

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:

Mr. Robert LaFountain – present
Ms. Cynthia Mills - present
Ms. Sarah Mitchell - absent
Ms. Linda Morgan - present
Mr. Steven Peters – present
Mr. Scott Thurber – present

ALSO PRESENT: Dr. Thomas Palmer, Superintendent of Schools, Mr. Randolph Sapp, School Business Administrator, administrators, union president, and district architects/engineers/construction managers.

The **Oath Of Office** was administered by the District Clerk to re-elected Board Member Bonnie Berry.

CALL TO ORDER: At 7:10 p.m., the meeting was called to order by B. Berry.

PLEDGE OF ALLEGIANCE: The Pledge was recited.

It was moved by L. Morgan, seconded by S. Thurber to appoint **Sherri Provost** as District Clerk for the 2019-2020 school year.

Motion carried: 6-0

It was moved by R. LaFountain, seconded by S. Peters 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 2019-2020 school year.

Motion carried: 6-0

ELECTION OF OFFICERS:

NOMINATIONS: the District Clerk called for nominations for President of the Board of Education for the 2019-2020 school year. It was moved by C. Mills, seconded by S. Thurber to nominate B. Berry for Board President. Ms. Berry accepted the nomination/position.

Motion carried: 6-0

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

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 2019-2020 school year. It was moved by L. Morgan, seconded by R. LaFountain to nominate C. Mills for Board Vice President. Ms. Mills accepted the nomination/position.

Motion carried: 6-0

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

RESOLUTION: It was moved by L. Morgan, seconded by R. LaFountain 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: 6-0

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 L. Morgan to accept the agenda as written.

Motion carried: 6-0

It was moved by C. Mills, seconded by L. Morgan to approve a **School Attorney Agreement** for the 2019-2020 school year with Stafford, Owens, Piller, Murnane, Kelleher & Trombley, PLLC at a rate of \$195.00 per hour for attorney services and \$85.00 per hour for paralegal services.

Motion carried: 6-0

CONSENT AGENDA: It was moved by C. Mills, seconded by S. Peters to:

Appoint the following Officers for the 2019-2020 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: 6-0

It was moved by R. LaFountain, seconded by S. Peters to adopt the following **RESOLUTION:**

RESOLVED, that the Board accept the terms and conditions of a negotiated Revised **Memorandum of Agreement** (MOA) with the Peru Association of Teachers (PAT) and the Peru Administrators’ Council (PAC), regarding Middle School Dean of Students (Dean)/Athletic Coordinator (AC); authorize the Superintendent of Schools to execute such MOA and take all actions necessary on behalf of the Employer in effectuating the terms of the MOA.

Motion carried: 6-0

It was moved by S. Peters, seconded by L. Morgan to authorize a leave of absence request from **Matthew Berry**, from the position of full-time Social Studies Teacher, to fill the ‘teacher on special assignment’ position as Middle School Dean of Students/Athletic Coordinator, for the 2019-2020 school year.

Motion carried: 6-0

CONSENT AGENDA: It was moved by C. Mills, seconded by R. LaFountain to:

Appoint the following individuals for the 2019-2020 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 | Matthew Berry, Christopher Mazzella | Chief Faculty Advisor (co-curricular) |
| Krista Devins | Records Access Officer (RAO) | Shannon Rabideau, 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 | Shannon Rabideau, 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 |
| Amy Campbell, Shannon Rabideau, Irene Stephney | Co-Categorical Grants Administrators | Joha Battin | Civil Rights Data Collection (CRDC) Coordinator |
| Amy Campbell | ESL/ELL Coordinator | Matthew Berry, Christopher Mazzella | Homeless Liaison |
| Matthew Slattery | Homeschooling Coordinator | Matthew LeFevre | Material Safety Data Sheet (MSDS) Coordinator |

| | | | |
|---|--------------------------------------|---|---|
| Shannon Rabideau, Irene Stephney | Medicaid Services Officer | Matthew Berry, Christopher Mazzella | Medicaid Compliance Officer |
| Michelle Rawson | Migrant Education Coordinator | Shannon Rabideau, Michelle Rawson | Health/Medical Administrator |
| Scott Storms | DASA Secondary Building Coordinator | Amy Campbell, Shannon Rabideau, Irene Stephney | 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 | Matthew Berry, Christopher Mazzella | Dignity for All Students Act (DASA) District Coordinator |
| Matthew Berry | Athletic Coordinator | | |

Motion carried:
6-0

It was moved by L. Morgan, seconded by C. Mills 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 2019-2020 fiscal year.

Motion carried: 6-0

It was moved by S. Peters, seconded by S. Thurber to designate Official Bank Depositories for Operating Funds using TD Bank, Greene County Commercial Bank, and Glens Falls National Bank.

Motion carried: 6-0

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

Motion carried: 6-0

It was moved by C. Mills, seconded by S. Peters 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 2019-2020 school year.

Motion carried:
6-0

It was moved by R. LaFountain, seconded by C. Mills to adopt the following **RESOLUTION** regarding the Regulated Extraclassroom Activity Fund:

BE IT RESOLVED that the Board of Education of the Peru Central School District regulate the Extraclassroom 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 extraclassroom activity funds of this District during 2019-2020, as outlined in Finance Pamphlet #2, [The Safeguarding, Accounting, and Auditing of Extraclassroom Activity Funds](#) (Revised 2019).

Motion carried:
6-0

It was moved by L. Morgan, seconded by S. Peters 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 2019-2020 school year be held on the second Tuesday of each month, with the exception of October and April, which will be held on the third Tuesday, October 15, 2019 and April 21, 2020.

Motion carried: 6-0

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

CONSENT AGENDA: It was moved by S. Thurber, seconded by R. LaFountain 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. |
| Superintendent of Schools | Authorize to approve capital project change orders up to and including \$25,000. |
| Board of Education Construction Committee | Authorize to approve capital project change orders up to and including \$50,000. |

Motion carried: 6-0

CONSENT AGENDA: It was moved by C. Mills, seconded by R. LaFountain 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:
6-0

CONSENT AGENDA – Other Items: It was moved by R. LaFountain, seconded by S. Peters 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 58 cents per mile.

Approve the school district’s 2019-2020 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 \$11.87 per hour for Election/Poll Inspector/Coordinator for the 2019-2020 school year.

Approve substitute rates July 1 – December 30, 2019 as follows:

| Position | Rate | Position | Rate |
|--|--|---|------------|
| Teacher Aide | \$11.32/hr | Food Service Helper | \$11.32/hr |
| Typist & Temporary Records Inventory/Planning Clerk | \$11.87/hr | Maintenance Worker | \$12.70/hr |
| Custodial Worker | \$11.58/hr | Automotive Mechanic | \$15.25/hr |
| School Monitor | \$11.32/hr | Permanent Building Substitute Teacher | \$115/day |
| School Bus Monitor | \$11.32/hr | Substitute Teaching Assistant | \$85/day |
| Substitute Licensed Practical Nurse (LPN) | \$105/day | Substitute Registered Nurse (RN) | \$125/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) | \$15.66/hr |
| School Bus Driver (per run rate) | 70% of appointed bus driver run rate (based on 200 days) | Per Diem Substitute Teacher (Certified) | \$110/day |

Approve substitute rates December 31, 2019 – June 30, 2020, corresponding to NYS [Minimum Wage](#) increase, as follows:

| Position | Rate | Position | Rate |
|---|------------|---------------------------------------|------------|
| Teacher Aide | \$11.80/hr | Food Service Helper | \$11.80/hr |
| Typist & Temporary Records Inventory/Planning Clerk | \$11.87/hr | Maintenance Worker | \$12.70/hr |
| Custodial Worker | \$11.80/hr | Automotive Mechanic | \$15.25/hr |
| School Monitor | \$11.80/hr | Permanent Building Substitute Teacher | \$115/day |
| School Bus Monitor | \$11.80/hr | Substitute Teaching Assistant | \$85/day |
| Substitute Licensed Practical Nurse (LPN) | \$105/day | Substitute Registered Nurse (RN) | \$125/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) | \$15.66/hr |
| School Bus Driver (per run rate) | 70% of appointed bus driver per run rate (based on 200 days) | Per Diem Substitute Teacher (Certified) | \$110/day |

Establish the following rates for particular services provided by the Buildings & Grounds, Food Service, and Transportation departments:

| Program | Service | Rate | Program | Service | Rate |
|---------------------|-------------------------------------|---|----------------|---------------------------------|-------------------------|
| Food Service | Catering | \$30.75/hr | Food Service | Set-up/Delivery/Clean-up | \$25/event |
| Transportation | Non District-related Transportation | \$33.75/hr, \$66.75/run, \$2.28/mile | Transportation | District-related Transportation | \$28.75/hr, \$1.00/mile |
| Buildings & Grounds | Custodial | \$24/hr regular pay, \$35/hr time and one-half pay, \$60/hr holiday pay | | | |

Motion carried: 6-0

ADJOURN: At 7:18 p.m., it was moved by C. Mills, seconded by S. Thurber to adjourn for the Regular Monthly Meeting.

Motion carried: 6-0

Respectfully,

Sherri Provost
District Clerk