

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

JULY 23, 2018

I. CALL TO ORDER

The REGULAR MEETING of the Board of Education of Gouverneur Central School District was called to order by President David Fenlong, at 6:30 P.M., EDT in the High School Cafeteria, leading those present in the Pledge of Allegiance.

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

Trustees Absent: James Delity, Karen Geer, Nickolas Ormasen.

Also Present: Lauren French, Superintendent of Schools; Donna Runner, Assistant Superintendent; Carol LaSala, Business Manager; Cory Wood, High School Principal; Steven Coffin, Middle School Principal; Victoria Day, Elementary Principal; Charity Zawatski, Elementary Principal; Tatia Z. Kennedy, District Clerk.

News Media: Jessyca Cardinell, Gouverneur Tribune Press.

II. COMMENT PERIOD

President David Fenlong opened the floor for public comment; no comments were offered.

III. DISCUSSION**A. Administrative Updates****1. Principals**

The principals reported on the summer staff development opportunities taking place, including teachers Cappellino and McDougal in Chicago for a train the teacher event in math strategies; Hartle and Escudero in Seattle for a Differentiation workshop train the trainer event; Foster to Virginia; June at the NYSCATE technology conference where she will represent Gouverneur at the state level; and guidance staff to Alexandria Bay for a mental health symposium. Ms. LaShomb is hosting Parents as Partners for 2 days, where parents will attend literacy programs with their student. In partnership with the SLC Sheriff's office, two students will attend summer camp for free.

B. Communications

None.

IV. FINANCIAL REPORT

None .

V. UNFINISHED BUSINESS**A. Second Reading and Adoption of Revised Policy**

(See Sheet #1, Board Minutes File Folder)

Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, motion made by Trustee Laurie M. Roberts, and seconded by Trustee Roland Roderick, that the Board of Education approve the revision to the Board Policy Manual, #5411 – Procurement of Goods and Services, effective immediately as presented.

DISCUSSION: Trustee Laurie M. Roberts asked if the School Resource Officer position would be an exception to this policy; Business Manager Carol LaSala responded that it was dependent on whether it falls under the definition of professional services.

YEAS: All Trustees Present NAYS: None.

MOTION CARRIED. POLICY #5411 ADOPTED AS PRESENTED.

B. Committee Membership 2018-2019

Board members were reminded to contact the clerk if they wished to join or change committees; President David Fenlong said he would contact absent board members for their input.

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V. UNFINISHED BUSINESS (CONTINUED)

C. Physical Education Instruction for Elementary Students

Assistant Superintendent Donna Runner responded to a query raised at a previous board meeting regarding the number of minutes our elementary students were receiving for physical education, explaining that she had already been researching this as she had ascertained that we were not in compliance according to the letter of the law for grades K-3. To remedy the issue, we will follow State Regulation 135.4(4) Personnel) (i) where Elementary teachers may provide instruction under the direction and supervision of a certified physical education teacher. Mrs. Runner stated we are already in compliance based on intent, as our elementary teachers offer daily minutes of stretching, brain breaks, discussion of healthy choices, etc. We will move forward continuing this process with the addition of oversight and documentation of the minutes by a certified PE teacher. In addition, we are bringing in *Rising NY Road Runners*, to develop movement skills through a mix of running and fitness activities. It will be implemented by Stephanie Plaisted who also serves as chairperson of the District Wellness Committee and is able to influence the allocation of grant funds to support these initiatives. Trustee Laurie M. Roberts asked what the minute requirement is; Mrs. Runner stated it is 120 minutes per calendar week; we had scheduled 120 minutes in the 6-day cycle. Elementary Principal Charity Zawatski confirmed that the PE teachers' schedules were revised to incorporate three extra periods they had free to push in with teachers for the extra classroom minutes, to equal 160-180 minutes per 6-day cycle and bring us into compliance.

VI. 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

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

A. Minutes

Approve the Minutes of Organizational Meeting of July 9, 2018, as presented.

B. Claims Auditor's Reports

(See Sheet #2, Board Minutes File Folder)

Approve the Claims Auditor's Reports for the period 06/30/18 - 0713/18, as presented.

C. CSE Business

(See Sheet #3, Board Minutes File Folder)

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

0011891 5101041

D. CPSE Business

(See Sheet #4, 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:

5103581 5103395

E. Treasurer's Report - June 2018

(See Sheet #5, Board Minutes File Folder)

Accept the Treasurer's Report for the month of June 2018, as presented.

DISCUSSION: Elementary Principal Charity Zawatski clarified for Board members that the individuals receiving services under CPSE only move to CSE following a transfer intake meeting where the committee will determine any services to continue providing.

Vote on Consent Agenda Items

YEAS: All Trustees Present NAYS: None.

MOTION CARRIED. CONSENT AGENDA APPROVED AS PRESENTED.

VII. NEW BUSINESS

A. School Lunch and Breakfast Program Participation and Policies

(See Sheet #6, Board Minutes File Folder)

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 approve the Certification of Acceptance of the Free and Reduced Price Meal Policy for participation in the National School Lunch and Breakfast Program, during 2018-2019, incorporating the income eligibility guidelines, application form, suggested format for letters to parents and news media, and to revise school cafeteria prices to the following:

All breakfasts	\$0.00
Reduced price lunches	\$0.00
Elementary Lunch – full price	\$0.00
MS/HS Lunch – full price	\$1.00

DISCUSSION: Dr. William Cartwright commended Business Manager Carol LaSala for her role in getting the prices down. Superintendent Lauren F. French added that Kim Shampine assisted by keeping monthly data since 2014 providing the specific information to write into grants.

YEAS: All Trustees Present NAYS: None.

MOTION CARRIED. SCHOOL LUNCH AND BREAKFAST PROGRAM PARTICIPATION AND POLICIES, APPROVED AS PRESENTED.

B. Policy Review – 1st Reading

(See Sheet #7, Board Minutes File Folder)

The following policies were reviewed:

5640 – Smoking/Tobacco Use (revised) – *Revisions incorporated recent changes to Public Health Law and clarity and consistency with federal and state laws, and provided more distinction from Policy 7320.* **5660**– Meal Charging and Prohibition Against Meal Shaming (revised) – *Most schools have been incorporating this policy; the majority of our meals offered for free reduces our issues with asking for money.* **6220**- Temporary Personnel (revised) – *Reflects that we have to have qualified subs; a letter must go home to families if an unqualified substitute is working more than 60 days in a classroom.* **7320** – Alcohol, Tobacco, Drugs, and Other Substances (revised) – *The “smoking” section was removed to prevent conflict with Policy 5640.*

C. Authorization to Declare as Surplus and Dispose of Equipment

(See Sheet #8, 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 authorize the Business Manager to dispose of furniture and equipment which is obsolete and no longer useful, as attached.

DISCUSSION: Superintendent Lauren F. French explained that in the past an auction was held, but the time invested was not worthwhile for items to go very cheap or free. Now they do a mass garage sale and promote it on Facebook and the results are much better.

YEAS: All Trustees Present NAYS: None.

MOTION CARRIED. DISPOSAL OF EQUIPMENT DECLARED AS SURPLUS, APPROVED AS PRESENTED.

D. Staffing

Superintendent Lauren F. French reported that per Principal Cory Wood, the high school resource room numbers are down and we still have room for up to six new students as far as teacher schedules. Due to having an open HS Special Education teacher position, she recommended that be eliminated and use the FTE instead to create a Registered Nurse position. It is still a GTA position but will serve more students with health needs instead of instructional use. Board members were in agreement.

VII. NEW BUSINESS (CONTINUED)

E. Update from NYS Dept. of Health – Changes to Immunization Laws

Superintendent Lauren F. French announced that our head nurse, Beverly Martin, would have a presentation at the August meeting. The requirement for entrance/attendance in school is being scrutinized across state, with fines for students enrolled and attending who are not inoculated. Students will now have 14 days from start of school to provide records or they are not allowed to come to school. During discussion Mrs. French stated that the hospital does not carry liability insurance outside their clinic so right now it is not an option to have them assist in our school. Mrs. Martin is working with public health. Families who are granted an exception from immunizations receive a letter from the superintendent that states their child will be prohibited from coming to school for their own safety should an outbreak occur. Assistant Superintendent Donna Runner confirmed there are different grade levels where we are required to follow up.

F. Correction to Professional Development Pay

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 correct the pay rate for Professional Development for Teaching Assistants to \$125.00/day, effective July 1, 2018.

YEAS: All Trustees Present NAYS: None.

MOTION CARRIED. PROFESSIONAL DEVELOPMENT PAY FOR TEACHING ASSISTANTS CORRECTED TO \$125.00/DAY, AS PRESENTED.

G. Request for Proposal for Internal Auditing Services (2018-2021)

Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, motion made by Trustee Laurie M. Roberts, and seconded by Trustee Roland Roderick, that the Board of Education approve the Request for Proposal (RFP) received from Bowers & Company, CPAs PLLC for Internal Auditing Services as follows: for 2018-2019 in the amount of \$6,900.00; for 2019-2020 in the amount of \$7,200.00; and for 2020-2021 in the amount of \$7,500.00.

DISCUSSION: Business Manager Carol LaSala stated this was the only bid received; they are our current auditors and she is happy with their work. She stated the price increased about 12% from last year to this year, then 4% the next two years. Due to having more than 1500 students we are required to do an audit every year; smaller districts are not required. There is pending legislation to do one every other year unless you have a serious finding.

YEAS: All Trustees Present NAYS: None.

MOTION CARRIED. RFP TO BOWERS & COMPANY, CPAs PLLC FOR INTERNAL AUDITING SERVICES, APPROVED AS PRESENTED.

H. Internal Auditor

Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, motion made by Vice-President Lisa McGregor, seconded by Trustee Roland Roderick, that Bowers & Company be appointed as Internal Auditor for the year 2018-2019 at the contractual amount of \$6,900.00.

DISCUSSION: Business Manager Carol LaSala confirmed that the second resolution is necessary because the Board must have separate resolutions to accept the bid and to appoint the Internal Auditor for the year.

YEAS: All Trustees Present NAYS: None.

MOTION CARRIED. APPOINTMENT OF BOWERS & COMPANY, CPAs PLLC AS INTERNAL AUDITORS FOR THE YEAR 2018-19, APPROVED AS PRESENTED.

VIII. SUPERINTENDENT'S REPORT

A. Elimination of Positions

Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, that the Board of Education, for reasons of economy and efficiency, abolish the following positions:

1. Instructional

- a) Technology (Industrial Arts) Teacher. Motion made by Vice-President Lisa McGregor, and seconded by Trustee Roland Roderick, that the Board of Education eliminate the position of 1.0 FTE Technology (Industrial Arts) Teacher position, effective immediately. This position is currently vacant.

DISCUSSION: In response to questions, Superintendent Lauren F. French stated that position is being repurposed in the Middle School to better meet the needs of students and the increasing demand for more computer based technology.

YEAS: All Trustees Present NAYS: None.

MOTION CARRIED. ELIMINATION OF 1.0 FTE TECHNOLOGY (INDUSTRIAL ARTS) TEACHER, APPROVED.

- b) Secondary Special Education Teacher. Motion made by Vice-President Lisa McGregor, and seconded by Trustee Roland Roderick, that the Board of Education eliminate the position of 1.0 FTE Secondary Special Education Teacher position, effective immediately. This position is currently vacant.

DISCUSSION: High School Principal Cory Wood confirmed that we have replaced and hired new staff bringing our total number of high school special education teachers down to four, from five last year. The FTE for this position will be replaced by a registered nurse.

YEAS: All Trustees Present NAYS: None.

MOTION CARRIED. ELIMINATION OF 1.0 FTE SECONDARY SPECIAL EDUCATION TEACHER, APPROVED.

2. Non-Instructional

- a) 0.5 FTE Teacher (Library) Aide. Motion made by Trustee Laurie M. Roberts, and seconded by Trustee Roland Roderick, that the Board of Education eliminate the position of 0.5 FTE Teacher (Library) Aide, effective immediately. This position is currently vacant.

DISCUSSION: Business Manager Carol LaSala stated this position can be filled with our current staffing.

YEAS: All Trustees Present NAYS: None.

MOTION CARRIED. ELIMINATION OF 0.5 FTE TEACHER (LIBRARY) AIDE, APPROVED.

B. Creation of Positions

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

1. Instructional

- a) Elementary Teacher. Motion made by Vice-President Lisa McGregor, and seconded by Trustee Laurie M. Roberts, that the Board of Education approve the recommendation to create 1.0 FTE Elementary Teacher position, under the terms and conditions of the Gouverneur Teachers Association.

YEAS: All Trustees Present NAYS: None.

MOTION CARRIED. CREATION OF 1.0 FTE ELEMENTARY TEACHER POSITION, APPROVED.

- b) Secondary Science Teacher. Motion made by Trustee Dr. William Cartwright, and seconded by Vice-President Lisa McGregor, that the Board of Education approve the recommendation to create 1.0 FTE Secondary Science Teacher position, under the terms and conditions of the Gouverneur Teachers Association.

DISCUSSION: Superintendent Lauren F. French explained they would like to open a position that is unencumbered and not filled by a long-term substitute.

YEAS: All Trustees Present NAYS: None.

MOTION CARRIED. CREATION OF 1.0 FTE SECONDARY SCIENCE TEACHER POSITION, APPROVED.

VIII. SUPERINTENDENT'S REPORT (CONTINUED)

B. Creation of Positions (Cont.)2. Non-Instructional

- a) Registered Nurse. Motion made by Trustee Roland Roderick, and seconded by Vice-President Lisa McGregor, that the Board of Education approve the recommendation to create 1.0 FTE Registered Nurse position, under the terms and conditions of the Gouverneur Teachers Association.

YEAS: All Trustees Present NAYS: None.

MOTION CARRIED. CREATION OF 1.0 FTE REGISTERED NURSE POSITION, APPROVED.

- b) Keyboard Specialist. Motion made by Trustee Laurie M. Roberts, and seconded by Trustee Roland Roderick, that the Board of Education approve the recommendation to create a competitive class civil service 1.0 FTE Keyboard Specialist position, under the terms and conditions of the Gouverneur School Related Personnel Union.

DISCUSSION: Superintendent Lauren F. French responded that this position will be at the Elementary school. The long-term goal is to review all positions and classify them accordingly.

YEAS: All Trustees Present NAYS: None.

MOTION CARRIED. CREATION OF 1.0 FTE KEYBOARD SPECIALIST POSITION, APPROVED.

C. Appointments

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

1. Instructional

- a) Ashley J. Simser. Motion made by Vice-President Lisa McGregor, and seconded by Trustee Roland Roderick, that the Board of Education appoint Ashley J. Simser, possessing a South Carolina Elementary 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 3, B30M from the 2018-2019 salary schedule, pending NYS certification. The appointment is effective July 24, 2018 for professional development purposes. The probationary period is effective 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-d 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 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.

DISCUSSION: Ms. Simser was present in the audience and welcomed to the district.

YEAS: All Trustees Present NAYS: None.

MOTION CARRIED. APPOINTMENT OF ASHLEY J. SIMSER AS ELEMENTARY TEACHER, APPROVED.

- b) Correction to stipend - Summer Youth Agriculture Program Coordinator. Motion made by Trustee Laurie M. Roberts, and seconded by Vice-President Lisa McGregor, that the Board of Education appoint Mary-Elizabeth Foote as Summer Youth Agriculture Program Coordinator for the period 7/1/18 - 8/30/18 at a stipend of \$2,300.00 (corrected from \$1,500.00 at the 6/25/18 regular meeting).

YEAS: All Trustees Present NAYS: None.

MOTION CARRIED. CORRECTION OF STIPEND, APPROVED.

- c) Extended Day Program Teachers and Coordinator. Motion made by Trustee Roland Roderick, and seconded by Vice-President Lisa McGregor, that the Board of Education approve the following appointments for 2018-19, funded through the federal Title I program at the rate of \$30/hour, as presented: Denise Baer, Gina Taylor, Briana Marsh, Sean Devlin, Amber Ormasen, Heather Delity, Cherie Zira, Jessica McMaster, Melissa Sweeney, Deb White, Brock Davison, Bonnie Bates, Melissa Raymo, Angela Lovely. Extended Day Program Coordinator, \$40/hour: Stacey Devlin.

DISCUSSION: Principal Steven Coffin clarified that extended day positions are open to all Middle School staff.

YEAS: All Trustees Present NAYS: None.

MOTION CARRIED. EXTENDED DAY PROGRAM TEACHERS AND COORDINATOR, APPROVED.

VIII. SUPERINTENDENT'S REPORT (CONTINUED)

C. Appointments – Instructional (Cont.)

- d) Jana Gately. Motion made by Vice-President Lisa McGregor, and seconded by Trustee Laurie M. Roberts, that the Board of Education appoint Jana Gately, possessing Early Childhood Education (Birth – Grade 2) and Childhood Education (Grades 1-6) certificates, 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, B45M from the 2018-2019 salary schedule. The appointment is effective July 24, 2018 for professional development purposes. The probationary period is effective 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-d 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 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.

DISCUSSION: Ms. Gately was in the audience and welcomed to the district.

YEAS: All Trustees Present NAYS: None.

MOTION CARRIED. APPOINTMENT OF JANA GATELY AS ELEMENTARY TEACHER, APPROVED

2. Non-Instructional

- a) Katherine I. Brozzo. Motion made by Vice-President Lisa McGregor, and seconded by Trustee Roland Roderick, that the Board of Education appoint Katherine I. Brozzo to the position of Secretary I (10-month) in the competitive class of the civil service, commencing on August 29, 2018 under the terms and conditions of the Gouverneur School Related Personnel Union, at a salary established at Secretary 10 month - Level I.

YEAS: All Trustees Present NAYS: None.

MOTION CARRIED. APPOINTMENT OF KATHERINE I. BROZZO AS SECRETARY I, APPROVED.

- b) Summer Work. Motion made by Trustee Laurie M. Roberts, and seconded by Vice-President Lisa McGregor, that the Board of Education approve summer work for training purposes for Katherine I. Brozzo as Secretary I, from August 13 – August 28, 2018, at her established per diem rate.

YEAS: All Trustees Present NAYS: None.

MOTION CARRIED. SUMMER WORK, APPROVED.

- c) Summer Feeding Program 7/1/18 – 8/23/18. Motion made by Vice-President Lisa McGregor, and seconded by Trustee Laurie M. Roberts, that the Board of Education approve the following appointments for the Summer Feed Program 7/1/18 – 8/23/18:

Hourly:	
Velicia Hadfield	\$19.88
Janice Rushlo	\$16.81
Hourly Substitutes:	
Carrie Chartrand	\$15.91
Sandra Martin	\$15.91
Brandy Macaulay	\$15.91
Karrie Koerick	\$15.91

DISCUSSION: Business Manager Carol LaSala responded that we receive funding for this program and the numbers have been very good this summer. Superintendent Lauren F. French shared that she posted a flyer on Facebook that indicated where other summer feeding programs were held so people could go to the one nearest to them.

YEAS: All Trustees Present NAYS: None.

MOTION CARRIED. SUMMER FEEDING PROGRAM APPOINTMENTS, APPROVED.

VIII. SUPERINTENDENT'S REPORT (CONTINUED)

C. Appointments – Non-Instructional (Cont.)

- d) **Jennifer J. Gardner**. Motion made by Trustee Dr. William Cartwright, and seconded by Trustee Roland Roderick, that the Board of Education appoint Jennifer J. Gardner to the position of LPN Aide in the non-competitive class of the civil service, commencing on August 29, 2018 under the terms and conditions of the Gouverneur School Related Personnel Union, at a salary established at LPN Aide - Level I.

YEAS: All Trustees Present NAYS: None.

MOTION CARRIED. APPOINTMENT OF JENNIFER J. GARDNER AS LPN AIDE, APPROVED.

3. Extra-Curricular

Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, that the Board of Education approve the following extra-curricular appointments:

- a) **Webmaster – 2018-2019**. Motion made by Trustee Laurie M. Roberts, and seconded by Vice-President Lisa McGregor, that the Board of Education appoint Cory Young as Webmaster for 2018-19, at a stipend of \$4,100.

YEAS: All Trustees Present NAYS: None.

MOTION CARRIED. APPOINTMENT OF CORY YOUNG AS WEBMASTER, APPROVED.

IX. COMMENT PERIOD

Pam Mahay, on behalf of the GTA, welcomed Laura Spicer and Laurie Roberts to the Board, and welcomed Ashley Simser and Jana Gately to the GTA team. She posed a question to Mrs. Runner regarding the physical education requirements, asking if any of the minutes will take place during recess. Mrs. Runner responded that the regulations do not allow taking any recess time or the changing of clothes for gym as counting toward the required minutes.

X. ADJOURNMENT

There being no further business or discussion, motion made by Trustee Laurie M. Roberts, and seconded by Trustee Laura Spicer, that the Board of Education adjourn the meeting.

YEAS: All Trustees Present. NAYS: None.

MOTION CARRIED. MEETING ADJOURNED AT 7:34 PM, EDT.

Respectfully submitted,

Tatia Z. Kennedy, District Clerk

David Fenlong, President