

BELFAST CENTRAL SCHOOL
BOARD OF EDUCATION AGENDA
REORGANIZATION MEETING

July 10, 2018

5:30 P.M.—Room 130

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):

Clerk of the Board calls the meeting to order at _____
Pledge of Allegiance

1.0 ELECTION OF OFFICERS/ OATH OF OFFICE

1.1 Clerk of the Board calls for nominations for President

Nomination: Motion made by: Seconded by:
Vote: Aye Nay Accepted / Rejected

1.2 Clerk of the Board calls for nominations for Vice President

Nomination: Motion made by: Seconded by:
Vote: Aye Nay Accepted / Rejected

1.3 Clerk of the Board administers the Oath of Office to:

- President
- Vice President
- Superintendent

2.0 PUBLIC COMMENT/ PRESENTATION

- 2.1 Additions or deletions to the agenda
- 2.2 Capital project update- Clark Patterson Lee

3.0 FINANCIAL

- 3.1 Treasurer's report
- 3.2 Budget Status and Revenue Status Reports
- 3.3 May warrants

- 3.4 Internal Claims audit report
- 3.5 Historical Budget Vote Analysis

4.0 LEADERSHIP REPORTS

- 4.1 Mr. Michael Roche, 5-12 Principal
 - Student Handbook
 - Code of Conduct
 - Class Advisor Handbook
 - June 2018 Regents Results
- 4.2 Mrs. Jessica Hess, PK-4 Principal/ Director of Pupil Services
 - Annual Special Education Report
 - End of year reading data
- 4.3 Dr. Wendy Butler, Superintendent
 - King St. property update
 - Summer PD attendance

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

- a. Approve the minutes from the June 12, 2018 meeting.
- b. Approve the Treasurer’s report dated May 2018.
- c. Approve the Student Handbook for the 2018-19 school year
- d. Approve the Code of Conduct for the 2018-19 school year
- e. Approve the Class Advisor Handbook for the 18-19 school year
- f. Approve the Annual Special Education Report for the 2017-18 school year
- g. Upon the recommendation of the Superintendent, approve the CSE/ CPSE/ 504 committee recommendations as presented.

6.0 BCS POLICY REVIEW

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

7.0 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
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 Plans.....	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

7.2 Annual Appointments

Motion by _____, seconded by _____, to adopt the following Consent Agenda for Annual Appointments for the 2018-19 school year, as recommended by the superintendent:

Vote: _____ Aye _____ Nay _____ Accepted / Rejected

<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
School Auditors	RA Mercer	
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	Contractual

	Michael Roche	
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	

7.3 Annual BOE Committee Appointments

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

Vote: _____ Aye _____ Nay Accepted / Rejected

Committee	BOE Committee Representative(s)
Building and Grounds Committee	<i>Chris Enders & Patricia Krotz</i>
Audit Committee	<i>Randa Harrington & Cecy Curcio</i>

Policy Review Committee	<i>Cecy Curcio</i>
Negotiations	
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>
Legislative liaison to the NYS School Boards association	

7.4 Annual Financial Designations

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

Vote: _____ Aye _____ Nay _____ Accepted / Rejected

- Designated Banks
- Five Star Bank (Depository)
 - Community Bank NA (Depository)
 - Steuben Trust (As the need arises)

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
Grants
Revenue Anticipation Notes

- authorize the Superintendent to approve all conferences and workshops
- authorize the school District to apply for all federal and state grants
- 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

7.5 Annual Newspaper Designation

Motion by _____, seconded by _____, 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.

Vote: _____ Aye _____ Nay Accepted / Rejected

7.6 BOE Regular Board Meetings

Motion by _____, seconded by _____, 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.

Vote: _____ Aye _____ Nay Accepted / Rejected

7.7 District Policies

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

Vote: _____ Aye _____ Nay Accepted / Rejected

7.8 Conflict of Interests

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

Vote: _____ Aye _____ Nay Accepted / Rejected

7.9 Special Education

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

Vote: _____ Aye _____ Nay Accepted / Rejected

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

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

7.10 Special Education Service Providers

Motion by _____, seconded by _____, 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:

Vote: _____ Aye _____ Nay Accepted / Rejected

7.11 Professional Conferences

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

Vote: _____ Aye _____ Nay Accepted / Rejected

7.12 Superintendent Professional Development

Motion by _____, seconded by _____, 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.

Vote: _____ Aye _____ Nay Accepted / Rejected

7.13 School Board Professional Development

Motion by _____, seconded by _____, 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.

Vote: _____ Aye _____ Nay Accepted / Rejected

7.14 Combined Athletic Teams

Motion by _____, seconded by _____, 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)

Vote: _____ Aye _____ Nay Accepted / Rejected

7.15 Out of District Student Request

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

Vote: _____ Aye _____ Nay Accepted / Rejected

7.16 Surplus items

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

Vote: _____ Aye _____ Nay Accepted / Rejected

- Items to declare surplus:
- Bus #70
 - 2009 Bluebird Vision
 - Mileage: 95,373
 - VIN Number 1BAKFCPA49F262261

8.0 PERSONNEL

8.1 Resignations

Motion by _____, seconded by _____, to approve the following resignations, as recommended by the Superintendent.

- a. To accept Doug Walsh’s resignation as the Girls’ Varsity Basketball Coach.
- b. To accept Kim Walsh’s resignation as the Girls’ Varsity Basketball Scorekeeper.
- c. To accept Sandy Miller’s resignation as the Boys’ Modified Soccer Scorekeeper.
- d. To accept Sandy Miller’s resignation as the Boys’ Modified Baseball Scorekeeper.
- e. To accept Alan Sweet’s resignation as the Auto Mechanic Helper and Bus Driver effective June 12, 2018.
- f. To accept Maria Rhone’s resignation as the MS/HS Art teacher effective August 26, 2018.
- g. To accept Patty Gughiocello’s resignation as a school bus monitor effective June 30, 2018.

8.2 Appointments

Motion by _____, seconded by _____, to approve the following appointments, as recommended by the Superintendent.

Vote: _____ Aye _____ Nay Accepted / Rejected

- a. To appoint Patty Gughiocello 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.
- b. To appoint Jordin 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.
- c. 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

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

Position	Recommended Person
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

- e. To approve the following chaperones for Fall athletic events:
- Amy Smith
 - Josh Hazelton
 - Shelly Calanni
 - Lisa Denning
 - John Struckmann
- f. To approve assigning up to 20 minutes extra per day for monitoring for teacher aides, as needed.
- g. 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 2018-19 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