

**BELFAST CENTRAL SCHOOL BOARD OF EDUCATION OFFICIAL MINUTES**

Date: July 14, 2015

Kind of Meeting: Reorganizational

Where Held: Auditorium

Presiding Officer: Richard Hull

Time: 6:30 p.m.

MEMBERS PRESENT: Chris Enders, Randa Harrington, Richard Hull, Jr., Patricia Krotz, Janine Preston, Josie Preston

MEMBERS ABSENT Cecy Curcio

OTHERS PRESENT: Judy May, Superintendent, Michael Roche, Principal, Robert Lingenfelter, District Treasurer, Eileen Ostrander, District Clerk; Danielle Bainbridge, Teacher Candidate (left at 7:08 p.m.); Dylan Carpenter, Student, Bonnie Leigh, Carrie & Nancy Carpenter, & ARC Representative (arrived at 7:07, left at 7:35 p.m.)

At 6:31 p.m., the Clerk of the Board called the meeting to order. The Pledge of Allegiance was recited.

Danielle Bainbridge, candidate for a part-time special education/elementary education position, was introduced to Board members.

The Clerk of the Board called for nominations for President of the Board of Education. Janine Preston nominated Richard Hull, Jr. Patricia Krotz seconded the nomination. There were no other nominations, thereby, the Clerk of the Board declared nominations be closed and cast a unanimous ballot for Richard Hull, Jr. for Board of Education President. Carried 6-0 The Clerk of the Board administered the Oath of Office to President Hull.

President Hull called for nominations for Vice President of the Board of Education. Chris Enders nominated Randa Harrington, Janine Preston seconded the nomination. There were no other nominations thereby Janine Preston motioned, seconded by Patricia Krotz to close nominations and the Clerk cast a unanimous ballot for Randa Harrington for Board of Education Vice President. Carried 6-0 The Clerk of the Board administered the Oath of Office to Randa Harrington.

**Randa Harrington made the motion, seconded by Janine Preston, that the Board of Education of the Belfast Central School, upon the recommendation of the Superintendent, approve the minutes of the June 9, 2015 regular meeting as presented. Carried 6-0**

**Motion by Chris Enders, seconded by Josie Preston, that the Board of Education of the Belfast Central School approve the following financial agenda items as presented:**

To act upon the recommendation of the Superintendent to accept the treasurer's report for the month of May as presented with the addition of a SIEBA report

To act upon the recommendation of the Superintendent to authorize an increase in breakfast prices by 10 cents for adults and children

Motions were unanimously carried.

The Board received budget status and revenue status reports for May.

May warrant reports and the internal claims auditor's report to the Board for May Warrants were reviewed.

Mr. Lingenfelter presented the annual reserve fund summary. He mentioned how we are not making a transfer from the debt service for the 2014-15 school year due to the uncertainty of the additional phases of the capital project.

Principal Roche presented the attendance percentage for the last year as 97%.

Mr. Roche presented regents results and the discipline report for the past month.

**Motion by Randa Harrington, seconded by Josie Preston, that the Board of Education of the Belfast Central School approve the following for the 2015-16 school year:**

To act upon the recommendation of the Superintendent to approve the student handbook as presented

To act upon the recommendation of the Superintendent to approve the code of conduct as presented

Motions were unanimously carried.

Superintendent May presented the NYS DOT Bus Inspection System Operator Profile with a passing rate of 96.6%.

Mrs. May provided an update on the capital project. Roof repair continues as the weather permits. She explained Dugan and Dugan are working out front; Anderson Shortell will start tomorrow under the elementary. The sale of the bond anticipation note is set for July 28 for the cost of the project. The building condition survey is complete but not final. Mrs. May stated custodians have been working on cleaning the building and rearranging classrooms. She also explained the elementary classroom layout and that the music room will be moved where the fitness room was and that the fitness room will be moved to the old Headstart classroom for continuity. An upcoming back to school night is being planned - a picnic possibly. She is reviewing a computer science curriculum at a cost of approximately \$2,500. The Board was informed that Anne Cater, Mr. Roche and Mrs. May had met to review data and APPR. Another plan, Blue Memo, is being initiated for APPR data. Mrs. May stated that we may be able to fill out a hardship form to keep the old plan. She said administrative duties are being reviewed and meetings will be held so all are on the same page. Mrs. Flanagan-Watson has been working on civil rights data and a generic safety plan.

At 7:08 p.m., Randa Harrington made the motion, seconded by Patricia Krotz, that the Board of Education of the Belfast Central School enter executive session to discuss a student issue. Carried 6-0 (Board Members, Mrs. May, Dylan Carpenter, Bonnie Leigh, Carrie & Nancy Carpenter, & ARC Representative adjourned to the prekindergarten classroom.)

At 7:55 p.m., Randa Harrington motioned, seconded by Patricia Krotz, to come out of executive session and resume in open session in the auditorium. Carried 6-0

Bainbridge

President

Vice President

Minutes

Treasurer's Report

Breakfast prices increased

Status Reports, Warrants

Reserve Fund

Attendance

Regents & Discipline

Student Handbook

Code of Conduct

DOT Profile

Repairs/Renovations Building Project

**Motion by Randa Harrington, seconded by Patricia Krotz, that the Board of Education of the Belfast Central School approve annual appointments for the 2015-16 school year as follows:**

To act upon the recommendation of the Superintendent to approve the following annual appointments:

|   |   |                    |
|---|---|--------------------|
| School Physician  | Dr. Zahi Kassas                               | up to \$4,000      |
| Board Clerk   | Eileen Ostrander                              | 3,113              |
| Tax Collector   | Robin Owens                                   | 2,196              |
| Auditor Extra Curricular  | Kelly Dunham                                  | Contractual        |
| Chief Faculty Counselor   | K-12 Principal                                | Contractual        |
| District Treasurer  | Robert Lingenfelter                           | Contractual        |
| Deputy Treasurer  | Superintendent                                | Contractual        |
|   | D. Weatherell/C. Spring                       |                    |
| Treasurer Extra Curricular  | C. Spring                                     | Contractual        |
| Federal Lunch Supervisor  | District Treasurer                            | Contractual        |
| Investment Funds Designee   | District Treasurer                            | Contractual        |
| Adopter Free & Fed. Lunch   | District Treasurer                            | Contractual        |
| Federal Funds Comptroller   | District Treasurer                            | Contractual        |
| School Attorney   | Hodgson/Russ                                  | Fee based on usage |
| School Auditors   | R.A. Mercer & Co.                             | \$9,810            |
| Access Public Records Officer   | District Clerk                                | Contractual        |
| Petty Cash Accountant   | District Clerk                                | Contractual        |
| Purchasing Agent  | Superintendent & Treasurer                    | Contractual        |
| Payroll Certification Officer   | Superintendent & K-12 Principal               | Contractual        |
| Budget Transfers Officer  | Superintendent                                | Contractual        |
| Asbestos Designee   | Head Custodian                                | Contractual        |
| Authorization to Sign Checks  | Superintendent, Treasurer & Deputy Treasurer  | Contractual        |
| Authorized Electronic Check Signatures  | Superintendent & Treasurer & Deputy Treasurer | Contractual        |
| Anti-harassment Officer   | Guidance Counselor                            | Contractual        |
| Dignity Act Coordinator   | Guidance Counselor & CSE Chairperson          | Contractual        |
| Hearing Officer   | Pamela Kirkwood/<br>Dina Allen                | Contractual        |
| Liaison for Homeless Children   | Guidance Counselor                            | Contractual        |
| Internal Claims Auditor   | Fran Steffin                                  | Contractual        |
| Attendance Officer  | K-12 Principal                                | Contractual        |
| Title IX/504/ADA Compliance Officer   | CSE Chairperson                               | Contractual        |
| Chief Fiscal Officer  | Superintendent                                | Contractual        |
| Chemical Hygiene Officer  | Carrie Flanagan-Watson                        | Contractual        |
| Pesticide Officer   | Head Custodian                                | Contractual        |
| Designated educational official to receive court notification regarding a student's sentence/ adjudication in criminal cases and juvenile delinquency proceedings | Principal                                     | Contractual        |
| Reviewing official for participation in the federal child nutrition program   | Cafeteria Manager                             | Contractual        |
| Verification official for participation in the federal child nutrition program  | District Treasurer                            | Contractual        |
| Hearing official for participation in the federal child nutrition program   | Superintendent                                | Contractual        |
| 19A Certifier   | James Schneider                               | \$1,290            |
| Substitute Caller   | Tara Judd                                     | \$2,196            |
| CIO Data Entry Clerk  | Kathleen Eddy                                 | \$1,781            |
| Working Paper Designee  | Superintendent/District Clerk                 | Contractual        |

Annual Appointments

To act upon the recommendation of the Superintendent to appoint Mrs. May as Clerk Pro Tem in absence of the district clerk

May Clerk Pro Tem

To act upon the recommendation of the Superintendent to approve Election inspectors for school district voting and annual meeting as follows: Monica Arnold, Leah Babbitt, Annette Curcio, Ron Mix, Dorothy Lendell, Jacque Morton, Patricia Oliver, Tranquil Timpone, Becky Tucker, Betty Weaver, Margo Jennings, William Heaney, Lana Chamberlain, Ruth Doell, and Rita Crouch

Election Workers

Motions were unanimously carried.

**Motion by Chris Enders, seconded by Randa Harrington, that the Board of Education of the Belfast Central School approve annual Board committee appointments as follows for the 2015-16 school year:**

To act upon the recommendation of the Superintendent to approve Chris Enders to the building and grounds committee

Bld & Grds Committee

To act upon the recommendation of the Superintendent to approve Patricia Krotz and Randa Harrington to the audit committee

Audit Committee

To act upon the recommendation of the Superintendent to approve Janine Preston, Josie Preston, and Cecy Curcio to the policy review committee

Policy Review Committee

To act upon the recommendation of the Superintendent to approve Richard Hull as delegate and Josie Preston as alternate to the Allegany & Cattaraugus Association of School Boards

Delegate ACASB

No recommendation was made for a voting delegate and alternate to the NYS School Boards Convention as no one is scheduled to attend this year

To act upon the recommendation of the Superintendent to approve Cecy Curcio as legislative liaison to the NYS School Boards Association

Curcio Legislative Liaison

Motions were unanimously carried.

**Motion by Chris Enders, seconded by Janine Preston, that the Board of Education of the Belfast Central School approve annual financial items as follows for the 2015-16 school year:**

To act upon the recommendation of the Superintendent to approve Accompanist hours in the amount of 160 hours at \$15 per hour

Accompanist Hours

To act upon the recommendation of the Superintendent to approve assigning up to 20 minutes extra per day for monitoring as needed for teacher aides

Aides Extra Time

To act upon the recommendation of the Superintendent to approve re-establishing the tuition rate for out-of-district students as \$1,000 per student per year

Tuition Rate

To act upon the recommendation of the Superintendent to designate Five Star Bank and Community Bank NA as the depository banks, to use Steuben Trust as the need arises

Banks

To act upon the recommendation of the Superintendent to designate bank accounts as follows:

| Account Name             | 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   |
| Employee 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   |

Bank Accounts

To act upon the recommendation of the Superintendent to authorize acceptance of scanned check images to be considered the equivalent of original cancelled checks for purposes of record keeping and auditing requirements.

Checks

To act upon the recommendation of the Superintendent to approve exceptional payments between warrants for the following types of payments: utilities, postage/freight (UPS, etc.), and fingerprinting

Payments between Warrants

To act upon the recommendation of the Superintendent to 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 for the 2015-16 fiscal year

Allegany Health Plan

To act upon the recommendation of the Superintendent to approve the petty cash fund in the amount of \$100 and extra-curricular petty cash fund in the amount of \$100

Petty Cash

To act upon the recommendation of the Superintendent to approve the mileage rate for the 2015-2016 school year to be as established by the IRS

Mileage

Motions were unanimously carried.

**Motion by Randa Harrington, seconded by Patricia Krotz, that the Board of Education of the Belfast Central School approve the following for the 2015-16 school year:**

To act upon the recommendation of the Superintendent to authorize the Superintendent to approve all conferences and workshops

Conferences

To act upon the recommendation of the Superintendent to authorize for the school district to apply for all federal and state grants

Grants

To act upon the recommendation of the Superintendent to approve a resolution delegating 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

Revenue Anticipation Notes

To act upon the recommendation of the Superintendent to approve The Olean Times Herald and the Wellsville Daily Reporter as the official school newspapers

Papers

To act upon the recommendation of the Superintendent to approve the regular board meeting day(s) and time(s) for the 2015-2016 school year as the second Tuesdays of the month at 6:30 p.m. except for the months of April and May when the Board would meet two times, the second Tuesday at 6:30, and the third Tuesday in April (for the BOCES budget vote and election) at 5 p.m. and third Tuesday in May at 9:00 p.m. to accept the Belfast budget results

Board Meetings

To act upon the recommendation of the Superintendent to approve the re-adoption of all present policies

To act upon the recommendation of the Superintendent to declare conflicts of interest as per the code of ethics policy

Motions were unanimously carried.

**Motion by Janine Preston, seconded by Randa Harrington, that the Board of Education of the Belfast Central School approve CSE/CPSE agenda items as follows for the 2015-16 school year:**

To act upon the recommendation of the Superintendent to approve the Committee on Special Education as follows: Chairperson Kelly Dunham, members - Guidance Counselor Teresa Heaney, School Psychologist, School Doctor, Michelle Calanni, MaryAnne Majoros, Melanie Miller, Erin Lord, Laura Brace, General Education Teacher, and Amy Kenyon (Parent Member). Student (as appropriate), School Psychologist as CSE Chairperson substitute

CSE

To act upon the recommendation of the Superintendent to approve the Committee on Preschool Special Education as follows: Chairperson Kelly Dunham, members - Guidance Counselor Teresa Heaney, Special Education Teacher, General Education Teacher, member of evaluation team, and Amy Kenyon (Parent Member). Appropriate professional from municipality that has been charged with responsibility for the preschool child, School Psychologist as CPSE Chairperson substitute.

CPSE

To act upon the recommendation of the Superintendent to establish a sub committee for the Committee on Special Education and Committee on Preschool Special Education to include: 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 whenever a psychological evaluation is reviewed or a change to program option with more intensive staff/student ratio, Individual who can interpret the instructional implications of evaluation results, and Related Service Personnel as appropriate

CSE Sub Committee

To act upon the recommendation of the Superintendent to approve the CSE annual report to the Board

CSE Annual Report

To act upon the recommendation of the Superintendent to authorize the Superintendent to enter into contracts with service providers for applied behavior analysis

Contracts for Applied Behavior Analysis

Motions were unanimously carried.

**Motion by Janine Preston, seconded by Patricia Krotz, that the Board of Education of the Belfast Central School approve the following as presented:**

To act upon the recommendation of the Superintendent to approve results of joint bidding with the Central Business Office as follows: Robert Cummins for backflow preventer testing, Zuech's Environmental Services for cleaning out catch basins, and LaForge Disposal Service, Inc. for trash collection

Joint Bidding

To act upon the recommendation of the Superintendent to approve the Class of 2015 Graduation List as follows: Sabrina Bentley, Reilly Blocho, Ethan Broshar, Ashlyn Brown, Kayla Caiazza, Cameron Chamberlain, Tristan Collins, Joseph DaHill, Gabriella Dejac, Zachary Enders, Kodi Franklin, Megan Gent, Christina Hamer, Spencer Hull, Joseph Merriam, Mark Morrison, Maria Soria Zuna, Emily Taylor, Addisen Vergara, Jacob Weaver

Graduation List

To act upon the recommendation of the Superintendent to approve appointment of Faith Roeske as co-advisor for middle school student council for the 2015-16 school year

Middle School Co-advisor

To act upon the recommendation of the Superintendent to approve permanent appointment status for Carla Chamberlain in the position of senior typist due to completion of probationary period effective July 15, 2015

Chamberlain Permanent

To act upon the recommendation of the Superintendent to approve change from conditional appointment status due to fingerprint clearance for McKenzie Miller, girls' modified soccer coach

MOA Assistant to Principal

To act upon the recommendation of the Superintendent to approve a memorandum of agreement with the Belfast Teachers' Association pertaining to the assistant to the principal position

Flanagan-Watson Assistant to Principal

To act upon the recommendation of the Superintendent to approve appointment of Carrie Flanagan-Watson as assistant to the principal for the 2015-16 school year

To act upon the recommendation of the Superintendent to approve the appointment of Danielle Bainbridge, who is initially certifiable in the students with disabilities certification area, to the non-probationary position of part-time special education/elementary teacher beginning July 15, 2015 and ending June 24, 2016. Salary for the school year 2015-16 will be based upon 67% of Step A, Bachelor's Degree, of the teachers' negotiated agreement

Bainbridge Part-time Teacher

To act upon the recommendation of the Superintendent to declare 44 enVision Math grade 5 textbooks as surplus - ISBN-13 978-0-328-32922-9 to be sold or discarded.

Math Books Surplus

Motions were unanimously carried.

**Motion by Randa Harrington, seconded by Patricia Krotz, that the Board of Education of the Belfast Central School approve the following as presented:**

To act upon the recommendation of the Superintendent to approve a resolution allowing students to participate in the Athletic Placement Process as follows:

Athletic Placement Process

WHEREAS, Section 13S.4(c) (7) (ii) (a) (4) of the Regulations of the Commissioner of Education provides for a board of education to permit pupils in grades no lower than seventh grade to compete on interscholastic athletic teams organized for senior high school pupils, or senior high school pupils to compete on interscholastic athletic teams organized for pupils in the seventh and eighth grades; and

WHEREAS, these pupils are to be allowed to compete at levels that are appropriate to their physical maturity, physical fitness, and sport skills in relationship to other pupils in accordance with the standards established by the Commissioner of Education; and

WHEREAS, the State Education Department issues the competition standards for these pupils to compete under a program called the Athletic Placement Process;

THEREFORE BE IT RESOLVED that the Belfast Central School Board of Education shall permit pupils to compete after successfully completing the Athletic Placement Process for the requested sport and level.

To act upon the recommendation of the Superintendent to approve athletic handbook changes as presented

Athletic Handbook

To act upon the recommendation of the Superintendent to approve revisions to Board policy 7420 Sports and the Athletic Program as presented

Policy 7420 Sports & the Athletic Program

To act upon the recommendation of the Superintendent to approve the following resolution in regards to an energy performance contract with Siemens Industry, Inc., Building Technologies Division:

RESOLVED, upon the recommendation of the Superintendent, that the Board of Education of the Belfast Central School District hereby approves a Performance Contracting Agreement between the District and Siemens Industry, Inc., Building Technologies Division, for purposes of achieving energy economies and efficiencies pursuant to the New York Energy Law, subject to approval as to form by the District's legal counsel

Siemens Energy Performance Contract

At 8:20 p.m., Patricia Krotz made the motion, seconded by Randa Harrington, to adjourn the meeting. Carried 6-0