

Beekmantown Central School District

Board of Education Meeting

Place: **CH All Purpose Room**

January 8, 2013

Minutes

Call to Order

President Leonard King called the meeting to order at 4:34 pm and led the pledge of allegiance.

<input checked="" type="checkbox"/> Eric Anderson (arrived 4:40 pm)	<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 (arrived 5:00 pm)
<input checked="" type="checkbox"/> Andrew Peryer, Ex-Officio, Student Board Member (arrived 6:05 pm)		

Members Present

☒ Mary LaValley Blaine, School Business Executive
☒ Joanne Menard, District Clerk

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.

Executive Session

Executive Session
(to discuss the Superintendent's Evaluation, proposed sale of real property, and the employment history of a particular person(s)).

It was moved by Richard LaVigne, seconded by Debbie Passno and unanimously carried, that the Board enter executive session to discuss the Superintendent's Evaluation, proposed sale of real property and the employment history of a particular person(s). Time 4:37 p.m.

It was moved by Richard LaVigne, seconded by Debbie Passno and unanimously carried, that the Board return to regular session. Time 6:32 p.m.

Others Present

Others Present

☒ Scott Amo, Superintendent of Schools
☒ Diane Fox, HS Principal
☒ Joha Battin, HS Assistant Principal
☒ Elaine Dixon, MS 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

Visitors

Visitors

Scott Ferris	Ken Maurer	Robert Blaisdell
Gary Gudz	Ashleigh Livingston	Reneé Hall
Carly Grimshaw	Holly Sims	Debbie Blake
Patty Gallagher	Ellen Hall	Lucy Giroux

Public Comment

Public Comment

Gary Gudz commented that increase in social security benefits and home assessments should be taken into account when negotiating with the Beekmantown Teachers' Association and the Beekmantown Support Staff Association.

Presentation

Insurance, Best Practice & Use of Facilities

Presentations

Topic: Insurance, Best Practice & Use of Facilities

Presenter: Robert Blaisdell, Senior Risk Management Consultant of NYSIR

Mr. Blaisdell explained the Use of Facilities liability exposure and the recommended need of the district to require certificates of insurance listing the school district as "additional insured". A hold harmless waiver is suggested for informal groups and infrequent minimal exposure only. Anyone who uses the district facilities is a liability exposure.

Debbie Passno inquired about how to treat the Booster Club. Mr. Blaisdell recommended the Booster Club and all other formal groups' needs to obtain their own insurance coverage and provide insurance certificates for events/activities taking place on the district campus.

Reports

Reports

Scott Amo, Superintendent of Schools reported on the following.

- The district experienced e-mail problems for a significant portion of the day. Gary Lambert, Educational Technology Coordinator and his team have been working to resolve it but e-mails might still be locked in cyberspace.
- The reviewer of the district's APPR plan at SED indicates our plan is good to go from her perspective and we should be receiving official notification of approval within days.
- Budget preparations have begun. Administrators are collecting information regarding their respective buildings for the 2013-2014 that will directly impact the budget development. Some of the factors to be discussed at our staff meeting next week include: enrollment projections, staffing projections, program/assignment reviews, supplies/materials, and other factors. Any preliminary recommendations are preliminary until revenue, increasing costs and tax levy limits are better known. There are three (3) contracts scheduled to begin negotiations for successor agreements. There is a budget calendar on the agenda this evening for adoption with specific tasks that will guide the activities associated with preparing a budget recommendation.

As part of the budget planning, the School Business Official will begin an analysis under which the Board might consider offering early retirement incentives to qualified individuals. (EDUJOBS effort but with district funding). One employee has indicating a willingness to retire at the end of this year if

there is a financial incentive to do so and there could be a significant number of others, as well. Certainly, this consideration would be directly affected by the number of staff that would not be replaced through retirements. We will work to establish some scenarios for Board consideration and try to have this ready for the January 22nd Board budget meeting.

- The 2012-2013 budget included the cost of a graduation/transition coach to help prepare special needs students as early as 14 years of age to be in a position to graduate on time. The position has remained unfilled due to applicant interest and salary issues. However, Mrs. Short, Director of Special Services has come up with a creative solution that would meet our needs and actually result in a cost savings to the district. The plan involves offering several of our own certified teachers this opportunity at their hourly rate of pay. The 135 students for which these services would be provided could be served by multiple teachers successfully for this year and the total cost would be less than if a single provider at .40 FTE provided the service. I will work with the BTA to formally craft a side letter of agreement for this purpose.
- In your packet earlier, you received individual submissions by extra-curricular advisors of clubs sponsored by the district for 2012-2013. The combined costs for all of these are approximately \$50,000. Mrs. Bingle has prepared this information in a spreadsheet which I have copies for the entire Board. This information would be helpful should more discussion on these reports follow.

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

- All copiers were replaced in the district last year under a BOCES aidable CoSER. Because these copiers have the capabilities to scan, we have had a reduction of paper usage district-wide. After the first year, the cost is less than half.
- The district has 11 AED units. Of those, six are wall units and the coordinator and nurse perform monthly test on wall units.
- Explained the budget transfers on tonight's agenda.

Andrew Peryer, Ex-Officio, Student Board Member reported on the following:

- Halfway through the winter sports season.
- The quarter is ending soon.
- Students are preparing to take the January Regents Exams.
- Seniors are completing their college applications.
- Model UN is preparing for Harvard and the Model UN at NCCS in March.
- The Music Department just completed four concerts and are now preparing for the next concerts.

Committee Reports

Safety Committee

Debbie Passno updated the Board on the Safety Committee meeting which was recently held. They are looking at various issues facing the buildings and making sure the visitor procedures are being followed.

Andrew Peryer departed the meeting at 7:22 pm.

Minutes

Minutes

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

12/11/12 Board of Education Meeting

It was moved by Richard LaVigne, seconded by Cathy Buckley and unanimously carried, that the Board of Education does hereby accept the minutes of the committee meetings held on:

Operations	Elementary Grade Restructuring
12/11/12	12/13/12

New Business

CSE/CPSE Recommendations

CSE Recommendations

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 CSE recommendations dated 1/08/13.

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 the CPSE recommendations dated 1/08/13.

Personnel

Appointments

Appointments

Lead Evaluators Dixon, Elaine Campbell, Amy

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 individuals as Lead Evaluators effective the 2012-2013 school year:

Elaine Dixon, Principal
Amy Campbell, Assistant Principal

Permanent Civil Service Appointments

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
Sample, Sally	Teacher Aide/Student Aide	9/6/11 – 1/25/13	8/23/11 & 12/11/12	1/26/13
Thew, Danielle	Typist (Part-time)	7/11/12 – 2/6/13	7/10/12	2/7/13

Sample, Sally Thew, Danielle

Substitutes

It was moved by Debbie Passno, 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
Charles, Pierre	Instructional	1/14/13
Estes, Cortney	Instructional	1/14/13
Kesterman, Kenneth	Instructional	1/14/13

Temporary On-Call

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 following *temporary on-call* appointments beginning on the date indicated:

Name	Type	Effective Date
Rodriguez, Darlene	Non-Instructional	1/9/13
King, Chelsey	Non-Instructional	1/14/13
Macey, Carolyn	Non-Instructional	1/14/13

Stipends

Campbell, Amy
Grade 8 Transition
Program
Coordinator

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 a stipend for Amy Campbell in the amount of \$1,500 for her role as Grade 8 Transition Program Coordinator for the 2012-2013 school year. This is a grant funded position under the Title 1 Grant.

Tuller, Scott
Chapman, Jon
Peer Mentors

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 a stipend for Scott Tuller and Jon Chapman in the amount of \$2,250 each for their role as Peer Mentors for the 2012-2013 school year. These are grant funded position under the Tile 1 Grant.

Beattie, Carrie
Mentor Intern
Program
Coordinator

It was moved by Cathy Buckley, seconded by April Bingel and unanimously carried, that upon recommendation of the Superintendent of Schools, the Board of Education approves a stipend for Carrie Beattie in the amount of \$1,500 for her role as Mentor Intern Program Coordinator for the 2012-2013 school year. This is a grant funded position under the Mentor Grant.

Trudeau, David
Modified Wrestling
Coach

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 David Trudeau as the Modified Wrestling Coach effective 1/9/13 until the end of the season at a prorated salary of \$727.13.

Retirement

Retirement

Criss, Bonnie
Seymour, Doris

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 following intent to retire on the date indicated:

Name	Position	Date
Criss, Bonnie	Bus Driver	1/18/13
Seymour, Doris	Bus Driver	2/28/13

Miscellaneous

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 adopts the following *2013-2014 Budget Calendar*:

2013-2014 Budget Calendar

November 27, 2012 – January 22, 2013

Administration reviews and develops current and projected: Budget Assumptions (Revenues and Expenditures), Enrollment, and Staffing.

January 8, 2013

- Board of Education approves the Budget Calendar

***January 22, 2013**

The Board establishes the spending and fund balance guidelines to be used by the Superintendent in development of a proposed budget.

Administration presents preliminary forecast in the areas of: Enrollment, Buildings & Grounds, Transportation, Staffing, and Fund Balance Projections.

The Superintendent and Board discuss the budget development progress, and any/all areas in the budget that may be affected to reach the guidelines.

February 12, 2013

Time: 6:15 pm

- Public Session - Input from public on budget
- Discussion of NYS Governor's Aid Proposal
- The Superintendent presents a progress report on the budget development including potential areas affected to meet the guidelines.

***February 26, 2013**

- Superintendent presents a Draft Budget to Board of Education.

March 12, 2013

- Superintendent provides Budget progress and Budget Revenue Forecast updates.

March 1, 2013

- Tax Levy limit calculation sent to the State Comptroller, Commissioner of Education & Commissioner of Taxation & Finance

***March 26, 2013**

Location: Auditorium

Time: 7:00 p.m.

- Public Presentation

April 9, 2013

- Budget Update on April 1st NYS Legislative Aid Revenue Results

***April 23, 2013**

- Board of Education adopts budget

April 24, 2013

- Report Cards sent to SED

May 7, 2013

- *General Information on Proposed Budget & Propositions* mailed to all residents.

- *Detailed Proposed Budget* available and will be mailed to residents upon request.

May 14, 2013 Location: Auditorium Time: 7:00 p.m.

- Budget Hearing

May 15, 2013

- Deadline for mailing Budget Notice.

May 21, 2013 Location: Beekmantown HS (*Front Gym*) Time: 11:00 a.m. - 8:00 p.m.

- Annual Budget Vote

Voter registration: Registration will take place at the District Office, 197 Haynes Road
between the hours of 7:30 a.m. to 4:00 p.m.

Absentee Ballots: Deadline to return absentee ballot is May 21, 2013 by 5:00 pm.

Special Board Meeting

Discussion followed on fund balance. The Board requested a special presentation on the District's transportation department.

Financial

Substitute Rate for LPN

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 establishes the following rate for the 2012-2013 school year.

Title (Substitutes)	2012-2013	Type
License Practical Nurse (LPN)	\$75.00	Daily

Substitute Rate Increase for RN

It was moved by Richard LaVigne, seconded by Eric Anderson and unanimously carried, that upon recommendation of the Superintendent of Schools, recommends, the Board of Education increases the substitute rate for Nurse (RN) from \$75.00 daily to \$90.00 daily effective January 9, 2013.

BAN's for Buses

It was moved by Richard LaVigne, seconded by Eric Anderson and unanimously carried, that the Board of Education does hereby authorize the following BAN's for buses at the lowest interest rate possible and on the maturity date indicated:

Payment No.	Amount	Due Date
5 of 5 payments	\$70,148.27	2/8/13

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

Transfers

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 the following transfers over \$5,000:

Microsoft EES program subscription, annual license fees for district-wide software
 From: A2110.490.00.00 General Ed BOCES
 To: A2630.490.00.00 Tech Ed BOCES
 Amount: \$5,617.92

Transfer of budget funds to cover IEP student needs from BOCES location to BCS
 From: A2250.490.00.00 CSE BOCES Services
 To: A2250.160.00.00 CSE Non-Instructional Wages
 Amount: \$15,000.00

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

Additional Items to Discuss

- Hiring of Clerk

Hiring of Clerk

Discussion next followed on whether or not to hire a Clerk. The Superintendent informed the Board that there is no certainty that this position will continued into the 2013-2014 school year. Following considerable discussion, it was moved by Richard LaVigne, seconded by Steve Trombley and carried, that the district continue on the process of hiring a Clerk. Pauline Stone voted no.

Budget Transfer

Budget Transfer – Senatorial Allocation Funds

Discussion next followed on the \$50,000 Senatorial Grant the district received. It was moved by Richard LaVigne, seconded by April Bingel and unanimously carried, that the Board of Education approves the following transfers:

From: A2110.453.00.00 Senatorial Allocation Funds

Amount: \$50,000

To		Reason	Amount
A2110.200.03.00	HS Equipment	Graphing Calculators	\$1,500
A5510.200.00.00	Transportation Equipment	Transportation, diagnostic tablet, oil crusher machine	\$,7000
A1620.200.00.00	Custodial Equipment	Custodial Vacuum Cleaners	\$1,000
A1621.200.00.00	Bldgs. & Grounds Equipment	Bldgs. & Grounds (to replace small tools/power saws)	\$ 500
A2110.200.01.00	BE Equipment	School PC & Component Replacements	\$2,500
A2110.200.02.00	CH Equipment	School PC & Component Replacements	\$2,500
A2110.200.03.00	HS Equipment	School PC & Component Replacements	\$2,500
A2110.200.11.00	MS Equipment	School PC & Component Replacements	\$2,500
A1310.200.00.00	Central Office Equipment	Equipment Replacements	\$1,000
A2630.220.00.00	Technology Equipment	Equipment & Component Replacement(s) PC Parts	\$4,000
A2110.200.00.00	District-Wide Equipment	General Equipment	\$25,000

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

**Innovation
Manufacturing
Partnership**

Innovation Manufacturing Partnership

Debbie Passno requested an update on Innovation Manufacturing Partnership which Joha Battin presented on 11/13/12. Mr. Battin stated this is a joint venture with Clinton Community College. Nine students went on a tour of a manufacturing facility and a tour of Bombardier is scheduled for 1/29/13.

**Founding Board
Member Plaque**

Founding Board Member Plaque

Cathy Buckley requested the Founding Board Member Plaque be again displayed at Beekmantown High School. She commented that this was a tradition and a value to the community.

Questions to Board

Questions to Board

Debbie Passno requested the Board briefly look into a means to convey questions to the Board. Eric Anderson stated the Policy Committee will be reviewing this at their February meeting.

**Spotlight on
Education**

Spotlight on Education

The Superintendent requested to establish effort for the Spotlight on Education on who and what next.

**District & Board
Goals**

Board & District Goals

Eric Anderson requested a presentation on what's being done on the Board & District Goals.

Public Comment

Public Comment (10 minutes)

Gary Gudz commented that he couldn't hear the meeting. He missed 90% and would like to hear what's going on. He commented that the Peru School Board uses three microphones.

Ken Maurer commented that since the district is looking at hiring a clerk and is having trouble hiring a transition coordinator, then the positions should be combined.

Adjournment

Adjournment

It was moved by Richard LaVigne, seconded by Debbie Passno and unanimously carried, that the meeting be adjourned. Time 8:33 p.m.

Respectfully Submitted,
Joanne Menard, District Clerk