

**BOARD OF EDUCATION
EDEN CENTRAL SCHOOL**

**AUDIT COMMITTEE MEETING – 6:00 P.M.
REGULAR MEETING - 7:00 P.M.**

**WEDNESDAY, SEPTEMBER 20, 2017
JR./SR. HIGH SCHOOL CAFETERIA**

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. Safety Hearing – Mr. David Martin
- B. Garden Build – Mrs. Loran Carter
- C. Fund Balance & Reserves – Mrs. Laura Feldman
- D. Year-End Audit – Mrs. Laura Feldman
- E. Capital Project Update / General – Campus / Young & Wright
- F. Enrollment Update – Mrs. Lucinda Karstedt

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-N.”

- A. **Approval of the Minutes of the August 23, 2017 Regular Board of Education Meeting. RECOMMENDED ACTION:** Take necessary action and move for approval. (LF) (ENC)
- B. **Approval of the Revenue Budget Status Report. RECOMMENDED MOTION:** “the Revenue Budget Status Report for the period ending June 30, 2017 be approved.” (LF) (ENC)
- C. **Approval of the Revenue Budget Status Report. RECOMMENDED MOTION:** “the Revenue Budget Status Report for the period ending July 31, 2017 be approved.” (LF) (ENC)
- D. **Approval of the Treasurer’s Report. RECOMMENDED MOTION:** “that upon the July 31, 2017 be approved.” (LF) (ENC)
- E. **Approval of the Multi Fund Warrant. Recommended Motion:** “that upon the recommendation of the Superintendent, the Multi Fund Warrant for the period ending July 31, 2017 in the amount of **\$2,903.43** be approved. This Warrant is broken down as follows: **General Fund portion \$2,881.03** and **Cafeteria Fund portion \$22.40.**” (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 July 31, 2017 in the amount of **\$31,453.75** be approved. This Warrant is broken down as follows: **General Fund HRA/Health portion \$31,453.75.**” (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, 2017 in the amount of **\$1,542,442.03** be approved.” (LF) (ENC)

H. **Approval of the Accounts Payable Warrant.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the Accounts Payable Warrant for the period ending July 31, 2017 be approved.” (LF) (ENC)

I. **Approval of the Appropriation Status Report.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the Appropriation Status Report for the period ending June 30, 2017 be approved.” (LF) (ENC)

J. **Approval of the Appropriation Status Report.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the Appropriation Status Report for the period ending July 31, 2017 be approved.” (LF) (ENC)

K. **Approval of Budget Transfers.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the June 2017 Budget Transfers be approved as presented.” (LF) (ENC)

L. **Approval of Budget Transfers.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the July 2017 Budget Transfers be approved as presented.” (LF) (ENC)

M. **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.” (LF) (ENC)

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

O. **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:

	<u>Name</u>	<u>Area</u>	<u>Effective Date</u>	<u>Certification</u>	
1.	Martin Henry	Bus Driver	September 7, 2017	CDL	
2.	Cynthia Kasper	Bus Driver	September 7, 2017	CDL.”	(SA) (ENC)

P. **Appoint Supplemental Activity Advisors and Coaches for the 2017-2018 School Year.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the following personnel be appointed as Supplemental Activity Advisors and Coaches for the 2017-2018 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: See list.” (SA) (ENC)

- Q. **Approve Policy.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, Policy #5740, School Bus Safety Program, be approved.” (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. Resignation. **RECOMMENDED MOTION:**

1. **Accept Resignation.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the resignation of Teacher Aide, **Kara Korhummel** be accepted effective September 4, 2017. The Board of Education and Administration wish to thank Ms. Korhummel for her 6 years of service to the District.” (SA) (ENC)
2. **Accept Resignation.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the resignation of Teacher Aide, **Kathryn Suchan** be accepted effective August 18, 2017. The Board of Education and Administration wish to thank Ms. Suchan for her 2 years of service to the District.” (SA) (ENC)
3. **Accept Resignation.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the resignation for the purpose of retirement of Teacher Aide, **Janet Geiser** be accepted effective August 14, 2017. The Board of Education and Administration wish to thank Mrs. Geiser for her 21 years of service to the District.” (SA) (ENC)
4. **Accept Resignation.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the resignation of Bus Driver, **Martin Henry** be accepted effective August 14, 2017. The Board of Education and Administration wish to thank Mr. Henry for his 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. **Appoint Part-time Art Teacher.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Rachel Braun**, who is permanently certified in Art be appointed as a Part-Time Art Teacher (.7 FTE) effective June 1, 2017 through June 30, 2018. Salary is based upon **ETA Contract, Master’s, Step 6.**” (SA) (ENC)
2. **Appoint Bus Drivers.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Judith Palleschi**, be appointed on probation as a Bus Driver effective September 5, 2017 and ending March 4, 2018. Salary is based upon **CSEA Contract, Level IX, Step 1.**” (SA) (ENC)
3. **Appoint Bus Drivers.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Noelle Schmitt**, be appointed on probation as a Bus Driver effective September 5, 2017 and ending March 4, 2018. Salary is based upon **CSEA Contract, Level IX, Step 1.**” (SA) (ENC)

4. **Appoint Bus Attendant.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Frances McCabe** be appointed on probation as a Bus Attendant effective September 21, 2017 and ending March 20, 2018. Salary is based upon **CSEA Contract, Level IV, Step 1.**” (SA) (ENC)
- C. **Approve PEL Placement.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Lori Kohl** shall remain on the Preferred Eligible list in the tenure area of LOTE for a period of seven years, computed from September 29, 2017, the effective date of the reduction.” (SA) (ENC)
- D. **Approve Creation of Part-time Clerk Typist Position.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, a Part-time Clerk Typist position be created to comply with Civil Service regulations.” (SA) (ENC)
- Note: This position has already been filled with the hiring of Mary Granger at GLP.*
- E. **Approve Creation of Deputy Treasurer Position.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, a Deputy Treasurer position be created.” (LF) (ENC)
- F. **Approve Rescinding of Resignation.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the resignation of **Philip Archabald** be rescinded effective August 30, 2017. Mr. Archabald will return at a .67 FTE Science Teacher effective October 6, 2017.” (SA) (ENC)
- G. **Approve Change in Step for Counselor.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, School Counselor, **Shannon Hennigan** be changed to Master’s +12, Step 4 effective September 28, 2017.” (SA)
- 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 #209 2004 International full-size bus VIN 4DRBJABN74A967236
 2. Bus #215 2003 International full-size bus VIN 1HVBBAAN83H559783
 3. Bus #216 2004 International full-size bus VIN 1HVBBAAN74H611535
 4. Bus #217 2004 International full-size bus VIN 1HVBBAAN54H611534.” (SA) (ENC)
- I. **Approve Revised Rate of Pay for LPN.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the pay rate for the Licensed Practical Nurse be revised to Level XII, Step 1.” (SA)
- J. **Approve Transfer of Unassigned Fund Balance.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the Board of Education authorize the transfer of 2016-17 Unassigned Fund Balance into the following reserves as of June 30, 2017:
1. Unemployment Insurance Reserve \$100,000
 2. Retirement Contribution Reserve \$576,238
 3. Capital Reserve \$400,000
 4. Capital Reserve Vehicles/Bus \$600,000 (LF)
 5. Repair Reserve \$60,000.”

VI. Information and Proposals.

A. Business Report

1. Real Property Tax Law - Opting Out of PILOTS
2. Transportation Update

B. Superintendent's Report

1. Opening of School
2. District Goals/Building Goals
3. General Update

C. Board Report

1. Round Table

VII. Future Dates

- A. Regular Board of Education Meeting, Wednesday, October 18, 2017 – 7:00 p.m. in the JSHS Cafeteria

VIII. Anticipated Executive Session. RECOMMENDED MOTION: “that upon the recommendation of the Superintendent, the Board of Education enter Executive Session to discuss the history of a particular person.”

IX. Adjourn

SA:LF:bjt