

**BOARD OF EDUCATION
HEUVELTON CENTRAL SCHOOL DISTRICT
HEUVELTON, NEW YORK 13654**

Wednesday, October 22, 2014 — 6:30 p.m.

**A-G-E-N-D-A
(Revised)**

1. **Call to Order/Pledge of Allegiance**
2. **Recommend the Board adopt the Revised Agenda.**
3. **Public Forum**
4. **Recommend the Board approve the items for adoption on the consent agenda.***
5. **Reports/Presentations**
 - A. **School Board Recognition Week: October 27– 31, 2014.**
6. *** Minutes**

Recommend the Board approve the minutes of the September 24, 2014, Regular Meeting of the Board of Education.
7. *** Financial**
 - A. **Financial Reports – June 2014, July 2014, August 2014 & September 2014**

Recommend the Board accept the Financial Reports for the period ending June 30, 2014, July 31, 2014, August 31, 2014 & September 30, 2014
 - B. **Budget Transfers – June 2014, July 2014, August 2014 & September 2014**

Recommend the Board authorize the Superintendent to sign the list of Budget Transfers for the periods ending June 30, 2014, July 31, 2014, August 31, 2014 & September 30, 2014.
 - C. **Treasurer’s Reports – September 2014**

Recommend the Board accept the Treasurer’s Report for the period ending September 30, 2014.
 - D. **Warrants – September 2014**

Recommend the Board accept the Warrants for the period ending September 30, 2014, as previously approved by the Claims Auditor.
8. **New Business**
 - A. ***District Students with Disabilities**

Recommend the Board approve arranging for the appropriate programs and services for District Students with disabilities as previously approved by the District’s Committee on Special Education and the District’s Preschool Committee on Special Education.

B. *Extra-Curricular Activity Advisors

Recommend the Board approve the following individuals to be extra-curricular advisors for the 2014-2015 school year with stipends based on the current negotiated agreement with HTA:

- Lynette Piercey – Class of 2015
- Theresa Cougler – Class of 2015
- Jennifer Gray – Class of 2016
- Nancy LaFaver – Class of 2016
- Dwight Stevenson – Class of 2017
- David Steele – Class of 2018

C. *2014-2015 BOCES Lease Agreement

Recommend the Board authorize the Board President to sign the 2014-2015 Lease Agreement between the Heuvelton Central School District and St. Lawrence-Lewis BOCES.

D. Recommend accept the following resolution for the Standard Work Day and Reporting:

BE IT RESOLVED, that the Heuvelton Central School District hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body.

Title	Name	Social Security Number (Last 4 digits)	Registration Number	Standard Work Day (Hrs/day)	Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)
Appointed Officials							
District Clerk	Tessa Herron	4641	41538299	7.50	07/01/2014 - 06/30/2015	Y	
Internal Claims Auditor	Patricia Hebert	6940	41398801	7.50	07/01/2014 - 06/30/2015	N	.80
Substitute Calling Person	Sharon Murdock	6889	36673077	7.50	07/01/2014 - 06/30/2015	N	3.19
Extra-Curricular Treasurer	Tessa Herron	4641	41538299	7.50	07/01/2014 - 06/30/2015	N	.63
Tax Collector	Victoria Thornhill	5517	43156520	7.50	07/01/2014-06/30/2015	N	15.33

E. School and Municipalities Energy Cooperative

Recommend the Board accept the resolution to participate in the School and Municipalities Energy Cooperative of Western New York in accordance with the guidelines set forth in the Membership Agreement.

- F. Recommend the Board declare the following equipment from the Bus Garage surplus and give the Superintendent authority to advertise for bids:
- a. Bus #86– 1999 International (151,000 miles, V-8 diesel, 65 passenger)
 - b. Bus #89 – 2000 International (136,950 miles, V-8 diesel, 65 passenger)
 - c. Bus #90 – 2000 International (141,000 miles, V-8 diesel, 65 passenger)
 - d. Bus #91 – 2000 International (131,000 miles, V-8 diesel, 65 passenger)
 - e. Bus #92 – 2000 International (167,000 miles, V-8 diesel, 65 passenger)

9. **Personnel**

10. **Administrative/Board Reports**

1. External Audit Report by Furgison and Co. (Audit Committee Members)
 - Recommend the Board approve the external audit report for the year ending June 30, 2014.
2. PreK-6 Grade Report: Elementary Principal, Shannon Jordan
3. 7-12 Grade Report: Junior/Senior High School Principal, Jesse Coburn
4. **Business Office Report**
5. Superintendent/Board Reports/Items for discussion

11. **Old Business**

1. Update on investigation of Adult Education Opportunities in the North Country and discussion of using the Heuvelton Central School Building for this purpose after school hours.
2. Discuss resolution to fill vacancy on the Board of Education. Options include:
 - Board of Education appoints a qualified person to fill the position until June 30, 2015.
 - Call a special election to fill the vacancy.
 - District Superintendent Tom Burns may fill the position by appointment.
3. Discussion of items to be included for old business for November Board of Education meeting.

12. *** Other**

A. **Field Trip Notification**

- Junior Class to Northwest Tech. Center, SUNY Roadshow, Ogdensburg, 9/25/14
- K-8 Grade Students to Clarkson, STEP Day, Potsdam, 9/26/14
- Seniors & Juniors to OFA Dome, Ogdensburg, 9/30/14
- Grade 6 to Northwest Tech. Center/BOCES, Ogdensburg, 10/3/14
- Selected Students to SUNY Canton, Miller Campus Center, Canton, 10/3/14
- Whiz Quiz Team, PBS Studies, Watertown, 10/15/14
- Grade 3 to Heuvelton Free Library, 10/17/14
- Art Club to Ottawa Art Gallery, 10/24/14
- Heuvelton Leo Club to Gouverneur Bowling Alley, 10/25/14
- Grade 6-12 Marching Band Members to Destiny USA & Carrier Dome, Syracuse, 10/26/14
- SLU – Scholar Enrichment Students to St. Lawrence University, Canton, 9/20/14, 9/27/14, 10/4/14, 10/11/14, 10/25/14, 11/1/14, 11/8/14 & 11/15/14
- IMPETUS to Clarkson University, Potsdam, 10/10/14
- IMPETUS to Clarkson University, Potsdam, 10/15/14, 11/19/14, 1/14/15, 2/25/15, 3/11/15 & 4/15/15
- Grades 9-12, STEP Day at St. Lawrence University, 10/17/14
- Spanish Club, Sackets Harbor, 11/4/14
- Grade 9-12 Area All-State Students to Crane School of Music, Potsdam 11/21 & 11/22

B. *Correspondence

13. Public Forum

14. Executive Session:

Recommend the Board convene an Executive Session for the purpose of discussing collective negotiations pursuant to article 14 of the Civil Service Law.

15. Adjournment

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A Regular Meeting of the Board of Education of the Heuvelton Central School District was held in the Multi-Media Room on Wednesday, October 22, 2014. The Meeting was called to order by President Michael Davis at 6:45 p.m.

- Members present: Michael Davis, President, Keith Carmany, Dennis Durant and Michelle McGaw
- Members absent: Vice President Andrew Martin and Thomas Nichols
- Also present: Susan Todd, Superintendent, Jesse Coburn, 7-12 Principal, Shannon Jordan, PreK-6 Principal, Michael Robinson, Business Manager, and Sally-Jo Laubscher, Temporary District Clerk
- Guests: There were no guests present

- 14-68 Motion #1
Adopt Revised Agenda To adopt the revised agenda.
Moved: Carmany Seconded: McGaw
Four present, four ayes. Carried
- 14-69 Public Forum No one from the public addressed the Board at this time.
- 14-70 Motion #2
Approve consent agenda To accept the recommendations on the consent agenda for the October 22, 2014 meeting which included:
 - To approve the minutes for the September 24, 2014 Regular Meeting of the Board of Education.
 - To accept the Financial Reports for the periods ending June 30, 2014, July 31, 2014, August 31, 2014 and September 30, 2014
 - To approve the Budget Transfers for June 2014, July 2014, August 2014 and September 2014
 - To accept the Treasurer’s Report for the period ending September 2014.
 - To accept the Warrants for the period ending September 30, 2014, as previously approved by the Claims Auditor.
 - To approve arranging for the appropriate programs and services for District Students with disabilities as previously approved by the District’s Committee on Special Education and the District’s Preschool Committee on Special Education
 - To approve the following individuals to be extra-curricular advisors for the 2014-2015 school year with stipends based on the current negotiated agreement with the HTA:
 - Lynette Piercey – Class of 2015
 - Theresa Cougler – Class of 2015
 - Jennifer Gray – Class of 2016
 - Nancy LaFaver – Class of 2016
 - Dwight Stevenson – Class of 2017
 - David Steele – Class of 2018
 - To authorize the Board President to sign the 2014-2015 Lease Agreement between the Heuvelton Central School District and St. Lawrence-Lewis BOCES.
 Moved: McGaw Seconded: Durant
Four present, four ayes. Carried
- 14-71 Presentations Superintendent Susan Todd presented members of the Board with handmade cards and tokens of appreciation from different classes at Heuvelton Central School. Grades 7-12 Principal, Jesse Coburn shared a video by 1st Grade Students also showing their appreciation of the Board.
- 14-72 Motion#3
New Business
 - To accept the following resolution for the Standard Work Day and Reporting:
 - ❖ BE IT RESOLVED, that the Heuvelton Central School District hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees’ Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body.

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Tax Collector	Victoria Thornhill	5517	43156520	7.50	07/01/2014 - 06/30/2015	N	15.33

Moved: Durant Seconded: McGaw
Four present, four ayes. Carried

- 14-73 Motion #4
New Business
To accept the resolution to participate in the School and Municipalities Energy Cooperative of Western New York in accordance with the guidelines set forth in the Membership Agreement.
Moved: Durant Seconded: McGaw
Four present, four ayes. Carried
- 14-74 Motion #5
New Business
To declare the following equipment from the Bus Garage surplus and give the Superintendent authority to advertise for bids:
- Bus #86– 1999 International (151,000 miles, V-8 diesel, 65 passenger)
 - Bus #89 – 2000 International (136,950 miles, V-8 diesel, 65 passenger)
 - Bus #90 – 2000 International (141,000 miles, V-8 diesel, 65 passenger)
 - Bus #91 – 2000 International (131,000 miles, V-8 diesel, 65 passenger)
 - Bus #92 – 2000 International (167,000 miles, V-8 diesel, 65 passenger)
- Moved: McGaw Seconded: Durant
Four present, four ayes. Carried
- 14-75 Motion #6
Personnel
To appoint the following individuals for winter 2014-2015 coaching appointments:
- Ken Gardner – JV Boys Basketball Coach - 1st Year - \$2,831
 - Amanda Hazelton – Assistant Cheering Coach – Volunteer
 - Mike Hebert – Assistant Modified Boys Basketball Coach – Volunteer
 - David Bayne – Assistant Varsity Boys Basketball Coach – Volunteer
 - Bernie Breault – Assistant Modified Girls Basketball Coach – Volunteer
- Moved: Durant Seconded: Carmany
Four present, four ayes. Carried
- 14-76 Motion #7
Personnel
To appoint the following individuals responsible for snow removal from November 1, 2014 to April 1, 2015:
- Chris Cole, Supervisor: Stipend of \$3,200
 - David Scott: Stipend of \$2,500
 - Eugene Stevens: Stipend of \$2,500
 - Jay Pike: Stipend of \$2,500
 - Andy Cole: Stipend of \$2,500
- Moved: Carmany Seconded: McGaw
Four present, four ayes. Carried
- 14-77 Motion #8
Personnel
To approve an increase in salary for the 2014-2015 school year for Elementary Principal Shannon Jordan prorated at \$86,007 starting November 1, 2014.
Moved: Carmany Seconded: McGaw
Four present, four ayes. Carried
- 14-78 Information/
Administrative
Reports
Mr. Coburn and Mrs. Jordan presented to the Board slides of both the K-8 and Grades 9-12 STEP Days highlighting activities that students participated in at both Clarkson University and St. Lawrence University. There will be one more STEP Day planned for this school year.
- Mr. Robinson discussed with the Board the following:
- 2013-2014 Audit Review stating the findings of the external audit report. Audit Committee members, Mike Davis and Keith Carmany, shared that the auditors were impressed with the district and felt the audit demonstrated that the district is running things efficiently.
 - Quarterly Health Insurance Meeting
- 14-79 Motion #9
External Audit
To approve the external audit report for the year ending June 30, 2014
Moved: Carmany Seconded: Durant
Four present, four ayes. Carried

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- 14-80 Information/
Administrative
Reports
- Mrs. Todd discussed with the Board the following:
- Erie 1 BOCES Policy Update is almost complete
 - Mrs. Todd asked the Board if they would be interested securing a credit card for the District's use in reserving rooms for travel to conferences and workshops. It was the consensus of those present to have Mrs. Todd look into credit card policies for school districts.
 - No bids were received for the mobile home trailer. Mrs. Todd indicated that Chris Cole was contacted this week by a gentleman from Canada who was interested in coming to look at the trailer on Friday. The Board was in agreement with making arrangements for having the trailer removed if this person is interested in it.
 - SEI Design has almost completed the Building Conditions Survey as well as a "Wish List" for a possible future Capital Project.
 - Request for the District to provide bus transportation to merged sporting practices/events. Mrs. Todd will look into the costs involved and report back to the Board at the November meeting.
 - Mrs. Todd requested that if Board members make suggestions or requests at meetings, that the Board decide at the meeting, by majority vote, whether or not they wish for her to pursue or investigate the request or suggestion. This would provide clarification for the Superintendent and the Board members. The BOE members present agreed.
- 14-81 Old Business
- Mrs. Todd distributed a brochure from BOCES highlighting course offering for Fall 2014. After much research in costs, liability and location practicality, it was the consensus of the Board that the District not pursue offering adult education opportunities at Heuvelton Central School at this time.
- Board members also discussed the current Board Vacancy and the three options available to fill the seat.
- 14-82 Motion #10
Convene Executive
Session
- To convene an Executive Session at 7:54 p.m. for the purpose of discussing collective negotiations pursuant to article 14 of the Civil Service Law and to discuss individuals under consideration for Board appointment.
Moved: Carmany Seconded: Durant
Four present, four ayes. Carried
- Respectfully Submitted,
- Sally-Jo Laubscher, Temporary District Clerk
- 14-83 Motion #11
- To appoint Susan Todd as Clerk Pro-Tem for the Executive Session.
Moved: Durant Seconded: McGaw
Four Present, 4 ayes. Carried
- 14-84 Motion #12
End Executive Session
- To approve ending Executive Session at 8:10 p.m.
Moved: Carmany Seconded: Durant
Four present, 4 ayes. Carried
- 14-85 Motion #13
- Be it resolved that the Board of Education of the Heuvelton Central School District approve the appointment of Barbara Knauf to the Heuvelton Central School District Board of Education. (Mrs. Knauf's term will begin after taking the Oath of Office at the November 19, 2014, Board of Education meeting and will expire on June 30, 2015.)
Moved: McGaw Seconded: Durant
Four present, 4 ayes. Carried
- 14-86 Motion #14
- To approve adjourning the meeting at 8:15 p.m.
Moved: Durant Seconded: Carmany
Four present, 4 ayes. Carried

Respectfully Submitted

Susan E. Todd
Clerk Pro-Tem