

Sackets Harbor Central School District  
Reorganization & Regular Meetings  
Board of Education  
July 12, 2016  
3:00 p.m.

- I. Call to Order.
- II. Pledge of Allegiance
- III. Elect Board of Education President.
- IV. Elect Board Vice President.
- V. Appoint Julie Gayne as District Treasurer.
- VI. Appoint Sheri Rose as District Clerk  
Administer Oath of Offices.
- VII. Courtesy of the Floor
- VIII. Appoint O'Hara & O'Connell as School Attorney.
- IX. Appoint Daniel Cappon as School Physician.
- X. Appoint Tobin Fingar as Central Treasurer for the Extracurricular Accounting.
- XI. Appoint Tobin Fingar as Extracurricular Auditor.
- XII. Appoint Principal as Athletic Director.
- XIII. Appoint Principal as Health Coordinator.
- XIV. Appoint Principal as Attendance Officer.
- XV. Appoint the Superintendent as Title IX Compliance Officer.
- XVI. Appoint the Superintendent as Purchasing Agent with authorization to make transfers up to \$5,000.00.
- XVII. Appoint the Superintendent to certify payrolls.
- XVIII. Appoint Superintendent to be second original signature on checks over \$1,000.00.
- XIX. Appoint Randy Kellar as LEA Designated Representative (Asbestos) and Chemical Hygiene Designated Representative.
- XX. Appoint Jennifer Gaffney as Director of Instructional Technology.
- XXI. Appoint Joey Dame as Substitute Caller.
- XXII. Appoint Julie Gayne as Records Access and Records Management Officer.
- XXIII. Appoint Building Principal as Medicaid Compliance Officer.
- XXIV. Appoint Building Principal as Special Education Chairperson.
- XXV. Appoint Principal and Guidance Counselor as Dignity for All District Coordinators.
- XXVI. Appoint Superintendent and Principal as Sackets Harbor Central District N.Y.S. Testing Integrity Officers.
- XXVII. Approve investments of funds by the Superintendent or Treasurer.

- XXVIII. Approve the Treasurer to administer \$200.00 in the petty cash fund.
- XXIX. Approve \$75.00 for School Lunch Fund petty cash.
- XXX. Approve mileage reimbursement of .485 cents per mile for approved travel by District employees.
- XXXI. Adopt the following resolution concerning financial records: RESOLVED, that the Sackets Harbor Central School District will continue to use the following standard requirements set forth below, which among others are outlined in the regulations of the Commissioner of Education of the State of New York:
- a. Approved system of Treasurer's receipts
  - b. Annual audit of the financial records by a certified public accountant, independent or outside accountant.
- XXXII. Approve rate of substitute pay for teachers \$85 uncertified \$95 certified  
SONY - \$90  
Substitute teacher for a continuous period of four weeks will be paid as follows:  
1 -20 days - Regular substitute pay - \$95 per day; 21-45 days - \$110 per day:  
46+days-\$125 per day  
Non-Instructional substitute pay \$10.00 per hour.
- XXXIII. Approve \$15.00 per hour for substitute bus drivers for extra trips, late runs and two-hour refresher courses.
- XXXIV. Adopt the following resolution for Employee Blanket Bond: District Treasurer- \$1,000,000.00 and District Tax Collector - \$600,000.
- XXXV. Approve regular Board of Education meetings on the third Tuesday of the month at 5:00 P.M.
- XXXVI. Appoint the following members for Committee on Pre-School Special Education:  
Chairperson – Jennifer Gaffney and/or Carol Barkley  
School Reps – Brenda Schultes  
County Rep - Ljuba Cuetkovic and Roger Ambrose  
Evaluator - Milestones, Benchmark Family Service Inc., JRC,  
Building Blocks Family Service
- XXXVII. Appoint the following members for the Committee on Special Education:  
Chairperson – Jennifer Gaffney and/or Carol Barkley  
School Psychologist - Carol Barkley  
School Physician - Daniel Cappon
- XXXVIII. Approve Bowers & Company, CPAs, LLC as the External Auditors.
- XXXIX. Approve Anne Spaziani as Internal Claims Auditor.
- XL. Approve the Board President to sign all financial notes, bonds, etc. and the Board Vice President to sign all financial notes, bonds, etc. in the absence of the President and approve WSB Municipal Bank as the official bank depositories for the 2016-17 school year.
- XLI. Authorize the Superintendent to approve all conferences, conventions, workshops, etc. for the school district.

- XLII. Authorize the Superintendent to apply for Grant in Aid Money.
- XLIII. Approve Watertown Daily Times as the local newspaper.
- XLIV. Readopt all Board of Education policies in effect during the previous year.
- XLV. Approve mileage stipend of \$1,000.00 for Principal and \$500.00 for District Treasurer.
- XLVI. Approve Jennifer Gaffney cell phone reimbursement at \$75.00 per month.
- XLVII. Approve chaperone stipend for Jennifer Gaffney of \$50.00 commensurate with that of Teacher's Association Agreement for athletic contests.
- XLVIII. Approve participation in the National School Lunch and Breakfast Program for 2016-2017.
- XLIX. Approve the Lunch and Breakfast budgets for 2016-2017, with General Fund paying a portion of fringe benefits if necessary.
- L. Approve June 21, 2016 Minutes.
- LI. Approve CSE & CPSE Recommendations.
- LII. Approve Treasurer's Reports, Extracurricular Report, Budget Transfers, Warrants and Internal Claims Auditor Report.
- LIII. Approve payments of bills through July and August.
- LIV. Appoint a JLSBA delegate and an alternate.
- LV. Approve participation and related annual dues in the NYSBBA, Rural Schools, Jefferson-Lewis School Boards Association and Fort Drum Regional Liaison.
- LVI. Approve BOE Resolution for the Certification of District Lead Evaluators for the 2016-17 School Year.
- LVII. Approve Professional Improvement Request for Daniel Truax, July 11 – 22, 2016 to Project Lead the Way – Design & Modeling at RIT in Rochester, NY at no cost to the District being paid by the DODEA RISE Grant.
- LVIII. Approve Professional Improvement Request for Daniel Truax, August 1 – 12, 2016 to Engineer Your World at University of Austin in Austin, TX at no cost to the District being paid by the DODEA RISE Grant.
- LVIV. Approve "Piggy Back Consent Form with Board of Cooperative Educational Services BOCES of Nassau County & Apple Inc.
- LX. Approve Brenda Rogers as a substitute cafeteria/aide employee.
- LXI. Approve Wendy MacMillan as substitute cafeteria/aide/cleaner employee.

- LXII. Approve April Tamm as Substitute Teacher Aide and Cafeteria Employee pending fingerprint clearance.
- LXIII. Accept letter of Resignation from Marc Bridon, Instrumental Music Teacher, effective July 18, 2016.
- LXIV. Approve Resolution that the Village of Sackets Harbor and the Sackets Harbor Central School District will enter into an annual shared service agreement to collect Sackets Harbor Central School District Taxes for \$3,000 for 2016-17 school year.
- LXV. Approve 2016-17 Annual Rental Statement from July 1, 2016 to June 30, 2017 with Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES.
- LXVI. Approve CREG Systems Maintenance Agreement in the amount of \$2,450.00 from July 1, 2016 – June 30, 2019.
- LXVII. Approve Open Gym for Cheerleaders August 18 – 21, 2016 from 9:00 a.m. – 12:00 p.m.
- LXVIII. Approve Open Gym July 13, 20, 27 from 3:00 – 5:00 p.m.
- LXIX. Approve donating/discarding the following items: 1 Sharp 25-N TV, Asset Tag #A0003900, Sackets Harbor Tag #30105; 1 Panasonic PV-C 1321 TV, Asset Tag #A00039162, Sackets Harbor Tag #H1AC31603; 1 JVC AV 27320 TV, Asset Tag#A00039368, Sackets Harbor Tag #30172; 1 Sharp 25N TV, Asset Tag #A00039272, Sackets Harbor Tag #30143; 1 GE GT511 TV, Asset Tag #A00039273, Sackets Harbor Tag #30078; 1 Sansui DTV 2760A TV, Asset Tag #A00039284, Sackets Harbor Tag #01413; 3 Interactive Promethean White Boards, Asset Tag#A00308512, Asset Tag #A00081847, Asset Tag #A00081829, Sackets Harbor Tag #01904; HP 3800 Color Printer, Asset Tag#A00039067, Sackets Harbor Tag #01700; 1 Eiki 5190 Tape Recorder, Serial #E164292, Sackets Harbor Tag #30119.
- LXX. Approve awarding opening bid on a Walker-Turner Wood Lathe Serial Number 511D44 in the amount of \$100.00 from James Barber.
- LXXI. Superintendent's Report
- LXXII. Principal's Report
- LXXIII. New Business  
•Special Education 2015-16 Annual Report  
•2015-2016 Summary
- LXXIV. Old Business
- LXXV. Board Issues
- LXXVI. Adjourn





