

**BELFAST CENTRAL SCHOOL
BOARD OF EDUCATION MINUTES
July 9, 2019**

School Board Members Present:

Josie Preston, President, Randa Harrington, Vice President, Becky Backer, Cecy Curcio, Dan Borden, Patricia Krotz (arrived 6:10pm)

Members Absent: Chris Enders

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

Others: Ryne Wight, Leonard Preston

At 5:31 p.m. the meeting came to order and the Pledge of Allegiance was recited.

Election of Officers Clerk of the Board called for nominations for President. A motion by Randa Harrington, seconded by Cecy Curcio 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 Cecy Curcio nominating Randa Harrington School Board Vice president was approved.
President Preston and Vice President Harrington both signed the Oath Book.

Public Comment Ryne Wight of Clark Patterson Lee, updated the Board about timelines, materials purchase, and building access for the 2018 Building Project.

Financial Robert Lingenfelter presented the monthly reports: Treasurer's report, Budget Status and Revenue Status reports, May warrants, and Internal Claims audit report. Mr. Lingenfelter also provided the Board with the June Budget Status /Fund balance. He spoke with the Board about the CEP Grant, and provided data for the grant.

Leadership Reports Mike Roche spoke about the Class Advisor Handbook, the new Code of Conduct, and the June 2019 Regents results. He gave the Board 2020 Prom information put together by Bonnie Barber.

Jessica Hess told the Board she would be sending them the complete Annual Special Education report in the next day or two. Mrs. Hess talked with the Board about the end of the year reading data.

Wendy Butler explained to the Board her plans for preparing for construction, and the necessity to begin moving now to be out of the way as soon as construction can begin. She spoke about the Farm to School Program and the previously discussed BOE planning meeting.

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

Approved the minutes from the June 11, 2019 meeting.
Approved the Treasurer's report dated May 2019.
Approved the Class Advisor Handbook for the 19-20 school year.
Approved the Annual Special Education Report for the 2018-19 school year.

Upon the recommendation of the Superintendent, approve the CSE/ CPSE/ 504 committee recommendations as presented.

Annual Appointments

Motion by Randa Harrington, seconded by Dan Borden, to adopt the following Consent Agenda for Annual Appointments for the 2019-20 school year, as recommended by the superintendent:

<i>Appointed Position</i>	<i>Person/ People</i>	<i>Compensation (if applicable)</i>
School Physician/ Medical Director	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
Data Protection Officer	Wendy Butler	Contractual
District Treasurer	Kayloni Dziedzic	Contractual
Deputy Treasurer	Wendy Butler	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	BWB	\$10,250
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	Contractual
Authorized Electronic Check Signatures	Wendy Butler Robert Lingenfelter	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 Claims Auditor	Carolyn Burr	\$3,000
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	Nick Miller	\$1,361.44
Substitute Caller	Gina Larrabee	\$2,318.04
Chief Information Officer	Wendy Butler	Contractual
Working Paper Designee	Teresa Heaney	Contractual
Clerk Pro Tem (in the absence of the District Clerk)	Wendy Butler	Contractual
Election Inspectors/ Workers for 19-20 district voting and the annual meeting	Patricia Oliver Betty Weaver Lana Chamberlain Becky Stanton Danielle Cassady Dorothy Lendell Becky Stanton Mary Lily Kathryn Garrison	

**Annual BOE
Committee
Appointments**

Motion by Dan Borden, seconded by Patricia Krotz, to appoint the following Board of Education Committee members for the 2019-20 school year, as recommended by the superintendent:

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

**Annual Financial
Designations**

Motion by Cecy Curcio, seconded by Randa Harrington, to adopt the following Consent Agenda for Financial Operations for the 2019-20 school year, as recommended by the superintendent:

- 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
 - 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 as the official school newspapers for the 2019-20 school year, as recommended by the superintendent.

BOE Regular Board Meetings

Motion by Cecy Curcio, seconded by Dan Borden, to approve the regular board meeting day(s) and time(s) for the 2019-2020 school year as the second Tuesday of the month at 5:30 p.m. except for the months of April and May. The April meeting will be the third Tuesday in April (to allow for the BOCES budget vote and election) at 5:30 p.m. In May, the BOE will meet on the second Tuesday of the month at 5:30 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 Becky Backer, seconded by Patricia Krotz, to approve re-adoption of all present policies for the 2019-20 school year, as recommended by the superintendent.

Conflict of Interests

Motion by Cecy Curcio seconded by Patricia Krotz, to declare conflicts of interest as per the code of ethics policy for the 2019-20 school year, as recommended by the superintendent.

Special Education

Motion by Becky Backer, seconded by Patricia Krotz, to approve CSE/CPSE committee members as follows for the 2019-20 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"> • 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 • 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

**Special Education
Service Providers**

Motion by Patricia Krotz, seconded by Becky Backer, to authorize the Superintendent to enter into contracts with service providers to obtain special education services per individual student IEPs for the 2019-20 school year, as recommended by the superintendent.

Professional Conferences	Motion by Randa Harrington, seconded by Dan Borden, to authorize the Superintendent to approve all conferences and workshops for District personnel for the 2019-20 school year, as recommended by the superintendent.
Superintendent Professional Development	Motion by Randa Harrington, seconded by Patricia Krotz, 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 2019-20 school year.
School Board Professional Development	Motion by Randa Harrington, seconded by Patricia Krotz, 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 2019-20 school year, as recommended by the superintendent.
Combined Athletic Teams	<p>Motion by Becky Backer, seconded by Randa Harrington, to approve the identified merged athletic teams for the 2019-20 school year, as recommended by the superintendent.</p> <ul style="list-style-type: none"> • Belfast and GV- Girls' Varsity and JV Volleyball (GV to host) • Belfast and GV- Track and Field (GV to host)
Designation of Regular Bus Runs	<p>Motion by Cecy Curcio, seconded by Patricia Krotz, to designate regular and extra bus runs for the 19-20 school year as recommended by the superintendent.</p> <ul style="list-style-type: none"> • Regular bus runs: <ul style="list-style-type: none"> ○ Bus #20 route currently driven by Ted Gordon ○ Bus #74 route currently driven by Rob Judd ○ Bus #79 route currently driven by Joel Evens ○ Bus #21 route currently driven by Dixie Middaugh ○ Bus #80 route currently driven by **New Driver ○ Bus #75 route currently driven by Kathleen Malota (SP/ED GVCS + Wellsville + Houghton Academy) • Extra bus runs: <ul style="list-style-type: none"> ○ Amish White Creek ○ Amish Peavey Rd. ○ SP/ED Elm street ○ BOCES AM ○ BOCES mid-day ○ BOCES PM ○ Mid-day Pre-K ○ Late bus ○ Athletic trips ○ Field trips
Out of District Students	<p>Motion by Randa Harrington, seconded by Cecy Curcio, to approve the out-of-district application for the 2019-20 school year, as recommended by the superintendent.</p> <ul style="list-style-type: none"> • Alex McLaughlin • Kristopher Cook • Lena Zerkowski • William Manning • Carley Manning

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 declare surplus and discard:	Name	barcode
	Canon Power shoot camera	CA051DC065
		CA051DC067
	Sony Cyber shot Camera	CA051DC054
	CA051DC056	CA051DC057
	CA051DC058	CA051DC070
	CA051DC069	CA051DC068
	CA051DC053	CA051DC055
	35 MM SLR Camera	CA051DC061
		CA051DC052
	JVC DVD/VCR player	CA051DVVC4
	Toshiba DVD/VCR player	CA051DVVC15
	Zenith DVD player	CA051DVD13
	Toshiba DVD /VCRplayer	CA051DVVC15
	Panasonic DVDVCR player	CA051DVVC2
	Phillips DVD/VCR player	CA051DVVC5
		CA051DVVC21
	Screen	CA051SCR01
	Sharp VCR	CA051VC032
		CA051VC035
	Sharp Television	CA051TV029
		CA051TV036
	Toshiba Television	CA051TV039
	Apollo Overhead	CA051OP045
	3M Overhead	CA051OP036
	Laptops Apple	CA051LT203
	CA051MC408	CA051LT205
	CA051MC406	CA051LT201
	CA051MC405	CA051LT802
	CA051MC411	CA051LT209
	CA051MC402	CA051LT803
	CA051MC404	CA051LT210
	CA051LT204	CA051LT801
	CA051MC215	CA051LT208
	CA051MC403	CA051LT804
	CA051MC401	CA051LT805
	CA051MC213	CA051LT206
	CA051MC412	CA051LT806
	CA051MC214	CA051LT807
	CA051LT810	CA051LT809
		CA051LT808
	Smart Board clickers	CA051SBB02
		CA051SMC01
	VCR JVC	CA051VC023

JVC	CA051VC008
Panasonic	CA051VC033
Television JVC	CA051TV026
Philips	CA051TV046

**2018 Capital Project
Cost Estimating
Service Bid Approval**

Motion by Randa Harrington, seconded by Becky Backer, to approve the bid submitted by Trophy Point Construction Services and Consulting to complete an independent cost estimate of the 2018 Capital Project, as recommended by the Superintendent.

PERSONNEL

Motion by Randa Harrington, seconded by Becky Backer, to approve the following appointments, as recommended by the Superintendent.

Appointments

Appointed Tammy Dahill to the position of teacher aide for a probationary period of one year. The probationary period will commence on August 27, 2019 and ends on August 26, 2020. 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.

Appointed Sara Noniewicz to the position of teacher aide for a probationary period of one year. The probationary period will commence on August 27, 2019 and ends on August 26, 2020. 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.

Appointed Jacqueline Elliott-White to the position of teacher aide for a probationary period of one year. The probationary period will commence on August 27, 2019 and ends on August 26, 2020. 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.

Appointed Kristina Gould to the position of teacher aide for a probationary period of one year. The probationary period will commence on August 27, 2019 and ends on August 26, 2020. 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.

Appointed Robert Lingenfelter to the Civil Service position of Business Manager effective July 1, 2019. His salary and benefits will remain as outlined in his current employment agreement.

Appointed the following BCS people to the identified coaching positions for the 2019-20 school year:

Position	Recommended Person
Boys' Modified Soccer Timer	Sandy Miller
Modified Baseball Coach	Alex Minnick
Varsity Softball Scoreboard Keeper	Dan Geyer
Modified Softball Scorekeeper	Michelle Calanni
Girls' JV Basketball Coach	Sandy Miller
Girls' Modified Basketball Coach	Liz Hamer

Approved the following chaperones for Fall athletic events:

- Lisa Denning
- Alex Minnick
- JD Struckmann
- Brandi Mahon
- Kim Ralyea
-

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

Appointed Jessica Weaver who holds an Initial NYS Certificate permitting her to work under the direct supervision of a teacher as a teacher assistant, to the position of Teacher Assistant in the teacher assistant tenure area for a probationary period of four years, to commence August 26, 2019 and to end August 26, 2023. Eligibility for tenure at the end of the probationary period is dependent on Mrs. Weaver 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 ½ step B, as outlined in the Belfast Teachers' Collective Bargaining Agreement.

**EXECUTIVE
SESSION**

Motion by Randa Harrington, seconded by Dan Borden, to move into executive session at 6:43pm to discuss personnel or legal matters for purposes specified in the open meeting law.

Motion by Patricia Krotz, seconded by Becky Backer, to move out of executive session at 6:54pm to discuss personnel or legal matters for purposes specified in the open meeting law.

ADJOURNMENT

Motion by Patricia Krotz, seconded by Becky Backer, to adjourn the meeting at 6:55pm.