

DATE OF MEETING: July 5, 2016

KIND OF MEETING: Annual Organizational Meeting

HELD WHERE: Board Room

MEMBERS PRESENT: Nancy Addison, Becky Buckingham, Chera Davison, Larry Doyle, Doug McKnight, Marc Montroy, and Andrea Randle

MEMBERS ABSENT:

OTHERS PRESENT: Patrick Farrand, Staci Vaughn, Lauren Morley, Wendy White, Chip Stemples, and Sue Houmiel

I. CALL TO ORDER:

Sue Houmiel, District Clerk, called the Organizational Meeting of the Lisbon Central School Board to order at 7:02 p.m.

II. ADMINISTRATION OF THE OATH OF OFFICE:

District Clerk Sue Houmiel administered the Oath of Office to Douglas McKnight for membership on the Lisbon Central School Board Education.

Oath of Office, Doug McKnight

III. ELECT BOARD OF EDUCATION PRESIDENT AND VICE PRESIDENT:

Nancy Addison made a motion to nominate Larry Doyle as President of the Lisbon Central School Board of Education for the 2016-17 school year, seconded by Marc Montroy, and carried with seven (7) yes votes.

Larry Doyle, President BOE

Marc Montroy made a motion to nominate Nancy Addison as Vice President of the Lisbon Central Board of Education for the 2016-17 school year, seconded by Andrea Randle, and carried with seven (7) yes votes.

Nancy Addison, Vice President BOE

IV. APPOINTMENT OF DISTRICT CLERK:

Upon the recommendation of Superintendent Farrand, Nancy Addison made a motion to appoint Sue Houmiel as District Clerk for the 2016-17 school year at \$3,600, seconded by Marc Montroy, and carried with seven (7) yes votes.

Sue Houmiel, District Clerk

V. APPOINTMENT OF SCHOOL BUSINESS MANAGER/TREASURER:

Upon the recommendation of Superintendent Farrand, Becky Buckingham made a motion to appoint Wendy White as School Business Manager/Treasurer for the 2016-17 school year, seconded by Nancy Addison, and carried with seven (7) yes votes.

Wendy White, School Business Manager/Treasurer

VI. APPOINTMENT OF DISTRICT INTERNAL CLAIMS AUDITOR:

Upon the recommendation of Superintendent Farrand, Becky Buckingham made a motion to appoint Jamie Albert as District Internal Claims Auditor for the 2016-17 school year with a stipend of \$1,000, seconded by Andrea Randle, and carried with seven (7) yes votes.

Jamie Albert, District Internal Claims Auditor

VII. APPOINTMENT OF DISTRICT AUDIT COMMITTEE

Upon the recommendation of Superintendent Farrand, Becky Buckingham made a motion to appoint Larry Doyle, Marc Montroy, and Andrea Randle to the District Audit Committee, seconded by Doug McKnight, and carried with seven (7) yes votes.

Appointments to District Audit Committee

VIII. DESIGNATE BANK FOR PRIMARY DEPOSITORY OF DISTRICT FUNDS:

Upon the recommendation of Superintendent Farrand, Marc Montroy made a motion to designate Community Bank as the official primary depository of District Funds for the 2016-17 school year, seconded by Becky Buckingham, and carried with seven (7) yes votes.

Community Bank, Primary Depository

Upon the recommendation of Superintendent Farrand, Marc Montroy made a motion to designate NY Class and JP Morgan Chase as other depositories for investment purposes, seconded by Becky Buckingham, and carried with seven (7) yes votes.

MBIA and JP Morgan Chase Other Depository

IX. DESIGNATE OFFICIAL DISTRICT NEWSPAPER:

Upon the recommendation of Superintendent Farrand, Marc Montroy made a motion to designate the Ogdensburg Journal/Advance News as the official District Newspaper for the 2016-17 school year, seconded by Andrea Randle, and carried by a voice vote with seven (7) yes votes.

Official District Newspaper

X. APPOINTMENT OF SCHOOL DENTIST:

Upon the recommendation of Superintendent Farrand, Nancy Addison made a motion to appoint Dr. Chris LaFlair as the School District Dentist for the 2016-17 school year, seconded by Becky Buckingham, and carried with seven (7) yes votes.

Dr. LaFlair, School Dentist

XI. APPOINTMENT OF SCHOOL DISTRICT ATTORNEY FOR THE 2016-17 SCHOOL YEAR:

Upon the recommendation of Superintendent Farrand, Doug McKnight made a motion to appoint Silver and Collins, Attorneys and Counselors at Law, as the School District Attorney for the 2016-17 school year, seconded by Marc Montroy, and carried with seven (7) yes votes.

Silver and Collins, School District Attorney

XII. APPOINTMENT OF RECORDS MANAGEMENT OFFICER:

Upon the recommendation of Superintendent Farrand, Becky Buckingham made a motion to appoint Connie McGaw as the School District Records Management Officer for the 2016-17 school year, seconded by Nancy Addison, and carried with seven (7) yes votes.

Connie McGaw, Records Management Officer

XIII. APPOINTMENT OF PURCHASING AGENT:

Becky Buckingham made a motion to appoint Patrick Farrand as the School District Purchasing Agent for the 2016-17 school year, seconded by Marc Montroy, and carried with seven (7) yes votes.

Patrick Farrand, Purchasing Agent

XIV. APPOINTMENT OF FREEDOM OF INFORMATION OFFICER:

Upon the recommendation of Superintendent Farrand, Marc Montroy made a motion to appoint Wendy White and Connie McGaw as the School District's Freedom of Information Officers for the 2016-17 school year, seconded by Nancy Addison, and carried with seven (7) yes votes.

**Wendy White & Connie McGaw,
Freedom of Information Officers**

XV. APPOINTMENT OF SEXUAL HARASSMENT COMPLIANCE OFFICER:

Upon the recommendation of Superintendent Farrand, Doug McKnight made a motion to appoint Wendy White and Staci Vaughn as the School District's Sexual Harassment Compliance Officers for the 2016-17 school year, seconded by Marc Montroy, and carried with seven (7) yes votes.

**Wendy White & Staci Vaughn
Sexual Harassment Compliance Officers**

XVI. APPOINTMENT OF SCHOOL TAX COLLECTOR:

Upon the recommendation of Superintendent Farrand, Nancy Addison made a motion to appoint Connie McGaw as the School District Tax Collector for the 2016-17 school year, seconded by Andrea Randle, and carried with seven (7) yes votes.

Connie McGaw, Tax Collector

XVII. APPOINTMENT OF INDEPENDENT AUDITOR

Upon the recommendation of Superintendent Farrand, Becky Buckingham made a motion to appoint Pinto-Mucenski-Hooper-Van House & Co., PC as independent auditor at a contract of \$9,440, seconded by Marc Montroy, and carried with seven (7) yes votes.

**Pinto-Mucenski-Hooper-Van House & Co., PC,
Independent Auditor**

XVIII. APPOINTMENT OF ADMINISTRATOR OF CAFETERIA PETTY CASH:

Upon the recommendation of Superintendent Farrand, Marc Montroy made a motion to appoint Mr. Richard Anderson as Administrator of an \$80 Cafeteria Petty Cash Fund, seconded by Becky Buckingham, and carried with seven (7) yes votes.

**Rick Anderson,
Café. Petty Cash**

XIX. APPOINTMENT OF EXTRA CURRICULAR ACTIVITY TREASURER

Upon the recommendation of Superintendent Farrand, Marc Montroy made a motion to appoint Sue Houmiel as Extra Curricular Activity Treasurer for the 2016-17 school year at \$1,000, seconded by Doug McKnight, and carried with seven (7) yes votes.

Sue Houmiel
Extra Curricular Activity Treasurer

XX. APPOINTMENT OF CHECK SIGNING AUTHORIZATION

Becky Buckingham made a motion to appoint Patrick Farrand as signer of the checks in the absence of the Treasurer for the 2016-17 school year, seconded by Marc Montroy, and carried with seven (7) yes votes.

Patrick Farrand, Check Signer

XXI. APPOINTMENT OF PAYROLL AUTHORIZATION

Becky Buckingham made a motion to appoint Patrick Farrand to authorize payroll for the 2016-17 school year, seconded by Marc Montroy, and carried with seven (7) yes votes.

Patrick Farrand, Payroll Authorization

XXII. APPOINTMENT OF LEA ASBESTOS DESIGNEE:

Upon the recommendation of Superintendent Farrand, Nancy Addison made a motion to appoint Chip Stemples as LEA Asbestos Designee for the 2016-17 school year, seconded by Doug McKnight, and carried with seven (7) yes votes.

Chip Stemples, LEA Asbestos Designee

XXIII. APPOINTMENT OF ST. LAWRENCE-LEWIS COUNTIES SCHOOL DISTRICT EMPLOYEES MEDICAL PLAN REPRESENTATIVE FOR THE 2015 – 16 SCHOOL YEAR

WHEREAS, the Lisbon Central School District is a Participant in the St. Lawrence – Lewis Counties School District Employees Medical Plan, and

WHEREAS, Section IV of the Municipal Cooperative Agreement directs this School District to select the Superintendent or a designee to serve on the Plan’s Board of Directors,

BE IT RESOLVED, that the Board of Education hereby designates Wendy White to serve as the School District’s representative on the Plan’s Board of Directors, and

BE IT FURTHER RESOLVED that the Board of Education hereby designates Nancy Addison to serve as an alternate district representative on the Plan’s Board of Directors should the district’s representative not be able to attend a Board of Directors Meeting.

The resolution was moved by Becky Buckingham, seconded by Doug McKnight, and carried with seven (7) yes votes.

St. Lawrence –Lewis Counties School District
Employees Medical Plan Representative

XXIV. APPOINTMENT OF ST. LAWRENCE-LEWIS COUNTIES SCHOOL DISTRICT EMPLOYEES WORKERS' COMPENSATION PLAN REPRESENTATIVE FOR THE 2016-17 SCHOOL YEAR

WHEREAS, the Lisbon Central School District is a Participant in the St. Lawrence – Lewis Counties School District Employees Workers' Compensation Plan, and

WHEREAS, Section IV of the Municipal Cooperative Agreement directs this School District to select the Superintendent or a designee to serve on the Plan's Board of Directors,

BE IT RESOLVED, that the Board of Education hereby designates Wendy White to serve as the School District's representative on the Plan's Board of Directors, and

BE IT FURTHER RESOLVED that the Board of Education hereby designates Nancy Addison to serve as an alternate district representative on the Plan's Board of Directors should the district's representative not be able to attend a Board of Directors Meeting.

The resolution was moved by Becky Buckingham, seconded by Marc Montroy, and carried with seven (7) yes votes.

**St. Lawrence –Lewis Counties School District
Employees Workers' Compensation Plan Representative**

XXV. APPROVAL FOR LISBON CENTRAL SCHOOL TO PARTICIPATE IN THE ST. LAWRENCE-LEWIS COOPERATIVE PURCHASING PROGRAM FOR THE 2016-17 SCHOOL YEAR

Upon the recommendation of Superintendent Farrand, Becky Buckingham made a motion to approve Lisbon Central School's participation in the St. Lawrence-Lewis Cooperative Purchasing Program for the 2016-17 school year, seconded by Nancy Addison, and carried with seven (7) yes votes.

Participation in the Cooperative Purchasing Program

XXVI. APPROVAL OF THE RESOLUTION FOR PARTICIPATION IN THE SCHOOL AND MUNICIPALITIES ENERGY COOPERATIVE OF WESTERN NEW YORK

Upon the recommendation of Superintendent Farrand, Becky Buckingham made a motion to approve Lisbon Central School's participation in the School and Municipalities Energy Cooperative of Western New York, seconded by Marc Montroy, and carried with seven (7) yes votes.

Participation in the Cooperative Energy Program

XXVII. APPOINTMENT OF CHAIRPERSON OF SPECIAL EDUCATION COMMITTEES:

Upon the recommendation of Superintendent Farrand, Becky Buckingham made a motion to appoint Staci Vaughn to Chairperson of Special Education and Chairperson of Preschool Special Education for the 2016-17 school year, seconded by Andrea Randle, and carried with seven (7) yes votes.

Staci Vaughn, CSE and CPSE Chairperson

XXVIII. APPOINTMENT OF SPECIAL EDUCATION COMMITTEE MEMBERSHIP:

Upon the recommendation of Superintendent Farrand, Nancy Addison made a motion to appoint the following as members of the Special Education Committee for the 2016-17 school year, seconded by Marc Montroy, and carried with seven (7) yes votes.

Physician	Claxton Hepburn Hospital
Mrs. Staci Vaughn	School Psychologist
Mrs. Karen Van Patten	Special Education Teacher – Elementary
Mrs. Jamie Pirie	Special Education Teacher - Elementary
Mrs. Lisa Sargent	Special Education Teacher – Middle/Secondary
Mrs. Caroline Gavin	Special Education Teacher – Middle Secondary

CPSE Parent Members	CSE Parent Members
Mrs. Sharlene Stevenson	Mrs. Sharlene Stevenson
Mrs. Maureen Mallette	Mrs. Maureen Mallette

CSE/CPSE Surrogate Parent
 Mrs. Laura Lewis Brown

Classroom Teacher of the Student Being Discussed

XXIX. ESTABLISH BOARD OF EDUCATION MEETING DATES:

Becky Buckingham made a motion, seconded by Marc Montroy, that the third Thursday of each month be established as the regular meeting dates of the Board of Education with meetings to begin at 6:00 p.m. The fourth Thursday of the month could be reserved, on an as needed basis. The motion carried with seven (7) yes votes.

BOE Meeting Dates
SF #1-2016

XXX. APPROVAL OF MILEAGE RATE

Becky Buckingham made a motion to approve a mileage rate of .55 cents/mile for District travel for the 2016-17 school year, seconded by Marc Montroy, and carried with seven (7) yes votes.

Mileage Rate

XXXI. APPROVAL OF SUBSTITUTE AND HOURLY RATES OF PAY:

Becky Buckingham made a motion to approve the substitute and hourly rates of pay as presented, seconded by Andrea Randle, and carried with seven (7) yes votes.

Substitute and hourly rates of pay
SF #2-2016

XXXII. APPROVAL OF TUITION RATE FOR NON-RESIDENT STUDENTS:

Becky Buckingham moved to table this item, seconded by Marc Montroy, and carried with seven (7) yes votes.

Tuition Rate
Tabled

XXXIII. APPOINTMENT OF THE DASA COORDINATOR:

Upon the recommendation of Superintendent Farrand, Becky Buckingham moved to appoint Lauren Morley as the Dignity Act for All Students (DASA) Coordinator for the 2016-17 school year, seconded by Marc Montroy, and carried with seven (7) yes votes.

Lauren Morley
DASA Coordinator

XXXIV. APPOINTMENT OF THE MCKINNEY-VENTO LIAISON:

Upon the recommendation of Superintendent Farrand, Becky Buckingham moved to appoint Lauren Morley as the McKinney-Vento Liaison for the 2016-17 school year, seconded by Nancy Addison, and carried with seven (7) yes votes.

Lauren Morley
McKinney-Vento Liaison

XXXV. APPROVAL OF THE STANDARD WORKDAY RESOLUTION

Upon the recommendation of Superintendent Farrand, Becky Buckingham moved to approve the Standard Workday Resolution as presented, seconded by Marc Montroy, and carried with seven (7) yes votes.

Standard Workday Resolution 2016-17
SF # 3-2016

XXXVI. ADJOURNMENT:

At 8:00 p.m., Andrea Randle made a motion to adjourn the Annual Organizational Meeting, seconded by Nancy Addison, and carried with seven (7) yes votes..

Adjournment

Respectfully submitted,

Suzanne Houmiel
District Clerk