

SHERBURNE-EARLVILLE CENTRAL SCHOOL
BOARD OF EDUCATION MEETING – 4/20/16
Board Meeting – 6:30 p.m. Elem. Library Classroom

AGENDA:

1. Call to Order
2. Pledge to the Flag
3. Public Question and Answer Period (10 mins.)
4. Executive Session
5. Informational Reports
 - A. Class of 2016 – Class Gift
 - B. Epi Pen and Narcan Protocol – Kathy Steward, Peggy Jessup
 - C. Literacy Update – Antoinette Halliday
 - D. Winter Sports Overview – Brad Perry
6. Agenda Modifications
7. Routine Matters
 - A. Approval of Minutes
 - B. Treasurer’s Report
 - C. Correspondence
8. Consent Agenda
 - A. Personnel – Appointments
 - B. CSE Recommendations
 - C. Board of Education– BOCES Admin. Budget, BOCES Board Members, School Calendar Adoption 2016-2017, Donations, Scholarship/Award, SEAA Contract, Surplus Items
 - D. Amendment/Correction
9. Discussion/Action Items
 - A. New Business/Old Business
 1. Staffing 2015-2016
 2. Health Insurance
 3. Campus Safety and Security
 4. FFA and Land Use
 5. Educational Instructional Technology
 6. Forest Stewardship Management Plan
 7. District Energy Use
10. Public Question & Answer Period (10 mins.)
11. Executive Session
12. Adjournment

Sherburne-Earlville Central School District

13 School Street, Sherburne, N.Y. 13460

Phone: 607-674-7300

EPINEPHRINE NON-PATIENT SPECIFIC ORDER PROTOCOL

Anaphylaxis is a severe, potentially fatal systemic allergic reaction that is rapid onset and may cause death.

“...Section 921 of the Education Law effective February 27, 2015 permits school districts... to administer epinephrine auto-injectors in the event of an emergency pursuant to the requirements of Public Health law section 3000-c. This new law... allows schools to provide and maintain epinephrine auto-injectors and to permit...administration of an Epinephrine auto-injector without a patient specific order...”

The Sherburne-Earlville medical director has designated that the nursing staff (Registered nurses) may administer an Epipen to anyone at school or school sponsored events, with signs or symptoms of anaphylaxis with a non-patient specific order. (See attached “Standing order for the administration of epinephrine for treatment of anaphylaxis in individuals *without* a patient specific order” document).

Standing Order for the Administration of Epinephrine For Treatment of Anaphylaxis in Individuals without a Patient Specific Order

Anaphylaxis is a severe, potentially fatal systemic allergic reaction that is rapid in onset and may cause death.

Epinephrine is the primary medical therapy, and it must be administered promptly.

Severe symptoms and signs of allergic reaction may include any/all of these:

- **LUNG** Trouble breathing, repetitive coughing and/or wheezing
- **HEART** Faint, dizzy, confused, blue, weak pulse, low blood pressure
- **MOUTH** Significant swelling of the lips, tongue
- **THROAT** Tightness, hoarseness, trouble swallowing, itchy/scratchy
- **SKIN** Hives/rash all over body, swelling of face or extremities
- **GUT** Nausea, abdominal cramps, vomiting and/or diarrhea

Symptoms can occur minutes or hours after exposure. Severity can change quickly

1. Administer stock epinephrine intramuscularly in lateral thigh following the dosing instructions below.
2. Call 911 to transport to Hospital Emergency Department via ambulance.
3. Place in supine position with legs elevated to reduce risk of severe hypotension. Do not give anything to eat or drink.
4. Repeat epinephrine every 10-15 minutes if symptoms are progressing, or if 911 is delayed.
5. Once stable, wash/wipe around mouth and hands for food allergy ingestion and, if conscious, have individual rinse their mouth. For insect bite wash skin and apply ice to protected skin. Wash affected skin if person has a known latex allergy.
6. If the student has an inhaler, offer it to them after epinephrine administration if needed.
7. Notify parents/guardians after stabilization of student. Direct them to meet the district designee in the Emergency Department.

Epinephrine Brand	Instructions for administering		
Adrenaclick® and Generic	Hold firmly against the thigh for approximately 10 seconds		
Auvi-Q™	Hold firmly against the thigh for approximately 5 seconds		
EpiPen®	Hold firmly against the thigh for approximately 10 seconds		
Epinephrine auto injectors are available in 2 fixed doses: 0.15 mg and 0.30 mg Administration dose based on:			
<input type="checkbox"/> Manufacturer's Recommendations			
<input type="checkbox"/> 2011 Guidelines-Diagnosis and Management of Food Allergy: NIAID-Sponsored Expert Panel			
Approximate Grade	Age in Years	Weight for Dosing	Epinephrine
			0.15 mg (0.3 ml) (1:2000)
			0.30 mg (0.3 ml) (1:1000)
For 1:1,000 epinephrine solution, administer a dose of 0.01 mg/kg with a maximum dose of 0.5 mg			

NOTE: If a pediatric dose is indicated but not available, a 0.3 mg dose may be given.

I authorize Registered Nurses employed/contracted by _____

to administer Epinephrine for emergency treatment of anaphylaxis as detailed above.

Medical Director Signature _____ Effective 12 months from _____

Provider License Number _____ Phone _____

Epinephrine Use in School

The school nurse (RN) may administer Epinephrine to any person with signs of anaphylaxis with a non-patient specific order while in school, or, at a school sponsored event.

Symptoms:

- ~Itching and swelling of lips, tongue or mouth
- ~Itching and/or a sense of tightness in throat, hoarseness, cough
- ~Trouble breathing, repetitive coughing and/or wheezing
- ~Nausea, abdominal cramps, vomiting and/or diarrhea
- ~Thready pulse”, fainting, dizziness, sense of doom
- ~Hives, itchy rash, and/or swelling of face or extremities

Treatment:

- ~Give Epinephrine into outer thigh muscle as directed
- ~Have person lie down
- ~Call 911
- ~Notify administration
- ~Notify parents/family
- ~Document time, suspected allergen, vital signs
- ~Stay with person until EMS arrives

Sherburne-Earlville Central School District

13 School Street, Sherburne, N.Y. 13460

Phone: 607-674-7300

NARCAN NON-PATIENT SPECIFIC ORDER PROTOCOL

To combat the continuing rise in opioid-related deaths in New York State (NYS), laws were recently enacted allowing schools to provide and maintain opioid antagonists (naloxone) on-site in each instructional school facility to ensure ready and appropriate access for use during emergencies to any student or staff suspected of having opioid overdose whether or not there is a previous history of opioid abuse.

As part of a coordinated State effort, the New York State Education Department (NYSED), the New York State Department of Health (NYSDOH), and the Harm Reduction Coalition have been collaborating on statewide communications, guidance and training for schools electing to participate as opioid antagonist recipients as defined by Public Health Law §3309.

*“As a NYS licensed prescriber, the school’s medical director can issue a non-patient specific order to school nurses (RNs) to administer IM (Intra-muscular) or IN (Intra-nasal) naloxone. It is recommended that the route of administration prescribed for the RN is based on the individual discretion of the RN in collaboration with the medical director. Under this option the medical director, in collaboration with school administration will acquire the IM or IN naloxone and provide to the school. *School districts who choose to utilize this method of implementing an opioid overdose prevention program are not eligible to receive naloxone from NYSDOH.*”*

The medical director has issued a standing non-patient specific order to the school nurse(s) (Registered Nurses) to administer intranasal Naloxone. (See the attached “Non-patient specific order for administration of Intranasal (IN) Naloxone for treatment of suspected Opioid overdose in individuals by Registered Professional Nurses”).

The nursing staff at SE has received the Naloxone kits from the Chenango County Sheriff’s Office from Undersheriff, Daniel Frair. *Intranasal naloxone will be used at SE because of the ease of use and to avoid an unintended needle stick.* The Sheriff’s office will replace the kits as they expire or are used.

Non-Patient Specific Order for Administration of Intranasal (IN) Naloxone For Treatment of Suspected Opioid Overdose in Individuals by Registered Professional Nurses.



Sherburne-Earlville Central School

School Medical Director Authorization For:

- Registered Professional Nurses** employed or contracted by the above school/school district to execute this order and administer intranasal (IN) naloxone to anyone in the school building, on school property, and at any school or school-sponsored activity occurring on or off school grounds.
- Trained, unlicensed staff** employed or contracted by the above school/school district to execute this order and administer intranasal (IN) to any student or staff having symptoms of an opioid overdose in an instructional school facility.

For known/suspected opioid overdose or signs of a life-threatening emergency such as:

- **LUNGS:** Slow, shallow, erratic or no breathing, snoring, or choking with gurgling rattle
- **PULSE:** Slow, erratic, or not present
- **MENTAL STATUS:** Unconscious; minimally responsive, limp body, unresponsive to painful stimuli
- **SKIN:** Pale, blue, gray or ashen color, clammy face, blue or purple lips or nail beds

Steps to take:

1. Determine if the person is conscious or unresponsive-shake, shout, perform sternal rub.
2. Activate school emergency response and call/ask someone to call 911. State the person is not breathing. Provide CPR/Rescue Breaths/AED for an unresponsive victim.
3. **Assemble nasal atomizer:**
 - Pull or pry protective caps from both ends of needle free syringe and off the glass naloxone vial
 - Remove one nasal atomizer (white cone) from package and **gently** screw on syringe
 - Screw naloxone glass vial into open end of the syringe
4. **Administer naloxone:**
 - Place the nasal atomizer (white cone) in one nostril and push vial into the syringe
 - Spray half naloxone up one side of nose (1ml) and half up the other side of nose (1ml)
5. If breathing, roll the person on their side and monitor breathing until EMS arrives.
6. If no response in 3-5 minutes, place person on back and give second dose of intranasal naloxone.
7. Monitor and support patient until EMS arrives. Provide rescue breathing, CPR/AED if needed.
8. Notify parents/guardians. Direct them to meet the district designee in the Emergency Department.
9. Report administration of naloxone as indicated in district policy.

Medical Director Name _____ **Phone** _____

Medical Director Signature _____

License Number _____ **Beginning Date** _____ **End Date** _____

OPIOID OVERDOSE PREVENTION

Use of Naloxone (Narcan) in the school setting:

The school nurse (Registered Nurse) will assess the student. If an overdose is suspected, Naloxone will be administered as directed with a non-patient specific order from the school medical director.

Signs and Symptoms:

For known/suspected opioid overdose or signs of a life-threatening emergency such as:

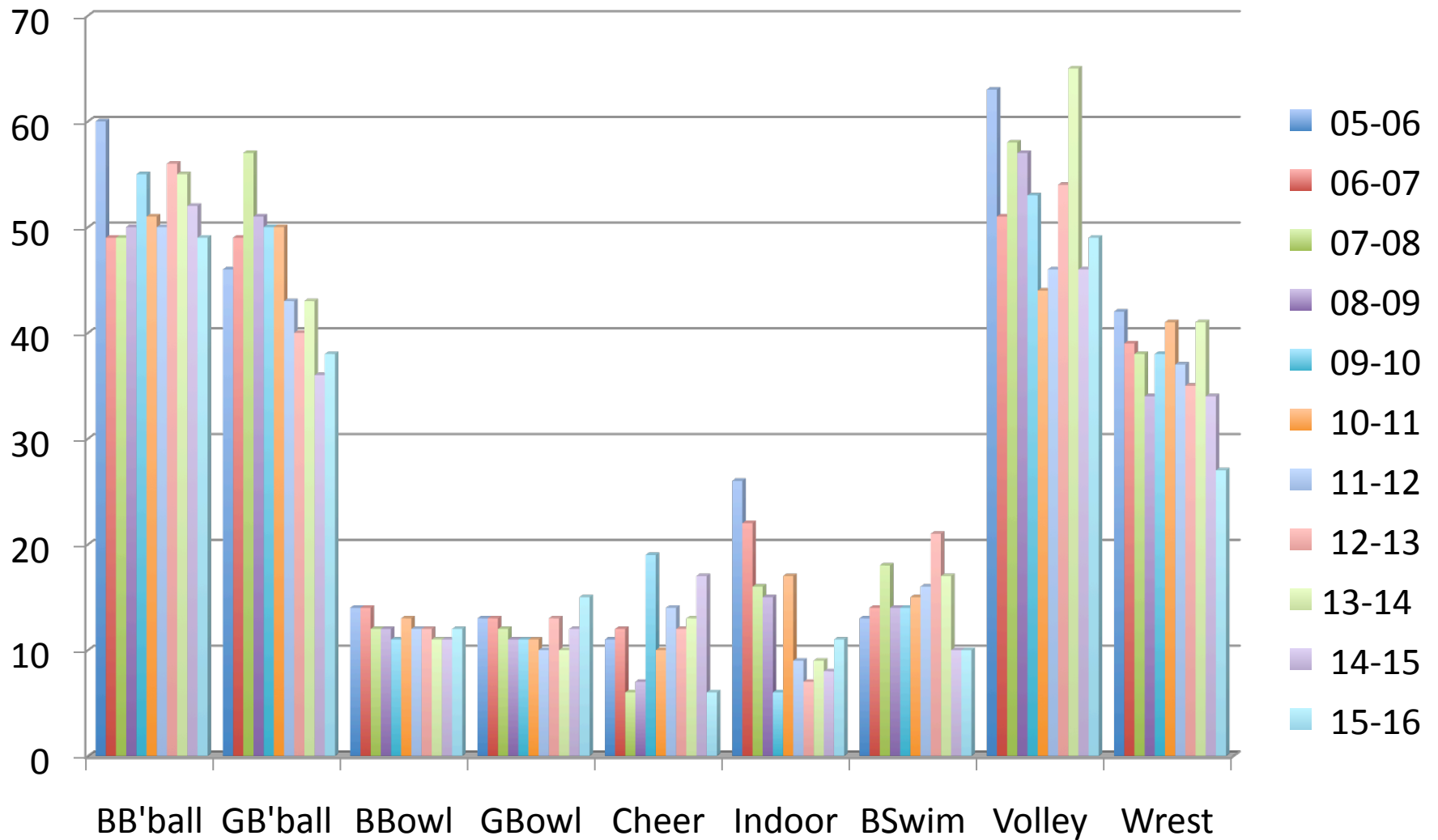
- **LUNGS:** Slow, shallow, erratic or no breathing, snoring, or choking with gurgling rattle
- **PULSE:** Slow, erratic, or not present
- **MENTAL STATUS:** Unconscious; minimally responsive, limp body, unresponsive to painful stimuli
- **SKIN:** Pale, blue, gray or ashen color, clammy face, blue or purple lips or nail beds

Treatment:

1. Determine if the person is conscious or unresponsive-shake, shout, perform sternal rub.
2. **Call 911.** State the person is not breathing. Provide CPR/Rescue Breaths/AED for an unresponsive victim.
3. **Assemble nasal atomizer.**
4. **Administer naloxone:**
 - Place the nasal atomizer (white cone) in one nostril and push vial into the syringe
 - Spray half naloxone up one side of nose (1ml) and half up the other side of nose (1ml)
5. If breathing, roll the person on their side and monitor breathing until EMS arrives.
6. If no response in 3-5 minutes, place person on back and give second dose of intranasal naloxone.
7. Monitor and support patient until EMS arrives. Provide rescue breathing, CPR/AED if needed.
8. Notify parents/guardians.
9. Notify school administration.
10. Report the administration of naloxone to the medical director.

Winter 2015-2016
Interscholastic
Season

Participants in Athletics



Athletic Participation Numbers for Winter 2015-16

- Female Data
- 317 Number of students 7-12
- 117 Number of Athletes
- 36.90% of students participating
- Male Data
- 310 Number of students 7-12
- 99 Number of Athletes
- 31.94% of students participating

627 Total Students Enrolled 7-12 (15-16)

216 Total Participants 7-12 (15-16)

34.45% of Total Students Participating 7-12 (15-16)

* Statistics as of November 2015

Winter Sports	Varsity	Junior Varsity
Boys Basketball	7-1 (L) 15-7(O)	8-0 (L) 15-5(O)
Girls Basketball	8-0 (L) 16-6 (O)	8-12(O)
Boys Bowling	10-0 (L) 15-0 (O)	4-0 (L) 8-0 (O)
Girls Bowling	6-0 (L) 10-5(O)	(L) (O)
Indoor Track	B: All points scored by one male (Pole Vault). G: 4 x 200 relay team scored.	NA
Swimming	2-6 (L) 3-11(O)	NA
Volleyball	1- 9 (L) 3-15 (O)	5-7 (L) 8-10 (O)
Wrestling	1-4 (L) 7-5 (O)	13-0 (O)

Winter Sports	8th Grade	8th Grade	7th Grade	Modified
Boys Basketball	N/A (Brown)	4-9 (Rodriguez)		
Girls Basketball	9-4 (Parks)		4-9 (Murphy)	
Volleyball	4-7 (Parker)	1-12 (Solloway)	9-3-0 (Crouch)	
Wrestling				N/A (Beaver)

Team Highlights

- Scholastic Athlete Award:
 - Girls Basketball 92.14%
 - Girls Indoor Track/Field 90.45%
 - Boys Varsity Swim 92.34%

SHERBURNE-EARLVILLE CENTRAL SCHOOL
REGULAR BOARD OF EDUCATION MEETING – April 4, 2016

BOARD MEMBERS PRESENT: Thomas Morris, Michael Khoury, Michael Ulrich,
Annette Bagnall-Graham, Susan Osborne, Gregory
Parker, Thomas Caton

BOARD MEMBERS ABSENT:

The meeting was called to order at 6:30 p.m. in the Elementary Library Classroom by Thomas Morris, President, with the following in attendance: Eric Schnabl, Superintendent; Todd Griffin, Assistant Superintendent; S-E staff, and members of the community.

Dr. Morris led the Pledge to the Flag.

PUBLIC QUESTION AND ANSWER PERIOD

Susan Osborne asked Antoinette Halliday if she had looked into the “One School, One Book” program. Ms. Halliday is interested in this program for the fall, as the Spring Carnival is a big event as well as the Reading Event Nights already scheduled for the remainder of this year.

INFORMATIONAL REPORTS

The Winter Sports Review will not be presented at this time, as Brad Perry could not make the meeting.

A budget presentation was given by Todd Griffin. The Board of Education agreed to the amount of the budget increase.

On motion made by Michael Khoury, seconded by Susan Osborne, and carried by all members present, the budget amount was approved as presented.

AGENDA MODIFICATIONS

Susan Osborne asked to abstain from the Athletics Appointment. The Athletics Appointment would be voted on separately after the Consent Agenda.

MINUTES – Minutes of the meeting held on March 21, 2016 were presented for approval. On motion made by Susan Osborne, seconded by Annette Bagnall-Graham, and carried by members present, the Minutes were approved as presented electronically.

CORRESPONDENCE

Eric Schnabl read an invitation from the Chenango County School Boards Association inviting Board Members and Administration to the Annual Spring Dinner and Award Ceremony.

CONSENT AGENDA

On motion made by Susan Osborne, seconded by Michael Ulrich, and carried by members present, the consent agenda was approved as modified.

The Board voted separately on the Athletics Appointment with Susan Osborne abstaining. On motion made by Michael Ulrich, seconded by Michael Khoury and carried by members present, the Athletics Appointment was approved.

PERSONNEL

BE IT RESOLVED, upon recommendation of the Superintendent, that the following conditional appointments be made:

Support Kaitln Howard, Sub Teacher Aide, eff. 3/29/16
Subs: Brian Lew, Sub Custodial Worker, eff. 4/5/16
 Brian Binelli, Sub Custodial Worker, eff. 4/5/16
 Jennifer Thompson, Sub Teacher, Sub Monitor, eff. 4/5/16

Support Scott Horton, Custodial Worker, eff. 4/5/16
Staff: Judy Monroe, Temporary Teacher Aide (**after school day**), **pending student participation**, eff. 4/4/16

Athletics: Jim Osborne, Modified Football Coach, 2016-2017

BE IT RESOLVED, that the Board of Education of the Sherburne-Earlville Central School District hereby accepts the recommendation of the Superintendent to make the appointments listed below, provided that eligibility for tenure as a classroom teacher or certified administrator is contingent upon the appointee’s successful completion of the probationary period noted, and having received composite or overall ratings or either “Effective” or “Highly Effective” in at least the last three of the four preceding years, and a rating higher than “Ineffective” in the final year of the probationary period.

Teaching Name: Amanda Zdanowicz Tenure Area: Science
Staff: Date of Commencement of Probationary Service: 9/1/16
 Date of Expiration of Probationary Service: 8/31/2020
 Certification Status: Initial

Teaching Name: Elizabeth Brennan Tenure Area: English
Staff: Date of Commencement of Probationary Service: 4/22/16
 Date of Expiration of Probationary Service: 4/21/19
 Certification Status: Permanent

All Appointments are pending fingerprint clearance.
All coaching positions are dependent upon student and League participation.

BE IT RESOLVED, upon recommendation of the Superintendent, that the CSE Recommendations be accepted.

BE IT RESOLVED, upon recommendation of the Superintendent, that tenure be granted to the following:

Tobie Hess	Elementary	6/1/16
Bridgette Dawkins	Elementary	8/31/16
David Krivit	English	8/31/16
Jessica Czachowski	Art	8/31/16
Josh Hough	Math	8/31/16

BE IT RESOLVED, upon recommendation of the Superintendent, to surplus the following Items from the Athletic Department

Cross Country - 50 warm up tops and bottoms
50 shorts and singlets

Track - 60 warm up tops and bottoms
60 shorts and singlets
50 warm up tops and bottoms (older set)

Boys Soccer- 44 tops
 10 shorts
Girls Soccer- 66 tops
 72 shorts

DISCUSSION/ACTION ITEMS

The literacy initiative was mentioned above, so no further discussion pursued.

Health Insurance is handled by our consortium. There is no current plan to change benefits.

FFA and Land Use- An Ag Club has been started, and more discussion will continue on land management.

Educational Instructional Technology- Updating staff laptops will be necessary.

PUBLIC QUESTION AND ANSWER PERIOD - none

EXECUTIVE SESSION

On motion made by Susan Osborne, seconded by Annette Bagnall-Graham, and carried by members present, the Board moved into Executive Session at 7:18 p.m. to discuss a student issue and personnel. On motion made by Michael Khoury, seconded by Susan Osborne, and carried by members present, the Board reconvened into Regular Session at 7:40 p.m.

Thomas Morris adjourned the meeting at 7:40 p.m.

Michele Villante, District Clerk

EXECUTIVE SESSION
BOARD OF EDUCATION MEETING – April 4, 2016

BOARD MEMBERS PRESENT: Thomas Morris, Michael Khoury, Michael Ulrich,
 Annette Bagnall-Graham, Susan Osborne, Gregory
 Parker, Thomas Caton

BOARD MEMBERS ABSENT:

PRESENT BY INVITATION: Eric Schnabl, Todd Griffin

The session came to order at 7:18 p.m. in the Elementary Library Classroom.

On motion made by Michael Khoury, seconded by Susan Osborne, and carried by members present, the Board reconvened into Regular Session at 7:40 p.m.

Michele Villante, District Clerk

SHERBURNE-EARLVILLE CSD

Bank Reconciliation
 Period Ending 03/31/16

Account: TRUST & AGENCY TA200

3/31/16	Ending Bank Balance:	91,271.50
Add	Deposits in Transit:	0.00
Deduct	Outstanding Checks-See Listing:	1,447.14
Add	Other Credits:	0.00
Deduct	Other Debits:	<u>0.00</u>
3/31/16	Adjusted Ending Bank Balance:	<u><u>89,824.36</u></u>

OUTSTANDING CHECK LISTING:

<u>DATE</u>	<u>CHECK#</u>	<u>PAYEE</u>	<u>AMOUNT</u>
		SEE ATTACHED	
			<u><u>1,447.14</u></u>
GRAND TOTAL			1,447.14
TOTAL CHECKS			3

04/01/16

SHERBURNE-EARLVILLE CSD

Bank Reconciliation Outstanding Checks Listing as of 03/31/16

CHECK#	ISSUE DATE	PAYEE	AMOUNT
6863	2/11/16	GULDY, MATTE'A	\$550.00
6894	3/10/16	DOLLAR TREE, INC.	\$125.00
6910	3/28/16	CSEA EMPLOYEE BENEFIT FUND	\$772.14
TOTAL CHECKS	3	TOTAL AMOUNT	\$1,447.14

SHERBURNE-EARLVILLE CSD

Bank Reconciliation
Period Ending 03/31/16

Account: CAPITAL H200

3/31/16	Ending Bank Balance:	9,567.74
Add	Deposits in Transit:	0.00
Deduct	Outstanding Checks-See Listing:	0.00
Add	Other Credits:	0.00
Deduct	Other Debits:	<u>0.00</u>
3/31/16	Adjusted Ending Bank Balance:	<u><u>9,567.74</u></u>

OUTSTANDING CHECK LISTING:

DATE	CHECK#	PAYEE	AMOUNT
SEE ATTACHED			
			<u> </u>
GRAND TOTAL			0.00
TOTAL CHECKS			0

SHERBURNE-EARLVILLE CSD

Bank Reconciliation
 Period Ending 03/31/16

Account: FEDERAL F200

3/31/16	Ending Bank Balance:	3,052.22
Add	Deposits in Transit:	0.00
Deduct	Outstanding Checks-See Listing:	0.00
Add	Other Credits:	0.00
Deduct	Other Debits:	<u>0.00</u>
3/31/16	Adjusted Ending Bank Balance:	<u><u>3,052.22</u></u>

OUTSTANDING CHECK LISTING:

DATE	CHECK#	PAYEE	AMOUNT
		SEE ATTACHED	
			<u>0.00</u>
GRAND TOTAL			0.00
TOTAL CHECKS			0

SHERBURNE-EARLVILLE CSD

Bank Reconciliation
 Period Ending 03/31/16

Account: GENERAL A200

3/31/16	Ending Bank Balance:	1,495,611.86
Add	Deposits in Transit:	0.00
Deduct	Outstanding Checks-See Listing:	8,928.45
Add	Other Credits:	0.00
Deduct	Other Debits:	<u>0.00</u>
3/31/16	Adjusted Ending Bank Balance:	<u><u>1,486,683.41</u></u>

OUTSTANDING CHECK LISTING:

DATE	CHECK#	PAYEE	AMOUNT
		SEE ATTACHED	
			<u><u>8,928.45</u></u>
GRAND TOTAL			8,928.45
TOTAL CHECKS			29

04/01/16

SHERBURNE-EARLVILLE CSD

Bank Reconciliation Outstanding Checks Listing as of 03/31/16

CHECK#	ISSUE DATE	PAYEE	AMOUNT
36287	2/25/16	DUNSHEE, HEATHER	\$7.20
36334	3/3/16	SLAUCENBURG, EDNA	\$9.00
36348	3/10/16	DUNSHEE, HEATHER	\$10.80
36351	3/10/16	LLEWELLYN, SUE	\$10.00
36370	3/17/16	ASSOC CHEN AREA MUSIC TEACHERS	\$145.00
36391	3/17/16	STODDARD, LINDA	\$7.20
36396	3/17/16	US EMPLOYEE BENEFITS	\$474.00
36403	3/24/16	CHENANGO CO. SCH BOARDS ASSOC.	\$100.00
36404	3/24/16	CHENANGO CO. TREASURER/DPW	\$122.96
36407	3/24/16	DUNSHEE, HEATHER	\$7.20
36419	3/24/16	NYS EDUCATION DEPARTMENT	\$689.90
36422	3/24/16	STODDARD, LINDA	\$4.80
36425	3/31/16	BUREAU OF ED. & RESEARCH, INC	\$239.00
36426	3/31/16	CHENANGO CO. TREASURER/DPW	\$81.62
36427	3/31/16	CHENANGO COUNTY TREASURER.	\$1,517.60
36428	3/31/16	EASTERN	\$182.26
36429	3/31/16	GRAINGER, INC.	\$38.32
36430	3/31/16	HOLDENS EMBROIDERY	\$437.00
36431	3/31/16	J.W. PEPPER & SON INC.	\$183.23
36432	3/31/16	LITANIA SPORTS GROUP, INC	\$266.84
36433	3/31/16	NORWICH HIGH SCHOOL.	\$2,700.00
36434	3/31/16	NYSAAA INC.	\$200.00
36435	3/31/16	SCHOOL SPECIALTY	\$108.48
36436	3/31/16	SECTION 3 ATHLETICS	\$594.00
36437	3/31/16	SHERBURNE NEWS LLC	\$32.00
36438	3/31/16	STADIUM SYSTEMS INC	\$576.00
36439	3/31/16	STODDARD, LINDA	\$7.20
36440	3/31/16	TOP VARIETY, INC.	\$26.84
36441	3/31/16	USA SWIMMING	\$150.00
TOTAL CHECKS	29	TOTAL AMOUNT	\$8,928.45

SHERBURNE-EARLVILLE CSD

Bank Reconciliation
 Period Ending 03/31/16

Account: PAYROLL PAY200

3/31/16	Ending Bank Balance:	1,901.26
Add	Deposits in Transit:	0.00
Deduct	Outstanding Checks-See Listing:	1,901.26
Add	Other Credits:	0.00
Deduct	Other Debits:	<u>0.00</u>
3/31/16	Adjusted Ending Bank Balance:	<u><u>0.00</u></u>

OUTSTANDING CHECK LISTING:

DATE	CHECK#	PAYEE	AMOUNT
SEE ATTACHED			

GRAND TOTAL	1,901.26
TOTAL CHECKS	9

04/01/16

SHERBURNE-EARLVILLE CSD

Bank Reconciliation Outstanding Checks Listing as of 03/31/16

CHECK#	ISSUE DATE	PAYEE	AMOUNT
145826	1/22/16	DAKOSTY, JESSICA R	\$253.71
145847	1/22/16	LONGMAN, RITA J	\$389.89
145878	1/22/16	SUPENSKY, MELISSA A	\$403.18
145905	1/22/16	DUGAN, GARY	\$388.52
145929	1/22/16	PERRY, BRAD E	\$9.42
145954	1/22/16	PHILHOWER, H DONALD	\$37.87
146111	2/5/16	PERRIN, LEE R	\$115.44
146311	3/18/16	DANDO, ERICA A	\$233.97
146330	3/18/16	STAPLES, EMMA K	\$69.26
TOTAL CHECKS		9 TOTAL AMOUNT	\$1,901.26

SHERBURNE-EARLVILLE CSD

Bank Reconciliation
 Period Ending 03/31/16

Account: SCHOOL LUNCH C200

3/31/16	Ending Bank Balance:	10,182.63
Add	Deposits in Transit:	0.00
Deduct	Outstanding Checks-See Listing:	10,113.26
Add	Other Credits:	0.00
Deduct	Other Debits:	<u>0.00</u>
3/31/16	Adjusted Ending Bank Balance:	<u><u>69.37</u></u>

***** Money due to the General Fund as of 3/31/16 \$3,000.00*****

OUTSTANDING CHECK LISTING:

DATE CHECK# PAYEE AMOUNT

GRAND TOTAL 10,113.26
 TOTAL CHECKS 0

04/01/16

SHERBURNE-EARLVILLE CSD

Bank Reconciliation Outstanding Checks Listing as of 03/31/16

CHECK#	ISSUE DATE	PAYEE	AMOUNT
4760	3/24/16	KMETZ, MIRIAM	\$70.00
4761	3/31/16	BEHLOG	\$671.84
4762	3/31/16	BILL BROTHERS DAIRY	\$2,545.81
4763	3/31/16	BIMBO FOODS, INC.	\$505.50
4764	3/31/16	CARLO MASI & SONS, INC.	\$1,220.40
4765	3/31/16	GINSBERG'S	\$1,342.23
4766	3/31/16	HILL & MARKES, INC.	\$576.46
4767	3/31/16	HUFF ICE CREAM CO. INC.	\$268.80
4768	3/31/16	MAINES PAPER & FOOD SERVICE	\$197.49
4769	3/31/16	MICHAEL FOODS	\$1,562.71
4770	3/31/16	SHERBURNE BIG M SUPERMARKET	\$5.98
4771	3/31/16	SYSCO FOOD SERVICE- SYRACUSE	\$1,146.04
TOTAL CHECKS	12	TOTAL AMOUNT	\$10,113.26

BE IT RESOLVED, upon recommendation of the Superintendent, that the following conditional appointments be made:

Teacher Kevin Vibbard Jr., Uncertified, K-8, eff. 4/21/16
Subs:

Support Karla Gould, Sub Bus Attendant, eff. 4/21/16
Subs:

BE IT RESOLVED, that the Board of Education of the Sherubrne-Earlville Central School District hereby accepts the recommendation of the Superintendent to make the appointments listed below, provided that eligibility for tenure as a classroom teacher or cerified administrator is contingent upon the appointee’s successful completion of the probationary period noted, and having received composite or overall ratings or either “Effective” or “Highly Effective” in at least the last three of the four preceding years, and a rating higher than “Ineffective” in the final year of the probationary period.

Teaching Staff:	Name: Kaleigh Olive	Tenure Area:	Art
	Date of Commencement of Probationary Service:		9/1/16
	Date of Expiration of Probationary Service:		8/31/2020
	Certification Status:		Initial

All Appointments are pending fingerprint clearance

All coaching positions are dependent upon student and League participation.

Disposition of Board of Education: Motion _____ Second _____

Approved _____ Opposed _____ Abstain _____



ADMINISTRATIVE BUDGET

2016-17

(Attachment)

Delaware-Chenango-Madison-Otsego BOCES

Budget Presentation Report Fiscal Year: 2017 Administration

CoSer #001	2015-2016 Adopted Budget	2016-2017 Proposed Budget
Description		
150 Certified Salaries	301,906	287,127
160 Salaries/Non Certified	513,844	533,991
162 Part Time/Non Certified	5,500	5,500
163 Overtime/NonCert Time+1/2	3,250	3,250
200 Equipment	8,650	8,700
300 Supplies	9,280	9,170
380 Supplies/Technology	2,799	2,799
400 Contractual	210,062	238,189
424 Cont/Insurance	11,720	12,051
440 Cont/Prof & Technical	55,775	54,450
454 Cont/Travel	5,500	5,600
458 Cont/Conference	25,811	35,650
700 Interest on Indebtness	50,000	30,000
809 Retiree Dental	45,000	50,500
811 NYS Teachers Retirement	45,286	43,069
812 Compensation Insurance	8,490	8,238
813 NYS Employees Retirement	104,519	100,950
814 Unemployment Insurance	4,335	4,359
815 Social Security	61,838	62,240
816 Health Insurance	203,620	239,945
817 Dental Insurance	6,558	6,539
818 Retiree Health	170,000	200,000
819 Medicare	14,429	14,523
950 Transfer Charges from O&M	36,054	37,087
960 Transfer Charges for Serv	264,472	239,143
Total Budget	2,168,698	2,233,070

2016-2017
ADMINISTRATIVE BUDGET

HIGHLIGHTS

BUDGET Increase = 2.97%

**AVERAGE DISTRICT
INCREASE = 3.98%**

Revenue Presentation Report
Fiscal Year: 2017
Administration

CoSer #001

	2015-16 Adopted			2016-17 Proposed		
	RWADA	% of RWADA	Total	RWADA	% of RWADA	Total
Afton	622	4.64%	98,308	609	4.58%	100,901
Bainbridge-Guilford	800	5.96%	126,275	864	6.51%	143,420
Delhi	785	5.85%	123,944	822	6.19%	136,370
Downsville	304	2.27%	48,094	296	2.23%	49,128
Franklin	280	2.09%	44,281	268	2.02%	44,502
Gilbertsville-Mt. Upton	408	3.04%	64,408	364	2.74%	60,364
Greene	1133	8.44%	178,818	1108	8.34%	183,736
Hancock	385	2.87%	60,807	391	2.94%	64,770
Norwich	2018	15.04%	318,652	1956	14.73%	324,512
Otselic Valley	400	2.98%	63,137	371	2.79%	61,466
Oxford	803	5.98%	126,698	766	5.77%	127,117
Sherburne-Earlville	1443	10.75%	227,760	1451	10.93%	240,796
Sidney	1154	8.60%	182,208	1136	8.55%	188,362
Unadilla Valley	823	6.13%	129,876	841	6.33%	139,454
Unatego	1053	7.85%	166,318	1020	7.68%	169,196
Walton	1008	7.51%	159,114	1018	7.67%	168,975
District Share	13,419		2,118,698	13,281		2,203,070
Admin Chg- Cross Contracts			10,000			5,000
Interest Earned			25,000			10,000
Indirect Revenue			15,000			15,000
Total Revenue			2,168,698			2,233,070

District charges for the BOCES administrative budget are determined by each district's relative percentage of Resident Weighted Average Daily Attendance (RWADA). Changes in costs from year to year can therefore be influenced by increases or decreases in either the budget, the district's relative RWADA, or both.

RWADA WEIGHTING

½ Day K	=	.50
K-6	=	1.00
7-12	=	1.25
BOCES Handicapped	=	1.00
Other Public Schools	=	1.00
No Summer School		
No Handicapped		
No-Non-Resident		

Delaware-Chenango-Madison-Otsego BOCES

Budget Presentation Report

Fiscal Year: 2017

Capital Projects

CoSer #002	2015-2016 Adopted Budget	2016-2017 Proposed Budget
Description		
470 Rentals/Non-Instructional	94,500	94,500
471 Rentals/Instructional	233,385	233,385
949 Capital Projects	500,000	500,000
949 Capital Building Project	3,752,363	3,667,700
Total Budget	4,580,248	4,495,585

Revenue Presentation Report

Fiscal Year: 2017

Capital Projects

CoSer #002	2014-15 Actual		2015-16 Adopted		2016-17 Proposed	
	Quantity	Revenue	Quantity	Revenue	Quantity	Estimate
Afton	0.0461	211,175	0.0464	212,523	0.0458	205,898
Bainbridge-Guilford	0.0596	273,015	0.0596	272,983	0.6510	292,663
Delhi	0.0585	267,977	0.0585	267,945	0.0619	278,277
Downsville	0.0228	104,442	0.0227	103,972	0.0223	100,252
Franklin	0.0201	92,074	0.0209	95,727	0.0202	90,811
Gilbertsville-Mt. Upton	0.0297	136,050	0.0304	139,240	0.0274	123,179
Greene	0.0850	389,368	0.0844	386,573	0.0834	374,932
Hancock	0.0275	125,972	0.0287	131,453	0.0294	132,170
Norwich	0.1517	694,907	0.1504	688,869	0.1473	662,200
Otselic Valley	0.0294	134,675	0.0298	136,491	0.0279	125,427
Oxford	0.0612	280,345	0.0598	273,899	0.0577	259,395
Sherburne-Earlville	0.1084	496,558	0.1075	492,377	0.1093	491,367
Sidney	0.0849	388,910	0.0860	393,901	0.0855	384,372
Unadilla Valley	0.0627	287,216	0.0613	280,769	0.0633	284,570
Unatego	0.0748	342,644	0.0785	359,549	0.0768	345,261
Walton	0.0776	355,470	0.0751	343,977	0.0767	344,811
Total Revenue		4,580,798		4,580,248		4,495,585

DESCRIPTIONS OF MAJOR BUDGET CODES

- 150** - Salaries for certified personnel:
- District Superintendent - (100%)
 - Assistant Superintendent – Instructional Services (43%)
 - Assistant Superintendent - Management Services (80%)
- 160** - Salaries for non-certified personnel
- Business Manager (100%)
 - Secretarial staff for District Superintendent and Assistant Superintendents (2.2 FTE)
 - Public and School District Liason (.50 FTE)
 - Finance Office (5.6 FTE)
 - Treasurer (90%)
 - Human Resource Director (50%)
 - Human Resource Clerk (50%)
 - Switchboard Operator (100%)
 - Stipend for Board Clerk (\$10,506)
- 400** - Public advertising, liability insurance, maintenance contracts, consultants, meeting supplies, membership dues, Educational Forums, School Board Academy, Statewide District Superintendent Meetings, Chief School Administrator Meetings
- 440** - Legal services, arbitration costs, independent audit
- 458** - Professional development for central administration and Board Members plus statewide meetings for superintendents, business officials, and personnel administrators
- 700** - Interest expense for borrowing money to meet cash flow needs primarily as a result of the building project financing with DASNY intercept in September annually.
- 701** - Costs are allocated on a relative square foot usage basis
- 702** - Costs for telephone, network support, central computer system, and postage
- 703** - Costs for share of transportation/vehicles and maintenance and repair of same
- 500's & 600's** - Just like component districts, BOCES central administration buys services from other BOCES and other DCMO BOCES departments and are charged here accordingly.

2016-2017 ADMINISTRATIVE BUDGET SIGNIFICANT LINE ITEM CHANGES

The BOCES administrative budget often reflects changes that occur in local school district budgets. Our increased areas of cost reflect the same challenges that local school districts are facing.

Line Item	Description	Change	Explanation
150/160	Salaries	\$5,368 or 0.65%	<ul style="list-style-type: none"> Addition of Asst. Supt. for Instruction and Secretary offset by Recode of Asst. Supt. for Management Services Salary to O&M
400	Contractual	\$28,127 or 13.39%	<ul style="list-style-type: none"> Addition of ACA Reporting, Board DOCS and Questar III State Aid Planning
809 / 818	Retiree Health & Dental	\$35,500 or 16.51%	<ul style="list-style-type: none"> Gradual increase to get to 100% retiree benefit cost in Administrative Budget per NYS Comptrollers requirements
700	Interest on Indebtedness	\$<20,000> or <60.0%>	<ul style="list-style-type: none"> Reduced RAN amount and payback period
816	Health Insurance Costs	\$36,325 or 17.84%	<ul style="list-style-type: none"> Increase in Premiums

QUESTIONS AND ANSWERS

- Q.** 1. What is the BOCES Administrative Budget?
- A.** The BOCES Administrative Budget is the financial plan which supports activities of the BOCES Board of Education, central administration, and their supporting staff.
- Q.** 2. What do the people in the Administrative Budget do?
- A.** The administrators have leadership and management responsibilities for the BOCES organization. Additionally, they carry out tasks which relate to the duties assigned to the District Superintendent by the Commissioner. Planning, fiscal, personnel, and program services are functions the central administrative staff provides for the BOCES as well as component districts.
- Q.** 3. Are all the BOCES administrators in the Administrative Budget?
- A.** No. Most of the BOCES administrators are charged to the specific programs which they supervise: e.g. career and technical education principals are charged to the career and technical education program budget; special education supervisors are charged to the special education program budgets, etc.
- Q.** 4. What new Administrative positions were added?
- A.** There was an Assistant Superintendent for Instruction and a Confidential Secretary added.
- Q.** 5. What was the impact on the Administrative Budget?
- The addition of these two positions at 43% and 20% respectively, increased the overall Administrative Budget by \$43,727 or 2%.
- Q.** 6. How much of an increase/decrease is there in the Administrative Budget?
- A.** There was an increase of 2.97 % or \$64,372.
- Q.** 7. On the average, how much did charges to local districts increase for the Administrative Budget?
- A.** They increased by an average of 3.98%.
- Q.** 8. Are there sources of revenue from places other than the component school districts which support the Administrative Budget?
- A.** Yes, there are three: 1.) administrative revenue which BOCES receives on certain services provided to other BOCES; 2.) interest income which is derived from investments that BOCES makes; 3.) indirect revenue which BOCES receives for administering a variety of state and federal grants.
- Q.** 9. Why is there both interest expense and interest income in the Administrative Budget?
- A.** BOCES has to budget for interest expense because we borrow money for cash flow purposes. As the year goes on, our cash flow also allows us to invest money from time to time which generates interest income.
- Q.** 10. When the administrative and capital budgets are combined, what is the increase/decrease to the districts?
- A.** There is a decrease of \$291 or <0.01%.

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES
SOLE SUPERVISORY DISTRICT
DELAWARE-CHENANGO-MADISON AND OTSEGO COUNTIES**

**BALLOT FOR SPECIAL ELECTION TO BOARD
OF COOPERATIVE EDUCATIONAL SERVICES**

There are **three (3)** vacancies on the Board of Cooperative Educational Services to be filled at the annual election to be held on April 20, 2016. The board of education of each component school district, by resolution, may cast one vote for each vacancy to be filled, provided that no more than one vote may be cast for any candidate. No more than one person residing in a particular component school district may be elected to serve on the board of cooperative educational services at one time. The district clerk, or other officer authorized to certify that a board resolution has been adopted, shall complete the ballot by placing an "X" next to the name of the candidate for whom a vote has been cast, and by completing the attached certification. Candidates are in alphabetical order with their address and school district of residence:

1. **Kimberly Ayres**
25 Pineview Terrace
Sidney, NY 13838
Sidney Central School



2. **Linda DeAndrea**
195 Main Street
Franklin, NY 13775
Franklin Central School



3. **John Klockowski**
155 Thompson Creek Rd.
Norwich, NY 13815
Norwich City Schools



4. **Sheila Marshman**
3564 County Rd 32
Oxford, NY 13830
Oxford Academy & CSD



**Board of Cooperative Educational Services
of the Sole Supervisory District of the Counties
of Delaware-Chenango-Madison and Otsego**

I, _____, District Clerk of the
_____ School District do hereby certify
that at a public meeting held on April 20, 2016 the Board of Education of
the _____ School District adopted a resolution
casting its vote or votes in the annual election of members of the Board of
Cooperative Educational Services for the person or persons indicated on
the attached ballot.

[s e a l]

Board Clerk Signature

attachment

2016 DCMO BOCES **BOARD MEMBER CANDIDATES**

1. Kimberly Ayres

Kim Ayres is a resident of Sidney, NY, an alumnus of Sidney Central School and has served on the Sidney CSD Board of Education since July 2008. She is currently employed at Hartwick College in Oneonta as Assistant Director of Student Accounts and previously worked in the banking industry for over twelve years. She has utilized her banking skills while serving on the Audit Committee, which she has been a member of since her election to the Sidney CSD Board. During her time on the Board of Education, she has been afforded many opportunities to continue her training and expand her knowledge as a Board member, with local training, state level conferences, and national conferences. At a time when our students and component districts continue to face new challenges daily, she would welcome the change to serve with the other BOCES Board Members.

2. Linda DeAndrea

Linda DeAndrea has served on the DCMO BOCES Board of Education since 2014. She served on the Franklin Central School Board from 2000 through 2015, and held the office of President for 12 years. Linda has presented at Legislative Breakfasts and at the regional public hearing for the New York Education Reform Commission, and met with legislators to advocate for the needs of our rural schools. Linda graduated from SUNY at Albany, worked as a Community Mental Health Nurse for Broome Developmental Services, and has volunteered with 4-H and served on several community boards including Franklin Recreation, Franklin Free Library, and the Franklin Community Education Foundation.

3. John Klockowski

John M. Klockowski is the current President of the Board of Education for the Norwich City School District. He resides with his wife, Mary, and their son, Jake (Norwich 2016 Salutatorian), and daughter, Hannah (Norwich Class of 2019). John is also heavily involved in the general Norwich community by serving on the following Boards/Committees:

- Chenango County School Board Association
- YMCA Board of Directors
- Finance Sub-Committee of the United Way

- Chenango County Substance Abuse Coalition (former Chairperson of the Prevention Sub-Committee)
- Taste-n-See Soup Kitchen of Oxford
- Emmanuel Soul Kitchen of Norwich

John graduated from West Chester State College in West Chester, PA in 1980 with a BS in Biology and a minor in Chemistry. He currently is working on his MPH at St. Joseph's College in Maine. John works for Pfizer as an Associate Director in the Clinical Compliance Division, and has been involved with clinical research for over 30 years. He has presented information on clinical research topics on a national basis at ACRP, DIA, and IIR conventions and has had abstracts published in the Journals of Dermatology and Cardiology.

4. **Sheila Marshman**

Sheila A. Marshman, PhD is an Associate Professor and past Chair of the Department of Agricultural Business, Agricultural Science and Dairy Management at Morrisville State College (MSC). During her tenure at MSC, she developed the college's four-year degree in Agricultural Business Development and created Morrisville fresh, a unique student operated experiential learning business which generates income. The BBA in Agricultural Business Development is one of the fastest growing four-year degrees on campus. In 2016, she was nominated for the Chancellors Distinguished Service Award. Sheila also holds a Research and Farm Business Consulting appointment with Cornell University in Ithaca.

Sheila is a graduate of the NYS Food and Agricultural Leadership program (LEADNY Class 11) at Cornell University, and is involved in her community. She holds numerous leadership positions in various agricultural and community organizations throughout New York. Sheila is also an accomplished national, state, and local speaker on agricultural issues. She resides with her husband, John, and their daughter, Lily, on his family's 7th generation dairy farm in Oxford, Tiger Lily Holsteins, founded in 1856.

Regular Meeting

April 20, 2016

Board of Education - BOCES Administrative Budget

BE IT RESOLVED that the Sherburne-Earlville Board of Education does hereby approve the proposed Delaware-Chenango-Madison-Otsego BOCES Administrative Budget for the 2016-2017 school year in the amount of \$2,233,070.

Disposition of Board of Education: Motion _____ Second _____

Approved _____ Opposed _____ Abstain _____

Regular Meeting

April 20, 2016

Board of Education - BOCES Board Member

BE IT RESOLVED that the Sherburne-Earlville Board of Education does hereby cast its vote in the special election of a member of the Board of Cooperative Educational Services for the person or persons indicated on the attached ballot.

Candidates for the three vacancies of the BOCES Board are:

Kimberly Ayres

Linda DeAndrea

John Klockowski

Sheila Marshman

Disposition of Board of Education: Motion _____ Second _____

Approved _____ Opposed _____ Abstain _____

Regular Meeting

April 20, 2016

Board of Education – School Calendar

BE IT RESOLVED that the Sherburne-Earlville Board of Education hereby adopts the school calendar for the 2016-2017 school year as attached.

Disposition of Board of Education: Motion _____ Second _____

Approved _____ Opposed _____ Abstain _____

JULY 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2016						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2016 (17+2)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2016 (19+1)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2016 (18)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DECEMBER 2016 (17)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SHERBURNE-EARLVILLE CENTRAL SCHOOL DISTRICT INSTRUCTIONAL CALENDAR 2016-2017

Key	
☐	No School – Vacation Day
○	No School – Conference Day
☐	No School – Offices Closed
/	1/2 Day
—	Regents Day/State Testing

- JULY 2016**
4 Independence Day—Offices Closed
- SEPTEMBER 2016**
5 Labor Day—No School/Offices Closed
6-7 Staff Development Days/No Students
8 First Day for Students
- OCTOBER 2016**
7 No School Students—Staff Development Day
10 Columbus Day—No School/Offices Closed
- NOVEMBER 2016**
11 Veterans' Day—No School/Offices Closed
21 1/2 Day Parent/Teacher Conferences
22 1/2 Day for Students
23-25 Thanksgiving Recess—No School/Offices Closed
- DECEMBER 2016**
26-30 Christmas Recess
26-27 Offices Closed
30 Offices Closed
- JANUARY 2017**
2 New Year's Day Observed—No School/Offices Closed
13 No School—Staff Development Day
16 Martin Luther King, Jr. Day—No School/Offices Closed
24-27 Regents Exams
- FEBRUARY 2017**
20 Presidents' Day—No School/Offices Closed
20-24 Presidents' Day Recess
- MARCH 2017**
9 1/2 Day for Students/Parent-Teacher Conferences
10 1/2 Day for Students
28 NYS ELA Testing, Grades 3-8
- APRIL 2017**
10-14 Spring Recess
14 Good Friday/Offices Closed
- MAY 2017**
2 NYS Math Testing, Grades 3-8
24 NYS Science Performance Test, Grades 4 & 8
29 Memorial Day—No School/Offices Closed
- JUNE 2017**
5 NYS Science Written Test, Grades 4 & 8
14-22 Regents Exams
20-23 1/2 Day — K-5th Grades
23 Regents Rating Day

JANUARY 2017 (19+1)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2017 (15)						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH 2017 (23)						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2017 (15)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2017 (22)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JUNE 2017 (17)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Regular Meeting

April 20, 2016

Board of Education – Donations

BE IT RESOLVED, upon recommendation of the Superintendent, to accept the donation of \$10,000, from Mr. and Mrs. James Carrier, for the Nancy Lee Rose Award.

Superintendent _____

Disposition of Board of Education: Motion _____ Second _____

Approved _____ Opposed _____ Abstain _____

Regular Meeting

April 20, 2016

Board of Education – Scholarship/Award

BE IT RESOLVED that the Sherburne-Earlville Central School District accepts David and Carole Kross Engineering Scholarship.

David and Carole Kross Engineering Scholarship

Qualifications:

- Graduating Sherburne-Earlville Senior who will be enrolling in a college or university to earn a degree in Engineering
- Student exemplifies high moral character
- Student exhibits a high level of academic achievement

Additional factors for consideration:

- Student has a financial need compared to peers
- Student has shown significant improvement in High School and/or has overcome adversity in his/her life

Scholarship:

- \$1000 to be apportioned in two (2) \$500 amounts in semester 1 and semester 2 of the student's first year of college
- Student must provide proof of enrollment for each semester to receive funds

Superintendent _____

Disposition of Board of Education: Motion _____ Second _____

Approved _____ Opposed _____ Abstain _____

Regular Meeting

April 20, 2016

Board of Education - Administrators Agreement

BE IT RESOLVED, by the Board of Education of the Sherburne-Earlville Central School District, that in accordance with 204a of the Taylor Law, funds are hereby provided to implement the agreement between the Sherburne-Earlville Administrators Association and the Superintendent over a period commencing July 1, 2016 and ending June 30, 2019.

Disposition of Board of Education: Motion _____ Second _____

Approved _____ Opposed _____ Abstain _____

Agreement Between
The Chief School Officer
Of the
Sherburne-Earlville Central School District
And
The Sherburne-Earlville Administrators' Association
For the period
July 1, 2016 to June 30, 2019

Article I - Preamble

Agreement made this 23rd day of March, 2016, by and between the Sherburne-Earlville Administrators' Association, hereinafter referred to as "The Association" and the Chief School Officer of the Sherburne-Earlville Central School District, hereinafter referred to as "The CSO."

Article II - Recognition

The Sherburne-Earlville Central School District, hereinafter referred to as "The District," pursuant to the procedures outlined in Section 212, Article 14 of the Civil Service Law, hereby recognizes the Sherburne-Earlville Administrators' Association as the sole and exclusive bargaining agent for the purpose of collective negotiations and the administration of grievances for all administrative positions in the district with the exception of the following titles: Chief School Officer; Asst. Superintendent for Business; Assistant Superintendent for Special Services.

Article III - Negotiation Procedures

At the initial meeting to open negotiations, the parties shall exchange proposals in writing. Either party will be able to introduce new proposals at the second meeting, but after this meeting no new proposals will be submitted by either party without mutual consent. This shall not prohibit or constrain counter proposals from either party.

Neither party shall control the selection of representatives of the other party. The parties mutually pledge that their representatives will possess the authority to make proposals, consider proposals and reach compromise in the course of negotiations, subject to final ratification of the Sherburne-Earlville Administrators Association and the Board of Education.

Both parties will provide each other information relevant to issues under consideration, including but not limited to salary information, retirement system rulings and pertinent legal opinions.

Article IV - Compensation

Basic salary increases of 2% and \$750 for each year of the contract shall be provided for administrators. These increases shall be established after longevity amounts, if applicable, have been added to the base salary.

Longevity stipends shall be provided to each administrator as follows:

After year 3	\$800	After year 21	\$2600
After year 6	\$1100	After year 24	\$2900
After year 9	\$1400	After year 27	\$3200
After year 12	\$1700	After year 30	\$3500
After year 15	\$2000	After year 33	\$3800
After year 18	\$2300	After year 36	\$4100 etc.

These amounts shall be continuous and shall become part of the administrator’s base salary for the following year. Example:

Base Salary	After year 6: Base Salary (\$80,000.00 plus \$1100 times 2% +750	After year 7: Base Salary (\$83472 times 2% + \$750)
\$80,000	\$83,472	\$85,891

Article V - Work Year

The work year is defined as twelve (12) calendar months, beginning July 1 of each year and ending on June 30 of the following year.

Article VI - Holidays

Administrators will follow the holiday schedule established each year by the CSEA contract. Administrators will not be expected to work on these days.

Article VII - Sick Leave

Administrative employees will be credited with fourteen (14) sick leave days per year for personal and family illness. Unused sick leave shall be allowed to accumulate to an unlimited amount. Administrators will have full participation in the District-wide Sick Bank pursuant to the agreed upon policy.

Article VIII - Personal Leave

Administrators will have available three (3) personal leave days for personal business requiring absence from work during each school year. Unused personal days will be added to accumulated sick days at the end of each school year.

Article IX - Vacation

Each administrator will be granted twenty (20) days vacation during the work year. New employees who begin employment after July 1 of each year will have their vacation amount prorated for the first year. All vacation will be taken at times mutually agreed upon by the administrator and CSO. Vacation days not taken must be used prior to June 30th of the following school year. Five days annually may be converted to sick days to accumulate at the discretion of the administrator. Up to five days each year, if so requested by the administrator, will be compensated at the daily rate of the administrator's current salary.

Article X - Bereavement Leave

Administrators shall be entitled to four (4) days with regular pay for bereavement purposes. Additional time off with pay may be granted by the CSO.

Article XI - Jury Duty

Administrators shall be granted leave without loss of pay as may be necessary to perform jury duty. Jury leave shall not be deducted from any other leave allowance. When the administrator receives a notice of call to jury duty, s/he shall notify the CSO to that effect on the first workday following receipt of such notice. Any jury duty fee will be submitted to the District.

Article XII - Professional Leave

With the recommendation of the CSO, and the approval of the Board of Education, a leave of absence of up to one (1) year may be granted with or without pay. Leaves may be granted for the following reasons: further education through University studies, travel for purposes of studies of educational systems, and other reasons approved by the Board. A written request must be submitted at least six (6) months before the leave is to begin. If the leave is with pay the administrator must agree to return to the district to work a minimum of two years or reimburse the District the monies advanced.

Article XIII - Retirement Program

Administrators will be eligible for the following retirement benefit:

Administrators electing to exercise the retirement benefit must notify the district, in writing, no later than October 1st if they will retire as of January 30, or December 2nd if they will retire as of June 30. Retirement may be as of January 30 by mutual agreement of the employee, the Administrators' Association, and the District provided notice is received by the District, in writing, no later than October 1. Administrators who have 20 years experience credited in the New York State Teachers' Retirement System may choose the retirement benefit.

Employees who so select will be entitled to a payment of a maximum of 200 days of his/her accumulated sick days at his/her daily rate.

Article XIV - Tuition Reimbursement

Beginning in year three, for those with Administrative certification, a total of \$15,000 for purposes of tuition reimbursement, by approval of the Superintendent, will be granted in each year of the Agreement. Individuals working towards Administrative certification necessary to qualify for and maintain their administrative position will not be eligible for reimbursement for such graduate course work.

Article XV - Group Insurance

Health Plan

A. The Broome-Tioga-Delaware Health Insurance Plan or any other insurance plan which is mutually agreed upon will be provided by the district. The employer pays 85% of either individual or family coverage. The district will convert the health insurance to a premium conversion plan allowing employee contributions to be deducted from gross

salary before taxes, if allowed by the IRS. Retirees' coverage will be paid by the District at the rate of 50% for the retiree and 35% for the retiree's dependents.

The deductible per year for a covered individual will be \$50 and the family deductible per year will be \$150.

B. SEAA unit members will be allowed to either reduce or eliminate personal health insurance coverage, provided they can show that they have alternative coverage through a spouse's health insurance plan. Proof of alternative coverage must be shown before a unit member will be eligible for opt out payment

1. All unit members hired on or prior to September 1, 2015, will have the opportunity to opt out of health insurance coverage before October 15, 2015. For unit members receiving the health insurance opt out payment as of October 15, 2015, the payment will be equal to fifty percent (50%), with a MAXIMUM payment not to exceed \$9094, of the plan premium for the plan they opted out of as that date.
2. That is, the benefit will remain unchanged, with the exception of the cap, for such employees until such time they chose to take health insurance coverage through the district.
3. For unit members hired after September 1, 2015, the reimbursement will equal \$2500.
4. For unit members hired on or before September 1, 2015, who opt out of health insurance after October 15, 2015, the health insurance opt out payment will be \$5000.
5. For unit members who are eligible for coverage under the plan of a spouse who is also employed by the District, both spouses will be covered under one family plan, but any required premium co-payment will be waived. That is, for as long as both spouses are employed and eligible for coverage under the District plan, the District will pay 100% of the health insurance premium cost for the family plan.

The unit member will be paid the appropriate amount each pay period, coincident with insurance deductions. The payment will be prorated for periods less than one (1) year. The employee will have the right to return to the coverage of the plan in one or the other of the following situations:

1. At any time wherein the status of the employee and/or his/her family situation changes, e.g. divorce; birth; death; loss of insurance
2. During open enrollment periods

Death of An Administrator

Dependent coverage will continue unchanged for one calendar year commencing the month following the death of an active Administrator. Dependents covered will be responsible for the employee's portion of the premium.

Death of A Retired Administrator

Dependent coverage will continue unchanged for one calendar year commencing the month following the death of a retired administrator. Dependents covered will be responsible for the employee's portion of the premium.

Disability Insurance

Disability insurance will be provided by the District.

Dental Plan

Administrators will be entitled to participate in the District's Dental Plan with the District contributing 100% for individual coverage.

Article XVI - Evaluation

Administrators will be evaluated in accordance with APPR requirements. APPR provisions apply to those administrators who receive a State Score. The Principal APPR plan will appear as an appendix to the negotiated agreement. **The provisions shall sunset on June 30 annually and will be renegotiated consistent with any further changes in law or regulation.**

Evaluations for all unit members will be completed no later than September 1st of each year.

Article XVII - Mileage

Administrators shall be entitled to be paid mileage for the authorized use of their personal vehicles upon submission of required forms. Mileage shall be at the rate currently approved by the Board of Education.

Article XVIII - Professional Dues

The Board of Education agrees to pay the dues to one professional organization of each administrator's choice.

Article XIX – Grievance

Any dispute and grievance arising concerning the interpretation of application of the terms of this agreement shall be processed in accordance with the following procedures. All grievances and decisions shall be submitted in written form.

Such dispute and grievance shall be presented to the Superintendent within ten (10) days after the act or decision upon which the grievance is based. The Superintendent shall have ten (10) school days after receipt of the grievance to respond to same.

In the event such dispute and grievance is not satisfactorily adjusted at the preceding step of the procedure, then that administrator shall, within ten (10) school days after the sending of the Superintendent's decision, present the same to the Board of Education for settlement. The Board of Education shall consider the matter at the next regularly scheduled meeting. The Board of Education shall render a decision on the grievance within ten (10) school days after the meeting in which the grievance was considered.

The aggrieved party shall be allowed to request within 10 business days following receipt by the aggrieved party of the written decision, a review by a member of the AAA (American Arbitration Association). The parties will then be bound by the rules and procedures of the AAA. In such cases the aggrieved party and/or his/her representative and the Board and/or its representative shall each submit to the arbitrator a written statement setting forth the specific nature of the grievance and the facts relating thereto.

In addition all files pertaining to said grievance shall be made available. Thereupon, the arbitrator will meet with the aggrieved party and/or his/her representative and, at the same time, with the Board and/or its representative to receive additional oral and/or written statements or arguments.

The arbitrator shall have no power or authority to make any decisions which are prohibited by law or which violate the terms and conditions of this negotiated agreement.

The decision of the arbitrator shall be final and binding upon all parties. The arbitrator will provide the Association, the Board, and the aggrieved party with complete identical written copies of his/her determination.

The cost of the services of the arbitrator will be borne equally by the Board and the aggrieved party.

Article XX - Duration of Agreement

This agreement shall be in full force and effect from July 1, 2016 through June 30, 2019.

IT IS AGREED BY AND BETWEEN PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF THE LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFORE, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY GIVES APPROVAL.

_____ Jolene Emhof, SEAA	_____ Eric Schnabl, Superintendent
_____ March 24, 2016 Date	_____ March 24, 2016 Date

Regular Meeting

April 20, 2016

Business - Surplus Items

BE IT RESOLVED, upon recommendation of the Superintendent, to surplus the following Items from Buildings and Grounds

Minute Man 320 Floor Machine SE# 04163 Serial # XMC32036QP1095

Minute Man 320 Floor Machine SE# 04048 Serial # VMC32036QP1251

Walker-Turner Radial Drill SE# 000543

Jefferson Power Hack Saw

Rockwell Jig Saw SE # A-EQU 623 Serial # EP7942

Craftsman 12# Electronic Band Saw SE#01415 Serial # 90096-M0014

Rockwell Lathe SE# 01532 Serial # 1403031

U.S. Air Compressor

Delta Rockwell Sander SE# 01541 Serial # DF3705

Airco 250 Ampere AC/DC Heliwelder SE # 01542

John Deere Gator 6x4 SE# 04055 Serial # W006X4X061580

Air Flo Electric Sander SE# 04196 Serial # PSVL22233

Hossfeld Universal Iron Bender SE# 000553 Serial # 14861

Superintendent _____

Disposition of Board of Education: Motion _____ Second _____

Approved _____ Opposed _____ Abstain _____

Correction to Board Minutes of 7/7/14

Probationary appointment of Jennifer Kmetz:

Probationary period should begin 9/1/14 and end 8/31/16.

Explanation:

It was brought to our attention by the SETA Seniority Committee that Jennifer Kmetz probationary period should actually end on 8/31/16, instead of the originally recorded 8/31/17 due to Jarema credit.

Correction to Board Minutes of 4/4/16

Elizabeth Brennan has a Permanent Certification, not Initial.