading

*(See Sheet #8, Board Minutes File Folder)*

A first reading was done of the revised Policy# 5411 Procurement of Goods and Services. The only change was the word “will” to “may.” Business Manager Carol LaSala explained that the law doesn’t require an RFP so the policy should not force one.

F. Acceptance of Gift

Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, motion made by Trustee Laurie M. Roberts, and seconded by Trustee Dr. William Cartwright, 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.

DISCUSSION: Vice-President Lisa McGregor explained that as the former president of the parent group, the funds left over from the graduating class would be used to create a store that would sell wildcat apparel and other wildcat-based items with the goal of increasing school spirit and school pride. Conversation ensued about how the store would affect booster clubs and their current role in fundraising, with Trustee McGregor stating the store would be more general whereas booster clubs are club-specific for their fundraising. Superintendent French pointed out that one of the difficulties is that booster clubs are not functioning the way they are supposed to; the Board should have annual access to their books and students are not supposed to be involved in the fundraising, only adults. Funding was also discussed, and how the store would be set up for accounting. Board members requested that until they have more information on the details for the Student store, that the matter be tabled.

Motion made by Trustee Laurie M. Roberts, and seconded by Trustee Laura Spicer, that the Board of Education take the motion to 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, from the Table.

YEAS: Delity, Fenlong, McGregor, Ormasen, Roberts, Roderick, Spicer

NAYS: Cartwright.

**MOTION CARRIED. ACCEPTANCE OF GIFT TAKEN FROM THE TABLE.**

## VIII. NEW BUSINESS (CONTINUED)

G. Professional Development Pay

Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, motion made by Trustee Roland Roderick, and seconded by Trustee Dr. William Cartwright, 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.

DISCUSSION: Responding to questions, Business Manager Carol LaSala explained that despite Teaching Assistants being part of the GTA, the contract specifies the Teacher rate and does not include Teaching Assistants. The confidential/managerial staff would include the social worker, if she goes above her 20 days in the summer.

YEAS: All Trustees Present

NAYS: None.

**MOTION CARRIED. PROFESSIONAL DEVELOPMENT PAY, APPROVED AS PRESENTED.**

H. School Resource Officer position - Discussion

Superintendent Lauren F. French opened the discussion of how the Board views this new position, whether they expect an officer of the law carrying a weapon or someone without a weapon acting in a different capacity. Discussion weighed heavily on a safety focus and having a good rapport with the students. Comments regarding a fluid time schedule were also voiced, with some board members in favor of having the SRO present at evening and weekend events and others agreeing it is more important to be here while school is in session during the day. Business Manager Carol LaSala informed board members that Utica National, our insurance carrier, has advised the district to contract the position with another agency. The benefits of that being the liability is shared if something happens, and they would receive training they need that we can't provide. Board members requested that information be gathered on potential contract hires to start.

## IX. SUPERINTENDENT'S REPORT

A. Resignations1. Instructional

- a) **Jennifer Ashcraft**. Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, motion made by Trustee James Delity, and seconded by Trustee Dr. William Cartwright, that the Board of Education accept the request for resignation from Jennifer Ashcraft from her position as Elementary Teacher (Kindergarten), effective August 30, 2018.

DISCUSSION: Vice-President Lisa McGregor asked to thank her for being a good teacher for us.

YEAS: All Trustees Present    NAYS: None.

**MOTION CARRIED. RESIGNATION OF JENNIFER ASHCRAFT, EFFECTIVE 8/30/18, ACCEPTED.**

B. Appointments1. Instructional

- a) **Curriculum Map Writers**. Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, motion made by Vice-President Lisa McGregor, and seconded by Trustee Roland Roderick, that the Board of Education approve the appointment of the following teachers as Curriculum Map Writers for 2018-19: Lindsey Carvel, Jordyn Shampine.

DISCUSSION: It was confirmed this is an addition to the staff hired at the previous meeting.

YEAS: All Trustees Present    NAYS: None.

**MOTION CARRIED. APPOINTMENT OF CURRICULUM MAP WRITERS, APPROVED.**

- b) **Revision to Hire Date of Teacher – Jaz Kulp**. Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, motion made by Trustee Laurie M. Roberts, and seconded by Vice-President Lisa McGregor, that the Board of Education approve the revision to the hire date for professional development purposes for Jaz Kulp, from 7/1/18 to 6/22/18.

Discussion: Superintendent Lauren F. French confirmed this was due to professional development she had participated in, and explained that the Board minutes must match their employment for auditing purposes.

YEAS: All Trustees Present    NAYS: None.

**MOTION CARRIED. REVISION TO HIRE DATE OF JAZ KULP TO 6/22/18, APPROVED.**

## IX. SUPERINTENDENT'S REPORT (CONTINUED)

B. Appointments (Cont.)1. Instructional

- c) **Extra Duty – Jaz Kulp.** Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, motion made by Vice-President Lisa McGregor, and seconded by Trustee Roland Roderick, that the Board of Education approve Jaz Kulp to be compensated under GTA Curriculum Work at the rate of \$16.67 hourly for professional development during the 2017-2018 school year.

YEAS: All Trustees Present    NAYS: None.

**MOTION CARRIED. GTA CURRICULUM WORK, APPROVED AS PRESENTED.**

- d) **Extra Duty – Stephanie Plaisted.** Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, motion made by Trustee Dr. William Cartwright, and seconded by Trustee Roland Roderick, that the Board of Education approve Stephanie Plaisted for compensation for summer work in technology support from 07/02/18 – 08/28/18 at her per diem rate of \$313.99 for a maximum of ten days.

DISCUSSION: Superintendent Lauren F. French stated that as the district instructional technology coordinator she needs extra days to get things up and ready. Business Manager Carol LaSala clarified that her per diem rate is her annual salary divided by 200, and that rate is used for her tasks in coordinating Chromebook deployment among other duties. That is separate from the \$125 paid for teachers taking professional development.

YEAS: All Trustees Present    NAYS: None.

**MOTION CARRIED. STEPHANIE PLAISTED, SUMMER WORK IN TECHNOLOGY, APPROVED AS PRESENTED.**

- e) **Bridget LaPierre, Title I Teacher.** Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, motion made by Vice-President Lisa McGregor, and seconded by Trustee Laurie M. Roberts, that the Board of Education appoint Bridget LaPierre to the per diem position of Title I Teacher assigned to St. James Catholic School, for the 2018-19 school year. Ms. LaPierre will be paid a stipend at the established rate of \$30.00 per hour, paid through Title I funds. Ms. LaPierre hold Permanent certification in PreK-6.

YEAS: All Trustees Present    NAYS: None.

**MOTION CARRIED. BRIDGET LAPIERRE, TITLE I TEACHER ASSIGNED TO ST. JAMES CATHOLIC SCHOOL FOR THE 2018-19 SCHOOL YEAR, APPROVED AS PRESENTED.**

- f) **Mitchell Duncan, English Teacher.** Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, motion made by Vice-President Lisa McGregor, and seconded by Trustee Roland Roderick, that the Board of Education appoint Mitchell Duncan, possessing an English (7-12) initial certificate, to a four-year probationary term as an English Teacher in the English Academic Grade 7-12 tenure area, at an annual salary in accordance with the Gouverneur Teachers' Association Agreement, at Step 2, B30M, from the current GTA salary schedule. The appointment is effective July 10, 2018 for professional development purposes. The probationary period is August 29, 2018 through August 29, 2022 (unless extended in accordance with the law). This expiration date is tentative and conditional only. Except to the extent required by the applicable provisions of Section 3012-3 of the Education Law, in order to be granted tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3012-d and/or 3012-3 of the Education Law of either effective or highly effective in at least three (3) of the four (4) preceding years, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time.

YEAS: All Trustees Present    NAYS: None.

**MOTION CARRIED. APPOINTMENT OF MITCHELL DUNCAN AS ENGLISH TEACHER, APPROVED.**

## IX. SUPERINTENDENT'S REPORT (CONTINUED)

B. Appointments (Cont.)1. Instructional

- g) **Carter Jones, English Teacher.** Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, motion made by Vice-President Lisa McGregor, and seconded by Trustee Dr. William Cartwright, that the Board of Education appoint Carter Jones to a four-year probationary term as an English Teacher in the English Academic Grade 7-12 tenure area, at an annual salary in accordance with the Gouverneur Teachers' Association Agreement, at Step 1, BS, from the current GTA salary schedule, pending certification in English (7-12). The appointment is effective July 10, 2018 for professional development purposes. The probationary period is August 29, 2018 through August 29, 2022 (unless extended in accordance with the law). This expiration date is tentative and conditional only. Except to the extent required by the applicable provisions of Section 3012-3 of the Education Law, in order to be granted tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3012-d and/or 3012-3 of the Education Law of either effective or highly effective in at least three (3) of the four (4) preceding years, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time.

YEAS: All Trustees Present    NAYS: None.

**MOTION CARRIED. APPOINTMENT OF CARTER JONES AS ENGLISH TEACHER, APPROVED.**

- h) **Michael Gately, Jr., Elementary Teacher.** Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, motion made by Trustee James Delity, and seconded by Trustee Roland Roderick, that the Board of Education appoint Michael Gately, Jr., possessing an Childhood Education (Grades 1-6) initial certificate, to a four-year probationary term as an Elementary Teacher in the Elementary (PreK-6) tenure area, at an annual salary in accordance with the Gouverneur Teachers' Association Agreement, at Step 1, BS, from the current GTA salary schedule. The appointment is effective July 10, 2018 for professional development purposes. The probationary period is August 29, 2018 through August 29, 2022 (unless extended in accordance with the law). This expiration date is tentative and conditional only. Except to the extent required by the applicable provisions of Section 3012-3 of the Education Law, in order to be granted tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3012-d and/or 3012-3 of the Education Law of either effective or highly effective in at least three (3) of the four (4) preceding years, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time.

YEAS: All Trustees Present    NAYS: None.

**MOTION CARRIED. APPOINTMENT OF MICHAEL GATELY, JR. AS ELEMENTARY TEACHER, APPROVED.**

2. Substitutes

*(See Sheet #9, Board Minutes File Folder)*

- a) Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, motion made by Vice-President Lisa McGregor, and seconded by Trustee James Delity, to approve the appointment of returning instructional and non-instructional substitutes, tutors, and student employees for the 2018-2019 school year, as presented.

YEAS: All Trustees Present    NAYS: None.

**MOTION CARRIED. RETURNING PER DIEM SUBSTITUTES FOR 2018-2019, APPROVED AS PRESENTED.**

- b) Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, motion made by Trustee James Delity, and seconded by Trustee Laurie M. Roberts, to approve the following substitute(s) for the 2018-19 school year: Edna Bigarel.

YEAS: All Trustees Present    NAYS: None.

**MOTION CARRIED. PER DIEM SUBSTITUTE(S) FOR 2018-2019, APPROVED AS PRESENTED.**

July 9, 2018

## IX. SUPERINTENDENT'S REPORT (CONTINUED)

B. Appointments (Cont.)3. Non-Instructional

- a) **GSRPU Stipends per Article 18.5.** Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, motion made by Trustee Roland Roderick, and seconded by Trustee James Delity, that the Board of Education approve the appointment of the following GSRPU unit members to receive stipends as per article 18.5 of the GSRPU agreement:

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.

YEAS: Cartwright, Delity, Fenlong, McGregor, Ormasen, Roderick, Spicer      NAYS: None.

ABSTENTIONS: Roberts

**MOTION CARRIED. GSRPU STIPENDS PER ARTICLE 18.5, APPROVED AS PRESENTED.**

4. Extra-Curricular

- a) **Co-Directors of Continuing Education.** Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, motion made by Trustee Dr. William Cartwright, and seconded by Trustee Roland Roderick, that the Board of Education appoint Sean T. Devlin and Debra R. White to serve as Co-Directors of Continuing Education for the 2018-2019 school year, each to receive a stipend of \$3,250.

YEAS: All Trustees Present

NAYS: None.

**MOTION CARRIED. CO-DIRECTORS OF CONTINUING EDUCATION, APPROVED AS PRESENTED.**

5. Managerial/Confidential

- a) **Kristin Brown, LCSW.** Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, motion made by Vice-President Lisa McGregor, and seconded by Trustee Laurie M. Roberts, that the Board of Education appoint Kristin Brown to the position of Licensed Clinical Social Worker in the district, effective August 27, 2018, at an annual salary of \$68,000, prorated to 8/27/18. This appointment will be 11-month under the terms of the Administrative/Confidential handbook. Ms. Brown holds LCSW-R certification.

YEAS: All Trustees Present

NAYS: None.

**MOTION CARRIED. APPOINTMENT OF KRISTIN BROWN AS LCSW, APPROVED.**

- b) **Revision to Start Date – Lisa R. Sheen.** Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, motion made by Vice-President Lisa McGregor, and seconded by Trustee Roland Roderick, that the Board of Education revise the start date of Lisa R. Sheen, as appointed at the June 4, 2018 regular Board meeting, from July 23, 2018, to July 16, 2018.

**DISCUSSION:** Superintendent Lauren F. French responded that the reason for the revision is due to allowing Mrs. Sheen additional time to train working around summer schedules.

YEAS: All Trustees Present

NAYS: None.

**MOTION CARRIED. REVISION TO START DATE OF LISA R. SHEEN, APPROVED.**

- X. COMMENT PERIOD  
GTA member Kelly Ayen addressed the Board to thank them for allowing her a year's leave of absence to pursue the OT program that will start August 9. She was congratulated and wished a good experience from board members.
- XI. PROPOSED EXECUTIVE SESSION and APPOINTMENT OF CLERK PRO TEMPE.  
Motion made by Vice-President Lisa McGregor, and seconded by Trustee Laurie M. Roberts, to enter into executive session to discuss the employment history of a particular person, and to appoint Superintendent Lauren F. French as Clerk Pro Tempe for the remainder of the meeting.  
YEAS: All Trustees Present NAYS: None.  
**MOTION CARRIED. MEETING ADJOURNED TO EXECUTIVE SESSION AT 8:42 PM.**  
**OPEN SESSION RESUMED AT 9:52 PM.**
- XII. ADJOURNMENT  
There being no further business or discussion, motion made by Trustee Laurie M. Roberts, and seconded by Vice-President Lisa McGregor, to adjourn the meeting at 9:53 PM.  
YEAS: All Trustees Present. NAYS: None.  
**MOTION CARRIED. MEETING ADJOURNED AT 9:53 PM, EDT.**  
Respectfully submitted,

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Tatia Z. Kennedy, District Clerk

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David Fenlong, President

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