

**MEMBERS PRESENT:** Mr. Brewer, Mr. Grover (arrived at 6:06 PM), Mr. Moats, Mrs. Palmer, Mrs. Pangburn, Mrs. Pitman, Mrs. Suttmeier, & Mr. Thompson

**MEMBERS EXCUSED:** Mr. Adamkowski, & Mrs. Pitman

**OTHERS PRESENT:** Mrs. Group, Miss Tiffany, Mr. Wixson, & Mrs. Whooten

**ITEM I CALL TO ORDER BY CLERK**

Mrs. Whooten called the meeting to order at 5:36 PM in the Administration Building.

**ITEM II OATHS**

Board Members signed their oaths for the 2019-2020 school year.

**ITEM III ELECTION OF BOARD PRESIDENT**

Mrs. Whooten called for nominations for Board President.

**A MOTION WAS MADE BY MRS. SUTTMEIER AND SECONDED BY MR. MOATS TO NOMINATE MRS. PALMER FOR THE POSITION OF BOARD PRESIDENT.**

**AYES – 6                      NAYS – 0                      EXCUSED - 3                      MOTION CARRIED**  
*(Adamkowski, Grover, & Pitman)*

**ITEM IV MEETING TURNED OVER TO PRESIDENT**

Mrs. Whooten turned the meeting over to President Palmer.

**ITEM V ELECTION OF VICE PRESIDENT**

President Palmer called for nominations for Vice President.

**A MOTION WAS MADE BY MRS. PALMER AND SECONDED BY MRS. SUTTMEIER TO NOMINATE MR. MOATS FOR THE POSITION OF VICE PRESIDENT.**

**AYES – 6                      NAYS – 0                      EXCUSED - 3                      MOTION CARRIED**  
*(Adamkowski, Grover, & Pitman)*

**ITEM VI PUBLIC SESSION**

There was no public comment.

**Public Hearing** – Mrs. Group provided a review of District Policy Regarding Maintenance of Order on School Property (including Dignity for All Students Act) – Policy 1025.

**ITEM VII APPOINTMENTS**

**A MOTION WAS MADE BY MRS. SUTTMEIER AND SECONDED BY MRS. PANGBURN TO APPROVE ITEM VII, INCLUDING A CORRECTION TO ITEM VII-EE (AMANDA PALMER REPLACES ANGEL ROSE).**

**AYES – 6                      NAYS – 0                      EXCUSED - 3                      MOTION CARRIED**  
*(Adamkowski, Grover, & Pitman)*

**ITEM VIII DESIGNATION OF OFFICIAL DEPOSITORIES FOR MANAGEMENT OF FUNDS, INVESTING, AND BORROWING**

**A MOTION WAS MADE BY MRS. PANGBURN AND SECONDED BY MR. BREWER TO APPROVE ITEM VIII.**

**AYES – 6                      NAYS – 0                      EXCUSED - 3                      MOTION CARRIED**  
*(Adamkowski, Grover, & Pitman)*

**ITEM IX DESIGNATE OFFICIAL NEWSPAPER**

**A MOTION WAS MADE BY MRS. SUTTMEIER AND SECONDED BY MR. THOMPSON TO APPROVE ITEM IX.**

**AYES – 6                      NAYS – 0                      EXCUSED - 3                      MOTION CARRIED**  
*(Adamkowski, Grover, & Pitman)*

**ITEM X BONDS – BLANKET BOND TO INCLUDE DISTRICT TREASURER AND TAX COLLECTOR**

**A MOTION WAS MADE BY MRS. PANGBURN AND SECONDED BY MR. MOATS TO APPROVE ITEM X.**

**AYES – 6                      NAYS – 0                      EXCUSED - 3                      MOTION CARRIED**  
*(Adamkowski, Grover, & Pitman)*

**ITEM XI CREATE PETTY CASH FUNDS IN THE FOLLOWING AMOUNTS**

**A MOTION WAS MADE BY MRS. PALMER AND SECONDED BY MR. BREWER TO APPROVE ITEM XI.**

**AYES – 6                      NAYS – 0                      EXCUSED - 3                      MOTION CARRIED**  
*(Adamkowski, Grover, & Pitman)*

**ITEM XII RATE PAGE FROM BOARD POLICIES**

**A MOTION WAS MADE BY MR. MOATS AND SECONDED BY MRS. SUTTMEIER TO APPROVE ITEM XII.**

**AYES – 6                      NAYS – 0                      EXCUSED - 3                      MOTION CARRIED**  
*(Adamkowski, Grover, & Pitman)*

**ITEM XIII BOARD OF EDUCATION 2019/2020 MEETING CALENDAR**

**A MOTION WAS MADE BY MRS. PALMER AND SECONDED BY MRS. PANGBURN TO APPROVE ITEM XIII.**

**AYES – 6                      NAYS – 0                      EXCUSED - 3                      MOTION CARRIED**  
*(Adamkowski, Grover, & Pitman)*

**ITEM XIV BOARD OF EDUCATION 2019/2020 COMMITTEE PARTICIPATION**

**A MOTION WAS MADE BY MR. BREWER AND SECONDED BY MRS. PANGBURN TO APPROVE ITEM XIV.**

**AYES – 7                      NAYS – 0                      EXCUSED - 2                      MOTION CARRIED**  
*(Adamkowski & Pitman)*

**ITEM XV APPROVAL OF PERSONNEL ACTION**

**A MOTION WAS MADE BY MRS. SUTTMEIER AND SECONDED BY MRS. PANGBURN TO APPROVE ITEM XV.**

**AYES – 7                      NAYS – 0                      EXCUSED - 2                      MOTION CARRIED**  
*(Adamkowski & Pitman)*

**ITEM XVI ACCEPTANCE/APPROVAL OF FINANCE ACTION**

**A MOTION WAS MADE BY MRS. SUTTMEIER AND SECONDED BY MRS. PALMER TO ACCEPT/APPROVE ITEM XVI.**

**AYES – 7                      NAYS – 0                      EXCUSED - 2                      MOTION CARRIED**  
*(Adamkowski & Pitman)*

**ITEM XVII POLICY ACTION**

1. Acceptance of CPSE Committee Recommendation

**A MOTION WAS MADE BY MRS. SUTTMEIER AND SECONDED BY MRS. PANGBURN TO APPROVE ITEM XVII.1.**

**AYES – 7                      NAYS – 0                      EXCUSED - 2                      MOTION CARRIED**  
*(Adamkowski & Pitman)*

2. Approval of Resolutions for the Certification of Lead Evaluators

**A MOTION WAS MADE BY MR. THOMPSON AND SECONDED BY MRS. SUTTMEIER TO APPROVE ITEM XVII.2.**

**AYES – 7                      NAYS – 0                      EXCUSED - 2                      MOTION CARRIED**  
*(Adamkowski & Pitman)*

3. Approval to Remove Policies & Regulations 1025, 1025.1-1025.4, 1026, 4505, 6075, & 8702 and Policy Audit Dated June 13, 2019 (2001-2101.1) from the Table

**A MOTION WAS MADE BY MRS. PANGBURN AND SECONDED BY MR. THOMPSON TO APPROVE ITEM XVII.3.**

**AYES – 7                      NAYS – 0                      EXCUSED - 2                      MOTION CARRIED**  
*(Adamkowski & Pitman)*

4. Approval to Delete, Revise, Rescind, and/or Approve Policies & Regulations 1025, 1025.1-1025.4, 1026, 4505, 6075, & 8702 and Policy Audit Dated June 13, 2019 (2001-2101.1)

**A MOTION WAS MADE BY MRS. PANGBURN AND SECONDED BY MRS. PALMER TO APPROVE ITEM XVII.4.**

**AYES – 7                      NAYS – 0                      EXCUSED - 2                      MOTION CARRIED**  
*(Adamkowski & Pitman)*

5. Approval to Table Policy 7042 for Review

**A MOTION WAS MADE BY MRS. SUTTMEIER AND SECONDED BY MR. MOATS TO APPROVE ITEM XVII.5.**

**AYES – 7                      NAYS – 0                      EXCUSED - 2                      MOTION CARRIED**  
*(Adamkowski & Pitman)*

**ITEM XVIII FINANCE ACTION**

1. Approval of Textbook Discards

**A MOTION WAS MADE BY MR. BREWER AND SECONDED BY MRS. SUTTMEIER TO APPROVE ITEM XVIII.1.**

**AYES – 7                      NAYS – 0                      EXCUSED - 2                      MOTION CARRIED**  
*(Adamkowski & Pitman)*

**ITEM XIX PRESIDENT'S REPORT**

The Board/Administrator Retreat date was corrected to August 1, 2019.

**ITEM XX SUPERINTENDENT'S REPORT**

1. Review of Policies 0011, 1025, 2010, 2011, 3010, 4012, 4030, & 7015 – Mrs. Group provided a review of these policies.

**ITEM XXI PUBLIC SESSION** – There was no public comment.

**ITEM XXII BOARD FORUM**

Mrs. Pangburn inquired about foreign students being a part of an on-line study group. Mrs. Group indicated that this is still being researched. Mrs. Pangburn mentioned her interest in V.V.S. providing Asian language instruction and noted that New Hartford BOCES has a teacher through their Distance Learning Lab. Mrs. Group indicated that this would be a cross contract. Mr. Brewer indicated that this may be available as online independent study.

Mr. Moats thanked Mrs. Suttmeier for her service as vice president and then president of the Board.

Mrs. Palmer inquired about the potential for photos on the scoreboard. There will be this opportunity once we learn the capabilities of the new system.

There was a discussion about graduation. The statistics that Mr. Brown used to share were missed, but are listed in the back of the graduation program; some felt it is important for the students to hear them. There was a request that Board Members' seating be spread out a little more for additional elbow room.

The policy regarding requests from Board Members for information was reviewed. There was agreement that if a Board Member requests information from Administration, it will be voted on in Board Forum to determine if Board Members agree to proceed with the request. If so, then the information will be shared in Mrs. Group's memo to the entire Board.

**A MOTION WAS MADE BY MRS. PALMER AND SECONDED BY MR. MOATS TO ADJOURN THE MEETING AT 7:29 PM.**

**AYES – 7**

**NAYS – 0**

**EXCUSED - 2**  
*(Adamkowski & Pitman)*

**MOTION CARRIED**

Respectfully submitted by:



Tamara Whooten  
Clerk of the Board of Education

Attachments: 7/3/19 Agenda, Personnel, & Finance Pages

tlw/BM73.19

**VERNON-VERONA-SHERRILL  
BOARD OF EDUCATION  
ORGANIZATIONAL MEETING AGENDA  
July 3, 2019  
5:30 PM – Administration Building**

- ITEM I      CALL TO ORDER BY CLERK**
- ITEM II     OATHS**
- ITEM III    ELECTION OF BOARD PRESIDENT**
- ITEM IV    MEETING TURNED OVER TO PRESIDENT**
- ITEM V     ELECTION OF VICE PRESIDENT**
- ITEM VI    PUBLIC SESSION**

◆ **Public Hearing** – Review of District Policy Regarding Maintenance of Order on School Property (including Dignity for All Students Act)

**Consent Items\*\*\*\*\***

**ITEM VII    APPOINTMENTS**

- |                                                                               |                                                                                                                                                   |
|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| a. Clerk                                                                      | Tamara Whooten                                                                                                                                    |
| b. Asst. Clerk                                                                | Mark Wixson                                                                                                                                       |
| c. Treasurer                                                                  | Sherril Froass                                                                                                                                    |
| Deputy Treasurer                                                              | April Sobieraj                                                                                                                                    |
| d. Tax Collector                                                              | April Sobieraj                                                                                                                                    |
| e. Deputy Tax Collector                                                       | Paula Pawlikowski                                                                                                                                 |
| f. School Attorneys                                                           | Hodgson Russ, LLP<br>Hancock & Estabrook<br>Ferrara Fiorenza PC<br>Costello, Cooney, & Fearon, PLLC<br>Madison/Oneida BOCES Shared Legal Services |
| g. Insurance Agent                                                            | OneGroup                                                                                                                                          |
| h. Records Management Officer                                                 | Erin Tiffany                                                                                                                                      |
| i. Comptroller of Extra Curricular Funds                                      | Erin Sanchez - H.S.<br>Carrie Hodgkinson – M.S.<br>Vincent Pompo – Vernon<br>Gary Bissaillon - Verona<br>Elisabeth Relyea - Sherrill              |
| j. Treasurer of Extra Curricular Funds                                        | Jill Collins – H.S.<br>Heather Bauer – M.S.<br>Tracy Killian - Vernon<br>Jacqueline Cole – Verona<br>Amanda Cameron - Sherrill                    |
| k. District Representative for Federal Funds<br>& Authority to Apply for Same | Martha Group                                                                                                                                      |
| l. Secretary to the Board of Education                                        | Tamara Whooten                                                                                                                                    |

**ORGANIZATIONAL MEETING**

**JULY 3, 2019**

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**ITEM VII APPOINTMENTS CONT'D**

- |                                                                               |                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| m. School Physicians                                                          | TriValley Family Practice                                                                                                                                                                                             |
| n. Purchasing Agent                                                           | Paula Pawlikowski                                                                                                                                                                                                     |
| o. Assistant Purchasing Agent                                                 | Mark Wixson                                                                                                                                                                                                           |
| p. Claims Auditor                                                             | Lynda DuChene                                                                                                                                                                                                         |
| Substitute Claims Auditor                                                     | Patty Kahler                                                                                                                                                                                                          |
| q. Internal Auditor                                                           | Mary Bush                                                                                                                                                                                                             |
| r. District Audit Committee                                                   | Board of Education                                                                                                                                                                                                    |
| s. Certification of District Payroll                                          | Mark Wixson                                                                                                                                                                                                           |
| t. Certification of Warrant                                                   | Lynda DuChene                                                                                                                                                                                                         |
| Substitute Certification of Warrant                                           | Patty Kahler                                                                                                                                                                                                          |
| u. District Committee on Special Education                                    | (see attached)                                                                                                                                                                                                        |
| v. Sub-Committees on Special Education                                        | (see attached)                                                                                                                                                                                                        |
| w. Committee on Pre-School Education (CPSE)                                   | (see attached)                                                                                                                                                                                                        |
| x. Section 504 Compliance Officer and Facilitators                            | (see attached)                                                                                                                                                                                                        |
| y. CSE Parent Representatives 2018-2019                                       | (see attached)                                                                                                                                                                                                        |
| z. Local Enforcement Agency (LEA) Designee of the<br>Asbestos Management Plan | Ronald Gregory                                                                                                                                                                                                        |
| aa. Authorization to Approve Corrected Tax Rolls                              | Martha Group                                                                                                                                                                                                          |
| bb. Dignity for All Students Act (DASA) Coordinators                          | Erin Sanchez/Brandy Lee Lappin – H.S.<br>Carrie Hodkinson/Christina Ballard - M.S.<br>Vince Pompo/Kathleen Whipple – Vernon<br>Gary Bissaillon/Maria Tschaar – Verona<br>Elisabeth Relyea/Christine Bolton – Sherrill |
| cc. Medicaid Compliance Officer                                               | Patrick Goodman                                                                                                                                                                                                       |
| dd. Authorization to Approve STAC Forms                                       | Patrick Goodman                                                                                                                                                                                                       |
| ee. Extra Curricular Appeals Committee                                        | Angel Rose, Glenn “Chip” Thron                                                                                                                                                                                        |
| ff. District Credit Card Users                                                | Tina Laramie, Mark Peavey, Sara<br>Oullette, Mark Wixson                                                                                                                                                              |
| gg. Data Protection Officer                                                   | Mark Wixson                                                                                                                                                                                                           |
| <i>HH. RECORDS ACCESS APPEAL OFFICER</i>                                      | <i>MARTHA GROUP – ADDED 8/19/19</i>                                                                                                                                                                                   |

**ITEM VIII DESIGNATION OF OFFICIAL DEPOSITORIES FOR MANAGEMENT OF FUNDS, INVESTING, AND BORROWING**

- ◆ Community Bank, N.A.
- ◆ NBT Bank
- ◆ Bank of America
- A. Community Bank, N.A.
  - 1. General Fund Checking Account #5102026194
  - 2. Special Aid Checking Account #13000047
  - 3. School Lunch Checking Account #13000055
  - 4. General Fund - T.M. #22000291
- B. NBT Bank
  - 1. Extra Curricular Checking Account (Vernon Elementary) #614113071
  - 2. Extra Curricular Checking Account (Verona Elementary) #614113098
  - 3. Extra Curricular Checking Account (Sherrill Elementary) #614113101
  - 4. Extra Curricular Checking Account - (Middle School) #23001730
  - 5. Payroll Account #23001279



**ORGANIZATIONAL MEETING**

**JULY 3, 2019**

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**ITEM VIII DESIGNATION OF OFFICIAL DEPOSITORIES FOR MANAGEMENT OF FUNDS, INVESTING, AND BORROWING CONT'D**

7. Capital Money Market Account #22030540
8. Trust & Agency Checking Account Fund #23001587
9. General Fund Money Market #22037701
10. Debt Service Fund Money Market Account #22037833
11. Health Insurance Checking Account Fund #12118825
12. Trust & Expenditure Checking Account #614516109
13. Dental Insurance Checking Account #614325168

**C. NBT**

1. Official Receiver of School Taxes
2. Extra Curricular Checking Account - (Sr. High) #5101954784
3. Vernon Verona Sherrill FFA Checking Account #5101954750
4. Vernon Verona Sherrill FFA Savings Account #5101954770

**ITEM IX DESIGNATE OFFICIAL NEWSPAPER**

- a. Rome Daily Sentinel

**ITEM X BONDS - BLANKET BOND TO INCLUDE DISTRICT TREASURER AND TAX COLLECTOR**

**ITEM XI CREATE PETTY CASH FUNDS IN THE FOLLOWING AMOUNTS**

- |                                                |       |
|------------------------------------------------|-------|
| a. Middle School – Heather Bauer               | \$75  |
| b. Senior High School – Jill Collins           | \$75  |
| c. Verona Elementary School – Jacqueline Cole  | \$50  |
| d. Sherrill Elementary School – Amanda Cameron | \$50  |
| e. Vernon Elementary School – Tracy Killian    | \$50  |
| f. Transportation Department – Kimberly Fera   | \$100 |

**ITEM XII RATE PAGE FROM BOARD POLICIES (PER ATTACHED)**

**ITEM XIII BOARD OF EDUCATION 2019/2020 MEETING CALENDAR**

**ITEM XIV BOARD OF EDUCATION 2019/2020 COMMITTEE PARTICIPATION**

**ITEM XV APPROVAL OF PERSONNEL ACTION**

1. Acceptance of Civil Service Resignation
2. Approval of Civil Service Appointments
3. Approval of Instructional Extra-Pay Assignments

**ITEM XVI ACCEPTANCE/APPROVAL OF FINANCE ACTION**

1. Acceptance of Claims Auditor's Approval to Pay June 15, 2019 Warrant



**ORGANIZATIONAL MEETING**

**JULY 3, 2019**

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**Non-Consent Items\*\*\*\*\***

**ITEM XVII POLICY ACTION**

1. Acceptance of CPSE Committee Recommendation
2. Approval of Resolutions for the Certification of Lead Evaluators
3. Approval to Remove Policies & Regulations 1025, 1025.1-1025.4, 1026, 4505, 6075, & 8702 and Policy Audit Dated June 13, 2019 (2001-2101.1) from the Table
4. Approval to Delete, Revise, Rescind, and/or Approve Policies & Regulations 1025, 1025.1-1025.4, 1026, 4505, 6075, & 8702 and Policy Audit Dated June 13, 2019 (2001-2101.1)
5. Approval to Table Policy 7042 for Review

**ITEM XVIII FINANCE ACTION**

2. Approval of Textbook Discards

**ITEM IXX PRESIDENT'S REPORT**

1. August 2, 2018 – Board/Administrator Retreat, 5:30 PM, Vernon Downs

**ITEM XX SUPERINTENDENT'S REPORT**

1. Review of Policies 0011, 1025, 2010, 2011, 3010, 4012, 4030, & 7015 – Mrs. Group

**ITEM XXI PUBLIC SESSION**

**ITEM XXII BOARD FORUM**

**ITEM XXIII EXECUTIVE SESSION**

*(for discussion of specific personnel and pending litigation)*

The public is encouraged to attend Board of Education Meetings, and their input is welcome during Public Sessions. The President may recognize and/or limit the amount of time people have to speak. The President, as spokesperson for the Board, will respond by thanking individuals for their comments. The President and/or the Vice-President may refer to another Board Member for a single response to any question. Requests for additional information will be referred to the Superintendent for a written response. The President may indicate that the expressed idea or concern will be considered by the Board at a future meeting. The person will be notified, if feasible, of the date on which the item will be discussed. *(Policy 2055)*

## **7/3/19 BOARD OF EDUCATION MEETING ADDENDUM**

### **ITEM XV APPROVAL OF PERSONNEL ACTION**

3. Approval of Instructional Extra-Pay Assignments  
(*see addition attached*)

### **ITEM IXX PRESIDENT'S REPORT**

1. August 1, 2019 – Board/Administrator Retreat, 5:30 PM, Vernon Downs (*corrected date*)
2. August 19, 2019 – District Tour & Board of Education Meeting, 5:30 PM, Administration Building (*addition*)

**Item V-A - Personnel – July 3, 2019**

**1. Acceptance of Civil Service Resignation**

- a. Denise Ruekwald, acceptance of resignation as Cook Manager effective on June 30, 2019 to accept the position of Head Cook Manager in the district effective July 1, 2019.

**2. Approval of Civil Service Appointments**

- a. Jackie Land, approval of Temporary Buildings and Grounds Laborer effective for six weeks, beginning July 1, 2019.
- b. Abigail Pickerd, approval of Temporary Buildings and Grounds Laborer effective for six weeks, beginning July 1, 2019.

**3. Approval of Extra-Pay Assignments (see attachments)**

- a. 2018/2019 and 2019/2020 New Teacher Mentors (*revised*)
- b. 2019/2020 Fall Coaches

# Mentors 2018/2019 and 2019/2020

VVS Location	Last Name	First Name
High School	Merrill	Jason
JD George	Bonville (Effective 2/4/19)	Matt
	Pace	Rachel
McAllister	Geroux	Regina
Middle School	Donnelly	Todd
	Grover	Trish
	Loucy	Brad
Teacher Mentor Coordinator	Sullivan	Kristin (added)



### Extra Pay Assignments For VVS Staff

Requesting Supervisor	Assignment	Staff Assigned	Extra-Pay Level	Rate of Pay	Time Frame
Patrick Goodman	Speech Therapy Services	Pam Donnelly		\$35.00/hr.	7/8/19-8/16/19
Patrick Goodman	Home Instruction	Cindy Cashman		\$21.00/hr.	7/8/19-8/16/19
Patrick Goodman	CPI Training	Arika Sager		\$35.00/hr.	7/8/19-8/16/19
Patrick Goodman	CPI Training	Benjamin Daley		\$35.00/hr.	7/8/19-8/16/19
Patrick Goodman	CPI Training	Tresea Snyder		\$14.08/hr.	7/8/19-8/16/19
Patrick Goodman	CPI Training	Jacqueline Adams		\$14.95/hr.	7/8/19-8/16/19
Patrick Goodman	CPI Training	Jessica Buckingham		\$35.00/hr.	7/8/19-8/16/19
Patrick Goodman	CPI Training	Gina Castilla		\$35.00/hr.	7/8/19-8/16/19
Patrick Goodman	CPI Training	Regina Geroux		\$35.00/hr.	7/8/19-8/16/19
Patrick Goodman	CPI Training	Danielle Jeffery		\$35.00/hr.	7/8/19-8/16/19
Patrick Goodman	CPI Training	Valerie Hill		\$35.00/hr.	7/8/19-8/16/19
Patrick Goodman	CPI Training	David Vassenelli		\$35.00/hr.	7/8/19-8/16/19
Patrick Goodman	CPI Training	Kristin Boutin		\$12.53/hr	7/8/19-8/16/19

\*

Approved By \_\_\_\_\_