

Peru Central School District
Jr/Sr High School Community Room
6:45 P.M. – Reorganizational Board Meeting
7:00 Regular Monthly Meeting
Ms. Bonnie Berry, Presiding

ROLL CALL:

Ms. Jill Folsom – present
Ms. Cynthia Mills - present
Ms. Sarah Mitchell - present
Ms. Linda Morgan - absent
Mr. Scott Thurber - present

ALSO PRESENT: Dr. Thomas Palmer, Superintendent of Schools, Mr. Randolph Sapp, School Business Administrator, administrators, supervisors, faculty, staff, and community members.

CALL TO ORDER: At 6:47 p.m., the meeting was called to order by 2017-2018 Vice President B. Berry.

PLEDGE OF ALLEGIANCE: The Pledge was recited.

It was moved by C. Mills, seconded by J. Folsom to **APPOINT** Sherri Provost as **DISTRICT CLERK** for the 2018-2019 school year.
Motion carried: 5-0

It was moved by C. Mills, seconded by J. Folsom to **APPOINT** Dr. Thomas Palmer, Randolph B. Sapp, and the School Board President and Vice President as Pro Tem District Clerk, as needed, for the 2018-2019 school year.
Motion carried: 5-0

It was moved by C. Mills, seconded by J. Folsom to **ACCEPT** the RESIGNATION of Board Member Rachel Romanowicz, effective June 18, 2018.
Motion carried: 5-0

It was moved by J. Folsom, seconded by C. Mills to **APPOINT** Steven Peters as a Board Member, to replace Ms. Romanowicz.
Motion carried: 5-0

The **OATH OF OFFICE** was administered by the District Clerk to the newly elected/appointed Board Members, Sarah Mitchell, Scott Thurber, and Steven Peters.

ELECTION OF OFFICERS—District Clerk, CHAIRPERSON

NOMINATIONS: the District Clerk called for nominations for President of the Board of Education for the 2018-2019 school year. It was moved by C. Mills, seconded by S. Thurber to nominate B. Berry as President and Ms. Berry accepted the nomination.
Motion carried: 5-0

OATH OF OFFICE: administered by the District Clerk to the newly elected President B. Berry, who proceeded with the remainder of the meeting.

OATH OF OFFICE: administered by the newly-elected President to the District Clerk.

NOMINATIONS: the new President called for nominations for Vice President of the Board of Education for the 2018-2019 school year. It was moved by J. Folsom, seconded by B. Berry to nominate C. Mills as Vice President and Ms. Mills accepted the nomination.
Motion carried: 5-0

OATH OF OFFICE: administered by the District Clerk to the newly elected Vice President C. Mills.

RESOLUTION: It was moved by J. Folsom, seconded by S. Mitchell to adopt the following **RESOLUTION: RESOLVED**, that the Vice President be authorized to assume all responsibilities and perform all duties in the absence of the President.

Motion carried: 5-0

OATH OF OFFICE: administered by the District Clerk to the Superintendent of Schools.

CONSIDER APPROVAL OF THE AGENDA: It was moved by C. Mills, seconded by J. Folsom to approve the agenda as written.
Motion carried: 5-0

It was moved by C. Mills, seconded by J. Folsom to authorize the Superintendent of Schools to continue an **Agreement** with Laurie Eamer to provide medical/student health services for the 2018-2019 school year.
Motion carried: 5-0

It was moved by J. Folsom, seconded by C. Mills to approve a School Attorney **Agreement** for the 2018-2019 school year with Stafford, Owens, Piller, Murnane, Kelleher & Trombley, PLLC at a rate of \$187.00 per hour for attorney services and \$80.00 per hour for paralegal services.
Motion carried: 5-0

CONSENT AGENDA: It was moved by C. Mills, seconded by J. Folsom to appoint the following Officers for the 2018-2019 school year:

EMPLOYEE	POSITION	EMPLOYEE	POSITION
Susan Wagner	School District Treasurer	Donya Banker	Collector of Taxes
Krista Devins	Deputy School District Treasurer	Marilyn Brelia	Internal Claims Auditor

Motion carried: 5-0

CONSENT AGENDA: It was moved by J. Folsom seconded by C. Mills to appoint the following individuals for the 2018-2019 school year:

EMPLOYEE/ORGANIZATION	POSITION	EMPLOYEE/ORGANIZATION	POSITION
Stafford, Owens, Piller, Murnane, Kelleher & Trombley, PLLC	School Attorney	Matthew LeFevre	Asbestos (LEA) Designee
Michelle LeClair	Central Treasurer for Student Activities	Randolph B. Sapp	Purchasing Agent
Boulrice & Wood CPAs, PC	Independent Auditor	Christopher Mazzella	Chief Faculty Advisor (co-curricular)
Krista Devins	Records Access Officer (RAO)	Matthew Slattery, Irene Stephney	Co-Title IX Officer(s)
Randolph B. Sapp	Records Access Appeal Officer	Dr. Thomas Palmer	Legislative Liaison with the New York State School Boards Association
Dr. Thomas Palmer	Records Access Alternate Appeal Officer	Irene Stephney	Americans w/Disabilities Act (ADA) Coordinator
Sherri Provost	Records Management Officer	Laurie Eamer	Medical/Student Health Services Provider
Sherri Provost	Fingerprint Coordinator	Matthew LeFevre	Pesticide Control Officer
Joha Battin	Faculty Auditor (co-curricular)	Carl Seyfarth, Jr.	Internal Auditor
Irene Stephney, Scott Storms	Co-Categorical Grants Administrators	Joha Battin	Civil Rights Data Collection (CRDC) Coordinator
Scott Storms	ESL Coordinator	Christopher Mazzella	Homeless Liaison
Matthew Slattery	Homeschooling Coordinator	Matthew LeFevre	Material Safety Data Sheet (MSDS) Coordinator
Irene Stephney	Medicaid Services Officer	Christopher Mazzella	Medicaid Compliance Officer

Michelle Rawson	Migrant Education Coordinator	Michelle Rawson	Health/Medical Administrator
Scott Storms	DASA Secondary Building Coordinator	Irene Stephney, Scott Storms	Co-Chief Information Officers (CIO)/Student Data Warehousing Coordinators
Matthew Slattery	DASA Elementary Building Coordinator	Krista Devins	Workers' Compensation Coordinator
Michelle Rawson	Student Accident Coordinator	Christopher Mazzella	Dignity for All Students Act (DASA) District Coordinator
Matthew Berry	Athletic Coordinator		

Motion carried: 5-0

It was moved by C. Mills, seconded by S. Thurber to adopt the following **RESOLUTION** regarding Clinton, Essex, Warren & Washington Counties, Board of Cooperative Education Services:

BE IT RESOLVED that the Board of Education appoints Dr. Thomas Palmer, Superintendent of Schools, as a member of the Clinton, Essex, Warren & Washington Counties Health Consortium Board of Directors & Trustee with Randolph B. Sapp, School Business Administrator, to the Executive Committee for this District during the 2018-2019 fiscal year.

Motion carried: 5-0

CONSENT AGENDA: It was moved by J. Folsom, seconded by C. Mills to designate Official Bank Depositories for Operating Funds using TD Bank, JP Morgan Chase, and Glens Falls National for the following deposit accounts:

DEPOSIT ACCOUNTS			
General Fund	Payroll Account	Section 125 Employees Cafeteria Account	Debit Service
General Fund Money Market	Capital Funds	Capital Reserve	Employee Retirement Reserve
School Lunch Fund	Extracurricular Activities	Employee Benefit Reserve	

Motion carried: 5-0

It was moved by C. Mills, seconded by S. Mitchell to designate Official Bank Depositories for Scholarship Funds using TD Bank and NBT and Peru Federal Credit Union.

Motion carried: 5-0

It was moved by C. Mills, seconded by J. Folsom to adopt the following **RESOLUTION** regarding Cooperative Purchasing:

BE IT RESOLVED that the Peru Central School District Board of Education agrees to participate in the St. Lawrence/Lewis BOCES Cooperative Purchasing Programs in accordance with guidelines set forth in the "Cooperative Purchasing Agreement" for the 2018-2019 school year.

Motion carried: 5-0

It was moved by C. Mills, seconded by J. Folsom to adopt the following **RESOLUTION** regarding the Regulated Extra-Classroom Activity Fund:

BE IT RESOLVED that the Board of Education of the Peru Central School District regulate the Extra-Classroom Activity Fund, as established by the NYS Department of Education, for setting up accounting procedures that conform to the Regulations of the Commissioner of Education for the control of extra-classroom activity funds of this District during 2018-2019, as outlined in Finance Pamphlet #2, The Safeguarding, Accounting, and Auditing of Extraclassroom Activity Funds (Revised 2015).

Motion carried: 5-0

It was moved by S. Mitchell, seconded by J. Folsom to adopt the following **RESOLUTION** regarding Regular Monthly Board Meetings:

BE IT RESOLVED that the regular monthly meetings of the Board of Education of the Peru Central School District for the 2018-2019 school year be held on the second Tuesday of each month (except July 2018).

Motion carried: 5-0

It was moved by C. Mills, seconded by J. Folsom to **designate** the PRESS REPUBLICAN as the **Official Newspaper**.

Motion carried: 5-0

CONSENT AGENDA: It was moved by C. Mills, seconded by J. Folsom to authorize the following designations:

DESIGNEE	TASK
Business Administrator	Certify payroll
Superintendent of Schools	Approve, if and as appropriate, conferences identified as consistent with district goals and priorities for continuous improvement
District Office	Establish Petty Cash Fund for \$100.00
Elementary buildings	Establish Petty Cash Fund for \$25.00
Jr/Sr High School	Establish Petty Cash Fund for \$25.00
School Lunch Fund	Establish Petty Cash Fund for \$100.00
Tax Collector	Establish Petty Cash Fund for \$100.00 during 2 month tax collection period
District Treasurer	Authority to sign checks
Deputy District Treasurer	Authority to sign checks in the absence of the district treasurer
Superintendent of Schools	Authorize budget transfers up to and including \$5,000
Superintendent of Schools	Authorize to exceed the \$5,000 budget transfer limitation when moving funds within a given secondary classification and description of expenditure (object code). For example, moving funds within Operation of Plant from the contractual object code of electricity to the contractual object code of telephone.
Business Administrator	Authorize loans to the special aid fund and capital fund, to meet requirements of Federal and State grants, on an as needed basis
Superintendent of Schools	Official representative of the Peru Central School District authorized to sign all applications and forms required for Federal and State Programs and Grants
Superintendent of Schools	Official Designee to approve and sign all applications for Corrected Tax Rolls. The BOE will be notified of action at the next scheduled meeting.

Motion carried: 5-0

CONSENT AGENDA: It was moved by C. Mills, seconded by J. Folsom to approve Bonding of Personnel as follows:

PERSONNEL	AMOUNT
District Treasurer	(\$3,000,000.00)
Deputy District Treasurer	(\$3,000,000.00)
District Tax Collector	(\$3,000,000.00)
Employees: Faithful Performance Benefit Bond	(\$3,000,000.00)

Motion carried: 5-0

CONSENT AGENDA – Other Items: It was moved by C. Mills, seconded by J. Folsom to:

Establish mileage rate reimbursement to follow the IRS mileage rate for employees who use their own personal vehicles for official business. The current IRS mileage rate is 54.5 cents per mile.

Approve the school district’s 2018-2019 district credit card use plan, calling for continued use of one credit card account, with one plastic card maintained by the School Business Administrator, for use as delegated by the Superintendent of Schools.

Establish a rate of \$11.64 per hour for Election/Poll Inspector for the 2018-2019 school year.

Establish Substitute Rates effective July 1 – December 30, 2018:

Position	Rate	Position	Rate
Teacher Aide	\$10.74/hr	Food Service Helper	\$10.61/hr
Typist & Temporary Records Inventory/Planning Clerk	\$11.64/hr	Maintenance Worker	\$12.45/hr
Custodial Worker	\$11.35/hr	Automotive Mechanic	\$14.95/hr
School Monitor	\$10.61/hr	Permanent Building Substitute Teacher	\$105/day

School Bus Monitor	\$10.61/hr	Substitute Teaching Assistant	\$67.60/day
Substitute Nurse	\$105/day	Per Diem Substitute Teacher (Certified)	\$100/day
Per Diem Substitute Teacher, Peru Retiree	\$105/day	Per Diem Substitute Teacher (Non-Certified with Bachelor's Degree or equivalent in combined B.S./M.S.Ed. program)	\$90/day
Per Diem Substitute Teacher (Non-Certified with no degree or Associate's Degree)	\$80/day	School Bus Driver (training/testing hourly rate)	\$15.35/hr
School Bus Driver (per run rate)	70% of appointed bus driver run rate (based on 200 days)		

Establish Substitute Rates effective December 31, 2018 – June 30, 2019, corresponding to NYS Minimum Wage increase:

Position	Rate	Position	Rate
Teacher Aide	\$11.10/hr	Food Service Helper	\$11.10/hr
Typist & Temporary Records Inventory/Planning Clerk	\$11.64/hr	Maintenance Worker	\$12.45/hr
Custodial Worker	\$11.35/hr	Automotive Mechanic	\$14.95/hr
School Monitor	\$11.10/hr	Permanent Building Substitute Teacher	\$105/day
School Bus Monitor	\$11.10/hr	Substitute Teaching Assistant	\$78/day
Substitute Nurse	\$105/day	Per Diem Substitute Teacher (Certified)	\$110/day
Per Diem Substitute Teacher, Peru Retiree	\$115/day	Per Diem Substitute Teacher (Non-Certified with Bachelor's Degree or equivalent in combined B.S./M.S.Ed. program)	\$100/day
Per Diem Substitute Teacher (Non-Certified with no degree or Associate's Degree)	\$90/day	School Bus Driver (training/testing hourly rate)	\$15.35/hr
School Bus Driver (per run rate)	70% of appointed bus driver per run rate (based on 200 days)		

Motion carried: 5-0

At 7:02 p.m., it was moved by J. Folsom, seconded by C. Mills to **ADJOURN** for Regular Meeting.

Motion carried: 5-0

Respectfully,

Sherri Provost
District Clerk

