

**BELFAST CENTRAL SCHOOL**  
**BOARD OF EDUCATION AGENDA**

**June 12, 2018**

**5:30 P.M.—Room 206**

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. Bob Lingenfelter, District Treasurer  
\_\_\_ Mrs. Jessica Hess, PK-4 Principal/ Director of Pupil Services  
\_\_\_ Mr. Mike Roche, 5-12 Principal  
\_\_\_ Mr. Jim Schneider, Supervisor of Transportation/ Buildings and Grounds

Other(s):

President of the Board calls the meeting to order at \_\_\_\_\_  
Pledge of Allegiance

**1.0 MEETING INFORMATION**

1.1 Additions or deletions to the agenda

**2.0 PUBLIC COMMENT/ PRESENTATION**

2.1 Clark Patterson Lee Presentation

**3.0 FINANCIAL**

3.1 Treasurer's report  
3.2 Budget Status and Revenue Status Reports  
3.3 April warrants  
3.4 Internal Claims audit report  
3.5 Reserve Transfers  
3.6 Community Eligibility Program grant

**4.0 LEADERSHIP REPORTS**

4.1 Mr. Michael Roche, 5-12 Principal

- Prom
- Graduation

4.2 Mrs. Jessica Hess, PK-4 Principal/ Director of Pupil Services

- Positive Behavior Program update

4.3 Dr. Wendy Butler, Superintendent

- Review District goals and objectives for the 17-18 school year
- Pepsi building
- 13 King Street

- Smart Schools Investment Plan

**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 May 8, 2018 meeting.
2. Approve the minutes from the May 16, 2018 special meeting.
3. Approve the minutes from the May 24, 2018 special meeting.
4. Approve the Treasurer’s report dated April 2018.
5. Approve the CSE/ CPSE/ 504 committee recommendations as presented.

**6.0 BCS POLICY REVIEW**

Section 5000 NON-INSTRUCTIONAL/BUSINESS OPERATIONS	Number
6.1 Insurance .....	5610
6.2 Inventories.....	5620
6.2.1 Accounting of Fixed Assets.....	5621
6.3 Facilities: Inspection, Operation and Maintenance.....	5630
6.3.1 Hazardous Waste and Handling of Toxic Substances by Employees.....	5631
6.3.2 Pest Management and Pesticide Usage .....	5632
6.4 Smoking/Tobacco Use.....	5640
6.5 Energy/Water Conservation and Recycling of Solid Waste.....	5650
6.7 Records Management.....	5670
6.7.1 Information Security Breach and Notification.....	5672
6.7.2 Data Network Security Access.....	5674
6.7.3 Employee Personal Identifying Information and Information Security Breach.....	5675
6.8 Safety and Security.....	5680
6.8.1 School Safety Plans.....	5681
6.8.2 Crisis Response (Post Incident Response).....	5682
6.8.3 Fire Drills, Bomb Threats and Bus Emergency Drills.....	5683
6.8.4 Anthrax and Other Biological Terrorism: Prevention Protocols/ Protocols for Mail Handling.....	5684
6.8.5 Cardiac Automated External Defibrillators (AEDs) in Public School Facilities.....	5685
6.8.6 Use of Surveillance Cameras in the School District.....	5686
6.9 Exposure Control Program.....	5690
6.9.1 Communicable Diseases.....	5691
6.9.2 Human Immunodeficiency Virus (HIV) Related Illnesses.....	5692

**7.0 BOARD ACTIONS**

7.1 Policy Adoption

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt the following Consent Agenda Items as recommended by the superintendent:

Vote: \_\_\_\_\_ Aye          \_\_\_\_\_ Nay          Accepted / Rejected

Section 5000 NON-INSTRUCTIONAL/BUSINESS OPERATIONS	Number
<b>EXPENDITURES</b>	
3.1 Bonding of Employees and School Board Members.....	5310
3.2 Expenditures of School District Funds.....	5320
3.3 Budget Transfers.....	5330
3.4 Borrowing of Funds.....	5340

**PURCHASING**

4.1 Purchasing.....5410

**FISCAL ACCOUNTING AND REPORTING**

5.1 Accounting of Funds.....5510  
5.2 Extraclassroom Activities Funds.....5520  
5.3 Petty Cash Funds and Cash in School Buildings.....5530  
5.4 Publication of the District's Annual Financial Statement.....5540

**FISCAL ACCOUNTING AND REPORTING (Cont'd.)**

5.5 Maintenance of Fiscal Effort (Title I Programs).....5550  
5.6 Use of Federal Funds For Political Expenditures.....5560  
5.7 Financial Accountability .....5570  
5.8 Allegations of Fraud .....5571  
5.9 Audit Committee.....5572  
5.10 Internal Audit Function .....5573  
5.11 Medicaid Compliance Program.....5574

7.2 18-19 Confidential/ Managerial Employment Agreements

**Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the confidential/ managerial employment agreements for the Principals, School Business Official, Confidential Secretaries, Department Supervisors, and Director of Educational Technology and Information Systems for the 18-19 school year, as recommended by the Superintendent.**

Vote: \_\_\_\_\_ Aye \_\_\_\_\_ Nay Accepted / Rejected

7.3 Employee Benefits Accrued Liability Reserve

**Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve a transfer from the Employee Benefits Accrued Liability Reserve to cover the retirement benefits paid in the 2017-18 school year in an amount not to exceed \$175,004.95, as recommended by the Superintendent.**

Vote: \_\_\_\_\_ Aye \_\_\_\_\_ Nay Accepted / Rejected

7.4 Reserve Transfers

**Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve budget transfers up to the allowable amounts to the following reserves pending the reserve amount of funds remaining in our unappropriated fund balance as of June 30, 2018, as recommended by the Superintendent.**

Vote: \_\_\_\_\_ Aye \_\_\_\_\_ Nay Accepted / Rejected

- approve a transfer to the Employee Benefit Accrued Liability Reserve to bring the reserve up to the new allowable compensated absences calculation;
- approve a transfer to the Worker’s Compensation Reserve Fund in an amount not to exceed \$40,000;
- approve a transfer to the Reserve for Retirement Contributions in an amount not to exceed \$200,000;
- approve a transfer to the Unemployment Reserve in an amount not to exceed \$25,000;
- approve a transfer to the Repair Reserve in an amount not to exceed \$30,000.

7.5 Resolution Issuing SEQR Negative Declaration for Sale of Storage Building Real Property  
The following resolution was then offered by \_\_\_\_\_ and seconded by \_\_\_\_\_, to wit:

WHEREAS, the Belfast Central School District (“District”) proposes to sell real property including a storage building, located at 7908 GLF Street (SBL No. 105.9-1-5.2); and

WHEREAS, to the District’s knowledge, the purchaser plans to continue to use the storage building for similar storage/garage use without expansion or site work planned, and if additional development were proposed by the purchaser in the future, an environmental review under the State Environmental Quality Review Act (“SEQRA”) would be undertaken by one or more agencies with jurisdiction over the development, such as the local municipality, to the extent required; and

WHEREAS, the District and its Board of Education is the “Lead Agency” under SEQRA for purposes of reviewing the environmental impacts of the sale of the District’s real property; and

WHEREAS, the proposed action of selling the real property has been classified as an “Unlisted” action under SEQRA, not requiring a coordinated review; and

WHEREAS, the District/Board has duly considered the action of the sale of the real property, 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 has identified the relevant areas of environmental concern, has taken a hard look at these areas, and has made a reasoned elaboration of the basis for its determination;

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

1. The proposed action of selling the real property located at 7908 GLF Street (SBL No. 105.9-1-5.2) will not have 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.
3. The Superintendent is hereby authorized to sign and file all documents necessary to comply with SEQRA.
4. This resolution is effective immediately.

PASSED AND ADOPTED this 12th day of June, 2018 by the Belfast Central School District Board of Education.

Vote: \_\_\_\_\_ Aye \_\_\_\_\_ Nay Accepted / Rejected

7.6 Resolution Authorizing the Sale of the Property at 7908 GLF Rd., Belfast, NY  
Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, to RESOLVE, that the Board of Education of the Belfast Central School District hereby (a) approves the sale of 7908 GLF Street, Belfast, New York (SBL No. 105.9-1-5.2), for the price of \$34,100.00, subject to the conditions set forth in the terms of sale; and (b) authorizes and directs the Superintendent to execute and deliver the transactional documents for the sale (with such non-material amendments, additions or alterations as may be determined appropriate by the District’s legal counsel); and (c) instructs the Superintendent and other appropriate District officials to proceed with the implementation of all steps reasonably necessary and appropriate to allow for the District’s performance of the terms of sale.

Vote: \_\_\_\_\_ Aye \_\_\_\_\_ Nay Accepted / Rejected

7.7 Surplus items

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to declare the identified items as surplus to be sold and/or discarded, as recommended by the Superintendent.

Vote: \_\_\_\_\_ Aye \_\_\_\_\_ Nay Accepted / Rejected  
Items to declare surplus:

- Bus #68
  - 2008 Bluebird Vision
  - Mileage: 105,342
  - VIN Number 1BAKFCKA78F245167
- Jacobson Turflat Mower 1602 HRS
  - 72” mower deck
  - 60” street sweeper

7.8 Private School Transportation Request

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve requested transportation for the identified private schools for the 2018-19 school year, as recommended by the Superintendent.

Vote: \_\_\_\_\_ Aye \_\_\_\_\_ Nay Accepted / Rejected

School	Number of Students	Family	Address
White Creek Rd. School	1	Dan Kurtz	7034 Shaller Rd. Belfast, NY

7.9 Summer Recreation Bus Lease Agreement

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the summer bus lease agreement between Belfast Central School and the Town of Belfast to provide transportation for the summer recreation program from July 2, 2018 to July 27, 2018, as recommended by the Superintendent.

Vote: \_\_\_\_\_ Aye \_\_\_\_\_ Nay Accepted / Rejected

7.10 OT Shared Service

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the shared Occupational Therapy service agreement with Friendship Central School which will provide services through June 30, 2019, as recommended by the Superintendent.

Vote: \_\_\_\_\_ Aye \_\_\_\_\_ Nay Accepted / Rejected

7.11 Approve Out of District Students for 18-19

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the identified students to attend Belfast Central as out of district students for the 18-19 school year, as recommended by the Superintendent.

Vote: \_\_\_\_\_ Aye \_\_\_\_\_ Nay Accepted / Rejected

Student Name	Grade 18-19	Home District
Alexandria Litchner	K	Cuba Rushford
Brooke Kraneck	PK	Cuba Rushford

8.0 FOCUS ON LEARNING/ BOE QUESTIONS/ DISCUSSIONS/ CONCERNS

8.1 EDTECH Transformers

8.2 BOE Questions/ Discussion/ Concerns

8.2a BOE self-evaluation

8.2b BOE retreat

9.0 PERSONNEL

9.1 Appointments

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following appointments, as recommended by the Superintendent.

Vote: \_\_\_\_\_ Aye \_\_\_\_\_ Nay Accepted / Rejected

9.1a To appoint Jessica Grottanelli who is pursuing certification as an Earth Science teacher via the Transitional B Pathway, to the position of Earth Science Teacher in the secondary science tenure area for a probationary period of four years, to commence July 1, 2018 and to end August 28, 2022. Eligibility for tenure at the end of the probationary period is dependent on Miss Grottanelli

becoming certified 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. The salary during the first year of this appointment will be paid in accordance with the salary schedule, at step A, as outlined in the Belfast Teachers' Collective Bargaining Agreement.

9.1b To permanently appoint Kayla Green to the position of Secretary for Pupil Services as of July, 1, 2018. Mrs. Green completed a 26 week probationary appointment period and passed the Senior Typist Civil Service Exam and score in the top 3%.

9.1c To Lori Wilson to work in the cafeteria for the Summer 2018 lunch and snack program from July 2-27, 2018.

9.1d To approve the following people to work as summer cleaning staff:

- Ann Krzos
- Betsy Cole
- Marion Brundage
- Mackenzie Cox
- Christian Lingenfelter
- Meredith Preston (will miss from 9-11:30 M-TH during summer recreation)
- Patty Gughiocello (2.5 hours a day M-TH during the summer recreation program)

9.1e To approve Kim Ralyea to work as a summer bus monitor for the 2018 summer BOCES program.

9.1f To approve Kathleen Malota to be a bus driver during the summer of 2018.

9.2 Leave of Absence

**Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following leaves, as recommended by the Superintendent.**

Vote: \_\_\_\_\_ Aye                      \_\_\_\_\_ Nay                      Accepted / Rejected

9.2a To approve FMLA for Ann Krzos retroactively from May 21, 2018 to June 10, 2018.

9.2b To approve FMLA for Maria Rhone retroactively from May 16, 2018 to June 11, 2018.

## 10.0 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

## 11.0 ADJOURNMENT

**Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to adjourn the meeting at \_\_\_\_\_.**

Vote: \_\_\_\_\_ Aye                      \_\_\_\_\_ Nay                      Accepted / Rejected