

Beekmantown Central School District

Board of Education Meeting

(Work Session)

Place: **MS/HS Library**

Tuesday, September 26, 2006

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

Agenda

1. Call to Order

at: 6:23 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

George Palmer arrived at 6:43 pm.

Tim Palmer arrived at 7:03 pm.

Also Present:

Dr. Mark Sposato
Jennifer Parliament

Ron Clamser

Jennifer Hicks

Visitors:

Patty Gallagher
Marlene Rollier
Susan King
Jessica Goldtein

Lucy Giroux

Anne Devereaux

Robert King

John Trombley

David Witkowski Diego Grinberg-Funes

2. Unfinished Business

Board Policies – Jessica Goldstein, New York State School Boards Association

Jessica Goldstein gave an interactive presentation of the Policy Plus on-line Board Policy tool that is now available on the BCSD website. She explained how to access the links on our district website and also about how to use all of the tools within the website.

Jessica also reviewed the search criteria within the website and ways to make it easier to find the topics being looked for. Jessica showed the board how to view the links within the policies that will bring the web user to pertinent law information.

There is a section on the website that is available to administrators and board members where they can search other districts online policy manuals. This is password protected. Jessica brought the passwords for the board members with her tonight that she will give out.

Policy revisions can be emailed to Jessica and she will forward them to Microscribe and the revision should be available on the website within two days. Jessica also explained that all of the information through Policy Plus is read only, it is not possible for anyone to make any changes to the policies.

Superintendent Sposato asked if it would be possible to have the current policy information available on

CD and Jessica will check with Microscribe to see if this is possible.

It was decided that the BOE would move onto the policy section of tonight's meeting to use Jessica while she is available.

Strategic Planning & Goal Setting – Mark Sposato, Superintendent

Superintendent Sposato gave a power point presentation (copy enclosed in the folder of this meeting). Superintendent Sposato went over the Strategic Planning process with the Board. A review of the Board's mission statement, as well as an overview of what a goal is and what they should accomplish. Academic Achievement, school climate and discipline, parent and community involvement were also reviewed. Stan Kourofsky asked if the HS was going to continue on with the High School newspaper, and we will verify to see if this is still being done. The intent of the Superintendents presentation was to get the BOE to start thinking about what they want their goals to be, being that it is already October. Kathleen Grinberg-Funes asked if the goals would take into account the building projects and long term changes, and Superintendent Sposato indicated that long range planning should be included. Jane Donahue addressed redistricting for these projects. Superintendent Sposato stated that our current enrollment is showing some small increasing taking place in the elementary building which will eventually effect the MS and HS. Stan Kourofsky stated that the next work session will be the goal setting meeting. Richard Lavigne asked if the BOE members should write down and bring in some suggested goals for the Board. The Board discussed the meeting dates for the next work session, and it was tentatively decided to be on Tuesday the 17th of October. Karen Armstrong is unavailable for that meeting but will provide her written goals to the Board President.

Reserved Designated Fund Balance – Ron Clamser, Business Manager & Jennifer Parliament, Treasurer

Jennifer Parliament addressed the board about what the choices are for fixing some funds that are short. One suggestion was to increase the Employee Benefit accrued liability by \$975,000. The Auditor mentioned that the fund was low, and it is being recommended that the board look at increasing this amount to make the district more fiscally responsible. Karen Armstrong asked if the board decides to do this change, and the district decides to use these funds for something else than what they are being allocated for. Ron Clamser and Jennifer Parliament stated that it is being put into the reserve for these purposes. Ron Clamser stated that if the money is not being used, it would have to go back into the fund balance for the board to decide where to then allocate these funds. Karen Armstrong stated that this would take a part of the fund balance and earmarking it for specific areas. Ron Clamser stated that the business office is trying to make a responsible decision as to where to allocate these funds. Karen Armstrong asked about where the district stood for revenue for the 06-07 school year, and Jennifer Parliament stated that the estimates are in and that we will know in November what our actual state aid figures will be. Richard Lavigne addressed the 2% allocation for the purposes of budgeting, and it was stated this would be addressed in further detail more towards budget time. The auditors are awaiting the Boards decision on how they wish to allocate these funds. Frank Hay stated that at the recommendation of the District Treasurer and Business Manager, that the board should act on this. Steve Trombley stated that the work sessions were supposed to be specifically meant for work sessions, and that already three items have been acted on tonight's meeting. Richard Lavigne stated that the work sessions are being held in place of committees. Leonard King stated that he would be in favor at the next meeting, but not to rule at this meeting. Karen Armstrong asked how the figure of \$1,500,000 was decided upon. Jennifer Parliament stated that she and Ron Clamser decided to keep approximately 50% on the books for this liability. Superintendent Sposato stated that the only reason for ruling on certain items at the work session, was because they are of urgent nature. Richard Lavigne asked what happened before the board had two meetings a month when there were items of urgent nature. It was stated that when there was just one meeting a month special meetings were called to handle urgent issues.

Stan Kourofsky asked if the board was in a consensus to move in the direction on the recommendation of the Business Office and it will be voted on at the next meeting in October. It was decided amongst all present to do this.

The board then moved on to review of financials to then be followed by the review of the wellness and nutrition policy.

3. New Business

Policy

Review of the following policies:

Name

Disposal of District Property (Final Reading)

It was asked that a change be made to the wording of Assistant Superintendent to Business Official. Karen Armstrong asked to add the wording “with board approval”, which moves the first number three in the policy below the second item three in the policy. Jessica stated that she feels the intent of Karen’s suggestion has already been covered by the current wording in the policy. Jessica researched the legal information for this policy on the internet to verify the information within the policy.

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

Meals and Refreshments (1st Reading)

A discussion took place to discuss the information provided to the district by the State Comptroller regarding serving refreshments at the board meetings. George Palmer asked with this policy if refreshments could be provided at the board meetings. Ron Clamser stated that yes refreshments could be served. Superintendent Sposato stated that when staff members are present at the meetings they are off the clock, and Jessica stated that what is being purchased or given at the meetings be documented for the sake of auditing purposes.

The board decided to make a motion to move this policy to final reading. The policy will be sent to NYSSBA to add to our policy manual.

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

Use of Cell Phones (1st Reading)

Richard Lavigne asked if other people could be added to the list of people who are authorized cell phone users. Superintendent Sposato asked Ron Clamser to inform the board which of our current staff members currently have district owned cell phones they are, Athletic Director, Transportation Director and Director of Special Services. Kathleen Grinberg-Funes asked about changing the wording to Use of District Owned Cell Phones by Employees. A conversation took place about students using cell phones, and text messaging and taking photos with the phones, and it was determined that the policy for this is covered in the student handbook. Kathleen Grinberg-Funes asked if the internal claims auditor needs to review the phone bills for personal use. Jennifer Parlimanet indicated that the internal claims auditor does review the phone bills.

Motion to accept the policy with the new name as indicated.

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

Use of Credit Cards (1st Reading)

Change name to Use of District Issued Credit Cards. Karen Armstrong asked if this is a standard amount used within the policy for all districts and Jessica Goldstein indicated that the amount was left blank and filled in by the Business Office. Ron Clamser indicated that the amount was chosen because that is the current credit limit on the one credit card the district has and it is maintained by the Superintendent. Frank Hay asked if the bill was paid in full each month and the Superintendent stated that it is rarely used but when it is, it is paid in full. Ron Clamser indicated that there is a system of check and balances for the credit cards bills and the Purchasing Agent signs off on them.

The decision was made to accept this policy as a final reading with the new title District Issued use of Credit Cards.

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

The Board called for a 5 minute break and resumed at 8:00 pm. They resumed by going back to the unfinished business part of the meeting with Dr. Sposato’s presentation on Goal Setting.

Wellness & Nutrition (1st Reading)

Karen Armstrong used an example and asked if the Fire Department would be allowed to have donuts if they wished to meet on school grounds. Karen Armstrong also asked if the NYSDOH Healthy Meeting Guidelines would be an attachment. Ron Clamser stated that according to the Use of School Grounds and Facilities that it wouldn't be allowed. Superintendent Sposato indicated that the students can bring in any thing they want to eat, but the Eagle Mart, the Cafeteria and for parties in classrooms, food that doesn't meet the policy guidelines would not be allowed. Director of Special Services, the Athletic Director and the Cafeteria Manager will be responsible for rolling this policy out. There was a conversation that took place regarding taking away recess for reasons of discipline and/or to make up work. It was indicated that there is already a state law that prohibits this behavior. Richard Lavigne indicated that there is a fear that the school will be taking away unsatisfactory foods from students and he would like the board to address this so that the parents are aware that this is not the intent of the policy. The attachments to this policy should indicate that they are guidelines. This policy will be brought back at the October meeting for approval.

4. Financial

A. Review of the financial reports:

Appropriation Status Report – (August)

Treasurer's Revenue Report – (August)

Steve Trombley asked if the amount indicated in this report was what we would really end up with and Jennifer Parliament stated that it is true.

Cafeteria Revenue & Expense Report - (August)

Kathleen Grinberg-Funes stated that this report doesn't give her a good feeling for where the cafeteria is at. Jennifer Parliament stated that the YTD amount is the real figure of where they are at. Leonard King asked when they started going in the hole, and Jennifer Parliament stated that it was as of last year. Reason being the Point of Sale purchase, increase cost of health insurance, accruals for unsettled employment contracts. Steve Trombley asked about a grant for the point of sale purchase. Jennifer Parliament and Superintendent Sposato indicated that there was nothing mentioned about a grant for this purchase. Frank Hay stated that he believes it was originally put into the tech portion of the project, but it was cut. Jane Donahue stated that in the past a few large items were purchased from the fund balance of the cafeteria. Steve Trombley asked if the steamer will be purchased by the cafeteria. Superintendent Sposato stated that this is being looked at. It was also stated that the retirement for the cafeteria staff if being paid out of the general fund. Richard Lavigne stated that there are some schools that help subsidize their cafeterias. Superintendent Sposato stated that from a meeting held with the Superintendent and the cafeteria staff that some ideas were given as to how the staff can help with the financial issues. George Palmer stated he spoke to Roxann about a person she could contact that Chateaguay contracted with to help with these types of issues.

Treasurer's Monthly Report – (August)

George Palmer asked about the \$300,000 in the Money Market Account, and Jennifer Parliament stated that this money belongs to the General Fund but is there to cover Cafeteria bills.

Trial Balance – (August)

No comments at this time.

Warrant Report – (August)

Kathleen Grinberg-Funes asked if the amount due to Steven Johnson is the final bill, and Superintendent Sposato stated that it is not, that litigation has not begun yet.

Extra-Curricular Activities Account – (August)

Tim Palmer asked what happens to the money left over from the graduating class. Ron Clamser stated that the policy states that the remaining money will go back to the student council and the go to the next class. Richard Lavinge asked if the money could be used for a graduation party if they wished, and Ron Clamser stated that following the approval process it can be used as they wish pending it doesn't break any laws. Ron Clamser also stated that he will check on the balance for 2006 class that this money hasn't been earmarked.

- B. 1.** Resolved that the Superintendent of Schools recommends to the Board of Education to authorize Mark A. Sposato, Superintendent of Schools to approve the correction of tax roll

and tax bill where the correction does not exceed \$2,500 for the 2006-2007 school year with the Business Manager designated in his absence in extenuating circumstances.

or

- B. 2.** ~~Resolved that the Superintendent of Schools recommends to the Board of Education to authorize the following tax corrections for the 2006-2007 school year.~~

Town	Tax Map No.	Owner	Reduction	Reason
Beekmantown	178. 4 8.1	Town of Beekmantown	\$262.47	Exempt Property
Beekmantown	181. 2 17	Kenna & Kenneth Lamora	\$333.89	Building removed prior to taxable status date.

Motion is made to use option B.1.

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

5. Additional Items to Discuss

Discussion regarding the School Attorney Contract

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

Stan Kourofsky stated that there was a decision made to have the school attorney contract discussed. Stan Kourofsky indicated that the contract is to be renegotiated. Stan Kourofsky stated that at the last meeting he was not present at, that the contract renegotiation was pulled, and that it was mentioned it should be done in a legal matter allowing the president to renegotiate the contract, and is asking the board to move ahead on this. Jane Donahue stated that this could have been taken off the re-organizational meeting if there was an issue with it, because this wasn't budgeted for. Jane Donahue stated that it has also been recommended that we have an attorney that is versed in school law. Jane Donahue also stated that she would be more in favor of this if the current attorney was more versed in educational law. Frank Hay stated that in the eleven years he has been on board Joe Lavorando has not attended any School Boards Training. Superintendent Sposato stated that he understands Joe has specific duties to the district, and the educational component has been addressed with Joe and the need to possibly use another attorney for these issues. Superintendent Sposato also stated that there should be some aspects and parameters in place before his contract is renegotiated. Kathleen Grinberg-Funes stated there should be a formal vote to allow the President with the Superintendent to renegotiate the contract. Kathleen Grinberg-Funes stated that she feels it is being suggested that a whole new contract be negotiated. Stan Kourofsky stated a board member brought this to his attention and they feel this should have a public vote. Frank Hay asked if the board moves on this tonight, will Stan Kourofsky be renegotiating this or will the previous contract that was presented be the one they are voting on. Stan Kourofsky stated that after a meeting he was in with Joe Lavorando and Superintendent Sposato an agreement was made that something was to be done to assist with this issue. George Palmer asked what is being negotiated, and Stan Kourofsky stated it is to have the attorney present at all board meetings. Kathleen Grinberg-Funes stated that this is already in his contract. At the next official board meeting a roll call vote will be done to vote on a renegotiated contract.

Leonard King asked that the Dedication of the Playground has not been addressed. Steve Trombley stated that it is in the ballpark of the building administrator. It was decided that someone will talk to Sandra Gardner to complete this process, and she needs to formally request this, then her request can be moved ahead and get a committee in place. Stan Kourofsky stated he will get a committee together as soon as the request comes in.

6. Executive Session None Needed

7. Adjournment 10:08 pm

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