

GOUVERNEUR CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION  
GOUVERNEUR NEW YORK 13642  
REGULAR BOARD MEETING

January 29, 2018

I. CALL TO ORDER

The REGULAR MEETING of the Board of Education of Gouverneur Central School District was called to order by President Ed Siebels, at 6:30 P.M., EDT in the High School Auditorium, leading those present in the Pledge of Allegiance.

Trustees Present: Dr. William Cartwright, James Delity, David Fenlong, Karen Geer, Nickolas Ormasen, Roland Roderick, Ed Siebels.

Trustees Absent: Lisa Dunkelberg, Lisa McGregor.

Also Present: Myia Tyler, Student Board Representative; Lauren French, Superintendent of Schools; Donna Runner, Assistant Superintendent; Carol LaSala, Business Manager; Cory Wood, High School Principal; Steven Coffin, Middle School Principal; Victoria Day, Elementary Principal; Charity Zawatski, Elementary Principal; Robyn Knowlton, CSE/CPSE Chairperson; Harold Simmons, Director of Facilities; Tatia Z. Kennedy, District Clerk.

News Media: Jessyca Cardinell, Gouverneur Tribune Press.

II. COMMENT PERIOD

President Ed Siebels, speaking on behalf of the Board, announced that moving forward, it is the intent that Board meetings focus on issues on the agenda, and comments should be focused on agenda items only. He opened the floor for public comment.

Resolving issues. Tina French addressed board members, asking how people who have issues that are not satisfactorily met can be heard. President Ed Siebels responded that there is a chain of command in place. The individual should contact a school administrator, and if it is not resolved at that level then they should contact a board member who can request that it be put on the agenda for a public discussion.

Wrestling. Tanner Donaldson, a senior on the Gouverneur Wrestling Team, thanked the Board for supporting the team's attendance at the Chittenango Wrestling Tournament, and announced that they scored 5-0 and won first place. He presented Business Manager Carol LaSala with the check covering transportation costs, paid by BCS Landscaping. *[Clerk's note: from 11/6/17 regular BOE meeting minutes, item V. Unfinished Business, A – Wrestling Team Request for Additional Overnights – Discussion: "...Clarification was made that the wrestling team is paying the entrance fee and transportation costs for the Chittenango event."]*

III. DISCUSSION

A. Presentations

1. Internal Audit Report

The Audit report was given by Liz Bush, CPA and Partner from the accounting firm of Bowers & Company, CPAs, PLLC, providing the annual risk assessment as of June 30, 2018. The audit consisted of a review of financial policies, procedures, and testing internal controls. She described the eight auditable functions and how they are assessed at low, medium, or high risk levels, with high risk areas tested on a yearly schedule and the others on a rotating schedule. High-risk areas identified for this audit were *Purchasing and Expenditures*, and *Payroll and Personnel*. The remaining categories tested were *Student Services – School Lunch Program* (medium risk), *Fixed Assets* (medium risk); and *Revenue and Cash Management* (medium risk). A variety of procedures were implemented during the course of the audit, and Ms. Bush proceeded to review the results, beginning with *Revenue and Cash Management*. She described the procedures used and stated there were no findings in this area. The next area was *Fixed Assets*. There was one finding in this area: the District does not take an annual inventory or inspection of fixed assets, and the recommendation is to do so once a year. The area of *Purchasing & Expenditures* is considered high risk and due to the volume of transactions it is done yearly. The auditors tested 80 disbursements, of those, one item didn't have a purchase order present, and one had a claim form that was dated after the invoice date. The total of two exceptions is the same as last year, with the recommendation to make sure purchase orders and claim forms are done before the invoice date.

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### III. DISCUSSION (CONTINUED)

#### A. Presentations – Internal Audit Report (Cont.)

For *Payroll and Personnel*, every year a select sample of 40 employees is reviewed for gross pay, recalculated and compared to the payroll register and salary notices, certifications and fingerprints are reviewed where applicable, and timecards and timesheets are among the procedures utilized in this area. No exceptions were noted for any of those items, and findings were adequate for a district this size. Under the next section, *Student Services - School Food Service*, 20 students were randomly selected who receive free or reduced meals to ensure the guidelines are being followed for proper procedures. There was one exception where they found a student received free breakfast and lunch and only qualified for reduced meals. The recommendation is to review the written applications and contact the parent or guardian with any questions. A walk-through of the revenue collection process showed 5 registers are used during the year, money is submitted to the head cook to take daily deposits to the bank, receipts are reconciled to NutriKids and compared to the deposit slip and cash receipts. The findings appear to be adequate for district this size. Ms. Bush concluded, stating that overall it was a great report for the audit and acknowledged the full cooperation from the business office and all staff who assisted. President Ed Siebels thanked her for the report and no further questions were presented.

#### 2. Tenth Grade Honors Class

Ms. Ashley Figulara introduced the topic of 'argumentative process.' Students Jade McIntosh and Celia Carbone shared their report on the benefits of a later start time for school, presenting data they had gathered in support of their argument. Hailey Clancy and Alyssa Spence used visuals to discuss the effects of miscommunication in the school setting, and discussed how implementing the following would be beneficial: improved after-school programs, tutorials, homework calendars, school tool checks, and student-teacher-parent conferences. Ms. Figulara thanked the Board, explaining the students had come up with these topics on their own, and their wish that it receive future consideration.

#### B. Administrative Updates

##### 1. Principals

Elementary principals Victoria Day and Charity Zawatski spoke about student progress mid-year as well as recent staff development activities. High School Principal Cory Wood gave an update on the January Regents tests, Pink Zone fundraising, and the new LED lights in the auditorium. They were purchased through a grant from Senator Patty Ritchie's office from Syracuse Stage. CSE/CPSE Chairperson Robyn Knowlton reported that the CSE office resubmitted the SED compliance plan regarding suspensions for students with disabilities. Middle School Principal Steve Coffin announced that grades 6-8 just presented their history day projects, and today 41 students were selected to go to regionals on May 3 in Ticonderoga. The theme this year was conflict. Students have their choice in how they present, whether it is a play, song, video, paper, presentation.

##### 2. Facilities

Mr. Simmons informed Board members that the annual fire inspection just took place and went very well. The middle school project is focusing on indoor work due to the weather. Discussion regarding the high incidence of flu right now took place, with Mr. Simmons confirming that regular daily sanitation procedures include desks and doors.

##### 3. Student Board Representative

Myia Tyler presented the senior class trip itinerary to New York City, and pointed out highlights including the Broadway show *The Lion King*; visits to the 9-11 Memorial, Empire State Building, and museums; Yankees game; and a dinner cruise. There are 78 students signed up to go.

##### 4. Superintendent

Superintendent French shared that we have been asked to participate in a large grant to support mental health for our elementary population. A survey was sent out to the component districts and Mrs. French extended it to the entire staff, and 150 responses were turned in, over 14% of the total responses gathered. She mentioned Mrs. Pike and Mrs. Moore for collecting morning attendance data for the past four years, and Mrs. Kim Shampine for data on free and reduced meals that will be used in the grant application. Additional conversation on the senior trip took place, with Mr. Wood confirming that overnight security is in place and there is a process for reprimanding misbehaviors, including returning the student to his/her parents.

#### C. Communications

None.

## IV. FINANCIAL REPORT

A. Financial Report for Period Ending December 31, 2017

(See Sheet #1, Board Minutes File Folder)

Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, motion made by Trustee Roland Roderick, and seconded by Vice-President David Fenlong, that the Board of Education accept the financial report for the period ending December 31, 2017, as presented.

YEAS: All Trustees Present NAYS: None.

**MOTION CARRIED. FINANCIAL REPORT FOR PERIOD ENDING 12/31/17, ACCEPTED.**

B. Budget Discussion

Business Manager Carol LaSala shared an updated projection based on the latest information from the governor that included a substantial decrease in building aid, and we remain underfunded in the amount of \$3.2 million. She will have additional updates on proposed expenditures at the next meeting after gathering information from all school departments. Superintendent French stated that the current numbers mean caution must be used in developing the 2018-19 budget, and anything added will be a result of taking away from another area. Positions that will be vacated due to retirements will be examined and repurposed if possible, in order to keep all current employees. It may be possible to shift some costs to BOCES to generate aid the following year, as we did successfully with the food service director. Another idea is to share services, such as in the business office, with other districts. Mrs. French also informed those present that BOCES has been in discussion to pursue major renovations to their tech centers, which will involve contributions from all component districts equivalent to their usage, and right now we are the third largest in the county.

## V. UNFINISHED BUSINESS

The last emergency dismissal was discussed, with Superintendent French stating we are still struggling with the volume of changes to the drop off locations. It was also confirmed that lunch is still provided on half days.

## VI. CONSENT AGENDA

President Ed Siebels asked if any member on the Board wished to have any item on the Consent Agenda removed for special consideration and discussion. No member asked that any items be removed.

**Motion to approve Consent Agenda Items:**

Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, motion made by Trustee James Delity, seconded by Trustee Karen Geer, that the Board of Education take the following action:

A. Minutes

Approve the minutes of the Regular Meeting of January 8, 2018, as presented.

B. Claims Auditors Reports

(See Sheet #2, Board Minutes File Folder)

Approve the Internal Claims Auditor's Reports for the period 12/28/17 – 1/19/18, as presented.

C. CSE Business

(See Sheet #3, Board Minutes File Folder)

Approve the services, including additions, modifications and deletions, for the following classified students, as reflected in the attached CSE Meeting Minutes report:

**CSE Student ID#:**

0010868	0010869	0011687	5103014	0010750	5101775	0011585
5101711	0011635	5101585	5102431	5101663	5101664	0011255
0011387	0011974	5100347	5103047	5102857	5102080	5103125
5103546	5103547	5100615	0011523	0010894	0010627	
0010638	0011158	0011179	0011181	5102545	5100807	
5103269	5101058	0010738	0010600	0010701	0010876	
0011521	5100421	5101047	5100416	0011994	5100792	

D. CPSE Business

(See Sheet #4, Board Minutes File Folder)

Approve the services, including additions, modifications and deletions, for the following classified students, as reflected in the attached CPSE Meeting Minutes report:

**CPSE Student ID#:**

5103427	5103217	5103525	5102840	5103247
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## VI. CONSENT AGENDA (CONTINUED)

E. Treasurer's Report – December 2017

(See Sheet #5, Board Minutes File Folder)

Accept the Treasurer's Report for the month of December 2017, as presented.

F. Regular Staffing Actions

CSE/CPSE Personnel Action: Creation of 1:1 Supplementary School Personnel position for Student #5103547, effective immediately.

Appointment of Substitutes: Kristina Bland, Jennifer Brown, Alexander Bush, Selena Bush, Noelle Carbone, Brittaney Fairbanks, Britney Gardner, Thomas Langry, Brooke Lynde, Kaitlyn Lynde, Paul Rader (certified), Adrian Simmons, Yvonne Smith, Lisa Stowell (certified)

**Vote on Consent Agenda Items:**

YEAS: All Trustees Present    NAYS: None.

**MOTION CARRIED. ITEMS ON CONSENT AGENDA, APPROVED AS PRESENTED.**

## VII. NEW BUSINESS

A. Accept Internal Auditor's Report

(See Sheet #6, Board Minutes File Folder)

Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, motion made by Trustee James Delity, and seconded by Trustee Dr. William Cartwright, that the Board of Education accept the Internal Auditor's Report from Bowers & Company for the period ending June 30, 2018, as presented to the Board of Education.

YEAS: All Trustees Present    NAYS: None.

**MOTION CARRIED. INTERNAL AUDITOR'S REPORT FOR PERIOD ENDING 6/30/18, ACCEPTED.**

B. Real Property Tax Service

Business Manager Carol LaSala explained that St. Lawrence County Real Property Tax Service Agency requires us to notify them if we plan to change our current senior exemptions or income ceiling levels. Right now it is at "0" and her recommendation was to leave it unchanged. This would be after any STAR exemptions and most likely would not have any effect on taxpayers. Board members concurred with her recommendation to keep the exemption at "0"; therefore, no further action is necessary.

C. Policy Review – first reading

(See Sheet #7, Board Minutes File Folder)

The following policies were reviewed for anticipated adoption at the February 12, 2018 regular meeting:

**3290** – Operation of Motor-Driven Vehicles on District Property (revised) – *Updated to correct out-of-date references to Fowler, West Side Elementary and East Side Elementary and revise language to current practices.*

**5761** – Drug and Alcohol Testing for School Bus Drivers and Other Safety-Sensitive Employees (revised) –

*Updated to conform to language in U.S. Department of Health and Human Services mandatory guidelines, replacing outdated reference to opiates to the adopted, broader term, opioids.*

**6440** - Negotiations (revised) – *Now includes GAA union.*

**6460** – Jury Duty (delete) – *This absence is provided by law so policy unnecessary.*

**7222** – Diploma or Credential Options for Students with Disabilities (revised) – *Upholds legal requirement to confirm students with disabilities' participation in graduation ceremonies.*

**7313** – Suspension of Students (revised) – *The update specifies the period for taking an appeal and identifies the district clerk as the recipient of any appeals.*

**7320** – Alcohol, Tobacco, Drugs, and Other Substances (revised) – *This revision covers the unauthorized use or misuse of vitamins, supplements, herbs, and similar substances, and adds vape pens to the list of prohibited substances.*

D. Overnight Trip Request - student

Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, motion made by Trustee Vice-President David Fenlong, and seconded by Trustee Roland Roderick, that the Board of Education approve the overnight trip request for an FFA member attend the State Leaders Experience in Albany, NY on February 5-6, 2018. No expenses will be incurred by the District.

YEAS: All Trustees Present    NAYS: None.

**MOTION CARRIED. OVERNIGHT TRIP REQUEST TO FFA STATE LEADERS EXPERIENCE IN ALBANY NY ON FEBRUARY 5-6, 2018, APPROVED.**

## VII. NEW BUSINESS (CONTINUED)

E. Overnight Trip Request - faculty

Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, motion made by Vice-President David Fenlong, and seconded by Trustee Roland Roderick, that the Board of Education approve the overnight trip request to Vergennes, VT, for a team of six (6) middle school administrators and teachers to visit the Vergennes Union Middle/High School for professional development on the use of restorative practice on 2/13-14/18, to be paid for out of general professional development funds.

YEAS: All Trustees Present NAYS: None.

**MOTION CARRIED. OVERNIGHT TRIP REQUEST TO VERGENNES, VT FOR FACULTY PROFESSIONAL DEVELOPMENT ON FEBRUARY 13-14, 2018, APPROVED.**

F. Revision to Athletic Code of Conduct

(See Sheet #8, Board Minutes File Folder)

Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, motion made by Trustee James Delity, and seconded by Trustee Dr. William Cartwright, that the Board of Education approve the revision to the Athletic Code of Conduct section on "School Absences," as presented.

YEAS: All Trustees Present NAYS: None.

**MOTION CARRIED. REVISION TO ATHLETIC CODE OF CONDUCT, APPROVED.**

## VIII. SUPERINTENDENT'S REPORT

A. Tenure Recommendations

1. Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, motion made by Trustee Roland Roderick, and seconded by Trustee Karen Geer, that the Board of Education approve the recommendation for tenure in the area of *School Counseling & Guidance* for Briana L. Marsh, Guidance Counselor, effective 01/20/2018. Ms. Marsh holds Provisional Certification as *School Counselor*.

YEAS: All Trustees Present NAYS: None.

**MOTION CARRIED. AWARD OF TENURE TO BRIANA MARSH, EFFECTIVE 1/20/18, APPROVED.**

2. Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, motion made by Trustee Dr. William Cartwright, and seconded by Trustee Karen Geer, that the Board of Education approve the recommendation for tenure in the area of *Teaching Assistant* for Lauren K. Correa, Teaching Assistant, effective 01/27/2018. Ms. Correa holds *Teaching Assistant Level 1* certification.

YEAS: All Trustees Present NAYS: None.

**MOTION CARRIED. AWARD OF TENURE TO LAUREN CORREA, EFFECTIVE 1/27/18, APPROVED.**

B. Appointments1. Instructional

Extended Day Program Teacher – Kathy Stamper. Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, motion made by Trustee Vice-President David Fenlong, and seconded by Trustee Roland Roderick, that the Board of Education approve the appointment of Kathleen Stamper, funded through the federal Title I program for the 2017-18 school year, at the rate of \$30/hour, as presented.

YEAS: All Trustees Present NAYS: None.

**MOTION CARRIED. APPOINTMENT OF KATHY STAMPER AS EXTENDED DAY PROGRAM TEACHER, APPROVED.**

Head Nurse – Beverly A. Martin. Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, motion made by Trustee Vice-President David Fenlong, and seconded by Trustee James Delity, that the Board of Education approve the promotion of Beverly A. Martin to Head Nurse, effective 1/10/18, at a salary of \$58,315, prorated to 1/10/18. Ms. Martin currently holds a NYS license as a Registered Professional Nurse.

**DISCUSSION:** Superintendent Lauren F. French stated that Ms. Martin is enthusiastic and has outstanding ideas for community health programs and other improvements.

YEAS: All Trustees Present NAYS: None.

**MOTION CARRIED. APPOINTMENT OF BEVERLY A. MARTIN AS HEAD NURSE, APPROVED.**

## VIII. SUPERINTENDENT'S REPORT (CONTINUED)

2. Extra-Curricular:

Spring Coaching Appointments for 2017-18. Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, motion made by Vice-President David Fenlong, and seconded by Trustee Roland Roderick, to appoint the following coaches for the 2017-2018 spring season, from the 2016-2017 coaching salary schedule of the GTA contract:

BASEBALL VARSITY	JOSEPH F. WAHL JR	CLASS 1	Step 12
BASEBALL JV	TIMOTHY W. KNOWLTON	CLASS 3	Step 19
BASEBALL MODIFIED	DAVID C. GEER	CLASS 4	Step 2
BASEBALL ASST VOLUNTEER	NICHOLAS P. COSTA	N/A	Uncompensated
BASEBALL ASST VOLUNTEER	ANTHONY BESAW	N/A	Uncompensated
SOFTBALL VARSITY	RICHARD J. WOOD	CLASS 1	Step 4
SOFTBALL JV	SHAWN J. TYPHAIR	CLASS 3	Step 3
SOFTBALL MODIFIED	SADDIE R. SERVISS	CLASS 4	Step 1
TRACK GIRLS	KURTIS P. WELLS	CLASS 1	Step 14
TRACK GIRLS ASSISTANT	MARK C. MARTIN	CLASS 3	Step 4
TRACK BOYS VARSITY	SEAN T. DEVLIN	CLASS 1	Step 20
TRACK BOYS ASSISTANT	JUSTIN M. YOUNG	CLASS 3	Step 10
TRACK MODIFIED	KASSANDRA L. ROBILLARD	CLASS 4	Step 4
GOLF	KENNETH G. HURST	CLASS 2	Step 11

YEAS: Cartwright, Delity, Fenlong, Ormasen, Roderick, Siebels      NAYS: None.

ABSTAIN: Karen Geer

**MOTION CARRIED. SPRING COACHING APPOINTMENTS FOR 2017-18, APPROVED.**

3. Leave Replacement Appointments

Lindsey Carvel. Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, motion made by Trustee Vice-President David Fenlong, and seconded by Trustee James Delity, that the Board of Education extend the appointment of certified substitute Lindsey Carvel through February 16, 2018.

YEAS: All Trustees Present      NAYS: None.

**MOTION CARRIED. LINDSEY CARVEL APPOINTED THROUGH 2/16/18, APPROVED.**

Paul Rader. Upon presentation and recommendation of Lauren F. French, Superintendent of Schools, motion made by Trustee Vice-President David Fenlong, and seconded by Trustee Roland Roderick, that the Board of Education appoint Paul Rader as long-term certified substitute for employee #01484, effective 1/30/18 until end of leave.

YEAS: All Trustees Present      NAYS: None.

**MOTION CARRIED. PAUL RADER APPOINTED 1/30/18 UNTIL END OF LEAVE, APPROVED.**

## IX. COMMENT PERIOD

Comment Period. Teacher Brooke Santamont stated she is disappointed with the new comment policy, saying it will stifle community participation and take away the democratic process.

Appreciation. Tina French acknowledged long-term substitute teacher Lindsey Carvel, staying she was doing a wonderful job and she would love to see her stay until the end of the year. Ms. French also stated her approval for new Head Nurse Bev Martin and her support for getting all teachers certified in CPR.

## X. ADJOURNMENT

There being no further business or discussion, motion made by Trustee Roland Roderick, and seconded by Trustee James Delity, to adjourn at 7:44 PM.

YEAS: All Trustees Present.      NAYS: None.

**MOTION CARRIED. MEETING ADJOURNED AT 7:44 PM, EDT.**

Respectfully submitted,

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Tatia Z. Kennedy, District Clerk

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Ed Siebels, President