

BELFAST CENTRAL SCHOOL
BOARD OF EDUCATION AGENDA

November 14, 2017

6:30 P.M.

Attendance

Board of Education: Ms. Becky Backer

Ms. Cecy Curcio

Mr. Chris Enders

Ms. Randa Harrington

Ms. Patti Krotz

Ms. Janine Preston

Ms. Josie Preston

District Personnel: Dr. Wendy Butler, Superintendent

Mrs. Gina Larrabee, District Clerk

Mr. Bob Lingenfelter, District Treasurer

Mrs. Jessica Hess, PK-4 Principal/ Director of Pupil Services

Mr. Mike Roche, 5-12 Principal

Mr. Jim Schneider, Supervisor of Transportation/ Buildings and Grounds

Other: _____

President of the Board calls the meeting to order _____

Pledge of Allegiance

1.0 MEETING INFORMATION

1.1 Additions or deletions to the agenda

2.0 PUBLIC COMMENT/ PRESENTATION

2.1 Senior Trip Presentation—Mrs. Barber and senior class representatives

3.0 FINANCIAL

- 3.1 Treasurer’s report
- 3.2 Budget Status and Revenue Status Reports
- 3.3 September warrants
- 3.4 Internal Claims audit report
- 3.5 Corrective action plan letter
- 3.6 Budget calendar
- 3.7 Tax exemption for individuals over 65 with limited income
- 3.8 Tax collector report
- 3.9 Quarterly budget transfers
- 3.10 Real property tax corrections

4.0 LEADERSHIP TEAM REPORTS

- 4.1 Mr. Michael Roche, 5-12 Principal
 - Prom
 - Soccer season recap
 - Veterans’ Day Program
 - NHS Inductions
- 4.2 Ms. Jessica Hess, PK-4 Principal/ Director of Pupil Services
 - Data analysis meetings
- 4.3 Dr. Wendy Butler, Superintendent
 - Independent Evaluator Hardship Waiver
 - Revised Job Description Book
 - Preliminary Smart Schools Investment Plan

5.0 CONSENT AGENDA

5.1 Motion by _____, seconded by _____, to adopt the following Consent Agenda Items as recommended by the superintendent:

○ Vote: ____ Aye ____ Nay Accepted / Rejected

- 1. Approve the minutes from the October 10, 2017 meeting.
- 2. Upon the recommendation of the Superintendent, approve the Treasurer’s report dated September 2017.
- 3. Upon the recommendation of the superintendent, approve the corrective action plan letter to respond to the independent audit findings.

4. Upon the recommendation of the superintendent, approve the internal claims audit report as presented.
5. Upon the recommendation of the superintendent, approve the Tax Collector report.
6. Upon the recommendation of the superintendent, approve the property tax exemption for individuals over 65 with limited income.
7. Upon the recommendation of the superintendent, approve the quarterly budget transfers as presented.
8. Upon the recommendation of the Superintendent, approve the library equipment list as surplus to be discarded.
9. Upon the recommendation of the Superintendent, approve the CSE/ CPSE/ 504 committee recommendations as presented.

6.0 BCS POLICY REVIEW

- 6.1 The following policies will be reviewed and any recommended changes will be discussed (changes have been recommended for the highlighted policies):

ORGANIZATION OF THE BOARD OF EDUCATION

1.1 School District and Board of Education Legal Status	1110
1.2 Board of Education Authority.....	1120
1.3 Number of Members and Terms of Office	1130

NOMINATION AND ELECTION OF BOARD OF EDUCATION MEMBERS

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2.4 Resignation and Dismissal.....	1240

THE ROLE OF THE BOARD OF EDUCATION

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3.3.3 Duties of the Tax Collector.....	1333
3.3.4 Duties of the Independent Auditor.....	1334
3.3.5 Appointment and Duties of the Internal Claims Auditor.....	1335
3.3.6 Duties of the Extra classroom Activities Funds Treasurer(s).....	1336
3.3.7 Duties of the School Attorney	1337
3.3.8 Duties of the School Physician/Nurse Practitioner.....	1338

7.0 BOARD ACTION ITEMS

- 7.1 MOA

- **Motion by _____, seconded by _____, to approve the MOA between the Belfast School Related Personnel Association and the Superintendent of Belfast Central School to authorize the District to grant the new school nurse five years of service credit, as recommended by the Superintendent.**

○ Vote: ____ Aye ____ Nay Accepted / Rejected

7.2 Legislative Breakfast

- **Motion by _____, seconded by _____, to approve identified personnel’s attendance at the Annual Allegany Cattaraugus Association of School Board’s Legislative Breakfast on December 9, 2017, as recommended by the Superintendent.**

The following individuals will attend:

- Wendy Butler, Superintendent
- Bob Lingenfelter, Business Official
- Josie Preston, BOE President
- Randa Harrington, BOE Vice President

○ Vote: ____ Aye ____ Nay Accepted / Rejected

7.3 Preliminary Smart Schools Investment Plan

- **Motion by _____, seconded by _____, to approve the preliminary Smart Schools Investment Plan, as recommended by the Superintendent.**

○ Vote: ____ Aye ____ Nay Accepted / Rejected

7.4 Senior Trip

- **Motion by _____, seconded by _____, that the Board of Education of the Belfast Central School approve the Senior Trip to Williamsburg VA and Virginia Beach, May 2-5, 2018.**

○ Vote: ____ Aye ____ Nay Accepted / Rejected

7.5 State Environmental Quality Review Act (SEQRA) Resolution

A RESOLUTION, DATED NOVEMBER 14, 2017, OF THE BOARD OF EDUCATION OF THE BELFAST CENTRAL SCHOOL DISTRICT, ALLEGANY COUNTY, NEW YORK (THE “DISTRICT”) DECLARING THE DISTRICT’S PROPOSED EMERGENCY CAPITAL PROJECT INVOLVING NECESSARY AND IMMEDIATE MEASURES TO ADDRESS THE UNEXPECTED FAILURE OF THE PUBLIC ADDRESS SYSTEM AT THE DISTRICT’S PRE-K-12 BUILDING TO BE A TYPE II ACTION UNDER SEQRA

WHEREAS, the Belfast Central School District, in Allegany County, New York (the “District”) is in the process of responding to the unexpected failure of the public address system (the “System”) in the District’s Pre-K-12 building located at 1 King Street, Belfast, New York (the “Facility”); and

WHEREAS, the District proposes to undertake, on an immediate basis due to the nature of the problem and the significant safety risks posed, a remedial capital improvements project involving the removal and replacement of the deteriorating System, and any related and necessary measures, all in compliance with applicable statutes, regulations and standards (collectively, the “Project”); and

WHEREAS, the District proposes to undertake the Project for the general protection of the public and, specifically, for the restoration of the System and the continued safe operation of the Facility for the benefit of the District, in order to ensure the safety of District students and employees, and members of the public; and

WHEREAS, Section 617.5 of the State Environmental Quality Review Act (“SEQRA”) Regulations (6 NYCRR Part 617) provides that certain activities are Type II actions which are not subject to review under SEQRA and that such activities include “routine activities of educational institutions,” “maintenance or repair involving no substantial changes in an existing structure or facility;” “replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site...unless such action meets or exceeds any [Type I] thresholds in section 617.4” and/or “emergency actions that are immediately necessary on a limited and temporary basis for the protection or preservation of life, health, property or natural resources, provided that such actions are directly related to the emergency and are performed to cause the least change or disturbance, practicable under the circumstances, to the environment”; and

WHEREAS, the proposed Project constitutes such routine activities of educational institutions; maintenance or repair activities; in-kind, same-site replacement, rehabilitation or reconstruction activities; and/or emergency actions;

NOW THEREFORE, BE IT RESOLVED that it is the final determination of the District’s Board of Education that the Project is a Type II action, which is not subject to review under SEQRA, and the proposed action will not result in a significant adverse impact on the environment.

ADOPTED: November 14, 2017

The question of the adoption of the foregoing resolution was duly put to a vote, which resulted as follows:

AYES:

NOES:

ABSENT:

7.6 Emergency Building Project for a new PA system

A RESOLUTION, DATED NOVEMBER 14, 2017, OF THE BOARD OF EDUCATION OF THE BELFAST CENTRAL SCHOOL DISTRICT, ALLEGANY COUNTY, NEW YORK (THE “DISTRICT”) FINDING AND DECLARING THE EXISTENCE OF AN EMERGENCY SITUATION ARISING OUT OF THE UNEXPECTED FAILURE OF THE DISTRICT’S PUBLIC ADDRESS SYSTEM AT THE DISTRICT’S PRE-K-12 BUILDING, AND AUTHORIZING AN EMERGENCY CAPITAL IMPROVEMENTS PROJECT TO ADDRESS THE SITUATION IN ORDER TO ENSURE THE SAFETY OF DISTRICT STUDENTS AND EMPLOYEES, AND MEMBERS OF THE PUBLIC

WHEREAS, the Belfast Central School District, Allegany County, New York (the “District”) is in the process of responding to the unexpected failure of the public address system (the “System”) that is located at the District’s Pre-K-12 building located at 1 King Street, Belfast, New York (the “Facility”); and

WHEREAS, such unexpected failure has resulted in unsafe conditions at the Facility, in that the District cannot count on being able to provide reliable communications throughout the Facility in the event of an emergency and at other times as well; and

WHEREAS, the District proposes to undertake, on an immediate basis due to the nature of the problem and the significant safety risks posed, a remedial capital improvements project involving the removal and replacement of the deteriorating System, and any related and necessary measures, all in compliance with applicable statutes, regulations and standards (collectively, the “Project”); and

WHEREAS, the District’s retained architect for the Project (Clark Patterson Lee) has been in contact with the New York State Education Department (which has indicated that the project may be treated as a “local emergency”), a project number has been assigned (or is in the process of being assigned), and the District has retained (or is in the process of retaining) contractors to undertake and complete the Project, as well as any reasonably required additional work to address the described situation; and

WHEREAS, the District proposes to undertake the Project for the general protection of the public and, specifically, for the restoration and continuation of a safe and reliable System at the Facility for the benefit of the District, to ensure the safety of District students and employees, and members of the public;

NOW, THEREFORE, BE IT RESOLVED that the District finds that the situation described above: (1) requires immediate action to restore and preserve the physical integrity of the System, and protect the health and safety of District students and employees, and members of the public utilizing the Facility; and (2) constitutes an emergency within the meaning of Section 103(4) of the General Municipal Law; and be it further

RESOLVED, that the Project shall be limited in general scope to those items of work that have been deemed by the District's architects/engineers to be immediately necessary or advisable to ensure the safety of District employees, students and members of the public; and be it further

RESOLVED, that it was the final determination of the District's Board of Education that the Project is a Type II action, which is not subject to review under SEQRA, and that the proposed action will not result in a significant adverse impact on the environment; and be it further

RESOLVED, that all of the expenses associated with the Project (including, without limitation, the costs of the removal and replacement of the System, and the undertaking of any reasonably required additional work to address the described situation, as well as the incurrence of necessary architectural and engineering costs, legal costs and other related incidental costs), all of which are hereby declared to be contingent expenses, shall be funded by the expenditure of up to \$50,000 (or so much thereof as may be necessary) of unappropriated and available District funds in the District's General Fund, such expenditure being hereby authorized; and be it further

RESOLVED, that such expended amounts will be restored to the District's General Fund at the time of (and to the same extent as) the District's receipt of (if applicable) any payments from the District's property and casualty insurer arising out of the described situation, and/or (more likely) from State building aid that may be forthcoming over time in connection with the Project; and be it further

RESOLVED, that the Superintendent of Schools, the District Treasurer and other appropriate District officials be, and they hereby are, authorized to work with the District's contractors and/or architects/engineers to develop and complete the plans and specifications for the Project, to solicit (in accordance with State Education Department guidance) quotes for the work on the Project, to enter into (in the case of the Superintendent, only) contracts for the work on the Project on behalf of the District, and to undertake such other actions as may be reasonably necessary for the District to undertake, carry out and complete the Project as soon as reasonably practicable, all in accordance with applicable New York State law.

ADOPTED: November 14, 2017

The question of the adoption of the foregoing resolution was duly put to a vote, which resulted as follows:

AYES:

NOES:

ABSENT:

8.0 FOCUS ON LEARNING

8.1 Discussion of Growth Mindset article

- *4 Ways to Raise Teacher Morale*

9.0 EXECUTIVE SESSION

- **Motion by _____, seconded by _____, to move into executive session at _____ am/pm to discuss personnel or legal matters for purposes specified in the open meeting law.**
 - Vote: ___ Aye ___ Nay Accepted / Rejected
- **Motion by _____, seconded by _____, to move out of executive session at _____ am/pm to discuss personnel or legal matters for purposes specified in the open meeting law.**
 - Vote: ___ Aye ___ Nay Accepted / Rejected

10.0 PERSONNEL

10.1 Resignations

- **Motion by _____, seconded by _____ to approve personnel resignations as recommended by the superintendent, for the 2017-18 school year.**
 - Vote: ___ Aye ___ Nay Accepted / Rejected
 - 9.1a To accept the resignation of Ron Enders from the position of Varsity Boys' Basketball Coach.

10.2 Appointments

- **Motion by _____, seconded by _____ to approve personnel appointments as recommended by the superintendent, for the 2017-18 school year.**
 - Vote: ___ Aye ___ Nay Accepted / Rejected
 - 10.2a To retroactively approve Amy Giboo to the position of School Nurse, an RN position, subject to a 26 week probationary period. The probationary period commenced on October 23, 2017 and will end on April 11, 2018. The applicable hourly rate shall be in accordance with the Collective Bargaining Agreement between the Belfast Central School District and the Belfast School Related Personnel Association, Mrs. Giboo shall be credited with five years of experience.
 - 10.2b To approve Esther Clark to be the accompanist for Belfast Central for up to 160 hours at a rate of \$15.00 per hour for the 2017-18 school year.
 - 10.2c To approve the following athletic positions for the 2017-18 school year:

Person to Fill the Position	Position
Joe Henessey	Boys' Varsity Basketball Coach
Lisa Denning	Modified Boys' Basketball Timer
Brandi Mahon	Modified Girls' Basketball Timer
Kim Walsh	Girls' Varsity Basketball Bookkeeper
Mary Beth Arnold	Boys' Varsity Basketball Bookkeeper
Sandy Miller	Modified Boys' Baseball Bookkeeper
Lori Wilson	Varsity Softball Bookkeeper
Mary Beth Arnold	Varsity Baseball Bookkeeper
Lisa Denning	Varsity Baseball Timer
TBD	Modified Boys' Basketball Bookkeeper
TBD	Modified Girls' Basketball Bookkeeper
TBD	Modified Girls' Softball Bookkeeper
Elizabeth Hamer Jessica Weaver Cayla Caiazza	Girls' Modified Basketball Volunteers

- 10.2d To approve the following instructional substitutes for the 2017-18 school year:

Name of Substitute	Certification (if applicable)
Jordan Mullen	
Nicole Wronski	
Cassandra Bisig	
Mu Paw	
Lara Larsson	Music Education
Bryan Brockway	

- 10.2e To approve the following non-instructional substitutes for the 2017-18 school year as follows:

Substitute
Lucas Wolfer

- 10.2f To approve the following cleaner/ custodian substitutes for the 2017-18 school year as follows:

Substitute
Gary Hurd

10.0 ADJOURNMENT

- **Motion by _____, seconded by _____, to adjourn the meeting at _____.**

○ Vote: ____ Aye ____ Nay Accepted / Rejected