

GORHAM-MIDDLESEX CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION AGENDA

Meeting: Regular
Date: May 11, 2020
Time: 6:30pm
Place: Zoom Meeting

A. CALL MEETING TO ORDER/PLEDGE OF ALLEGIANCE

*Board Action

B. PUBLIC ACCESS TO THE BOARD OF EDUCATION

Thank you for coming. We appreciate your taking the time to attend our meeting and welcome your comments. If you would like to share your thoughts with the board, please state your name and address and please limit your comments to 3 minutes. This will keep the comment period to a reasonable length and still allow everyone who wishes an opportunity to speak. Please understand we will not respond to your comments or questions at this time, but if you would like a response please be sure to include your phone number or email address on the sign in sheet. Please turn cell phones off or to silent and no texting.

***C. APPROVAL OF AGENDA**

D. ACCEPTANCE OF MINUTES

E.1. Minutes of the April 14, 2020

E. ACCEPTANCE OF TREASURER'S REPORT

F. ADMINISTRATORS' REPORTS

F.1. Dr. Christopher Brown: Capital Project, Budget Vote and Community Survey Results

***G. CONSENT AGENDA:**

G.1. Personnel Agenda: In an effort to expedite the business of the Board of Education, but in no way meant to diminish the importance of each item, a Consent Agenda has been developed.

The following appointments are pending clearance of NYS fingerprinting requirements:

G.1.a. Resignation-Diana Marks: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby accept the resignation for the purpose of retirement of **Diana Marks**, Bus Driver, effective June 29, 2020.

G.1.b. Rescind Marching Band Appointments: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby rescinde the following:

Position	Name	Stipend
Marching Band Director	Polly Simmons	\$3309
Marching Band Asst Director	Holly Blueye	\$2606
Marching Band Guard	Damien Grzeskowiak	\$1092
Marching Band Percussion	Andrew Park	\$1092

G.2. Volunteers: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby approve the submitted list of volunteers for the 2019-20 school year.

G.3. Re-Organizational Meeting: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does approve set the date for the re-organizational meeting for July 13, 2020 6pm.

G.4. Approval of Marcus Whitman Central School District and Bloomfield Central School District as a Combined Modified Program and Combined Varsity Football Program.

G.5. GORHAM-MIDDLESEX CENTRAL SCHOOL NOTICE OF ANNUAL MEETING

NOTICE IS HEREBY GIVEN that a Public Hearing of qualified voters of the Gorham-Middlesex Central School District will be held virtually on May 26, 2020 at 6:00pm for the purpose of presenting the school budget as adopted by the Board of Education for the fiscal year July 1, 2020 through June 30, 2021 and for the transaction of such other business as is authorized by law. Information regarding access to the budget hearing may be found on the District's website at <https://www.mwcsd.org/>

NOTICE IS ALSO GIVEN that the Annual Meeting and School District Vote will be held on Tuesday, June 9, 2020 via absentee ballot only to vote to adopt the school budget for the fiscal year July 1, 2020 through June 30, 2021, for the purpose of approving any propositions, and to authorize the required portion to be raised by taxation on the taxable property of the District; for the election of three members to the Board of Education, and for the transaction of such other business as is authorized by law.

NOTICE IS ALSO GIVEN that a copy of the statement of the estimated amount of money which will be required for the ensuing 2020-2021 school year for school purposes, and the annual property exemption report, may be obtained by any taxpayer of the District during the fourteen

(14) days immediately preceding the annual budget vote, except Saturday, Sunday or a Holiday, and on the date of the election, at each school building in said District, or at the District Office, between the hours of 8:00 am and 4:00 pm.

NOTICE IS ALSO GIVEN that, in accordance with Executive Order 202.26, at least (1) absentee ballot shall be provided per household for the 2020 annual meeting. If a household requires additional ballots, please contact the District Clerk at (585) 554-4848 extension 1805 or sbenedict@mwcsd.org. A list of persons to whom absentee ballots have been issued will be available for inspection in the District Clerk's Office, during regular business hours, during each of the five (5) days prior to the election, except Sundays, and shall also be posted at the door of the polling place(s) on June 9, 2020. Absentee ballots must be **received** by the District Clerk by 5:00 p.m. on June 9, 2020.

NOTICE IS ALSO GIVEN that three seats for the Board of Education, each for three-year terms, beginning July 1, 2020 and ending June 30, 2023 will be filled; these seats are currently occupied by Jeff Allen, Sue Campbell and Phyllis Frantel.

NOTICE IS ALSO GIVEN that military voters who are qualified voters of the School District may apply for a military ballot by requesting an application from the District Clerk at (585) 554-4848 extension 1805 or sbenedict@mwcsd.org. For a military voter to be issued a military ballot, the District Clerk must have received a valid ballot application no later than 5:00 pm on May 14, 2020. In a request for a military ballot application or ballot, the military voter may indicate their preference for receiving the application or ballot by mail, facsimile transmission or electronic mail.

NOTICE IS ALSO GIVEN that voters at the annual meeting shall vote, by absentee ballot, upon the annual budget proposition, which shall appear on the ballot in the following form, after such budget has been finalized by the Board of Education:

PROPOSITION NO. 1 – 2020-2021 Budget

SHALL THE FOLLOWING RESOLUTION BE ADOPTED: RESOLVED, that the Board of Education of the Gorham-Middlesex Central School District is hereby authorized to expend the sum of \$33,598,700 as a general fund appropriation for the 2020-2021 school year and to levy the necessary tax therefor.

NOTICE IS ALSO GIVEN, that voters at the annual meeting shall vote, by absentee ballot, on the election of Board of Education Members, and on the following propositions, and on such other propositions as are authorized by law and the rules of this Board to be voted on at said time:

PROPOSITION NO. 2 – Buses

Be it RESOLVED, to authorize the purchase of motor vehicles for use in the transportation program of the District, including four 70 passenger school buses and one 30 passenger school bus, at a maximum estimated cost of \$490,475 expend therefore and aggregate sum not to

exceed \$490,475, and be it further RESOLVED, that the sum of \$490,475 being the aggregate of the aforesaid maximum estimated amounts, or so much thereof as may be necessary, shall be appropriated from the existing School Bus Replacement Capital Reserve Fund, the unassigned fund balance or raised by the levy of a tax upon the taxable property in the District and collected in annual installments as provided in Section 416 of the Education Law, and in anticipation of such tax, obligations of the District shall be issued; and be it further RESOLVED that the District shall be authorized to enter into one or more purchase contracts on terms satisfactory to the Board of Education, with respect to one or more of the vehicles hereby authorized to be acquired.

PROPOSITION NO. 3- Library Funding

Shall the proposition be approved authorizing the Board of Education of the Marcus Whitman School District to levy taxes annually in the amount of \$54,600 and to pay over such moneys to the trustees of the Gorham Free Library?

PROPOSITION NO. 4- Library Funding

Shall the proposition be approved authorizing the Board of Education of the Marcus Whitman School District to levy taxes annually in the amount of \$9,997 and to pay over such moneys to the Town of Middlesex for disbursement to the Middlesex Reading Center?

PROPOSITION NO. 5- Library Funding

Shall the proposition be approved authorizing the Board of Education of the Marcus Whitman School District to levy taxes annually in the amount of \$8,000 and to pay over such moneys to the Village of Rushville for disbursement to the Rushville Reading Center?

By order of the Board of Education
of the Gorham-Middlesex Central School District
Rushville, NY
Sharene Benedict
District Clerk

G.6. REVENUE ANTICIPATION NOTE RESOLUTION DATED MAY 11, 2020.

A RESOLUTION DELEGATING TO THE PRESIDENT OF THE BOARD OF EDUCATION OF THE GORHAM-MIDDLESEX CENTRAL SCHOOL DISTRICT, ONTARIO COUNTY, NEW YORK, THE POWER TO AUTHORIZE THE ISSUANCE OF AND TO SELL REVENUE ANTICIPATION NOTES OF SAID SCHOOL DISTRICT, IN ANTICIPATION OF THE RECEIPT OF REVENUES FROM CERTAIN SOURCES DURING EACH OF THE FISCAL YEARS OF SAID SCHOOL DISTRICT, COMMENCING JULY 1, 2019 AND JULY 1, 2020.

BE IT RESOLVED, by the Board of Education of the Gorham-Middlesex Central School District, Ontario County, New York, as follows:

Section 1. The power to authorize the issuance of and to sell revenue anticipation notes, including renewals thereof, of the Gorham-Middlesex Central School District, Ontario County, New York (the "School District"), pursuant to Section 25.00 of the Local Finance Law, in anticipation of the collection of certain revenues due to be received during the fiscal years of said School District, commencing July 1, 2019 and July 1, 2020, being receipt of State aid from the State of New York and aid revenues from the federal government, is hereby delegated to the President of said School District, the chief fiscal officer. Such notes shall be of such terms, form and contents, and shall be sold in such manner, as may be determined by said President pursuant to the Local Finance Law. The determination of the amount of revenue anticipation notes to be issued is hereby delegated to the President of the Board of Education.

Section 2. The Vice President of said School District, is hereby authorized to determine the amount of revenue anticipation notes to be issued and to execute such revenue anticipation notes and the closing documentation related thereto in the place of the chief fiscal officer if the chief fiscal officer shall so designate, or in the absence thereof, from the jurisdiction or inability to serve.

Section 3. This resolution shall take effect immediately.

G.7. Accept Bid: Whereas, sealed bids for the 2017 Capital Improvement Project-Phase III construction of renovations to school buildings were solicited by the Marcus Whitman Central School District and,

Whereas, sealed bids for the 2017 Capital Improvement Project-Phase III construction of renovations to school Buildings were opened in the High School at 3:00PM on April 27, 2020 and,

Bid Type	Contractor	Base Bid Amount	Alternate	Total Bid
Mechanical Construction	T. Bell Construction	\$879,800	0	\$879,800

G.8. Accept Bid: Whereas, sealed bids for the 2017 Capital Improvement Project-Phase III construction of renovations to school buildings were solicited by the Marcus Whitman Central School District and,

Whereas, sealed bids for the 2017 Capital Improvement Project-Phase III construction of renovations to school Buildings were opened in the High School at 3:00PM on April 27, 2020 and,

Bid Type	Contractor	Base Bid Amount	Alternate	Total Bid
Plumbing Construction	Unified Mechanical Contractors, Inc.	\$347,700	0	\$347,700

G.9. Accept Bid: Whereas, sealed bids for the 2017 Capital Improvement Project-Phase III construction of renovations to school buildings were solicited by the Marcus Whitman Central School District and,

Whereas, sealed bids for the 2017 Capital Improvement Project-Phase III construction of renovations to school Buildings were opened in the High School at 3:00PM on April 27, 2020 and,

Bid Type	Contractor	Base Bid Amount	Alternate	Total Bid
Electrical Construction	Hewitt Young Electric, LLC	\$753,200	0	\$753,200

Total Base Bid Amounts: \$8,584,300

G.10. Approve Commemoration Guidelines: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does approve **Commemoration Guidelines**.

G.11. Approve community member-James Loomis: Be it resolved that upon the recommendation of the Audit Committee, the Board of Education of the Gorham-Middlesex Central School District does hereby approve **James Loomis** as community member of the Audit Committee.

G.12. Approve Budget Transfers: Be it resolved that upon the recommendation of the Audit Committee, the Board of Education of the Gorham-Middlesex Central School District does hereby approve the budget transfers over \$10,000.

G.13. Approve Property Tax Report Card: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby approve the annual Property Tax Report Card.

G.14. Four County Elections, Banking and Policy Updates: Be it resolved that upon the recommendation of the Four County Board of Directors Committee, the Board of Education of the Gorham-Middlesex Central School District does hereby approve the following as of July 1, 2020:

Officers for a term of one year starting July 1, 2020:

Robin Johnson, President

Russ Harris, 1st Vice-President

Joe McNamara, 2nd Vice-President

Banking: Annual Designation of depositories for Association Funds starting July 1, 2020

Reliant Community Credit Union

Policy Changes: Bylaws

G.15. Approve Resolution of the Board of Education For Gorham-Middlesex Central School District:

WHEREAS, the Board of Education of the Gorham-Middlesex Central School District (hereinafter referred to as the "District") desires to enter into a 3 year service agreement with the Wayne-Finger Lakes Board of Cooperative Educational Services (hereinafter referred to as WFL BOCES) in order for the WFL BOCES to furnish certain services to the District pursuant to New York State Education Law §1950(4)(jj), those services being computer services in Co-Ser 586/674.

NOW, THEREFORE, it is

RESOLVED, that the Board of Education of the Gorham-Middlesex Central School District agrees to enter into a contract with the WFL BOCES for the provision of said services to the District and not to exceed in total over the life of this agreement the amount no more than \$165,000 and associated EduTech charges with such amount to include annual WFL BOCES support costs and applicable taxes and surcharges, and with such support costs and applicable taxes and surcharges included at the current rate and subject to change as established in the WFL BOCES budget or mandated by any federal, state or local authority.

This amount may be amended with the approval of both parties. The District will be liable to WFL BOCES for early cancellation or withdrawal from this agreement to the same extent that WFL BOCES is liable to any vendor(s) of these services, including liability for applicable penalties or liquidated damages, and the District will also be liable for costs and expenses, including reasonable attorneys' fees and disbursements, incurred by WFL BOCES as consequence of any such early cancellation or withdrawal. Payment will be made as part of a regular annual WFL BOCES contract for services. Further, this agreement is subject to the approval of the Board of Education of WFL BOCES. This contract will be for a maximum period of three years commencing on or about June 1, 2020 and continue through June 30, 2023.

G.16. CSE & CPSE Recommendations: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby approve the CSE/CPSE recommendations as submitted and filed in the minute file.

H. PUBLIC ACCESS TO THE BOARD

I. BOARD MEMBER ITEMS:

1. Audit Committee Meeting April 28
2. Potential Board Dates 2020-21 (Calendar is attached for easier viewing)

July 13 6pm
August 10 *6pm*
September 14
October 13 *Tuesday*
November 9
December 14
January 11
February 8
March 8
April 12
May 11
June 14
Board meetings Sept. through June are at 6:30pm.
3. May 26 6pm virtual Public Hearing
4. June 8 board meeting
5. June 9 School Budget Vote 5pm deadline for absentee ballots

J. EXECUTIVE SESSION, I move that the Board enter executive session for the purpose of discussing the employment history of particular person.

K. ADJOURN MEETING

**GORHAM-MIDDLESEX CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING MINUTES**

April 14, 2020

Virtual Meeting Zoom platform

Board Members Present: Sheila Brown, Cindy Hall, John Foust, Sue Campbell, Chad Hunt, Cory Clark, Phyllis Frantel, Jeff Allen and Keri Link

Administrators Present: Dr. Christopher Brown, Zoe Kolczynski, Sharene Benedict, Erica Hasselstrom, Dan Blankenberg and Andrea Smith

Public that logged in: Brian Ayers, Matt Palmer and Kelly Karszes

Sheila Brown called the meeting to order at 6:30pm.

PUBLIC ACCESS TO THE BOARD OF EDUCATION

No Comments.

Motion by Cory Clark, seconded by Phyllis Frantel to approve the following resolution.

APPROVAL OF AGENDA and ADDENDUM

Yes 9 No 0 MC

ACCEPTANCE OF MINUTES

Minutes of the March 9, 2020 Regular Meeting were accepted as submitted.

Minutes of the March 17, 2020 Special Meeting were accepted as submitted.

ACCEPTANCE OF TREASURER'S REPORT

Treasurer's report was accepted as submitted.

ADMINISTRATORS' REPORTS

Dr. Christopher Brown: Dr. Brown discussed with the Board about a Strategic Plan. A strategic plan is to set District goals and budget goals. Dr. Brown also discussed the budget. The District is in good shape. Looking at the budget in January and having discussions with employees. We are ahead of other Districts. COVID-19 effect on budget is that we are saving on some lines and holding in other lines. We have some savings in transportation and food service with preparing meals has increased. As of tonight, we are flat. We are going to be looking at some other resources to keep offering dinners. When handing out meals, it's been great to see families. Make a connection with the students. Phyllis suggested keeping all receipts. Zoe is working with FEMA and keeping all documentation to submit at a later time.

Dan Blankenberg: Mr. Blankenberg discussed with the Board about the maintenance department keeping up with daily activities and maintaining grounds. Dan is working on ordering supplies and cleaning products for next school year. Many of the vendors are not responding possibly not working due to COVID-19. We have 3-5 maintenance workers at Gorham and Valley and 5-7 in the Middle School/High School. Maintenance is keeping a log of staff coming in and where they are going to keep all areas clean. Maintenance is working with food service, there's a rotating custodian work schedule and the same with maintenance mechanics. We are starting to cut back on utilities as the facilities are not be used to capacity.

Erica Hasselstrom: Mrs. Hasselstrom discussed with the Board about the participation rate improvement plan. This plan needs Board approval then entered in New York State Education Dept. Portal then posted on the school website. The data used to create the plan is from 2017/18 and 2018/19 school years. Dr. Brown appreciates the work of Erica and team doing the best job to meet all the requirements.

Dr. Brown recognized Kelly Karszes for her years of service and appreciates all that she's done for Marcus Whitman and the community.

Motion by Sue Campbell, seconded by John Foust to approve the consent agenda.

CONSENT AGENDA:

Personnel Agenda: In an effort to expedite the business of the Board of Education, but in no way meant to diminish the importance of each item, a Consent Agenda has been developed.

The following appointments are pending clearance of NYS fingerprinting requirements:

Substitute Cleaners: Be it resolved upon the recommendation of the Superintendent, the Board of Education of the Marcus Whitman Central School District does hereby approve **Christine Schoepfel and Debra Warren** as Substitute Cleaners, effective March 19, 2020.

Resignation-Donna Waterman: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby accept the resignation for the purpose of retirement of **Donna Waterman**, Bus Driver and Food Service Helper, effective June 30, 2020.

Spring Coach Appointment: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby appoint the following appointment:

Team	Coach	Base	Longevity	Stipend
Modified A Baseball	Felix Modero	\$ 3,084	\$ 0	\$ 3,084

Marching Band Appointments: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby appoint the following:

Position	Name	Stipend
Marching Band Director	Polly Simmons	\$3309
Marching Band Asst Director	Holly Blueye	\$2606
Marching Band Guard	Damien Grzeskowiak	\$1092
Marching Band Percussion	Andrew Park	\$1092

Intern Placement: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby approve the following:

Grace Davis Intern Malcolm MacKenzie
Duration: April 14, 2020 through June 30, 2020

Reasonable Assurance Letters: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby authorize the Superintendent and/or designee to send reasonable assurance letters regarding employment for the 2020-21 school year to the following groups:

- Substitute Teachers
- Substitute Food Service Workers
- Substitute Nurses
- Substitute Bus Drivers
- Substitute Bus Monitors
- Substitute Teacher Aides/Assistants
- Substitute Cleaners
- Substitute Clerical
- Tutors

Volunteers: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby approve the submitted list of volunteers for the 2019-20 school year.

Field Trip: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby acknowledge the final proposal of the Eighth Grade going to Washington, DC date to be determined.

Resignation: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby accept the resignation of **Jennifer Knobel**, Secondary Science Teacher, effective June 30, 2020.

Resignation-Kelly Karszes: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby accept the resignation for the purpose of retirement of **Kelly Karszes**, Elementary Teacher, effective June 30, 2020.

Amend Long Term Elementary Substitute Teacher-Holly Giles: Be it resolved that the Board of Education of the Gorham-Middlesex Central School District, pursuant to section 3012 of the Education Law and in compliance with part 30.3 of the Rules of the Board of Regents, upon the recommendation of the Superintendent, does hereby appoint **Holly Giles**, as a 1.0FTE long term substitute elementary teacher from February 24, 2020 through May 1, 2020, at Step 1, of the current teacher contract.

Tenure Approval-Brett Lamb: In compliance with the provisions of 3012 of the education Law and part 30.3 of the rules of the Board of Regents, and upon the recommendation of the Superintendent, **Brett Lamb**, a probationary teacher appointed May 10, 2018, be appointed to tenure to the position of teacher in the Education of Children with handicapping conditions-General Special Education tenure area. It having been shown that **Brett Lamb**, holds a valid New York State Professional Certification in Social Studies 7-12 and Professional Certification Students with Disabilities 7-12 to teach in the aforesaid tenure area; and it further having been shown that the probationary period of **Brett Lamb** to teach in the district expires on May 9, 2020; the Board of Education of the Gorham-Middlesex Central School District does hereby grant tenure to and appoint to tenure **Brett Lamb** effective May 9, 2020 to the position of Special Education Teacher.

Application of Herbicide: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby authorize the emergency application of Broadleaf Herbicide, by June 30, 2020, to maintain the quality of turf.

Pay Dates: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does approve the submitted list of pay dates for the 2020-2021 school year.

Accept Bid: Whereas, sealed bids for the 2017 Capital Improvement Project-Phase II construction of renovations to school buildings were solicited by the Marcus Whitman Central School District and,

Whereas, sealed bids for the 2017 Capital Improvement Project-Phase II construction of renovations to school Buildings were opened in the High School at 3:00PM on March 17, 2020 and,

Be it further resolved that the Superintendent of Schools is authorized to sign contract for the following low bids, once all bidding requirements are met:

Bid Type	Contractor	Base Bid Amount	Total Amount of Selected Alternates	Total Award Amount
General Trades Construction	Iverson Construction	\$ 1,514,000	\$ 0	\$ 1,514,000

Bid Type	Contractor	Base Bid Amount	Total Amount of Selected Alternates	Total Award Amount
Athletic Flooring	DeClerk Flooring	\$ 125,000	\$ 0	\$ 125,000

Approve Participation Rate Improvement Plan: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby approve the **Participation Rate Improvement Plan**.

CSE & CPSE Recommendations: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby approve the CSE/CPSE recommendations as submitted and filed in the minute file.

The following resolutions are for the Wayne Finger Lakes BOCES Board of Education Elections and Administrative Budget:

WFL BOCES Board of Elections:

The Board of Education of the **Gorham-Middlesex** Central School District cast one vote for **Michael Ellis** to a seat on the Wayne-Finger Lakes BOCES Board for a three-year term effective July 1, 2020.

The Board of Education of the Gorham-Middlesex Central School District cast one vote for **Jeffrey Morehouse** to a seat on the Wayne-Finger Lakes BOCES Board for a three-year term effective July 1, 2020.

The Board of Education of the Gorham-Middlesex Central School District cast one vote for **Anne Morgan** to a seat on the Wayne-Finger Lakes BOCES Board for a three-year term effective July 1, 2020.

WFL BOCES Administrative Budget:

The Board of Education of the Gorham-Middlesex Central School District, at its April 22, 2020 meeting, approved the 2020-2021 tentative administrative budget (Part 1) of the Wayne-Finger Lakes Board of Cooperative Educational Services in the amount of \$3,523,949.

Yes 9 No 0 MC

PUBLIC ACCESS TO THE BOARD

Phyllis Frantel, Canandaigua, NY: Phyllis spoke on Mabel Deal’s behalf. Mabel says hello and her children are making her stay home.

Brian Ayers Bloomfield, NY: Brian thanked everyone for the flexibility and how staff is working together for students. The parade was wonderful; it was great experience for the students and staff.

Kelly Karszes Stanley, NY: Kelly thanked everyone and she’s had an awesome experience at Marcus Whitman.

BOARD MEMBER ITEMS:

Buildings and Grounds 3/28 Minutes-Chad Hunt mentioned this was a great meeting. The Capital Project is moving forward. Very excited for this project. Contractors want to begin work. Dan Blankenberg is on target to accelerate some of the contractors to start work.

Important Dates:

Virtual (Zoom) Audit Committee Meeting 4/28 5pm-time might change

May 28 Gorham Historical Society-this event has been cancelled

NYSSBA Budget Webinar-Sheila listened to this. It was very informative and waiting to see what the state aide is going to look like for the remainder of this year and projections for next year.

Motion by Chad Hunt, seconded by Cory Clark to adjourn the meeting at 7:08pm.

Respectfully Submitted,

Sharene Benedict
District Clerk

COMMEMORATION GUIDELINES

Marcus Whitman Central School District

A school commemoration is intended to bring closure to a period of grieving and serves as a point from which to move on. Appropriate commemorative activities are those that benefit students and staff and help them cope with their grief. Commemorations should reflect the needs of the school community while being respectful to the deceased individual and their family. Prior to any commemorative activities or events occurring in any of the Marcus Whitman schools, a [Commemoration Request Form](#) must be completed and submitted to the District Crisis Team for approval.

For each commemoration, it is important to think about the precedent that is being set and the long term implications. These guidelines are intended to assist building administrators in concert with their crisis teams. Crisis teams should work with families and/or assist individuals or groups who want to commemorate students and staff and be prepared to offer acceptable options. Student commemorations will be permitted for students who were enrolled in a district program at the time of the student's death.

It is recommended that:

- The commemoration wait until the immediate impact of the loss has subsided, but occur before the opening of the next school year.
- If a temporary location for commemoration is established (i.e. student's locker or desk), specify time limits (1 week) and that items left will be offered to the family.
- Allow students and staff opportunities to attend services within the community.
- Within the classroom, activities that address the loss will be conducted as is developmentally appropriate, with the support of the building crisis team.

Commemorations

The school reserves the right to accept or reject any and all commemorations donated or purchased in memory of a student or staff member. Furthermore, the school has the right to cause all commemorations, currently on school properties, to be discontinued. Any commemorations will be privately funded.

Suggested options include:

1. Purchase of library books, school supplies and equipment, with the approval of the building administrator. Donated books may include a bookplate and equipment may include an engraved plate not larger than two by six inches. Wording on the plates will be limited to "Donated in Memory of" or "In Memory of" and the student/staff member's legal name and year of donation. Any engraved plate other than bookplates will be removed at the end of ten years and offered to the family.
2. Trees on school grounds. The school principal, in conjunction with the Buildings & Grounds Department, will approve the type and placement of the planting. A moveable ground marker, no larger than twelve by six inches, may accompany such plantings. The engraving on the marker will

be limited to "Donated in Memory of" or "In Memory of" and the student/staff member's legal name and year of donation. Any engraved markers will be removed at the end of ten years and offered to the family.

3. Contributions by students/staff to memorials designated by the family, i.e. Cancer Society, MADD, local charities, etc.
4. Scholarships established in the names of students/staff.

Unacceptable commemorations include those which may:

1. Violate [Title IX federal guidelines](#).
2. Contradict the Marcus Whitman School District's mission.
3. Significantly alter the conduct of a regular school instructional day.
4. Significantly alter school activities or the school activities schedule.
5. Require the retirement or discontinued use of school property. This may include such items as monuments, statues, benches, etc.
6. Infringe on the separation of church and state.
7. Require the use of public funds for purchase, development or-maintenance beyond the normal care and maintenance of school properties.
8. Any item that is affixed to the building (i.e. plaques).

Yearbook Guidelines

1. Appropriate space may be designated (up to one page) in commemoration of all students/staff members who have died during that school year. This space may include a uniform size picture of each student/staff member, if available, along with the legal name and dates of birth and death, as deemed appropriate.
2. If there is a death after the printing of the yearbook and the student has not graduated, the student's picture may appear in the next year's yearbook. If the student was enrolled in high school, the student's picture may appear in the anticipated graduation year's yearbook upon consultation with the student's family.
3. A deceased student/staff member's picture, if available, may be included with the pictures of other students/staff in the class for the year covered by the yearbook.

Graduation

1. Graduation is a time to recognize the many years of work and achievement of the senior class.
2. Any students who die during their senior year may be acknowledged at graduation (with parent approval) prior to the conferring of diplomas for the graduating class. If a posthumous diploma is to be awarded, the name should be read and the diploma presented by a staff member to the family. The family shall sit in a designated area for the presentation. Students should not be involved in the presentation.

3. In the case of any students who have died during their high school career, their parent/guardian may request that they be acknowledged in a similar fashion at the time of the graduation of their class.

Existing Commemorations

Any commemoration in existence at the time these guidelines are adopted, whether in compliance with these guidelines or not, may be removed ten years after the death of the student/staff member involved and offered to the family.

Notice of Address Change

Family members of deceased students/staff members are encouraged to inform the school of any address changes so that the District may return any commemorations to them.

Created Spring 2020

**Marcus Whitman Central School District Commemoration
Request Form**
(Please return form to the Building Principal)

Date: _____ **Name of person(s) making request:** _____

Name of deceased: _____ **Date of death:** _____

Relationship to deceased: _____

Requesting party's contact information:

Address: _____ **Phone** _____

Email: _____

Description of requested commemoration:

**The Marcus Whitman Central School District reserves the right to accept/reject any and all commemorations donated and purchased. Any accepted commemorations may remain visible in the school community for up to ten years after the death of the student/staff member involved, at which time all reasonable efforts will be made to return commemoration items to the family members.*

District TIG Team review date: _____

Date of review with Superintendent. and/or District TIG Facilitator: _____

Date of review with family of the deceased : _____

Approved: _____ **Not approved** _____

Rationale (if not approved):

Applicant informed of decision (date): _____

Signature of Building Principal: _____

2020-21 Property Tax Report Card

Gorham-Middlesex Central School District		
Contact Person:	Zoe Kolczynski	
Telephone Number:	585-554-4848	
	Budgeted 2019-20 (A)	Proposed Budget 2020-21 (B)
Total Budgeted Amount, not Including Separate Propositions	32,370,000	33,598,700
A. Proposed Tax Levy to Support the Total Budgeted Amount ¹	14,771,832	15,299,185
B. Tax Levy to Support Library Debt, if Applicable	0	0
C. Tax Levy for Non-Excludable Propositions, if Applicable ²	0	0
D. Total Tax Cap Reserve Amount Used to Reduce Current Year Levy, if Applicable	0	0
E. Total Proposed School Year Tax Levy (A + B + C - D)	14,771,832	15,299,185
F. Permissible Exclusions to the School Tax Levy Limit	142,574	640,775
G. School Tax Levy Limit, <u>Excluding</u> Levy for Permissible Exclusions ³	14,637,176	14,918,559
H. Total Proposed School Year Tax Levy, <u>Excluding</u> Levy to Support Library Debt and/or Permissible Exclusions (E - B - F + D)	14,629,258	14,658,410
I. Difference: (G - H); (negative value requires 60.0% voter approval) ²	7,918	260,149
Public School Enrollment	1,116	1,120
Consumer Price Index		1.81%

¹ Include any prior year reserve for excess tax levy, including interest.

² Tax levy associated with educational or transportation services propositions are not eligible for exclusion under the School Tax Levy Limit and may affect voter approval requirements.

³ For 2019-20, includes any carryover from 2017-18 and excludes any tax levy for library debt or prior year reserve for excess tax levy, including interest.

	Actual 2019-20 (D)	Estimated 2020-21 (E)
Adjusted Restricted Fund Balance	6,141,983	6,200,000
Assigned Appropriated Fund Balance	580,000	580,000
Adjusted Unrestricted Fund Balance	1,294,780	1,343,948
Adjusted Unrestricted Fund Balance as a Percent of the Total Budget	4.00%	4.00%

Schedule of Reserve Funds

Reserve Type	Reserve Name	Reserve Description *	3/31/20 Actual Balance	6/30/20 Estimated Ending Balance	Intended Use of the Reserve in the 2020-21 School Year
Capital	CAPITAL BUS REPLACEMENT RESERVE	To pay the cost of any object or purpose for which bonds may be issued.	\$ 554,520	\$ 555,520	To apply \$200,000 toward bus purchases in 2020-21 upon voter approval
Capital	CAPITAL BUILDING RESERVE	To pay the cost of any object or purpose for which bonds may be issued.	\$ 301,121	\$ 460,000	No intention to use 2020-21.
Workers' Compensation	WORKERS' COMPENSATION RESERVE	To pay for Workers Compensation and benefits.	\$ 553,851	\$ 600,000	To apply \$40,000 toward District's Workers Compensation cost.
Unemployment Insurance	UNEMPLOYMENT' INSURANCE RESERVE	To pay the cost of reimbursement to the State Unemployment Insurance Fund.	\$ 60,884	\$ 62,000	No intention to use 2020-21.
Mandatory Reserve for Debt Service	MANDATORY' SERVICE RESERVE	To cover debt service payments on outstanding obligations (bonds, BANS) after the sale of district capital assets or improvements.	\$ 835,547	\$ 840,000	To apply \$200,000 toward District's annual Debt payments.
Liability	LIABILITY RESERVE	To establish and maintain a program of reserves to cover liability claims incurred.	\$ 606,662	\$ 607,862	No intention to use 2020-21.
Tax Certiorari	TAX' CERTIORARI RESERVE	To establish a reserve fund for tax certiorari settlements	\$ 544,470	\$ 554,470	No intention to use 2020-21.
EBALR – Employee Benefit Accrued Liability	EMPLOYEE BENEFITS/ACCRUED LIABILITY RESERVE	For the payment of accrued 'employee benefits' due to employees upon termination of service.	\$ 1,532,210	\$ 1,534,210	No intention to use 2020-21.
Retirement Contribution	RETIREMENT RESEVE	To fund employer retirement contributions to the State and Local Employees' Retirement System	\$ 1,543,046	\$ 1,545,046	To apply \$ 200,000 toward the District's NY Employees Retirement contributions in 2020-21.
Other	TRS Reserve	To fund employer retirement contributions to the NYS Teachers Retirement System "TRS".	\$ 191,114	\$ 210,000	No intention to use 2020-21.

2020-2021 Marcus Whitman Central School District Calendar

July 2020						
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 2020						
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 2020						
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 2020						
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 2020						
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					

December 2020						
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		

January 2021						
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 2021						
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 2021						
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 2021						
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 2021						
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					

June 2021						
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			

GORHAM-MIDDLESEX CENTRAL SCHOOL DISTRICT

April 28, 2020 3:00 PM Zoom Meeting

Committee Members Present: Sue Campbell, Cindy Hall, Tara Farmer and Sheila Brown.

Absent: Shawn Szabo

Others Present: Dr. Brown, Zoe Kolczynski, Jim Loomis, Tom Lauffer and Erik Lunger.

The regular Meeting of the Audit Committee was called to order by Sue Campbell at 3:03 PM.

APPROVAL OF AGENDA:

Motion by Sheila Brown seconded by Cindy Hall to approve the agenda.

Yes 4 No 0, Abstain 0 MC

ACCEPTANCE OF MINUTES: Minutes from the meeting of January 28, 2020

ACCEPT INTERNAL CLAIMS AUDIT REPORTS: Dated: January 30, February 15, 29, March 15, 30 and April 15, 2020

Motion by Tara Farmer and seconded by Cindy Hall to accept the following resolution:

ACCEPT THE BUDGET TRANSFERS: The Audit Committee does hereby accept the Budget Transfers over \$10,000 and that the Budget Transfers over \$10,000 to be recommended to the Board of Education for approval at the May 11, 2020

Yes 4 No 0, abstain 0 MC

Motion by Sheila Brown and seconded by Cindy Hall to accept the following resolution:

APPOINT AUDIT COMMITTEE COMMUNITY MEMBER: The Audit Committee does hereby accept Jim Loomis as community member and that the community member is recommended to the Board of Education on May 11, 2020 for approval.

Tom Lauffer and Erik Lunger, our internal auditors, from Mengel Metzger Bar & CO., presented annual pre-audit information.

Next scheduled is meeting is Tuesday May 26, 2020 at 5:00 PM

Motion by Tara Farmer seconded by Sheila Brown to adjourn the meeting at 3:38 PM

Respectfully submitted, *Zoe Kolczynski*, Zoe Kolczynski, Business Official

GORHAM-MIDDLESEX CENTRAL SCHOOL DISTRICT

January 28, 2020 5:00 PM District Office

Committee Members Present: Sue Campbell, Cindy Hall, Shawn Szabo, Tara Farmer and Sheila Brown.

Others Present: Dr. Brown, Zoe Kolczynski and Jim Loomis

The regular Meeting of the Audit Committee was called to order by Sue Campbell at 5:01 PM.

APPROVAL OF AGENDA:

Motion by Sheila Brown seconded by Cindy Hall to approve the agenda.

Yes 5 No 0, Abstain 0 MC

ACCEPTANCE OF MINUTES: Minutes from the meeting of November 26, 2019

ACCEPT INTERNAL CLAIMS AUDIT REPORTS: Dated: November 30, December 15, 30, 2019 and January 15, 2020

Motion by Tara Farmer and seconded by Cindy Hall to accept the following resolution:

ACCEPT THE BUDGET TRANSFERS: The Audit Committee does hereby accept the Budget Transfers over \$10,000 and that the Budget Transfers over \$10,000 to be recommended to the Board of Education for approval at the February 10, 2020

Yes 5 No 0, abstain 0 MC

Next scheduled is meeting is Tuesday February 25 at 5:00 PM

Motion by Sheila Brown seconded by Shawn Szabo to adjourn the meeting at 5:10 PM

Respectfully submitted, *Zoe Kolczynski*, Zoe Kolczynski, Business Official