

Beekmantown Central School District

Board of Education Meeting

Place: **MS/HS Library**

December 11, 2012

Minutes

Call to Order

President Leonard King called the meeting to order at 6:17 pm and Ed Marin led the pledge of allegiance.

Members Present

☒ Eric Anderson
☒ April Bingel
☒ Cathy Buckley

☒ Leonard King
☒ Richard LaVigne
☒ Ed Marin

☒ Debbie Passno
☒ Pauline Stone
☒ Steve Trombley

☐ Andrew Peryer, Ex-Officio, Student Board Member

Others Present

☒ Scott Amo, Superintendent of Schools
☒ Diane Fox, HS Principal
☒ Joha Battin, HS Assistant Principal
☒ Amy Campbell, MS Assistant Principal
☒ Matthew Slattery, BE Principal
☒ Garth Frechette, CH Principal
☒ LeeAnn Short, Director of Special Services
☒ Gary Lambert, Educational Technology Coordinator
☐ Ed Cook, Director of Physical Education
☒ Daniel Noonan, Superintendent of Buildings & Grounds
☒ Shane Brink, Transportation Supervisor
☒ Roxann Barnes, School Lunch Manager
☒ Joseph Lavorando, School Attorney
☒ Mary LaValley Blaine, School Business Executive
☒ Joanne Menard, District Clerk

Visitors

Visitors

Ken Maurer
Robert King
Ellen Hall
Elaine Dixon

Lucy Giroux
Patty Gallagher
Diane Kwartz

Anne McGinnis
Holly Sims
Rob Simpson

Approval of the Agenda

It was moved by Richard LaVigne, seconded by Cathy Buckley and unanimously carried, that the Board of Education approve the agenda.

Public Comment

Public Comment

Ed Maurer wished the Board Happy Holidays and Good Luck in 2013.

Reports

Scott Amo, Superintendent of Schools reported on the following.

- Introduced the new Middle School Principal Elaine Dixon. Ms. Dixon has several years' teaching experience in 7-12 social studies and has served as a K-12 Principal. Most recently, as an Assistant Principal at CVES in the Special Education Division. While Ms. Dixon does not officially begin her new assignment until 12/17/12, she has been actively involved in the daily activities in the middle school, in regular communication with the Assistant Principal, and was able to attend the MS concert last evening.

Ms. Dixon commented that she was looking forward to working with everyone.

- Unfortunately, our consortium learned late Friday afternoon that only two districts total in New York were successful in the competitive grant proposals and our BOCES application was not accepted. The awards went to NY City and another downstate district. We will review the scoring of the grant to determine how we were rated and possibly use the application to complete for several small grants.
- Mark Barie of CDC has reported visitation activity at the former West Chazy Elementary School by several prospective buyers with multiple visitations by one party. The district will provide access to property condition data as a means of responding to this continued interest.
- The middle school concert was held last evening and the students performed to an almost full house. Beekmantown Elementary School concert will be tomorrow night at 7:00 pm, the high school concert on 12/17/12, and Cumberland Head Elementary School will be on 12/19/12 at 7:00 pm.
- Tomorrow will be an early release day for all K-12 students. Staff development activities have been planned in all buildings with a focus on APPR related tasks such as data collection and promoting instructional practices in ELA and math to represent the standards. Cumberland Head Elementary will also have a presentation on DASA information with the January staff development day on DASA to be available to other staff.
- The first meeting of the steering committee for the feasibility study of a restructuring of elementary schools into a K-2 or 3-5 design will be tomorrow at 4:30 pm. This initial meeting will be to discuss the strategy issues to plan to begin the full study.
- The next regularly scheduled Board meeting will be 1/8/13 and is scheduled to be held at Cumberland Head Elementary School.

Mary LaValley Blaine, School Business Executive reported on the following:

- Received notification that the Title 1 & 2 Grants have been approved. Resolutions are on tonight's agenda.
- The transfers on the agenda are to realign the budget.
- We are in the process of discarding our old textbooks. Textbooks in good condition are sold and the rest are recycled through Casella Waste Management who donates them to Third World Countries.
- Reminded the board that a resolution was needed on the \$50,000 Senatorial Grant. The School Business Executive's recommendation was to earmark some of the monies for equipment and/or software.
- A tax certiorari resolution on the agenda is to increase the tax certiorari reserve fund due to tax certiorari claims.
- Informed the Board she has completed a 5 year rough budget forecast, which only includes changes in the major expenditure items - wages, retirement and health insurance.

- Informed the Board that after 3-months into the school year, 30% of substitute money for teachers has been spent.
- At the January Board meeting a Risk Analyst from NYSIR will speak on insurance regarding exposure for school related activities.

Committee Reports

Committee Reports

Policy Committee

Eric Anderson reported the Policy Committee proposed changes to the school meal charge policy, discussed the Public Use of Facilities as it relates to the Booster Club and the need to carry insurance, working on changing the Athletic Code of Conduct to include extra-curricular, and commented that the Malone School District allows questions before Board meetings with the questions being answered at the meeting. The policy committee is looking at writing a policy which allows this.

Audit Committee

Ed Marin commented on the information on the extra-curricular activities as it pertains to a list of activities, who is running the activities, list of officers, minutes must be taken and status on paperwork with regards to insurance, etc. The Superintendent stated he will have the information for the next Board meeting.

Ed Marin commented on the lack of clarity from the district for non-league and league contests due to reductions in the athletic budget. He requested an e-mail be sent to all coaches reminding them of the reductions in the athletic budget and requested a copy of the documents that went out to the coaches. The Superintendent commented that the protocol of which events would be supported was done at the first meeting and subsequent meetings with the coaches.

Minutes

Minutes

It was moved by Richard LaVigne, seconded by April Bingel and unanimously carried, that the Board of Education does hereby approve the minutes of the meeting of the Board of Education held on:

11/13/12 Board of Education Meeting

It was moved by Debbie Passno, seconded by Eric Anderson and unanimously carried, that the Board of Education does hereby accept the minutes of the committee meetings held on:

Audit	Policy
12/6/12	12/5/12

New Business

CSE/CPSE Recommendations

CSE Recommendations

It was moved by April Bingel, seconded by Cathy Buckley and unanimously carried, that upon recommendation of the Superintendent of Schools the Board of Education approves the CSE recommendations dated 12/11/12.

It was moved by Richard LaVigne, seconded by Cathy Buckley and unanimously carried, that upon recommendation of the Superintendent of Schools the Board of Education approves the CPSE recommendations dated 12/11/12.

Eric Anderson requested a summary of the level of kids we have. The Director of Special Services stated she could supply a list of the percentage of time in special education.

Personnel

Resignations

Gregory, Kevin

Resignations

It was moved by Eric Anderson, seconded by Debbie Passno and unanimously carried, that upon recommendation of the Superintendent of Schools, the Board of Education accepts the resignations from Kevin Gregory as Modified Wrestling Coach for the 2012-2013 school year.

Appointments

*Balko, John
Ebere, Larry*

Appointments

It was moved by Richard LaVigne, seconded by Debbie Passno and unanimously carried, that upon recommendation of the Superintendent of Schools, the Board of Education approves the following *Civil Service probationary* appointments as indicated:

Name	Title	Period	Salary (12-13)	Contract
Balko, John	Bus Driver	12/12/12 – 9/18/13	\$35.39/Run	10 months
Ebere, Larry	Bus Driver	1/02/13 – 4/23/14	\$28.72/Run	10 months

Permanent Civil Service Appointments

*Favreau, Jennifer
LaDuke, Amanda
Smith, Tammy
Graziane, Cynthia
Hagar, Tracy
Boulrice, Julie
White, Davina
Garren, Michelle
O'Connell, Louise*

It was moved by Richard LaVigne, seconded by Eric Anderson and unanimously carried, that upon recommendation of the Superintendent of Schools, the Board of Education approves the following *permanent Civil Service* appointments as indicated:

Name	Civil Service Title	Probationary Period	Initial Board Meeting	Permanent Date
Favreau, Jennifer	Teacher Aide/Student Aide	9/6/11 – 12/18/12	8/23/11	12/19/12
LaDuke, Amanda	Teacher Aide/Student Aide	9/6/11 – 12/18/12	8/23/11	12/19/12
Smith, Tammy	Teacher Aide/Student Aide	9/6/11 – 12/18/12	8/23/11	12/19/12
Graziane, Cynthia	Teacher Aide/Student Aide	9/6/11 – 12/18/12	8/23/11	12/19/12
Hagar, Tracy	Teacher Aide/Student Aide	9/6/11 – 12/18/12	8/23/11	12/19/12
Boulrice, Julie	Teacher Aide/Student Aide	9/6/11 – 12/18/12	8/23/11	12/19/12
White, Davina	School Bus Monitor	9/6/11 – 12/18/12	8/23/11	12/19/12
Garren, Michelle	School Bus Monitor	9/6/11 – 12/18/12	8/23/11	12/19/12
O'Connell, Louise	Teacher Aide Student Aide	9/7/11 – 12/19/12	9/13/11	12/20/12

Substitutes

It moved by Eric Anderson, seconded by Richard LaVigne and unanimously carried, that upon recommendation of the Superintendent of Schools, the Board of Education approves the following *substitute* appointments beginning on the date indicated:

Name	Type	Effective Date
Crompt, Kimberly	Instructional	12/17/12
LaFountain, Melinda	Instructional	12/17/12

Temporary On-Call

It was moved by April Bingel, seconded by Eric Anderson and unanimously carried, that upon recommendation of the Superintendent of Schools, the Board of Education approves the following *temporary on-call* appointments beginning on the date indicated:

Name	Type	Effective Date
Elizondo, Maribel	Non-Instructional	12/17/12
Long, Paula	Non-Instructional	12/17/12
Lyon, Susan	Non-Instructional	12/17/12
Heywood, Betty	Non-Instructional	1/02/13

Fitness Center
Community
Supervisors

It was moved by Eric Anderson, seconded by Richard LaVigne and unanimously carried, that upon recommendation of the Superintendent of Schools, the Board of Education approves to appoint the following *Fitness Center Community Supervisors*:

Name	Salary	Effective Date
Cutaiar, Scott	-0-	12/12/12
Hileman, Shana	-0-	12/12/12

Substitute Athletic
Site Coordinators

It was moved by Richard LaVigne, seconded by Debbie Passno and unanimously carried, that upon recommendation of the Superintendent of Schools, the Board of Education approves the following *Substitute Athletic Site Coordinators* for the 2012-2013 school year on an as needed basis.

Name
Lozier, Jamie
Moss, Ron

Winter Athletic
Positions

It was moved by Cathy Buckley, seconded by Eric Anderson and unanimously carried, that upon recommendation of the Superintendent of Schools, the Board of Education approves the following winter athletic positions for the 2012-2013 school year as indicated:

Assignment	Name	Based on 2010-11 Rate
Wrestling - Volunteer Assistant	Gregory, Kevin	-0-

Extend
Probationary Period
Sample, Sally

It was moved by Eric Anderson, seconded by Cathy Buckley and unanimously carried, that upon recommendation of the Superintendent of Schools, the Board of Education approves to extend the probationary period of Sally Sample, Teacher Aide/Student Aide, from 12/19/12 to 1/25/13 due to abbreviated evaluation period.

Extend
Probationary Period
Hall, Ellen

It was moved by Debbie Passno, seconded by Eric Anderson and unanimously carried, that upon recommendation of the Superintendent of Schools, the Board of Education approves that the probationary period of Ellen Hall be extended with a complete end date to be determined when the employee returns to work.

Retirement

Retirement
Heywood, Betty

It was moved by Eric Anderson, seconded by Cathy Buckley and unanimously carried, that upon recommendation of the Superintendent of Schools, the Board of Education accepts the following intent to retire on the date indicated:

Name	Position	Date
Heywood, Betty	Bus Driver	12/31/12

Miscellaneous

Side Letter of
Understanding
with BTA

It as moved by Richard LaVigne, seconded by Eric Anderson and roll-call voted, that upon recommendation of the Superintendent of Schools, the Board of Education approves the Side Letter of Understanding between the Beekmantown Teacher's Association, NYSUT, AFT, NEA, AFL-CIO and the Beekmantown Central School District dated 12/4/12 and authorize the Superintendent of Schools to execute said Side Letter of Understanding on behalf of the District.

The roll-call vote was as follows:

<input checked="" type="checkbox"/> Eric Anderson	<input checked="" type="checkbox"/> Leonard King	<input checked="" type="checkbox"/> Debbie Passno
<input checked="" type="checkbox"/> April Bingel	<input checked="" type="checkbox"/> Richard LaVigne	<input checked="" type="checkbox"/> Pauline Stone
<input checked="" type="checkbox"/> Cathy Buckley	<input checked="" type="checkbox"/> Ed Marin	<input checked="" type="checkbox"/> Steve Trombley

Policies

Policies

Richard LaVigne requested to postpone the Charging School Meals Policy because he was absent from the Policy Committee Meeting. The Board concurred.

It was moved by Richard LaVigne, seconded by Debbie Passno, and unanimously carried, that the Board of Education does hereby approve the following policies:

<u>Name</u>	<u>Policy #</u>
Voting Procedures	2120.2
Regular Meetings	2310
Notice of Meetings	2340
Agenda Preparation and Dissemination	2342

Financial

Financial Reports

It was moved by Richard LaVigne, seconded by Cathy Buckley and unanimously carried, that the Board of Education accept the following reports as presented by the Audit Committee:

Appropriation Status Report – (November 2012)
Treasurer's Revenue Report – (November 2012)
Treasurer's Monthly Report – (November 2012)
Trial Balance – (November 2012)

It was moved by April Bingel, seconded by Debbie Passno and unanimously carried, that the Board of Education acknowledge receipt of the Warrant Reports for November 2012.

It was moved by Richard LaVigne, seconded by Cathy Buckley and unanimously carried, that Board of Education acknowledges receipt of the Budget Transfer Report for November 2012 and Due To & Due From Report as of November 2012.

It was moved by April Bingel, seconded by Debbie Passno and unanimously carried, that the Board of Education accept the Extra-Curricular Reports for the month of July and Quarterly Reports for August, September & October 2012.

It was moved by Richard LaVigne, seconded by Eric Anderson and unanimously carried, that upon recommendation of the Superintendent of Schools, the Board of Education approves the following transfers over \$5,000:

Transfers

Authorizes the use of Reserve to cover the known/announced retirements.

From: A867 EE Benefits Reserve

To: A9070.800.21.00 Accrued Sick Buyout at Retirement - TSA

Amount: \$38,330.00

Authorizes the use of Reserve to cover the known/announced retirements.

From: A867 EE Benefits Reserve

To: A5510.161.00.00 Transportation – Retirement Sick Payout

Amount: \$7,200.00

Authorizes the use of Reserve to cover the known premiums from the CEWW Workers Comp Consortium at this time.

From: A861 Workers Comp Reserve

To: A9040.800.00.00 Employee Benefits – Workers Compensation

Amount: \$45,000.00

Increase budget appropriation to cover interest expense.

From: V909 Debt Service Fund

To: A9731.700.00.00 Debt Service – Cap Construction BAN Interest

Amount: \$26,930.60

The roll-call vote was as follows:

☒ Eric Anderson

☒ April Bingel

☒ Cathy Buckley

☒ Leonard King

☒ Richard LaVigne

☒ Ed Marin

☒ Debbie Passno

☒ Pauline Stone

☒ Steve Trombley

It was moved by Eric Anderson, seconded by Richard LaVigne and roll-call voted;

Increase Tax Certiorari Fund

WHEREAS, Section 3651(1-a) & (3-a) of the Education Law authorize a school district to establish a reserve fund for the payment of judgments and claims in tax certiorari proceedings and to make payments therefore; and

WHEREAS, the Board of Education desires to increase such reserve fund to pay for judgments and claims for pending 2011 and 2012 tax certiorari proceedings;

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby increases the reserve fund balance for the payment of judgments and claims in pending tax certiorari proceedings and authorizes the transfer of such amounts from fund balance in the general fund to the Tax Certiorari Reserve Fund as listed below:

<u>Index No.</u>	<u>Amount</u>	<u>Tax Map No.</u>	<u>Address</u>	<u>Tax Bill</u>
2012-1068	\$1,013	221.9-1-12	20 Flanagan Dr, Plattsburgh	255713
2012-981	\$8,439	206.-1-25	714 Rt 3 Plattsburgh	253558
2011-1023	\$8,356	206.-1-25	714 Rt 3 Plattsburgh	253544

Total above is \$17,808 for 2011 and 2012 tax certiorari claims in process which is hereby authorized to be transferred from the General Fund, fund balance to the General Fund, Tax Certiorari Reserve.

The roll-call vote was as follows:

<input checked="" type="checkbox"/> Eric Anderson	<input checked="" type="checkbox"/> Leonard King	<input checked="" type="checkbox"/> Debbie Passno
<input checked="" type="checkbox"/> April Bingel	<input checked="" type="checkbox"/> Richard LaVigne	<input checked="" type="checkbox"/> Pauline Stone
<input checked="" type="checkbox"/> Cathy Buckley	<input checked="" type="checkbox"/> Ed Marin	<input checked="" type="checkbox"/> Steve Trombley

Acceptance of
NCLB – Title 2
Part A Grant

It was moved by April Bingel, seconded by Richard LaVigne, and roll-call voted, that upon recommendation of the Superintendent of Schools, the Board of Education accepts the following NYSED approved NCLB - Title 2 Part A Program Grant for the 2012 – 2013 year in the amount of \$160,255 (Project # 0147 13 0480) and approve the expenditure as follows:

Instructional Wages	\$116,510
Payroll Taxes - FICA	\$ 8,913
Retirement - TRS	\$ 13,794
Benefits - Health Insurance	\$ 20,802
Benefits - Workers Comp	\$ 236
Total Title 2A Grant:	\$160,255

The roll-call vote was as follows:

<input checked="" type="checkbox"/> Eric Anderson	<input checked="" type="checkbox"/> Leonard King	<input checked="" type="checkbox"/> Debbie Passno
<input checked="" type="checkbox"/> April Bingel	<input checked="" type="checkbox"/> Richard LaVigne	<input checked="" type="checkbox"/> Pauline Stone
<input checked="" type="checkbox"/> Cathy Buckley	<input checked="" type="checkbox"/> Ed Marin	<input checked="" type="checkbox"/> Steve Trombley

Acceptance of
Title 1 A & D
Academic
Improvement
Program Grant

It was moved by Richard LaVigne, seconded by Debbie Passno and roll-call voted, that upon recommendation of the Superintendent of Schools, the Board of Education accepts the following NYSED approved - Title 1 A & D Academic Improvement Program Grant for the 2012 – 2013 year in the amount of \$390,235 (Project # 0021 13 0480) and approved for expenditure as follows:

Instructional Wages	\$253,220
Contractual Services	\$ 16,172
Materials & Supplies	\$ 5,417
Travel costs of Prof Dev	\$ 1,000
Payroll Taxes - FICA	\$ 18,733
Retirement - TRS	\$ 28,994
Benefits - Health Insurance	\$ 66,202
Benefits - Workers Comp	\$ 497
Total Title 1 Grant:	\$390,235

The roll-call vote was as follows:

<input checked="" type="checkbox"/> Eric Anderson	<input checked="" type="checkbox"/> Leonard King	<input checked="" type="checkbox"/> Debbie Passno
<input checked="" type="checkbox"/> April Bingel	<input checked="" type="checkbox"/> Richard LaVigne	<input checked="" type="checkbox"/> Pauline Stone
<input checked="" type="checkbox"/> Cathy Buckley	<input checked="" type="checkbox"/> Ed Marin	<input checked="" type="checkbox"/> Steve Trombley

Acceptance of
Donation from
Lady Eagles
Hockey

It was moved by Debbie Passno, seconded by Cathy Buckley and roll-call voted, that upon recommendation of the Superintendent of Schools, the Board of Education accepts the donation from Lady Eagles Hockey in the amount of \$10,000 (Officials \$1,700 and Ice time (games/practices) \$8,300) for Girl's Hockey for the 2012-2013 school year and approve amending the district budget.

The roll-call vote was as follows:

<input checked="" type="checkbox"/> Eric Anderson	<input checked="" type="checkbox"/> Leonard King	<input checked="" type="checkbox"/> Debbie Passno
<input checked="" type="checkbox"/> April Bingel	<input checked="" type="checkbox"/> Richard LaVigne	<input checked="" type="checkbox"/> Pauline Stone
<input checked="" type="checkbox"/> Cathy Buckley	<input checked="" type="checkbox"/> Ed Marin	<input checked="" type="checkbox"/> Steve Trombley

Additional Items to Discuss

Clerk Position

o Clerk Position

The Superintendent explained the need for a Clerk in the HS Nurse's office, with no certainty for the 2013-2014 school year. The HS Principal explained that the high school previously had 6 to 7 typists assigned. Discussion followed on a clerk position, typist, substitute nurse shortage, after school monitoring of students, whether or not a district operator is needed, and a hall monitor. The Superintendent to meet with the administrators and submit a priority list to the Board.

Substitute Rate for
Cafeteria
Department

o Substitute Rate for Cafeteria Department

April Bingel stated the Cafeteria Committee was recommending increasing substitute rates for food service helpers and school lunch cashiers. The cafeteria department has difficulty filling absences because the hours are typically less than other positions and the hourly rates are lower.

It was moved by Richard LaVigne, seconded by April Bingel and roll-call voted, that the Superintendent of Schools recommends to the Board of Education to increase the substitute rate of the food service helper and school lunch cashier from \$7.25 per hour to \$8.50 per hour effective 12/12/12.

The roll-call vote was as follows:

<input checked="" type="checkbox"/> Eric Anderson	<input checked="" type="checkbox"/> Leonard King	<input checked="" type="checkbox"/> Debbie Passno
<input checked="" type="checkbox"/> April Bingel	<input checked="" type="checkbox"/> Richard LaVigne	<input checked="" type="checkbox"/> Pauline Stone
<input checked="" type="checkbox"/> Cathy Buckley	<input checked="" type="checkbox"/> Ed Marin	<input checked="" type="checkbox"/> Steve Trombley

Financial Reports
Electronically

o Financial Reports Electronically

Discussion next followed on whether the Board would keep receiving hard copies of the financial reports or electronic copies. It was the consensus of the Board that the entire Board of Education receives electronic copies and the Audit Committee receives hard copies.

Sub Nurse Shortage

○ Sub Nurse Shortage

Superintendent Amo informed the Board the district was having a substitute nurse shortage which is also regional. The Superintendent to compile substitute nurse rates with surrounding districts and provide data for further consideration. The district will also review recent history of nurse absence trends to provide additional insight and expectation of remaining days available for nurse employees to be out of work.

2013-2014 Budget Calendar

○ 2013-2014 Budget Calendar

Discussion next followed on a proposed Budget Calendar for 2013-2014 and a telephone survey. The School Business Executive presented a 5 year rough forecast, which only includes changes for wages, retirement and health insurance and assumes that approximately \$1 Million of Fund Balance is used in 2013-2014 to reduce the expected deficit.

School Year	Deficit
2013-2014	(\$2,010,984)
2014-2015	(\$3,269,390)
2015-2016	(\$3,468,479)
2016-2017	(\$3,673,512)
2017-2018	(\$3,884,606)

It was the consensus of the Board that a second meeting be scheduled for the months of January through April at 6:15 pm to strictly work on the 2013-2014 budget.

Superintendent Evaluation Date

○ Superintendent Evaluation Date

The Board next scheduled 1/8/13 at 4:30 pm to evaluate the Superintendent. The Board will immediately go into executive session to discuss the Superintendent evaluation with the regular board meeting following.

Disciplinary

○ Disciplinary

The Board discussed the ongoing review of the District disciplinary activities and PBIS initiatives. Additional focus ongoing DASA training, student awareness and community/parent involvement. The Board requested administration reports of statistical discipline data

Public Comment

Public Comment

Holly Sims commended the Board and the School Business Official for the 5-year budget estimate.

Rob Simpson, Fitness Center Coordinator commented on the substitute nurse shortage and suggested the Board look at an agency to fill the position because there is no overhead. He thanked everyone for their help on opening the Fitness Center. Presently there are 6-10 individuals who participate. Mr. Simpson suggested the budget survey be put on the website as well as a telephone survey.

Ken Maurer suggested the Board create light duty positions so employees would not

burn their sick time.

Diane Kwartz commented that she appreciated the comments on trying to involve the public during the budget process. She commented that you should think of the person who gets on the phone for the telephone survey – don't need opinion.

Leonard King, Board President thanked Elaine Dixon for coming on Board.

Adjournment

Appointment

It was moved by Richard LaVigne, seconded by Cathy Buckley and unanimously carried, that the meeting be adjourned. Time 9:07 p.m.