

DeRuyter Central School
711 Railroad Street
DeRuyter, NY 13052

REGULAR MEETING AGENDA

September 11, 2019

Public Comments at Board of Education Meetings – The DeRuyter Central School Board of Education welcomes comments from the public. This is why we provide “Public Comments” as part of our regular agenda. In fairness to everyone, we ask the public to please abide by the following conditions: **1)** The Board reserves the right to limit the comments of individuals to **three (3) minutes**; **2)** It is not appropriate to comment on individual staff members or about personnel matters during public session. We ask that such concerns be addressed initially with the appropriate administrator (usually one of our Principals or Business Administrator); **3)** Your next step should be to address this matter with the Superintendent; **4)** If you are still dissatisfied, please ask the Superintendent to request that this matter be discussed by the Board of Education in Executive Session.

5:00 – Governance Workshop – Dr. Brown

I. Regular Meeting Call To Order

II. Establish Agenda

III. Approval of Minutes –August 8, 2019 Regular Meeting

IV. Presentations

- A. Grades 3-8 Test Scores; Regents Scores – Mrs. O’Brien
- B. Memorandum of Agreement – NYS DMV – Dr. Brown/ Approval

V. Discussion Items

- A. Updated 5-year projection – Mr. Southard
- B. Transportation Request
- C. Poland Soccer Tournament
- D. Animals in the Classroom – Agriculture – Mr. Rafferty
- E. Policy # 7511 - Immunizations

VI. Public Comments

VII. Board Comments

VIII. Administrative Comments

IX. Board Action Items

A. Financial

- 1. **Accept Claims Auditor Report** for 8/6/19- 8/27/19
- 2. **Approve Claims Auditor Claim** - # 20-002 - \$105.00

B. CSE Recommendations

C. Volunteers – E. Skeelee, S. Meigs, K. Romagnoli, M. Radziwon, J. McCann

D. Surplus Equipment

- 1. *Van (C-3) – 2010 Dodge Grand Caravan SE – 71,572 Miles – Vin# 2D4RN4DE6AR114570*
- 2. *Bus # 91 – 2010 Chevrolet 4500 (34 passenger) – 73,804 Miles – Vin # 1GB9G5AG4A1147255*

X. Public Comments

NEXT MEETING: October 16, 2019

XI. Executive Session (If Needed)

XII. Adjournment

DeRuyter Central School
711 Railroad Street
DeRuyter, NY 13052

REGULAR MEETING UNOFFICIAL MINUTES

August 8, 2019

Members Present: Brandi Compton, Dean Hathaway, Richard Metcalf, Bradley Mierke

Members Absent: Jodi Wiesing

Others Present: David Brown, Sandy Welsh, James Southard, Stephen Rafferty, Jenny Valente, Daniel Hathaway, Kyle Barnes, Keely Worlock, Eugene Burrows, Bailey Coon, Taylor Bass

I. Regular Meeting Call To Order

The Regular Meeting of the DeRuyter Central School Board of Education was called to order by President Hathaway at 6:04 pm. The Pledge of Allegiance followed, with a moment of silence following the Pledge for the victims of the recent tragedies.

Call to Order

Pledge of Allegiance

Moment of Silence

II. Establish Agenda

RESOLVED That the Board establish the agenda as presented.

Established Agenda

Motion: CARRIED **1st:** Compton **2nd:** Mierke
Vote: **Yes: 4** **No: 0** **Absent: Wiesing**

III. Approval of Minutes –July 2, 2019 Reorganizational Meeting and July 2 Regular Meeting

RESOLVED, That the Board approve the minutes of the July 2, 2019 Reorganizational Meeting, and the July 2, 2019 Regular Meeting.

Approved 7/2/19 Reorg./Regular Minutes

Motion: CARRIED **1st:** Compton **2nd:** Mierke
Vote: **Yes: 4** **No: 0** **Absent: Wiesing**

IV. Presentations

1. FFA – Presentations / Approvals – FFA Retreat / FFA National Convention

Presentations

FFA members presented itineraries for the Retreat and the National Convention, talked about what they hope to learn, and about team bonding activities. Talked about the last year's convention, who came and presented – i.e. CEO of John Deer, President of USA.

FFA – Retreat/ National Convention

RESOLVED, That the Board approve the overnight FFA Retreat in the town of Hancock, NY, August 12-14, 2019.

Approved - FFA Retreat

Motion: CARRIED **1st:** Mierke **2nd:** Compton
Vote: **Yes: 4** **No: 0** **Absent: Wiesing**

RESOLVED, That the Board approve the participation for FFA members to travel to Indianapolis, IN for the 92nd National FFA Convention & Expo October 30, 2019 through November 2, 2019.

Approved – National Convention

Motion: CARRIED **1st:** Compton **2nd:** Mierke

Vote: Yes: 4 No: 0 Absent: Wiesing

2. 2019-2020 Code of Conduct / Approval

Mr. Rafferty explained that there were only minor changes. Will be allowing students 6-12 to have their phones during the 2nd part of lunch.

RESOLVED, That the Board approve the 2019-2020 Code of Conduct as presented.

Motion: CARRIED **1st: Compton** **2nd: Mierke**
Vote: Yes: 4 No: 0 Absent: Wiesing

2019-2020 Code of Conduct

Approved 2019-2020 Code of Conduct

V. Discussion Items - None

VI. Public Comments - None

VII. Board Comments - None

VIII. Administrative Comments

Dr. Brown gave an update on the Capital Project, explaining about delay with engineering firm. All paperwork is done and resent to 3rd party review. Dates – Bid Walk-through – September 12, 2019- Bid opening – October 10 – 3:30-5:00

Administrative Comments

The Safety Plan has been reviewed and only minor updates are needed.

Dr. Brown reported that C&S will be funding Back to School Picnic. Many thanks!

Dr. Brown also reported that they have been looking at the Business Office job duties.

IX. Board Action Items

Board Action Items

A. Personnel

1. Appointments:

RESOLVED, That the Board of Education, upon the recommendation of the Superintendent of Schools, appoint Angela Wood to a four (4)-year probationary appointment in the tenure area of Teaching Assistant effective September 1, 2019, ending February 1, 2023 at a salary rate of \$21,611.18.

Appointed A. Wood – Teaching Assistant

Motion: CARRIED **1st: Compton** **2nd: Mierke**
Vote: Yes: 4 No: 0 Absent: Wiesing

RESOLVED, That the Board of Education, upon the recommendation of the Superintendent of Schools, approve the appointment of Gary DeLapp as a substitute custodian and Karen P. Crandall as Substitute Teaching Assistant/Aide.

Appointed G. DeLapp, K. P. Crandall as substitutes

Motion: CARRIED **1st: Compton** **2nd: Mierke**
Vote: Yes: 4 No: 0 Absent: Wiesing

RESOLVED, That the Board of Education, upon the recommendation of the Superintendent of Schools, approve the appointment of Sandy Welsh as 2019-2020 Secretary to Athletic Director at a stipend of \$5,291.63.

Motion: **CARRIED** **1st: Compton** **2nd: Mierke**
 Vote: **Yes: 4** **No: 0** **Absent: Wiesing**

RESOLVED, That the Board of Education, upon the recommendation of the Superintendent of Schools, approve the provisional appointment of Tanner Kirk as Custodian effective July 15, 2019 at a salary of \$30,799.34 (prorated).

Motion: **CARRIED** **1st: Compton** **2nd: Mierke**
 Vote: **Yes: 4** **No: 0** **Absent: Wiesing**

B. Financial

1. Accept Claims Auditor Report

RESOLVED, That the Board accepts the Claims Auditor Report for the period of July 9, 2019 – July 30, 2019 as presented.

Motion: **CARRIED** **1st: Compton** **2nd: Mierke**
 Vote: **Yes: 4** **No: 0** **Absent: Wiesing**

2. Approve Claims Auditor Claim

RESOLVED, That the Board approves Claims Auditor Claim 20-001 in the amount of \$93.75.

Motion: **CARRIED** **1st: Mierke** **2nd: Compton**
 Vote: **Yes: 4** **No: 0** **Absent: Wiesing**

3. Accept Treasurer's Reports

RESOLVED, That the Board accepts the Treasurer's Reports as presented.

Motion: **CARRIED** **1st: Compton** **2nd: Mierke**
 Vote: **Yes: 4** **No: 0** **Absent: Wiesing**

4. Approve Transportation Contract

RESOLVED, That the Board of Education, upon the recommendation of the Superintendent of Schools, approve the Transportation Contract with OCM BOCES for the 2019-2020 school year as per attached.

Motion: **CARRIED** **1st: Mierke** **2nd: Compton**
 Vote: **Yes: 4** **No: 0** **Absent: Wiesing**

Appointed S. Welsh – AD Secretary

Appointed T. Kirk as Custodian

Accepted Claims Auditor Report

Approved Claims Auditor Claim

Accepted Treasurer's Report

Approved Transportation Contract

5. Approve Contract

RESOLVED, That the Board of Education approve the contract with the Superintendent of Schools as per attached.

Motion: CARRIED 1st: Compton 2nd: Mierke
Vote: Yes: 4 No: 0 Absent: Wiesing

Approved
Contract
w/Superintendent

6. Modify Resolution

RESOLVED, That the Board of Education modify Resolution from June 12, 2019 Regular Meeting of the DeRuyter Central School Board of Education regarding the approval to fund the main ERS reserve to read "...in the amount not to exceed 3.5 times the 2019-2020 budgeted amount.....". (Note this is up from the 2 times that was passed at the June 12, 2019 Regular Meeting).

Motion: CARRIED 1st: Compton 2nd: Mierke
Vote: Yes: 4 No: 0 Absent: Wiesing

Modified
Resolution from
June 12, 2019

7. Reserve Resolutions

a. **RESOLVED**, That the Board approve to fund the new subfund to the ERS reserve for TRS retirement increases in an amount of \$92,000.

Motion: CARRIED 1st: Compton 2nd: Mierke
Vote: Yes: 4 No: 0 Absent: Wiesing

b. **RESOLVED**, That the Board approve to fund the main ERS reserve in an amount \$528,700 to offset future potential increases.

Motion: CARRIED 1st: Compton 2nd: Mierke
Vote: Yes: 4 No: 0 Absent: Wiesing

c. **RESOLVED**, That the Board approve to fund the Reserve for Insurance in an amount of \$200,000 to offset liabilities for which there is no insurance coverage.

Motion: CARRIED 1st: Mierke 2nd: Compton
Vote: Yes: 4 No: 0 Absent: Wiesing

Many thanks to Jim for his fiscal oversight. Good job!

8. Approval of 2019-2020 Tax Warrant

RESOLVED, That the Board approve the 2019-2020 Tax Warrant as attached.

Motion: CARRIED 1st: Compton 2nd: Mierke
Vote: Yes: 4 No: 0 Absent: Wiesing

Approved 2019-
2020 Tax Warrant

9. Approval of BOCES AS-7 (Final Request)

RESOLVED, *That the Board approve the 2019-2020 AS 7 (Final Request) as per attached.*

Motion: CARRIED 1st: Mierke 2nd: Compton
Vote: Yes: 4 No: 0 Absent: Wiesing

Approve the 2019-2020 AS7 (Final Request)

10. Approval of Special Education Agreement

WHEREAS, *the parent of a student with a disability filed a Due Process Complaint Notice with the District on or about April 17, 2019 pursuant to the Individuals with Disabilities Education Act;*

WHEREAS, *the District and the parent resolved all issues concerning the claim by mutual agreement (the "Agreement"), subject to approval by the Board of Education; and*

WHEREAS, *the Board of Education has reviewed the Agreement, including the mutual promises and releases set forth therein, and desires to authorize the District to act in accordance therewith.*

NOW, THEREFORE, BE IT RESOLVED THAT

Approved Special Education Agreement

1. *The Agreement between the District and the parent of the student with a disability is hereby approved.*
2. *The District's Superintendent of Schools is authorized to execute the Agreement on behalf of the Board and to take all steps necessary to implement the Agreement.*

Motion: CARRIED 1st: Compton 2nd: Mierke
Vote: Yes: 4 No: 0 Absent: Wiesing

C. Approval of Safety Plan

RESOLVED, *That the Board of Education, upon the recommendation of the Superintendent of Schools, approve the District Safety Plan as attached.*

Approved the District Level Safety Plan

Motion: CARRIED 1st: Compton 2nd: Mierke
Vote: Yes: 4 No: 0 Absent: Wiesing

D. Surplus Equipment

RESOLVED, *That the Board declare technology equipment surplus as per attached list.*

Declared technology equipment surplus

Motion: CARRIED 1st: Mierke 2nd: Compton
Vote: Yes: 4 No: 0 Absent: Wiesing

X. Public Comments - None

No Public Comments

NEXT MEETING: September 11, 2019

XI. Executive Session (If Needed)

Executive Session

RESOLVED, That the Board adjourn to Executive Session at 6:37 pm for the purpose of discussing contract negotiations, and the medical, financial, credit or employment history of a particular person(s) or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person(s) or corporation.

Motion: CARRIED **1st:** Compton **2nd:** Mierke
Vote: **Yes: 4** **No: 0** **Absent: Wiesing**

The Board came out of Executive Session at 6:57 pm.

XII. Adjournment

Adjournment

RESOLVED, That the Regular Meeting of the DeRuyter Central School Board of Education be adjourned at 6:58 pm.

Motion: CARRIED **1st:** Mierke **2nd:** Compton
Vote: **Yes: 4** **No: 0** **Absent: Wiesing**

Respectfully Submitted: _____


Sandra Welsh, District Clerk

MEMORANDUM OF AGREEMENT
Between the New York State Department of Motor Vehicles and

DeRueyter Central School
(SCHOOL DISTRICT NAME)

THIS MEMORANDUM OF AGREEMENT (hereinafter "MOA") is made on 9-11-2019 by and between the New York State Department of Motor Vehicles, hereinafter "The Department" and DeRueyter Central School, hereinafter "The School District".
(DATE) (SCHOOL DISTRICT NAME)

WHEREAS, the Department wishes to enhance customer service and improve traffic safety and has contracted with a vendor to provide learner permit knowledge tests over the Internet; and

WHEREAS, the School District wishes to offer students of the School District aged 15 and older the opportunity to take learner permit knowledge tests in its facility with no charge to those students;

NOW, THEREFORE, IT IS MUTUALLY AGREED by and between the Department and the School District that:

1. The Department shall make the Online Knowledge Test Application (OKTA) available to the School District via a secure Internet connection at no charge to the School District. OKTA shall include English and Spanish tests for Class D (passenger vehicle) and Class M (motorcycle) learner permits.
2. The Department shall make OKTA available seven (7) days per week between the hours of 7:00 AM and 7:00 PM. However, system maintenance, downtime, Internet connectivity issues and other disruptions may prevent access during normal hours.
3. The Department shall provide the following materials related to OKTA to the School District:
 - User guides;
 - Driver's manuals for students;
 - All necessary forms for students to obtain a learner permit from a Department issuing office.
4. The School District shall provide the following equipment for use of OKTA:
 - Personal Computers;
 - An Internet Connection;
 - At Least One Printer.

5. The School District shall appoint at least one employee to act as a Local Administrator. The School District shall notify the Department OKTA Program Administrator when a new Local Administrator(s) is appointed. The role of the Local Administrator shall be to:
 - Act as the School District liaison to the Department OKTA Program Administrator;
 - Enroll and maintain accounts for any Test Proctors appointed by the School District.
6. The School District shall nominate at least one employee to act as a Test Proctor. The role of the Test Proctor shall be to initiate test sessions and monitor students including the following tasks:
 - Verify student identity by review of a NYSDMV-issued photo document, birth document or school record;
 - Accurately enter the required student information into OKTA;
 - Assign a test session and attest to the student identity;
 - Provide student with a unique OKTA-generated password for their test session;
 - Provide student with an OKTA-generated receipt upon successful completion of their test session.
7. The School District shall ensure that neither Local Administrators nor Test Proctors share their OKTA passwords and contact the Department OKTA Program Administrator immediately if any password is compromised.
8. The School District shall provide a reasonable level of Test Proctor oversight in the testing space to prevent fraud and ensure that students complete their assigned test sessions.
9. The School District shall notify the Department OKTA Program Administrator immediately if it discovers:
 - An unauthorized party has acquired or used OKTA data;
 - An authorized party has accessed or has used OKTA data for unauthorized purposes;
 - Any situations involving unauthorized access to OKTA;
 - Malfeasance on the part of Local Administrators, Test Proctors, or Students, (including test taking substitution or fraud).
10. The School District acknowledges that the Department has the right to review its usage of OKTA. The School District shall make records supporting the authorized use of OKTA available to the Department if needed. The Department recognizes the confidentiality of such records and shall receive written authorization from the School District before releasing such records or the substance thereof to a third-party.
11. This MOA shall not be assigned without the prior written consent of the other party.
12. This MOA is the complete and exclusive statement of the Agreement between the parties and supersedes all prior or contemporaneous, oral or written, proposals, understandings, representations, conditions or covenants between the Department and the School District relating to the subject matter of the MOA.

- 13. This MOA shall be governed by and construed in accordance with the laws of the State of New York. In any proceeding concerning the enforcement and enforceability of this MOA, the Department and the School District consent to personal jurisdiction in the Courts of the State of New York.
- 14. This MOA shall become effective on the date of its execution by both parties and shall remain in effect unless terminated by either party upon written notice to the other party.
- 15. All written notices related to this MOA shall be addressed as follows:

**NYS DMV
6 Empire State Plaza, Room 230
Albany, NY 12228
Attn: Venita Brown**

IN WITNESS WHEREOF, my signature signifies agreement with this MOA.

DeRuysa Central School
SCHOOL DISTRICT NAME
711 Railroad Street
ADDRESS 1
ADDRESS 2
DeRuysa, NY 13052
CITY STATE ZIP CODE
Madison
COUNTY

DeRuysa Central
SCHOOL DISTRICT
Dr. David M. Brown
SCHOOL DISTRICT ADMINISTRATOR SIGNATURE
David M. Brown Ed. D.
PRINT NAME
Superintendent
TITLE
9-11-19
DATE

New York State Department of Motor Vehicles

SIGNATURE (DMV)

PRINT NAME (DMV)

TITLE

DATE

REGISTRATION FORM

SCHOOL INFORMATION

DeWeyta High School
SCHOOL NAME

711 Railroad Street
ADDRESS 1

ADDRESS 2

DeWeyta, NY 13052
CITY / STATE / ZIP CODE

Madison
COUNTY

315 - 852 - 3400
PHONE NUMBER

PROCTOR'S INFORMATION

(If you wish to have more than one proctor, please provide the following information for each)

#1

NAME (PLEASE PRINT)

POSITION AT SCHOOL

PHONE NUMBER AT SCHOOL

E-MAIL ADDRESS AT SCHOOL

#2

NAME (PLEASE PRINT)

POSITION AT SCHOOL

PHONE NUMBER AT SCHOOL

E-MAIL ADDRESS AT SCHOOL

Please mail the original MOA and Registration Form to:

**NYS DMV
6 Empire State Plaza Room 230,
Albany, NY 12228
Attn: Venita Brown**

Permit Testing in NYS High Schools

OKTA (On-Line Knowledge Test Application)

NYS Department of Motor Vehicles (DMV) offers an On-line Knowledge Test Application (OKTA), which is a web-based system that allows students to take the Class D or Class M knowledge test at high schools throughout New York State. The tests are randomly generated using computer based testing software, which provides security, accuracy and efficiency in testing and scoring of exams administered outside of DMV facilities.

Students taking the exam at a high school do not have to take time out of their school day to go to a DMV office to take the test. Tests are administered in a setting familiar to students and in a modern, on-line format.

In the case of students who fail the test, they can take it again at the school. If the test was taken at a DMV office and the student fails, he/she may have to make another trip to the office to retake the test.

Once the student has passed, the results are sent electronically to DMV, creating a Permit Pending record. The student receives a bar-coded receipt. To obtain the learner permit, he/she must bring that receipt and the required proofs identification to any DMV issuing office in New York State.

Initial Start Up:

The process begins when DMV receives the Memorandum of Agreement (see attached) from a school. The MOA must be signed and must identify the designated proctor or proctors. An account is then set up for that school on the OKTA system. The proctor is given a username and temporary password, which is e-mailed to him/her.

The school can expect DMV to:

- Provide access to the application
- Provide the necessary training material at no cost to the schools or students
- Provide Ready Packs, which contains helpful information about ID proofs and road testing information
 - To apply for the permit after passing the test, the applicant must submit 6 points of identification including proof of date of birth and Social Security. If applying for a REAL ID or EDL the applicant must also submit proof of residency and proof of lawful status
- Be available to answer any questions the administrators or proctors may have

The school is expected to:

- Provide personal computers with internet access and at least one printer connected to those computers. OKTA is entirely web based. No special software installation is required. The application will guide the proctor through the entire process.
- A local administrator who would be responsible for managing the program at the high school and be the liaison between the school and DMV.
- The local administrator appoints and maintains lists of test proctors for the school
- The proctor verifies the student's identity.
- The proctor will be prompted to enter the student's basic information (full name, DOB, address)
- Once the student has passed the test, the proctor will print out a bar-coded receipt that the student must bring to a DMV office with his/her proof identification.

DeRuyter Central School District
 Claims Auditor Report for Board of Education
 Month of August, 2019

	8/6/19 PR	8/13/19 AP	8/14/19 AP	8/20/19 PR	8/27/19 AP		
Write Up							
Total # of Claims Audited/Payroll Checks	42	58	8	36	83		
Sales Tax							
NO PO Created							
PO Created after Invoice							
Exceeds limit of PO w/o Proper Approvals							
Incorrect Time Being Paid							
Incorrect Rate Being Paid	1						

Detail about Write Up

8/6/19 one employee - new rate didn't carry into system - corrected

8/13/19 no issues

8/14/19 no issues

8/20/19 no issues

8/27/19 one request needed correction of 3e (correction)

Bonnie B. Young
2169 Smith Road
DeRuyter, NY 13052
315-378-9608

PO# 200172

DeRuyter CSD
Received

[Handwritten signature]

AUG 29 2019

Superintendent's
Office

CLAIMS AUDITOR CLAIM

20-002 - August, 2019

To: DeRuyter Central School
711 Railroad Street
DeRuyter, NY 13052

Date	Total Hours	Type of Audit	Rate	Total
8/6/19	1	PR	\$15/Hr	\$ 15.00
8/13/19	2	AP	\$15/Hr	\$ 30.00
8/14/19	1/2	AP	\$15/Hr	\$ 7.50
8/20/19	1 1/4	PR	\$15/Hr	\$ 18.75
8/27/19	2 1/4	AP	\$15/Hr	\$ 33.75
			\$15/Hr	
			\$15/Hr	

Total this Claim 105.00

Bonnie Young
Signature: Claims Auditor
Date: 8/27/19

Katy L. DeRuyter
Signature: District Treasure
Date: 8/28/19

Date of Approval of Board of Education 9-11-19

District Clerk [Signature]