

**Bainbridge-Guilford Central School  
Board of Education Meeting Minutes  
August 4, 2022**

President Keith Hanvey called the August 4, 2022 Board of Education meeting to order at 6:00 pm in the Guilford Elementary School cafeteria.

Call to Order

Board Members in attendance were Thomas Akshar, Gordie Daniels, John Gliha, Keith Hanvey, Jeanne Shields, and Rebecca Sullivan.

Board Members in Attendance

Administrator in attendance was Tim Ryan with Business Manager, Janice Rideout. Principals in attendance were Linda Maynard, Jenn Henderson, and Greg Winn.

Administrators in Attendance

On a motion by Jeanne Shields, seconded by Gordie Daniels the Board of Education voted to go into executive session at 6:00 pm to discuss CSE recommendations and the employment of a particular person. Yes-5; No-0. Carried.

Executive Session

Rebecca Sullivan arrived at 6:05 pm.

On a motion by Rebecca Sullivan, seconded by Jeanne Shields, the Board of Education voted to return to open session at 6:22 pm. Yes-6; No-0. Carried.

Return to Open Session

Keith Hanvey, Board of Education President led the Pledge of Allegiance

Pledge of Allegiance

On a motion by Rebecca Sullivan, seconded by Gordie Daniels, the Board of Education voted to approve the revised meeting agenda. Yes-6; No-0. Carried.

Order of Agenda Established

Linda Maynard reported on the following:

Linda Maynard presents

- The summer school last day extravaganza was a lot of fun for the kids, they enjoyed a slip and slide, water obstacle course, and made lemonade. They had about 32 kids and many parents have expressed how thankful they were for the program.
- The custodians are working hard and doing a great job prepping the Guilford building for the fall. They have done a great job working around the summer school kids. Linda has moved her office to the second floor and her old office will now be used as a conference room. This is going to make it easier and safer to meet with parents in the Guilford building.
- The Guilford master schedule is done, it will be inputted into PowerSchool soon.
- Leadership Academy went great, and they had a lot of time to work as a team.
- There was a meeting about the new radio system. This will allow Linda to speak with the High School and Greenlawn, which is very helpful, as service in Guilford is not good, so if they lose power, it's difficult to communicate.
- Linda met with the After-School program leaders. They are expanding this year to have one program in Guilford and one in Greenlawn. They are anticipating this to be a very positive improvement. Teachers will no longer have to travel to Greenlawn to work at the program, the students will be in a building they are used to, and it can expand the program to the students who turn four later in the year, as they are unable to ride the bus from Guilford to Greenlawn. Parents will have the option to pick up in Guilford, or students will be bused to Greenlawn at 4:45 for their parents to pick them up there.
- Mailings have been sent to parents; the Guilford sneak peek is on September 1<sup>st</sup>. The students and parents will be able to see classrooms and meet teachers, this will help with

transition on the first day, this is the first time in a couple of years they have been able to hold it due to Covid.

- Linda is the District Data Coordinator and has been working on data certification. We currently use PowerSchool for school management but have been looking at switching to SchoolTool as the user support for PowerSchool will be going away soon. All the data we collect from various systems is compiled and is loaded into RIC (Regional Information System) by Linda, they check any errors, once those are cleared, it is sent to the State. The State then produces our school report card, which is used for various things such as state aide. We use this information to look for any improvements we can make to the school. Mr. Ryan does our data certification in August. This year a Student Digital Equity Survey was added, and Linda was happy with the response we got from students.

Jenn Henderson  
presents

Jenn Henderson reported on the following:

- Summer school at Greenlawn was a great success. The kids were kept busy with lots of different activities. The garden at Greenlawn is starting to really look nice and they have put in a second one using local businesses to obtain all their materials. The summer school students were even able to enjoy some of their crops during the summer, eating vegetables from the garden with lunch and making salsa. A librarian from the Bainbridge library came and read to the students, she is a former BG math teacher, it was enjoyable for her to see the kids. The playground program, which is also held at Greenlawn will end on August 5<sup>th</sup>.
- Jenn is the leader for CPI (Crisis Prevention Intervention) which works on deescalating situations with students. There will be training for new faculty and staff now that Covid protocols are not as strict.
- Jenn, Dan Demer (School Resource Officer), and Tim Ryan attended a safety summit at the SUCO campus, which was solely focused on school safety. The keynote speaker was an expert on school shootings, and they all found her very informative. We already have strong safety procedures in place and just need to focus on them. School safety will be a focus on one of the Staff Development days, with Jenn, Dan Demer, Shannon Hartz from NYSP, and Casey Caratelli from the Bainbridge PD presenting.
- Phylicia Dunham-Fleming (Greenlawn School Counselor), Dan Hardy (Elementary Social Worker), and Jenn met to go over student needs and what they can do to meet those needs in preparation for the new school year. Greenlawn has their master schedule done. They will hold a sneak peek the same day as Guilford, but with scheduling to help parents who need to attend both. Jenn's welcome back letter will emphasize dismissal and parent pickup, hoping to improve flow and safety during those times.

Greg Winn presents  
for Bill Zakrajsek

Greg Winn reported on the following for Bill Zakrajsek:

- Summer school had a good retention rate. The students had three classes a day. The 7<sup>th</sup> and 8<sup>th</sup> graders made a 3-D museum with each of them picking a topic for their part. Drivers Ed had 13 students, who all successfully completed the course. Phil Curley was a great teacher and was very complimentary of the students. There are 20 students scheduled to take the regents retakes at the Norwich BOCES campus. There were two art enrichment classes held this summer. The first was a ceramics class that was attended by 19 students. The second was a project to paint the back of the Welcome to Bainbridge sign. Four designs were chosen, and other students were chosen to help with the painting of the signs.
- The fitness center has been open to students and has been well attended.
- The guidance office is working on their summer work, putting together the schedules, etc. The 7<sup>th</sup> grade orientation will be held on August 24<sup>th</sup>. Administration is working on staff schedules, teacher duties, planning orientation, and planning the staff development days.

- The secretaries have been working together to get the new year started. They have been meeting every week on Tuesdays to discuss anything that is going on. This has helped get all buildings on the same page with certain things, this has been great for the new secretaries to learn from the secretaries who have been here longer.

Greg Winn reported on the following:

Greg Winn presents

- Working to make sure we are compliant with Ed Law 2D. Nicole Rowley and Amanda Madugno have been working with Greg to create an educational resource on our website for teachers to easily be able to access what we already have to offer.
- Promethean Boards have been ordered but are not installed and may not be before school. There were 32 teachers who attended the training for the boards.
- Greg and Mr. Zakrajsek have golfed together in both the track and wrestling golf tournaments. They really enjoyed this, and it was nice to see alumni coming back to represent B-G.

Timothy Ryan reported on the following:

Tim Ryan presents

- On Wednesday, August 10<sup>th</sup> the Admin team will meet with the construction team to discuss the Capital Project, once that is completed it will be presented to the BOE.
- The admin retreat went well, and they were able to accomplish a lot without all the staff and students here. Most of the time when admin is meeting it is to put out a fire, instead of using them to grow. Tim purchased a book for each of the principals about mental health and how important the mental health of a team is, a team with poor mental health will trickle down to the staff, and then the students. They will each be assigned to a chapter of the book and report back to the other administrators. They discussed the Diversity, Equity, and Inclusion audit. The audit is 31 pages long, and pertains to any child entering our district, are we offering the same opportunities to every child, regardless of race, gender, religion, abilities, etc. Are we offering the same opportunities to every child and do parents feel like we are doing this? Staff will complete this survey in two parts and the BOE will also be asked to complete it. How the data will then be looked at is still be determined. They also discussed the opening days and what they will look like.
- The safety summit was a great experience and was attended by local law enforcement from the surrounding counties and the school admin teams from those counties. The keynote speaker was Dr. Jaclyn Schildkraut, an associate professor of criminal justice at SUNY Oswego and national expert on mass shootings. She had very clear data that was easy to understand. Jaclyn will present to staff on the second day of staff development. Although it's a hard topic to start the year on, this is something this is always going to be in the forefront and is a necessary topic. There was also a presentation at the safety summit on mental health and the effects it has had on children. There was also a panel of law enforcement officers who did a Q&A.
- New staff orientation will be August 22<sup>nd</sup> and 23<sup>rd</sup>. This training was implemented a few years ago and is for any staff who was hired after the previous year's orientation. The staff, admin, and mentors are all involved. Janice will go over topics dealing with the business office, Joanne Moxley will talk about DASA, etc.
- The staff development days are coming together, they will be September 1<sup>st</sup> and 6<sup>th</sup>. The 6<sup>th</sup> is the welcome back kickoff with Mr. Ryan and Keith Hanvey speaking and presenting years of service awards to staff. Lunch will be provided for all staff. The admin team has been working on the agenda.
- Not much has changed with Covid guidelines and there's not reason to believe we won't be able to open normally in September. Socially distancing and masks will not be required. The Covid guidance will still be included in the handbook.

- An auto text was sent out regarding free lunch and breakfast for all students, as well as one regarding B-G providing all school supplies. There will be one next week regarding the After-School program.
- The BOE retreat is going to be on September 13<sup>th</sup> at the High School. Erin Morris, our school attorney will speak and the BOE was asked to submit any questions they may have ahead of time. Her main topic will be the role and responsibilities of the Board. There will also be a representative from NYSBBA. Dinner will be provided.

There were no guests 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

- CSE minutes of: 6/9/22, 6/13/22, 6/14/22, 6/16/22, 6/22/22, 7/27/22
- CPSE minutes of: 7/27/22
- Subcommittee minutes of CSE: 5/25/22, 6/1/22, 6/8/22
- 504 Minutes: 6/7/22, 6/15/22
- Amendment: No meeting held 7/14/22.

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

On a motion by Gordie Daniels, seconded by Rebecca Sullivan the Board of Education voted to approve the following certified personnel:

Certified personnel

- The appointment of Nanci Miller to the position of Substitute Teacher effective 9/1/22. Background check complete.
- The appointment of Karl Frye to the position of long-term Substitute Teacher, effective 11/21/22 at Step 2. Temporary grant funded position through June 30, 2024.
- The acceptance of the retirement request from Bonnie Scherhauser, Special Education Teacher, effective 12/3/22.
- The acceptance of the retirement request from Arthur Rigas, Business Teacher, effective 12/31/22.
- The appointment of Dan Cirigliano as the Physical Education and Health Department Chair.

Yes-6; No-0. Carried.

On a motion by Jeanne Shields, seconded by Gordie Daniels, the Board of Education voted to approve the following non-certified personnel:

Non-Certified  
personnel

- The revised appointment of Jeremy McKenna to the provisional appointment of Transportation Supervisor until successful completion of the transportation supervisor civil service exam.
- The resignation of Ryan Jones, from the position of Maintenance Worker, effective 8/3/22.
- The resignation of Cassandra Carr, from the position of Bus Attendant, effective 8/31/22.

Yes-6; No-0. Carried.

On a motion by Tom Akshar, seconded by Rebecca Sullivan, the Board of Education voted to approve the following sports personnel:

Sports Personnel

- The appointment of Devin Mills to the position of Varsity Golf Coach, effective 8/10/22 at step 7. Background check complete.

Yes-6; No-0. Carried.

On a motion by Jeanne Shields, seconded by Tom Akshar, the Board of Education voted to approve the following committees:

Committees

- The revised DIMIT committee list as follows:  
J. Henderson (Co-Incident Commander), D. Demer (Co-Incident Commander), G. Winn, T. Ryan (back-up IC), W. Zakrajsek, L. Maynard, Janice Rideout, James Rideout, N. Peck, R. Decker, J. McKenna, and K. Grigoli, Teresa Burnett (scribe). Other members: J. Porter (NYS Police), S. Hartz (NYS Police), Alison Bensley (DCMO BOCES), and Casey Caratelli (Bainbridge Police Department)
- The revised LINKS committee list as follows:  
T Ryan, W. Zakrajsek, J. Henderson, L. Maynard, A. Carlin, J. Hinman, M. Margadona, K. Mayo, K. Morris-Schinn, H. Nickerson, A. Seliga, A. Madugno, A. Hosier, N. Rowley, L. Cuzzo, C. Oranjian, G. Winn, B. Clark, P. Dunham-Fleming, and E. Hall (Parent member).

Yes-6; No-0. Carried.

On a motion by Jeanne Shields, seconded by Rebecca Sullivan, the Board of Education voted to approve the following mentors:

Mentors

<u>Teacher</u>	<u>Mentor</u>
Emma Walker	Patricia Myers
Molly O'Hara	Dorian Bunting-Cliffe
Dan Hardy	Joanne Moxley
McKenzie Liddel	Shannon Phillips
Cierra Stafford	Tammy Slack
Ann Messenger	Dan Cirigliano
Arthur Rigas	Isreal Lorimer
Greg Milunich	Pam Filor (1/2 year)

Yes-6; No-0. Carried.

On a motion by Gordie Daniels, seconded by Rebecca Sullivan, the Board of Education voted to approve the following business office items:

Financial Reports

- A. Approval of Financial reports:  
Student Activities, Revenue Status, Appropriation Status, Cumulative Summary of Budget Amendments, Treasurer's Report, and the School Lunch Profit & Loss Statement for June 2022.
- B. Approval of Internal Claims Audit Reports dated June 24, 2022 and June 30, 2022.
- C. Approval of budget appropriation transfers as presented.
- D. Authorization to fund the following reserves, effective June 30, 2022:
  - Employee Benefit Accrued Liability Reserve in an amount of \$200,000
  - Facilities Improvement Reserve in an amount \$1,000,000
- E. Adoption of the 2022-23 Tax Levy Authorization, Confirmation of Tax Roll and Tax Warrant Resolution.

Internal Audit Claims  
Appropriation transfers  
Reserve Funding

Tax Levy, Tax Roll, Tax  
Warrant Resolution

Yes-6; No-0. Carried.

On a motion by Gordie Daniels, seconded by Tom Akshar, the Board of Education voted to approve the following old business:

Old Business

- A. Request approval for the Superintendent to sign Administrative Staff contract.

Yes-6; No-0. Carried.

On a motion by Jeanne Shields, seconded by Gordie Daniels, the board of Education voted to approve the following new business:

New Business

- A. Request approval of the MOU with the BGTA regarding Substitute Teachers as presented.
- B. Request approval of the MOA with Bonnie Scherhauser, BGTA, and the BOE regarding retirement incentive as presented.
- C. Request approval for Section IV merger as presented.
- D. Request for Superintendent and Board President to sign addendum for contractual agreement between KST Security Consultants and Bainbridge Guilford Central School.

Yes-6; No-0. Carried.

The following events were discussed:

Planning

**Board Events**

- August 15 – School Boards Association Meet and Greet @ 5:30 – Canaswacta Country Club, Norwich
- August 18 – BOE Meeting – Guilford School Cafeteria
- September 13 – BOE retreat @ 6:00

**School Events**

- September 1 and 6 – Staff Development Days
- September 7 – First Day for Students

On a motion by Tom Akshar, seconded by Rebecca Sullivan, the Board of Education voted to adjourn at 7:36 pm.

Adjournment

Yes-6; No-0. Carried.

Respectfully Submitted,

Kelly Grigoli  
District Clerk