

**BELFAST CENTRAL SCHOOL**  
**BOARD OF EDUCATION RE-Organizational MEETING MINUTES**  
**July 9, 2024**

**School Board Members Present:** Ms. Becky Backer, Mr. Jonathan Barney, Mr. Russell Calanni, Mrs. Cecy Curcio, Mr. Chris Enders, Mrs. Randa Harrington, Mrs. Josie Preston

**Absent:** none

**District Personnel:** Wendy Butler Ed. D, Superintendent, Rick Bull, 5-12 Principal, Chelsey Aylor, PK-4 Principal, Keegan Harrington, Business Manager, Gina Larrabee, District Clerk,

**Others:** Mary Paulsen

At 5:31 p.m. the meeting was called to order by Clerk of the Board .

<b>Election of Officers/Oath of Office</b>	Clerk of the Board called for nominations for President. Motion by Becky Backer, seconded by Cecy Curcio nominated Josie Preston as President of the Belfast Central School Board of Education. <span style="float:right">Carried 7-0</span>
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Clerk of the Board called for nominations for Vice President.  
Motion by Becky Backer, seconded by Chris Enders nominated Randa Harrington as Vice President of the Belfast Central School Board of Education. Carried 7-0

Clerk of the Board Administered the Oath of Office to Josie Preston, President, Randa Harrington, Vice President, Russell Calanni, new Board member, Dr. Wendy Butler, Superintendent.

<b>Additions or Deletions</b>	None
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<b>Financial</b>	Keegan Harrington, Business Manager presented Budget Status and Revenue Status reports, May warrants and Claims Audit report, and May Treasurer Reports. Mr. Harrington presented and discussed the 2024-2025 School tax information. Mr. Harrington along with Dr. Butler discussed timelines and yearly recurrence of requisitions to increase efficient record keeping.
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<b>Leadership Reports</b>	Principal Chelsey Aylor presented changes to the AIS Plan, Teacher Aide Handbook, and RtI Handbook. Mrs. Aylor presented and explained changes to the 2024-25 elementary schedule which will increase instructional time in classrooms. Mrs. Aylor explained the transition from Common Core to New Generations and answered questions from the Board.
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Principal Rick Bull discussed June 2024 regests results, as well as 4<sup>th</sup> quarter honor roll and high honor statistics. He presented changes to the Class Advisor, Faculty, and Substitute Handbooks. Mr. Bull spoke about advisorship duties and shared calaborative work with Mr. Harrington to create an avenue of accountability and effective record keeping for groups and clubs using TEAMS.

Dr. Wendy Butler presented the Extracurricular Handbook She provided the required COVID re-opening plan review, and gave a building project update. Dr. Butler share the marid of projects underway and scheduled to be completed during the summer months in the building. She spoke about plans for fall completion of other projects stating time lines have been adjusted and all are currently on schedule. Dr. Butler provided the 2023-24 Special Education Report, and spoke about the 2024-25 Special Education Plan.

**Consent Agenda**

Motion by Becky Backer, seconded by Chris Enders, adopted the following Consent Agenda Items as recommended by the superintendent:

Approved the minutes from the June 11, 2024 meeting.

Approved the May 2024 Treasurer's Reports.

Upon the recommendation of the Superintendent, approved the CSE/ CPSE/ 504 committee recommendations as presented.

Approved the 24-25 Special Education Plan

Approved the Class Advisor Handbook for the 24-25 school year

Approved the District Safety Plan for the 24-25 school year

Approved the District AIS Plan for the 24-25 school year

Approved the Teacher Aide Handbook for the 24-25 school year

Approved the Faculty/Staff Handbook for the 24-25 school year

Approved the 24-25 GVBC Extracurricular Handbook

Approved the 24-25 GVBC Coaches Handbook

Approved the 24-25 RtI Handbook

Approved the 24-25 Substitute Handbook

Unanimously carried

**Board Actions****Annual Appointments**

Motion by Cecy Curcio, seconded by Randa Harrington, adopted the following Consent Agenda for Annual Appointments for the 2024-25 school year, as recommended by the superintendent:

<i>Appointed Position</i>	<i>Person/ People</i>	<i>Compensation (if applicable)</i>
19A Bus driver certifier	Nick Miller	\$1,361.00
Access Public Records Officer	Gina Larrabee	Contractual
Adopter Free & Federal Lunch	Keegan Harrington	Contractual
Anti-Harassment Officer	Teresa Heaney	Contractual
Asbestos Designee	Jason Hamer	Contractual
Attendance Officer	Rick Bull	Contractual
Auditor Extra-Curricular	Rick Bull	Contractual
Authorization to sign checks	Wendy Butler	Contractual
	Keegan Harrington	
Authorized Electronic Check	Wendy Butler	Contractual
Signatures	Keegan Harrington	
Board Clerk	Gina Larrabee	\$3,243.79
Budget Transfers Officer	Wendy Butler	Contractual
Chemical Hygiene Officer	Carrie Flanagan-Watson	Contractual
Chief Faculty Counselor	Rick Bull	Contractual
Chief Fiscal Officer	Wendy Butler	Contractual
Chief Information Officer	Wendy Butler	Contractual
Clerk Pro Tem (in the absence of the District Clerk)	Wendy Butler	Contractual
Data Protection Officer	Wendy Butler	Contractual
Deputy Treasurer	Wendy Butler	Contractual
Designated educational official to receive court notification regarding a student's sentence/ adjudication in criminal cases and juvenile delinquency proceedings	Rick Bull	Contractual
Designated official authorized to appoint an impartial hearing officer	Wendy Butler	Contractual
Dignity Act Coordinator	Teresa Heaney	Contractual
	Chelsey Aylor	
District Treasurer	Kayloni Preston	Contractual

Election Inspectors/ Workers for 24-25 district voting and the annual meeting	Patricia Oliver Becky Stanton Sharon Collins Norleen Enders Peggy Watts Betty Weaver Rita Crouch Heidi Ellsessor	
Federal Funds Comptroller	Keegan Harrington	Contractual
Federal Lunch Supervisor	Keegan Harrington	Contractual
Hearing Officer	Pam Kirkwood Lonnie Farrington	Contractual
Hearing official for participation in the federal child nutrition program	Wendy Butler	Contractual
Internal Claims Auditor	Kayla Green	\$3,000
Investment Funds Designee	Keegan Harrington	Contractual
Liaison of Homeless Children	Teresa Heaney	Contractual
Payroll Certification Officer	Wendy Butler Rick Bull	Contractual
Pesticide Officer	Jason Hamer	Contractual
Petty Cash Accountant	Gina Larrabee	Contractual
Purchasing Agent	Wendy Butler Keegan Harrington	Contractual
Reviewing official for participation in the federal child nutrition program	Mary Enders	Contractual
School Attorney	Hodgson and Russ	Fee based on usage
School Auditors	Lumsden McCormick	\$23,000.00
School Physician/ Medical Director	Dr. Zahi Kassas	Contractual
Substance Use Services coordinator	Teresa Heaney	Contractual
Substitute Caller	Jessica Weaver	\$4,500.00
Tax Collector	MaryBeth Arnold	\$2,632.31
Title IX/ 504/ ADA Coordinator	Teresa Heaney Chelsey Aylor	Contractual
Treasurer Extra-Curricular	Kayloni Preston	Contractual
Verification official for participation in the federal child nutrition program	Mary Enders	Contractual
Working Paper Designee	Teresa Heaney	Contractual

Unanimously carried

**Annual BOE  
Committee  
Appointments**

Motion by Becky Backer, seconded by Jonathan Barney, appointed the following Board of Education Committee members for the 2024-25 school year, as recommended by the superintendent:

Committee	BOE Committee Representative(s)
Audit Committee	<i>Josie Preston &amp; Cecy Curcio</i>
Building and Grounds Committee	<i>Jon Barney, Chris Enders &amp; Russ Calanni</i>
Delegate to the Allegany-Cattaraugus Association of School Boards	<i>Josie Preston</i>
Negotiations	<i>Alternate- Randa Harrington</i>
Policy Review Committee	<i>Becky Backer, Cecy Curcio, Randa Harrington</i>
Voting delegate to the NYS School Boards Convention	<i>Cecy Curcio</i>
Athletics	<i>Alternate- Becky Backer</i>
	<i>Chris Enders, Randa Harrington, Josie Preston</i>

Unanimously carried

**Annual Financial Designations** Motion by Becky Backer, seconded by Randa Harrington, adopted the following Consent Agenda for Financial Operations for the 2024-25 school year, as recommended by the superintendent:

- Designated Banks
  - Five Star Bank (Depository)
  - Community Bank NA (Depository)
  - NYCLASS (Depository)
  - The BanCorp
- Check Images Warrants
  - authorize the acceptance of scanned check images to be considered the equivalent of original checks for the purpose of record keeping and auditing requirements
  - approve exceptional payments between warrants for the following types of payments: utilities, postage/freight (UPS, etc.), and fingerprinting
- Health Insurance
  - appoint the Business Official as the voting delegate, and the Superintendent as the alternate delegate to the Board of Directors of the Allegany Cattaraugus Schools Medical Health Plan
- Worker Comp Board
  - appoint the Business Official as the voting delegate, and the Superintendent as the alternate delegate to the Board of Directors of the Allegany Cattaraugus Schools Workers Compensation Plan Board of Directors
- Petty Cash
  - approve the petty cash fund in the amount of \$200 and extra-curricular petty cash fund in the amount of \$200
- Mileage
  - approve mileage rate to be established by the IRS (*currently 67 cents per mile*)
- Professional Conferences
  - authorize the Superintendent to approve all conferences and workshops
- Grants
  - authorize the school District to apply for all federal and state grants
- Revenue Anticipation Notes
  - delegate the power to the President of the Board to authorize the issuance and sale of revenue anticipation notes in anticipation of the collection of revenues to be received as state aid by the school district from the State of New York during an emergency situation whereby the Board would not be convening in a timely manner

Unanimously carried

**Annual Newspaper Designation** Motion by Cecy Curcio, seconded by Chris Enders, designated the Olean Times Herald as the official school newspaper for the 2024-25 school year, as recommended by the superintendent. Carried 7-0

**BOE Regular Board Meetings** Motion by Jonathan Barney, seconded by Chris Enders, approved the regular board meeting day(s) and time(s) for the 2024-25 school year as the second Tuesday of the month at 5:30 p.m. except for the months of August, April and May. There will not be a meeting in August. The April meeting will be the fourth Tuesday in April (to allow for the BOCES budget vote and election) at 5:30 p.m.. In May, the BOE will meet on the second Tuesday of the month at 5:30 and third Wednesday in May at 4:00 p.m. to accept the Belfast budget results, as recommended by the superintendent. Carried 7-0

**District Policies** Motion by Chris Enders, seconded by Randa Harrington, approved re-adoption of all present policies for the 2024-25 school year, as recommended by the superintendent. Carried 7-0

**Conflict of Interests** Motion by Cecy Curcio, seconded by Chris Enders, to declare conflicts of interest as per the code of ethics policy for the 2024-25 school year, as recommended by the superintendent. Carried 7-0

**Special Education** Motion by Randa Harrington, seconded by Cecy Curcio, approved CSE/CPSE committee members as follows for the 2024-25 school year, as recommended by the superintendent:

Committee on Special Education

Chairperson: Wendy Butler Members:

- Substitute Chairperson (if necessary): School Psychologist
  - Guidance Counselor
  - School Psychologist
  - General Education Teacher
  - Related Service Personnel as appropriate

- School Doctor
- Special Education Teacher of the Student (or grade level)
- Parents/ Guardians of the Student
- Parent Member – TBD
- Student (as appropriate)

**Committee on Preschool Special Education**

**Chairperson:** Wendy Butler

**Substitute Chairperson (if necessary):** School Psychologist

**Members:**

- Guidance Counselor
- School Psychologist
- School Doctor
- Member of the Evaluation Team
- Special Education Teacher of the Student (if applicable)
- General Education Teacher
- Related Service Personnel as appropriate
- Parents/ Guardians of the Student
- Parent Member – TBD
- Appropriate professional for the municipality charged with responsibility for the preschool child

**Sub Committee on Special Education and Preschool Special Education**

**Chairperson:** Wendy Butler

**Substitute Chairperson (if necessary):** School Psychologist

**Members:**

- Parents of student
- Regular Education Teacher
- Special Education Teacher
- Representative of School District who is knowledgeable about the general education curriculum and availability of resources of the school
- School Psychologist if a psychological evaluation will be reviewed, or change to programming requiring a more restrictive classroom environment
- Individual who can interpret the instructional implications of evaluation results
- Related Service Personnel as appropriate

Unanimously carried

**Special Education Service Providers**

Motion by Becky Backer, seconded by Jonathan Barney, authorized the Superintendent to enter into contracts with service providers to obtain special education services per individual student IEPs for the 2024-25 school year, as recommended by the superintendent.

Carried 7-0

**Professional Learning**

Motion by Cecy Curcio, seconded by Becky Backer, approved the identified professional learning opportunities for the 2024-25 school year, as recommended by the superintendent.

- Authorize the Superintendent to approve all conferences and workshops for District personnel.
- Authorize the Superintendent to attend and authorizes the district to pay for any associated expenses for attendance at NYSCOSS and NYSSBA conferences, as well as local professional workshops/ conferences.
- Authorize members of the Belfast Central School Board of Education to attend and authorizes the district to pay for any associated expenses for attendance at NYSSBA conferences, as well as local professional workshops/ conferences.

Carried 7-0

**Designation of Regular Bus Runs**

Motion by Randa Harrington, seconded by Chris Enders, designated regular and extra bus runs for the 2024-25 school year as recommended by the superintendent.

- Regular bus runs:
  - Bus #20 route currently driven by Ted Gordon
  - Bus #21 route currently driven by Andy Mountain
  - Bus #24 route currently driven by Kathleen Malota (SP/ED GVCS + Wellsville + Olean + Cuba)
  - Bus #26 route currently driven by Kevin Borden
  - Bus #79 route currently driven by Cyle Burns
  - Bus #80 route currently driven by Dixie Middaugh
- Extra bus runs:
  - Elm Street
  - BOCES AM/PM
  - BOCES mid-day
  - Late bus
  - Athletic trips
  - Field trips

Unanimously Carried

**School Tax Warrant** Motion by Jonathan Barney, seconded by Randa Harrington, approved the school tax warrant in the amount of \$1,903,420 (school tax) and \$175,000 (bus proposition) effective September 1, 2024, and the tax collector is ordered to collect taxes through October 31, 2024. On November 1, 2024, all uncollected taxes will be returned to the County Treasurer, as recommended by the superintendent. Carried 7-0

**UPK Lottery Process** Motion by Becky Backer, seconded by Randa Harrington, approved the UPK Lottery Process for the 24-25 school year, as recommended by the superintendent. Carried 7-0

**24-25 Breakfast/Lunch Prices** Motion by Jonathan Barney, seconded by Cecy Curcio, approved the breakfast and lunch rates as identified, as recommended by the superintendent.  
BCS will continue to provide one free breakfast and lunch for every student every day through the CEP program. The new meal rates will apply to extra meals.

1. Breakfast for all students: \$1.50
2. Lunch for PK-4 students: \$2.10
3. Lunch for 5-12 students: \$2.35

Carried 7-0

**24-25 Substitute Pay Rates** Motion by Randa Harrington, seconded by Jonathan Barney, approved substitute rates as identified for the 24-25 school year, as recommended by the superintendent.

- Certified teacher \$135 a day
- Uncertified teacher \$117 a day
- Bus driver \$18.50 an hour
- Nurse \$20.00 an hour
- All other substitute positions will be paid minimum wage.

Carried 7-0

**Sports Merger** Motion by Chris Enders, seconded by Randa Harrington, approved merging with Wellsville for football for the 24-25 school year, as recommended by the superintendent. Carried 7-0

**PERSONNEL Appointments** Motion by Chris Enders, seconded by Jonathan Barney, approved the following appointments, as recommended by the Superintendent.

**Coaching positions** Approved the following coaches for the 24-25 school year:

- Fall:
 

Boys' Varsity Soccer	Mark Sullivan	Girls' Varsity Volleyball	Darren Bradt
Boys' JV Soccer	Raegan Ryan	Girls' JV Volleyball	Brock Mapes
Boys' Modified Soccer	Kaitlyn Bailey	Girls' Modified Volleyball	Donna Faller
Girls' Varsity Soccer	Duane Powers & Lisa Scott-Schneider	Varsity Cross Country	Rollie Duttweiler
Girls' JV Soccer	Tracy George	Modified Cross Country	Brooke Bradt
Girls' Modified Soccer	Jordan Sands		
- Winter:
 

Boys' Varsity Basketball	Jason Hamer	Varsity Cheerleading	Macy Beardsley
Boys' JV Basketball	Joe McCumiskey	Modified Cheerleading	Reina Laughlin
Boys' Modified Basketball	Mackenzie Hamer	Boys' Varsity Volleyball	Darren Bradt
Girls' Varsity Basketball	Raegan Ryan	Varsity Swimming/Diving	Shawn Clancy
Girls' JV Basketball	Kyle Dougherty	Modified Swimming/Diving	Brian Edmister III
Girls' Modified Basketball	Morgan Davis	Varsity Bowling	TBD
		Indoor Track and Field	TBD

• Spring:			
Boys' Varsity Baseball	Dennis Miles	Varsity Track and Field	Darren Bradt
Boys' JV Baseball	Tim Hardy & Bryan Depew	Assistant V Track and Field	Rollie Duttweiler
Boys' Modified Baseball	Trevor Burt & Joe Demick	Assistant V Track and Field	Beth Hazelton
Girls' Varsity Softball	Mark Sullivan	Modified Track and Field	Shawn Clancy
Girls' JV Softball	Brooke Bradt	Varsity Golf	Lisa Scott-Schneider
Girls' Modified Softball	Tracy George	Varsity Tennis	TBD

Approved the following athletic positions for the 24-25 school year:

Boys' Varsity Soccer Bookkeeper	Deb Borden	Girls' Varsity Basketball Bookkeeper	TBD
Boys' Varsity Soccer Timer	Jessica Buchholz	Girls' Varsity Basketball Timer	Jessica Buchholz
Boys' JV Soccer Bookkeeper	TBD	Girls' Varsity Basketball Shot Clock	Dixie Middaugh
Boys' JV Soccer Timer	Jessica Buchholz	Girls' JV Basketball Bookkeeper	TBD
Boys' Modified Soccer Bookkeeper	Jasmine Shephard	Girls' JV Basketball Timer	Jessica Buchholz
Boys' Modified Soccer Timer	Jessica Buchholz	Girls' JV Basketball Shot Clock	Dixie Middaugh
Girls' Varsity Soccer Bookkeeper	Dan Geyer	Girls' Modified Basketball Bookkeeper	Jasmine Shephard
Girls' Varsity Soccer Timer	Jessica Buchholz	Girls' Modified Basketball Timer	Jessica Buchholz
Girls' JV Soccer Bookkeeper	Cindy Struckmann	Varsity Baseball Bookkeeper	Cindy Struckmann
Girls' JV Soccer Timer	Jessica Buchholz	Varsity Baseball Scoreboard Operator/ Pitch Counter	Deb Borden
Girls' Modified Soccer Bookkeeper	Lou Ann Mages	JV Baseball Bookkeeper	Jasmine Shephard
Girls' Modified Soccer Timer	Jessica Buchholz	JV Baseball Scoreboard Operator/ Pitch Counter	Mackenzie Hamer
Girls' JV Volleyball Bookkeeper	TBD	Modified Baseball Bookkeeper	TBD
Boys' Varsity Basketball Bookkeeper	Deb Borden	Modified Baseball Scoreboard Operator	Joleen Middaugh
Boys' Varsity Basketball Timer	Jessica Buchholz	Varsity Softball Bookkeeper	Faith Roeske
Boys' Varsity Basketball Shot Clock	Dixie Middaugh	Varsity Softball Scoreboard Operator	Dan Geyer
Boys' JV Basketball Bookkeeper	TBD	JV Softball Bookkeeper	Jessica Buchholz
Boys' JV Basketball Timer	Jessica Buchholz	JV Softball Scoreboard Operator	TBD
Boys' JV Basketball Shot Clock	Dixie Middaugh	Modified Softball Bookkeeper	TBD
Boys' Modified Basketball Bookkeeper	Jasmine Shephard	Modified Softball Scoreboard Operator	Dan Geyer
Boys' Modified Basketball Timer	Jessica Buchholz		

**Substitutes**

Approved the following certified instructional substitutes for the 24-25 school year:

Substitute	Certification
• Luke Schriver	• 7-12 ELA
• Rose Fleming	• Elementary Education/ Reading

Approved the following non-certified instructional substitutes for the 24-25 school year:

• Jacob Cole	• Heidi Ellsessor	• Michelle Gerow
• Jayne Swanson	• Morgan Hamer	• Lori Gibney
• Sydney Ace	• Adison Male	• Emma Sullivan
• Michelle Burdett	• Aidan Heaney	• Carlee Miller
• Gretchen Hanchett	• Aundre Leavitt	• Morgan Hamer

- Heather Jaycox
- Genessa Mesker
- Emily Krotz
- Nancy Miller
- Sarah Noniewicz

Approved the following non-instructional substitutes for the 24-25 school year:

- Heidi Ellsessor
- Kim Ralyea
- Amy Davison
- Sydney Ace
- Lori Gibney
- Jacob Cole
- Morgan Hamer
- Alexa Robbins
- Aundre Leavitt
- Genessa Mesker
- Michelle Burdett
- Nancy Miller
- Aidan Heaney
- Mathew Majoros
- Adison Male
- Emma Sullivan
- Emily Krotz
- Brooke Middaugh
- Ely Cartwright
- Sarah Miller (bus monitor)
- Allicia Harrington
- Heather Jaycox
- Jayne Swanson
- Sarah Noniewicz
- Michelle Gerow
- Gretchen Hanchett
- Kelly Davison (café/custodial)
- Laura Duvall (health office assistant)
- Jacob Buchholz (café/custodial)
- Shelly Yackerren (café/custodial)
- Shannon Collins (health office assistant)

- Monitoring** Approved assigning up to 20 minutes extra per day for monitoring for teacher aides, as needed.
- Accompanist** Approved Andrew Reith as an accompanist for the 24-25 school year to be paid \$30/hour for up to 40 hours for the year.
- Permanent** Appointed permanently Jennifer Green as a teacher aide after successfully completing a one-year probationary appointment.
- Advisorship** Approved Jessica Weaver as a co-advisor for HS Student Council with Mary Guilford.
- Summer school substiutes** Approved the following additional people as substitutes for the 2024 summer school:
- Heather Jaycox
  - Anthony Piwko
- Leave of absence** Approved a leave for Elizabeth Austin from October 21, 2024, with a return date of January 21, 2025.

Unanimously carried

- Executive Session** Motion by Randa Harrington, seconded by Becky Backer, to move into executive session at 7:01pm to discuss personnel or legal matters for purposes specified in the open meeting law. Keegan Harrington was asked to join. Carried 7-0
- Motion by Becky Backer, seconded by Chris Enders, to move out of executive session at 7:31pm to discuss personnel or legal matters for purposes specified in the open meeting law. Carried 7-0
- ADJOURNMENT** Motion by Becky Backer, seconded by Randa Harrington, adjourned the meeting at 7:32pm. Carried 7-0



