

**BELFAST CENTRAL SCHOOL
BOARD OF EDUCATION AGENDA**

April 18, 2023

5:30 P.M.— Conference Room

- 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. Keegan Harrington, Business Manager
 ___ Mrs. Jessica Hess, PK-4 Principal/ Director of Pupil Services
 ___ Mr. Rick Bull, 5-12 Principal
 ___ Mr. Jim Schneider, Supervisor of Transportation
 ___ Mr. Jason Hamer, Senior Maintenance Mechanic
 ___ Mr. Morgan, Director of Educational Technology and Information Systems
- Other(s):

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

- 1.0 ADDITIONS OR DELETIONS TO THE AGENDA
 - 1.1 Additions or deletions to the agenda
 - 1.2 Public Comment/ Questions ([BCS Policy 3220- Public Expression at Meetings](#))
 - 1.3 Kevin Borden

- 2.0 Presentation
 - 2.1 Jim Schneider- transportation overview
 - 2.2 Mary Enders- cafeteria review

- 3.0 FINANCIAL
 - 3.1 February Treasurer’s report
 - 3.2 Budget Status and Revenue Status Reports
 - 3.3 February’s warrants
 - 3.4 Internal Claims audit report
 - 3.5 23-24 Budget- Full Review
 - 3.6 Property Tax Report Card
 - 3.7 Non-Bid Form Update

- 4.0 LEADERSHIP REPORTS
 - 4.1 Mr. Bull
 - Musical
 - Senior trip update
 - Cell phones

4.2 Mrs. Hess

- Special education update
- Phonics curriculum

4.3 Dr. Wendy Butler, Superintendent

- 21-22 School report card
- Building projects update
- Updated emergency plan
- Policy Review
 - Policy 5510: ACCOUNTING OF FUNDS
 - Policy 5530: PETTY CASH FUNDS AND CASH IN SCHOOL BUILDINGS

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

1. Approve the minutes from the March 14, 2023, meetings.
2. Approve the Treasurer’s report dated February 2023 report.
3. Approve the CSE/ CPSE/ 504 committee recommendations as presented.

6.0 BOARD ACTIONS

6.1 Policy Adoption

Motion by _____, seconded by _____, to adopt Policy 5411: Procurement of Good and Services and Policy 5413: Procurement: Uniform grant and guidance for federal awards, that were reviewed at the March 14, 2023 meeting, as recommended by the superintendent.

Vote: _____ Aye _____ Nay Accepted / Rejected

6.2 CA BOCES Administrative Budget

Motion by _____, seconded by _____, to adopt the 2023-2024 Cattaraugus-Allegany-Erie-Wyoming BOCES Administrative Budget, as recommended by the superintendent.

Vote: _____ Vote: _____

6.3 2023-24 BCS Budget

Motion by _____, seconded by _____, to approve the 2023-24 Belfast Central School budget to be presented at the budget hearing as identified by NYS and/or SED reflecting a 0% increase in the tax levy, as recommended by the Superintendent.

Vote: _____ Vote: _____

6.4 2023-24 Budget Hearing

Motion by _____, seconded by _____, to set the date for 23-24 Belfast Central School budget hearing to be held in the BCS Conference Room on May 9, 2023, at 5:30 p.m., as recommended by the Superintendent.

Vote: _____ Aye _____ Nay Accepted / Rejected

6.5 Property Tax Report Card

Motion by _____, seconded by _____, to approve the BCS property tax report card, as recommended by the Superintendent.

Vote: _____ Aye _____ Nay Accepted / Rejected

6.6 CA BOCES Board Seat

Motion by _____, seconded by _____, to nominate _____ as a candidate for the board seat representing Area 3 and the Belfast Central School District on the Cattaraugus-

WHEREAS, the Prior Note remains outstanding pending the entry by the District into arrangements for the permanent financing of the Project that was temporarily financed by the issuance of the Prior Note; and

WHEREAS, the Prior Note was issued by the District pursuant to a bond resolution that was adopted by the Board of Education of the District (the “Board”) on July 11, 2017 (the “Bond Resolution”); and

WHEREAS, the Bond Resolution provides that, subject to certain provisions of statutory law, the powers and duties of the Board relative to prescribing the terms, form and contents and details as to the sale and issuance of the bonds authorized by the Bond Resolution are delegated to the President of the Board, as the chief fiscal officer of the District (the “President”) or, under certain circumstances, to the Vice President of the Board; and

WHEREAS, the Bond Resolution remains in full force and effect and has not been amended, modified or revoked; and

WHEREAS, Chapter 383 of the Laws of 2001 (the “Act”) significantly altered the method and timing whereby building aid from the State of New York (the “State”) is to be paid to the District; and

WHEREAS, the Act contemplates and permits the participation of individual school districts in a program for pooled financing of their outstanding indebtedness and other authorized but unissued indebtedness through the issuance of bonds by such school districts directly to the Dormitory Authority of the State of New York (the “Authority”), in connection with the contemporaneous issuance of bonds by the Authority to the public; and

WHEREAS, school districts electing to participate in such program are able to obtain, pursuant to the Act, the assurance of the State Education Department that they will receive building aid for all or substantially all of the aid-eligible portion of the debt service payments to be made on the bonds that they issue to the Authority; and

WHEREAS, the Authority duly adopted, on February 7, 2018 its Amended and Restated Master School Districts Financing Program Revenue Bond Resolution (the “Master Resolution”), and on one or more dates subsequent thereto duly adopted its Supplemental Resolutions (each such Supplemental Resolution being referred to herein as the “Supplemental Resolution”) authorizing multiple Series of its School Districts Revenue Bond Financing Program Revenue Bonds (the “Authority Bonds”); and

WHEREAS, the Authority has deemed it necessary and in keeping with its purposes to issue, under the Master Resolution (and the Supplemental Resolution), the Authority Bonds therein authorized for the purpose of lending to certain school districts as defined in the Act funds sufficient to (A) finance or refinance the costs of certain capital projects undertaken by such school districts, and (B) pay the costs of issuance of the bonds to be issued by the Authority; and

WHEREAS, the District has requested the Authority to finance or refinance the Project, and the Authority has agreed, on the basis of certain representations and warranties to be made by the District, to make a loan or loans to the District to currently refund and retire the Prior Note; and

WHEREAS, the District desires to receive a loan or loans from the Authority upon substantially the terms and conditions set forth in the Financing Agreement between the Authority and the District, a substantially final form of which has been presented to the Board and by this reference is incorporated herein (the “Financing Agreement”), and has authorized the execution and delivery of bonds of the District payable to the Authority (the “School District Bonds” or the “Bonds”) to evidence its obligation to repay such loan or loans; and

WHEREAS, the Authority has authorized the issuance of the Authority Bonds pursuant to the Master Resolution (and the Supplemental Resolution), a portion of the proceeds of which are to be applied for purposes of making a loan or loans to the District for the permanent financing of the Project; and

WHEREAS, the Authority Bonds are to be special obligations of the Authority payable solely from the revenues or other receipts, funds or moneys to be derived by the Authority under or pursuant to the Financing Agreement and from other revenues or moneys to be derived therefor under the Master Resolution (and the Supplemental Resolution); and

WHEREAS, pursuant to the Financing Agreement the District will deliver its School District Bonds to the Authority and pledge to the Authority, to secure the payments to be made by the District under the Financing Agreement, a sufficient portion of any and all public funds to be apportioned or otherwise made available by the State of New York to the District;

NOW, THEREFORE, BE IT RESOLVED, by the Board (by the favorable vote of not less than two-thirds of all the members of the Board) as follows:

SECTION 1. For the purpose of currently refunding and retiring the Prior Note relating to the Project and generating moneys that will be sufficient to pay (A) the principal amount of the Prior Note, (B) the costs and expenses incidental to the issuance of the School District Bonds herein authorized and the Authority Bonds which they support, including, but not limited to, the District's proportionate share of the fees and costs of the Authority incurred in connection with the issuance of the Authority Bonds (including, without limitation, the compensation payable to the underwriter of the Authority Bonds), (C) the fees and costs of the municipal advisory and bond counsel firms retained by the District in connection with the issuance of the School District Bonds, and (D) all other fees and costs of issuance associated with the issuance of the Authority Bonds and the School District Bonds, there are hereby specifically authorized to be issued by the District the School District Bonds, as contemplated by the Financing Agreement, in an aggregate principal amount not to exceed \$1,161,000 with the precise final amount to be determined by the President of the Board (acting on the advice of the District's municipal advisory firm) and included in the Financing Agreement. The Bonds shall be dated on or about June 15, 2023, shall be of the denomination of \$5,000 or any integral multiple thereof not exceeding the principal amount of each respective maturity (unless a bond of odd denomination is required), and shall mature and shall bear interest on such dates as are set forth in a Notice of Terms that is to be delivered by the Authority to the District, a form of which is attached as Exhibit I to the Financing Agreement (the "Notice of Terms").

SECTION 2. The School District Bonds shall be executed in the name of the District by the manual or facsimile signature of the President of the Board, and the District's seal shall be imprinted thereon and attested by the District Clerk. The School District Bonds shall contain the recital of validity clause provided for in Section 52.00 of the Local Finance Law, and shall otherwise be in such form and contain such recitals as the President of the Board shall determine.

SECTION 3. A Financial Plan showing the estimated details of the proposed issuance of the Authority Bonds and the School District Bonds will be prepared by the underwriter retained by the Authority (the "Financial Plan"). The Financial Plan will show the estimated sources, amounts and uses of all funds required to accomplish such transaction. The Financial Plan will be prepared based upon the assumption that the School District Bonds will be issued in the aggregate principal amount of not more than \$1,161,000 and that the School District Bonds will be issued in such amount, will mature, will be of such terms, and will bear interest as set forth in the final Notice of Terms that is to be approved by the President of the Board in accordance with this resolution. The President of the Board is hereby authorized and directed to determine (or adjust) the amount of the Prior Note (or any replacement notes) to be refunded, the amount of the School District Bonds to be issued, the date of such School District Bonds and the date of issue, maturities and terms thereof, the provisions relating to any redemption of the School District Bonds prior to maturity, whether the School District Bonds will be insured by a policy or policies of municipal bond insurance or otherwise enhanced by a credit enhancement facility or facilities, the terms of the private sale of the School District Bonds to the Authority, including the form, terms and conditions of the Financing Agreement providing for the sale of the School District Bonds, and all powers in connection therewith are hereby delegated to the President of the Board; provided that the terms of the School District Bonds to be issued, including the rate or rates of interest borne thereby, shall comply with the requirements of any applicable law. The President of the Board shall file a copy of the certificate determining the final details of the School District Bonds and the final Financial Plan with the District Clerk not later than ten (10) days after the delivery of the Bonds, as herein provided.

SECTION 4. The President of the Board is hereby delegated all powers of the Board with respect to agreements for credit enhancement, derived from and pursuant to Section 168.00 of the Local Finance Law, for the School District Bonds including, but not limited to, the determination of the provider of such credit enhancement facility or facilities and the terms and contents of any agreement or agreements related thereto.

SECTION 5. The faith and credit of the District are hereby irrevocably pledged for the payment of the principal of and interest on the School District Bonds as the same respectively become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on the School District Bonds becoming due and payable in such year. There shall annually be levied on all the taxable real property of the District a tax sufficient to pay the principal of and interest on the School District Bonds as the same become due and payable.

SECTION 6. The Board hereby approves and directs the execution and delivery (by the President of the Board, acting on behalf of the District) of the Financing Agreement, the School District Bonds, the Letter of Representation, the Continuing Disclosure Agreement, the Arbitrage and Use of Proceeds Certificate (all as defined in the Financing Agreement) and any and all other agreements, certificates or other documents required or contemplated by the Financing Agreement (collectively, the "Agreements") in order to provide for the permanent financing of all or a portion of the Prior Note, as may be required by the Authority. The President of the Board is authorized and directed to execute such other documents, and take such other actions, as are necessary or appropriate to refinance all or a portion of the Prior Note (or any notes issued in contemplation or replacement thereof) through the Authority and to perform the District's obligations under

the Agreements (if applicable). The President of the Board's execution and delivery of any such documents prior to the date hereof is hereby ratified, approved and adopted.

SECTION 7. The President of the Board is further authorized to take such actions and execute such documents as may be necessary to ensure (if applicable) the continued status of the interest on the School District Bonds as excludable from gross income for federal income tax purposes pursuant to Section 103 of the Internal Revenue Code of 1986, as amended (the "Code") and (if applicable) to designate the School District Bonds authorized by this resolution as "qualified tax-exempt obligations" in accordance with Section 265 of the Code.

SECTION 8. In the absence or unavailability of the President of the Board, the Vice President of the Board is hereby specifically authorized to exercise the powers delegated to the President of the Board in this resolution.

SECTION 9. The District hereby determines that the issuance of the School District Bonds is a Type II action that will not have a significant effect on the environment and, therefore, no other determinations or procedures under the State Environmental Quality Review Act ("SEQR") are required.

SECTION 10. The President of the Board and, to the extent appropriate, the District Clerk, are hereby authorized and directed for and on behalf of the District to execute and deliver all certificates and other documents, perform all acts and do all things required or contemplated to be executed, performed or done by this resolution or any document or agreement approved or contemplated hereby, including, but not limited to, the Financing Agreement, the other Agreements, and all documents defined therein or required or contemplated thereby.

SECTION 11. All other matters pertaining to the terms and issuance of the School District Bonds shall be determined by the President of the Board and all powers in connection therewith are hereby delegated to the President of the Board.

SECTION 12. Except to the extent modified by this resolution, the Bond Resolution is hereby confirmed and ratified in all respects.

SECTION 13. This resolution shall take effect immediately upon its adoption.

Vote: _____ Aye _____ Nay Accepted / Rejected

6.10 Repair Reserve Authorization

Motion by _____, seconded by _____, to authorize the use of \$8,954.42 from the BCS repair reserve to cover the cost of emergency repairs to the district boilers, as recommended by the superintendent. The reserve will be replenished within two years per the district reserve policy.

Vote: _____ Aye _____ Nay Accepted / Rejected

6.11 Out of District Student

Motion by _____, seconded by _____, to approve Amy Majoros as an out-of-district student for the remainder of the 22-23 school year, as recommended by the superintendent.

Vote: _____ Aye _____ Nay Accepted / Rejected

7.0 PERSONNEL

7.1 **Motion by _____, seconded by _____, to approve the following personnel motions, as recommended by the Superintendent.**

Vote: _____ Aye _____ Nay Accepted / Rejected

a. To appoint the following BCS staff members to the identified extracurricular positions for the 2023-24 school year:

Position

- Senior Class Advisor
- Junior Class Advisor
- Sophomore Class Advisor
- Freshman Class Advisor

Staff Member(s)

- Deb Borden & Sandy Miller (co-advise)
- Jessica Grottanelli & Katie Szwejbka (co-advise)
- Mary Guilford & Jessica Buchholz (co-advise)
- Jessica Weaver & Katie Szwejbka (co-advise)

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|-----------------------------------|--|
| • HS Student Council Advisor | Jessica Weaver & Katie Szwejbka |
| • MS Student Council Advisor | Mary Guilford & Danielle Bainbridge |
| • National Honor Society Advisor | Teresa Heaney, Kayla Green (co-advise) |
| • Yearbook Advisor | Gina Larrabee |
| • Odyssey of the Mind (3) Coach | Jasmine Shephard |
| • Supervisor of Athletics | Mary Paulsen |
| • Awards Assembly Advisor | Katie Szwejbka, Cindy Struckmann (co-advise) |
| • Musical Director (2) | Jessica Romance, Rebekah Brennan |
| • Musical Pit Director | Tara Willgens |
| • Elementary Musical Director (2) | Jessica Romance, Rebekah Brennan |
| • Band Advisor | Tara Willgens |
| • Choir advisor | Rebekah Brennan |
| • Lego League Coach (3) | Beth Hazelton, Josh Hazelton |
| • Scholastic Challenge Coach | Aran Heaney |
| • Scholastic Challenge Jr Coach | Aran Heaney |
| • Masterminds Coach | Deb Borden, Carolyn Burr (Co-advise) |
| • Jr. Masterminds Coach | Deb Borden, Carolyn Burr (Co-advise) |
| • Ski Club Advisor (2) | Liz Hamer, Sandy Miller |
| • Archery Advisor (2) | Jason Robichaud, Bruce Harrington |
| • Golf Club Advisor | Bruce Harrington |
| • Auditorium Lights and Sound (2) | Josh Hazelton, Jasmine Shephard |
| • Vex Club | Josh Hazelton |
| • Game Club | Carolyn Burr |
| • eSports | Jasmine Shephard |
| • Art Club | Corinn Marriott |
| • Girls on the Run Fall Coach | Beth Hazelton |
| • Girls on the Run Spring Coach | Sandy Miller |
- b. To approve the following Spring 2023 athletic positions:
1. Cindy Struckmann- Varsity baseball bookkeeper
 2. Carolyn Burr- Varsity baseball pitch count and scoreboard
 3. Jasmine Shephard- JV baseball bookkeeper
 4. Jessica Waver- Modified baseball bookkeeper
 5. Lizzy Austin- Modified softball bookkeeper
- c. To appoint Faith Redlecki who holds an initial NYS Certificate permitting her to teach in grades 1-6, to the position of Elementary Education Teacher in the elementary education tenure area for a probationary period of four years, to commence August 28, 2023, and to end August 28, 2027. Eligibility for tenure at the end of the probationary period is dependent on Miss Redlecki 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. Miss Redlecki's salary for the 23-24 school year will be at Step B of the BTA negotiated contract.
- d. To appoint Jordan Sands who is eligible for NYS Certificate permitting her to teach in grades PK-6, to the position of Elementary Education Teacher in the elementary education tenure area for a probationary period of four years, to commence August 28, 2023, and to end August 28, 2027. Eligibility for tenure at the end of the probationary period is dependent on Miss Sands 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. Miss Sands salary for the 23-24 school year will be at Step A of the BTA negotiated contract.
- e. To appoint Jessica Weaver to the position of elementary long-term substitute teacher effective August 28, 2023. Mrs. Weaver will be eligible for a full probationary appointment upon completion of her

teaching program, which will be retroactive to her state date. Mrs. Weaver's salary for the 23-24 school year will be at Step C, with all benefits, of the BTA negotiated contract.

- f. To appoint Bruce Harrington to the position of MS/HS Math Teacher in the mathematics education tenure area for a probationary period of three years, to commence August 28, 2023, and to end August 28, 2026. Eligibility for tenure at the end of the probationary period is dependent on Mr. Harrington completing all requirements for NYS certification and 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. Mr. Harrington's salary for the 23-24 school year will be at Step J of the BTA negotiated contract plus six graduate credit hours.
- g. To approve Justin Bennett and Erica Hauschka as instructional substitutes for the 22-23 school year.
- h. To appoint MacKenzie Hamer who is eligible for an initial NYS Certificate permitting her to provide speech and language services, to the position of Speech Therapist in the speech and language tenure area for a probationary period of four years, to commence August 28, 2023, and to end August 28, 2027. Eligibility for tenure at the end of the probationary period is dependent on Miss Hamer 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. Miss Hamer's salary for the 23-24 school year will be at Step C, with graduate credit hours, of the BTA negotiated contract.
- i. To approve the following volunteer assistant coaches for the spring 2023 season:
 - 1. Toma Hutchison- modified baseball
 - 2. Bron Norsethaporn- varsity baseball

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 SUPERINTENDENT CONTRACT

9.1 **Motion by _____, seconded by _____, upon completion of a positive annual evaluation by the Belfast Central Board of Education, to appoint and employ Wendy Butler Ed.D. as Superintendent of Schools for the period of July 1, 2023 to June 30, 2028, and further approve the contract dated April 18, 2023.**

Vote: _____ Aye _____ Nay Accepted / Rejected

10.0 ADJOURNMENT

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

Vote: _____ Aye _____ Nay Accepted / Rejected