

OFFICIAL PROCEEDINGS
OF THE BOARD OF EDUCATION
OF THE SPENCERPORT CENTRAL SCHOOL DISTRICT

Date: December 8, 2020
Spencerport, New York

Members Present: Mr. Bracken, Ms. Czarnecki, Mr. Gibbardo, Mr. Hutton, Mr. Kincaid,
Mr. Miceli, Ms. Stone

Absent:

Others Present: Ms. Clapper, Ms. Lissow, Mr. Milgate, Mr. Wood, Mr. Zinkiewich

The Business Session of the Board of Education of the Spencerport Central School District was called to order at 6:02 p.m. E.D.S.T. by the President, Mr. Hutton, in the Board of Education Conference Room in the Administration Building.

1. PLEDGE TO THE FLAG

The Board of Education members and the audience recited the Pledge of Allegiance to the United States Flag.

2. APPROVAL OF AGENDA

A motion was made by Mr. Bracken and seconded by Mr. Miceli that the Board of Education approve the Business Session Agenda, adding a board recognition and removing the anticipated Executive Session.

Vote of the Board: 7

Yes: 7

No: 0

3. BOARD RECOGNITION

The Board of Education recognized Superintendent Mr. Milgate, who will be retiring on January 4, 2021. A virtual celebration was held, featuring a variety of current and past employees and board members, as well as family and community members. Several speakers spoke about Mr. Milgate and his years of service in Spencerport. He is retiring after 30 years in education and will be greatly missed.

4. CONSENT AGENDA

4.1 Old Business

4.11 Approval of the Board of Education meeting minutes held on November 17, 2020

4.2 New Business

4.21 Approval of Personnel Actions as Recommended by the Superintendent of Schools

A. Certificated Personnel

1. RESIGNATION

- a. Alexander Mulroy, Contract Substitute Teacher assigned to Cosgrove Middle School, resigning effective November 30, 2020. Reason: to accept the Special Education teacher position

2. APPOINTMENTS

- a. Alexander Mulroy, four-year probationary appointment in the Special Education tenure area assigned to Cosgrove Middle School, effective December 1, 2020. Salary is Masters, Level 1 at \$43,625 prorated to \$30,835. Mr. Mulroy is replacing Ms. Trujillo.
- b. Daniel VanVleck, New Hire Mentor for Cosgrove Middle School, effective December 1, 2020 to June 30, 2021. Stipend is \$1,000 prorated to \$700.
- c. Amy Jaus-Zissis, four-year probationary appointment in the Teaching Assistant tenure area assigned to Canal View Elementary School, effective December 7, 2020. Salary is \$12.63 per hour. Ms. Zissis is replacing Ms. Montgomery.

3. LEAVES OF ABSENCE

- a. Lee Ann Mulhern, Speech and Hearing Handicapped Teacher assigned to Cosgrove Middle School, requesting a family and medical leave of absence from November 12, 2020 to December 7, 2020.
- b. Joseph Gallina, Technology Education Teacher assigned to Spencerport High School, requesting a family and medical leave of absence from November 13, 2020 to November 24, 2020.
- c. Melissa Woodruff, Speech and Hearing Handicapped Teacher assigned to Munn Elementary School, requesting an emergency family and medical leave of absence from November 19, 2020 to November 24, 2020.

- d. Sara Sage, Elementary Teacher assigned to Bernabi Elementary School, requesting a family and medical leave of absence from November 30, 2020 to December 23, 2020.
- e. Robin Hondorf, Special Education Teacher assigned to Cosgrove Middle School, requesting an unpaid leave of absence from December 14, 2020 to June 30, 2021.
- f. Kristin Winterhoff, Teaching Assistant assigned to Taylor Elementary School, requesting an unpaid leave of absence on November 16, 2020.

4. SUBSTITUTE APPOINTMENTS

- a. Luca Barigelli, Teaching Assistant PTOC, effective November 19, 2020. Salary is \$11.80 per hour.
- b. Victor Peterson, Contract Substitute Teacher in the Mathematics tenure area assigned to Spencerport High School and Cosgrove Middle School, effective December 1, 2020 to June 11, 2021, pending New York State certification. Salary is \$120 per day.
- c. Taylor Lanham, Contract Substitute Teacher assigned to Cosgrove Middle School, effective December 3, 2020 to June 11, 2021. Salary is \$120 per day.
- d. Patricia Conant, Contract Substitute Teacher in the Elementary tenure area assigned to Munn Elementary School, effective January 4, 2021 to June 11, 2021. Salary is \$120 per day.
- e. Cayley Brege, Contract Substitute Teacher in the Elementary tenure area assigned to Canal View Elementary School, effective December 7, 2020 to June 11, 2021. Salary is \$120 per day.
- f. Margaret Easton, Contract Substitute Teacher in the Elementary tenure area assigned to Bernabi Elementary School and Canal View Elementary School, effective January 4, 2021 to June 11, 2021. Salary is \$120 per day.
- g. Kimberly Epeira, Contract Substitute Teacher in the Elementary tenure area assigned to Munn Elementary School, effective December 14, 2020 to June 11, 2021. Salary is \$120 per day.

5. SUBSTITUTE TEACHERS

<u>Last Name</u>	<u>First Name</u>	<u>Certification Area or Degree Status</u>
Barigelli	Luca	Bachelors
Foki	Michael	Masters
Snarr	Sara	Mathematics 7-12
Winterhoff	Kristen	Bachelors

6. EXTRA CURRICULAR ACTIVITIES AND INTER-SCHOLASTIC ATHLETICS

a. Winter Coaching Recommendations

<u>Coach</u>		<u>Sport</u>	<u>Level</u>	<u>Stipend Level</u>	<u>Stipend</u>	<u>Years of Service Completed</u>
Vleck	Richard	Basketball - Boys	Varsity	K	\$5,756	2
Osher	Zach	Basketball - Boys	Program Assistant	K (OL-0)	\$4,489	2/4
Butler	Mike	Basketball - Girls	Varsity	K (OL-4)	\$7,002	1
Moon	Mark	Basketball - Girls	Program Assistant	K (OL-2)	\$4,857	1/13
Orlando	Jessica	Cheerleading	Varsity	F	\$3,935	2/9
Ford	Ryan	Ice Hockey	Varsity	F	\$4,181	2
Glover+	Dan	Wrestling	Varsity	K (OL-5)	\$6,892	8/14
Farrell	Megan	Indoor T/F- Boys/Girls	Junior Varsity	E	\$2,660	0
Confer	Matthew	Indoor T/F- Boys/Girls	Junior Varsity	G	\$2,851	0

+ = Longevity

7. AMENDMENTS

- a. Aurora Brannigan-Fromm, Foreign Language Teacher assigned to Spencerport High School, requesting an extension of her previously approved family and medical leave of absence (September 8, 2020 to November 13, 2020) to December 4, 2020.
- b. Aurora Brannigan-Fromm, Foreign Language Teacher assigned to Spencerport High School, rescinding her previously approved intermittent emergency family and medical leave of absence from November 16, 2020 to December 22, 2020.
- c. Shelly Remillard, Elementary Teacher assigned to Canal View Elementary School, requesting an extension of her previously approved family and medical leave of absence (September 8, 2020 to December 1, 2020) to December 4, 2020.
- d. Christopher Longwell, long-term per diem substitute teacher in the Elementary tenure area assigned to Canal View Elementary School, with an extension of his previously approved appointment (September 8, 2020 to December 1, 2020) to December 8, 2020. Salary is \$200per day. Mr. Longwell is substituting for Ms. Remillard.
- e. Robin Hondorf, Special Education Teacher assigned to Cosgrove Middle School, requesting an extension of her previously approved family and medical leave of absence (September 14, 2020 to December 3, 2020) to December 11, 2020.

- f. Kimberly Amico, 1.0 FTE long-term substitute teacher in the Special Education tenure area assigned to Cosgrove Middle School, effective September 8, 2020 to June 30, 2021. Salary is Masters, Level 1 at \$43,625. Ms. Amico was previously appointed as a long-term per diem substitute teacher effective September 8, 2020 to December 3, 2020 with a salary of \$200 per day. Ms. Amico is substituting for Ms. Hondorf.
- g. Julie Bianchi, Remedial Reading Teacher assigned to Munn Elementary School, requesting an extension of her previously approved family and medical leave of absence (September 8, 2020 to November 30, 2020) to December 4, 2020.
- h. Emily Morris, long-term per diem substitute teacher in the Remedial Reading tenure area assigned to Munn Elementary School, with an extension of her previously approved appointment (September 11, 2020 to November 30, 2020) to December 23, 2020. Salary is \$200 per day. Ms. Morris is substituting for Ms. Bianchi.
- i. Nancy Laistner, appointed National Honor Society Club Advisor assigned to Spencerport High School, for the 2020-21 school year. The advisor was previously stated as Nancy Mancuso.
- j. Nicole Arbore, intermittent long-term per diem substitute teacher in the Mathematics tenure area assigned to Spencerport High School, with an amendment to her previously approved appointment (September 10, 2020 to December 21, 2020) to November 30, 2020.
- k. Jason Frantz, Building Planning Team for Munn Elementary School, with a revised prorated stipend of \$828.80. The stipend was previously stated as \$1,184.
- l. Bill Buttaro, Varsity Bowling Coach for the 2020-21 season, with a revised stipend of \$3,074. The stipend was previously stated as \$2,074.

B. Classified Personnel

1. RESIGNATION

- a. Amy Jaus-Zissis, Teacher Aide assigned to Canal View Elementary School, resigning effective December 4, 2020. Reason: to accept the Teaching Assistant position
- b. Kenneth Warren, Cleaner assigned to Canal View Elementary School and the Transportation Department, effective December 8, 2020. Reason: personal

2. APPOINTMENTS

- a. Ann Hauck, Cleaner assigned to Cosgrove Middle School, effective December 2, 2020. Salary is \$12.39 per hour. Ms. Hauck is replacing Mr. Popowich.
- b. Emily Schicker, Lifeguard assigned to Spencerport Schools, effective December 7, 2020 to June 30, 2021. Salary is \$11.80 per hour.
- c. Katie Toates, Lifeguard assigned to Spencerport Schools, effective December 7, 2020 to June 30, 2021. Salary is \$11.80 per hour.
- d. Cristina Bonfiglio, Teacher Aide assigned to Munn Elementary School, effective December 14, 2020. Salary is \$11.80 per hour. Ms. Bonfiglio is filling a new position.
- e. Abigail Wandel, Teacher Aide assigned to Bernabi Elementary School, effective January 4, 2021. Salary is \$12.50 per hour. Ms. Wandel is replacing Ms. Caldarelli.
- f. Valorie Stotz, Accompanist, assigned to Spencerport High School and Cosgrove Middle School, effective December 17, 2020. Salary is \$16.98 per hour. Ms. Stotz is replacing Mr. Palocy.

3. LEAVES OF ABSENCE

- a. Karen Catone, Bus Driver assigned to the Transportation Department, requesting an unpaid leave of absence from December 2, 2020 to December 23, 2020.
- b. Carrie Bertrand, Computer Application Specialist assigned to District Office, requesting an intermittent unpaid leave of absence from December 1, 2020 to December 30, 2020.
- c. Marianne Schmitt, Office Clerk III assigned to Spencerport High School, requesting an unpaid leave of absence on December 23, 2020.
- d. Riley Sullivan, Teacher Aide assigned to Spencerport High School, requesting an unpaid leave of absence on November 16, 2020.
- e. Amy Jaus-Zissis, Teacher Aide assigned to Canal View Elementary School, requesting an unpaid leave of absence on December 3, 2020.

4. SUBSTITUTE APPOINTMENTS

- a. Luca Barigelli, Teacher Aide PTOC, effective November 19, 2020. Salary is \$11.80 per hour.

- b. Andrew Yunker, Cleaner PTOC, effective December 1, 2020. Salary is \$11.80 per hour.
- c. Donna Bianchi, Office Clerk IV PTOC, effective December 31, 2020. Salary is \$12.75 per hour.

5. CHANGE IN APPOINTMENTS

- a. Kate Hinchey, Office Clerk III assigned to Munn Elementary School, with a change in appointment to Office Clerk IV assigned to Munn Elementary School effective December 23, 2020. Salary is \$13.73 per hour.
- b. Lisa Nielsen, Office III (10 month), assigned to District Office, with a change in appointment to Office Clerk (12 month) assigned to District Office effective January 4, 2021. Salary is \$17.35 per hour. Ms. Nielsen is replacing Ms. Bianchi.

6. AMENDMENTS

- a. Sarah Meath, Bus Attendant assigned to the Transportation Department, requesting an extension of her previously approved unpaid leave of absence (September 17, 2020 to November 1, 2020) to November 6, 2020.
- b. Marcia DeWaal, Food Service Helper assigned to Spencerport High School, requesting an extension of her previously approved military leave of absence (October 27, 2020 to December 31, 2020) to March 31, 2021.

4.22 Warrants

	<u>Date</u>	<u>Amount</u>	<u>Checks</u>
General Fund	11/12/20	\$ 179,759.75	62
	11/19/20	\$ 174,519.10	68
	11/24/20	\$ 716,910.19	37
School Lunch	11/12/20	\$ 21,373.42	7
	11/24/20	\$ 518.50	1
Capital Fund	11/12/20	\$ 16,982.00	1
	11/24/20	\$ 9,075.25	1
Trust & Agency	11/19/20	\$ 10,095.00	2
	11/30/20	\$ 589,390.76	38

4.23 Disposal of Equipment

In compliance with Policy Number 5250 and Regulation Number 5250 - Sale and Disposal of School District property. I recommend the Board of Education approve disposal of the

following facilities equipment per Nelson Drake. The Security Car and Lawn Mower will be disposed of through the upcoming County Auction.

Item	Manufacturer	Serial No.	Vin #	Spencerport I.D.	Code No.	Date Purchased
Security Car	2009 Chevy Impala	N/A	261WDSEMOA1154276	N/A	N/A	2010
Lawn Mower	2014 EXmark 60" Mower	313650175	LZX940EKC606	N/A	N/A	2015

We have an assortment of interactive read-alouds, dictionaries, thesauruses, Discovery Works books, Rigby books, and an assortment of social studies, science, health, reading, literacy, and library books from Bernabi Elementary School and Taylor Elementary School, which have lost their value to our current educational program due to damaged or outdated material (copyright date in excess of 5 years). To properly dispose of the books, we will reach out to book vendors to see if they are of monetary value and to parochial/private schools and charitable organizations to see if these books can be useful to others. If a buyer is interested in purchasing any of the books, we will take whatever price the vendor is willing to pay. If a parochial/private school and/or charitable organizations is interested, we will donate the books. If none of the aforementioned parties are interested, the books will be discarded.

4.24 Textbook Approval

The following textbooks (programs, lesson, kits) are submitted for your approval for use in the 2021-2022 school year.

Spencerport High School

Spanish, Grades 10-12

Minerva. Andrade-Hughes, Nelly. Fluency Matters, 2020. Cost \$7.00.

The HS World Languages department has selected the book *Minerva*. This book is very appropriate for high school students. The language level is very easy whereas the content is challenging as it addresses immigration issues. The content supports our cultural goals and allows the students to see the unspeakable violence and political corruption that force families to flee for their lives. To compensate for the easiness, students will read on their own and engage in a book discussion (in Spanish) about the content of the book.

4.25 Therapy Dog Reappointment

Board Policy 8361 requires the annual reappointment of the therapy dogs performing services on our campus. The high school currently has two dogs, Ruby and Micky, working in the building. The dog's handlers have maintained the required paperwork, examinations, and licenses to continue working within the school.

Accordingly, I recommend that Ruby, belonging to handler Joanne Krywy, as well as Micky, belonging to handler Kelly Daly, be reappointed by the Board.

4.26 MOA for SCSOPA, SPOMA, PARA and Mechanics

A memorandum agreement was agreed upon and signed with the above units to make minor word corrections.

A motion was made by Mr. Bracken and seconded by Ms. Stone to approve the Consent Agenda and Classified Addendum.

Vote of the Board: 7

Yes: 7

No: 0

5. BOARD OF EDUCATION

5.1 President's Report and Communication

Mr. Hutton shared that it was great to reappoint therapy dogs Ruby and Mickey in the consent agenda. He recently participated in a meeting with Mr. Milgate, Ms. Antonacci and Dr. Mendoza. Everything they had discussed has already changed with the rapidly changing situation. They have determined that schools are the safest place for students. He shared that he attended the National Business Honor Society virtual ceremony. He also attended the MCSBA Executive meeting where they discussed a Band Against Bullying concept that he hopes to possibly bring it to Spencerport. Mr. Hutton thanked the Board for their time working with Ms. Antonacci on the superintendent search.

5.2 Board of Education Members' Reports

Mr. Bracken also participated in the MCSBA Executive meeting and further explained the Band Against Bullying initiative. It is a competition to professionally record schools messages against bullying. Performing arts groups would be able to prepare a piece to be showcased. Mr. Bracken shared that the legislative affairs meeting was not held as legislators were not available to attend. Mr. Kincaid completed his tour of Taylor Elementary. The building was in great shape and a few needs were noted. Mr. Gibbardo has attended two Rotary meetings and completed his tour of the high school. Several items were mentioned for a possible future capital project. Mr. Miceli will be attending the technology advisory committee meeting tomorrow.

6. SUPERINTENDENT'S REPORT

6.1 Adoption of LGS-1 Records Retention

Mr. Saltzberg shared that we are legally required to adopt the LGS-1 resolution for the management of document retention. He is in the process of coordinating with departments to see what records need to be retained and comparing it to the LGS-1 requirements. Each department will be notified of the new retention schedules of their particular records. This new process will be consistent across the district. Destruction of records occurs in July of every year.

RESOLUTION

RESOLVED, by the Board of Education of the Spencerport Central School District, that *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A: (a) only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein; (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

A motion was made by Mr. Miceli and seconded by Mr. Gibbardo to adopt the LGS-1 Records Retention Schedule Resolution as presented.

Vote of the Board: 7

Yes: 7

No: 0

6.2 Policy 5670 Records Management – First Read

Mr. Saltzberg presented the first read for policy 5670, records management. Our policy was very outdated and he presented recommended changes from Erie 1. We are currently working on a program for electronic records and their retention. This policy incorporates changes to be consistent with the adoption of LGS-1. The LGS-1 replaces the ED-1 schedule.

The Board agreed to forego the second read and adopt the policy as presented.

A motion was made by Mr. Bracken and seconded by Mr. Miceli to forego a second read and adopt Policy 5670 Records Management.

Vote of the Board: 7

Yes: 7

No: 0

6.3 Approve Tenure

I recommend that you grant tenure status to the following administrators:

<u>NAME</u>	<u>TENURE AREA</u>	<u>DATE</u>
Cory Allen	Chief Information Area	July 1, 2021
Kristen Paolini	Director of Curriculum	August 9, 2021
Rick Wood	Assistant Superintendent for Business	July 1, 2021

A motion was made by Mr. Bracken and seconded by Mr. Gibbardo to approve the Tenure recommendation as presented.

Vote of the Board: 7

Yes: 7

No: 0

6.4 Rollover Budget 2021-2022

Mr. Wood shared that the budget development process, during a pandemic, is challenging. Budget assumptions and expenditures were reviewed and he shared that four unit contracts, Spencerport Teachers, Spencerport Central School Office Personnel, Spencerport Teaching Assistants and Spencerport Paraprofessionals will be ending in June 2021, and that Transportation ended June 2020. Salaries, along with the purchase of buses, debt service and employee benefits will greatly affect the final budget. He is currently forecasting a \$3.4 million or 4.06% increase on expenditures. He is working with Forecast 5 and Dr. Timbs regarding long range planning and will need to continue to work on debt service as it impacts the tax cap calculation. The base budget, which is based on the 2019-2020 actual budget, continues to be aligned as compared over the last ten years.

Revenue assumptions are very conservative and there are not many changes. Items such as PILOTS, the property tax cap and State and Federal aid will affect the final numbers. Mr. Wood is currently not forecasting a use of fund balance. After factoring estimated revenues based on the assumptions, the deficit is currently estimated at \$5,003,318. While looking at trend line data, State Aid increased slightly and expenditures decreased slightly, which cut the deficit to \$4,519,958. He reminded the Board that we are still early in the process and items such as retirements, employee benefits, the use of debt service, changes to aid and the impact of the property tax cap will affect the proposed budget.

6.5 Financial Report

Mr. Wood shared the received the State output reports became available on December 2nd. There was a decrease in BOCES aid of approximately of \$400,000. He indicated that we are seeing surplus in Urban Suburban, reflecting a net decrease in State aid of \$74,000. Mr. Wood shared that we are still waiting to see how the State will be handling transportation aid during the remote instruction in the spring. On the expenditure side, we are seeing savings on items such as athletics, but we are comparable to where we were last year at this time. We may need to make adjustments to expenditures to compensate for reductions in revenue.

A motion was made by Mr. Bracken and seconded by Mr. Gibbardo to approve the Financial Report as presented.

Vote of the Board: 7

Yes: 7

No: 0

7. **MEETING EVALUATION**

Mr. Hutton indicated that this is Mr. Milgate's last meeting. Mr. Milgate shared that he has been honored to work at Spencerport for these many years. He thanked everyone for the wonderful recognition.

8. **ADJOURN**

A motion was made by Mr. Bracken and seconded by Mr. Miceli to adjourn the meeting at 7:44 p.m.


Vote of the Board: 7

Yes: 7

No: 0

As there was no further business, Mr. Hutton declared the meeting adjourned at 7:44 p.m.


District Clerk


Board President
Vice