

BELFAST CENTRAL SCHOOL
BOARD OF EDUCATION AGENDA
REORGANIZATION MEETING

July 9, 2019

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

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 June Budget Status/ Fund Balance
3.6 CEP Grant

4.0 LEADERSHIP REPORTS

- 4.1 Mr. Michael Roche, 5-12 Principal
 - Class Advisor Handbook
 - New Code of Conduct
 - June 2019 Regents Results
 - 2020 Prom Information
- 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
 - Preparing for construction
 - Farm to School program
 - BOE Planning meeting

5.0 CONSENT AGENDA

5.0 **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 June 11, 2019 meeting.
2. Approve the Treasurer’s report dated May 2019.
3. Approve the Class Advisor Handbook for the 19-20 school year
4. Approve the Annual Special Education Report for the 2018-19 school year
5. Upon the recommendation of the Superintendent, approve the CSE/ CPSE/ 504 committee recommendations as presented.

6.0 BOARD ACTIONS

6.1 Annual Appointments

Motion by _____, seconded by _____, to adopt the following Consent Agenda for Annual Appointments for the 2019-20 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/ 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	

6.2 Annual BOE Committee Appointments

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

Vote: _____ Aye _____ Nay Accepted / Rejected

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>

6.3 Annual Financial Designations

Motion by _____, seconded by _____, to adopt the following Consent Agenda for Financial Operations for the 2019-20 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 Business Official 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

6.4 Annual Newspaper Designation

Motion by _____, seconded by _____, to designate the Olean Times Herald as the official school newspapers for the 2019-20 school year, as recommended by the superintendent.

Vote: _____ Aye _____ Nay Accepted / Rejected

6.5 BOE Regular Board Meetings

Motion by _____, seconded by _____, 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.

Vote: _____ Aye _____ Nay Accepted / Rejected

6.6 District Policies

Motion by _____, seconded by _____, to approve re-adoption of all present policies for the 2019-20 school year, as recommended by the superintendent.

Vote: _____ Aye _____ Nay Accepted / Rejected

6.7 Conflict of Interests

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

Vote: _____ Aye _____ Nay Accepted / Rejected

6.8 Special Education

Motion by _____, seconded by _____, to approve CSE/CPSE committee members as follows for the 2019-20 school year, as recommended by the superintendent:

Vote: _____ Aye _____ Nay Accepted / Rejected

Committee on Special Education	Chairperson: Jessica Hess	Members
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	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

6.9 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 2019-20 school year, as recommended by the superintendent:

Vote: _____ Aye _____ Nay Accepted / Rejected

6.10 Professional Conferences

Motion by _____, seconded by _____, to authorize the Superintendent to approve all conferences and workshops for District personnel for the 2019-20 school year, as recommended by the superintendent.

Vote: _____ Aye _____ Nay Accepted / Rejected

6.11 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 2019-20 school year.

Vote: _____ Aye _____ Nay Accepted / Rejected

6.12 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 2019-20 school year, as recommended by the superintendent.

Vote: _____ Aye _____ Nay Accepted / Rejected

6.13 Combined Athletic Teams

Motion by _____, seconded by _____, to approve the identified merged athletic teams for the 2019-20 school year, as recommended by the superintendent.

- Belfast and GV- Girls' Varsity and JV Volleyball (GV to host)
- Belfast and GV- Track and Field (GV to host)

Vote: _____ Aye _____ Nay Accepted / Rejected

6.14 Designation of Regular Bus Runs

Motion by _____, seconded by _____, to designate regular and extra bus runs for the 19-20 school year as recommended by the superintendent.

- Regular bus runs:
 - 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:
 - 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

6.15 Out of District Students

Motion by _____, seconded by _____, to approve the out-of-district application for the 2019-20 school year, as recommended by the superintendent.

- Alex McLaughlin
- Kristopher Cook
- Lena Zerkowski
- William Manning
- Carley Manning
- Micaylah Mages

Vote: _____ Aye _____ Nay Accepted / Rejected

6.16 Surplus items

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

Items to declare surplus and discard:	Vote: _____ Aye _____ Nay		Accepted / Rejected barcode
	Name		
	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

6.17 2018 Capital Project Cost Estimating Service Bid Approval

Motion by _____, seconded by _____, 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.

Vote: _____ Aye _____ Nay Accepted / Rejected

**7.0
PERSONNEL**

7.1 Appointments

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

Vote: _____ Aye _____ Nay Accepted / Rejected

- 1 To appoint 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.
- 2 To appoint 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.
- 3 To appoint 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.
- 4 To appoint 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.
- 5 To appoint 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.
- 6 To appoint 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

- 7 To approve the following chaperones for Fall athletic events:
 - Lisa Denning
 - Alex Minnick
 - JD Struckmann
 - Brandi Mahon
 - Kim Ralyea
- 8 To approve assigning up to 20 minutes extra per day for monitoring for teacher aides, as needed.
9. To appoint 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.

8.0 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

9.0 ADJOURNMENT

Motion by _____, seconded by _____, to adjourn the meeting at _____.

Vote: _____ Aye _____ Nay Accepted / Rejected