

BOARD OF EDUCATION OF DUNDEE CENTRAL SCHOOL
MINUTES FOR REGULAR MEETING (UNOFFICIAL)
AUGUST 23, 2018
REGULAR MEETING AT 6:00PM
BUILDING COMMITTEE MEETING AT 3:30PM

The regular meeting of the Board of Education of the Dundee Central School District was held on the above date. Present were President Robert Neu, Vice President Andrew Simmons, Douglas Hammond, Jessica Shepardson-Wood, and Jared Webster; Superintendent Kelly Houck, Business Official Melissa Lawson and District Clerk Jillian Denmark. There was one guest present.

1. ANTICIPATED EXECUTIVE SESSION - at 5:00 pm prior to regular meeting.

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

Moved: *Jared Webster*

Seconded: *Douglas Hammond*

Approved: *5-0*

2. OPENING AND MINUTES.

2.1. Call to order.

The meeting was called to order by President Robert Neu at 6:06 pm.

- 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 July 19, 2018 Special Meeting.

- 2.2.1.2. Minutes of the August 16, 2018 Special Meeting.

Moved: *Jared Webster*

Seconded: *Jessica Shepardson-Wood*

Approved: *5-0*

2.3. Resolutions, other.

- 2.3.1. Approval of the agenda with additions: *7.1.1.3.3 and 7.2.1.6*

Moved: *Douglas Hammond*

Seconded: *Jared Webster*

Approved: *5-0*

2.4. Announcements and Reports.

- 2.4.1. The next regular meeting of the Board of Education will be September 27, 2018 at 6:00 pm in the Public Meeting Room, Anticipated Executive Session to begin at 5:00 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. Volunteers for the 2018-2019 TRAILS Program: Ingrid Semans, David Semans, Lew Ann Giles, Alan Giles, Heidi Fryburger, Heidi Allison, Jill Dillon, Nicole Dillon, John Antes, Robyn Ballard, Ann Shepardson, John Kissell, Nick Fultz, Brad Cole.
 - 3.2.1.2. Approve Nancy Cleary as Assistant Varsity Cheerleading Coach for the Fall 2018 season (unpaid).
 - 3.2.1.3. Approve Deborah Connelly as Assistant Varsity Cross Country Coach for the Fall 2018 season (unpaid).
 - 3.2.1.4. Approve Macy Hall and John Sutterby as Wellness Center Volunteers for the 2018-2019 school year.

Moved: *Andy Simmons*

Seconded: *Jared Webster*

Approved: *5-0*

3.3. Announcements and Reports.

- 3.3.1. Upcoming Events -
- September 3rd - Labor Day
 - September 4th - First Day of School
 - September 7th - SAT Registration Deadline (October Exam)
 - September 8th - ACT Exam
 - September 14th - Gemini Course Registration @ 9 am
 - September 19th - Open House @ 6 pm
 - September 20th - 6th Grade Conservation Field Day @ Keuka Lake State Park
 - September 24-28th - SPIRIT WEEK
 - September 27th - Regular Meeting of the BOE @ 6 pm in the PMR
 - September 28th - ACT Registration Deadline (October Exam)
 - HOMECOMING FESTIVITIES -
 - Pep Rally (1:30 pm), Bonfire Bash (6-8 pm), Bonfire (8-9 pm)
 - September 29th - Homecoming Football Game @ 1 pm
 - Homecoming Dance 8-11 pm

4. REPORTS TO THE BOARD.

4.1. Resolutions.

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

4.1.1.1. Approve the updated job description for Director of Student Activities (updated August 2018).

Moved: Douglas Hammond

Seconded: Jessica Shepardson-Wood

Approved: 5-0

4.2. Announcements and Reports.

4.2.1. President's Report

Mr. Neu stated that Monday, August 27th would be the first day all staff would be back and welcomed all board members to join if they could to welcome back the staff for another great year at DCS.

4.2.2. Superintendent's Report.

Winter Guard -

Mrs. Houck asked if the board would like to consider offering winter guard again as an extracurricular activity. She stated the position would be a volunteer position with no stipend and she would be interviewing the volunteer candidate if the board approved the reinstatement of the activity. Mrs. Houck stated that she felt it would be a great opportunity for students and that it would possibly strengthen the numbers for Color Guard during Marching Band season. The board unanimously agreed that they would like to see Winter Guard back.

Monthly Community Events -

Mrs. Houck stated that she would be putting together some evening events that would be open to all community members to have a chance to come in and really see what DCS is all about. Open sessions for questions and answers would be offered along with building and grounds tours. Dates for these events would be posted as soon as they are determined.

Accountability Metrics -

Mrs. Houck shared that she would have the Accountability Metrics that the administration has been working on as part of our new Mission and Vision ready for the board to review at the September board meeting. Mrs. Houck stated that she hopes the ideas that they have come up with are ones that can truly be used in our everyday operations and will be the foundation for our overall success to engage our students, teachers, staff and community.

Open House -

Mrs. Houck shared that this year at our annual Open House the school will offer a free family dinner for all. Dinner will be served in the cafeteria from 5:30-6:30 pm and will be open to all who attend. Mrs. Houck stated that transportation would also be provided to families in need, families would just need to call the bus garage to set up a pick up and our transportation

department will pick them up and take them home after the event. Open House is Wednesday, September 19th at 6pm.

Opening Day -

Mrs. Houck stated that opening day for staff would be held on Monday, August 27th and all board members are welcome to join in and welcome staff back for the 2018-2019 school year.

Community Connectivity -

Mrs. Houck stated that she met on Tuesday, August 21st with a smaller group of very invested individuals. Mrs. Houck felt that this meeting was the best of all and that really progress is beginning to take shape. She stated that the Town of Starkey has been a great support in this process and moving forward they will be an integral part of this process. Mrs. Houck explained that the next steps will be to construct the first phase of the project and if that is successful they will continue with more. Mrs. Houck stated they will meet again in 3 weeks and she will continue to update the board.

4.2.3. Board Member Forum.

There was no Board Forum at this time.

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 June 1, 2018 through June 30, 2018.
- 5.1.1.2. Approve the Treasurer's Report for the period of June 1, 2018 through June 30, 2018.
- 5.1.1.3. Approve the Budget Transfer for Fund A, in the amount of \$27,829.61 to consolidate budget codes.
- 5.1.1.4. Approve the Budget Transfer for Fund A, in the amount of \$10,566.00 to accommodate account code changes in 18-19.
- 5.1.1.5. Approve the Budget Transfer for Fund A, in the amount of \$15,400.00 to cover incentive payout.
- 5.1.1.6. Declare (1) interactive Smartboard and (1) Epson Brightlink projector as surplus and authorize the purchasing agent to donate it to the Dundee Children's Center, a nonprofit organization.
- 5.1.1.7. Declare (1) Baldwin Fanfare organ as surplus, (1) 55 gallon drum of DelVac 15w40 diesel motor oil and (1) 55 gallon drum of Kendall Motor Oil as surplus and authorize the purchasing agent to dispose of these items by a means that is in the best interest of the school district.

Moved: Jared Webster

Seconded: Douglas Hammond

Approved: 5-0

- 5.1.1.8. Authorization to execute the contract with King + King Architects, LLP in regards to the approved 2018 Capital Project, for a lump sum amount of \$640,000.00.

Moved: *Andy Simmons*

Seconded: *Jared Webster*

Approved: *5-0*

5.2. Announcements and Reports.

- 5.2.1. General Fund - Account A: Revenue Status dated June 2018; Appropriation Status dated June 2018; Appropriation Status dated July 2018; Warrant No. 54 dated June 26, 2018, in the amount of \$57,958.54; Warrant No. 55 dated June 29, 2018, in the amount of \$92,741.88; Warrant No. 3 dated July 19, 2018, in the amount of \$981,488.78; Warrant No. 5 dated August 14, 2018, in the amount of \$60,815.21.
- 5.2.2. Cafeteria Fund - Account C: Revenue Status dated June 2018; Appropriation Status dated June 2018; Appropriation Status dated July 2018; Warrant No. 17 dated June 27, 2018, in the amount of \$9,793.71; Warrant No. 1 dated July 30, 2018, in the amount of \$3,142.00.
- 5.2.3. Special Aid Fund - Account F: Revenue Status dated June 2018; Appropriation Status dated June 2018; Appropriation Status dated July 2018; Warrant No. 15 dated June 20, 2018, in the amount of \$27,917.42; Warrant No. 16 dated June 30, 2018, in the amount of \$3,303.49.
- 5.2.4. Trust & Agency Fund - Account TA: Warrant No. 39 dated June 30, 2018, in the amount of \$3,109.13; Warrant No. 1 dated July 3, 2018, in the amount of \$90,682.10; Warrant No. 2 dated July 20, 2018, in the amount of \$93,475.30; Warrant No. 3 dated July 30, 2018, in the amount of \$2,253.30; Warrant No. 4 dated August 3, 2018, in the amount of \$121,029.67; Warrant No. 5 dated August 17, 2018, in the amount of \$117,556.22.
- 5.2.5. Expendable Trust Fund - Account TE: Revenue Status dated June 2018; Appropriation Status dated June 2018.
- 5.2.6. Capital Fund - Account H: Revenue Status dated June 2018; Appropriation Status dated June 2018; Appropriation Status dated July 2018; Warrant No. 2 dated June 11, 2018, in the amount of 570.00.
- 5.2.7. Financial Dashboard, 2017-2018 General Fund

6. **COMMUNICATIONS.**

- 6.1. Public Comment. *The Board asks that public comment be limited to 3 minutes per person.
There was 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. Approve the following individuals as advisors for the 2018-2019 school year with the salary commensurate with Schedule C of the current teachers contract:

7.1.1.1.1. Winter Percussion Assistant - Tyrell Carver (\$840)

- 7.1.1.2. Accept the resignation of Katherine Romeo, as Elementary Art Teacher, effective August 31, 2018.
- 7.1.1.3. Approve the conditional appointment of the following teaching staff for the 2018-2019 school year:
 - 7.1.1.3.1. Ethan Brooks, of Dundee, NY 14837, substitute Teacher (certified)
 - 7.1.1.3.2. Angela Wodarski, of Dundee, NY 14837, substitute Teacher (uncertified)
 - 7.1.1.3.3. Casey Allen, of Dundee, NY 14837, substitute Teacher (certified - Elementary and Health only)
- 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 Ryan Griffiths, of Penn Yan, NY 14527, who holds Initial New York State Certification permitting him to teach Childhood Education in the public schools of New York State, to the position of Elementary Teacher in the Elementary Education tenure area for a probationary period of four years, to commence on August 27, 2018 and to expire on August 27, 2022 (unless extended in accordance with the law). This expiration date is tentative and conditional only.

Except to the extent required by the applicable provision of Section 3012-3 of the Education Law, in order to be granted tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3012-c and/or 3012-d of the Education Law of either effective or highly effective in at least three (3) of the four (4) preceding years, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time; and that Ryan Griffiths 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, 2017, as being the salary for a teacher on Step 1 of the current agreement plus any hours or degrees.

Moved: *Douglas Hammond*

Seconded: *Jessica Shepardson-Wood*

Approved: *5-0*

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. Twelve-week Civil Service probationary appointment of Joe Crane, of Dundee, NY 14837, as Food Service Helper, effective August 27, 2018 at an hourly rate of \$10.40.
 - 7.2.1.2. One-year Civil Service probationary appointment of Christina DelRossa, of Dundee, NY 14837, as Cleaner, effective August 27, 2018 at an hourly rate of \$10.40.
 - 7.2.1.3. One-year Civil Service probationary appointment of David Wood, of Dundee, NY 14837, as Bus Driver, effective August 27, 2018 at an hourly rate of \$20.25.
 - 7.2.1.4. Approve the conditional appointment of the following support staff for the 2018-2019 school year:
 - 7.2.1.4.1. Debra Brooks, of Dundee, NY 14837, substitute Food Service Helper
 - 7.2.1.4.2. Denise Koehler, of Dundee, NY 14837, substitute Cleaner

- 7.2.1.4.3. John Demetros, of Penn Yan, NY 14527, substitute Teacher Aide
- 7.2.1.5. Permanent Civil Service appointment of Susan Gibson, of Dundee, NY 14837, effective September 1, 2018.
- 7.2.1.6. Permanent Civil Service appointment of Rhonda Litchfield, of Dundee, NY 14837, effective August 15, 2018.

Moved: *Jared Webster*
Approved: *5-0*

Seconded: *Jessica Shepardson-Wood*

8. CURRICULUM.

8.1. Resolutions.

9. BUILDING AND GROUNDS.

9.1. Resolutions.

9.2. Announcements and Report.

10. TRANSPORTATION.

10.1. Resolutions.

10.1.1. To act upon the recommendation of the Superintendent to approve the following transportation requests for the 2018-2019 school year:

10.1.1.1. Abigail, James, Simon, Lydia and Silas Hunt, Rock Stream, NY 14878 to Crystal Valley Christian School (Monday, Tuesday and Thursday - PM Run Only)

Moved: *Andy Simmons*
Approved: *5-0*

Seconded: *Douglas Hammond*

10.2. Announcements and Reports.

10.2.1. Fleet Summary

11. EXECUTIVE SESSION.

11.1. 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.

12. ADJOURNMENT.

12.1. A motion was offered to adjourn at 6:35 pm.

Moved: *Andy Simmons*

Seconded: *Jared Webster*

Approved: 5-0

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