

**Beekmantown Central School District
Regular Board of Education Meeting**

Place: MS/HS Library

Tuesday, December 13, 2005

Time: 6:15 pm

Minutes

1. Call to Order at: 6:20 pm by: Kathleen Grinberg-Funes

A. Pledge of Allegiance

B. Roll Call

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Karen Armstrong | <input checked="" type="checkbox"/> Kathleen Grinberg-Funes | <input checked="" type="checkbox"/> George Palmer |
| <input checked="" type="checkbox"/> Jane Donahue | <input checked="" type="checkbox"/> Frank Hay | <input type="checkbox"/> Holly Sims |
| <input checked="" type="checkbox"/> Marilyn Dwyer | <input checked="" type="checkbox"/> Stan Kourofsky | <input type="checkbox"/> Steve Trombly |
| <input type="checkbox"/> Emily Dyer, Ex-Officio, Student Board Member | | |

C. Introduction of Attendees

| | | | | | |
|-----------------|-------------------|------------------|-----------------|--------------|----------------------|
| Also Present: | Visitors: | | | | |
| Mark Sposato | Earl Burnell | Richard LaVigne | Leonard King | Susan King | Cindy McKee |
| James Christie | Linda Wicichowski | Deborah Mesec | Esther Baker | Chari Racine | James Racine |
| Garth Frechette | David Burleigh | Carol Burleigh | Carlton Kelley | John Trombly | Robert King |
| Sue Coonrod | Ronald Howard | Brian Tousignant | Cathy Witkowski | Julie Jock | James Chauvin |
| Doug Rogers | Cheryl Turner | Marlene Rollier | Terry Hicks | Mabel King | Karen LaVarnway-Ales |
| Sandra Gardner | Patty Gallagher | Lucy Giroux | | | |
| Dan Hobbs | | | | | |
| Jeannine Kerr | | | | | |
| Don Strong | | | | | |
| Greg Myers | | | | | |

2. Presentation Topic: Independent Annual Auditor's Report June 30, 2005 Presenters: Brian Tousignant Martindale Keysor & Co

Mr. Tousignant stated that for the audit there was at least one week of on site work. Then at a later date he came back for one or two days. This work was done at his office. Brian met with the Finance Committee and went over both the audit and the management letters at that time. Brian stated that the new employees in our Business Office have created a higher level of communication for him in doing the audit report. Jim Christie stated that the audit report will be announced in the local paper and will be available for review in the Business Office.

(20 minute discussion)

3. Spotlight on Education Topic: Reauthorization of IDEA Presenter: Karen Glushko

Karen Glushko was unable to attend this meeting. The presentation documentation and additional information was handed out to the Board for review. Mrs. Glushko will be rescheduled at a later date.

4. Public Comment (5 minutes)

Ron Howard thanked Dr. Rogers for greeting the bus drivers at Cumberland Head. Sherry Racine was disappointed that the adventure club trip was cancelled. Earl Burnell raised issues related to transportation to athletic events. Rich LaVigne question related to contacting Board Members and confidentiality.

5. Reports/Presentations

A. Superintendent's Report – Dr. Mark A. Sposato

Superintendent Sposato stated the video surveillance cameras were operational. Dr. Sposato explained the difference between chartered and registered library in reference to the Dodge Library and their request for funding.

B. Business Administrator’s Report – James Christie, Associate Supt. for Operations, Finance & Management

Auditorium Air Handler has been installed and presently being utilized by the building. Stated that he was waiting to hear from SED regarding funding for the Dodge Library. Presently the purchasing process for budget purposes is being revamped.

C. Board Committee Reports

1. Finance Committee Report – Kathleen Grinberg-Funes and Frank Hay

Committee met again with Patience Landry, to continue working to develop information, procedures, and communication for extracurricular activities.

2. Policy Committee Report – Stan Kourofsky and Holly Sims

Family Medical Leave of Absence was approved in November. Naming of public facilities was discussed at December 12th meeting. More work will be done with this at the next meeting.

3. Public Relations Committee – Marilyn Dwyer and Steve Trombley

Marilyn stated the committee is in need of help. At the last meeting only herself, Jane Donahue, and two staff members showed. She asked the administrators to help recruit employees for the committee.

Marilyn addressed the issues of communications with the public. She suggested an open forum prior to Board meetings, possibly one half hour. The Board President suggested index cards be used so questions will be written first. Marilyn Dwyer will put together ground rules, but would like to start first then work out ground rules. Superintendent Sposato reminded the Board that Board Meetings are business meetings.

4. Ex-Officio – Student Board Member – Emily Dyer (None at this time)

6. Minutes [6-A & B were voted on together]

A. Resolved that the Board of Education does hereby approve the minutes of the meeting of the Board of Education held on:

November 8, 2005 (Regular Meeting)
November 29, 2005 (Special Meeting)

B. Resolved, that the Board of Education does hereby approve the following subcommittee minutes as indicated:

| Finance Committee | Policy Committee | PR Committee |
|----------------------|------------------|--------------|
| 11/01/05 11/08/05 | 11/28/05 | |

Motion: J.D. Seconded: K.A. Yes: 7 No: 0 Abstain: 0 (Accept Reject Table)

7. Unfinished Business

8. New Business

A. CSE Recommendations

Resolved, that the Superintendent of Schools recommends to the Board of Education the approval of the CSE recommendations dated 12/13/05.

Motion: J.D. Seconded: M.D. Yes: 7 No: 0 Abstain: 0 (Accept Reject Table)

B. Personnel

1. Resignations (Late Item Agenda)

2. Appointments

a. Resolved, that the Superintendent of Schools recommends to the Board of Education the following substitute appointments beginning on the date indicated:

| Name | Substitute | Effective Date |
|--------------------|-------------------|----------------|
| Abdallah, Maribeth | Instructional | 12/14/05 |
| Bombeck, Seth | Instructional | 12/14/05 |
| Shpur, Taylor | Instructional | 12/14/05 |
| Perkins, Kevin | Instructional | 12/14/05 |
| St. Louis, Jenny | Instructional | 12/14/05 |
| Trombly, Eunice | Instructional | 12/14/05 |
| Gratton, Amy | Instructional | 12/14/05 |
| Snide, Nicole | Instructional | 12/14/05 |
| Grotbo, Karen | Instructional | 12/14/05 |
| Manor, Elizabeth | Non-Instructional | 12/14/05 |
| Thompson, Lachana | Non-Instructional | 12/14/05 |
| Defayette, Arlene | Non-Instructional | 1/03/06 |

Motion: G.P. Seconded: M.D. Yes: 7 No: 0 Abstain: 0 (Accept Reject Table)

- b. Resolved, that the Superintendent of Schools recommends to the Board of Education the following extra duty assignments for the 2005-2006 school year as indicated:

| Bldg | Assignment | Name | Cost |
|-------|--------------------------------|---------------|-----------------|
| MS/HS | Fine Arts Dept. Chair | Latour, Emily | \$7,000 Stipend |
| HS | Community Education Instructor | Fuller, Ken | \$29.00 hour |
| HS | CPR & First Aid | Magieria, Jay | \$29.00 hour |

Motion: K.A. Seconded: J.D. Yes: 7 No: 0 Abstain: 0 (Accept Reject Table)

- c. Resolved, that the Superintendent of Schools recommends to the Board of Education to appoint the following Civil Service probationary appointments as indicated: (**See Late Item Agenda**)

| Name | Title | Probationary Period | Salary | Contract |
|-----------------|------------|---------------------|--------|-----------|
| Burleigh, David | Bus Driver | Late Item Agenda | TBD | 10 months |
| Barney, Shanna | Bus Driver | Late Item Agenda | | Term |

- d. Resolved, that the Superintendent of Schools recommends to the Board of Education to appoint the following probationary appointment as indicated: (**See Late Item Agenda**)

| Teacher | Tenure Area | Certification | | Probationary Period | Salary |
|---------------|----------------------|----------------------|-----------|---------------------|------------------|
| | | Area | Form | | |
| Gray, Russell | School Social Worker | School Social Worker | Permanent | 1/17/06 – 1/16/09 | Late Item Agenda |

- e. Resolved, that the Superintendent of Schools recommends to the Board of Education to appoint the following term appointment as indicated:

| Name | Tenure Area | Certification | | Term | Salary |
|-----------------|--------------------|--------------------|------------|--------------------|----------|
| | | Area | Form | | |
| Fredette, Julie | Teaching Assistant | Teaching Assistant | Continuing | 11/28/05 – 6/23/06 | \$23,578 |

Motion: J.D. Seconded: M.D. Yes: 7 No: 0 Abstain: 0 (Accept Reject Table)

- f. Resolved that the Superintendent of Schools recommends to the Board of Education the following permanent civil service appointments as indicated:

| Name | Civil Service Title | Probationary Period | Initial Board Meeting | Permanent Date |
|-----------------|---------------------|---------------------|-----------------------|----------------|
| Devereaux, Anne | Typist (part-time) | 2/9/05 – 8/9/05 | 2/8/05 | 8/10/05 |
| Derick, Jerry | Automotive Mechanic | 8/10/05 – 11/10/05 | 11/10/05 | 11/11/05 |

Motion: K.A. Seconded: F.H. Yes: 7 No: 0 Abstain: 0 (Accept Reject Table)

3. Unpaid Leave (None at this time.)
4. Termination (None at this time.)
5. Intent to Retire (None at this time.)
6. Child Rearing Leave (None at this time.)
7. Tenure (None at this time.)
8. Elimination of Position (None at this time.)

C. Policy

Resolved, that the Board of Education does hereby accept the following policy as indicated:

| <u>Name</u> | <u>Policy #</u> |
|---------------------------------|--------------------------------|
| Student Fund Raising Activities | 5251 (1 st reading) |

Motion: M.D. Seconded: J.D. Yes: 7 No: 0 Abstain: 0 (Accept Reject Table)

D. Miscellaneous

Finance & Audit Committee

WHEREAS, Chapter 263 of Laws of 2005 provides for regulation of School Board Audit Committees, the Beekmantown Board of Education Finance Committee is now known as the Finance & Audit Committee; and

WHEREAS, the Finance & Audit Committee is comprised of four, (4), Board of Education members and may seek advisement from other person(s) as required, such as the Superintendent of Schools or designee; and

WHEREAS, the Finance & Audit Committee serves as an advisor to the Board of Education through the following responsibilities;

*Recommendations on the appointment(s) of the internal and external auditor,
Review of draft audit, management letter and risk assessment with the external auditor,
Oversight of the Internal Audit Function to include review of findings and recommendations,
Recommendation to the Board of Education regarding acceptance of external audit and review of plan implementation;
Review of monthly financial reports; and*

WHEREAS, the Board of Educations Finance & Audit Committee regular meetings are monthly or more often as needed to fulfill it's responsibilities, conducting Executive Session as necessary,

THEREFORE BE IT RESOLVED that Beekmantown Central School District shall

approve the Finance & Audit Committee as required by Chapter 263 of the Laws of 2005 and future regulations as developed by the Commissioner of Education.

Motion: M.D. Seconded: F.H. Yes: 7 No: 0 Abstain: 0 (Accept Reject Table)

9. Financial

A. Resolved, that the Board of Education accepts the following reports:

Appropriation Status Report – October 2005

Treasurer’s Revenue Report – October 2005

Treasurer’s Monthly Report – October 2005

Trial Balance – October 2005

Warrant Report – October 2005

Extra-Curricular Activities Account – October 2005

Motion: J.D. Seconded: G.P. Yes: 7 No: 0 Abstain: 0 (Accept Reject Table)

B. Resolved, that the Superintendent of Schools recommends to the Board of Education to approve a transfer over \$2,500 to accommodate an invoice from 2004-2005 from State Aid Specialists (SAS):

| From: | To: | Amount: |
|--------------|--------------|----------------|
| A22504900000 | A13104000000 | \$40,269.32 |

Motion: J.D. Seconded: F.H. Yes: 7 No: 0 Abstain: 0 (Accept Reject Table)

NOTE: A prior years recovery of state aid will result in more money coming back to the district in future years. This is considered as a prior year adjustment to state aid. The payment is determined when NYS legislation frees up money for prior year payment to school districts. The amount of money at that time that is owed to SAS will be a little over \$10,000.00.

C. Resolved that the Superintendent of Schools recommends to the Board of Education to accept the following donation and approve amending the District budget to be increased in the amount of \$1,499.94

| From | For | Description | Amount |
|--------------|------------|---------------------------------|---------------|
| Booster Club | Wrestling | New Electronic Scale | \$788.94 |
| Booster Club | Wrestling | Accommodations at Sprig Gardner | \$711.00 |

Motion: J.D. Seconded: M.D. Yes: 7 No: 0 Abstain: 0 (Accept Reject Table)

D. Resolved, that the Board of Education does hereby authorize the following BAN for buses at the lowest interest rate possible and on the maturity date indicated:

| Payment No. | Amount | Due Date |
|--------------------|---------------|------------------|
| 3 of 5 payments | \$110,758.40 | January 20, 2006 |

Motion: J.D. Seconded: M.D. Yes: 7 No: 0 Abstain: 0 (Accept Reject Table)

E. Resolved, that the Superintendent of Schools recommends to the Board of Education to adopt the Budget Calendar:

Budget Calendar 2006-2007

January 1st – March 30th

Administration reviews and develops current and projected: Budget Assumptions (Revenues and Expenditures), Enrollment Projections, Building Allocations, District-Wide Allocations, Staffing, and Grants.

March 31, 2006

- Superintendent's Proposed Budget completed.
April 4, 2006 Location: MS/HS Library Time: 6:15 pm
- Superintendent's Budget Presentation

April 5-7 2006

- Public Forums on Proposed Budget

Date: 4/5/06 Location: Town of Plattsburgh Town Hall Time: 6:30 pm to 7:30 pm
Date: 4/6/06 Location: Town of Beekmantown Town Hall Time: 6:00 pm to 7:00 pm
Date: 4/6/06 Location: Beekmantown High School Auditorium Time: 7:30 pm to 8:30 pm

April 18, 2006

- Board of Education adopts budget

May 1, 2006

- *General Information on Proposed Budget & Propositions* (tri-fold mailed to all residents).
- *Detailed Proposed Budget* available to the public.

May 9, 2006 Location: Auditorium Time: 7:00 pm

- Budget Hearing

May 10, 2006

- *Budget Notice* mailed (Six Day Notice).

May 16, 2006 Location: Beekmantown HS (*Front Gym*) Time: 12:00 noon—9:00 pm

- Annual Budget Vote

Voter Registration

Eligible residents may register any school day at the District Office located at 197 Haynes Rd., between 8:30 am until 4:00 pm.

Absentee Ballots

If requested the District will mail ballots out not earlier than 30 days or later than 7 days prior to the Annual Budget Vote.

Petitions for Board Member Seat(s)

One Board seat available (Five Year term).

Petitions are due 30 days prior to the Annual Budget Vote.

Accept petitions through Monday April 17th as the 30th day falls on a Sunday.

Motion: J.D. Seconded: F.H. Yes: 7 No: 0 Abstain: 0 (Accept Reject Table)

- F. Resolved, that the Superintendent of Schools recommends to the Board of Education to approve the tax collector's reports from the Town of Plattsburgh and from the Towns of Altona, Beekmantown & Chazy and also certification of unpaid tax lists in the amount of \$810,216.00.

Motion: J.D. Seconded: K.A. Yes: 7 No: 0 Abstain: 0 (Accept Reject Table)

- G. Resolved, that the Superintendent of Schools recommends to the Board of Education to approve a Letter of Agreement between Dale J. Tompkins, Teacher for the Blind and Visually Handicapped and the Beekmantown Central School District to provide orientation and mobility services at a rate of \$375 per month (four hour session) from January 3, 2006 to June 23, 2006.

Motion: F.H. Seconded: G.P. Yes: 7 No: 0 Abstain: 0 (Accept Reject Table)

- H. Resolved, that the Superintendent of Schools recommends to the Board of Education to accept the Independent Annual Auditor's Report June 30, 2005 prepared by Martindale Keysor & Co. for the 2004-2005 school year.

Motion: K.A. Seconded: F.H. Yes: 7 No: 0 Abstain: 0 (Accept Reject Table)

10. Capital Project

- A. Resolved, that the Superintendent of Schools recommends to the Board of Education to approve payment for Project #2001-045(Phase III – Technology of the Capital Project) as indicated:

This amount has been verified by the capital project architect.

Contract No. 2 – Electrical Bayview Electric, Inc. \$3,629.00

Motion: K.A. Seconded: S.K. Yes: 7 No: 0 Abstain: 0 (Accept Reject Table)

- B. Resolved, that the Superintendent of Schools recommends to the Board of Education to approve payment for Project #98-147(Phase II – of the Capital Project) as indicated:

This amount has been verified by the capital project architect.

Contract No. 5 – Electrical S & L Electric, Inc. \$57,256.54 (Final)

Motion: M.D. Seconded: S.K. Yes: 7 No: 0 Abstain: 0 (Accept Reject Table)

11. Additional Items to Discuss

Karen Armstrong suggested that student transportation procedures to athletic events be forwarded to January 2006 agenda.

Marilyn Dwyer noted that buses are frequently parked over the crosswalk in front of Beekmantown Elementary; voicing concerns regarding safety of the students who park in the parking lot and have to cross to reach the main entrance.

Discussion followed in tracking Board Resolutions. Superintendent Sposato stated presently there is no way of tracking them. The Policy Committee will track Board Resolutions.

12. Public Comment (None at this time)

13. Executive Session (Kathleen Grinberg-Funes departed meeting at this time)

To discuss a particular person or person's employment history.

In: 9:29 pm Motion: M.D. Seconded: S.K. Yes: 6 No: 0 Abstain: 0 (Accept Reject Table)

Out: 11:02 pm Motion: G.P. Seconded: S.K. Yes: 6 No: 0 Abstain: 0 (Accept Reject Table)

14. Adjournment 11:03 pm

Motion: S.K. Seconded: G.P. Yes: 6 No: 0 Abstain: 0 (Accept Reject Table)

DATE: _____

ATTEST: _____
DISTRICT CLERK

Board of Education Meeting

Place: Library

December 13, 2005

Time: 6:15 p.m.

Late Item Agenda

Add

8. New Business

B. Personnel

1. Resignations

Resolved, that the Superintendent of Schools recommends to the Board of Education to accept the resignation of Ellen Fraser, Special Education Teacher effective October 14, 2005 in a one-year term appointment from the Board meeting of October 11, 2005.

Motion: M.D. Seconded: J.D. Yes: 7 No: 0 Abstain: 0 (Accept Reject Table)

2. Appointments

c. Resolved, that the Superintendent of Schools recommends to the Board of Education to appoint the following Civil Service probationary appointments as indicated:

Table with 5 columns: Name, Title, Appointment, Salary, Contract. Rows include Burleigh, David and Barney, Shanna.

Motion: K.A. Seconded: S.K. Yes: 7 No: 0 Abstain: 0 (Accept Reject Table)

d. Resolved, that the Superintendent of Schools recommends to the Board of Education to appoint the following probationary appointment as indicated:

Table with 5 columns: Teacher, Tenure Area, Certification (Area, Form), Probationary Period, Salary. Row includes Gray, Russell.

Motion: J.D. Seconded: S.K. Yes: 7 No: 0 Abstain: 0 (Accept Reject Table)

g. Resolved that the Superintendent of Schools recommends to the Board of Education to approve a stipend in the amount of \$4,000 from July 1, 2005 to June 30, 2006 for Hilbert LaPier as a "District Wide Building Checker" effective December 3, 2005.

Motion: K.A. Seconded: J.D. Yes: 7 No: 0 Abstain: 0 (Accept Reject Table)

9. Financial

C. Resolved that the Superintendent of Schools recommends to the Board of Education to accept the following donation and approve amending the District budget to be increased in the amount of \$1,072.50

Table with 4 columns: From, For, Description, Amount. Row includes Booster Club, Volleyball, Warm-up Suits, \$1,072.50.

Motion: Seconded: Yes: No: Abstain: (Accept Reject Table)

10. Capital Project

C. Resolved, that the Superintendent of Schools recommends to the Board of Education to approved

payment for Project Code 0003-009, Architect's Project #6434 Alternations to MS/HS Auditorium as indicated:

The total amounts requested below have been verified by our architect.

| | |
|-----------------------------------|-------------|
| JFP Enterprises Inc. | \$12,142.90 |
| Brockway Mechanical Systems, Inc. | \$29,928.04 |

Motion: F.H. Seconded: S.K. Yes: 7 No: 0 Abstain: 0 (Accept Reject Table)

DATE: _____

ATTEST: _____
DISTRICT CLERK