

## Belfast Central School Board of Education Regular Meeting

Belfast Central School Auditorium

January 9, 2018

5:30 P.M.

### School Board Members Present:

Josie Preston, President, Becky Backer, Chris Enders (arrived 6:20), Janine Preston, Patti Krotz

**Members Absent:** Randa Harrington, Vice President, Cecy Curcio,

**Staff and Community Members Present:** 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, Mary Paulsen, Wendy Lindo, Jane Foster, Gabriel Lindo, Julia Lindo, Colton Gaddy, Mack Cox, Nathaniel Hill

### Meeting Information

At 5:32 p.m., the President Josie Preston called the meeting to order. The Pledge of Allegiance was recited.

### Additions/Deletions

Two additions were noted: The approval of the 5th grade trip to Camp Duffield, and Policy 5620~Inventories and Accounting of Fixed Assets. One deletion was noted: From the Financial section, 3.6 Budget Part 1.

### Public Presentation

Jane Foster, Gabriel Lindo, Julia Lindo, Colton Gaddy, Mack Cox, Nathaniel Hill gave a presentation on Sources of Strength.

### Financial

Robert Lingenfelter presented the Treasurer's report, Budget Status and Revenue Status Reports, November's warrants, and the Internal Claims Audit Report to the board.

Mr. Lingenfelter also presented on the Energy Enterprise Report.

### Leadership Team Reports

Michael Roche reported on the regent's exams and regional scoring, the suggested robotics program for Belfast Central School students, and the holiday concerts.

Jessica Hess presented information on the new CSE Chairperson training. Mrs. Hess also spoke about the holiday concert and the Preschool Holiday Tea.

Dr. Wendy Butler updated the Board on the Senior Citizen's Luncheon, presented the district report card, and elaborated on Policy 5661, the Wellness Policy. Dr. Butler also spoke about 2018-2019 budget development.

### Consent Agenda

**Motion by Chris Enders, seconded by Patricia Krotz, to adopt the following Consent Agenda Items as recommended by the superintendent:**

- Approve the minutes from the December 12, 2017 meeting.
- Upon the recommendation of the Superintendent, approve the Treasurer's report dated November 2017.
- Upon the recommendation of the superintendent, approve the internal claims audit report as presented.

- Upon the recommendation of the superintendent, correct the date in Part 1.c on the previously approved retirement incentives to read ‘Submit a letter of resignation for retirement purposes to the District Office after December 12, 2017 but no later than 4:00 p.m. on February 1, 2018.’
- Upon the recommendation of the Superintendent, approve the CSE/ CPSE/ 504 committee recommendations as presented.

**BCS Policy Review**

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

**INTERNAL OPERATIONS**

1.1 Orienting New Board Members.....2110

**BOARD OF EDUCATION COMMITTEES**

2.1 Committees of the Board.....2210

**BOARD OF EDUCATION ACTIVITIES**

3.1 Membership in Associations.....2310

3.2 Attendance by Board Members at Conferences, Conventions and Workshops.....2320

3.3 Compensation and Expenses.....2330

3.4 Board Self-Evaluation.....2340

3.5 Health Insurance Coverage for School Board Members.....2350

**BCS Policy Action Items**

**Motion by Chris Enders, seconded by Becky Backer, to adopt the following polices that were reviewed and updated through an initial review at the December 12, 2017 Board of Education meeting, as recommended by the Superintendent:**

**BOARD POLICY**

4.1 Policy.....1410

4.2 Execution of Policy: Administrative Regulations.....1420

**MEETINGS OF THE BOARD OF EDUCATION**

5.1 Regular Board Meetings.....1510

5.1.1 Agenda Format.....1511

5.2 Special Meetings of the Board of Education.....1520

**MEETINGS OF THE DISTRICT**

6.1 Annual District Meeting and Election/Budget Vote.....1610

6.1.1 Business of the Annual District Election.....1611

6.2 Annual Organizational Meeting.....1620

6.3 Legal Qualifications of Voters at School District Meetings.....1630

6.4 Absentee Ballots.....1640

6.5 Submission of Questions and Propositions at Annual Elections and Special District Meetings.....1650

**RULES OF MEETINGS**

7.1 Minutes.....1720  
7.2 Executive Sessions.....1730

**Board Action  
Items**

Motion by Chris Enders, seconded by Patricia Krotz, that the Board of Education of the Belfast Central School adopt the changes made to the School Food Service Program (Lunch and Breakfast) Policy 5660 as presented and reviewed on December 12, 2017, as recommended by the Superintendent.

Motion by Becky Backer, seconded by Patricia Krotz, to approve the revised Belfast Central School Job Description Book, as recommended by the Superintendent.

**Resolution  
Issuing  
Negative  
Declaration  
for  
Acquisition  
of 13 King  
Street,  
Belfast, NY  
(SEQRA)**

**Belfast Central School District-  
Resolution Issuing Negative Declaration for Acquisition of 13 King Street,  
Belfast, New York (SEQRA)**

The following resolution was then offered by Becky Backer and seconded by Chris Enders, to wit:

WHEREAS, the Belfast Central School District (the “District”) proposes to acquire one parcel of improved land situated at 13 King Street, Belfast, New York (the “Property”); and

WHEREAS, the District is the Lead Agency pursuant to the State Environmental Quality Review Act (“SEQRA”), as it is the only agency that has discretionary approval authority over the acquisition of the Property (the “Action”); and

WHEREAS, the District has determined that the Action is an unlisted action under SEQRA; and

WHEREAS, the District has duly considered the Action, the Environmental Assessment Form, the criteria for determining significance set forth in 6 N.Y.C.R.R. § 617.7(c), the draft Negative Declaration, and such other information deemed appropriate; and

WHEREAS, the District has identified the relevant areas of environmental concern, has taken a hard look at these areas, and has made a reasoned elaboration of the basis for its determination;

NOW, THEREFORE, BE IT RESOLVED by the Belfast Central School District that:

1. Based upon a thorough review and examination of the known facts relating to the Action and its careful review of all potentially adverse environmental impacts, and the entire record and proceedings relating to the Action, the District finds that the Action will not have a significant adverse impact on the environment and that a draft environmental impact statement will not be prepared.

2. The attached negative declaration, incorporated herein by reference, is issued and adopted for the reasons stated in the attached negative declaration.

3. This resolution is effective immediately.

A roll call vote was taken producing a yes vote from each present members.

Negative  
Declaration-  
Determination  
Of Non-  
Significance

PASSED AND ADOPTED this 9th day of January, 2018 by the Belfast Central School District Board of Education.

**NEGATIVE DECLARATION  
Determination of Non-Significance**

**Lead Agency:** Belfast Central School District

**Date:** January 9, 2018

This notice is issued pursuant to Part 617 of the implementing regulations pertaining to Article 8 (State Environmental Quality Review Act) of the Environmental Conservation Law.

The Belfast Central School District (the "District"), as lead agency, has reviewed the proposed action and determined that it will not have a significant adverse environmental impact and that a Draft Environmental Impact Statement will not be prepared.

**Name of Action:** Acquisition of 13 King Street, Belfast, New York.

**Location of Project Site:** 13 King Street, Belfast, New York; SBL No.: 105.1-1-32.

**SEQRA Status:** Unlisted

**Description of Action:** The District proposes to acquire a piece of improved real property located at 13 King Street, Belfast, New York (the "Property"). The Property is currently improved with a single-family residence with a detached garage and is zoned for residential use. The Property abuts the District property. It is anticipated that the Property will be used for additional parking needs for the District.

**Reasons Supporting this Determination:**

The District has identified the relevant areas of environmental concern and has taken a hard look at each of the identified areas as required by the State Environmental Quality Review Act ("SEQRA"). The District has evaluated the action against the criteria for determining significance identified in 6 NYCRR § 617.7(c)(1) and in accordance with 6 NYCRR § 617.7(c)(2) and (3). The District has completed parts 2 and 3 of the EAF. As indicated below in the discussion of each criterion specified in 6 NYCRR § 617.7(c)(1), the action will not have a significant adverse impact on the environment.

The District hereby finds that acquiring the Property for potential use for additional parking will not result in any significant adverse impacts on the environment.

**(i) a substantial adverse change in existing air quality, ground or surface water quality or quantity, traffic or noise levels; a substantial increase in solid waste production; a substantial increase in potential for erosion, flooding, leaching or drainage problems;**

- There will be no such significant impacts. Acquiring the property and potentially removing the existing improvements will not result in any significant adverse environmental impacts.

**a. Traffic Impacts**

The Property will not be used in such a manner where additional people will be drawn to the site. Thus, acquisition of the Property will not result in any significant traffic impacts. However, given that a potential use of the Property is to create additional parking area for people already coming to District property for school activities, it is likely that the acquisition will positively impact traffic issue, as there will be more off-site parking available, reducing overflow parking onto public roads.

**b. Noise Impacts**

The action will not create a significant adverse noise impact. In the event improvements are removed and parking established, there will be minor noise impacts, but those will be temporary.

**b. Air Quality Impacts**

The action will not create a significant adverse impact to air quality. To the extent improvements are removed and grading contemplated by the construction of a new parking area, those impacts will be temporary and not significant.

**c. Wetland Impacts**

There will be no impact to wetlands. The Property is not located within any Federal or State wetlands.

**d. Erosion, Flooding and Drainage Impacts**

There will be no such significant impacts. To the extent new impervious surfaces are created, they will be minimal, as the Property is less than 0.5 acres.

**e. Solid Waste Production**

A minor increase in construction and demolition debris will be created in the event the District removes the improvements on the Property. This material will be disposed of in accordance with all Federal, State, and local laws. This impact will not be significant.

**(ii) the removal or destruction of large quantities of vegetation or fauna; substantial interference with the movement of any resident or migratory fish or wildlife species; impacts on a significant habitat area; substantial adverse impacts on a threatened or endangered species of animal or plant, or the habitat of such a species; or other significant adverse impacts to natural resources;**

- The property is already improved and the non-improved portion of the property contains typical residential lawn areas. Thus, there will be no removal or destruction of large quantities of vegetation or fauna. The Property is less than 0.5 acres and any creation of additional parking will not result in a significant removal of vegetation. Nor will there be substantial interference with the movement of any resident or migratory fish or wildlife species. There will not be any impacts on a significant habitat area or any impacts on wildlife.

**(iii) the impairment of the environmental characteristics of a Critical Environmental Area as designated pursuant to subdivision 617.14(g) of this Part;**

- There is no Critical Environmental Area within Allegany County, thus there will be no significant adverse impacts.

**(iv) the creation of a material conflict with a community's current plans or goals as officially approved or adopted;**

- The proposed Local Law is consistent with the community's current plans and goals. The District property is adjacent to the Property and use of the Property for additional parking does not conflict with the community's comprehensive plan. A school use in this area is contemplated by the community plan.

**(v) the impairment of the character or quality of important historical, archeological, architectural, or aesthetic resources or of existing community or neighborhood character;**

- There will be no such impacts. The Property has been improved with a residential structure and a detached garage. Removing this structure will not impair any important historical, archeological, architectural, or other aesthetic resources of the existing community or neighborhood character.

**(vi) a major change in the use of either the quantity or type of energy;**

- There will be no such impacts.

**(vii) the creation of a hazard to human health;**

- There will be no such impacts.

**(viii) a substantial change in the use, or intensity of use, of land including agricultural, open space or recreational resources, or in its capacity to support existing uses;**

- There will be no such impacts.

**(ix) the encouraging or attracting of a large number of people to a place or places for more than a few days, compared to the number of people who would come to such place absent the action;**

- There will be no such impacts.

**(x) the creation of a material demand for other actions that would result in one of the above consequences;**

- There will be no such impacts.

**(xi) changes in two or more elements of the environment, no one of which has a significant impact on the environment, but when considered together result in a substantial adverse impact on the environment; or**

- There will be no such impacts.

**(xii) two or more related actions undertaken, funded or approved by an agency, none of which has or would have a significant impact on the environment, but when considered cumulatively would meet one or more of the criteria in this subdivision.**

- There will be no such impacts.

**For Further Information:**

Contact Person: Wendy S. Butler, Ed.D., Superintendent

Address: Belfast Central School District  
1 King Street  
Belfast, New York 14711

Telephone Number: (585) 365-9940

Resolution of  
Necessity

**Belfast Central School District-**

**Resolution of Necessity**

The following resolution was then offered by Chris Enders, and seconded by Patricia Krotz, to wit:

**RESOLUTION OF NECESSITY DATED JANUARY 9, 2018**

**RESOLUTION OF THE BELFAST CENTRAL SCHOOL DISTRICT, ALLEGANY COUNTY, NEW YORK (THE "DISTRICT"), ADOPTED JANUARY 9, 2018, SPECIFYING IN DETAIL THE NECESSITY FOR THE DISTRICT'S PROPOSED ACQUISITION OF ONE PARCEL OF IMPROVED LAND SITUATED AT 13 KING STREET, IN THE DISTRICT, AT An ESTIMATED COST OF \$30,000.00.**

WHEREAS, the Board of Education of the Belfast Central School District (the "District") is concerned with the need to continue to provide sufficient and appropriate educational facilities and sites for the students of the District, and, toward that end, believes it to be necessary and appropriate to undertake the acquisition of one parcel of

improved land located at 13 King Street, Belfast, New York, identified as SBL No. 105.1-1-32, in the District;

Now, therefore, be it

RESOLVED, BY THE BOARD OF EDUCATION OF THE BELFAST CENTRAL SCHOOL DISTRICT, IN ALLEGANY COUNTY, NEW YORK, AS FOLLOWS:

Section 1. The Board of Education of the District hereby determines that in order to continue to provide sufficient and appropriate educational facilities and sites, both currently and in the future, for the students of the District, it is necessary and in the public interest for the District to undertake the acquisition of one parcel of improved land located at 13 King Street, Belfast, New York, identified as SBL No. 105.1-1-32, in the District (the "Property"); at an estimated cost of \$30,000.00.

Section 2. This resolution shall take effect immediately.

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A roll call vote was taken producing a yes vote from each present members. The foregoing resolution was thereupon declared duly adopted.

**Resolution  
Authorizing  
Acquisition of  
Land**

**Belfast Central School District-  
Resolution Authorizing Acquisition of Land**

The following resolution was then offered by Chris Enders, and seconded by Janine Preston, to wit:

**RESOLUTION AUTHORIZING ACQUISITION OF LAND  
DATED JANUARY 9, 2018**

**A RESOLUTION OF THE BOARD OF EDUCATION OF THE BELFAST CENTRAL SCHOOL DISTRICT, ALLEGANY COUNTY, NEW YORK (THE "DISTRICT"), DATED JANUARY 9, 2018, AUTHORIZING THE ACQUISITION BY THE DISTRICT OF ONE PARCEL OF IMPROVED LAND SITUATED AT 13 KING STREET, BELFAST, NEW YORK, IN THE DISTRICT, AT AN ESTIMATED COST OF \$30,000.00, AND DELEGATING CERTAIN POWERS WITH RESPECT TO SUCH ACQUISITION TO THE SUPERINTENDENT OF THE DISTRICT.**

WHEREAS, the Board of Education (the "Board") of the Belfast Central School District (the "District") believes that it is in the best interest of the District to undertake the acquisition, for District purposes (the "Acquisition"), of one parcel of improved land



located at 13 King Street, Belfast, New York, identified as SBL No. 105.1-1-32, in the District (the "Property"); and

WHEREAS, the Board has previously adopted, with respect to the proposed Acquisition, (i) a Negative Declaration (concluding that the proposed Acquisition will not have a significant adverse impact on the environment), pursuant to Article 8 (State Environmental Quality Review Act) of the Environmental Conservation Law of New York and (ii) a required resolution of necessity, pursuant to Section 2512(2) of the Education Law of New York; and

WHEREAS, the District intends to acquire the Property in order to provide sufficient and appropriate educational facilities and sites, both currently and in the future, for the students of the District, and for such other District purposes as may be determined by the Board; and

WHEREAS, the acquisition of the Property is subject to certain contingencies being met, including the receipt of the approval of the voters of the District; and

WHEREAS, the Superintendent of the District has undertaken negotiations with the owner of the Property on behalf of the District, and has presented to this Board of Education a Contract for Purchase of Land respecting the Property, a copy of which was previously provided to the Board of Education of the District and is also available at District Offices (the "Contract"); and

WHEREAS, this Board has reviewed the terms of the Contract and is satisfied therewith, and wishes to approve the execution of the Contract by the Superintendent of the District on behalf of the District:

NOW, THEREFORE, BE IT RESOLVED, by the Board on behalf of the District as follows:

Section 1. The Board endorses and approves the Contract in the form presented, and approves the Superintendent's execution, delivery, and performance of the Contract, subject to all contingencies contained therein.

Section 2. The District is hereby authorized to undertake the acquisition of the Property, pursuant to the terms of the Contract.

Section 3. The Superintendent's execution of the Contract is hereby approved (with such non-material amendments, additions or alterations as may, in the discretion of the District's legal counsel, be deemed appropriate).

Section 4. The Board plans to finance the cost of the Acquisition (as reflected in the Contract) by the expenditure of available funds of the District, if such expenditure is approved by the voters of the District.

Section 5. The Superintendent and other appropriate District officials are hereby authorized and directed to proceed with the implementation of all steps reasonably necessary and appropriate to allow for the District's performance of the Contract, and to take all such actions and execute all such additional documents as may be reasonably necessary to complete the Acquisition in accordance with the terms of the Contract.

Section 6. This resolution shall take effect immediately.

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A roll call vote was taken producing a yes vote from each present members.

The foregoing resolution was thereupon declared duly adopted.

Resolution  
Calling for a  
Vote

**Belfast Central School District-  
Resolution Calling for a Vote**

The following resolution was then offered by Chris Enders, and seconded by Patricia Krotz, to wit:

**RESOLUTION DATED JANUARY 9, 2018**

**RESOLUTION OF THE BOARD OF EDUCATION OF THE BELFAST CENTRAL SCHOOL DISTRICT, ALLEGANY COUNTY, NEW YORK (THE "DISTRICT"), ADOPTED JANUARY 9, 2018, DETERMINING THAT A SPECIAL MEETING AND VOTE OF THE QUALIFIED VOTERS OF THE DISTRICT SHALL BE HELD ON MARCH 1, 2018, DIRECTING THAT A PROPOSITION SHALL BE SUBMITTED TO SUCH VOTERS AT SUCH MEETING AND VOTE, AND PRESCRIBING THE FORM OF NOTICE TO BE PUBLISHED FOR SUCH MEETING AND VOTE.**

WHEREAS, the Board of Education (the "Board") of the Belfast Central School District, Allegany County, New York (the "District") desires to undertake the acquisition, for District purposes (the "Acquisition"), of a certain parcel of improved land at 13 King Street, Belfast, New York, identified as SBL No. 105.1-1-32, in the District (the "Property"); and

WHEREAS, the Board proposes to finance the Acquisition by the expenditure of available funds of the District, provided that the voters of the District approve the Acquisition; and

WHEREAS, the District's proposed Acquisition of the Property shall not be authorized unless a proposition approving such Acquisition shall have been adopted at a special or annual District meeting held in accordance with applicable provisions of the Education Law;

NOW, THEREFORE, BE IT RESOLVED by the Board as follows:

Section 1. The Board hereby finds and determines that pursuant to the provisions of the Education Law, where the adoption of a proposition is a condition precedent to the acquisition of real property by a city school district, the Board is required to schedule a special District meeting and vote at which the proposition approving the proposed Acquisition can be considered by the qualified voters of the District.

Section 2. In consequence of the foregoing, the Board hereby determines to schedule a special District meeting and vote for the 1st day of March, 2018 (the "Special District Vote") to submit a certain proposition (the "Proposition") for the purpose of seeking the approval by the qualified voters of the District of the proposed Acquisition. Notice of the Special District Vote shall be published in the manner and times as required under the Education Law. Specifically, the notice of the Special District Vote shall be published in the Olean Times Herald and the Wellsville Daily Reporter (each being an official newspaper of the District having a general circulation within the District) at least four times within the seven-week period preceding the Special District Vote, with the first such publication to occur at least 45 days prior to the Special District Vote.

Section 3. The Board hereby determines that the notice of the Special District Vote shall be published in substantially the following form:

**BELFAST CENTRAL SCHOOL DISTRICT  
ALLEGANY COUNTY, NEW YORK  
NOTICE OF SPECIAL DISTRICT VOTE**

**NOTICE IS HEREBY GIVEN** that a Special District Vote of the Belfast Central School District, Allegany County, New York (the "District"), will be held on THURSDAY, MARCH 1, 2018, at the Auditorium Foyer of Belfast Central School, 1 King St., Belfast, New York, from 12:00 o'clock P.M. prevailing time to 9:00 o'clock P.M. prevailing time for the purpose of voting on the Proposition set forth below. In the event that the District's schools are closed on March 1, 2018 due to inclement weather (or for any other reason), the date of the Special District Vote shall be changed to the day on which the District's schools are next open.

**AND FURTHER NOTICE IS HEREBY GIVEN** that the voting at the Special District Vote shall consist of voting on the following proposition:

**PURCHASE OF REAL PROPERTY**

Shall the following proposition be adopted, to wit:

**RESOLVED**, that the Board of Education (the "Board") of the Belfast Central School District, Allegany County, New York (the "District"), is hereby authorized to acquire a certain parcel of improved land at 13 King Street, Belfast, New York, identified as SBL No. 105.1-1-32, in the District (the "Property"), at a maximum estimated cost of \$30,000.00 and upon such other terms and conditions as the Board shall deem appropriate, with such expenditure being made from available funds of the District.

**AND FURTHER NOTICE IS HEREBY GIVEN** that applications for absentee ballots for purposes of voting will be obtainable during school business hours from the District Clerk. Completed applications must be received by the District Clerk at least seven (7) days before the Special District Vote if the ballot is to be mailed to the voter, or the day before the Special District Vote if the ballot is to be delivered personally to the voter. Absentee ballots must be received by the District Clerk not later than 5:00 P.M. prevailing time on March 1, 2018.

A list of persons to whom absentee ballots are issued will be available for inspection to qualified voters of the District in the office of the District Clerk between the hours of 9:00 A.M. and 4:00 P.M. on weekdays prior to the day set for the Special District Vote and on THURSDAY, MARCH 1, 2018, the day set for the Special District Vote. Any qualified voter then present in the polling place may object to the voting of the ballot upon appropriate grounds by making his/her challenge and the reasons therefor known to the Inspectors of Election before the close of the polls.

**AND FURTHER NOTICE IS HEREBY GIVEN** that, to be eligible to vote, a resident of the District must be properly registered. A person is properly registered if the person has registered for general election purposes or has registered for school election purposes. All other persons who wish to vote must present themselves for personal registration.

Section 4. This resolution shall take effect immediately.

A roll call vote was taken producing a yes vote from each present member.

The foregoing resolution was thereupon declared duly adopted.

Motion by Chris Enders seconded by Janine Preston, that the Board of Education of the Belfast Central School approve the annual 5th grade Camp Duffield field trip from June 6-8, 2018, as recommended by the Superintendent.

Motion by Patricia Krotz, seconded by Janine Preston, that the Board of Education of the Belfast Central School adopt the changes made to the Inventories and Accounting of Fixed Assets Policy 5620, as recommended by the Superintendent.

Motion by Chris Enders, seconded by Patricia Krotz that the Board of Education of the Belfast Central School establish the capitalization threshold at \$5,000 per Policy 5620, as recommended by the Superintendent.

Dr. Butler provided the Board with an article by Naomi Theirs, entitled *On the Front Lines of Mental Health*.

**Personnel**

Motion by Chris Enders, seconded by Becky Backer to approve personnel appointments as recommended by the superintendent, for the 2017-18 school year:

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

Substitute  
Ashley Eberly  
Clarice Thibault  
Joann Bloxsom

Certification  
Teaching Assistant

To approve the following non-instructional substitutes for the 2017-18 school year:

Substitute  
Sarah Marsh

**Executive  
Session**

Motion by Chris Enders, seconded by Becky Backer, to move into executive session at 6:50 PM to discuss personnel or legal matters for purposes specified in the open meeting law.

Motion by Becky Backer seconded by Patricia Krotz, to move out of executive session at 7:25 PM to discuss personnel or legal matters for purposes specified in the open meeting law.

**Adjournment**

Motion by Patricia Krotz, seconded by Becky Backer, to adjourn the meeting at 7:26 PM.

Respectfully submitted,  
Gina Larrabee  
District Clerk