

**Bainbridge-Guilford Central School  
Board of Education Meeting Minutes  
August 22, 2019**

President Keith Hanvey called the August 22, 2019, meeting of the Board of Education to order at 6:34 PM in the District Conference Room.

Call to Order

Board members in attendance were Shelly Bartow, Emily Hall, Keith Hanvey, Jeanne Shields, Tim Suda and Rebecca Sullivan arrived at 6:36 PM. Tina Ammon was excused

Board Members in Attendance

Administrators in attendance were Tim Ryan and Jenn Henderson.

Administrators in Attendance

On a motion by Shelly Bartow, seconded by Emily Hall, the Board of Education voted to go into executive session at 6:35 PM to discuss the employment history of a particular person, CSE, the Superintendent Evaluation, a personnel matter and a current litigation matter. Yes-5, No-0. Carried.

Executive Session

On a motion by Shelly Bartow, seconded by Tim Suda, the Board of Education voted to return to open session at 7:00 PM. Yes-6, No-0. Carried.

Open Session

On motion by Rebecca Sullivan, seconded by Jeanne Shields, the Board of Education voted to approve the evening's revised agenda. Yes-6, No-0. Carried.

Order of the Agenda Established & Approved

Mr. Ryan reported on the following items:

Reports and Presentations

- New staff orientation was held on August 20<sup>th</sup> and 21<sup>st</sup> for all staff hired after September 1, 2018. The orientation schedule was shared with BOE members. Topics included Child Abuse awareness and Sexual Harassment reporting. The orientation went very well.
- There is a new pick-up procedure at the end of the day at the Jr-Sr High School. All students who are waiting for parent pick-up will wait at the Soccer Field Parking lot. In the case of inclement weather, students can wait on the covered stairs. Students who can't climb the stairs, can be picked up closer to the building at 3:15 PM (after the buses have left). Supervision will be assigned to the parking lot area.
- The track is in need of repair. It was new in 2000 and should have been resurfaced in 2015, but wasn't. We are getting an estimate on patching the surface and hope that this will be sufficient to keep using it until we can incorporate the cost of resurfacing in the next capital project. The tennis courts are also in need of resurfacing and will be included at that time also.
- The capital project is moving along but a bit slower than anticipated. We will be ready to open all schools on time even though not all the work will be complete. Asbestos abatement is complete and we have received a letter clearing all areas. Flooring is going in this week and teachers should be able to get back in their rooms next week.
- The After School Care Program is receiving applications for students. So far, we have approximately 12 signed up. Past Due payments from last year are being collected. The Board discussed the possibility of sponsorships from local community groups to help families afford care. Grant money is available for after school programs too.

- The Evening Sun has not been publishing the BOE meeting announcements. Several attempts have been made to ascertain why this is NOT happening. We will keep working on it.
- Highlights of the Superintendent Retreat hosted by DCMO BOCES were shared with the BOE. Six out of 16 Superintendents attended. The program included discussion on the 2% Tax Cap and Capital Projects, STEM and STEAM programs available through a construction management group; and a company that provides energy audit information in conjunction with proposed capital projects.
- October 8<sup>th</sup> or 22<sup>nd</sup> were possible dates for a BOE retreat. Jason Andrews will be contacted for possible topics. Setting Board goals and coming to consensus were suggested as topics to be considered.
- The agenda for the opening Staff Development Days on Sept 3<sup>rd</sup> and 4<sup>th</sup> was shared with the BOE. All Board members are invited to attend the Brooks' BBQ luncheon on the 4<sup>th</sup>.
- The color survey on Facebook regarding the fitness center is complete and traditional B-G colors was the favorite.
- Jenn Henderson reported on CPI training this week and the new Raptor visitor software training.

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 on the following:

#### CSE Appointments

- Amendment with no meeting of: None
- CSE minutes of: 7/30/19
- CPSE minutes of: 8/13/19
- Subcommittee minutes of: None
- 504 Minutes: None

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

On a motion by Rebecca Sullivan, seconded by Emily Hall, the Board of Education voted to approve the following Certified Personnel recommendations:

#### Personnel

- The appointment of Meaghan Keesler to the position of Elementary Teacher:
  - Name:** Meaghan Keesler
  - Tenure Area:** Elementary
  - Commencement of Appointment:** 9/1/2019
  - Expiration of Appointment:** 6/30/2023
  - Certificate:** Initial – Childhood Ed Grades 1-6
  - Salary:** Step 4+Masters+36 Credit Hours
  - Vice:** J. Spinella (as related to the resignation of L. McCandless)
- The appointment of Patricia Myers to the position of Special Education Teacher:
  - Name:** Patricia Myers
  - Tenure Area:** Special Education
  - Commencement of Appointment:** 9/1/2019
  - Expiration of Appointment:** 6/30/2022 (previous tenure)
  - Certificate:** Professional SWD B-Gr2 & Gr 1-6; Early Childhood B-GR2 & Gr 1-6
  - Salary:** Step 11+Masters+36 Credit Hours
  - Vice:** Catherine Rinella
- Mentors:
  - Judy Hinman – Meaghan Keesler
  - Jennine Brewer – Patricia Myers
  - Dawn Christopherson and Sarah Codington – Mackenzie Henry (REVISED)
- The appointment of Linda Maynard to the position of Grant Manager with a stipend of \$3105 retroactive to July 1, 2019.

- The appointment of Joanna Matthews to the position of substitute Teacher effective 9/1/2019. Background check is complete.
- The appointment of the Extracurricular Advisors and Volunteers as presented.
- The substitute Teacher list for 2019-20 as presented.

Yes-6, No-0. Carried. (See Attachment #1)

On a motion by Shelly Bartow, seconded by Rebecca Sullivan, the Board of Education voted to approve the following Non-Certified Personnel recommendations:

- The acceptance of the resignation of Derick Butts from the position of Substitute Bus Driver effective 8/31/2019.
- The acceptance of the resignation of Christina Spencer from the position of Substitute Bus Driver effective 8/31/2019.
- The acceptance of the resignation of Tracy DeMatteo from the position of Food Service Worker effective 8/2/2019.
- The resignation of Emily Gregory, Teacher Aide, effective August 31, 2019.
- The resignation of Brian Champlin, Bus Driver, effective August 31, 2019.
- The appointment of Kayla Peck to the position of Teacher Aide, full time, 10 Months, 7 hrs/day, \$11.10/hr, probationary period 52 weeks, effective 9/1/2019. Background check is complete. Vice: Leslie Cuozzo
- The appointment of Kristina Nightengale to the position of Cook Manager, full time, 10 Months, 7 hrs/day, \$15.50/hr, probationary period 52 weeks, effective 9/3/2019. Background check pending (fingerprint appointment 9/3/2019). Vice: Doris F. Parsons
- The appointment of Tina M. Miller to the position Bus Driver PT (Sub) effective 9/1/2019. Background check is complete.
- The appointment of Joanna Matthews to the position of Teacher Aide PT (Sub) effective 9/1/2019. Background check is complete.
- The unpaid leave of absence for Leon Pearsall, September 4 -12, 2019.
- The substitute Teacher Aide and Nurse list for 2019-20 as presented.

Yes-6, No-0. Carried. (See Attachment #2)

On a motion by Shelly Bartow, seconded by Rebecca Sullivan, the Board of Education voted to approve the following Sports Personnel recommendations:

- The appointment of volunteers and Timekeeper/Scorekeepers as presented.

Yes-6, No-0. Carried. (See Attachment #3)

On a motion by Shelly Bartow, seconded by Rebecca Sullivan, the Board of Education voted to approve the following business office reports and resolutions as presented:

Business Office

- The Financial Reports:
  - Treasurer's Report for June 2019.
  - The Internal Claims Auditors Report dated 6/22/19, 6/30/19, and 7/21/19.
  - The Student Activities Report for June 2019.
  - The Financial Reports for June 2019.
  - The School Lunch Profit & Loss for June 2019
  - The After School Care Program (ASCP) Profit & Loss for 2018-19
- The 2019-20 Tax Warrant Resolution.
- The resolution to declare vehicles and equipment surplus to current needs.
- The resolution approving the appointment of Janice Rideout, School Business Manager, to review contractor's certified payrolls for Phase 2 of the 2017 Capital Improvement Project.
- The resolution to amend the 2019-20 school budget.
- The 2018-2019 Final Contract for Services (AS-7) with DCMO BOCES.
- To establish a Petty Cash Fund in the amount of \$100 for the After School Care Program and appoint Rebecca Binelli as Custodian of the fund.
- To establish a Petty Cash Fund in the amount of \$100 for the Tax Collector and appoint Stacey Golden as Custodian of the fund.

- The following custodians for currently established petty cash funds:
  - High School Main Office – Julie Fuller, Custodian
  - Athletic Office (2 boxes) – Teresa Hager, Custodian
  - Special Education Café – Nate Ford, Custodian

Yes-6 No-0. Carried. (See Attachment #4-9).

There was one question regarding the certification of contractor’s payroll for the current phase of the capital project. This practice is customary.

The BOE had a “second read” of the following audited BOE policies:

- 4304 Accounting of Fixed Assets, Inventory and Tracking
- 4305 Sale of Surplus Property
- 4306 Insurance
- 4400 Audit Committee
- 4401 Annual Audit
- 4500 General Procurement Standards
- 4501 Competitive Bidding
- 4502 Non-Bid Purchasing
- 4502.1 Request for Quotation
- 4600 Petty Cash
- 4601 Expense Reimbursement (Employees)
- 4700 Use of District Credit Card
- 4701 Use of District Cell Phones

Old Business

A board member reported that there are many unique users visiting our website.

New Business

The following Planning items were discussed:

Planning

**Board Events**

- Sept 5 – Policy Committee @ 6 PM for Last Set

**School Events**

- Aug 29 - Greenlawn Sneak Peek 1-3 PM
- Sept 3 – Guilford Sneak Peek 1:30 – 3 PM
- Sept 3 & 4 – Staff Development Days
- Sept 5 – First Day of School for Students
- Oct 7 – CASSC School Board Institute (RSVP by 9/26)

One board member requested that new photos of the buildings be used in publications in the future.

Miscellaneous

On a motion by Rebecca Sullivan, seconded by Emily Hall, the Board of Education voted to adjourn 7:57 PM. Yes – 6, No – 0. Carried.

Adjournment

Respectfully Submitted,

Susan L. Weibel  
District Clerk