

**BOARD OF EDUCATION
EDEN CENTRAL SCHOOL**

AUDIT COMMITTEE MEETING - 6:00 P.M. – D.O. CONF. ROOM
Auditor Review of Year End

WEDNESDAY, SEPTEMBER 19, 2018

REGULAR BOARD OF EDUCATION MEETING – 7:00 P.M.

EDEN ELEMENTARY SCHOOL AUDITORIUM

ADMINISTRATIVE MEMORANDUM

I. Call to Order. Mr. Paul Shephard will preside. Please call Mrs. Thomasulo if you cannot attend (992-3629). Mr. Shephard leads in the Pledge of Allegiance.

Please turn off all cell phones

II. From Administration and Staff

A. Year End Audit – Ms. Nicole Ruf, CPA – Drescher & Malecki, LLP

III. Request to withdraw specific item(s) from consensus items.

IV. Routine Actions – Approval of Consensus Items. RECOMMENDED MOTION: “that the following consensus items be approved as listed in the Administrative Memorandum A-R.”

A. **Approval of the Minutes of the August 8, 2018 Regular Board of Education Meeting. RECOMMENDED ACTION:** Take necessary action and move for approval. (SA) (ENC)

B. **Approval of the Minutes of the September 4, 2018 Special Board of Education Meeting. RECOMMENDED ACTION:** Take necessary action and move for approval. (SA) (ENC)

C. **Approval of the Revenue Budget Status Report. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the Revenue Budget Status Report for the period ending July 31, 2018 be approved.” (SA) (ENC)

D. **Approval of the Multi Fund Warrant. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the Multi Fund Warrant for the period ending August 31, 2018 in the amount of **\$1,144,418.60** be approved. This Warrant is broken down as follows: **General Fund portion \$1,052,767.09**, **Federal Fund portion \$4,783.74**, and **Trust & Agency Fund portion \$86,867.77.**” (LF) (ENC)

E. **Approval of the 2018-2019 Accounts Payable Warrant. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the Multi Fund Warrant for the period ending August 31, 2018 in the amount of **\$6,607.83** be approved. This Warrant is broken down as follows: **General Fund portion \$1,147.47**, **Federal Fund portion \$5,060.13**, and **Trust & Agency Fund portion \$400.23.**” (LF) (ENC)

F. **Approval of the ACH/Wire Transfer Warrant.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the ACH Fund Warrant for the period ending August 31, 2018 in the amount of **\$86,914.00** be approved. This Warrant is broken down as follows: **General Fund Debt Service portion \$82,187.50, General Fund Health/Separation Payments \$4,726.50.**” (LF) (ENC)

G. **Approval of the Capital Project 2020 Warrant.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the Capital Project 2020 Warrant for the period ending July 31, 2018 in the amount of **\$1,163,237.00** be approved.” (LF) (ENC)

H. **Approval of Appropriation Status Report.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the July 2018 Appropriation Status Report be approved as presented.” (LF) (ENC)

I. **Approval of Budget Transfers.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the August 2018 Budget Transfers be approved as presented.” (LF) (ENC)

J. **Approval of Budget Transfers over \$10,000.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the Budget Transfers over \$10,000 be approved as presented.” (SA) (ENC)

K. **Accept Donations.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, donations be accepted as follows:
 1. Meet Manager program for Varsity Swim Programs from the Girls’ Swim Team
 2. BSN Sports – Eden High School \$175.39
 3. Eden PTA – Garden Club \$1,787.84
 4. Eden PTA – Elementary Express Bookstore \$962.71
 5. Lifetouch – GLP \$471.00
 6. Lifetouch – MS & HS \$153.00
 7. Horizon Research – HS T.E. \$50.00.” (SA) (ENC)

L. **Approval of CSE/CPSE Recommendations.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the CSE/CPSE recommendations be approved.” (SA) (ENC)

M. **Appoint Substitutes.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the following personnel be appointed as substitutes, provided that these appointments will not be effective and service to the District pursuant thereto shall not begin until there has been compliance with statutory and regulatory provisions for fingerprinting/certification and clearance for employment:

	Name	Area	Effective Date	Certification	
1.	Christopher Lobosco	Cleaner	September 20, 2018	None	
2.	Christopher Duff	PK-12	September 20, 2018	LMS	
3.	Rheanna Gallego	PK-12	September 20, 2018	None	
4.	Adrianna Jimenez	PK-12 T	September 6, 2018	CE B-6	
5.	Samantha Taggert	PK-12 T	September 20, 2018	None	
6.	Emily Townsend	Bus Att.	September 20, 2018	None	
7.	Michael Rakiecki	Bus Att.	September 20, 2018	None	
8.	Amanda Russo	PK-12 T, TA	September 20, 2018	None.”	(SA) (ENC)

- N. **Appoint Supplemental Activity Advisors and Coaches for the 2018-2019 School Year.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the following personnel be appointed as Supplemental Activity Advisors and Coaches for the 2018-2019 school year, provided that these appointments will not be effective and service to the District pursuant thereto shall not begin until there has been compliance with statutory and regulatory provisions for fingerprinting/certification and clearance for employment:
1. **Margaret Cuddihy**, Mentor for Adrianna Jimenez
 2. **Ann Preischel**, Mentor for Christopher Duff
 3. **Denise Uhlman**, Elementary All-County Orchestra Advisor
 4. **Joe Winiiecki**, Volunteer Girls Soccer Coach
 5. **Michelle Berne**, Middle School Yearbook Advisor
 6. **Linda Pace**, AFS Advisor
 7. **Paula Farrell**, Middle School AEP Advisor Fall & Winter seasons
 8. **Nicole Greiner**, Modified Field Hockey Coach
 9. **Melissa Brockman**, Field Hockey Aide
 10. **Matthew Davis**, Volunteer Football Coach
 11. **Kevin Armbrust**, Supervision
 12. **Brandon Dix**, Supervision
 13. **Jerad Waring**, Modified Football Coach
 14. **Larry Huber**, Mock Trial Advisor
 15. **Jessica Yuh**, High School Student Council Advisor.” (SA) (ENC)
- O. **Approve Leave of Absence.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, a leave of absence per CSEA CBA Article 6 be granted to **Sarah Wakelam** effective September 1, 2018 – approximately June 30, 2019.” (SA) (ENC)
- P. **Approve Policies.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the following policies be approved:
1. **#7131** Non-Resident Students
 2. **#3280R.1** Use of Facilities Fee Schedule for the Eden Central School District.” (SA) (ENC)
- Q. **Approve First Reading of Policies.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the first reading of the following policies be approved:
1. **#5640** Smoking/Tobacco
 2. **#5660** Meal Charging and Prohibition Against Meal Shaming
 3. **#6212** Certification & Qualifications
 4. **#6550** Leaves of Absence
 5. **#7132** Education of Students in Temporary Housing
 6. **#7221** Participation in Graduation Ceremonies and Activities
 7. **#7222** Diploma or Credential Options for Students with Disabilities
 8. **#7242** Military Recruiters’ and Institutions of Higher Education
 9. **#7320** Alcohol, Tobacco, Drugs, and Other Substances
 10. **#7512** Student Physicals
 11. **#7513** Medication and Personal Care Items
 12. **#3283** Use of Fitness Room.” (SA) (ENC)

R. **Approve Agreements. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the following agreements be approved:

1. Athletic Sharing Boys’ & Girls’ Swimming with Gowanda
2. Athletic Sharing Boys’ Football with North Collins
3. Athletic Sharing Boys’ Tennis with North Collins
4. Athletic Sharing Boys’ and Girls’ Track with North Collins
5. Athletic Sharing Boys’ Volleyball with North Collins
6. Middle School AEP Advisors (1 Fall, 1 Winter 1 Spring).”

(SA) (ENC)

Approximate position and time that the Board has designated to receive statements from individuals and groups. The Board will review all statements, then respond appropriately at a future meeting. All persons in attendance are required to sign the attendance sheet and designate their representation status; for example, a parent, teacher, bus driver, Chamber of Commerce, etc.

There is a two-minute time limit.

V. New Business

A. Resignations.

1. **Accept Resignation. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the resignation for the purpose of retirement of Senior Clerk Stenographer, **Laura Wincenciak**, be accepted effective September 22, 2018. The Board and Administration wish to thank Mrs. Wincenciak for her 35 years of service to the District.”

(SA) (ENC)

B. Appointments. All appointments will not be effective and service to the District pursuant thereto shall not begin until there has been compliance with statutory and regulatory provisions for fingerprinting/certification and clearance for employment. RECOMMENDED MOTIONS:

1. **Permanent Appointment. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, after successfully completing her probationary period, **Cherilyn Stephens** be permanently appointed as a Senior Clerk Typist effective October 17, 2018.”
2. **Appoint Elementary Teacher. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Adrianna Jimenez**, who is initially certified in Early Childhood Education B-2 and Childhood Education 1-6 is hereby appointed to a part-time (.5 FTE) position effective September 1, 2018 and ending on June 30, 2019. Salary is based upon **ETA Contract, Bachelor’s, Step 1.**”
3. **Appoint Teacher Aide. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Susan Walczyk** be appointed on probation as a teacher aide effective September 6, 2018 and ending March 5, 2019. Salary is as per **CSEA Contract, Level IV, Step 1.**”

(SA) (ENC)

(SA) (ENC)

(SA) (ENC)

4. **Appoint Teacher Aide. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Rheanna Gallego** be appointed on probation as a Teacher Aide effective September 6, 2018 and ending March 5, 2019. Salary is based upon **CSEA Contract, Level IV, Step 1.**” (SA) (ENC)
5. **Appoint Social Worker. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Holly Tredo**, who is provisionally certified as a School Social Worker, is hereby appointed to a probationary position as a Social Worker for a probationary period commencing on September 24, 2018 and ending September 23, 2022. Salary is based upon **ETA Contract, Bachelor’s, Step 1.**” (SA) (ENC)
6. **Appoint Part-time RPN. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Marie Kaczanowski**, who is licensed as a Registered Professional Nurse be appointed on probation as a Part-time Nurse for bus runs effective September 28, 2018 through March 27, 2018. Salary is based upon **CSEA Contract, Level XIII, Step 1.**” (SA) (ENC)
7. **Appoint Extended Leave Substitute Teacher. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Sara Byttner**, who is professionally certified in Literacy B-6, Early Childhood B-2 and Childhood Education 1-6 be appointed as an extended leave substitute Elementary Teacher to replace Morgan Theophilus effective approximately October 4, 2018 through approximately December 14, 2018 or upon the return of Mrs. Theophilus. **Salary will be \$85 per day.**” (SA) (ENC)
8. **Appoint School Resource Officers. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Brian Burgstahler** and **Shawn Bishop** be appointed as School Resource Officers effective August 27, 2018. Salary is per Agreement with the Town of Eden.” (SA) (ENC)
9. **Appoint Morning Program Aides. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the following be appointed as aides for the Continuing Education Morning Program:
 - a. **Brittney Gates**
 - b. **Taylor Mitchell.**” (SA) (ENC)
- C. **Approve Increase in PEL Hours. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, hours for Science Teacher, **Philip Archabald** be increased from .67 FTE to .85 FTE effective September 10, 2018. Mr. Archabald is currently on the Preferred Eligibility List for Science.” (SA) (ENC)
- D. **Approve Creation of Senior Clerk Typist Position. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the position of Senior Clerk Typist be created to fill the upcoming vacancy of the Senior Clerk Stenographer at Eden Elementary School.” (SA) (ENC)

E. **Approve District Goals for 2018-2019.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the 2018-2019 District Goals be approved.” (SA) (ENC)

F. **Approve Bus Use.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the use of buses for day trips for the not-for-profit Eden Senior group, ACES, be approved for the 2018-2019 year.” (SA) (ENC)

G. **Approve Excessing of Furniture.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the following furniture items be excessed and disposed of as the District deems appropriate:
1. Shelving units: 3 ancient, old metal units that are falling apart
2. 2 older teacher desks that can no longer be repaired
3. 2 small tables that can no longer be repaired.” (SA) (ENC)

H. **Approve Excessing of Buses.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the following buses be excessed and disposed of as the District deems appropriate:
1. Bus #216 Vin #1HVBBAAN74H611535 2004 International full-size (trade-in)
2. Bus #214 Vin #4DRBUAFN85A979950 2005 International full-size (trade-in)
3. Bus #186 Vin #1FDSE35P35HA88144 2005 Ford small bus (trade-in)
4. Bus #189 Vin #4UZABRCS78CY29511 2008 Freightliner full-size.” (SA) (ENC)

I. **Approve Transfers of Unassigned Fund Balance.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the Board of Education authorize the transfer of 2017-18 Unassigned Fund Balance into the following reserves as of June 30, 2018:

1. Unemployment Insurance Reserve <\$418,761>
2. Retirement Contribution Reserve \$376,857
3. Capital Reserve – Buildings \$1,000,000
4. Capital Reserve – Vehicles/Buses \$500,000
5. Repair Reserve \$30,566
6. Workers’ Compensation Reserve \$418,761
7. Liability Reserve \$250,000
8. Tax Certiorari Reserve \$7,394.” (SA)

J. **Approve Second Read of Technology Plan.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the second read of the August 2018-June 2021 Technology Plan be approved.” (SA) (ENC)

VI. Information and Proposals.

A. Business Report

1. 2018-2019 Grant Status Updates
2. School Tax Rebate Checks

B. Superintendent's Report

1. Start of School
2. Wall of Distinction
3. Thank You Campus CMG for Opening Day Refreshments

C. Board Report

1. Round Table

VII. Future Dates

- A. Board Docs Training for the Board of Education, Wednesday, October 17, 2018 – 5:45 p.m. in the Eden Elementary School Auditorium.
- B. Regular Board of Education Meeting, Wednesday, October 17, 2018 – 7:00 p.m. in the **Eden Elementary School Auditorium.**

VIII. Anticipated Executive Session. RECOMMENDED MOTION: “that upon the recommendation of the Superintendent, the Board of Education enter Executive Session to discuss the employment history of a particular person(s) and CSEA negotiations.”

IX. Adjourn

SA:LF:bjt