

BOARD OF EDUCATION OF DUNDEE CENTRAL SCHOOL
MINUTES FOR REGULAR MEETING (UNOFFICIAL)
DECEMBER 20, 2018
REGULAR MEETING AT 6:00PM
AUDIT COMMITTEE AT 5:00PM

The regular meeting of the Board of Education of the Dundee Central School District was held on the above date. Present were President Rob Neu, Vice President Andy Simmons, Kevin Crofoot, Douglas Hammond, Jessica Shepardson-Wood and Jared Webster; Superintendent Kelly Houck, School Business Official Melissa Lawson, District Clerk Jillian Denmark and Student Representative Aliyah Brewer. There were a few guests present.

1. ANTICIPATED EXECUTIVE SESSION - after Audit Committee meeting, prior to regular meeting.

- 1.1. Discussion of matters leading to the employment or removal of a particular person.

Moved: *Jessica Shepardson-Wood*

Seconded: *Doug Hammond*

Approved: *6-0*

2. OPENING AND MINUTES.

2.1. Call to order.

The meeting was called to order by President Rob Neu at 6:00pm.

- 2.1.1. Pledge to the Flag.

- 2.1.2. Public Comment. *The Board asks that public comment be limited to 3 minutes per person.

There was no public comment at this time.

2.2. Resolution to approve minutes.

- 2.2.1. Resolution to approve the following:

- 2.2.1.1. Minutes of the November 14, 2018 Regular Meeting.

Moved: *Kevin Crofoot*

Seconded: *Andy Simmons*

Approved: *6-0*

2.3. Resolutions, other.

- 2.3.1. Approval of the agenda.

- 2.3.2. Appoint Melissa Lawson as Deputy Treasurer, effective November 28, 2018, superseding the appointment made at the Board of Education reorganizational meeting on July 9, 2018.

Moved: *Doug Hammond*

Seconded: *Kevin Crofoot*

Approved: *6-0*

2.4. Announcements and Reports.

- 2.4.1. The next regular meeting of the Board of Education will be January 24, 2019 at 6:00 pm in the Public Meeting Room, Anticipated Executive Session to begin at 4:30 pm.

3. INTER SCHOOL ACTIVITIES.

3.1. Dundee Student Forum.

3.2. Resolutions.

3.2.1. To act upon the recommendation of the Superintendent to approve the following:

- 3.2.1.1. Individuals to work at athletic events as supervisors, scorekeepers, timekeepers and substitute officials for 2018-2019: William Wood, Danny Knapp.
- 3.2.1.2. Approve the following individuals as volunteers for the JSHS Musical for the 2018-2019 school year: Nick Fultz, Ann Shepardson, Morgan Allen, Tom Barton, Mindy Tortolon, Nancy Sisbarro, Jason Macmillan, Dan Gottshall, John Christensen, Lynnette Knapp, Randy Knapp, Megan Ransanici, Taylor Howell and Michaela Howell.
- 3.2.1.3. Approve the following students for field periods in the Elementary for the 2018-2019 school year:
 - 3.2.1.3.1. Zachary McCarthy - placed with Eileen Cieski and Jennifer Ballard
 - 3.2.1.3.2. Alyssa Orsino - placed with Eileen Cieski and Jennifer Ballard
- 3.2.1.4. Accept the donation of an Indiana Electric Guitar - Black Flyer, Indiana Electric Guitar - 1E-IRD, Montana Acoustic Guitar - M-404N.

Moved: *Brittany Gibson*

Seconded: *Jessica Shepardson-Wood*

Approved: *6-0*

3.3. Announcements and Reports.

3.3.1. Mega applause to the following students for being recognized as Dundee's Mega Scots for the month of November: Grade 7 - McKenna Miller, nominated by the Math Department; Grade 8 - Hayden Morrison, nominated by the PBIS Team; Grade 9 - Courtney Gibson, nominated by the Science Department; Grade 10 - Hunter Riek, nominated by the History Department; Grade 11 - Hailee Donley, nominated by the PE/Health Department; Grade 12 - Seth Williams, nominated by the Music/Art Department.

3.3.2. Upcoming Events -

January 1st -	New Year's Day - NO SCHOOL
January 2nd -	School Reopens
January 4th -	Alumni Day - Class of 2018
January 9th -	Winter Sports Picture Day
January 10th -	Family Reading Night @ 6pm in the Discovery Room
January 21st -	Martin Luther King Jr. Day - NO SCHOOL
January 22-25th -	Regents/Midterm Week
January 24th -	BOE Meeting @ 6pm in the PMR
January 25th -	End of 2nd Marking Period for JSHS
January 29th -	Elementary Roller Skating Party - Grades 3-6 from 2:15-4:30pm

4. REPORTS TO THE BOARD.

4.1. Resolutions.

4.1.1. To act upon the recommendation of the Superintendent to:

4.1.1.1. Policy 7133 - Education of Students in Temporary Housing (New/Revised)

4.1.1.2. Accept the Independent Auditor's Report for the year end June 30, 2018 by Bonadio & Co., LLP.

4.1.1.3. Approve the Concurrent Enrollment Articulation Agreement between Finger Lakes Community College and Dundee Central School District from July 1, 2018 through June 30, 2019.

Moved: Doug Hammond

Seconded: Kevin Crofoot

Approved: 6-0

4.2. Announcements and Reports.

4.2.1. President's Report

Mr. Neu wanted to extend his many compliments to the music department for the wonderful job they did putting on two amazing Holiday Concerts this year. Mr. Neu commented that he has enjoyed watching the kids come up through the program with Mr. Dunham and Mr. Barton and seeing how much they have grown. He is excited to see that participation has increased.

4.2.2. Superintendent's Report.

Holiday Concerts -

Mrs. Houck also wanted to congratulate our students and staff for the amazing job they did at our Holiday Concerts this year. She said she is always so proud of the efforts of all to put on these wonderful shows.

School Zone -

Mrs. Houck stated that she received a letter from the DOT regarding the school zone speed signs that were put into place in the last few years. She stated in the letter they are thinking about making changes to the current signs placements which could mean a smaller school speed zone. Mrs. Houck commented that she is concerned that this will not include the cross walk that is at the end of Harpending Ave, which many students use before and after school. Mrs. Houck said she will be calling the DOT for follow up and clarification on exactly what will transpire as a result of this letter. She said her biggest concern and initial reason for putting the school speed zone in place is the safety of our students.

Capital Project -

Mrs. Houck explained that the preliminary screening process is done and we have been approved and things are moving along nicely. She stated she would keep the Board and Public updated as she heard more information.

Servu -

Mrs. Houck updated the board on the status of the student run credit union. She stated that herself, Mr. Arnold and Mrs. Halbert met with a representative from Servu recently and they have decided on a space to use for the credit union. She stated that they are hoping to be up and running by spring and will initially start with Friday hours during JSHS lunch periods.

Concession Food -

Mrs. Houck stated that she was asked to present to the board the idea of allowing snacks and drinks in the gym during athletic and other events. She said this is not something we have ever done and doesn't want it to become an issue and more work for the cleaning crew but is something we could consider with help from volunteers to help with clean up after. The board agreed that it would be a good idea to trial this and see how it goes.

Homeschool Parent Request -

Mrs. Houck stated that she had a homeschool parent request to allow homeschool students to participate in extracurricular activities (non-athletic). She explained that such activities would be the play, Marching Band, etc, any non-athletic, non-credit bearing courses or activities. Mrs. Houck stated she would like to take this to the next step and discuss it with the advisors of these activities, then bring feedback to the board for a decision. The board agreed that this was an avenue they would be willing to explore.

4.2.3. Board Member Forum.

Mr. Hammond explained that he has been making a lot of visits to as many school events that he can make it to. He feels that the more community involvement we have the better it is for our kids. He said they thrive off of our participation as community members and it is important. He urged the board to make efforts to get out to our events such as athletics, concerts and anything else that transpired here at DCS. Mr. Hammond also wanted to extend his gratitude for Mrs. Houck's efforts and all she does to participation and attend as many events as she can. He explained that he himself tried to keep up with her schedule but he just can't do it. He stated that Mrs. Houck is always here upbeat and smiling and doing all she can to be here to support our kids.

5. BUSINESS OFFICE REPORTS.

5.1. Resolutions.

5.1.1. To act upon the recommendation of the Superintendent to:

- 5.1.1.1. Approve the Extra Classroom Activity Fund Treasurer's Report for the period of October 1, 2018 through October 31, 2018.**
- 5.1.1.2. Approve the Treasurer's Report for the period of October 1, 2018 through October 31, 2018.**
- 5.1.1.3. Approve the Budget Transfer for Fund A, in the amount of \$82,405.00 to adjust salary coding to proper accounts.**

Moved: *Kevin Crofoot*

Seconded: *Jessica Shepardson-Wood*

Approved: *6-0*

- 5.1.2. Approval of the contract with Watchdog Building Partners, LLC for Construction Management Services related to the School District's 2018 Capital Project for a base fee of \$369,500, plus reimbursables and any agreed upon additional services. The cost for these services shall be incidentally charged to the School District's 2018 Capital Project.

Moved: *Andy Simmons*

Seconded: *Brittany Gibson*

Approved: *6-0*

5.1.3. RESOLUTION TO AUTHORIZE FILING OF RETURN TAX CLAIMS 2019

WHEREAS the Education Law provides the the tax collector shall be relieved of responsibility for the uncollection portion of the tax list when a complete list of the delinquent tax items have been certified to the Board of Education, and since the collector has affixed his affidavit to such statement and has filed a statement accounting for the handling of the tax warrant and list as follows:

Name of Town	Assessed Valuation	Tax Rate	Amount of Local Tax Levy	Amount of Taxes Collected	Amount of Base Taxes Returned
BARRINGTON	86,603,057	10.605607	831,814.14	776,341.01	55,478.13
MILO	56,339,207	11.784367	569,469.94	547,275.68	22,194.26
STARKEY	236,202,853	10.605625	2,258,675.54	2,134,180.32	124,495.22
TYRONE	105,179,771	10.605736	1,043,373.72	953,411.87	89,961.85
READING	14,279,252	10.605457	142,722.63	128,225.05	14,497.58
TOALS	498,604,140		4,846,060.97	4,539,433.93	306,627.04

Total delinquent penalties collected: \$7,973.32

AND WHEREAS the Business Administrator has examined and verified the accuracy of the signed report of the collector;

THEREFORE BE IT RESOLVED, that the board accept the report of the tax collector, and having determined that the collector has accounted for the full amount of the tax warrant, direct that the lists of the delinquent tax items, with the addition of the two percent penalty be certified to the office of the county treasurer and/or other tax enforcement officer;

AND IT IS FURTHER DIRECTED that the tax warrant, tax roll and the tax collector's copies of the tax receipts be placed on file and be given fire protection in the school vault.

THIS IS TO CERTIFY THAT the above resolution was enacted by the Board of Education of the Dundee Central School District on December 20, 2018 and that this is a true transcript from the same.

District Clerk

Date

Moved: *Doug Hammond*

Seconded: *Kevin Crofoot*

Approved: *6-0*

5.2. Announcements and Reports.

- 5.2.1. General Fund - Account A: Revenue Status dated October 2018; Appropriation Status dated November 2018; Warrant No. 18 dated November 14, 2018, in the amount of \$221,677.95; Warrant No. 19 dated November 19, 2018, in the amount of \$330,749.44; Warrant No. 21 dated December 6, 2018, in the amount of \$24,742.39.
- 5.2.2. Cafeteria Fund - Account C: Revenue Status dated October 2018; Appropriation Status dated November 2018; Warrant No. 4 dated November 14, 2018, in the amount of \$44,356.15; Warrant No. 5 dated November 28, 2018, in the amount of \$15,554.66; Warrant No. 6 dated December 4, 2018, in the amount of \$12,540.64.
- 5.2.3. Special Aid Fund - Account F: Revenue Status dated October 2018; Appropriation Status dated November 2018; Warrant No. 4 dated November 27, 2018, in the amount of \$62,646.97.
- 5.2.4. Trust & Agency Fund - Account TA: Warrant No. 17 dated November 23, 2018, in the amount of \$383,092.73; Warrant No. 16 dated November 30, 2018, in the amount of \$2,534.67; Warrant No. 18 dated December 7, 2018, in the amount of \$288,514.51.
- 5.2.5. Expendable Trust Fund - Account TE: Revenue Status dated October 2018; Warrant No. 2 dated November 27, 2018, in the amount of \$75.00.
- 5.2.6. Capital Fund - Account H: Revenue Status dated October 2018; Appropriation Status dated November 2018; Warrant No. 5 dated November 27, 2018, in the amount of \$441.00.

6. **COMMUNICATIONS.**

- 6.1. Public Comment. *The Board asks that public comment be limited to 3 minutes per person.
No public comment at this time.

7. **PERSONNEL.**

7.1. Resolutions in Regards to Administrators and Teachers.

- 7.1.1. To act upon the recommendation of the Superintendent to approve the following personnel issues:
 - 7.1.1.1. Rescind the appointment of Amber Empson as Modified Winter Cheerleading Coach, effective November 9, 2018, due to lack of student participation.
 - 7.1.1.2. Accept the resignation of Katherine Hayes, Elementary Guidance Counselor, effective November 26, 2018, for personal reasons.

- 7.1.1.3. Accept the resignation of Jonathan Jensen, Teacher Assistant, effective June 30, 2019, for retirement purposes.
- 7.1.1.4. Pursuant to Section 3012 of the Education Law and in compliance with Part 30.3 of the Rules of the Board of Regents to appoint Kevin McNally, of Dundee, NY 14837 who holds Provisional New York State Certification permitting him to teach subjects in School Counseling in the public schools of New York State, to the position of Elementary Guidance Counselor in the Ancillary or Special Subjects (Guidance Counselor) tenure area for a probationary period of four years, to commence on November 27, 2018 and to expire on November 27, 2022 and that Kevin McNally during his first year of this appointment be paid at the annual salary as outlined in the agreement between the Dundee Teachers' Association and the Board of Education, dated July 1, 2018, as being the salary for a teacher on Step 1 of the current agreement plus any hours or degrees.
- 7.1.1.5. Approve the contract between the Dundee Central School District and Linn Aftuck, Occupational Therapist, effective January 2, 2019 through June 30, 2021.
- 7.1.1.6. Approve the conditional appointment of the following substitute teaching staff for the 2018-2019 school year:
 - 7.1.1.6.1. Michaela Howell, of Dundee, NY 14837, substitute Teacher (uncertified)
 - 7.1.1.6.2. Shalyn Miller, of Dundee, NY 14837, substitute Teacher (uncertified)
 - 7.1.1.6.3. Dallas Towner, of Bradford, NY 14815, substitute Teacher (uncertified)
- 7.1.1.7. Approve the following individuals as winter coaches for the 2018-2019 school year at a salary commensurate with their experience on Schedule B of the teachers' contract:
 - 7.1.1.7.1. Varsity Cheerleading Assistant - Sierra Webster (unpaid)

Moved: *Brittany Gibson*

Seconded: *Doug Hammond*

Approved: *6-0*

7.2. Resolutions in Regards to Support Staff.

- 7.2.1. To act upon the recommendation of the Superintendent to approve the following personnel issues:
 - 7.2.1.1. Accept the resignation of Barbara Anderson, Bus Driver, effective December 17, 2018, for personal reasons, to remain on the substitute list.
 - 7.2.1.2. Accept the resignation of Joseph Crane, Food Services Helper, effective December 21, 2018, for personal reasons.
 - 7.2.1.3. One-year Civil Service probationary appointment of Nella Hurlburt, of Penn Yan, NY 14527, as Bus Driver, effective January 2, 2019 at an hourly rate of \$20.25.
 - 7.2.1.4. One-year Civil Service probationary appointment of Brandon Hoose, of Dundee, NY 14837, as Cleaner, effective December 21, 2018 at an hourly rate of \$10.40.
 - 7.2.1.5. Approve the conditional appointment of the following support staff for the 2018-2019 school year:
 - 7.2.1.5.1. Jolene LaPlante, of Branchport, NY 14418, substitute Cleaner.
 - 7.2.1.5.2. Renee Wolverton, of Rock Stream, NY 14878, substitute Teacher Aide (Elementary Only).

Moved: *Brittany Gibson*

Seconded: *Kevin Crofoot*

Approved: 6-0

8. CURRICULUM.

8.1. Resolutions.

8.1.1. To act upon the recommendation of the Superintendent to approve the placements of the Committee on Preschool Special Education and the Committee on Special Education:

8.1.1.1. To approve the placement of the Committee on Special Education of: 11/8/18, 11/13/18, 11/15/18 for Student Numbers (8537, 6674, 8656, 7752, 8181, 8175, 7808, 8215, 9650, 8182, 7482, 7471, 8199, 8275, 7475, 9519, 9525, 8218).

8.1.1.2. To approve the placement of the Committee of Preschool Special Education of: 11/14/18, 11/29/18 for Student Numbers (9548, 9743, 9683, 9688).

Moved: *Andy Simmons*

Seconded: *Kevin Crofoot*

Approved: 6-0

9. EXECUTIVE SESSION.

9.1. Discussion of matters leading to the employment, promotion, demotion, discipline, suspension or removal of a particular person.

There was no need for an executive session at this time.

10. ADJOURNMENT.

10.1. A motion was offered to adjourn at 6:23pm.

Moved: *Andy Simmons*

Seconded: *Kevin Crofoot*

Approved: 6-0

Note: Items added to the agenda after it was first distributed (i.e., addendum items) are highlighted in gray.

Respectfully Submitted,

Jillian Denmark, District Clerk