

Heuvelton, NY 13654

A Special Meeting of the Board of Education of the Heuvelton Central School District was held in the Multi-Media Room on Wednesday, September 14, 2016. The Meeting was called to order by President Andrew Martin at 5:38 p.m.

Members present: Andrew Martin, President, Michael Davis, Michelle McGaw and Thomas Nichols

Members absent: Dennis Durant, Barbara Knauf and Todd Mashaw

Also present: Susan Todd, Superintendent and Tessa Herron, District Clerk

Guests: N. Putman, N. LaFaver, J. Fischer, S. Murdock, B. Simmons and P. Hebert

- 16-48 Motion #1  
Adopt Revised Agenda To adopt the revised agenda.  
Moved: Davis Seconded: McGaw  
Four present, four ayes. Carried
- 16-49 Motion # 2  
CSEA MOA To approve the Memorandum of Agreement between the Heuvelton Central School District CSEA Unit and Heuvelton Central School regarding amendments in the 2011-2018 negotiated contract for:
1. Article XIV – Secretarial Personnel
  2. Article XXI – Teaching Assistants/Teacher Aides
  3. Article XXII – School Nurse
- (Amendments include increasing salaries to these positions due to an increase in the school day.)  
Motioned: Davis Seconded: McGaw  
Four present, four ayes. Carried
- 16-50 Items for Discussion 0.5 Clerical Position
- Mrs. Todd stated that with eliminating the full time secretarial position for the 16-17 school year it was discussed that administration would keep an eye on the workload that was given to the remaining 4 secretaries. Mrs. Todd informed the Board that with the new initiatives that have taken place such as the creation of the Teaching Learning Committee there has been more work that has been added. Mrs. Todd explained that the Civil Service Title would be Clerk and the person would assist the secretarial staff. CSEA contract doesn't currently have the title Clerk in the contract. The district would need to approach the CSEA union about adding this position to their contract but according to Andy Silver the district can create the position as soon as the Board of Education approves and then advertise.
- Mr. Davis stated that he was all for adding this position. Mr. Nichols shared that he impressed with how hard the secretaries do work. Mr. Nichols stated he that is happy to see that administration acknowledges that the district has a need and will address this.
- Mrs. Todd also pointed out that the district was notified that it will be receiving \$50,000 in Bullet Aid that was unexpected at the time when the Secretary's position was cut in the 2016-2017 Budget.
- 16-51 Motion # 4  
Clerk position To approve hiring a 0.5 Clerk for the 2016-2017 school year.  
Moved: Nichols Seconded: Davis  
Four present, four ayes. Carried
- 16-52 Item for Discussion SUNY Graduate Intern for Kindergarten Program
- Mrs. Todd explained that the district had quite a few more students enroll in the last weeks prior to school starting. With these new enrollments it pushed the Kindergarten class numbers up. Mrs. Todd stated that they do have the support of a full time TA in the classroom. Mrs. Tina Wilson Bush from the Sheard Literacy Center from SUNY Potsdam reached out to Mrs. Todd regarding a graduate intern that was looking for a placement. Mrs. Todd stated that the program has the Intern work in the district half days in the morning. Mrs. Todd suggested that the Graduate Intern work in the Kindergarten classrooms for that time period. Mrs. Todd explained that it is a paid internship of \$15,000 for the year and that money could come from the money from Bullet Aid.
- Mrs. McGaw asked if the district had factored the money from Bullet Aid into the budget for anything yet. Mrs. Todd said no that it hasn't been appropriated yet.
- 16-53 Motion # 5  
SUNY Potsdam  
Graduate Intern To approve hiring Brenna Snyder as the Graduate Intern from SUNY Potsdam at the salary of \$15,000 for the 2016-2017 school year.  
Moved: Davis Seconded: McGaw  
Four present, four ayes. Carried
- 16-54 Motion # 6  
Convene Executive  
Session To approve convening an Executive Session at 5:49 p.m. and appoint Susan Todd as Clerk Pro-Tem for the purpose of discussing collective negotiations pursuant to article 14 of the Civil Service Law.  
Motioned: Davis Seconded: Nichols  
Four present, four ayes. Carried

Respectfully Submitted,



Tessa E. Herron  
District Clerk

- 16-55    Motion # 7                      To approve ending Executive Session at 5:59 p.m.  
          End Executive Session        Moved: Davis    Seconded: McGaw  
  Four present, four ayes. Carried
  
- 16-56    Motion # 8                      To approve adjourning the meeting at 6:00 p.m.  
          Adjournment                    Moved: McGaw    Seconded: Nichols  
  Four present, four ayes. Carried

Respectfully Submitted,



Susan E. Todd  
Clerk Pro-Tem