

**BELFAST CENTRAL SCHOOL**  
**BOARD OF EDUCATION AGENDA**

**August 14, 2018**

**5:30 P.M.—Room 206**

Attendance Board of Education: \_\_\_ Ms. Becky Backer  
\_\_\_ Mr. Dan Borden  
\_\_\_ Mrs. Cecy Curcio  
\_\_\_ Mr. Chris Enders  
\_\_\_ Mrs. Randa Harrington  
\_\_\_ Mrs. Patti Krotz  
\_\_\_ Mrs. 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(s):

President of the Board calls the meeting to order at \_\_\_\_\_  
Pledge of Allegiance

**1.0 ELECTION OF OFFICERS/ OATH OF OFFICE**

1.1 Additions or deletions to the agenda

**2.0 PUBLIC COMMENT/ PRESENTATION**

2.1 Renovus Solar—Amanda Postma  
2.2 Clark Patterson Lee- Levi Fely

**3.0 FINANCIAL**

3.1 Treasurer's report  
3.2 Budget Status and Revenue Status Reports  
3.3 June warrants  
3.4 Internal Claims audit report  
3.5 Energy Enterprises natural gas bid  
3.6 18-19 School Tax Information

**4.0 LEADERSHIP REPORTS**

4.1 Mrs. Hess

- Summer training updates

4.2 Dr. Wendy Butler, Superintendent

- Extracurricular Handbook
- Review District Plans (Safety, AIS, Professional Development, Mentoring, Crisis)
- 18-19 Faculty/ Staff Handbook
- 1:1 device initiative update

- 18-19 District Goals
- Building Project Activities Calendar

## 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 July 10, 2018 meeting.
2. Approve the minutes from the July 25, 2018 BOE work session.
3. Approve the minutes from the July 31, 2018 BOE work session.
4. Approve the Treasurer’s report dated June 2018.
5. Approve the Extracurricular Handbook for the 2018-19 school year
6. Approve the District Safety Plan for the 18-19 school year
7. Approve the District AIS Plan for the 18-19 school year
8. Approve the District Professional Development Plan for the 18-19 school year
9. Approve the District Mentoring Plan for the 18-19 school year
10. Approve the District Crisis Plan for the 18-19 school year
11. Approve the 18-19 Faculty/ Staff Handbook
12. Approve the 18-19 District Goals

## 6.0 BCS POLICY REVIEW

Section 6000 PERSONNEL

Number

### PERSONNEL

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 Development .....	6160
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 .....	6192

## 7.0 BOARD ACTIONS

7.1 Policy Adoption

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt the following policies that were reviewed at the June 12, 2018 BOE meeting, as recommended by the superintendent.

Vote: \_\_\_\_\_ Aye \_\_\_\_\_ Nay Accepted / Rejected

Section 5000 NON-INSTRUCTIONAL/BUSINESS OPERATIONS

Number

7.1	Transportation Program .....	5710
7.1.1	Use of School Vehicles and Mileage Allowance .....	5711
7.2	Scheduling and Routing .....	5720
7.3	Transportation of Students .....	5730
7.3.1	Transportation of Students in Private Vehicles .....	5731
7.4	Use of Buses by Community Groups .....	5740
7.5	School Bus Safety Program.....	5750
7.6	Qualifications of Bus Drivers.....	5760
7.6.1	Drug and Alcohol Testing for School Bus Drivers and Other Safety-Sensitive Employees.....	5741

7.2 Policy Adoption

**Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to delete Policy 5761 which has been updated and renumbered as Policy 5741, as recommended by the superintendent.**

Vote: \_\_\_\_\_ Aye \_\_\_\_\_ Nay Accepted / Rejected

7.3 Armoured One Product

**Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the purchase and installation of Armoured One protective film for up to \$108,000, to be funded by money remaining in the 2017 athletic capital project, as recommended by the superintendent.**

Vote: \_\_\_\_\_ Aye \_\_\_\_\_ Nay Accepted / Rejected

7.4 U&S Services Door Lock System

**Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the purchase and installation of U&S Services door locking system for up to \$136,000, to be funded by money remaining in the 2017 athletic capital project, as recommended by the superintendent.**

Vote: \_\_\_\_\_ Aye \_\_\_\_\_ Nay Accepted / Rejected

7.5 SEQR

**Motion by \_\_\_\_\_, seconded by \_\_\_\_\_,**

Resolution Issuing SEQRA Negative Declaration for  
Proposed Capital Improvements Project, 2018

WHEREAS, the Belfast Central School District (the "District") and its Board of Education (the "Board") propose to undertake a Capital Improvements Project, 2018 at the District's building and campus; and

WHEREAS, the District and its Board, as the lead agency, have undertaken an environmental review of this Unlisted action in accordance with State Environmental Quality Review Act ("SEQRA") regulations; and

WHEREAS, the District and its Board duly considered the proposed Capital Improvements Project, 2018, the SEQRA Environmental Assessment Form, the criteria for determining whether the action will have a significant adverse impact on the environment as set forth in 6 N.Y.C.R.R. § 617.7(c) of the SEQRA regulations, and such other information deemed appropriate; and

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

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

1. The District and its Board is the lead agency under SEQRA, and the Capital Improvements Project, 2018 will not result in a significant adverse impact on the environment.
2. The attached Negative Declaration, incorporated herein by reference, is issued and adopted for the reasons stated in the attached Negative Declaration, and Parts 1, 2, and 3 of the Environmental Assessment Form are also incorporated herein by reference.
3. The Superintendent of the District is authorized to sign and file or have filed on behalf of the District and its Board all documents necessary to comply with SEQRA.
4. This resolution is effective immediately.

Vote: \_\_\_\_\_ Aye \_\_\_\_\_ Nay Accepted / Rejected

7.6 Resolution as to a Special Meeting and Vote for Capital Project Approval  
**A RESOLUTION AS TO SPECIAL MEETING AND VOTE**

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

**AUGUST 14, 2018**

BE IT RESOLVED, by the Board of Education (the “Board”) of the Belfast Central School District, Allegany County, New York (the “District”), as follows:

Section 1. That the provisions of this resolution shall be effective regardless of anything to the contrary in the policies of this Board, or the previous minutes of this Board, or otherwise.

Section 2. That the Board takes note of the fact that the District has been in the process of planning for a capital improvements 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 (collectively, the “Project”) and, as part of that process, pursuant to the State Environmental Quality Review Act (“SEQRA”), an Environmental Assessment Form has been completed for the Project, which is an Unlisted action under 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 written, reasoned elaboration of the SEQRA determination of significance has been provided in a Negative Declaration.

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 2, 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 2, 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 2, 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**

YES

NO

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 2, 2018, in the office of the District Clerk, 1 King Street, Belfast, New York.

Dated: August 14, 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 5. That the District Clerk is hereby authorized and directed to cause notice to be given of such Special Meeting and Vote, in substantially the form hereinbefore prescribed, by publishing the same four (4) times within the seven (7) weeks next preceding the date of the Special Meeting and Vote, the first publication to be 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, which are both newspapers having general circulation in the District, and by giving such other notice as in the District Clerk’s discretion may be deemed advisable.

Section 6. That the temporary use of available funds of the District, not immediately required for the purpose or purposes for which the same were borrowed, raised or otherwise created, is hereby authorized pursuant to Section 165.10 of the Local Finance Law, for the purpose or purposes described in Section 2 of this resolution. The District then reasonably expects to reimburse any such expenditures (to the extent made after the date hereof or within 60 days prior to the earlier of (A) the date hereof or (B) the date of any earlier expression by the District of its intent to reimburse expenditures for this or any earlier iteration of the Project) with the proceeds of the bonds, notes, lease/purchase arrangements or other obligations contemplated by this resolution. This resolution shall constitute the declaration (or reaffirmation) of the District’s “official intent” to reimburse the expenditures authorized by Section 2 hereof (or expenditures for any earlier iteration of the Project) with such proceeds, as required by United States Treasury Regulations Section 1.150-2.

Section 7. That this resolution shall take effect immediately.

\* \* \* \* \*

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

BOE Meeting	Vote		
	Aye	Nay	Absent
Becky Backer			
Dan Borden			
Cecy Curcio			
Chris Enders			
Randa Harrington			
Patty Krotz			
Josie Preston			

The resolution was thereupon declared duly adopted.

7.7 Private School Transportation

**Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, 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	Shannon Sortore	7937 Emery Rd Belfast, NY 14711
------------------	---	-----------------	------------------------------------

Vote: \_\_\_\_\_ Aye \_\_\_\_\_ Nay Accepted / Rejected

7.8 Natural Gas Bid

**Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept lowest responsible two-year (Option 1) price of \$0.0231 bid for natural gas submitted by Energy Enterprises to provide our natural gas for the 18-19 and 19-20 school years, as recommended by the superintendent.**

Vote: \_\_\_\_\_ Aye \_\_\_\_\_ Nay Accepted / Rejected

7.9 Out of District Student Request

**Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the out-of-district application for the identified students for the 2018-19 school year, as recommended by the superintendent.**

Vote: \_\_\_\_\_ Aye \_\_\_\_\_ Nay Accepted / Rejected

- Carley Manning
- William Manning
- Alexander Griffin
- Kristopher McLaughlin Cook
- Alexander McLaughlin
- Carmella Scott
- Jonathan Scott
- A. David Scott

7.10 Tax Rate

**Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the tax rate of \$15.964231 per \$1,000 of assessment for the 18-19 school year, as recommended by the superintendent.**

Vote: \_\_\_\_\_ Aye \_\_\_\_\_ Nay Accepted / Rejected

**8.0 PERSONNEL**

8.1 Appointments

**Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following appointments, as recommended by the Superintendent.**

Vote: \_\_\_\_\_ Aye \_\_\_\_\_ Nay Accepted / Rejected

- a. To appoint Patricia LeRoy to the position of Long-Term Substitute English Teacher to fill Patty Preston's maternity leave commencing on or about August 27, 2018 and ending December 20, 2018. The per diem salary will be paid in accordance with the Belfast Teachers' Association Collective Bargaining Agreement.
- b. To appoint Jamie Stout to the full-time civil service position of Food Service Helper effective August 27, 2018. There is a 26-week probationary period beginning February 17, 2018 and concluding August 26, 2019. The rate of pay shall will be as outlined in the School Related Personnel Collective Bargaining agreement.
- c. To appoint Jodie Morton to the full-time civil service position of Food Service Helper effective August 27, 2018. There is a 26-week probationary period beginning August 27, 2018 and concluding February 17, 2019. The rate of pay shall will be as outlined in the School Related Personnel Collective Bargaining agreement.
- d. To appoint the following instructional substitutes:

Substitute	Certification (if any)	Substitute	Certification (if any)
Christine Lentz	Permanent Science	Jessica Washburn	None
Joan Krane	Permanent Social Studies	Tonya Searle	None



Kim Stack	Permanent Music	Heidi Ellsessor	None
Rose Fleming	Permanent Reading	Joshua Painter	None
Joseph Dahill	None	Glenda McKelvey	None
Erica Torrey	None	Hannah Simmons	None
Jacob Cole	None	Jacqueline Elliott	Permanent Elementary
Sarah West	None	Ashley Chamberlain	None
Wende Benson	None	Kurtis Eisenhardt	None
Jordin Fuller	None	RaChelle Glauser-Sharpe	Elementary (Receiving 10/18)
Ashley Schultz	None	Laurie Parker	Permanent Elementary
Kayla Caiazza	None	Tammy Denning	None
Brandon Rush	None	Riley Fuller	None
Ashley Robinson	None	Katrina Sisitki	None
Morghan Mastin	None	Sabrina Bentley	None

e. To appoint the following non-instructional substitutes:

Substitute	Substitute
Crystal Malota (bus)	Sarah West
Darleen Estabrook	Jordin Fuller
Glenda McKelvey	Laura Duvall
Heidi Ellsessor	Rebecca Stanton
Jim Allen (custodian)	Sarah Marsh
Joleen Middaugh	Bonnie Barber (bus)
Kayla Caiazza	Tammy Denning

f. To appoint the following teacher mentors for the 18-19 school year:

New Teacher	Mentor Teacher
Jason Robichaud (year 2)	Mary Paulsen
Matthew Snyder (year 2)	Josh Hazelton
JD Struckmann (year 2)	Sandy Miller
Christopher Enlow (year 2)	Carolyn Burr
Jessica Grottanelli	Carrie Flanagan-Watson
Mary Guilford	Mary Paulsen
Lynn Kunz	Amy Morey
Alex Minnick	Charlotte Marsh

g. To approve Kayla Ross as a volunteer volleyball assistant for the 18-19 school year.

### 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 ADJOURNMENT

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to adjourn the meeting at \_\_\_\_\_.

Vote: \_\_\_\_\_ Aye \_\_\_\_\_ Nay Accepted / Rejected