

Beekmantown Central School District

Board of Education Meeting

(Work Session)

Place: **MS/HS Library**

Tuesday, August 22, 2006

Time: **6:15 p.m.**

Agenda

1. Call to Order

at: 6:25 pm

by: Stan Kourofsky

A. Pledge of Allegiance

B. Roll Call

☒ Karen Armstrong

☒ Frank Hay

☒ Richard LaVigne

☐ Jane Donahue

☒ Leonard King

☒ George Palmer

☒ Kathleen Grinberg-Funes

☒ Stan Kourofsky

☒ Steve Trombley

☒ Timothy Palmer, Ex-Officio, Student Board Member

(Arrived at 6:26 pm)

Also in attendance: Dr. Mark Sposato Jennifer Hicks Ron Clamser

Visitors: Susan King Marlene Rollier

2. Unfinished Business none at this time

3. New Business

- A.** Resolved, that the Superintendent of Schools recommends to the Board of Education to appoint the following probationary appointment as indicated:

Teacher	Tenure Area	Certification		Probationary Period	Salary
		Area	Form		
Kelly, Michael	Physics	Physics	Permanent	9/1/06 – 8/31/08	\$58,560

Motion: RL Seconded: KA Yes: ALL No: Abstain: (Accept Reject Table)

Frank Hay asked where West Hill High was located. George Palmer answered that he believed it was near Syracuse.

B. Policy

Resolved, that the Board of Education does hereby accept the following policies as indicated:

Name
Extra-curricular Activity Funds

Policy #

Extra-curricular Activity (Exhibit)
Extra-curricular Activity Administrative Regulations

Motion: RL Seconded: LK Yes: ALL No: Abstain: (Accept Reject Table)

Superintendent Sposato asked if this policy has already been reviewed by School Boards and Ron Clamser stated that it had. Kathleen Grinberg-Funes asked what would happen if the meeting does not take place monthly. Ron Clamser indicated that if the Extra Curricular Administrative meetings don't take place as suggested would not be a policy issue but more of an administrative issue. Karen Armstrong asked Tim Palmer to respond as a representative of the students. Tim Palmer indicated that it will be hard for the students to get use to and adjust to, but will adhere to it because it is required. Superintendent Sposato indicated it is now a law that this is done. Ron Clamser indicated that in addition, Extra Curricular Activities are to help teach students about handling funds and this helps address that. George Palmer asked if clubs who do not handle money need to do this, and Superintendent Sposato and Ron Clamser both indicated that this addresses only the money portions, not other clubs. Stan Kourofsky indicated that if the chess club does not normally handle money, but does a fund raiser to purchase more sets, they would then enter the area of this policy. Ron Clamser indicated that he is willing to help the advisors roll this out, and be available to answer any questions. Karen Armstrong asked if this policy will replace #5252, and both Ron Clamser and Superintendent Sposato indicated that is correct. This policy including the exhibits and regulations are approved and ready to be sent to School Boards for number assignment.

Audit Committee

Motion: RL Seconded: ST Yes: ALL No: Abstain: (Accept Reject Table)

Stan Kourofsky indicated that the first reading took place in June. Superintendent Sposato asked Ron Clamser if this was sent to School Board for their approval, and Ron Clamser indicated that School Boards recommended it be reviewed by the school attorney. Ron Clamser indicated it has been sent to Joe Lavorando but we have not gotten a response from him as of yet. George Palmer asked if the questions regarding the board having a quorum at an audit committee meeting had been resolved and Ron Clamser indicated the board can serve as the audit committee, and if there were enough board members to form a quorum they could take action. Richard Lavigne asked if we can rule on this and Stan Kourofsky indicated it still needs to be reviewed from the attorney. Superintendent Sposato stated that if a board ruling could take place than minutes would need to be done, and the meeting would be an official board meeting and needs to be advertised as such. Kathleen Grinberg-Funes stated that she thought the intent of the Audit Committee was to serve differently then the board to avoid the board from doing its own audit so to avoid issues like those that happened in the Roslyn District. Kathleen Grinberg-Funes asked if Joe Lavorando was aware that we are out of compliance. Superintendent Sposato indicated that the policy can be approved pending review of the attorney, or it can be amended at a later time.

Decision is made to amend original motion to approve the policy pending review of school attorney.

Karen Armstrong mentioned that the Audit committee should be advertised for public to attend, and that all board members should be allowed to attend. Ron Clamser indicated that the policy does not prevent board members from attending it suggests if a quorum of the board is in attendance legal action can be made. Ron Clamser stated that the charter can state that the committee address no legal action can be made during these meetings and only present information to the Board. Upon review by the school attorney, this will be sent to school boards.

Motion: RL Seconded: ST Yes: ALL No: Abstain: (Accept Reject Table)

Internal Audit Function

Motion: LK Seconded: GP Yes: ALL No: Abstain: (Accept Reject Table)

Superintendent Sposato asked Ron Clamser if this went to school boards and Ron Clamser indicated it had and came back without any revisions. Kathleen Grinberg-Funes asked if there was going to be something that indicated what the risk assessment was. Frank Hay indicated that BOCES was trying to get more than one school involved. Ron Clamser indicated that BOCES is looking into this, but there are some complications involving independence. Ron

Clamser explained what the function of this layer of checking would be. Superintendent Sposato indicated that this would also help with the fund balance. Richard Lavigne asked if doing this through BOCES was to assist with the funding of this type of position. Superintendent Sposato stated that is correct, and we are awaiting to see how this gets handled. Ron Clamser indicated that we need to have the policy in place to be in compliance. Richard Lavigne asked if this is a one time event this year, or can we utilize this more frequently. Superintendent Sposato indicated that it can be done as frequently as requested by the board, but that this hasn't been budgeted. Kathleen Grinberg-Funes asked if this would cover the boards exposure to risk, including compliance with policies. Ron Clamser and Superintendent indicated that this would cover risk according to financials, not other areas of risk. Stan Kourofsky asked if the internal claims auditor could do this same function, and it was indicated that they cannot be the same person, it needs to be an additional layer on the auditing standards. Superintendent Sposato indicated that this would need to come up as unfinished business to get the person in place. Ron Clamser indicated that we did budget something for this and will inform the board later as to the dollar amount.

C. Miscellaneous

- a. Resolved, that the Superintendent of Schools recommends to the Board of Education to approve an agreement between the District and the Joint Council of Economic Opportunity (JCEO) to rent one room at the Cumberland Head Elementary School for a monthly rental fee of \$300.00 for a 10 month period beginning September 1, 2006 through June 30, 2007.

Motion: ST Seconded: GP Yes: ALL No: Abstain: (Accept Reject Table)

Richard Lavigne asked what this was for, and Superintendent Sposato indicated that he believes it is for Head Start, and George Palmer indicated he was also sure this was for Head Start. Leonard King asked if this would make the district short on classrooms. Stan Kourofsky asked that if we did need this mid year, that we would not be able to take it back, that this is for the year.

4. Financial

A. Review of the financial reports:

Appropriation Status Report – (June)

Motion: RL Seconded: KA Yes: ALL No: Abstain: (Accept Reject Table)

The motion is to move all but the Cafeteria revenue reports for approval during a September meeting. Stan Kourofsky asked the two individuals to accept the amendments to the original motion.

Cafeteria revenue reports will show under unfinished business for review and then later for approval.

Motion: RL Seconded: KA Yes: ALL No: Abstain: (Accept Reject Table)

Karen Armstrong asked if the accruals for salary carry overs are included. This information will be confirmed and included in the board packet at the end of this week. Ron Clamser indicated he believes they have already been included in the document. Superintendent Sposato indicated that we can also address this in unfinished business so it is made public. Kathleen Grinberg-Funes asked if tonight's meeting was to discuss them or to approve them. Stan Kourofsky indicated that tonight they are trying to do both being that they are late. Karen Armstrong asked due to the included document being marked draft, will a final be given. Ron Clamser and Superintendent Sposato indicated that they cannot be approved in draft format. The decision was made to just review them and to approve them at the September meeting. George Palmer asked about the dates on the appropriation status report, and if the dates indicate that this is the last report for the fiscal year. George Palmer also asked about the accounts with extra money available, and where does this money go. Ron Clamser indicated that if the money is not included in an

accrual it will go into the fund balance. Richard Lavigne asked if the \$3,000,000 figure is what is left over. Ron Clamser and Superintendent Sposato indicated that this figure will be lower as the remaining bills and other outstanding expenses are paid. Richard Lavigne asked if this amount will put us over the 2%. Superintendent Sposato and Ron Clamser indicated that the books are not completely closed, and cannot indicate this yet. Richard Lavigne asked if this would change the tax rate we gave. Ron Clamser indicated that the tax rate cannot be changed. Ron Clamser indicated that we cannot be cited because this is from a previous year. If however the district keeps carrying this money without spending it then the district might be cited. Richard Lavigne indicated that we could be way over in money in the fund balance. Superintendent Sposato indicated that it is too early to indicate this, we have to wait until the books are completely closed. Karen Armstrong asked if the board could look at page 14 of the report so that she could help explain this to new board members. Ron Clamser indicated that there are outstanding payments so that these final figures will change. Kathleen Grinberg-Funes asked if it was being insinuated that the Superintendent indicated that the amount we were supposed to have in our fund balance is not what we are going to have. Karen Armstrong stated that the fund balance is going to be a lot more than originally anticipated. Karen Armstrong then explained how she came up with those calculations, and she based them off of the documents provided for tonight's meeting. Ron Clamser indicated that when the budget was done, he felt it was clearly communicated how the amounts were calculated for this year's budget. Karen Armstrong asked Ron Clamser if the board would be provided the fund balance information as the next year's budget processes begin. Superintendent Sposato asked if the dollar figure Karen Armstrong indicated, referred to the undesignated amount. Ron Clamser indicated the undesignated amount is included in this document. Superintendent Sposato indicated that the goal is to have the fund balance under \$1,000,000. Ron Clamser indicated that he wanted to clarify that this can be projected within reason.

Treasurer's Revenue Report – (June)

Richard Lavigne asked a question about textbook aid, and what the expense might be for these in the elementary going forward. Superintendent Sposato indicated that we do not have that amount yet, but it will be budgeted. Richard Lavigne wanted to make sure we could cover it since the district will probably incur the cost. Karen Armstrong asked if the amount under received to date for revenue is the actual figure for that month. The question was asked if more funds come in for that month would it be counted for the month, Ron Clamser will seek clarification from the Treasurer as to whether this amount can change or not. Superintendent Sposato indicated that it should reflect a created date. Karen Armstrong explained the revenue report to the new board members. This will be moved for approval during the September meeting.

Cafeteria Revenue & Expense Report - (June)

Not included in the board packet

Treasurer's Monthly Report – (June)

Steve Trombley asked if we are \$7800 in the hole for the cafeteria accounts. Richard Lavigne asked about the money in the Cafeteria Money Market account, and if it is left over, will it be carried forward. Ron Clamser said he would seek clarification on this. This will be moved for approval during the September meeting.

Trial Balance – (June)

Warrant Report – (June)

Frank Hay asked about the check issued to the Holiday Inn Thruway, exit 37. Ron Clamser indicated it may have been for a conference. This will be moved for approval during the September meeting.

Stan Kourofsky indicated that their will be new clubs indicated on the report come September due to the new reporting structure. This will be moved for approval during the September meeting.

- B.** Resolved, that the Board of Education does hereby authorize the following BAN for bus at the lowest interest rate possible and on the maturity date indicated:

Payment No.	Amount	Due Date
5 of 5 payments	\$54,719.61	September 5, 2006
Motion: FH	Seconded: ST	Yes: ALL No: Abstain: (<u>Accept</u> Reject Table)

5. Additional Items to Discuss

School Meal Prices

Kathleen Grinberg-Funes asked if the delivery price of adult food hasn't increased, but the cost for students food has. Ron Clamser indicated that the reason for the raise of student meals is related to the amount that is aidable. Ron Clamser indicated that the district has footed the bill for some of the cafeteria expenses that it shouldn't have. The revenue is needed to assist the cafeteria in covering its expenses. George Palmer asked if it can be subsidized by tax rate. Superintendent Sposato indicated that if we do not increase revenues, we will have to cut in other areas, possibly people. Frank Hay indicated that an explanation be sent to the student families to explain the need of the increase. Kathleen Grinberg-Funes addressed a concern given last time prices were increased, about quality. Richard Lavigne indicated that there should be a discussion later that discusses quality. Stan Kourofsky indicated that the Cafeteria survey was done, but the results were never tabulated. Richard Lavigne asked if this would make the cafeteria solvent, and Ron Clamser indicated it would not, but it would help reduce the pain. Richard Lavigne asked what happens if they run in the negative, and it was indicated that there is a money market account that they can borrow against. Stan Kourofsky indicated that the material being obtained from the Malone distribution center is lowering its quality, and that it is hard to put a good meal out with low quality products. This will be moved for approval to the September meeting listing the proposed amounts.

Kathleen Grinberg-Funes asked when a retreat would be done to address the board goals. Stan Kourofsky indicated that it will be addressed in unfinished business during a September meeting when a meeting will be held to address goals. George Palmer asked if a retreat could be held with a representative from NYSSBA to go over how to function as a board, personalities, etc.

Jessica Goldstein from NYSSBA will be present at the second work meeting in September to address Board Policies, and the new policy web site.

Motion made to address items 1,3,4 on the late item agenda, and item 2 will be done after the executive session.

Late Item Agenda

1. Resolved, that the Superintendent of Schools recommends to the Board of Education to award the photocopier bid to Burgess Enterprises, LTD beginning 9/1/06 for a 5-year lease at an annual cost of \$54,305.85 pending review by the school attorney.

Motion: RL Seconded: GP Yes: ALL No: Abstain: (Accept Reject Table)

Copier bid, Supt Sposato indicated that the reason the lowest bid was not chosen was because they did not meet the specs, they did not have the memory as indicated in the specs. Ron Clamser indicated that we had budgeted \$78,000 and the bid has come in significantly lower.

2. Resolved, that the Superintendent of Schools recommends to the Board of Education to appoint the following Civil Service provisional appointment pending clearance from the NYS Education Department:

Name	Title	Effective Date	Salary	Contract
Barnes, Roxann	School Lunch Manager	8/31/06 to (pending exam results)	\$38,500	11 months

Motion: GP Seconded: LK Yes: ALL No: Abstain: (Accept Reject Table)

3. Resolved, that the Superintendent of Schools recommends to the Board of Education the following fall athletic position for the 2006-2007 school year as indicated:

Assignment	Name	Total
Cheerleading – Football	Danelle Pelkey	\$1,812

Motion: RL Seconded: GP Yes: ALL No: Abstain: (Accept Reject Table)

George Palmer asked if this appointment for the cheerleading coach will be for the football season, or if the prior appointed person can come back in a month or two. Superintendent Sposato indicated that if the former person came back, that Danelle Pelkey would not be deleted, but the former person could be appointed to help out at no extra cost to the district. It could also be decided between the two individuals to split the money, but the intent is that she resigned and the new appointment is for the season.

4. Resolved, that the Superintendent of Schools recommends to the Board of Education to appoint Kathleen Mulholland, RN as a Health Services Consultant from July 1, 2006 – June 30, 2007 for a salary of \$10,000 (grant funded) effective August 23, 2006.

Motion: RL Seconded: GP Yes: ALL No: Abstain: (Accept Reject Table)

Superintendent Sposato indicated that the appointment for Kathleen Mulholland is as an RN and that the amount she will be paid will be as a stipend and she will not be an independent contractor since she is already an employee of the district. George Palmer asked if this amount would be in addition to her regular salary and it was indicated that it is.

In: ST Motion: RL Seconded: Yes: ALL No: Abstain: (Accept Reject Table)

Steve Trombley and Richard Lavigne agreed to accept the amended motion.

6. Executive Session

In: 8:48 pm Motion: RL Seconded: GP Yes: ALL No: Abstain: (Accept Reject Table)

Out: 10:55 pm Motion: GP Seconded: KGF Yes: ALL No: Abstain: (Accept Reject Table)

7. Adjournment 10:56 pm

Motion: RL Seconded: FH Yes: ALL No: Abstain: (Accept Reject Table)