

BOARD OF EDUCATION MEETING
EDEN ELEMENTARY SCHOOL AUDITORIUM
SEPTEMBER 19, 2018

MEMBERS PRESENT: Mr. Paul Shephard, Ms. Cheryl Carpenter, Mr. Jack Cuddihy, Mrs. Marlene Grunder, Mrs. Jennifer Horschel, Mrs. Ellen Kindley, Mr. Donald Sutfin

ABSENT:

OFFICIALS PRESENT: Mrs. Sandy Anzalone, Superintendent; Mrs. Laura Feldman, Director of Finance; Mrs. Barbara Thomasulo, District Clerk; Caroline Szuflita, Student Representative and Angeleah LoGrasso

ALSO PRESENT: Mrs. Mary Banko, Head Bus Driver; Mrs. Lucinda Karstedt, Director of Technology

At 7:05 p.m., Mr. Shephard called the meeting to order and asked those present to join in the Pledge of Allegiance.

**Called to
order**

Nicole Ruf, Auditor, Drescher & Malecki – explained the products of the audit, which include the basic financial statements, management letter, auditor communications and the extraclassroom activity report. The basic financial statement showed an unmodified opinion with no material misstatements. The draft form of this report will be finalized next week. The management letter has recommendations provided to the District. During an audit, there could be different types of findings. One is a material weakness, which would be considered very significant and would have a high risk that the financial statements could be materially misstated. There were no material weaknesses found in the audit. The second is a significant deficiency, which is less severe than a material weakness, but still important to note to the Board. None of those items were found. Had either of those been found, the District would have to come up with a corrective action plan to the State. The only items were recommendations to improve and other comments. Recommendations are for procurement suspension and debarment, extraclassroom and the school lunch fund. The third letter is an auditor communications letter. All required communications were reviewed with the Audit committee, so they could make their recommendation to the Board of Education. The last letter is their opinion on extraclassroom activities. There is a separate set of financial statements for the extraclassroom activity funds. Those will also be issued as an unmodified, clean opinion. It is important to note there were no items where the district was out of compliance. The most important to note is that the district is in compliance with Section 1318 of the Real Property Tax Law, which allows the district to maintain a level unassigned fund balance of 4% of the subsequent year's appropriations, and the district is at 4% of that amount. Full cooperation was received from everyone.

**From
Admin &
Staff**

Consensus items Mrs. Horschel asked if anyone wished to remove any items from the consensus items. There were no items removed.

Approved consensus Mrs. Horschel made a motion, seconded by Mr. Sutfin that the following consensus items be approved as listed in the Administrative Memorandum A-R:

Minutes of the August 8, 2018 Regular Board of Education Meeting.

Minutes of the September 4, 2018 Special Board of Education Meeting.

Revenue Budget Status Report for the period ending July 31, 2018.

Multi Fund Warrant for the period ending August 31, 2018 in the amount of **\$1,144,418.60**. 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**.

Accounts Payable Warrant for the period ending August 31, 2018 in the amount of **\$6,607.83**. 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**.

ACH Fund Warrant for the period ending August 31, 2018 in the amount of **\$86,914.00**. This Warrant is broken down as follows: **General Fund Debt Service portion \$82,187.50**, **General Fund Health/Separation Payments \$4,726.50**.

Capital Project 2020 Warrant for the period ending August 31, 2018 in the amount of **\$1,163,237.00**.

Appropriation Status Report for the period ending July 31, 2018.

August 2018 Budget Transfers.

Budget Transfers over \$10,000.

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

CSE/CPSE Recommendations.

The following personnel are 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:

Substitutes

<u>Name</u>	<u>Area</u>	<u>Effective Date</u>	<u>Certification</u>
Christopher Lobosco	Cleaner	September 20, 2018	None
Christopher Duff	PK-12 T	September 20, 2018	LMS
Rheanna Gallego	PK-12 T	September 20, 2018	None
Adrianna Jimenez	K-12 T	September 6, 2018	CE B-6
Samantha Taggart	PK-12 T, TA	September 20, 2018	None
Emily Townsend	Bus Att.	September 20, 2018	None
Michael Rakiecki	Bus Att.	September 20, 2018	None
Amanda Russo	PK-12 T, TA	September 20, 2018	None

Appointed 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:

Supplemental Activity advisors & coaches 2018-2019

1. **Margaret Cuddihy**, Mentor for Adrianna Jimenez
2. **Ann Preischel**, Mentor for Christopher Duff
3. **Denise Uhlman**, Elementary All-County Orchestra Advisor
4. **Joe Winiecki**, 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 Yuhas**, High School Student Council Advisor

Leave of absence per CSEA CBA Article 6 be granted to **Sarah Wakelam** effective September 1, 2018 – approximately June 30, 2019.

Leave of absence – S. Wakelam

The following policies be approved

Policies

1. #7131 Non-Resident Students
2. #3280R.1 Use of Facilities Fee Schedule for the Eden Central School District

**First reading
of policies**

The first reading of the following policies:

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

**Approved
agreements**

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)

Consensus items IV. A-R Mr. Shephard, Mrs. Horschel, Ms. Carpenter, Mrs. Grunder, Mrs. Kindley and Mr. Sutfin voted yes. Mr. Cuddihy abstained. Motion carried.

Comments

At 7:23 p.m., Mrs. Horschel asked if there were any comments from the public.

- ◆ Mrs. Pat Profic expressed concern that students in the Middle & High School have only three minutes between classes. Hallway intersections around the cafeteria are jammed up and hard to get through. Her child has classes alternating upstairs and downstairs all day. She feels there should be a minute added to the passing time. She discussed the issue with Mr. Cervoni last year, but she will bring it up to him again.
- ◆ Mrs. Tebra Howard inquired about unassigned fund balance. With \$2.1 million going into reserves, she wanted to know why money wasn't being appropriated for next year's taxes. She asked the Board to consider using some of the fund balance to mitigate taxes for next year. She urged them to consider that and not just approve the transfer.*

**Mrs. Feldman addressed this concern during the Business Office report.*

**Accepted
resignation –
L.
Wincenciak,
SCS**

Mrs. Horschel made a motion, seconded by Mr. Sutfin 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. Discussion

ensued. Carried unanimously.

Mrs. Horschel made a motion, seconded by Mr. Sutfin 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. Discussion ensued. Carried unanimously.

**Perm.
appointment
– C.
Stephens,
SCT**

Mrs. Horschel made a motion, seconded by Mr. Sutfin 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**. Discussion ensued. Carried unanimously.

**Appointed
A. Jimenez,
elem
teacher**

Mrs. Horschel made a motion, seconded by Mr. Sutfin 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**. Carried unanimously.

**Appointed
S. Walczyk,
teacher
aide**

Mrs. Horschel made a motion, seconded by Mr. Sutfin 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**. Carried unanimously.

**Appointed
R. Gallego,
teacher
aide**

Mrs. Horschel made a motion, seconded by Mr. Sutfin 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**. Discussion ensued. Carried unanimously.

**Appointed
H. Tredo,
social
worker**

Mrs. Horschel made a motion, seconded by Mr. Sutfin 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, 2019. Salary is based upon **CSEA Contract, Level XIII, Step 1**. Carried unanimously.

**Appointed
M.
Kaczanowski,
p.t. LPN**

Mrs. Horschel made a motion, seconded by Mr. Sutfin 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**. Carried unanimously.

**Appointed
S. Byttner,
ELS elem
teacher**

- Appointed B. Burgstahler & S. Bishop, SRO's** Mrs. Horschel made a motion, seconded by Mr. Sutfin 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. Discussion ensued. Carried unanimously.
- Appointed B. Gates & T. Mitchell, morning program aides** Mrs. Horschel made a motion, seconded by Mr. Sutfin that upon the recommendation of the Superintendent, the following be appointed as aides for the Continuing Education Morning Program:
 1. **Brittney Gates**
 2. **Taylor Mitchell.**
Discussion ensued. Carried unanimously.
- Approved increase to .85 P. Archabald, science teacher** Mrs. Horschel made a motion, seconded by Mr. Sutfin 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. Discussion ensued. Carried unanimously.
- Approved senior clerk typist position at EE** Mrs. Horschel made a motion, seconded by Mr. Sutfin 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. Discussion ensued. Carried unanimously.
- Approved district goals** Mrs. Horschel made a motion, seconded by Mr. Sutfin that upon the recommendation of the Superintendent, the 2018-2019 District Goals be approved. Discussion ensued. Carried unanimously.
- Approved bus use for ACES senior group** Mrs. Horschel made a motion, seconded by Mr. Sutfin 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. Carried unanimously.
- Approved excessing of old furniture** Mrs. Horschel made a motion, seconded by Mr. Sutfin 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
Carried unanimously.
- Approved excessing of buses** Mrs. Horschel made a motion, seconded by Mr. Sutfin 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
Discussion ensued. Carried unanimously.

Mrs. Horschel made a motion, seconded by Mr. Sutfin 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:

**Approved
transfer of
reserves**

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

Discussion ensued. Carried unanimously.

Mrs. Horschel made a motion, seconded by Mr. Sutfin that upon the recommendation of the Superintendent, the second read of the August 2018-June 2021 Technology Plan be approved. Carried unanimously.

**Approved
technology
plan**

Mrs. Horschel made a motion, seconded by Mr. Sutfin that upon the recommendation of the Superintendent, the external audit report for the year ending June 30, 2018, prepared by Drescher & Malecki be approved. Carried unanimously.

**Approved
external
audit
report**

Mrs. Feldman reported on

**Business
report**

- ◆ 2018-2019 Federal grant status update – Title grants for Every Child Succeeds were reduced \$6,071 from the 2017-2018 funding levels. Special Education IDEA grants were increased by \$10,588 due to an increase in our Special Education population. The Universal Pre-K grant has remained at its current funding level at least as far back as research would allow, which was the 2008-2009 school year.
- ◆ STAR rebate checks – NYS Department of Taxation and Finance began sending out rebate checks about three weeks ago. Eligibility required districts to stay within their tax caps, and it only went to residents for their STAR eligibility on the primary residence. NYS calculated the amount for the checks based on 1) Less than \$75,000 in household income received 60% of the STAR savings. Income of \$75,000 - \$150,000 received 42.5% of STAR savings. Income from \$150,000 - \$200,000 received 25%, and income from \$200,000 - \$275,000 received 7.5% of the STAR savings. Senior homeowners eligible for Enhanced STAR received 26%. The checks are calculated and distributed by the New York State Department of Taxation. The district has no control over it. It is strictly done at the State level through information shared by the assessor's office. Last year, the checks began going out in November, and it was February or March before some people received them. This year, the checks started

going out on September 4th. As of last week, approximately 350,000 checks were mailed. If you have questions about the rebate check program, contact the New York State Department of Taxation and Finance for more information.

- ◆ Transportation update – Kudos to the transportation department. We are very fortunate to have Mary Banko and Cheri Stephens. They rerouted the whole district because of the sixth graders moving from Eden Elementary to the Middle School. The school year started smoothly. They are also using new software, which is a huge time savings. Bus drill #1 is done. Two more are needed before the end of April.

Supt. report Mrs. Anzalone reported on the following:

- ◆ Start of school – It went very smoothly. She is very grateful to all the staff and administration. There are so many new pieces. The Raptor system is in all three buildings and the District Office with scans and badges. Badges cannot be reused. A new drop off and pick up loop at the Middle & High School, separating cars from buses and keeping most of the parents at the front of the school was installed. Thank you to the Eden Police Department and our School Resource Officers for being there the first few days of school to help. There are over 60 drop offs at GLP. They have been able to keep these cars from blocking traffic. Mr. Sutfin also added that the drop off exit at the Middle & High School is a one-way driveway. Parents were trying to make left turns from the right lane. Within two days, arrows were painted in the lanes, making the traffic flow smoother. Many thanks to the Police Department. Mrs. Anzalone said while the attendance office is being worked on, a greeter is sitting by the door. All three buildings are locked. Visitors must have identification to get in.
- ◆ Wall of Distinction – There will be an award for Barbara Yale, Class of 1990 and one for Kim Wenglik Curtis, Class of 1979. Barbara Yale lives in Pakistan, helping undeveloped countries to keep them sustainable. Kim Curtis will be here October 3rd for an assembly with students and again October 4th for an evening program. Her title is *From Eden Central School District to the Jumbotron in New York City*. She will be here with a film crew, and she will be talking with Channel 7.
- ◆ Thank you Campus CMG for opening day refreshments.
- ◆ Caroline Szuflita and Angeleah LoGrasso spoke about Homecoming Week. Each day will have a different dress up theme. On Wednesday, the bonfire will be from 7-9 pm. Hot dogs will be served. The fire department will be on hand. Clayton Blaszczyk and Allen Henry have offered to build the fire. New this year on Thursday is a corn hole tournament. There will be pizza donated by Eatsa Pizza. Friday is Raider Pride Day, Drive Your Tractor to School Day and a half day of school. The pep rally will begin around 9 am and end at dismissal time. The homecoming football game is Friday evening at 7 pm. Mr. Carriero will have his Cold Stone Creamery truck there at 6 pm. The Eden PTA snack shack will be open. There will be face-painting.

The homecoming dance will be Saturday from 7-10 pm. The dance will feature a photo booth and a snack table run by the sophomore class. Mr. Cuddihy talked about the temporary tattoos that the Booster Club owns. They are willing to split the proceeds with a school group. Students will be able to purchase them through the Student Council. The tattoos last at least four days. It would be nice to see all the kids wearing them for Homecoming week. Thanks to Mr. Przybysz and Miss Yuhas for their assistance.

- ◆ Mrs. Anzalone announced that Mrs. Pace will be the AFS Advisor again this year, after many years of not having that position. There are six AFS students this year. There is also a Middle School Academic Enhancement Program, which will separate the Middle School and High School students. Mock Trial will begin again with Larry Huber as the advisor.

Round Table

- ◆ Mr. Cuddihy brought up an incident from the football game the previous Friday. A player was injured on the field. It became a big deal on social media, regarding response time, much of which was untrue. The player was fine. Most of what occurred was precautionary. The response time was about 30 seconds. There is a full-time trainer on staff. She is basically at every game. When there is more than one game, she rides the golf course between each of the games.
- ◆ Mr. Shephard reported that the Board is looking at the election process to see if the elections can be moved out of the schools to help secure the buildings.

Board report

- ◆ Board Docs training for the Board of Education – Wednesday, October 17, 2018 – 5:45 p.m. Eden Elementary Cafeteria*
- ◆ Regular Board of Education Meeting – Wednesday, October 17, 2018 – 7:00 p.m. Eden Elementary Cafeteria*

Future dates

*Note *Change in location.*

At 8:08 p.m., Mrs. Horschel made a motion, seconded by Mr. Sutfin 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. Carried unanimously.

Executive session

Respectfully submitted,

Barbara J. Thomasulo
District Clerk

BT/

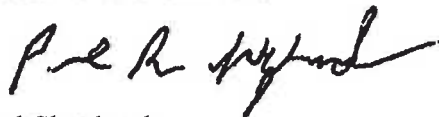
At 9:33 p.m., Mrs. Horschel made a motion, seconded by Mr. Sutfin to return to regular session. Carried unanimously.

Return to regular session

Adjourn Mrs. Horschel made a motion seconded by Mrs. Kindley to adjourn. Carried unanimously.

The meeting adjourned at 9:33 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "P. R. Shephard", written in a cursive style.

Paul Shephard
Board President

PS/bt