

## Belfast Central School Board of Education Regular Meeting

Belfast Central School Conference Room

July 10, 2018

5:30 P.M.

### School Board Members Present:

Josie Preston, President, Randa Harrington, Vice President, Becky Backer, Chris Enders, Patricia Krotz, Cecy Curcio

**Members Absent:** Dan Borden

**District Personnel:** Wendy Butler Ed. D, Superintendent, Robert Lingenfelter, District Treasurer, Gina Larrabee, District Clerk, Michael Roche, 5-12 Principal, Jessica Hess PK-4 Principal/Director of Pupil Services, Ryne Wight

### Election of Officers

At 5:19 p.m., the meeting was called to order by the Clerk of the Board. The Pledge of Allegiance was recited.

Clerk of the Board called for nominations for President. A motion by Chris Enders, seconded by Patti Krotz nominating Josie Preston School Board president was approved. Clerk of the Board called for nominations for Vice President. A motion by Becky Backer seconded by Chris Enders nominating Randa Harrington School Board Vice president was approved.

### Public Presentation

Ryne Wight from ClarkPatterson Lee presented the Board with an updated rendering of options for school alterations.

### Financial

Robert Lingenfelter presented the Treasurer's report, Budget Status and Revenue Status Reports, May's warrants, and the Internal Claims Audit Report, reserve transfers. Mr. Lingenfelter spoke about the Historical Budget Vote Analysis.

### Team Leadership reports

Michael Roche explained changes to the Student Handbook and Code of Conduct. He also spoke with the Board about the Class Advisor Handbook and the June 2018 regent's results.

Jessica Hess presented the Annual Special Education Report, as well as end of the year reading data. Mrs. Hess talked with the Board about her plan to look closely at student accommodations to determine appropriateness.

Dr. Wendy Butler talked with the Board about tree removal, and final clean-up of the property at 13 King Street. Dr. Butler communicated plans for summer professional development for Belfast teachers. She commended all those who signed up for "trauma training".

### Consent Agenda

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

Approve the minutes from the June 12, 2018 meeting.

Approve the Treasurer's report dated May 2018.

Approve the Student Handbook for the 2018-19 school year

Approve the Code of Conduct for the 2018-19 school year

Approve the Class Advisor Handbook for the 18-19 school year

Approve the Annual Special Education Report for the 2017-18 school year

Approve the CSE/ CPSE/ 504 committee recommendations as presented.

**Policy Review**

The following policies were reviewed.

- 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

**Board Action Items Policy Adoption**

Motion by Randa Harrington, seconded by Cecy Curcio, to adopt the following policies that were reviewed at the June 12, 2018 BOE meeting, as recommended by the superintendent:

- 6.1 Insurance .....5610
  - 6.2 Inventories.....5620
- 6.2.1 Accounting of Fixed Assets.....5621
  - 6.3 Facilities: Inspection, Operation and Maintenance.....5630
    - 6.3.1 Hazardous Waste and Handling of Toxic Substances by Employees .....5631
    - 6.3.2 Pest Management and Pesticide Usage .....5632
- 6.4 Smoking/Tobacco Use.....5640
- 6.5 Energy/Water Conservation and Recycling of Solid Waste.....5650
- 6.7 Records Management.....5670
  - 6.7.1 Information Security Breach and Notification.....5672
  - 6.7.2 Data Network Security Access.....5674
  - 6.7.3 Employee Personal Identifying Information and Information Security Breach.....5675
- 6.8 Safety and Security.....5680
  - 6.8.1 School Safety Plan.....5681
  - 6.8.2 Crisis Response (Post Incident Response).....5682
  - 6.8.3 Fire Drills, Bomb Threats and Bus Emergency Drills.....5683
  - 6.8.4 Anthrax and Other Biological Terrorism: Prevention Protocols/ Protocols for Mail Handling.....5684
  - 6.8.5 Cardiac Automated External Defibrillators (AEDs) in Public School Facilities.....5685
  - 6.8.6 Use of Surveillance Cameras in the School District.....5686
- 6.9 Exposure Control Program.....5690
  - 6.9.1 Communicable Diseases..... 5691
  - 6.9.2 Human Immunodeficiency Virus (HIV) Related Illnesses.....5692

**Annual Appointments**

Motion by Becky Backer seconded by Randa Harrington, to appoint the following Board of Education Committee members for the 2018-19 school year, as recommended by the superintendent:

<i>Appointed Position</i>	<i>Person/ People</i>	<i>Compensation (if applicable)</i>
School Physician	Dr. Zahi Kassas	Contractual
Board Clerk	Gina Larrabee	\$2,639.65
Tax Collector	Robin Owens	\$2,318.04
Auditor Extra Curricular	Jessica Hess	Contractual
Chief Faculty Counselor	Michael Roche	Contractual

District Treasurer	Robert Lingenfelter	Contractual
Deputy Treasurer	Wendy Butler Jennifer Jaquith Luann Blocho	Contractual
Treasurer Extra Curricular	Connie Spring	Contractual
Federal Lunch Supervisor	Robert Lingenfelter	Contractual
Investment Funds Designee	Robert Lingenfelter	Contractual
Adopter Free & Federal Lunch	Robert Lingenfelter	Contractual
Federal Funds Comptroller	Robert Lingenfelter	Contractual
School Attorney	Hodgson/ Russ	Fee based on usage
Access Public Records Officer	Gina Larrabee	Contractual
Petty Cash Accountant	Gina Larrabee	Contractual
Purchasing Agent	Wendy Butler Robert Lingenfelter	Contractual
Payroll Certification Officer	Wendy Butler Michael Roche	Contractual
Budget Transfers Officer	Wendy Butler	Contractual
Asbestos Designee	James Schneider	Contractual
Authorization to sign checks	Wendy Butler Robert Lingenfelter Jennifer Jaquith Connie Spring	Contractual
Authorized Electronic Check Signatures	Wendy Butler Robert Lingenfelter Jennifer Jaquith Connie Spring	Contractual
Anti-Harassment Officer	Teresa Heaney	Contractual
Dignity Act Coordinator	Teresa Heaney Jessica Hess	Contractual
Hearing Officer	Pam Kirkwood Dina Allen Melanie Beardsley	Contractual
Liaison of Homeless Children	Teresa Heaney	Contractual
Internal Auditors	Ronda Turner	Contractual
Attendance Officer	Michael Roche	Contractual
Title IX/ 504/ ADA Compliance Officer	Jessica Hess	Contractual
Chief Fiscal Officer	Wendy Butler	Contractual
Chemical Hygiene Officer	Carrie Flanagan-Watson	Contractual
Pesticide Officer	James Schneider	Contractual
Designated educational official to receive court notification regarding a student's sentence/ adjudication in criminal cases and juvenile delinquency proceedings	Michael Roche	Contractual
Reviewing official for participation in the federal child nutrition program	Mary Enders	Contractual

Verification official for participation in the federal child nutrition program	Mary Enders	Contractual
Hearing official for participation in the federal child nutrition program	Wendy Butler	Contractual
19A Bus driver certifier	Amy Bonning-Smith	\$1,361.44
Substitute Caller	Gina Larrabee	\$2,318.04
Chief Information Officer	Wendy Butler	Contractual
Working Paper Designee	Gina Larrabee	Contractual
Clerk Pro Tem (in the absence of the District Clerk)	Wendy Butler	Contractual
Election Inspectors/ Workers for 18-19 district voting and the annual meeting	Patricia Oliver Dorothy Lendell Lana Chamberlain Betty Weaver Danielle Cassady	

**Annual BOE  
Appointments**

Motion by Becky Backer seconded by Chris Enders, to appoint the following Board of Education Committee members for the 2018-19 school year, as recommended by the superintendent:

Committee	BOE Committee Representative(s)
Building and Grounds Committee	<i>Chris Enders &amp; Patricia Krotz, Dan Borden</i>
Audit Committee	<i>Randa Harrington &amp; Cecy Curcio</i>
Policy Review Committee	<i>Cecy Curcio</i>
Negotiations	<i>Cecy Curcio, Randa Harrington, Becky Backer</i>
Delegate to the Allegany-Cattaraugus Association of School Boards	<i>Josie Preston</i>
Alternate Delegate to the Allegany-Cattaraugus Association of School Boards	<i>Randa Harrington</i>
Voting delegate to the NYS School Boards Convention	<i>Cecy Curcio</i>
Alternate voting delegate to the NYS School Boards Convention	<i>Becky Backer</i>

**Annual Financial  
Designations**

Motion by Randa Harrington, seconded by Cecy Curcio to adopt the following Consent Agenda for Financial Operations for the 2018-19 school year, as recommended by the superintendent:

- |                  |                                                                                                                                                                         |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Designated Banks | <ul style="list-style-type: none"> <li>• Five Star Bank (Depository)</li> <li>• Community Bank NA (Depository)</li> <li>• Steuben Trust (As the need arises)</li> </ul> |
| Bank Accounts    |                                                                                                                                                                         |

Account	Bank	Account Number	Amount
General Checking	Community Bank	9300012755	\$1,500,000.00
School Lunch	Community Bank	9300012748	\$40,000.00
Trust & Agency	Community Bank	9300012730	\$350,000.00
Extracurricular	Community Bank	9300012698	\$60,000.00
Payroll	Community Bank	9300012706	\$350,000.00
Public Library	Community Bank	4030219325	\$200,000.00
Public Library Capital	Community Bank	4030219333	\$10,000.00
Employees Benefit Accrued Liability Reserve	Community Bank	0920046539	\$360,000.00
Capital Fund Savings	Community Bank	0920046547	\$500,000.00
Mandatory Debt Service Reserve	Community Bank	0920046554	\$300,000.00
Trust Expendable	Community Bank	0920046562	\$25,000.00
Debt Service	Community Bank	0920046570	\$75,000.00
Unemployment Reserve	Community Bank	0920052784	\$25,000.00
Reserve for retirement Contributions	Community Bank	0920052792	\$200,000.00
Repair reserve	Community Bank	0920052800	\$35,000.00
Workers Compensation Reserve	Community Bank	0920052883	\$40,000.00

- Check Images
- authorize the acceptance of scanned check images to be considered the equivalent of original checks for the purpose of record keeping and auditing requirements
- Warrants
- approve exceptional payments between warrants for the following types of payments: utilities, postage/freight (UPS, etc.), and fingerprinting
- Health Insurance
- appoint the District Treasurer as the delegate, and the Superintendent as the alternate delegate to the Board of Directors of the Allegany Cattaraugus Schools Medical Health Plan

- Petty Cash
  - approve the petty cash fund in the amount of \$100 and extra-curricular petty cash fund in the amount of \$100
- Mileage
  - approve mileage rate to be established by the IRS (*currently 54.5 cents per mile*)
- Professional Conferences
  - authorize the Superintendent to approve all conferences and workshops
- Grants
  - authorize the school District to apply for all federal and state grants
- Revenue Anticipation Notes
  - delegate the power to the President of the Board to authorize the issuance and sale of revenue anticipation notes in anticipation of the collection of revenues to be received as state aid by the school district from the State of New York during an emergency situation whereby the Board would not be convening in a timely manner

**Annual Newspaper Designation**

Motion by Becky Backer, seconded by Patricia Krotz, to designate the Olean Times Herald and Wellsville Daily Reporter as the official school newspapers for the 2018-19 school year, as recommended by the superintendent.

**Regular Board Meetings**

Motion by Cecy Curcio, seconded by Chris Enders, to approve the regular board meeting day(s) and time(s) for the 2018-2019 school year as the second Tuesdays of the month at 5:30 p.m. except for the months of April and May when the Board will meet two times, the second Tuesday, and the third Tuesday in April (for the BOCES budget vote and election) at 4:00 p.m. and third Wednesday in May at 4:00 p.m. to accept the Belfast budget results, as recommended by the superintendent.

**District Policies**

Motion by Randa Harrington, seconded by Patricia, to approve re-adoption of all present policies for the 2018-19 school year, as recommended by the superintendent.

**Conflict of Interests**

Motion by Becky Backer, seconded by Randa Harrington, to declare conflicts of interest as per the code of ethics policy for the 2018-19 school year, as recommended by the superintendent.

**Special Education**

Motion by Patricia Krotz, seconded by Cecy Curcio, to approve CSE/CPSE committee members as follows for the 2018-19 school year, as recommended by the superintendent:

Committee on Special Education	Chairperson: Jessica Hess	Members
	Substitute Chairperson (if necessary): School Psychologist	<ul style="list-style-type: none"> <li>○ Guidance Counselor</li> <li>○ School Psychologist</li> <li>○ School Doctor</li> <li>○ Special Education Teacher of the Student (or grade level)</li> <li>○ General Education Teacher</li> <li>○ Related Service Personnel as appropriate</li> <li>○ Parents/ Guardians of the Student</li> <li>○ Parent Member – TBD</li> <li>○ Student (as appropriate)</li> </ul>
Committee on	Chairperson: Jessica Hess	Members

Preschool Special Education	Substitute Chairperson (if necessary): School Psychologist	<ul style="list-style-type: none"> <li>○ Guidance Counselor</li> <li>○ School Psychologist</li> <li>○ School Doctor</li> <li>○ Member of the Evaluation Team</li> <li>○ Special Education Teacher of the Student (if applicable)</li> <li>○ General Education Teacher</li> <li>○ Related Service Personnel as appropriate</li> <li>○ Parents/ Guardians of the Student</li> <li>○ Parent Member – TBD</li> <li>○ Appropriate professional for the municipality charged with responsibility for the preschool child</li> </ul>
Sub Committee on Special Education and Preschool Special Education	Chairperson: Jessica Hess	Members
	Substitute Chairperson (if necessary): School Psychologist	<ul style="list-style-type: none"> <li>● Parents of student</li> <li>● Regular Education Teacher</li> <li>● Special Education Teacher</li> <li>● Representative of School District who is knowledgeable about the general education curriculum and availability of resources of the school</li> <li>● School Psychologist if a psychological evaluation will be reviewed, or change to programming requiring a more restrictive classroom environment</li> <li>● Individual who can interpret the instructional implications of evaluation results</li> <li>● Related Service Personnel as appropriate</li> </ul>

**Special Education Service Providers**

Motion by Cecy Curcio, seconded by Randa Harrington to authorize the Superintendent to enter into contracts with service providers to obtain special education services per individual student IEPs for the 2018-19 school year, as recommended by the superintendent.

**Professional Conferences**

Motion by Chris Enders, seconded by Patricia Krotz, to authorize the Superintendent to approve all conferences and workshops for District personnel for the 2018-19 school year, as recommended by the superintendent.

**Superintendent Professional Development**

Motion by Chris Enders, seconded by Randa Harrington, to authorize the Superintendent to attend and authorizes the District to pay for any associated expenses for attendance at NYSCOSS and NYSSBA conferences, as well as local professional workshops/ conferences for the 2018-19 school year.

**School Board Professional Development**

Motion by Cecy Curcio, seconded by Becky Backer, to authorize members of the Belfast Central School Board of Education to attend and authorizes the District to pay for any associated expenses for attendance at NYSSBA conferences, as well as local professional workshops/ conferences for the 2018-19 school year, as recommended by the superintendent.

**Combined Athletic Teams**

Motion by Randa Harrington, seconded by Chris Enders, to approve the identified merged athletic teams for the 2018-19 school year, as recommended by the superintendent.

- Belfast and Friendship- Girls' Varsity Volleyball (Belfast to host)
- Belfast and GV- Track and Field (GV to host)
- Belfast and Fillmore- Wrestling (Fillmore to host)

**Out of District**

Motion by Randa Harrington, seconded by Patricia Krotz, to approve the out-of-district application for Kendra Giboo for the 2018-19 school year, as recommended by the superintendent.

**Surplus items**

Motion by Becky Backer, seconded by Randa Harrington, to declare the identified items as surplus to be sold and/or discarded, as recommended by the Superintendent.

- |          |                        |
|----------|------------------------|
| Items to | • Bus #70              |
| declare  | ○ 2009 Bluebird Vision |
| surplus: | ○ Mileage: 95,373      |
|          | ○ VIN Number           |
|          | 1BAKF2CPA49F262261     |

**PERSONNEL  
Resignations**

Motion by Randa Harrington seconded by Patricia Krotz, to approve the following resignations, as recommended by the Superintendent.

To accept Doug Walsh's resignation as the Girls' Varsity Basketball Coach.

To accept Kim Walsh's resignation as the Girls' Varsity Basketball Scorekeeper.

To accept Sandy Miller's resignation as the Boys' Modified Soccer Scorekeeper.

To accept Sandy Miller's resignation as the Boys' Modified Baseball Scorekeeper.

To accept Alan Sweet's resignation as the Auto Mechanic Helper and Bus Driver effective June 12, 2018.

To accept Maria Rhone's resignation as the MS/HS Art teacher effective August 26, 2018.

To accept Patty Gughicello's resignation as a school bus monitor effective June 30, 2018.

**Appointments**

Motion by Randa Harrington, seconded by Chris Enders, to approve the following appointments, as recommended by the Superintendent.

To appoint Patty Gughicello to the civil service position of Custodian effective July 1, 2018. There is a one-year probationary period beginning July 1, 2018 and concluding June 30, 2019. She must also pass the Allegany County Civil Service exam. The rate of pay shall be \$10.40/hour, for the 2018-19 school year, with benefits as outlined in the School Related Personnel Collective Bargaining agreement.

To appoint Jordyn Fuller to the civil service part-time position of Cleaner effective September 1, 2018. The rate of pay shall be \$10.40/hour, for the 2018-19 school year, as outlined in the School Related Personnel Collective Bargaining agreement.

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

Position	Staff Member(s)
Masterminds Coach	TBA



To appoint the following BCS people to the identified coaching positions for the 2018-19 school year:

<b>Position</b>	<b>Recommended Person</b>
Boys' Modified Soccer Timer	Dan Geyer
Modified Baseball Scoreboard Keeper	Dan Geyer
Girls' Varsity Soccer Scorekeeper	Dan Geyer
Girls' Varsity Volleyball Scorekeeper	Carolyn Burr
Varsity Softball Coach	Mark Sullivan
Modified Softball Coach	TBA
Girls' Varsity Basketball Coach	Jim Schneider
Girls' Varsity Basketball Scorekeeper	Mark Sullivan
Boys' Modified Soccer Scorekeeper	Brandi Mahon
Boys' Modified Baseball Scorekeeper	TBA

To approve the following chaperones for Fall athletic events:

- Amy Smith
- Josh Hazelton
- Shelly Calanni
- Lisa Denning
- John Struckmann

To approve assigning up to 20 minutes extra per day for monitoring for teacher aides, as needed.

**Adjourn**

Motion by Randa Harrington, seconded by Patricia Krotz, to adjourn the meeting at 7:15 pm.

