

**BELFAST CENTRAL SCHOOL**  
**BOARD OF EDUCATION MEETING MINUTES**  
**September 13, 2022**

**School Board Members Present:** Josie Preston, President, Randa Harrington, Vice President, Chris Enders, Cecy Curcio, Becky Backer, Dan Borden, Patricia Krotz

**Absent:** none

**District Personnel:** Wendy Butler Ed. D, Superintendent, Robert Lingenfelter, Business Manager, Gina Larrabee, District Clerk, Rick Bull, 5-12 Principal, Jessica Hess, PK-4 Principal

**Others:** Jeremy Smith, Lumsden McCormick (left at 5:41pm) , Sandy Miller

At 5:24 p.m. the meeting was called to order

**Additions**                      No Additions or Deletions

**Public Presentation**        Jeremy Smith of Lumsden McCormick presented the Independent Audit Review. Mr. Smith spoke about the three main components of the audit, areas where the District can improve, and common mistake pitfalls. Mr. Smith stated the District audit went well.

**Financial**                        Robert Lingenfelter presented the monthly reports: July’s Treasurer’s reports, Budget Status and Revenue Status reports, July warrants, and the Internal Claims audit report. Mr. Lingenfelter answered questions from Board members, and informed them they would receive a summary of the reserve accounts.

**Leadership Reports**        Principal Rick Bull talked with the Board about summer school attendance numbers. He stated these first days of school have been good ones. Principal Jessica Hess reiterated Mr. Bull’s sentiment for these first days of school. She shared news about the one book, one school program and activist planned around it. Mrs. Hess shared the 22-23 RtI (Response to Intervention) handbook with the Board. Superintendent Wendy Butler spoke about the 22-23 District goals, career days, mental health first aide, suicide prevention, and digital issues. She led the Board in a discussion about school security officers; job description requirements, and how someone in this position should interact a the school community. Dr. Butler gave an ARP Stimulus Program update. The ARP program funds the HVAC Project. Dr. Butler presented nine policy updates for review:

- Policy 1510 Regular Board Meetings and Rules
- Policy 1530 Minutes
- Policy 6560 Determination of Employment Status: Employee or Independent Contractor
- Policy 7540 Suicide
- Policy 7552 Student Gender Identity
- Policy 8110 Curriculum Development, Resources, and Evaluation
- Policy 8320 Textbooks, Library Materials, and other Instructional Materials
- Policy 8330 Objection to Instructional Materials
- Policy 8340 Instructional Materials and Nonpublic School Students

**Consent Agenda**

Motion by Patricia Krotz, seconded by Randa Harrington, adopted the following Consent Agenda Items as recommended by the superintendent:

1. Approved the minutes from the July 14, 2022 meeting.
2. Approve the Treasurer’s report dated June and July 2022.
3. Approve the CSE/ CPSE/ 504 committee recommendations as presented.
4. Approve the RTI Handbook for the 2022-23 school year.

Unanimously carried

**Board Action Items**

**Belfast Teachers’ Association- Extra Curricular Activity MOA**

Motion by Randa Harrington, seconded by Cecy Curcio, approved a MOA with the Belfast Teacher’s Association to create additional extra-curricular positions for the 22-23 school year, as recommended by the superintendent. Carried 7-0

**SEQRA Negative Declaration for Proposed Capital Improvements Project, 2022**

Motion by Becky Backer, seconded by Patricia Krotz, to issue the following SEQRA negative declaration for proposed Capital Improvement Project, 2022, as recommended by the superintendent.

WHEREAS, the Belfast Central School District (the “District”) and its Board of Education (the “Board”) propose to undertake a Capital Improvements Project, 2022 (the “Project”); and

WHEREAS, the District and its Board, as the lead agency, have undertaken an environmental review of this Unlisted action in accordance with State Environmental Quality Review Act (“SEQRA”) regulations, and duly considered the proposed Project, the SEQRA Environmental Assessment Form, the criteria for determining whether the action will have a significant adverse impact on the environment as set forth in 6 N.Y.C.R.R. § 617.7(c) of the SEQRA regulations, and such other information deemed appropriate; and

WHEREAS, the District/Board identified the relevant areas of environmental concern, took a hard look at these areas, and made a reasoned elaboration of the basis for its determination;

NOW, THEREFORE, BE IT RESOLVED by the Belfast Central School District’s Board of Education that:

1. The District/Board is the lead agency under SEQRA to review this Unlisted action, and the Capital Improvements Project, 2022 will not result in a significant adverse impact on the environment.
2. The attached Negative Declaration, incorporated herein by reference, is issued and adopted for the reasons stated in the attached Negative Declaration, and Parts 1, 2, and 3 of the Environmental Assessment Form are also incorporated herein by reference.
3. The Superintendent of the District is authorized to sign and file or have filed on behalf of the District/Board all documents necessary to comply with SEQRA.
4. This resolution is effective immediately.

Vote:      \_\_\_7\_\_ Aye    \_\_\_0\_\_ Nay    Accepted

**Resolution as to a Special Meeting and Vote for Capital Project Approval**

Motion by Dan Borden, seconded by Randa Harrington, approved a Special Meeting and Vote for Capital Project Approval, as recommended by the superintendent.

BE IT RESOLVED, by the Board of Education (the “Board”) of the Belfast Central School District, Allegany County, New York (the “District”), as follows:

Section 1. That the provisions of this resolution shall be effective regardless of anything to the contrary in the policies of this Board, or the previous minutes of this Board, or otherwise.

Section 2. That the Board takes note of the fact that the District has been in the process of planning for a capital improvements project consisting of the partial reconstruction and renovation of, and the construction of improvements and upgrades to, various District buildings and facilities and the

sites thereof, all as described in greater detail in Proposition No. 1 in the legal notice set forth below (collectively, the “Project”) and, as part of that process, pursuant to the State Environmental Quality Review Act (“SEQRA”), an Environmental Assessment Form has been completed for the Project, which is an Unlisted action under SEQRA, a thorough review of the Project’s potential environmental impacts has been undertaken, it has been found that the Project will not result in a significant adverse impact on the environment, and a written, reasoned elaboration of the SEQRA determination of significance has been provided in a Negative Declaration.

Section 3. That a special meeting and vote of the qualified voters of the District (the “Special Meeting and Vote”) will be held in the conference room/Board of Education meeting room in the Main Office of the District’s school building at 1 King Street, Belfast, New York, on Wednesday, November 2, 2022, at 12:00 Noon, prevailing time, for the purpose of voting upon the proposition hereinafter set forth.

Section 4. That the notice of the Special Meeting and Vote, including the proposition to be voted upon, shall be in substantially the following form, to-wit:

#### NOTICE OF SPECIAL SCHOOL DISTRICT MEETING AND VOTE

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BELFAST CENTRAL SCHOOL DISTRICT  
ALLEGANY COUNTY, NEW YORK

The Board of Education of the Belfast Central School District, Allegany County, New York (the “District”) HEREBY GIVES NOTICE that a special meeting and vote of the qualified voters of the District (the “Special Meeting and Vote”) will be held on Wednesday, November 2, 2022 in the conference room/Board of Education meeting room in the Main Office of the District’s school building at 1 King Street, Belfast, New York, at 12:00 Noon, prevailing time, for the purpose of voting (by paper ballot) upon the proposition hereinafter set forth. Polls for the purpose of voting will be kept open between the hours of 12:00 Noon and 8:00 p.m., prevailing time, on that day. This assumes that the polling place is open and can be safely accessed in accordance with the terms of any prevailing law(s), executive order(s) or other directive(s) from controlling authorities that may be in effect on that day (in response to the continuing Covid-19 pandemic or for any other reason). If on November 2 the polling place cannot be so accessed, or if the polling place is closed on that day due to inclement weather (or for any other reason), it is the present intention of the District that the Special Meeting and Vote will be held on the day on which the polling place is next open and may be safely accessed, with the voting hours remaining the same. In the event that the polling place is for any reason closed or not safely accessible on November 2, for whatever reason, voters are asked to please consult the District’s website for guidance on the timing of, and procedures for holding, the re-scheduled Special Meeting and Vote.

#### PROPOSITION NO. 1

#### CAPITAL IMPROVEMENTS PROJECT, 2022

Shall the following resolutions be adopted, to-wit:

RESOLVED, that the Board of Education (the “Board”) of the Belfast Central School District, Allegany County, New York (the “District”), is hereby authorized to undertake a proposed “Capital Improvements Project, 2022” (the “Project”) consisting of the partial reconstruction and renovation of, and the construction of improvements and upgrades to various District buildings and facilities and the sites thereof, at an estimated maximum cost of \$5,500,000, to implement various health, safety, accessibility and Code compliance measures that are required by the State Education Department in connection with any significant capital improvements project and various other measures that are generally described in (but are not to be limited by) the written plan for the Project that was prepared by the District with the assistance of CPL Architects, Engineers, Landscape Architect and Surveyor, D.P.C. (the “Project Plan”), which is available for public inspection in the office of the District Clerk, such work being anticipated to include, without limitation and to the extent as and where required, the particular elements that are described generally below. Proposed building exterior work is anticipated to include new windows, reconstructed auditorium and gymnasium roofs, new doors at the school and the installation of a cage around the ladder access to the bus garage roof. School building interior upgrades are anticipated to include new doors, including access controls; upgraded corridors including improvements to wall tiling, ceilings, floors, and cubbies; and upgrades to locker room showers, selected restrooms, and the elevator cab. Other improvements are anticipated to include renovations to selected classrooms and educational spaces, including the STEAM classroom and the library; upgrades to art room sinks and casework; and the installation of a new public address system. Renovating existing spaces into two offices may be undertaken as alternate work. Site work that is anticipated includes construction of a new restrooms building and upgrades to athletic facilities such as new playground equipment and an improved play surface; improvements to basketball and tennis court surfaces and fencing, and the installation of LED lighting; drainage and LED lighting improvements at the lower athletic field; the installation of soccer field netting; and possibly improvements to the baseball infield as an alternate item. If the budget allows after receiving construction bids, or if other items are identified, additional similar renovations, upgrades and site work improvements could be undertaken. All of such work (or so much thereof as can

be accomplished within the overall budget for the Project, once the construction bids are received) is to be undertaken at an estimated maximum cost of \$5,500,000, and will include the purchase of original furnishings, equipment, machinery and apparatus required in connection with the purposes for which such buildings, facilities and sites are used, and all ancillary or related work required in connection therewith, and the Board is authorized to expend therefor, including for preliminary costs and costs incidental thereto and to the financing thereof, an amount not to exceed the estimated maximum cost of \$5,500,000, provided that the detailed costs of the components of the Project (as generally described in the Project Plan) may be reallocated among such components, or such components may be deleted, revised or supplemented if (1) the Board shall determine that such reallocation, deletion, revision or supplementation is in the best interests of the District and (2) the aggregate amount to be expended for the Project shall not exceed \$5,500,000 and (3) no material change shall be made in the overall scope and nature of the Project; and be it further

RESOLVED, that the Board is hereby authorized to expend or apply toward the Project (during the current fiscal year of the District) the entire remaining balance (which stood at approximately \$150,005 as of August 31, 2022), plus any additional interest earned, from the District's Capital Improvements Reserve Fund, 2019, and then to terminate such fund; and be it further

RESOLVED, that a tax is hereby voted to finance the balance of the estimated maximum cost of the Project in an amount not to exceed \$5,349,995, such tax to be levied and collected in installments in such years and in such amounts as shall be determined by the Board; and be it further

RESOLVED, that in anticipation of such tax, obligations of the District including, without limitation, serial bonds, statutory installment bonds, bond anticipation notes and/or lease/purchase obligations, or any combination thereof, are hereby authorized to be issued in the aggregate principal amount of not to exceed \$5,349,995, and a tax is hereby voted to pay the interest on such obligations as the same shall become due and payable; and be it further

RESOLVED, that New York State Building Aid funds expected to be received by the District are anticipated to offset a substantial part of such costs, and such funds shall, to the extent received, be applied to offset and reduce the amount of taxes herein authorized to be levied.

NOTICE IS HEREBY FURTHER GIVEN that such Proposition No. 1 shall appear on the paper ballot sheets to be utilized for voting in substantially the following abbreviated form:

PROPOSITION NO. 1

CAPITAL IMPROVEMENTS PROJECT, 2022

YES NO

Shall the following resolution be adopted, to-wit:

RESOLVED, that (a) the Board of Education (the "Board") of the Belfast Central School District, Allegany County, New York (the "District") is hereby authorized to undertake a proposed Capital Improvements Project, 2022 (the "Project") consisting of the partial reconstruction and renovation of, and the construction of improvements and upgrades to various District buildings and facilities and the sites thereof, to implement various health, safety, accessibility and Code compliance measures and various other measures that are included and generally described in (but are not to be limited by) the Project Plan that was referred to in the public notice of the vote on this Proposition, and to expend therefor an amount not to exceed \$5,500,000; (b) the Board is hereby authorized to partially finance the Project by utilizing the entire remaining balance (which stood at approximately \$150,005 as of August 31, 2022), plus any additional interest earned, from the District's Capital Improvements Reserve Fund, 2019, and then to terminate such fund; (c) a tax is hereby voted in an amount not to exceed \$5,349,995 to finance the balance of the estimated maximum cost of the Project, such tax to be levied and collected in installments in such years and in such amounts as shall be determined by the Board; (d) in anticipation of such tax, obligations of the District are hereby authorized to be issued in the aggregate principal amount of not to exceed \$5,349,995, and a tax is hereby voted to pay the interest on such obligations as the same shall become due and payable; and (e) New York State Building Aid funds expected to be received by the District in connection with the Project are anticipated to offset a substantial part of such costs, and such funds, to the extent received, shall be applied to offset and reduce the amount of taxes herein authorized to be levied.

NOTICE IS HEREBY FURTHER GIVEN that an Environmental Assessment Form has been completed for all of the anticipated work involved in the Project, which constitutes an Unlisted action under the State Environmental Quality Review Act ("SEQRA"), a thorough review of the Project's potential environmental impacts has been undertaken, it has been found that the Project will not result in a significant adverse impact on the environment, and a reasoned elaboration of the SEQRA review and findings has been provided in a Negative Declaration.

NOTICE IS HEREBY FURTHER GIVEN that military voters who are qualified voters of the District may apply for a military ballot by requesting an application from the District Clerk. For a military voter to be issued a military ballot, the District Clerk must have received a valid ballot application by not later than 5:00 p.m. on Monday, October 10, 2022. In a request for a military ballot application or ballot, the military voter may indicate their preference for receiving the application or ballot by mail, facsimile transmission or electronic mail.

NOTICE IS HEREBY FURTHER GIVEN that applications for absentee ballots may be obtained at the office of the District Clerk between the hours of 9:00 a.m. and 4:00 p.m., prevailing time, except Saturdays, Sundays and holidays. Completed applications must be received by the District Clerk at least seven days before the Special Meeting and Vote, if the ballot is to be mailed to the voter, or on the day before the Special Meeting and Vote, if the ballot is to be issued personally to the voter at the District Clerk's office. The list of all persons to whom absentee ballots shall have been issued will be available for inspection in the office of the District Clerk, between the hours of 9:00 a.m. and 4:00 p.m., prevailing time, until the day set for voting, except for Saturdays, Sundays and holidays. No absentee ballot will be canvassed unless it is received prior to 4:00 p.m., prevailing time, on November 2, 2022, in the office of the District Clerk, 1 King Street, Belfast, New York.

Dated: September 13, 2022  
Belfast, New York

BY ORDER OF THE BOARD OF EDUCATION OF THE  
BELFAST CENTRAL SCHOOL DISTRICT  
ALLEGANY COUNTY, NEW YORK

By: \_\_\_\_\_  
District Clerk

Section 5. That the District Clerk is hereby authorized and directed to cause notice to be given of such Special Meeting and Vote, in substantially the form hereinbefore prescribed, by publishing the same four (4) times within the seven (7) weeks next preceding the date of the Special Meeting and Vote, the first publication to be at least 45 days (but not more than 49 days) before the Special Meeting and Vote, in the Olean Times Herald, which upon information and belief is both the official newspaper of the District and the only newspaper having general circulation in the District, and by giving such other notice as in the District Clerk's discretion may be deemed advisable.

Section 6. That the temporary use of available funds of the District, not immediately required for the purpose or purposes for which the same were borrowed, raised or otherwise created, is hereby authorized pursuant to Section 165.10 of the Local Finance Law, for the purpose or purposes described in this resolution.

Section 7. That this resolution shall constitute the declaration (or reaffirmation) of the District's "official intent" to reimburse the expenditures authorized in this resolution with the proceeds of the bonds, notes or other obligations authorized herein, as required by United States Treasury Regulations Section 1.150-2.

Section 8. That this resolution shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

AYES: 7  
NOES: 0  
ABSENT: 0

The resolution was thereupon declared duly adopted.

**Revised Tax Rate** Motion by Becky Backer, seconded by Randa Harrington, approved the revised tax rate of \$13.091494 per \$1,000 of assessment for the 22-23 school year, as recommended by the superintendent. Carried 7-0

**21-22 Independent Audit** Motion by Chris Enders, seconded by Randa Harrington, accepted the independent audit report as presented at the September 13, 2022, BOE meeting, as recommended by the superintendent. Carried 7-0

**District Goals** Motion by Chris Enders, seconded by Cecy Curcio, adopted the 22-25 District Goals and 22-23 Action Steps as presented, BOE meeting, as recommended by the superintendent. Carried 7-0

**HVAC Project Ceiling Bid** Motion by Randa Harrington, seconded by Patricia Krotz, awarded the base bid of \$50,330 and alternate bid of \$13,600 (total \$63,930) to Cavlee Development Inc. to complete ceiling work required in the ARP HVAC Project, BOE meeting, as recommended by the superintendent. Carried 7-0

<b>PERSONNEL</b>	Motion by Becky Backer, seconded by Patricia Krotz, approved the following personnel motions, as recommended by the Superintendent.
<b>Lead Evaluator Refresher Training</b>	a. Certify Wendy Butler, Jessica Hess, and Rick Bull as approved evaluators for the 22-23 school year, having completed the Lead Evaluator Refresher Training through CA BOCES
<b>Mentors</b>	b. The following mentors for the 22-23 school year: Danielle Bainbridge to mentor Jessica Bentley
<b>Working Papers Civil service positions</b>	c. Kayla Green as a backup issuer of working papers d. Permanently appoint Kevin Borden to the civil service position of bus driver effective August 23, 2022 e. Permanently appoint Andrew Mountain to the civil service position of bus driver effective August 23, 2022. f. Permanently appoint Danielle Prosser to the civil service position of teacher aide effective August 30, 2022.
<b>Athletic training services Girls' on the Run</b>	g. Authorized Bryan Brockway to provide athletic training services as needed to Belfast athletes participating on combined athletic teams. h. appoint the following people for the Girls' on the Run program: <ul style="list-style-type: none"> <li>- Fall Coach: Beth Hazelton</li> <li>- Fall Assistant Coaches: Jessica Weaver, Catherine Jagodzinski, Lizzy Austin, Megan Coen</li> <li>- Spring Coach: Jessica Weaver</li> <li>- Spring Assistant Coaches: Catherine Jagodzinski, Lizzy Austin, Megan Coen</li> </ul>
<b>Athletic appointments</b>	i. Justine Tallman as the boys' JV soccer coach for the 22-23 school year. j. Kevin Scott as the boys' varsity baseball coach for the 22-23 school year. k. Bron Norasethaporn as a volunteer assistant boys' varsity soccer coach for the 22-23 school year. l. Liz Hamer, Cindy Struckmann and Louann Mages to work as bookkeepers for soccer during the 2022 Fall season. m. Approved the following individual(s) as substitutes for the 22-23 school year: <ul style="list-style-type: none"> <li>- Instructional: Krista Black, Haley Rowe</li> <li>- Non-Instructional: Krista Black, Samantha Ryan, Anthony Capps, Kristen Baldwin, Haley Rowe</li> </ul>
<b>Elementary Special Education Teacher</b>	n. Jessica Bentley to the position of Elementary Special Education Teacher in the special education tenure area for a probationary period of three years, to commence August 29, 2022 and to end August 29, 2025. Eligibility for tenure at the end of the probationary period is dependent on Mrs. Bentley 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 step J, as outlined in the Belfast Teachers' Collective Bargaining Agreement.
<b>Civil service position</b>	o. Nick Gughicello to the civil service position of Cleaner effective August 29, 2022. The rate of pay shall be \$14.21/hour, for the 2022-23 school year, as outlined in the School Related Personnel Collective Bargaining agreement.
<b>Musical Advisors</b>	p. Rebekah Brennan as the elementary musical co-director with Jessica Romance
<b>Bus Monitor</b>	q. Joel Evans to the position of bus monitor effective August 29, 2022.
<b>Resignation</b>	r. Accepted a letter of resignation from Lynn White from the position of special education teacher, effective August 29, 2022.
<b>Bus Monitor</b>	s. Sarah Miller as a substitute bus monitor for the 2022 summer school.
<b>Accompanist</b>	t. JoAnn Brown as an accompanist for the 22-23 school year at a rate of \$30 per hour for up to 600 hours.

**FMLA  
Art Club Advisor**

- u. Approved FMLA for Jason Robichaud from December 12-23, 2022
- v. Katie Szwejbka as a co-advisor for the Art Club.

Unanimously Carried

**ADJOURNMENT**

Motion by Cecy Curcio, seconded by Becky Backer, to adjourn the meeting at 7:04pm.

