

**Bainbridge-Guilford Central School  
Board of Education Meeting Minutes  
August 3, 2023**

President Keith Hanvey called the August 3, 2023 Board of Education Meeting to order at 6:04 pm in the Guilford Elementary School. Call to Order

Board members in attendance were, Tom Akshar, Shelly Bartow, Gordon Daniels, John Gliha, Keith Hanvey, and Marek Rajner. Board Members in Attendance

The administrators in attendance were, Superintendent Timothy Ryan and Business Manager Janice Rideout. Administrators in Attendance

The principals in attendance were, Jennifer Henderson, Linda Maynard, Greg Winn, and William Zakrajsek. Principals in Attendance

On a motion by Tom Akshar, seconded by Gordon Daniels the Board of Education voted to enter into executive session at 6:04 pm to discuss CSE minutes and the employment history of a particular individual. Executive Session  
Yes-6; No-0. Carried.

On a motion by Tom Akshar, seconded by Gordon Daniels the Board of Education voted to return to open session at 6:46 pm. Return to Open Session  
Yes-6; No-0. Carried.

President Keith Hanvey led the Pledge of Allegiance. Pledge of Allegiance

On a motion by Tom Akshar, seconded by John Gliha the Board of Education voted to approve the agenda. Order of the Agenda Established  
Yes-6; No-0. Carried.

On a motion by Gordon Daniels, seconded by Tom Akshar the Board of Education voted to approve the minutes from the July 6, 2023 Reorganizational meeting and the July 6, 2023 regular meeting. Approval of July 6<sup>th</sup> open and reorganizational meeting minutes  
Yes-6; No-0. Carried.

Federal Stimulus Grant Update, presented by Linda Maynard: Federal Stimulus Grant Update

- The review process opens on Monday, August 7<sup>th</sup>. Data will not be uploaded until closer to the end of the month. There has been a lot of communication between Ms. Maynard and Janice Rideout concerning amendments. Wonders has been purchased for K-1 as well as manipulative materials. Funds will be used for training of staff in the science of reading.

Linda Maynard, Guilford Elementary Principal presented on the following: Linda Maynard Presents

- Summer school has ended. It was a great time in Guilford during the summer. The students enjoyed water fun every Thursday, the bubble man came, and the Catskill Puppet Theater came again. They also took a trip to the bowling alley.
- Guilford is getting ready to welcome staff and families. Working on filling the staff vacancies and welcoming the staff and families back.
- Teachers have been working on summer curriculum.
- The After School Program packets have been put together.
- Ms. Maynard has put all the data in, Mr. Ryan will be certifying it.

Jennifer Henderson, Greenlawn Elementary Principal presented on the following:

- Ms. Henderson has attended two safety trainings this summer. She spoke about the latest one, where she learned more about developing the district safety plan. This will be voted on by the Board during the first September meeting. Building plans are much more specific and they are not available to the public. Ms. Henderson also spoke about the emergency remote instruction plan which will now need to be included as part of our district safety plan. Discussions regarding panic buttons have been taking place and we will continue to look into them. This year we will be doing a building evacuation drill, where last year we did a district evacuation drill.
- Ms. Henderson stated her staff has been working on summer curriculum. The ELA curriculum is being updated and science curriculum is also being updated.
- The summer enrichment program had approximately 63 students enrolled and with the town playground program there were about 100 students total. The students worked really hard on the garden this year and got it looking great! They were also able to walk to the pool once a week.
- Ms. Henderson is working on redoing her dismissal procedures for parent pickups. This will hopefully make the process easier and safer.
- There will be a CPI (Crisis Prevention Intervention) training prior to school starting for staff who need to take it. This helps staff learn verbal de-escalation techniques with very little physical intervention.

Jennifer Henderson  
Presents

William Zakrajsek, Jr.-Sr. High School Principal presented on the following:

- Mr. Zakrajsek went over this year's regents results. He stated that this will be the final year that students can use the special appeal to pass a regents.
- The school has begun using FinalForms this year for parents to complete all the yearly student forms electronically that are normally done on paper.
- Mr. Zakrajsek spoke about two different pathways that students can use instead of taking all regents exams. The two pathways are Individual Arts Assessment Pathway and Seal of Civic Readiness.
- The principals attended the Leadership Academy in Binghamton. Mr. Zakrajsek gave a brief overview of what sessions he attended.

William Zakrajsek  
Presents

Greg Winn, Jr.-Sr. High School Assistant Principal presented on the following:

- Mr. Winn went over the disciplinary data for the year.
- The High School will be getting a vape detector to use on a trial basis soon.
- Mr. Winn has been working on an audit of employees or previous employees who have access to systems they should not.
- The LINKS technology goals are being updated. There will be technology training at the new staff orientation to get all staff familiar with the tech we use at B-G.
- The reason that Mr. Winn loves being a Bobcat this month is all of the positive buzz he's heard lately around the community about B-G and the great things the school is doing.

Greg Winn Presents

Timothy Ryan, Superintendent of Schools presented on the following:

- Mr. Ryan had a meeting with Chenango County Mental Health recently. Karlee Hoyt will be cutting her services back to ½ time and service the High School only. There will be a new person who will be coming to Greenlawn and Guilford and it will be at no cost to the district thanks to a grant that CCMHS received.
- Mr. Ryan and Mr. Zakrajsek have been working together to come up with names for the next student board member.
- Mr. Ryan has been working with other superintendents in the area to create a pathway for those students who wish to join the workforce after high school. On August 22<sup>nd</sup> he will attend a dinner to share this with other local schools and businesses.
- Mr. Ryan has signed up for a new evaluation tool called SuperEval that will work with BoardDocs.
- The opening days of school are August 31<sup>st</sup> and September 5<sup>th</sup>. Students return on September 6<sup>th</sup>. Mr. Ryan invited the Board to attend the September 5<sup>th</sup> day to have lunch and attend the presentations.

Tim Ryan Presents

- The new SRO, Mike Shackleton has started and has been working with Dan Demer to learn the schools. Mr. Ryan gave an overview of how their schedule will work.
- The Board retreat will be on August 23<sup>rd</sup> at Guilford Golf & Country Club.

There were no visitors in the audience.

Visitors in the Audience

After reviewing the recommendation and documentation setting forth the recommendation, including a review of the recommendation of the Superintendent of Schools, and seeing that the appropriate safeguard rights were provided to the parent, the Board of Education took the following action:

CSE Recommendations

- SUB-CSE minutes of: 3/16 and 6/26 2023
- 504 minutes of: 5/10/23

On a motion by Tom Akshar, seconded by Shelly Bartow the Board of Education reviewed and arranged for the appropriate special education placements.  
Yes-6; No-0. Carried.

On a motion by Shelly Bartow, seconded by Gordon Daniels the Board of Education voted to approve the following certified personnel items:

Certified Personnel

- Accept the resignation of Hannah Taggart from the position of LTA, effective 8/31/23.
- The appointment of Hannah Taggart to the position of temporary year-long substitute teacher (grant funded position), effective 9/1/23 to 6/30/24. Background check complete.
- The appointment of Matthew Downey as the Music Supervisor.
- The appointment of Paul Jenkins as mentor to Hilary Goldblatt for the 2023-2024 school year.
- The appointment of Justin Autera as the mentor to Thomas Palmatier for the 2023-2024 school year.
- The appointment of Emma Walker to the position of Special Education Teacher:  
**Name:** Emma Walker  
**Position:** Special Education Teacher  
**Certification:** Early Childhood Education and Childhood Education (Special Education expected Aug 2023)  
**Tenure Area:** Special Education  
**Date of Commencement of Appointment:** 9/1/23  
**Expiration of Appointment:** 6/30/27  
**APPR:** To the extent required by the applicable provisions of the Education Law, in order to be granted tenure, **Emma Walker** must receive composite or overall annual professional performance review ratings of either effective or highly effective in at least three (3) of the four (4) years, and if she receives an ineffective composite or overall rating in the final year of the probationary period she shall not be eligible for tenure at that time.  
**Salary:** Step 3 + 18 Credit Hours  
**Vice:** E. Melly
- Authorization to pay teaching staff an hourly rate equivalent to 1/1400th of their current salary for summer regents review and test administration and attending required CSE meetings.
- Accept the resignation of Constance Lane from the position of RTI teacher, effective 9/1/23.

Yes-6; No-0. Carried.

On a motion by John Gliha, seconded by Shelly Bartow the Board of Education voted to approve the following non-certified personnel items:

Non-Certified  
Personnel

- The resignation of John Ladd from the position of Bus Driver, effective 7/25/23.
- The appointment of Lavinia Rodriguez and Taylor Palmatier as Student Management Systems and Online Registration Services Coordinators, retroactive to 7/1/23, stipend \$1,500 each.
- The appointment of Philip Gilbert to the position of Substitute Bus Driver (PT), retroactive to 7/17/23. Background check complete.
- The temporary appointment of Kenneth Howard, Account Clerk PT at a rate of \$19.00/hr. retroactive to 7/21/23 through the end of September 2023 or until no longer needed.
- Authorization to pay support staff their current hourly rate for assisting teaching staff and students with summer regents review and testing and attending required CSE meetings.

- Authorization to pay Bus Driver, Christina Hubbard, an hourly rate of \$18.93 retroactive to 5/9/23 through 6/30/23 for hours worked training new bus drivers (approximately 11 hours).
- The appointment of Taylor Palmatier to the position of 9<sup>th</sup> grade class advisor.

Yes-6; No-0. Carried.

On a motion by Tom Akshar, seconded by Gordon Daniels the Board of Education voted to approve the following sports personnel items:

Sports Personnel

- The appointment of Nick Mayo to the position of Cross-Country Coach, step 3, category 3.
- The appointment of William Blackman to the position of Football Coach (Modified A), step 1, category 4. Background check complete.
- The appointment of the following fall sports volunteers:
  - Kylee O'Hara
  - Kimberly Mayo
  - Ryan Porter
  - Charity Beardslee
  - Israel Lorimer
  - Randy Palmatier

Yes-6; No-0. Carried.

On a motion by Shelly Bartow, seconded by Tom Akshar the Board of Education voted to approve the following business office items:

- Amend the Designation of Official Bank Depository for the 2023-2024 school year to NBT Bank, ICS, and New York Cooperative Liquid Assets Securities System (NYCLASS) Investment Fund.
- Financial Reports for the month of June 2023 – Student Activities Central Treasurer's Report, Revenue & Appropriation Status Reports, Cumulative Summary of Budget Amendments, Cash Flow, District Treasurer's Report, and the School Lunch Profit & Loss Report
- Internal Claims Auditor Reports dated June 30, July 7, and July 21, 2023 (two reports).
- Adoption of the Bond Resolution for the purchase of two (2) buses not to exceed \$244,000 (Attachment A)
- Fund the following reserves effective June 30, 2023:
  - *Workers' Compensation Reserve (A81400) in the amount of \$350,000*
  - *Retirement Contribution Reserve-ERS (A82700) in the amount of \$515,000*
  - *Retirement Contribution Reserve-TRS (A82800) in the amount of \$121,335*
  - *Employee Benefit Accrued Liability Reserve (A8300) in an amount not to exceed \$350,000*
  - *Liability Reserve (A86200) in the amount of \$250,000*
  - *Transportation Vehicle Reserve (A87801) in an amount not to exceed \$2,000,000*

Amendment of Bank Depository

Approval of June Financial Statements

Internal Claims Audits

Bus Bond Resolution

Reserve Funding

Yes-6; No-0. Carried.

On a motion by Tom Akshar, seconded by Gordon Daniels the Board of Education voted to adopt the following resolution:

Establishment of 2023-2024 Tax Levy

**WHEREAS**, the Board of Education has been authorized by the voters at the Annual School Meeting to raise for the current budget of the 2023-24 school year a sum not to exceed \$7,049,513;

**THEREFORE** BE IT RESOLVED, that the board fix the equalized tax rates by towns and confirm the extension of the taxes as they appear on the attached described tax roll.

**AND BE IT HEREBY DIRECTED THAT** the tax warrant of this board, duly signed shall be affixed to the above-described tax rolls authorizing the collection of said taxes to begin September 1, 2023 and end November 1, 2023 giving the tax warrant an effective period of 62 days at the expiration of which time the tax collector shall make an accounting in writing to the board;

**AND IT IS FURTHER DIRECTED THAT** the delinquent tax penalties shall be fixed as follows:

- 1st month free period,
- 2nd month interest of 2 percent added,
- 3rd month or fraction thereof, interest of 3 percent added.

Yes-6; No-0. Carried.

On a motion by Shelly Bartow, seconded by Gordon Daniels the Board of Education voted to approve the following new business items:

- Permission for the Superintendent to sign the 2023-2024 lease agreement with Head Start.

Head Start Lease for 2023-2024

- B. Permission for the Superintendent to sign the MOU between the Bainbridge-Guilford Central School District and the BGTA regarding Ag in the Classroom Coordinator Stipend.
- C. First read – District Emergency Plan
- D. Permission for the Superintendent and Board President to sign the Section IV merger between Bainbridge-Guilford, Afton, and Harpursville Central Schools as presented.
- Yes-6; No-0. Carried.

Ag in the Classroom MOU  
District Emergency Plan  
Section IV Merger

Planning

The following planning items were discussed:

**Board Events**

- August 17<sup>th</sup> – Board of Education Meeting – Guilford @ 6:00 pm  
\*It was decided that this meeting would be cancelled due to absence of Board Members.
- August 22<sup>nd</sup> – CCSBA meeting – Norwich @5:00 pm (Gordie) – Sends Shelly's info.
- August 23<sup>rd</sup> – Board Retreat and Administration Dinner – Guilford Golf & Country Club @ 5:00 pm

**School Events**

- August 7<sup>th</sup> – B-G Hosted LINKS training with BOCES Districts

On a motion by Shelly Bartow seconded by Tom Akshar the Board of Education voted to adjourn the meeting at 8:10 pm.  
Yes-6; No-0. Carried.

Adjournment

Respectfully Submitted,



Kelly Grigoli



BOND RESOLUTION DATED AUGUST 3, 2023.

A RESOLUTION AUTHORIZING THE ISSUANCE OF \$244,000 BONDS OF BAINBRIDGE-GUILFORD CENTRAL SCHOOL DISTRICT, BROOME, CHENANGO, DELAWARE AND OTSEGO COUNTIES, NEW YORK, TO PAY THE COST OF THE PURCHASE OF TWO SCHOOL BUSES, INCLUDING INCIDENTAL EQUIPMENT AND EXPENSES AT A MAXIMUM ESTIMATED COST OF \$244,000, FOR SAID SCHOOL DISTRICT.

WHEREAS, the capital project hereinafter described, as proposed, has been determined to be a Type II Action pursuant to the regulations of the New York State Department of Environmental Conservation promulgated pursuant to the State Environmental Quality Review Act, which regulations state that Type II Actions will not have any significant adverse impact on the environment; and

WHEREAS, at the Annual District Meeting of the qualified voters of Bainbridge-Guilford Central School District, Broome, Chenango, Delaware and Otsego Counties, New York (the "School District"), held on May 16, 2023, a proposition was duly adopted authorizing the Board of Education of said School District to undertake the purchase of two (2) school buses, including incidental equipment and expenses in connection therewith (the "Proposition"), at a maximum estimated cost of \$244,000, such proposition providing for the levy of a tax therefor to be collected in installments, with up to \$244,000 obligations of said School District to be issued in anticipation thereof; and

WHEREAS, it is now desired to provide for the authorization of such purpose and for the financing thereof; NOW, THEREFORE, BE IT

RESOLVED, by the affirmative vote of not less than two-thirds of the total voting strength of the Board of Education of Bainbridge-Guilford Central School District, Broome, Chenango, Delaware and Otsego Counties, New York, as follows:

Section 1. The purchase of two (2) school buses, including incidental equipment and expenses at a maximum estimated cost of \$244,000, in and for the Bainbridge-Guilford Central School District, Broome, Chenango, Delaware and Otsego Counties, New York, is hereby authorized.

Section 2. The plan for the financing of the aforesaid maximum estimated cost shall be by the issuance of not to exceed \$244,000 bonds of said School District hereby authorized to be issued therefor, pursuant to the provisions of the Local Finance Law.

Section 3. It is hereby determined that the period of probable usefulness of the aforesaid class of objects or purposes is five (5) years, pursuant to subdivision 29 of paragraph a of Section 11.00 of the Local Finance Law.

Section 4. The faith and credit of said Bainbridge-Guilford Central School District, Broome, Chenango, Delaware and Otsego Counties, New York, are hereby irrevocably pledged for the payment of the principal of and interest on such bonds as the same respectively become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such bonds becoming due and payable in such year. There shall annually be levied on all the taxable real property of said School District, a tax sufficient to pay the principal of and interest on such bonds as the same become due and payable.

Section 5. Subject to the provisions of the Local Finance Law, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the issuance and sale of the bonds herein authorized, including renewals of such notes, is hereby delegated to the President of the Board of Education, the chief fiscal officer. Such notes shall be of such terms, form and contents, and shall be sold in such manner, as may be prescribed by said President of the Board of Education, consistent with the provisions of the Local Finance Law.



authorized including the date, denominations, maturities and interest payment dates, within the limitations prescribed herein and the manner of execution of the same, including the consolidation with other issues, and also the ability to issue bonds with substantially level or declining annual debt service, shall be determined by the President of the Board of Education, the chief fiscal officer of such School District. Such bonds shall contain substantially the recital of validity clause provided for in Section 52.00 of the Local Finance Law, and shall otherwise be in such form and contain such recitals, in addition to those required by Section 51.00 of the Local Finance Law, as the President of the Board of Education shall determine consistent with the provisions of the Local Finance Law.

Section 7. The validity of such bonds and bond anticipation notes may be contested only if:

- 1) Such obligations are authorized for an object or purpose for which said School District is not authorized to expend money, or
- 2) The provisions of law which should be complied with as of the date of publication of this resolution are not substantially complied with,

and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or

- 3) Such obligations are authorized in violation of the provisions of the Constitution.

Section 8. This resolution shall constitute a statement of official intent for purposes of Treasury Regulations Section 1.150-2. Other than as specified in this resolution, no monies are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside with respect to the permanent funding of the object or purpose described herein.

