

**LA FAYETTE CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION – REGULAR MEETING  
FEBRUARY 11, 2016**

I. Opening

A. Call to Order - The Regular Meeting for the LaFayette Board of Education was held on Thursday February 11, 2016 and President Matthew Dodge called the meeting to order at approximately 5:09 pm. In attendance were Trustees D. Dodge, Keefe, Johnson and Superintendent Lavine, School Business Official Turner, Vanessa Tryon, Thomas McCasland, Jim Kesler, Dave Klem and Administrators Susan Osborn and Diane Ellsworth.

B. Pledge of Allegiance - Led by President Dodge

C. President Dodge asked for a motion to enter into Executive Session for discussion with the Non-Instructional Union President Thomas McCasland.

**Motion: 1st: Trustee Keefe 2nd: Trustee Johnson**

**Vote: Yes: 4 No: 0 Abstain: 0 Absent: 3 (LaCava, Whitney, Scofield)**

Trustee Scofield entered executive session at 5:35pm.

At 5:36 pm, President Dodge asked for a motion to reconvene into Open Session.

**Motion: 1st: Trustee Johnson 2nd: Trustee D. Dodge**

**Vote: Yes: 5 No: 0 Abstain: 0 Absent: 2 (LaCava, Whitney)**

Additionally in attendance for the Regular Meeting were Director of Instruction and Pupil Personnel Karen Ocque, Gary Oelkers, Kevin Morel, Sean Griffin, Chris Gray, Wendy Swift, Robert Kennedy, Tom MacMackin, Caleb Gretskey and Gretchen Gretskey.

D. Opening Remarks - President Dodge - Thanked everyone for coming to the meeting.

II. Approval of Minutes

A. Regular Minutes - January 28, 2016

**Motion: 1st: Trustee Scofield 2nd: Trustee Keefe**

**Vote: Yes: 4 No: 0 Abstain: 1 (Johnson) Absent: 2 (LaCava, Whitney)**

B. Regular Minutes - January 14, 2016

**Motion: 1st: Trustee Scofield 2nd: Trustee Keefe**

**Vote: Yes: 4 No: 0 Abstain: 1 (D. Dodge) Absent: 2 (LaCava, Whitney)**

C. Regular Minutes - December 17, 2015

**Motion: 1st: Trustee Scofield 2nd: Trustee Keefe**

**Vote: Yes: 4 No: 0 Abstain: 1 (M. Dodge) Absent: 2 (LaCava, Whitney)**

### III. District Presentations and Reports

#### A. Presentations and Recognition

1. Administrative and Capital 2016-2017 Budget Presentation - School Business  
Official Turner presented the Budget Development Timeline, a budget snapshot summary as of February 11, 2016, the Draft Administrative and Capital Budget, the Governor's Budget, and the Current Tax Levy Limit of 0.14%.

Trustee LaCava entered the meeting at approximately 5:56 p.m. and Trustee Johnson left the meeting.

#### IV. Communications – President Dodge called for a moment of silence for Kristy Miller, mother of student Michael Myers.

#### B. Oral Communications-Board Member Updates -None.

- C. Annual Fire Inspection Update - Mr. Kesler indicated that the fire inspections went well. The District had a few of the usual violations. There were a couple of exit lights not working and one electrical cord had the missing ground cord but all issues were addressed immediately. None of the windows was blocked. Great work by everyone.

#### V. Old Business

- A. Capital Project Update: Sean Griffin, Jim Kesler. The District is working on the punchlist to close out the project. The contractors will be working on two major items next week, which include the gymnasium hallway at the Jr/Sr High School with ceiling and lighting replacements and touching up the Lancer Logo on the gymnasium floor. The District is working on closing documents and potential change orders with the contractors. The auditorium is on schedule with a couple of interior finishes going in right now including the acoustical sound panels on the ceiling. The house lights are in, but are waiting to tie circuitry in with the electrician. The light bar and the hoist are going in. The District will not have the light bulbs physically put in until we are done creating dust. There will be major activity with refinishing the concrete and staining it the week of February 22<sup>nd</sup>. The auditorium seats are scheduled to be delivered February 29<sup>th</sup>.

Trustee Whitney entered the meeting at 7:10 p.m.

Trustee LaCava left the meeting at 7:19 p.m.

#### B. Food Service

1. Payment for Meals - Rob Kennedy and Wendy Swift presented on meal charge procedures. Rob Kennedy presented on why the district should have a charge policy (encouraged by USDA). Our food service policy/procedure is not currently a Board of Education approved policy. It was stated that Charge procedures/policies help Districts to determine who should be considered for free/reduced meals. Mr. Kennedy works with teachers/administrators to see who should be considered for free/reduced meals. A charge procedure/policy also reduces debt. According to the USDA, funds from the food service

department should not be used to cover the cost of unpaid meals. Currently, each K-8 student is given a \$5 credit/limit and if they exceed this limit, they are offered a PB & J sandwich and milk or alternative meal. High Schoolers are not allowed to charge meals but are provided a PB & J and Milk or alternative meal. The charge procedure has been in place since before Rob Kennedy and Wendy Swift joined the District. The District could adjust the charge procedure limit. In our food service software, there is a button to track alternative meals and to notify parents/families if there is a negative balance on their student's account. The charge procedure/policy is currently on food service web page and can be communicated in the newsletter. It needs to be clearly spelled out to all stakeholders. There was discussion of the different approaches that people could take to help the District's students who have negative school lunch account balances. School Messenger goes out every Tuesday to families if they have a negative balance of \$2.25 or more. Elementary school students also get a notification to take home. Jr/sr High school is notified verbally and will be provided with notification if they need a reminder. Out of the 31,000 meals served this school year to date, there have been 90 alternative meals served. There was discussion regarding the budget process in the food service program. Lunch fund deficits have a lot to do with the Healthy and Hunger Free Child Act. The menu is not as acceptable to students as it was 3-4 years ago. The Food Service program is always looking for new avenues to increase student meal buying. Worked with Mrs. Charpentier's classroom at the Jr/Sr High School and Tom McCasland to create a week of new main meal options. Trustee D. Dodge would like to do away with the PB & J alternative meals. He would like to provide the main meal and feels the community would be supportive to help pay. Myschoolbucks is the online payment program that is utilized by the district and there was discussion regarding a newsletter article to be sent out to the community with information on the program. A Board Policy regarding meal charge was discussed. Trustee LaCava would like to make a Policy by the Board that would allow students to charge to a limit at all grade levels. He would like it to be an easy experience for students, make sure that there is a policy, and continue to try to recoup charges. There was agreement among the Board to set up a \$5 meal charge limit for all students and that there be no more alternative meals, the students would be able to charge the main meal.

2. Vending Machine Time of Day - Vending machines regulations have changed. As long as the food in the machine meets the Child Nutrition laws you can have vending options during lunch hours. The food service vending machine at the Jr/Sr High School is run by High Wheel Vending. The two Coke-owned vending machines at the Jr/Sr High School are run through the athletic program. The food service department gets about 15% of the vending profits from the High Wheel Vending machine. There was discussion regarding the option of buying a district-owned vending machine. There was agreement to change the

sign on the High Wheel Vending machine to state that “Vending machine will be off during lunch hours.”

3. Google Security – Was presented by School Business Official Turner after the Food Service Presentations. Current securities allow Google files to be shared outside of the school domain and a warning comes up to ask the owner if they are sure they would like to share outside the domain. Trustee Whitney said the problem with that is when you share with someone; they then can share it with anyone. Karen Ocque stated there are features when you create the document that you as the owner can change the settings so that when you share with someone, they cannot share with anyone else. You also have the option as the owner to check a box that no one can print the document. Trustee Scofield said we can’t guarantee the technology won’t be shared with others. Superintendent Lavine stated that she received a technology policy from the Liverpool District and would send it to the Board members to review. Trustee Whitney worried about people not making the right decision when it comes to what information we should and should not be sharing and stated that the features Karen mentioned could be made as the default options for the District. It was stated that documents are not automatically shared. Owners choose to share with others, make it public, or make it searchable. Trustee Whitney said it is a concern and we don’t want any document to be searchable. School Business Official Turner will discuss with Network Administrator Ferrer that we don’t want documents to be searchable. It was also presented that current security settings allow users to view and edit documents offline, so they can access files when not online. Trustee Whitney discussed the liability associated with offline documents and who has access to the computer in which the documents are linked. School Business Official will also discuss this with Network Administrator Ferrer to see if anyone is using the offline option. Add-on features were also discussed and Mrs. Turner would discuss those with Mr. Ferrer as well.

Trustee Whitney asked if the Board wanted to use the auditorium for a board meeting, would we have the capability to use microphones? Mr. Kesler discussed that there is sound capability and he will check on this. Mr. Morel mentioned that there are clip-on microphones available for the system in the auditorium. Mr. Kesler believes that you should be able to do that in the new auditorium but he will get clarification on exactly what we are going to get.

## VI. New Business

- A. Mr. Dave Klem, Interim School Business Official - Superintendent Lavine introduced Mr. Dave Klem as the Interim School Business Official when School Business Official Turner is out on Maternity Leave. Dave has done interim work in 13 districts and is familiar with the LaFayette Schools. Dave thanked Laura and the Board for considering him.
- B. OCM BOCES Board of Education Nomination - FYI

- C. Baseball Team Travel for Practice - Mr. Whitney discussed that school districts in our area head south with baseball teams to have practices and scrimmages to get prepared for the upcoming season. A lot of districts that we compete against and others in this part of the country do this annually around this time of the year. The lacrosse team raises money and heads south and plays at a school. The team would raise the money to fund the trip. Mr. Whitney is proposing that we do this for the 2016-2017 school year. Athletic Coordinator Jerry Kelly knows a gated community in Myrtle Beach that has a baseball field. The team would take either school vehicles or contract with a transportation company. One of the major funding components would be using a fundraising website and tying it to the school's Facebook account. We need an idea of the cost of the trip. The fundraising website keeps 8% of the funds raised and the team keeps the rest. If this is successful, they would like to make it an annual event. It was discussed that other teams have done similar trips. There are regulations regarding using school vehicles and would need to check with Transportation Supervisor Ron Cooper on this. The team could follow parameters of what other sports teams are doing. Superintendent Lavine indicated that it would be an invaluable experience and would do what she can do support the trip

Trustee Whitney inquired as to what the District's policy is but when non-district adults are chaperones on these trips, do we do any background checks? Trustee Scofield mentioned that coaches, parents and employees typically volunteer to chaperone these events. School Business Official Turner mentioned that we could run volunteer ID's through the new Easylobby System for sex offender violations and check ID's in the DMV abstract system. Trustee Whitney mentioned looking at the precedent that has already been set for the lacrosse program.

## VII. Superintendent's Report

- A. Superintendent Lavine discussed the second meeting of the Safety and Security Committee which addressed some topics that the members of the committee would like to present to the Board. There was discussion of a uniformed School Resource Officer versus a Non-Uniformed officer. Superintendent Lavine had a conversation with Sheriff Conway about this topic as well that she could present information about at the meeting. Water issues have been a topic of conversation after the issue in Flint Michigan. Superintendent Lavine has asked that the District's water be tested now which is 16-17 months ahead of time to be proactive. Along the topic of water, we had some information from the State and County that we have an issue that came up with the water on the Nation. We have four parties involved in the testing of the water at the Onondaga Nation School, local, county, state and federal involvement. We have sorted through the information and Tadodaho Sid Hill came in today to discuss this and we have come to resolution. Colleen Heinrich school attorney said we can solicit donations from vendors for the Sports Hall of Fame. Principal search is going very well. The search committee group has coalesced quickly. We had about 26-27 applicants and have narrowed it down to three finalists who will be coming in for round two interviews after February break.

## VIII. Consent Agenda

A. Approval of Board Action Items

1. Board Policy #6110: Code of Ethics for Board Members and All Personnel - 2nd Reading
2. 504, CSE and CPSE Recommendations

**Motion: 1st: Trustee Scofield 2nd: Trustee keefe**

**Vote: Yes: 5 No: 0 Abstain: 0 Absent: 2 (Johnson, LaCava)**

B. Approval of Personnel Items

1. Resignations 2015-2016
2. Appointment - BOE 2015-2016
3. Appointment - Instructional Sub 2015-2016
4. Appointment - Non Instructional 2015-2016
5. Appointment - Annual Appointment 2015-2016

**Motion: 1st: Trustee Keefe 2nd: Trustee Scofield**

**Vote: Yes: 5 No: 0 Abstain: 0 Absent: 2 (Johnson, LaCava)**

Superintendent Lavine welcomed Vanessa Tryon and introduced her to the Board.

IX. Board Non-Action Items

- A. Strategic Plan Update - None

X. Communications - None

XI. Calendar Review

- A. Upcoming Events - Next Board meeting February 25<sup>th</sup> and location is at the Big Picture School

XII. Financial Reports-FYI - None

XIII. Closing Remarks

- A. Public Communications to the Board - Tom MacMackin came tonight to propose something to the board about the cell phone policy at the school. He mentioned that years ago, when his daughter, who is now graduated, was at Grimshaw Elementary, the family received an information packet from Grimshaw with her name and social security number on the top of it. He also mentioned that the student policy for cell phone use is on page 45 in the handbook. It states that cell phones are not allowed during school hours and will be confiscated. Cell phones are brought to the main office for a first offense and can be picked up at the end of the day. If the cell phone is confiscated more than once it will require parental/guardian pick up. If it is confiscated with a referral then it automatically needs parent/guardian pick up. He discussed that there is no way you can confiscate all the cell phones in the school. Mr. MacMackin discussed the policy with the principal. He proposes that the school create a committee

to develop a change to the policy, one that is easy to enforce and clear. If a teacher is to use the policy, they should show patience, ask questions and never go into the personal space or touch the students. The policy needs to be a win-win situation for everyone. He hopes that the board will consider a review of the current cell phone policy and approach it how they see fit. President Dodge discussed that the Board has had a lot of discussion about the cell phone policy with the changing of technology and involving the technology in the classroom. Trustee Whitney said clearly we are not following the policy and it's not okay to not follow a sexual harassment policy and all policies are mandatory. We need the policy to be written in the way that we are using it. We have teachers who allow students to use phones in classrooms for instructional purposes and also if there is extra time in the class. Thinks you will have more compliance if there is a one to one meeting with the principal regarding the policy. Don't take the device away but give the student a ticket to meet with the principal to discuss the policy. Trustee Whitney stated we are here to educate our students, we should look at these as opportunities to be more of an educational process rather than a punishment. Superintendent Lavine thanked Mr. MacMackin for his comments. She discussed that we have allowed faculty to allow cell phones in the classroom. She thanked Mr. MacMackin for bringing this up and it will be a topic of discussion for us.

XIV. Proposed Executive Session

- A. contract negotiations and particular student discipline at 8:08 pm. Enter into Executive Session for the purpose of

**Motion: 1st: Trustee Scofield 2nd: Trustee Keefe**

**Vote: Yes: 5 No: 0 Abstain: 0 Absent: 2 (Johnson, LaCava)**

- B. Reconvene into Open Session at 9:39 pm.

**Motion: 1st: Trustee Scofield 2nd: Trustee Keefe**

**Vote: Yes: 5 No: 0 Abstain: 0 Absent: 2 (Johnson, LaCava)**

XV. Adjournment

- A. Adjourn the Meeting at 9:40 pm.

**Motion: 1st: Trustee Whitney 2nd: Trustee D. Dodge**

**Vote: Yes: 5 No: 0 Abstain: 0 Absent: 2 (Johnson, LaCava)**

Respectfully Submitted,

Tiffany Turner

Deputy District Clerk