

Belfast Central School Board of Education Regular Meeting

Belfast Central School Conference Room

September 11, 2018

5:30 P.M.

School Board Members Present:

Josie Preston, President, Becky Backer, Chris Enders, Patricia Krotz, Dan Borden, Cecy Curcio

Members Absent: Randa Harrington, Vice President

District Personnel: Wendy Butler Ed. D, Superintendent, Robert Lingenfelter, District Treasurer, Gina Larrabee, District Clerk, Michael Roche, 5-12 Principal

Others: Mary Paulsen

Meeting Minutes	At 5:28 p.m., the President Josie Preston called the meeting to order. The Pledge of Allegiance was recited.																																	
Financial	Robert Lingenfelter presented the Treasurer's report, Budget Status and Revenue Status Reports, July warrants, and the Internal Claims Audit Report. He presented the Energy Enterprises electricity bid to be considered later in the meeting.																																	
Team Leadership reports	<p>Michael Roche described the start of the new school as a successful one. He spoke about the Back to School Picnic, and the new lunch program.</p> <p>Wendy Butler discussed with the Board the building project community outreach schedule. She also reviewed Mrs. Roeske's Intramural sports program, and provided lunch participation numbers for breakfast and lunch during the first week of school. Dr. Butler agreed with Mr. Roche regarding the success of the new program.</p>																																	
Consent Agenda	<p>Motion by Chris Enders, seconded by Cecy Curcio, to adopt the following Consent Agenda Items as recommended by the superintendent:</p> <p>Approve the minutes from the August 14, 2018 meeting. Approve the Treasurer's report dated July 2018. Approve the Treasurer's report dated July 2018</p>																																	
Policy Review	<p>Section 6000 Personnel CERTIFIED PERSONNEL</p> <table><tr><td>2.1</td><td>Certified Personnel</td><td>6210</td></tr><tr><td>2.1.1</td><td>Recruitment</td><td>6211</td></tr><tr><td>2.1.2</td><td>Certification</td><td>6212</td></tr><tr><td></td><td>2.1.2(i) Incidental Teaching</td><td>6212.1</td></tr><tr><td>2.1.3</td><td>Probation and Tenure</td><td>6213</td></tr><tr><td></td><td>2.1.3(i) Disciplining of a Tenured Teacher or Certified Personnel...</td><td>6213.1</td></tr><tr><td></td><td>2.1.4 Professional Staff: Separation</td><td>6214</td></tr><tr><td></td><td>2.1.5 Employment of Relatives of Board of Education Members</td><td>6215</td></tr><tr><td>2.2</td><td>Temporary Personnel</td><td>6220</td></tr></table> <p>SUPPORT STAFF</p> <table><tr><td>3.1</td><td>Appointment - Support Staff</td><td>6310</td></tr><tr><td>3.2</td><td>Employment of Teacher Aides</td><td>6320</td></tr></table>	2.1	Certified Personnel	6210	2.1.1	Recruitment	6211	2.1.2	Certification	6212		2.1.2(i) Incidental Teaching	6212.1	2.1.3	Probation and Tenure	6213		2.1.3(i) Disciplining of a Tenured Teacher or Certified Personnel...	6213.1		2.1.4 Professional Staff: Separation	6214		2.1.5 Employment of Relatives of Board of Education Members	6215	2.2	Temporary Personnel	6220	3.1	Appointment - Support Staff	6310	3.2	Employment of Teacher Aides	6320
2.1	Certified Personnel	6210																																
2.1.1	Recruitment	6211																																
2.1.2	Certification	6212																																
	2.1.2(i) Incidental Teaching	6212.1																																
2.1.3	Probation and Tenure	6213																																
	2.1.3(i) Disciplining of a Tenured Teacher or Certified Personnel...	6213.1																																
	2.1.4 Professional Staff: Separation	6214																																
	2.1.5 Employment of Relatives of Board of Education Members	6215																																
2.2	Temporary Personnel	6220																																
3.1	Appointment - Support Staff	6310																																
3.2	Employment of Teacher Aides	6320																																

**Board Action
Items
Policy Adoption**

Motion by Patricia Krotz, seconded by Cecy Curcio, to adopt the following policies which were reviewed at the August 14, 2018 BOE meeting, as recommended by the superintendent:

- 1.1 Code of Ethics for All District Personnel.....6110
 - 1.1.1 Testing Misconduct and Mandatory Reporting Requirements.....6111
 - 1.2 Equal Employment Opportunity.....6120
 - 1.2.1 Complaints and Grievances by Employees.....6122
 - 1.3 Evaluation of Personnel: Purposes.....6130
 - 1.4 Health Examinations.....6140
 - 1.5 Alcohol, Drugs and Other Substances (School Personnel).....6150
 - 1.5.1 Drug-Free Workplace.....6151
 - 1.6 Professional Growth/Staff Development6160
 - 1.7 Fingerprinting of Prospective School Employees.....6170
 - 1.8 Loyalty Oath.....6180
 - 1.8.1 Staff-Student Relations (Fraternization)6181
 - 1.9 Staff Conduct.....6190
 - 1.9.1 Professional Courtesy.....6191
 - 1.9.2. Identification.....

Electricity Bid

Motion by Becky Backer, seconded by Dan Borden, to award the purchase of electricity to Energy Coop of America at the indexed adder rate of \$0.0965 per kwh used for the 18-19 school year, as recommended by the superintendent. The actual amount that will be charged for the commodity will be the index-based adder, plus the current market price as established by the NYISL/LBMO Day Ahead Market Place.

**Revised Building
Project Motion**

Motion by Chris Enders, seconded by Becky Backer,

A RESOLUTION, DATED SEPTEMBER 11, 2018, OF THE BOARD OF EDUCATION OF THE BELFAST CENTRAL SCHOOL DISTRICT, ALLEGANY COUNTY, NEW YORK (THE “DISTRICT”) AMENDING A RESOLUTION THAT WAS ORIGINALLY ADOPTED ON AUGUST 14, 2018 TO (A) MODIFY THE DATE OF A SPECIAL MEETING AND VOTE OF THE QUALIFIED VOTERS OF THE DISTRICT, (B) APPROVE THE FINAL FORM OF NOTICE OF SUCH SPECIAL MEETING AND VOTE AND (C) RATIFY AND APPROVE THE PUBLICATION OF SUCH NOTICE.

WHEREAS, on August 14, 2018, the Board of Education (the “Board”) of the Belfast Central School District, Allegany County, New York (the “District”), adopted a resolution (the “Resolution”) approving (A) the date for a special meeting and vote of the qualified voters of the District (the “Special Meeting and Vote”) and (B) the form of the District’s Notice of Special School District Meeting and Vote; and

WHEREAS, after consultation with District officials, the Board wishes to modify the date of such Special Meeting and Vote and to ratify and approve the publication of a revised notice containing such modified Special Meeting and Vote date;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

Sections 3 and 4 of the Resolution are hereby amended to read as follows:

Section 3. That a special meeting and vote of the qualified voters of the District (the “Special Meeting and Vote”) will be held in the auditorium foyer at the Belfast Central School located at 1 King Street, Belfast, New York, on Tuesday, October 23, 2018, at 12:00 noon, prevailing time, for the purpose of voting upon the proposition hereinafter set forth.

Section 4. That the notice of the Special Meeting and Vote, including the proposition to be voted upon, shall be in substantially the following form, to-wit:

NOTICE OF SPECIAL SCHOOL DISTRICT MEETING AND VOTE

**BELFAST CENTRAL SCHOOL DISTRICT
ALLEGANY COUNTY, NEW YORK**

The Board of Education of the Belfast Central School District, Allegany County, New York (the “District”) HEREBY GIVES NOTICE that a special meeting and vote of the qualified voters of the District (the “Special Meeting and Vote”) will be held on **Tuesday, October 23, 2018** in the auditorium foyer at the Belfast Central School located at 1 King Street, Belfast, New York, at 12:00 noon, prevailing time, for the purpose of voting by paper ballot upon the proposition hereinafter set forth. Polls for the purpose of voting will be kept open between the hours of 12:00 noon and 8:00 p.m., prevailing time, on that day. In the event that the District’s schools are closed on October 23, 2018 due to emergency or inclement weather (or for any other reason), the date of the Special Meeting and Vote will be changed, without further notice, to the date on which the District’s schools are next open.

PROPOSITION NO. 1—CAPITAL IMPROVEMENTS PROJECT, 2018

Shall the following resolutions 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 undertake a proposed capital improvements project (the “Project”) consisting of the reconstruction and renovation of, and the construction of improvements and upgrades to, various District buildings and facilities (and the sites thereof), at an estimated maximum cost of \$5,188,035, to implement various health, safety, accessibility and Code compliance measures required by the State Education Department in connection with any significant capital project, and various other measures that are generally described in (but not to be limited by) the written plan for the Project that was prepared by the District with the assistance of Clark Patterson Lee (the “Project Plan”), which is available for public inspection in the offices of the District Clerk, such work being anticipated to include, without limitation and to the extent as and where required, the particular items described below. Proposed building work is anticipated to include the renovation and improvement of science, home and careers and STEM classrooms, bathrooms, and other existing spaces including the conversion of a multipurpose space to music rooms and an auditorium with retractable seating and lighting, the conversion of special education space and the elementary library to a new District office, and the conversion of main

office space to a new nurse's office and special education space. Other building interior upgrades are anticipated to include items such as flooring, wall tile, miscellaneous finishes, gymnasium wall mats, and security improvements including door hardening and hardware upgrades throughout the building, along with the creation of a secure entrance vestibule. Proposed building exterior upgrades are anticipated to include items such as new windows and doors, masonry and flashing upgrades, and ADA accessible exterior door openers. Proposed site work is anticipated to include the construction of a parking lot on the former residential lot that was recently acquired by the District and adjacent school grounds, the relocation of the geodome/greenhouse and septic system, and the construction of a canopy at the new District office/main entrance. The foregoing components of the Project (or so much thereof as can be accomplished within the overall budget for the Project, once the construction bids are received) are to be undertaken at an estimated maximum cost of \$5,188,035, and will include the purchase of original furnishings, equipment, machinery and apparatus required in connection with the purposes for which such buildings, facilities and sites are used, and all ancillary or related work required in connection therewith, and the Board is authorized to expend therefor, including for preliminary costs and costs incidental thereto and in connection with the financing thereof, an amount not to exceed the estimated maximum cost of \$5,188,035, provided that the detailed costs of the components of the Project (as generally described in the Project Plan) may be reallocated among such components, or such components may be deleted, revised or supplemented if (1) the Board shall determine that such reallocation, deletion, revision or supplementation is in the best interests of the District and (2) the aggregate amount to be expended for the Project shall not exceed \$5,188,035 and (3) no material change shall be made in the overall scope and nature of the Project; and be it further

RESOLVED, that the Board is hereby authorized to expend toward such Project \$350,000 of available District funds; and be it further

RESOLVED, that a tax is hereby voted to finance the balance of the estimated maximum cost of the Project in an amount not to exceed \$4,838,035, such tax to be levied and collected in installments in such years and in such amounts as shall be determined by the Board; and be it further

RESOLVED, that in anticipation of such tax, obligations of the District (including, without limitation, serial bonds, statutory installment bonds and/or lease/purchase obligations) are hereby authorized to be issued in the aggregate principal amount not to exceed \$4,838,035, and a tax is hereby voted to pay the interest on such obligations as the same shall become due and payable; and be it further

RESOLVED, that the New York State Building Aid funds expected to be received by the District are anticipated to offset a substantial part of such costs, and such funds shall, to the extent received, be applied to offset and reduce the amount of taxes herein authorized to be levied.

NOTICE IS HEREBY FURTHER GIVEN that such Proposition No. 1 shall appear on the paper ballots to be utilized for voting on such Proposition No. 1 in substantially the following abbreviated form:

PROPOSITION NO. 1—CAPITAL IMPROVEMENTS PROJECT, 2018

Shall the following resolution be adopted, to-wit:

RESOLVED, that (a) the Board of Education (the “Board”) of the Belfast Central School District, Allegany County, New York (the “District”) is hereby authorized to undertake a capital improvements project (the “Project”) consisting of the reconstruction and renovation of, and the construction of improvements and upgrades to, various District buildings and facilities (and the sites thereof), to implement various health, safety, accessibility and Code compliance measures and various other measures included and generally described in (but not to be limited by) the Project Plan that was referred to in the public notice of the vote on this Proposition, and to expend therefor an amount not to exceed \$5,188,035; (b) the District is authorized to expend toward the Project \$350,000 of available District funds; (c) a tax is hereby voted in an amount not to exceed \$4,838,035 to finance the balance of the estimated maximum cost of the Project, such tax to be levied and collected in installments in such years and in such amounts as shall be determined by the Board; (d) in anticipation of such tax, obligations of the District are hereby authorized to be issued in the aggregate principal amount of not to exceed \$4,838,035, and a tax is hereby voted to pay the interest on such obligations as the same shall become due and payable; and (e) New York State Building Aid funds expected to be received by the District are anticipated to offset a substantial part of such costs, and such funds, to the extent received, shall be applied to offset and reduce the amount of taxes herein authorized to be levied.

NOTICE IS HEREBY FURTHER GIVEN that an Environmental Assessment Form has been completed for all of the anticipated work involved in the Project, which constitutes an Unlisted action under the State Environmental Quality Review Act (“SEQRA”), a thorough review of the Project’s potential environmental impacts has been undertaken, it has been found that the Project will not result in a significant adverse impact on the environment, and a reasoned elaboration of the SEQRA review and findings has been provided in a Negative Declaration.

NOTICE IS HEREBY FURTHER GIVEN that applications for absentee ballots may be obtained at the office of the District Clerk between the hours of 8:00 a.m. and 5:00 p.m., prevailing time. Completed applications must be received by the District Clerk at least seven days before the Special Meeting and Vote, if the ballot is to be mailed to the voter, or on the day before the Special Meeting and Vote, if the ballot is to be issued personally to the voter. The list of all persons to whom absentee ballots shall have been issued will be available for inspection in the office of the District Clerk, between the hours of 8:00 a.m. and 5:00 p.m., prevailing time, until the day set for voting, except for Saturdays, Sundays and holidays. No absentee ballot will be canvassed unless it is received prior to 5:00 p.m., prevailing time, on October 23, 2018, in the office of the District Clerk, 1 King Street, Belfast, New York.

Dated: September 4, 2018
Belfast, New York

BY ORDER OF THE BOARD OF EDUCATION

OF THE BELFAST CENTRAL SCHOOL
DISTRICT
ALLEGANY COUNTY, NEW YORK

By: _____
District Clerk

SECTION 2. Except as set forth herein, the Resolution has not been modified, amended or revoked since its adoption. The Resolution remains in full force and effect and is hereby ratified, confirmed and approved (as amended hereby).

SECTION 3. The Board hereby authorizes and directs the District Clerk to cause notice to be given in substantially the form hereinbefore prescribed, by publishing the same four times within the seven weeks next preceding the date of the District's special meeting and vote, with the first publication to have taken place at least 45 days (but not more than 49 days) before the special meeting and vote, in the Olean Times Herald and in The Spectator, being the two newspapers having general circulation in the District, and by giving such other notice as in the District Clerk's discretion may be deemed advisable. The Board also specifically ratifies and approves any actions previously taken by the District Clerk to effectuate the timely publication of the Revised Notice.

SECTION 4. This resolution shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call. The resolution was thereupon declared duly adopted.

**Special Meeting
and Vote**

Motion by Becky Backer, seconded by Patricia Krotz, to schedule a special Board of Education meeting on October 24, 2018 at 4:00p.m. to accept the vote for the Capital Improvement Project, as recommended by the superintendent.

**Out of District
Student**

Motion by Becky Backer, seconded by Patricia Krotz, to approve the following out of district student attendance, as recommended by the superintendent.

- Eli Wolski

Focus on Learning

Introduction of Hillbilly Elegy. Books will be distributed as soon as they arrive.

**PERSONNEL
Resignations**

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

**Elizabeth Cole
Samantha Stenzel**

- Elizabeth Cole's resignation as a teacher's aide effective September 29, 2018.
- Samantha Stenzel's resignation as the Varsity Cheerleading Coach.

Executive Session

Motion by Chris Enders, seconded by Cecy Curcio, to move into executive session at 6:00 pm to discuss personnel or legal matters for purposes specified in the open meeting law.

**Return to open
meeting session**

Motion by Becky Backer, seconded by Cecy Curcio, to move out of executive session at 6:35 pm to discuss personnel or legal matters for purposes specified in the open meeting law.

Appointments	Motion by Chris Enders, seconded by Dan Borden, to approve the following revised personnel motions, as recommended by the Superintendent.
Carrie Koehler	To (retroactively) appoint Carrie Koehler who holds an Initial 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 four years, to commence August 27, 2018 and to end August 27, 2022. Eligibility for tenure at the end of the probationary period is dependent on Mrs. Koehler 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 A, as outlined in the Belfast Teachers' Collective Bargaining Agreement.
Sarah Miller	To (retroactively) appoint Sarah Miller to the position of school bus monitor for a probationary period of 26 weeks. The probationary period commenced on August 28, 2018 and ends on February 25, 2019. 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. Miller must complete bus monitor training before she can be permanently appointed.
Riley Fuller	To appoint Riley Fuller to the position of teacher aide for a probationary period of 26 weeks. The probationary period commenced on October 1, 2018 and ends on April 1, 2019. 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.
FMLA	To approve Caroline Painter's request for intermittent FMLA for the purpose of child rearing for the period of August 27, 2018 through February 11, 2019.
Cynthia Incognito	To approve Cynthia Incognito to sub for Caroline Painter two days a week while she is on intermittent FMLA from October 1, 2018 to February 11, 2019.
Sara Powers	To appoint Sara Powers as the Varsity Cheerleading Coach for the 2018-19 school year.
Musical Director	To appoint JD Struckmann as co- Musical Director (with Teresa Heaney, Charlotte Marsh, and Matt Snyder.)
Volleyball time keeper	To appoint Cindy Struckmann as the Girls' Varsity Volleyball Bookkeeper.
Substitutes	To approve the following instructional substitutes for the 2018-19 <ul style="list-style-type: none"> • Allison Robinson • Barbara Gordon • Chloe Cornelius • Cynthia Incognito • Elizabeth Watrous • Jessica Stafford • Laura Winans • Sally Nosal

To approve the following non-instructional substitutes for the 2018-19 school year:

- Sarah Miller
- Gary Hurd

ADJOURNMENT

Motion by Chris Enders, seconded by Patricia Krotz, to adjourn the meeting at 6:38 pm.