

Belfast Central School Board of Education Regular Meeting

Belfast Central School Conference Room

April 10, 2018

5:30 P.M.

School Board Members Present:

Josie Preston, President, Randa Harrington, Vice President, Becky Backer, Chris Enders, Patricia Krotz, William Heaney

Members Absent: Cecy Curcio

District Personnel: Wendy Butler Ed. D, Superintendent, Robert Lingenfelter, District Treasurer, Gina Larrabee, District Clerk, Michael Roche, 5-12 Principal, Jessica Hess PK-4 Principal/Director of Pupil Services, Jim Schneider, Supervisor for Building and Grounds, and Bus Garage, Deborah Borden, students-Max Miller, Jaden Enders, Alisha Borden

Meeting Minutes	At 5:30 p.m., the President Josie Preston called the meeting to order. The Pledge of Allegiance was recited.
Additions/ Deletions	Two additions were noted: Summer PD schedule, security information.
Public Comment/ Presentation	A power point presentation was given by Max Miller, Jaden Enders, and Alisha Borden summarizing the recent 8 th grade trip to Washington, D.C.
Financial	Robert Lingenfelter presented the Treasurer's report, Budget Status and Revenue Status Reports, February's warrants, and the Internal Claims Audit Report to the board. Mr. Lingenfelter also presented the 2018-2019 Budget to the Board.
Team Leadership Reports	<p>Michael Roche updated the board about the 8th grade Washington trip. He stated this trip will occur slightly earlier than is normal next year, so that students will have a better opportunity to get into attractions without long lines. Mr. Roche stated that next year's advisor list is nearly complete.</p> <p>Jessica Hess spoke to the Board about the open house, stating she really enjoyed walking through the school and seeing all of the displays made by students, and talking with parents. Mrs. Hess is glad we have the open house at this time of year as there are not many other activities happening. The Board concurred.</p> <p>Jim Schneider reported on the property next to the school that the school is purchasing. He stated that the house will be inspected to determine if asbestos is present, and then a decision can be made as to the appropriate method of demolition. Mr. Schneider also reported to the Board that dug outs were damaged by high winds during a storm.</p> <p>Superintendent Wendy Butler informed the Board about the grand opening of the newly renovated grand stand, and its dedication to Rich Sullivan. She stated, that at a later time, this event will be commemorated with a plaque. Dr. Butler talked about the new Sources of Strength Dinner club created in honor of Mr. Woodhead, late father of BCS's Speech Pathologist teacher, Caroline Painter. A Watercolor Club is planned for the 2018-19 school year. Dr. Butler also expounded on the school owned 'Pepsi' building, updates on the safety meeting with local first responders, security quotes, and the summer professional development calendar.</p>

Consent Agenda

Motion by Becky Backer, seconded by Patricia Krotz, to adopt the following Consent Agenda Items as recommended by the superintendent:

- Approve the minutes from the March 13, 2018 meeting.
- Upon the recommendation of the Superintendent, approve the Treasurer’s report dated February 2018.
- Upon the recommendation of the Superintendent, approve the property tax report card.
- Upon the recommendation of the Superintendent, approve the CSE/ CPSE/ 504 committee recommendations as presented.

Policy Review

Dr. Butler and the Board discussed policies presented in this month’s agenda for review as follows:

(Section 5000) NON-INSTRUCTIONAL/BUSINESS OPERATIONS NUMBER
BUDGET

1.1	Budget Planning and Development.....	5110
1.2	School District Budget Hearing.....	5120
1.3	Budget Adoption.....	5130
1.4	Administration of the Budget.....	5140
1.5	Contingency Budget.....	5150

INCOME

2.1	Revenues.....	5210
2.2	District Investments.....	5220
2.3	Acceptance of Gifts, Grants and Bequests to the School District.....	5230
2.4	Corporate Sponsorships.....	5231
2.5	Use of School District Trademarks and Service Marks.....	5232
2.6	School Tax Assessment and Collection.....	5240
	2.6.1 Property Tax Exemption for Senior Citizens.....	5241
2.7	Sale and Disposal of School District Property.....	5250

Additional Policies/ New Policies

	Contracts for Instruction.....	5255
	Returned Checks.....	5260
	Pest Management and Pesticide Usage.....	5632
	Wellness Policy.....	5661
	Pandemic Preparedness in the Workplace.....	5687
	Non-Resident Students.....	7132

Board Action Items

Motion by Patricia Krotz, seconded by Randa Harrington, to adopt the following policies that were reviewed and updated through an initial review at the March 13, 2018 Board of Education meeting, as recommended by the Superintendent.

(Section 4000) ADMINISTRATION NUMBER
ADMINISTRATION

1.1	Administrative Personnel.....	4110
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ADMINISTRATIVE OPERATIONS

2.1	Administrative Organization and Operation.....	4210
	2.1.1 Line Responsibility.....	4211
	2.1.2 Organizational Chart.....	4212
2.2	Abolishing an Administrative Position.....	4220

2.3	Administrative Authority During Absence of the Superintendent of Schools.....	4230
2.4	Administrative Latitude in the Absence of Board Policy.....	4240
2.5	Use of Committees.....	4250
2.6	Evaluation of the Superintendent and Other Administrative Staff.....	4260
CENTRAL OFFICE AND BUILDING ADMINISTRATION		
3.1	Superintendent of Schools.....	4310
3.2	Superintendent - Board of Education Relations.....	4320
3.3	Administrative Staff.....	4330
COMPENSATION AND RELATED BENEFITS		
4.1	Professional Development Opportunities.....	4410
4.2	Compensation and Related Benefits.....	4420

ACASB Dinner

Motion by Randa Harrington, seconded by Patricia, to approve identified personnel’s attendance at the Allegany Cattaraugus Association of School Board’s dinner on April 26, 2018, as recommended by the Superintendent.
The following individuals will attend: Wendy Butler, Superintendent, Josie Preston, BOE President, Randa Harrington, BOE Vice President; Board Members Becky Backer, Cecy Curcio, Patti Krotz

National Honor Society Dinner

Motion by Becky Backer, seconded by Chris Enders, to approve identified personnel’s attendance at the Allegany Cattaraugus National Honor Society dinner on May 7, 2018 at Houghton College, as recommended by the Superintendent.
The following individuals will attend:
Ethan Blocho- grade12
Kyle Comstock- grade 10
Rylea Comstock- grade 12
Mackenzie Hurd- grade 11
Gabriel Lindo- grade 12
Julia Lindo- grade 11
Megan Rose- grade 12
Carolyn Burr- Junior class advisor
Patty Preston- NHS Advisor
Wendy Butler- Superintendent

Budget Hearing

Motion by Patricia Krotz, seconded by Randa Harrington, to set the date for 2018-19 Belfast Central School budget hearing to be on May 8, 2018 at 5:30 p.m., as recommended by the Superintendent.

Belfast Budget

Motion by Chris Enders, seconded by Randa Harrington, to approve the 2018-19 Belfast Central School budget to be presented at the budget hearing on May 8, 2018 reflecting a - 1.68% increase in the tax levy, as recommended by the Superintendent.

Transportation Request

Motion by Chris Enders, seconded by William Heaney, to approve requested transportation for the identified private schools for the 2018-19 school year, as recommended by the Superintendent.

School	Number of Students	Family	Address
Houghton Academy	2	Amy & Charlie Sackett	7316 County Rd 46 Caneadea, NY 14717

Focus on Learning

Dr. Butler provided the Board with an article entitled *Looking Out for Lonely* for discussion.

Personnel

Motion by Becky Backer, seconded by Patricia Krotz, to approve the following appointments, as recommended by the Superintendent.

Kibbe

To appoint Ellen Kibbe who holds an initial NYS Certificate permitting her to teach in the area of 7-12 English Language Arts, to the position of Long-Term Substitute English Teacher to fill Patty Preston’s maternity leave commencing on or about May 18, 2018 and ending December 20, 2018. The per diem salary will be paid in accordance with the Belfast Teachers’ Collective Bargaining Agreement.

Guilford

To appoint Mary Guilford who holds a Permanent NYS Certificate permitting her to teach in grades PK-6, to the position of Elementary Education Teacher in the elementary education tenure area for a probationary period of three years, to commence August 28, 2018 and to end August 28, 2021. Eligibility for tenure at the end of the probationary period is dependent on Mrs. Guildford receiving APPR ratings of Effective or Highly Effective in 3 of 4 preceding years and no ineffective composite or overall ratings in the final year. The salary during the first year of this appointment will be paid in accordance with the salary schedule, at step J, as outlined in the Belfast Teachers’ Collective Bargaining Agreement.

Kunz

To appoint Lynn Kunz who holds a Professional NYS Certificate permitting her to teach students with disabilities, to the position of Special Education Teacher in the special education tenure area for a probationary period of three years, to commence August 28, 2018 and to end August 28, 2021. Eligibility for tenure at the end of the probationary period is dependent on Ms. Kunz receiving APPR ratings of Effective or Highly Effective in 3 of 4 preceding years and no ineffective composite or overall ratings in the final year. The salary during the first year of this appointment will be paid in accordance with the salary schedule, at step J, as outlined in the Belfast Teachers’ Collective Bargaining Agreement.

Advisors

To appoint the following BCS staff members to the identified extracurricular positions for the 2018-19 school year:

Position	Staff Member(s)
Senior Class Advisor	Caroyln Burr, Mary Enders co-advise
Junior Class Advisor	Evelyn Alessi, Josh Hazelton co-advise
Sophomore Class Advisor	Tina Lingenfelter, Shelly Calanni co-advise
Freshman Class Advisor	Sandy Miller
HS Student Council Advisor	Bonnie Barber

MS Student Council Advisor	Mary Beth Arnold
National Honor Society Advisor	TBA
Yearbook Advisor	Denise Atherton, Laura Brace, co-advise
Odyssey of the Mind (2) Coach	Michelle Calanni
Supervisor of Athletics	Mark Sullivan
Awards Assembly Advisor	Carolyn Burr, Tina Lingenfelter, co-advise
Play Director	Patty Preston
Musical Director	Matt Snyder, Charlotte Marsh, Teresa Heaney
Music Director (2)	Matt Snyder
Band Advisor	Matt Snyder
Choir Advisor	JD Struckmann
Lego League Coach (2)	Beth Hazelton (3-5) Josh Hazelton (6-8)
Scholastic Challenge Coach (2)	Aran Heaney
Masterminds Coach	TBA
Newspaper Advisor	Patty Preston

Substitutes

To approve the following people as substitutes for the 2017-18 school year:

Name	Certification(s)
Raquel Lockwood	Childhood Education
Ellen Kibbe	7-12 English
Hannah Arnold	
Josh Bailey	

Mahon

To approve a medical leave for Brandi Mahon from May 9, 2018 through June 22, 2018.

Schuld

To approve Dana Schuld to be a volunteer with the modified baseball team.

Preston

To approve the change in Patty Preston's maternity, leave request. The updated request will commence on or about May 18, 2018 and will end on January 1, 2019. She will return to work on January 2, 2019.

Lockwood

To appoint Raquel Lockwood who holds a NYS Certificate permitting her to teach in the area of Childhood Education, to the position of Long-Term Substitute Kindergarten Teacher to fill Brandi Mahon's medical leave commencing on May 9, 2018 and ending June 21, 2018. The per diem salary will be paid in accordance with the Belfast Teachers' Collective Bargaining Agreement.

Giboo

To approve change to permanent appointment status due to completion of probationary period for Amy Giboo in the position of School Nurse effective as of April 11, 2018.

Gughiocello	To approve change to permanent appointment status due to competition of probationary period for Patricia Gughiocello in the position of School Bus Monitor effective as of April 11, 2018.
Hamer/Borden	To approve Liz Hamer and Deb Borden to be volunteers with the varsity softball team.
Executive Session	Motion by Patricia Krotz, seconded by Becky Backer, to move into executive session at 7:10 pm to discuss personnel or legal matters for purposes specified in the open meeting law. Wendy Butler left executive session at 7:20 pm. William Heaney left executive session at 7:39 pm. Wendy Butler reentered executive session at 7:56 pm. Motion by Becky Backer, seconded by Randa Harrington, to move out of executive session at 8:50 pm to discuss personnel or legal matters for purposes specified in the open meeting law.
Adjournment	Motion by Patricia Krotz, seconded by Chris Enders to adjourn the meeting at 8:50 pm.