

BELFAST CENTRAL SCHOOL BOARD OF EDUCATION OFFICIAL MINUTES

Date: July 12, 2016

Kind of Meeting: Reorganizational

Where Held: Auditorium

Presiding Officer: Richard Hull

Time: 6:30 p.m.

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

MEMBERS ABSENT: None

OTHERS PRESENT: Judy May, Superintendent, Michael Roche, Principal, Robert Lingenfelter, District Treasurer, Eileen Ostrander, District Clerk, Gina Larrabee, Secretary to the Superintendent Candidate

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

Gina Larrabee, candidate for secretary to the superintendent position, was introduced to Board members.

The Clerk of the Board called for nominations for President of the Board of Education. Randa Harrington nominated Richard Hull, Jr. Janine Preston 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 7-0 The Clerk of the Board administered the Oath of Office to President Hull.

President

President Hull called for nominations for Vice President of the Board of Education. Janine Preston nominated Randa Harrington, Patricia Krotz seconded the nomination. There were no other nominations thereby Patricia Krotz motioned, seconded by Cecy Curcio to close nominations and the Clerk cast a unanimous ballot for Randa Harrington for Board of Education Vice President. Carried 7-0 The Clerk of the Board administered the Oath of Office to Randa Harrington.

Vice President

Randa Harrington made the motion, seconded by Cecy Curcio, that the Board of Education of the Belfast Central School, upon the recommendation of the Superintendent, approve the minutes of the June 14, 2016 regular meeting as presented. Carried 7-0

Minutes

Motion by Janine Preston, seconded by Patricia Krotz, that the Board of Education of the Belfast Central School accept the treasurer's report for the month of May as presented. Carried 7-0

Treasurer's Report

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

Status Reports,
Warrants

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, and the Board received a summary of debt service.

Reserve Fund & Debt
Service

Principal Roche presented the attendance percentage for the last year as 94.6%. He also presented regents results and the discipline report for the past month. Driver education was briefly discussed along with summer professional development opportunities teachers are taking part in.

Attendance
Regents & Discipline
Driver Ed &
Professional
Development

Motion by Randa Harrington, seconded by Cecy Curcio, that the Board of Education of the Belfast Central School approve the following for the 2016-17 school year:

To act upon the recommendation of the Superintendent to approve the student handbook with the addition of requiring 10 hours of community service to be completed in a student's senior year

Student Handbook
Community Service
Hours for Seniors

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

Code of Conduct

Motions were unanimously carried.

Motion by Randa Harrington, seconded by Janine Preston, that the Board of Education of the Belfast Central School, upon the recommendation of the Superintendent, approve establishing the requirement that all senior students complete 10 hours of community service within their senior year. Carried 7-0

Community Service
Hours for Seniors

Superintendent May presented the NYS DOT Bus Inspection System Operator Profile with a passing rate of 100%.

DOT Profile

Mrs. May provided an update on the capital project. The column of the brick wall was removed. The contractors said the column had no specific obvious reason for the displacement. This project should be completed by August 8 and the roof work is expected to begin at that time. The pole lights on the athletic field were reset and are being re-aimed on the soccer field as a temporary fix to the problem. Mrs. May stated the upgrade to the phone system may begin soon. Also that she is meeting with Siemens and Fiscal Advisors, and that the State Education Department is backlogged so project approval is delayed. She mentioned the 5-Year Facilities Plan contains many of the items being addressed in the proposed capital project. The use of the weight room by community members was briefly discussed in that an individual with CPR is needed to monitor.

Repairs/Renovations
Building Project/5
Year Facility

Motion by Randa Harrington, seconded by Cecy Curcio, that the Board of Education of the Belfast Central School approve annual appointments for the 2016-17 school year as follows:

Annual Appointments

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

School Physician	Dr. Zahi Kassas	\$3,600
Board Clerk (pro-rated through 8/26/16)	Eileen Ostrander	3,113
(pro-rated effective 8/29/16)	Gina Larrabee	2,500
Tax Collector	Robin Owens	2,196
Auditor Extra Curricular	Anne Histed	Contractual
Chief Faculty Counselor	K-12 Principal	Contractual
District Treasurer	Robert Lingenfelter	Contractual
Deputy Treasurer	Superintendent	Contractual
	J. Jaquith/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	Eileen Ostrander/Gina Larrabee	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/ Dina Allen	Contractual
Liaison for Homeless Children	Guidance Counselor	Contractual
Internal Claims Auditors	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	Cafeteria Manager	Contractual
Hearing official for participation in the federal child nutrition program	Superintendent	Contractual
19A Bus Driver Certifier	Amy Bonning-Smith	\$1,290
Substitute Caller	Justine Tallman	\$2,196
CIO Data Entry Clerk	Kathleen Eddy	\$1,781
Working Paper Designee	Superintendent/District Clerk	Contractual

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, Rita Crouch, Robin Owens, and Eileen Ostrander Election Workers

Motions were unanimously carried.

Motion by Chris Enders, seconded by Josie Preston, that the Board of Education of the Belfast Central School approve annual Board committee appointments as follows for the 2016-17 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 ACASB

To act upon the recommendation of the Superintendent to approve Richard Hull as voting delegate to the NYS School Boards Convention for the 2016-17 school year Voting Delegate

No one was appointed as a legislative liaison to the NYS School Boards Association as it was decided the position is antiquated Legislative Liaison

Motions were unanimously carried.

Motion by Chris Enders, seconded by Patricia Krotz, that the Board of Education of the Belfast Central School approve annual financial items for the 2016-17 school year as follows:

To act upon the recommendation of the Superintendent to approve Accompanist hours in the amount not to exceed 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:

Bank Accounts

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

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 2016-17 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 2016-2017 school year to be as established by the IRS

Mileage

Motions were unanimously carried.

Motion by Janine Preston, seconded by Randa Harrington, that the Board of Education of the Belfast Central School approve the following for the 2016-17 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 2016-2017 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, and the third Tuesday in April (for the BOCES budget vote and election) at 5 p.m. and third Wednesday in May at 5 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

Policies

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

Code of Ethics

Motions were unanimously carried.

Motion by Patricia Krotz, seconded by Janine Preston, that the Board of Education of the Belfast Central School approve CSE/CPSE agenda items as follows for the 2016-17 school year:

To act upon the recommendation of the Superintendent to approve the Committee on Special Education as follows: Chairperson Anne Histed, members - Guidance Counselor Teresa Heaney, School Psychologist, School Doctor, Michelle Calanni, MaryAnne Majoros, Melanie Miller, Erin Lord, Laura Brace, General Education Teacher, and Parent Member - TBD. 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 Anne Histed, members - Guidance Counselor Teresa Heaney, Special Education Teacher, General Education Teacher, member of evaluation team, and Parent Member-TBD. 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 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, 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

To act upon the recommendation of the Superintendent to approve CSE and CPSE recommendations as follows: CPSE-900-38-8301, 900-38-8327, 900-38-8372, 900-38-8376, 900-38-8377 and CSE-900-38-7809, 900-38-7687, 900-37-6842

CSE Recommendations

Motions were unanimously carried.

Motion by Randa Harrington, seconded by Chris Enders, 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 the Class of 2016 Graduation List as follows: Fletcher Ace, Dakota Bentley, William Cobb, Daniel Connelly, Jack Curcio, Nathaniel DeJac, Brandon Durrigan, Arica Enders, Tyler Hale, Megan Harrington, Rachel Kew, Brent Taylor-Gughiocello, Kaela West, Jessica Williams, Mari Zillgitt, Jesse Zuver

Graduation List

To act upon the recommendation of the Superintendent to approve inspectors and a chairperson for the district referendum scheduled for August 2, 2016 as follows: Patricia Oliver, chief, William Heaney, Chairperson, Dorothy Lendell, Betty Weaver, Rita Crouch and Ruth Doell

Workers for Referendum

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

MOA 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 2016-17 school year

Flanagan-Watson Assistant to Principal

To act upon the recommendation of the Superintendent to approve the conditional appointment of Gina Larrabee to the probationary position of secretary to the superintendent, pending fingerprint clearance. Probationary period commences on July 25, 2016 and ends on January 23, 2017. Salary for the school year 2016-17 school year will be \$30,000 prorated

Larrabee Secretary to the Superintendent

To act upon the recommendation of the Superintendent that Charlotte Marsh who is permanently certified in the health certification area, is hereby appointed on tenure in the health tenure area effective August 30, 2016

Marsh Tenure

To act upon the recommendation of the Superintendent to approve Johnnie Wilson as a volunteer for the girls' modified soccer team for the 2016 season assisting McKenzie Miller

Wilson Soccer Volunteer

To act upon the recommendation of the Superintendent to appoint Jessica Romance to the position of varsity softball coach for the 2017 season

Romance Softball

To act upon the recommendation of the Superintendent to approve a reading specialist internship for Amanda Zaccigna working with Catherine Jagodzinski from August 31 until December 14, 2016 for a total of 200 hours

Zaccigna Reading Specialist Intern

Motion by Janine Preston, seconded by Patricia Krotz, that the Board of Education of the Belfast Central School approve the following agenda items:

To act upon the recommendation of the Superintendent to raise the substitute rate of pay from \$80 to \$90 per day for certified substitutes, from \$65 per day to \$75 for non-certified, on the 11th consecutive day for the same teacher, increase per diem rate to \$100; ½ year or more of consecutive days for the same teacher, move to per diem rate based upon Step A of the teachers' negotiated contract for days worked - no benefits

Substitutes Rates

To act upon the recommendation of the Superintendent that school lunch prices be increased from K-4 \$1.50 to \$1.60 and 5-12 \$1.80 to \$1.85

Lunch Prices

To act upon the recommendation of the Superintendent that the Board of Education establish a public hearing on A 2016 capital improvements project for Tuesday, July 26, 2016 at 5 p.m. and a special Board meeting on August 3 at 4:30 p.m. to accept the results of the capital improvements project referendum

Public Hearing & Special Meeting

To act upon the recommendation of the Superintendent to declare Bus #62, a 2004 International Blue Bird 60 passenger with 89,121 miles and Bus #63 a 2005 Blue Bird, 60 passenger with 101,050 miles.as surplus and to accept bids for their sale

Surplus Buses

Motions were unanimously carried.

Motion by Patricia Krotz, seconded by Cecy Curcio, that the Board of Education of the Belfast Central School abolish the civil service position of stenographer and establish the civil service exempt position of secretary to the superintendent. Carried 7-0

Abolish Stenographer & Establish Exempt Secretary to Superintendent

At 8:30 p.m., Patricia Krotz made the motion, seconded by Chris Enders, to adjourn the meeting. Carried 7-0