

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

Date: April 13, 2021
Spencerport, New York

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

Absent:

Others Present: Ms. Clapper, Dr. Kissel, Ms. Lissow, Mr. Wood, Mr. Zinkiewich

The Study Session of the Board of Education of the Spencerport Central School District was called to order at 5:30 p.m. E.D.S.T. by the President, Mr. Hutton, in the Board of Education Conference Room in the Administration Building and via Zoom.

1. PLEDGE TO THE FLAG

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

2. EXECUTIVE SESSION

A motion was made by Mr. Bracken and was seconded by Mr. Gibbardo to move into Executive Session for the purpose of discussion the employment history of particular persons.

Vote of the Board: 7

Yes: 7

No: 0

Mr. Hutton moved the Board out of Executive Session and returned to the Study Session at 6:10 p.m.

3. APPROVAL OF AGENDA

A motion was made by Ms. Stone and seconded by Ms. Czarnecki that the Board of Education approve the Study Session Agenda with the addition of the Superintendent Search resolutions.

Vote of the Board: 7

Yes: 7

No: 0

4. SUPERINTENDENT SEARCH

4.1 Appointment of Superintendent of Schools

SPENCERPORT CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
RESOLUTION
April 13, 2021

WHEREAS, after a diligent search for a new Superintendent of Schools, the Board of Education of the Spencerport Central School District selected Kristin Swann to serve as its new Superintendent of Schools; and

WHEREAS, Ms. Swann has accepted the Board's offer of employment to serve as Superintendent of Schools; and

NOW THEREFORE, BE IT RESOLVED THAT THE BOARD OF EDUCATION HEREBY:
Appoints Kristin Swann as its new Superintendent of Schools, effective July 1, 2021, upon terms and conditions of employment as set forth in the negotiated employment agreement.

Vote of the Board:

Motion by Ms. Czarnecki	Second by Ms. Stone	Vote of the Board: 7
		Yes: 4 No: 3
Kevin Hutton	YES <u> X </u> NO _____ ABSTAIN _____	
Greg Kincaid	YES _____ NO <u> X </u> ABSTAIN _____	
Gary Bracken	YES _____ NO <u> X </u> ABSTAIN _____	
Katherine Czarnecki	YES <u> X </u> NO _____ ABSTAIN _____	
David Gibbardo	YES <u> X </u> NO _____ ABSTAIN _____	
Michael Miceli	YES _____ NO <u> X </u> ABSTAIN _____	
Lori Stone	YES <u> X </u> NO _____ ABSTAIN _____	

4.2 Appointment of Superintendent of Schools Agreement

SPENCERPORT CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
RESOLUTION
April 13, 2021

WHEREAS, the Board of Education and Kristin Swann negotiated and agreed to terms and conditions for an employment agreement consistent with the New York Education Law and other legal requirements.

NOW THEREFORE, BE IT RESOLVED THAT THE BOARD OF EDUCATION HEREBY:

- 1) approves the employment agreement negotiated by the parties; and
- 2) authorizes the Board President to execute such employment agreement.

Vote of the Board:

Motion by Ms. Czarnecki Second by Mr. Gibbardo

Vote of the Board: 7

Yes: 4
No: 3

Kevin Hutton	YES <u> X </u>	NO _____	ABSTAIN _____
Greg Kincaid	YES _____	NO <u> X </u>	ABSTAIN _____
Gary Bracken	YES _____	NO <u> X </u>	ABSTAIN _____
Katherine Czarnecki	YES <u> X </u>	NO _____	ABSTAIN _____
David Gibbardo	YES <u> X </u>	NO _____	ABSTAIN _____
Michael Miceli	YES _____	NO <u> X </u>	ABSTAIN _____
Lori Stone	YES <u> X </u>	NO _____	ABSTAIN _____

5. PRIVILEGE OF THE FLOOR

None.

6. CONSENT AGENDA

6.1 Old Business

- 6.11 Approval of the Board of Education meeting minutes held on March 23, 2021, March 30, 2021 and April 5, 2021

6.2 New Business

6.21 Approval of Revised Extraclassroom Corrective Action Plan

On an annual basis, school districts in New York State are required by law to have an independent audit firm examine the financial records and procedures of the district for the previous fiscal year. Included in those financial records are the Extraclassroom Activity Funds, which manage the receipts and disbursements for the clubs, and activities for all the students in grades 7-12. Each fall, our independent auditors come to the District to examine these records and interview the Central Treasurer, Principals and Faculty Advisors as necessary.

Districts are also required to upload to the Office of Audit Services (OAS) the completed audit, a corrective action plan addressing any audit findings, and Board of Education approval of each. Unfortunately, OAS disapproved our submission because management's response did not include anticipated completion dates addressing each finding.

The Board of Education accepts the management's response, with anticipated implementation dates, to the Extraclassroom Activity Funds Audit report for the year ended June 30, 2020.

6.22 Approval of External Auditor

As part of Chapter 263 of the Laws of 2005, the New York State Comptroller established what is commonly referred to as the Five-Point Plan. This legislation requires a competitive request for proposal (RFP) process for selecting auditors at least every five years.

The contract with our current accounting firm, Mengel Metzger Barr & Co. LLP, expired June 30, 2020. A RFP for external auditing services was sent to six firms with a deadline of March 25, 2021; three of the six firms responded.

While all of the proposals were very impressive, each firm offered a diverse range of experience and knowledge of school district auditing. The fees are as follows:

Firm	Fees				
	2021	2022	2023	2024	2025
Mengel Metzger Barr & Co. LLP	\$22,000	\$22,600	\$23,200	\$23,800	\$24,400
Insero & Co.	\$21,000	\$21,000	\$21,700	\$22,300	\$23,000
Bonadio Group	\$21,775	\$22,200	\$22,570	\$22,950	\$23,335

The audit committee interviewed each firm that submitted a proposal. After interviewing each of the firms, the committee discussed the firm's strengths and weaknesses. All three firms provided an excellent presentation and, in our opinion, would provide a quality audit service for the district. However, based on the knowledge and experience that Mengel Metzger Barr & Co. LLP has with the District, in addition to their proactive approach, the committee unanimously recommended continuing external audit services with our existing firm.

Our recommendation is to authorize the district to enter into a multi-year contract with Mengel Metzger Barr & Co. LLP for services including the regular audit, single audit and extraclassroom audit for the fiscal years ending June 30, 2021, 2022, 2023 with an option to renew for 2024 and 2025.

6.23 Revised Approval of Basic Financial Statements

On an annual basis, school districts in New York State are required by law to have an independent audit firm examine the financial records and procedures of the district for the previous fiscal year.

Districts are also required to upload to the Office of Audit Services (OAS) the completed audit, a corrective action plan addressing any audit findings, and Board of Education approval of each. Unfortunately, OAS disapproved our submission because the Board resolution did not specifically include the approval of the corrective action plan.

The Board of Education accepts the External Audit Report: Basic Financial Statement, Management Letter and Corrective Action Plan for the year ended June 30, 2020.

6.24 Revised Risk Assessment Resolution and Control Cycle Audit

On an annual basis, school districts in New York State are required to have a Risk Assessment and subsequent Control Cycle Audit.

Districts are also required to upload to the Office of Audit Services (OAS) the completed Risk Assessment and Control Cycle Audit, a Corrective Action Plan (CAP) addressing the findings for each report, and Board of Education approval of each. Unfortunately, OAS disapproved our submission because management's response did not include anticipated completion dates, and are requiring that the district "submit a revised, Board approved corrective action plan (CAP) for each finding with the anticipated completion date."

The Board of Education accepts the corrective action plan, with anticipated implementation dates, to the Risk Assessment Report and Control Cycle Audit for the year ended June 30, 2020.

A motion was made by Mr. Miceli and seconded by Ms. Czarnecki to approve the Consent Agenda with the addition of addendum item 6.24.

Vote of the Board: 7

Yes: 7

No: 0

7. BOARD OF EDUCATION

7.1 President's Report and Communication

Mr. Hutton shared that the superintendent search was a very long, carefully thought out and deliberate process. They held many meetings and made the best decision for the district. He thanked all the candidates. He indicated that even though the vote was 4 to 3, the Board is

committed to fully supporting the new superintendent. Mr. Hutton recognizes the community frustration with the reopening process and assured everyone is working hard for students.

7.2 Board of Education Members' Reports

Mr. Kincaid congratulated Ranger Robotics on their 3rd place at the World Championship. It was a challenging year for students, teachers and mentors. He wanted to recognize and thank all of our Assistant Principals. He appreciates all they do to support administrators and students. Mr. Kincaid shared that the K-5 four-day week has started off smoothly and wanted to thank everyone for making it possible. He will attend the COVID response meeting tomorrow. Mr. Gibbardo attended the Rotary meeting where they discussed upcoming summer events. He also attended the Code of Conduct meeting. Mr. Bracken shared that he attended the legislative affairs meeting last week. There was discussion regarding possible changes to the Regents system. He shared that there are new legislators and that the district should engage with them for possible changes. Mr. Miceli shared that he attended the labor relations meeting where they discussed the health consortium and its benefits. He also attended the audit committee meeting where they selected the external auditor. The decision was unanimous based on a strong proposal.

7.3 Unofficial Review of 2021-2022 Board of Education Meeting Dates

Board members reviewed the proposed dates for the 2021-2022 school year. Board members were supportive of the proposed calendar.

8. SUPERINTENDENT'S REPORT

8.1 K-12 Reopening Update

Dr. Kissel shared that the K-5 opening began this week. Extended cabinet members were assisting at the four elementary buildings. They assisted with traffic flow and shared that everyone looked happy and proud to be at school. Dr. Kissel shared that we had hoped to reopen 6-12 on Monday, but regrets that we are not able to due to the current restrictions. We will continue to work on it, as the situation is constantly evolving. Mr. O'Connor provided an overview of where we are. He highlighted the successes of this week, even though we need to postpone the 6-12 opening. K-5 was able to use cohorting in order to reopen. Recent CDC guidance does not allow for 3 foot distancing unless you are able to cohort. The guidance no longer allows for physical barriers to be used with three foot distancing. Dr. Kissel shared that the wording on this guidance included the word "must" when speaking about distancing and the need for six feet between students. The County is currently in a high transmission area.

Ms. Adam shared that the CDC recommends the use of two measures to determine the level of risk of transmission. The percentage of positive tests and the total number of cases per 100,000 in the past 7 days. As of today, we are currently at 246 per 100,000 cases, which is 2.5 times where we need to be. The positivity rate is 3.2%. We are currently in the high transmission red zone and need to be in the orange zone, where the number of positive cases needs to be 100 per 100,000 cases. The situation is constantly evolving and we will continue mitigation strategies. We currently have zero transition in our schools. Mr. O'Connor thanked everyone including building and grounds and transportation for doing a phenomenal job with the K-5 reopening. Administrators and staff have worked hard to make this a reality. He indicated that are planning ahead to September 2021 with a goal of being in person, five days per week. We will be establish a planning committee. Ms. Czarnecki asked if we are looking at alternating Wednesdays for additional in school time. Dr. Kissel shared that a commitment was made to allow Wednesday to

be a planning day as we are using staff in a variety of ways. We want to provide consistency. Some staff are new to classroom teaching and we owe them the time to plan.

8.2 1000 Series Policy Review

Mr. Saltzberg provided an update on the 1000 series. He shared that the 1100 and 1200 policies were reviewed with Mr. Milgate and Mr. Wood. There are minimal changes with the Erie 1 updates. In most cases, concise language updates on policies that were adopted in 1999. Mr. Kincaid shared that they were easy reads and Ms. Stone had presented one question on them. Mr. Saltzberg will be providing two more 1100 policies at the next board meeting. They are Spencerport specific policies that are not in the Erie 1 catalog of policies. They will take a bit more time to review. Mr. Hutton reviewed the final policies and felt that they looked good.

8.3 Budget: Interim Superintendent's Budget Recommendation and Proposition 1

Ms. Czarnecki left the meeting at 7:05 p.m.

Mr. Wood presented the 2021-2022 budget recommendation and propositions for approval. He shared that this is a spending plan, an estimate of what we think will happen throughout the coming school year.

Ms. Czarnecki returned to the meeting at 7:06 p.m.

He proceeded to acknowledge the members of the budget focus group and thank them for their commitment to the process. The proposed budget is \$87,434,885, which represents a 3.48% increase in spending and an estimated 2.56% increase in the tax levy. He is estimating using \$1,439,291 in restricted reserves to help balance the budget. Mr. Wood provided updates to revenues and expenditures. The use of funds from items such as the American Rescue Plan will need to be

Mr. Gibbardo left the meeting at 7:36 p.m.

researched. The three-part budget, administrative, capital and programs, has steadily remained the same over the years. The use of reserve funds was discussed and Mr. Wood is forecasting

Mr. Gibbardo returned to the meeting at 7:37 p.m.

a surplus for this year to replenish them. Examples were provided on a \$100,000 and \$180,000 home and the impact on taxes. The equalization rate for each town will affect each town differently. Final assessments will be determined in July. Mr. Wood shared the process for a contingent vote, should the vote not pass. The Board will be voting to approve two propositions and two open board member seats. The budget vote is scheduled for May 18, 2021 from 6:00 a.m. to 9:00 p.m. at District Office.

PROPOSITION # 1

BE IT RESOLVED, THAT THE BOARD OF EDUCATION OF THE SPENCERPORT CENTRAL SCHOOL DISTRICT IS HEREBY AUTHORIZED TO EXPEND \$87,434,885 AS THE SCHOOL DISTRICT BUDGET FOR THE 2021-2022 SCHOOL YEAR AND TO LEVY THE NECESSARY TAXES THEREFORE

A motion was made by Mr. Bracken and seconded by Mr. Kincaid to accept the Interim Superintendent's Budget Recommendation and Proposition 1, as presented.

Vote of the Board: 7

Yes: 7

No: 0

Mr. Kincaid left the meeting at 7:49 p.m.

PROPOSITION # 2 FACILITIES VEHICLE PURCHASE

BE IT RESOLVED THAT THE BOARD OF EDUCATION OF THE SPENCERPORT CENTRAL SCHOOL DISTRICT IS HEREBY AUTHORIZED TO PURCHASE ONE (1) PASSENGER LIFT TRUCK AT AN AGGREGATE MAXIMUM COST NOT TO EXCEED \$131,500, LESS ANY TRADE IN VALUE, WITH SUCH SUM OR SO MUCH THEREOF AS MAY BE NECESSARY TO BE PAID FROM AN EXPENDITURE FROM THE DISTRICT'S EXISTING CAPITAL RESERVE FUND (KNOWN AS THE "2017 BUS AND MOTOR VEHICLE RESERVE FUND"), ESTABLISHED BY THE VOTERS OF THE DISTRICT ON MAY 16, 2017; AND BE IT FURTHER RESOLVED THAT THE BOARD OF EDUCATION SHALL BE AUTHORIZED TO ENTER INTO ONE OR MORE PURCHASE CONTRACTS ON TERMS SATISFACTORY TO THE BOARD OF EDUCATION, WITH RESPECT TO THE VEHICLE HEREBY AUTHORIZED TO BE ACQUIRED.

A motion was made by Mr. Bracken and seconded by Mr. Miceli to accept Proposition 2, as presented.

Vote of the Board: 6

Yes: 6

No: 0

8.4 Property Tax Report Card

Mr. Wood previously provided the Board with the Property Tax Report Card for review.

A motion was made by Ms. Czarnecki and seconded by Mr. Bracken to approve the Property Tax Report Card as presented.

Vote of the Board: 6

Yes: 6

No: 0

9. **MEETING EVALUATION**

There was a lot of information regarding the budget this evening.

10. **ADJOURN**

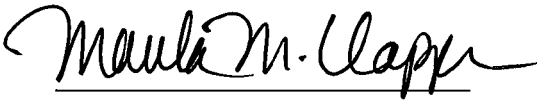
A motion was made by Mr. Bracken and seconded by Mr. Miceli to adjourn the meeting at 7:52 p.m.

Vote of the Board: 6

Yes: 6

No: 0

As there was no further business, Mr. Hutton declared the meeting adjourned at 7:52 p.m.



District Clerk



Board President

