

ONTEORA CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION
BOICEVILLE, NEW YORK 12412

WORKSHOP MEETING

6:00 p.m.

MINUTES

TUESDAY, FEBRUARY 20, 2018

Middle School/High School

1. Opening Items

- 1.01 Call to Order 6:00 pm
- 1.02 Pledge of Allegiance
- 1.03 Tobacco Policy Statement
- 1.04 Roll Call

Present: Trustee Salem, Trustee Osmond, Trustee Kurnit, Trustee Storey, Trustee Shands, Trustee Ratcliff, Trustee Warren

2. Acceptance of Minutes

- 2.01 Acceptance of Minutes

Recommended Action: The Board of Education hereby accepts the minutes of the 2/6/18 Board of Education Meeting

Motioned: Trustee Shands

Seconded: Trustee Storey

Result: Unanimous

Yea: Trustee Salem, Trustee Osmond, Trustee Kurnit, Trustee Storey, Trustee Shands, Trustee Ratcliff, Trustee Warren

3. Welcome/Safety Discussion

- 3.01 School Resource Officer Tom Sharon will discuss School Safety with the Board (proposed 6:05 duration 10 min)

Superintendent Victoria McLaren introduced Deputy Tom and read this letter that will go out tomorrow

In light of the terrible events involving schools recently, I wanted to take a few minutes to re-affirm that we continue to hold the safety of the children who are in our charge as our highest priority.

In addition to holding drills in each of our buildings, we have active Building Safety Teams. These teams meet regularly to review practices and protocols related to school safety.

We are also fortunate to have a School Resource Officer (SRO) as part of our team. Our SRO provides us with guidance and acts as a resource on a day-to-day basis. He participates in the lock-down drills that are held in each of our buildings to ensure that we have consistency across the District. This will help the students feel more prepared and comfortable with our safety practices as they transition from one building to the next.

Please know also that we have staff members on hand in all of our buildings to support the social and emotional needs of our students in these times, when current events can produce anxiety and stress.

We will be scheduling a community forum where we can discuss school safety with our families. We are currently looking at dates in mid-March. We will let you know more information as we progress in the planning of this event.

SRO Deputy Tom Sharon:

- Working with staff diligently on school safety, security and preparedness
- Staff is committed to looking at current practices to enhance what is in place
- Working together on consistency throughout the district

- Invited local law enforcement in on non-school days to familiarize them with our buildings and school safety policies
- Won't divulge what safety measures are in place on a daily basis

Discussion:

- Annual review of emergency preparedness plan in July - each building safety team updates and shares their plan internally
- Spend at least 1.5 hours in each building daily

3.02 High School Principal, Lance Edelman will welcome the Board and present the results of the Homework Survey (proposed 6:15 duration 40 min)

- Thanked the Shared Decision Making team – every department in HS including guidance – responsible for developing questions and designing survey
- Homework survey at the HS level is very complicated because each grade level has their own requirements and nuances: regents student, more intense courses, New Visions Program, BOCES Career Tech, advance regents diploma – so many opportunities at the HS – certain paths impact the amount of homework and work in general that students will have
- Used Infinite Campus Survey Module because staff and students are familiar with it and it will help to disaggregate data
- Given to students in math class, absent students were encouraged to complete survey in morning announcements
 - Took at BOCES math class – made announcements everyday
- Staff and students had great participation, parents did not participate as much
- Sought both quantitative and qualitative data
- Still reviewing open ended questions

Preliminary findings:

- Shared Decision Making team believes that the results make sense with different characteristics in each grade level
- Surprised that so many students are in sports and after school activities
 - Very important that they get involved and feel part of the community
- Found that homework helps students in their grade point average
- Need to communicate expectations of each course
- Found that students say that teachers are accommodating when they are aware of a situation but need to get students to communicate to teachers and advocate for themselves
- Do a better job of communicating the reason for the homework
- Draw connection between school work and home work
- Have a shared calendar so teachers are aware of happenings and major exams at the school that might affect students completing homework

Discussion:

- Neutral option to accommodate students who don't know how assignment is affecting them – to not force an answer
- Hard to get parents to participate in surveys
 - In the last 2 years, have had 1 complaint about homework from parents
 - Look at a broader time window for surveys and more frequent

communication

- 6th grade Bennett students are doing as much homework as HS
- 36% teachers said 1-1.5 hours reasonable for regents students
 - Students in all grades are doing more than 1 ½ hours
- Sports participation drops at 11th grade - most important grade to colleges
- Students feel homework is not helpful, should look into that or communicate better to students
- Homework during vacation did not come up in Shared Decision Making team
- Homework is work that should be done at home, but lunch time and study hall is used
 - Study hall can be assigned to students to have access to the teacher
- Math homework is more than others may be due to common core algebra course

The Board took a break at 7:00

4. Superintendent District News

4.01 The Superintendent announce District news (proposed 6:55)

7:05

- Attended the District Wide Carnival at Bennett on Friday
 - Very well attended
- Also attended Woodstock Sweetheart Breakfast last week
 - Helped to serve what seemed like thousands of crepes to the families of along with Mr. Richards and several staff and PTA members

Phoenicia

- This week begins “Spirit Week.”
- Determined through our school data that school attendance during the month of February is generally down
 - To support and encourage good school attendance “Spirit Week” was designed to bring “theme based” educational activities into the whole school – including the 100 day of school celebration
- The K-3 Science Pilot Initiative to include modeling instruction, coaching side by side with the teachers, debriefing teaching and learning the new science standards will begin tomorrow (2/21) at Phoenicia and continue through the end of the year
- On February 23rd Phoenicia PTA will host the District-Wide Family Night
 - Scott Jameson’s “Magic Show”
 - In partnership with the Phoenicia Library

Woodstock

- Drew Andrews from Center for Creative Education starts his dance residency this week
 - All students K-3 will have an opportunity to participate in Hip Hop, Latin and African dance

Middle School

- Students competed in the Battle of the Books competition on February 16th
 - Over the past two month’s teams have been reading a total of 10 books from various genres such as non-fiction, fantasy, realistic fiction, and mystery

- Culminated with a jeopardy-style competition where teams competed to buzz-in first to answer questions about the book

Bennett

- The Bennett student government decided to celebrate the 100th day of school with 100 plus acts of kindness

High School

- 22 students will be traveling to Boston this Thursday to participate in Harvard Model Congress
 - The largest congressional simulation conference in the world; run entirely by Harvard students; dedicated to teaching and inspiring the leaders of tomorrow
- This Friday is halfway point of the third quarter
- Next Wednesday in the National Honor Society's blood drive

5. Board District News

5.01 The Board will announce District news

Trustee Shands reported Girls Varsity Basketball game tomorrow is honoring seniors

Trustee Ratcliff reported that the Carnival was tremendous success and tomorrow is the Science Fair at Bennett

Trustee Storey reported on the NYSSBA Lobby Day with Trustee Kurnit, Trustee Osmond and Trustee Salem – heard Commissioner Elia and met with legislators

Trustee Kurnit reported that after Capital Conference feels the need to sit down with legislators

Trustee Osmond reported that she has been getting queries about Parkland and what is happening in the schools

- Women's March and Parkland Students organized a 17 minute walk out for the people who died in the shooting on March 14th
- Organized by students in Parkland: March 24th march for our lives in Washington and other cities
- 4/20 – discussion of activities to take place

Trustee Salem reported that after Lobby Day found that we need continue to work with legislators to express needs

6. Student Representative Report

6.01 Student Representative, Ben Rauschendorfer will report to the Board

7:20

- Harvard Model Congress conference – thanks to Ms. Curlew and Mr. Epstein
- Blood drive is next week
- 2 Belleayre Bash fundraisers – February 24th at Provisions in Woodstock and March 6th at Chipolte

7. Acknowledge Public Be Heard

- 7.01 The Board will acknowledge the public be heard comments from the last meeting
No comment was made at the last meeting

8. Public/Student Comment

- 8.01 The public and students may comment on any agenda or non agenda item. Please limit comments to 3 minutes (proposed 7:05 duration 10 min or more)
No comment was made

9. 2018-2019 Budget Update

- 9.01 Assistant Superintendent for Business, Monica LaClair will present Budget Information for 2018-2019 (proposed 7:10 duration 50 min)
7:25

- Discussed tax levy calculation with PILOT
 - Collecting same amount of revenue with or without PLOT
 - Tax rate based on assessment, tax levy from formula
- Will pay less in taxes from 13-14 due to high assessment of district
 - Means more people are paying the same amount of tax levy
- Contingency budget – not allowed to raise levy higher than last year
 - \$1.5 million reduction in budget needed
- Approximately 13 staff members are shared throughout the 3 elementary buildings
- Approximately 25 teaching staff are shared between the MS and HS
- Total K-12 Full Time Equivalent OTA staff is 160.2
- Total K-12 Full Time Equivalent TAs and Monitors is 52

Superintendent Victoria McLaren asked that the Board discuss and come to a consensus on the tax levy limit

- Most districts will be over 2% in calculation
- Administrative Cabinet would like a target on the budget

Discussion:

- We are a land wealthy district but have low income residents
- Residents must pay land taxes as well as school taxes
- Towns' levy cap is voted on only by the Town Board
- Data working from includes projections for next year
 - Have some information – retirements are due March 1st
- If we get more money in State Aid, will change budget, but last year we received an additional \$66,000
- Need more information to make decision on tax levy
 - Depends on needs of district
- Administration was hoping to get a general feeling at this meeting then will go over in Cabinet and present a budget with options
- Look into getting smaller buses in next transportation contract to avoid large buses with few students
- Administration should think out-of-the-box
 - Unified start time, elimination of a school
 - What are you not putting on the table for the Board?

- Will be long-term solutions as opposed to for this school year
 - Give long term solutions to Board as well
- Want more concise breakdown – fund balances each time, what is projected to spend in projects
 - Using fund balance, does not impact the levy
- Do not want to look at what we can cut, look at what we can raise
- Sale of West Hurley will go into fund balance – then determine what to target
 - Determine at the time of the closing

10. Discussion & Possible Action

10.01 The Board will discuss a representative for the BOCES Board and the Friends of Education award (proposed 8:00 duration 10 min)

- Bob Curran is interested in running again for Onteora
 - Onteora nominates representative for Board; 11 members of BOCES Board
 - 9 Districts, 2 at-large seats
 - Can nominate anyone for at-large seat
- Will take poll for Friends of Education award

10.02 Rescind MOA #10242017 about splitting the varsity ski coach stipend to two assistant coaches

Recommended Action: The Board of Education hereby rescinds MOA 10242017 between the Onteora Central School District and the Onteora Teachers Association

Motioned: Trustee Osmond

Seconded: Trustee Shands

Result: Unanimous

Yea: Trustee Salem, Trustee Osmond, Trustee Kurnit, Trustee Storey, Trustee Shands, Trustee Ratcliff, Trustee Warren

10.03 First Reading of Policy 2211 Community Involvement in Advisory Committees

- Example: Wi-Fi committee

2002-2018 2211 Internal Operations SUBJECT: COMMUNITY* INVOLVEMENT IN ADVISORY COMMITTEES

The Board of Education recognizes that the public has resources of training and experience useful to the schools. The strength of the local School District is in large measure determined by the degree to which these resources are tapped in supporting the improvement of the local educational program. **For the purposes of this policy, community shall mean not only the lay and public community, but also the personnel and student community of the School District.**

When it is deemed appropriate by the Board of Education, Lay Advisory Committees may be appointed for a clearly specific time period and to address an identified concern(s).

The membership of any and all interim committees appointed will be determined by the Board of Education, and will be appropriate in terms of **functionality numbers and individual interest categories** with respect to the concern(s) and/or reason(s) for forming the committee.

It is not the intent of the Board of Education to maintain standing committees, nor does the Board of Education intend to abdicate its responsibility for all final decisions.

***Community shall mean not only the lay and public community, but also the personnel community of the School District.**

11. Independent Contract Retainer

11.01 ICR- Neden

Recommended Action: BE IT HEREBY RESOLVED on recommendation by the

Superintendent of Schools that the Board of Education of the Onteora Central School District approves the Independent Contractor Retainer between the Onteora Central School District and Terianne Neden. as a Nutrition Residency Teacher at Woodstock Elementary School for the period beginning March 6, 2018 to March 8, 2018 at a rate of \$250.00 per class, to a maximum of \$1,500.00 and authorizes the Superintendent to sign such an agreement.

Motioned: Trustee Storey

Seconded: Trustee Warren

Result: Unanimous

Yea: Trustee Salem, Trustee Osmond, Trustee Kurnit, Trustee Storey, Trustee Shands, Trustee Ratcliff, Trustee Warren

12. Consent Agenda

12.01 Approve Consent Agenda (proposed 8:15)

Recommended Action: The Board of Education hereby approves consent agenda item numbers 12.02-12.08

Motioned: Trustee Shands

Seconded: Trustee Osmond

Result: Unanimous

Yea: Trustee Salem, Trustee Osmond, Trustee Kurnit, Trustee Storey, Trustee Shands, Trustee Ratcliff, Trustee Warren

12.02 Approve Schedule U - The Committee on Special Education (CSE) and Committee on Pre-School Special Education (CPSE) Recommendations

Recommended Action: The Board hereby approves the Instruction - Schedule U-The Committee on Special Education (CSE) and Committee on Pre-School Special Education (CPSE) Recommendations, Schedule U, #2/18, Confidential, as reviewed by Trustee Kurnit

12.03 Personnel Agenda

LEAVE OF ABSENCES: INSTRUCTIONAL

EMPLOYEE NUMBER	EFFECTIVE DATE FROM - TO	REASON
2180	2/8/18(1/2 Unpaid)-3/26/18	Extension Unpaid Medical – FMLA
2356	1/24/18 – 2/23/18	Paid Medical - FMLA
3183	*4/15/18 – 6/10/18	Paid Medical
3183	*6/11/18 – 6/22/18	Unpaid Medical

*Approximate Start Date

EXTRA DUTY STIPENDS

NAME	POSITION	AMOUNT
Chartrand, Louis	Volunteer for Spring Baseball	Unpaid
Crego, Sharon	Tennis – Varsity Head Coach (Boys)	\$689.00
King, Thomas	Track – Spring Assistant Coach	\$3,379.00
Loizou, Philip	Baseball – JV – Head Coach	\$3,086.00
Quinlan, Ellie	Track Modified Head Coach (Girls)	\$2,408.00
Cytryn, Herb	Skiing Varsity Assistant Coach	Rescind
Cytryn, Herb	Skiing – Varsity - Head Coach	\$3,086.00

LEAVE OF ABSENCES: NON-INSTRUCTIONAL

EMPLOYEE NUMBER EFFECTIVE DATE FROM - TO REASON

2104 1585	2/5/18(½ Unpaid) – 2/22/18 9/5/18 – 3/9/18 (1/2 day)	Extension Medical – Unpaid – FMLA Extension Medical – Paid - FMLA
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12.04 Budget Transfer

Recommended Action: The Superintendent recommends approval to transfer funds of \$335,000 to cover increase in health insurance premiums.
 \$335,000
 A2110.130-00 Salaries 7-12 to A9060.800-10 Health Insurance

12.05 Donations

Recommended Action: The Superintendent recommends acceptance of donations totaling \$21,500.00 CASH, from various donors as scholarship awards for the Class of 2018.
 The Superintendent recommends approval of the following donations:
 Donation Amount and Donee’s Name
 \$300.00 Hi-Fidelity Music, Inc.
 \$350.00 OCS Staff Walter Bilyeu Memorial
 \$250.00 Jessica Morra
 \$600.00 OTA
 \$20,000 Ronald Westervelt Family

12.06 Financial Report - Quarter ending Dec 31, 2017

Recommended Action: The Board of Education has reviewed and hereby accepts the Quarterly Financial Management Report ending Dec 31, 2017

12.07 Stale Dated Checks

Recommended Action: As of February 21, 2018, the following stale dated check will be written off.
 Check #28374 Tax Overpayment, Issued 11/29/16, Payee: Gwyneth Hotaling Trust, Amount: \$153.45
 Check #28399 Tax Overpayment, Issued 11/29/16, Payee: Michael & Suzanne Heilemann, Amount: \$65.52
 Check #28413 Tax Overpayment, Issued 11/29/16, Payee: Robert Conyey, Amount: \$104.00
 Check #28415 Tax Overpayment, Issued 11/29/16, Payee: Robert Eignor, Amount: \$35.60
 Check #29310 Cafeteria Account Refund, Issued 2/22/17, Payee: Gerard Paturel, Amount: \$19.50
 Check #29313, Cafeteria Account Refund, Issued 2/22/17, Payee: Shadhuna Zelber, Amount: \$29.25
 Check #30143, Medicare Reimbursement, Issued 6/6/17, Mathew Longyear, Amount: \$524.50
 Check #30520, Accounts Payable, Issued 6/22/17, Payee: Cascade School Supplies, Inc, Amount: \$ 0.55

12.08 Warrant Schedule 7

Recommended Action: The Board of Education has reviewed and hereby accepts Warrant Schedule 7

13. Committee Reports

13.01 Policy Committee - Trustee Salem to report. Next meeting is at Central – TBD

2002 Policies reviewed and not changed

2120 Use of Parliamentary Procedure

2310 Membership in Associations

2340 Board Self Evaluation

2330 Compensation and Benefits

2320 Attendance by Board Members

Communications Committee charge - get more participation from community and parents

- No meeting yet this year – Trustee Ratcliff discussed apprehension with the Communication Committee charge from the Board with Trustee Salem
 - Charge is up to committee or the Board?
 - Trustee Shands will Chair and set meeting

14. Old Business

14.01 The Board will discuss Old Business

- Code of Conduct needs to be reviewed each year- decide on a committee or Board to review
 - Need procedure for stakeholder involvement
 - Board can review the Code of Conduct to see what needs to be revised as a first step
- The Policy manual states many things that the Board is to do annually
 - District Clerk to put together a list
- Start looking at shared services with community- update from administration

15. New Business

15.01 The Board will discuss New Business

- Take donations out of consent agenda
- Board to craft a policy on student council- not mentioned in policy manual
 - Before drafting a policy – get administration guidance as to how it is working
 - Intent is to fix a whole in policy manual – sample policy gives number of representatives at each grade level and when elections take place- give to policy committee
- March 14th walk out- Student Government meeting tomorrow to try to get intention of students and communicate to administration

16. Request For Information

16.01 Discuss Requests for Information

Trustee Kurnit asked:

- About health insurance- current breakdown number of people in EPO and PPO- for projections and costs
- Transportation presentation from Nicole on options to reduce number of buses (HS and Bennett on same schedule)

Trustee Shands asked how many snow days we have left

- 2 snow days left

17. Executive Session

17.01 Enter executive session (proposed 8:25 duration 30 min)

Recommended Action: Motion to enter into executive session to discuss OTA negotiations and the hiring of personnel

Motioned: Trustee Shands

Seconded: Trustee Osmond

Result: Unanimous

Yea: Trustee Salem, Trustee Osmond, Trustee Kurnit, Trustee Storey, Trustee Shands, Trustee Ratcliff, Trustee Warren

18. Adjournment

18.01 Exit Executive session and Adjourn Meeting. Next meeting is Tuesday, March 6, 2018 in the Woodstock School

Recommended Action: Motion to exit executive session and adjourn meeting at

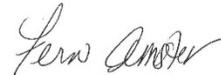
Motioned: Trustee Shands

Seconded: Trustee Storey

Result: Unanimous

Yea: Trustee Salem, Trustee Osmond, Trustee Kurnit, Trustee Storey, Trustee Shands, Trustee Ratcliff, Trustee Warren

Minutes Recorded by Fern Amster,
District Clerk



Board of Education: Kevin Salem, Laurie Osmond, Valerie Storey, Lindsay Shands, Bennet Ratcliff, Rob Kurnit, Robert Burke Warren