

## Belfast Central School Board of Education Regular Meeting

Belfast Central School Conference Room

June 12, 2018

5:30 P.M.

### School Board Members Present:

Josie Preston, President, Randa Harrington, Vice President, Becky Backer, Chris Enders, Patricia Krotz, Dan Borden, Cecy Curcio

**Members Absent:** none

**District Personnel:** Wendy Butler Ed. D, Superintendent, Robert Lingenfelter, District Treasurer, Gina Larrabee, District Clerk, Michael Roche, 5-12 Principal, Jessica Hess PK-4 Principal/Director of Pupil Services, Mary Paulsen, Ryne Wight

<b>Meeting Minutes</b>	At 5:30 p.m., the President Josie Preston called the meeting to order. The Pledge of Allegiance was recited.
<b>Additions or Deletions</b>	Two additions were noted: permanent status for Kayla Green; Resolution Issuing SEQR Negative Declaration for Sale of Storage Building Real Property and Resolution Authorizing the Sale of the Property at 7908 GLF Rd., Belfast, NY.
<b>Financial</b>	Robert Lingenfelter presented the Treasurer's report, Budget Status and Revenue Status Reports, April's warrants, and the Internal Claims Audit Report, reserve transfers. Mr. Lingenfelter spoke about the approval of the Community Eligibility Program and noted Belfast Central School will benefit from this program for four years, and a fifth year may be applied for.
<b>Public Presentation</b>	Ryne Wight from ClarkPatterson presented a diagram of what the new administration area could look like. A site plan was given to all to look at while he explained. Mr. Wight spoke about multipurpose rooms, programing spaces, the look of the proposed new building entrance, security door approval, retractable seating for the auditorium, and window glass enhancement. Mr. Wight will return to the board with updates in the near future. Board members thank Mr. Wight for his work.
<b>Team Leadership reports</b>	<p>Michael Roche stated that prom went very well. The Cuba VFW served a meal during the event. Mr. Roche also stated that we will have a 100% graduation rate with all of our 22 seniors participating in graduation.</p> <p>Jessica Hess spoke with the Board about a new positive behavior program. She stated this new programing will give teachers and staff tools to use to help improve behavior, and spoke about new ways to reward students for positive behavior.</p> <p>Dr. Wendy Butler talked with the Board about receiving year end data earlier than usual and her plan to use this data to assist teachers in understanding what type of instruction will be most effective. Dr. Butler also spoke about the sale of the property on GLF Street, the online bidding process for this property, the purchase of the property on King Street, the demolition of said property, and tree removal.</p>
<b>Consent Agenda</b>	<p>Motion by Chris Enders, seconded by Randa Harrington, to adopt the following Consent Agenda Items as recommended by the superintendent:</p> <p>Approve the minutes from the May 8, 2018 meeting. Approve the minutes from the May 16, 2018 special meeting.</p>

Approve the minutes from the May 24, 2018 special meeting.  
 Approve the Treasurer's report dated April 2018.  
 Approve the CSE/ CPSE/ 504 committee recommendations as presented.

**Policy Review**

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

**Board Action Items**

**Policy Adoption**

Motion by Patricia Krotz, seconded by Cecy Curcio, to adopt the following policies which were reviewed at the May 8, 2018 BOE meeting, as recommended by the superintendent:

**EXPENDITURES**

1.	3.1 Bonding of Employees and School Board Members.....	5310
2.	3.2 Expenditures of School District Funds.....	5320
3.	3.3 Budget Transfers.....	5330
4.	3.4 Borrowing of Funds.....	5340

**PURCHASING**

4.1	Purchasing.....	5410
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**FISCAL ACCOUNTING AND REPORTING**

1.	5.1 Accounting of Funds.....	5510
2.	5.2 Extraclassroom Activities Funds.....	5520
3.	5.3 Petty Cash Funds and Cash in School Buildings.....	5530
4.	5.4 Publication of the District's Annual Financial Statement.....	5540

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

5.	5.5 Maintenance of Fiscal Effort (Title I Programs).....	5550
6.	5.6 Use of Federal Funds For Political Expenditures.....	5560
7.	5.7 Financial Accountability .....	5570

8. 5.8 Allegations of Fraud .....	5571
9. 5.9 Audit Committee.....	5572
10. 5.10 Internal Audit Function .....	5573
5.11 Medicaid Compliance Program.....	5574

**Contract**

Motion by Randa Harrington, seconded by Patricia Krotz, 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.

**Employee Benefits  
Accrued Liability  
Reserve**

Motion by Randa Harrington, seconded by Cecy Curcio, 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.

**Reserve Transfers**

Motion by Becky Backer, seconded by Chris Enders, 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.

- 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.

**SEQR Negative  
Declaration for  
Sale**

The following resolution was then offered by Chris Enders and seconded by Randa Harrington, 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.**

**Sale of 7908 GLF Road, Belfast**

Moved by Chris Enders, seconded by Randa Harrington, 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.

**Surplus Items**

Motion by Randa Harrington, seconded by Chris Enders, to declare the identified items as surplus to be sold and/or discarded, as recommended by the Superintendent.

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

**Transportation Request**

Motion by Becky Backer, seconded by Patricia Krotz, to approve requested transportation for the identified private schools for the 2018-19 school year, as recommended by the Superintendent.

- Dan Kurtz, 7034 Shaller Rd., Belfast, NY 14711 – 1 child to White Creek School

**Summer Rec Bus Lease**

Motion by Chris Enders, seconded by Randa Harrington, 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.

**OT Shared Service**

Motion by Becky Backer, seconded by Cecy Curcio 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.

**Out of District**

Motion by Becky Backer, seconded by Patricia Krotz, 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.

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

**Focus on Learning**

Dr. Butler provided the board with an article entitled, *EDTECH Transformers*.

**Personnel**

Motion by Becky Backer, seconded by Patricia Krotz, to approve the following appointments, as recommended by the Superintendent.

**J.Grottanelli**

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.

**K.Green**

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%.

**Wilson**

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

**Summer Staff**

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)
  
- To approve Kim Ralyea to work as a summer bus monitor for the 2018 summer BOCES program
- To approve Kathleen Malota to be a bus driver during the summer of 2018.

**FMLA**

Motion by Cecy Curcio, seconded by Randa Harrington, to approve the following leaves, as recommended by the Superintendent.  
To approve FMLA for Ann Krzos retroactively from May 21, 2018 to June 10, 2018.  
To approve FMLA for Maria Rhone retroactively from May 16, 2018 to June 11, 2018.

**Executive Session**

Motion by Randa Harrington, seconded by Patricia Krotz, to move into executive session at 6:41 pm to discuss personnel or legal matters for purposes specified in the open meeting law.  
Motion by Becky Backer, seconded by Patricia Krotz, to move out of executive session at 7:19 pm to discuss personnel or legal matters for purposes specified in the open meeting law.

**Adjourn**

Motion by Randa Harrington, seconded by Cecy Curcio, to adjourn the meeting at 7:20 pm.