

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

Date: February 28, 2017
Spencerport, New York

Members Present: Ms. Czarnecki, Mr. Gibbardo, Ms. Gillette, Mr. Hutton, Mr. Kincaid,

Absent: Mr. Bracken, Mr. Miceli

Others Present: Mr. Crumb, 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 7:10 p.m. E.D.S.T. by the Vice President, Ms. Gillette. 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. Hutton and seconded by Mr. Kincaid that the Board of Education approve the Business Session Agenda with tabling item number 7.5.

Vote of the Board: 5

Yes: 5

No: 0

3. STUDENT REPORTS

High school students provided board members with updates. They noted that the 3rd quarter PBIS event will be a Spring Day that is coming up and they plan to tie it into the Senior Banquet. They also shared that they raised about \$2000 for the student receiving a heart transplant at the high school and sent a picture of all of the students wearing red for him. Student Government shared that they participated in the Polar Plunge and raised about \$800 for the Special Olympics. It was noted that a number of students participated in the "Month of Caring" and used February to be the month of character education in physical education classes. Student Council just finished up planning for their ball and graduation celebrations as well as the 100 day celebration on March 15.

4. PRIVILEGE OF THE FLOOR

None

5. CONSENT AGENDA

Old Business

5.1 Approval of the Board of Education meeting minutes held on February 14, 2017

5.2 New Business

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

A. Certificated Personnel

1. RESIGNATIONS

a. Kacie Borland, Contract Substitute Teacher assigned to Cosgrove Middle School, resigning effective February 17, 2017. Reason: other employment

b. Emily Zartman, Girls Lacrosse Program Assistant, resigning effective February 17, 2017. Reason: personal

c. Heather Bowens, Contract Substitute Teacher in the English tenure area assigned to Spencerport High School and Cosgrove Middle School, resigning effective February 10, 2017. Reason: personal

2. LEAVES OF ABSENCE

a. Patricia Condon, Teaching Assistant assigned to Bernabi Elementary School, requesting an unpaid leave of absence on February 15, 2017 (afternoon only).

b. Erin Reding, Teaching Assistant assigned to Cosgrove Middle School, requesting an unpaid leave of absence from February 9, 2017 to February 10, 2017.

c. Holly Pino, Teaching Assistant assigned to Bernabi Elementary School, requesting an unpaid leave of absence on February 15, 2017 (morning only).

d. Rachel Sherman, Special Education Teacher assigned to Spencerport High School, requesting a family and medical leave of absence from February 27, 2017 to May 26, 2017 and a childcare leave of absence from May 30, 2017 to June 30, 2017.

3. SUBSTITUTE TEACHERS

<u>Last Name</u>	<u>First Name</u>	<u>Certification Area or Degree Status</u>
Flanagan	Callie	Elementary, Physical Education & Health
Burgett	Robert	Special Education & Math
Storment	Devin	Bachelors
Pino	Holly	Bachelors
Maher	Rebekah	Spanish 7 -12

4. SUBSTITUTE APPOINTMENTS

- a. Robert Burgett, long-term per diem substitute teacher in the Special Education tenure area assigned to Spencerport High School, effective February 27, 2017 to June 23, 2017. Salary is \$187.50 per day. Mr. Burgett is substituting for Ms. Sherman.

5. EXTRA CURRICULAR ACTIVITIES AND INTER-SCHOLASTIC ATHLETICS

- a. Medea Bonny, appointed Music Teacher Leader effective February 27, 2017 to June 30, 2017. Stipend is \$3,644 prorated to \$1,494.04.
- b. Molly Sennett, appointed Girls Lacrosse Program Assistant for the 2016-17 season. Stipend is \$2,256.
- c. Chelsea Maxon, appointed Modified A Softball Coach for the 2016-17 season. Stipend is \$2,190.

6. AMENDMENTS

- a. Samantha Heagerty, .52 FTE in the Music tenure area assigned to Bernabi Elementary School and Taylor Elementary School, effective February 28, 2017 to June 30, 2017. Salary is Masters, Level 1 at \$43,236 prorated to \$9,105.50. Ms. Heagerty was previously appointed as .32 FTE assigned to Bernabi Elementary School, with effective dates of September 1, 2016 to June 30, 2017.
- b. Ann Murphy, Music Teacher assigned to Spencerport High School, requesting an extension of her previously approved family and medical leave of absence (January 30, 2017 to February 10, 2017) to February 17, 2017.
- c. Paul Nordquist, Elementary Teacher assigned to Cosgrove Middle School, with an amendment to his previously approved family and medical leave of absence (January 26, 2017 to February 17, 2017) to February 10, 2017.

B. Classified Personnel

1. RESIGNATIONS

- a. Kayla Messoloras, Nurse assigned to the Cosgrove Middle School, resigning effective February 10, 2017. Reason: personal
- b. Janis Suydam, Bus Driver assigned to the Transportation Department, resigning effective February 17, 2017. Reason: personal

2. APPOINTMENTS

- a. Annette Cranker, Nurse assigned to Cosgrove Middle School, effective February 27, 2017. Salary is \$31,000, prorated to \$12,525.25. Ms. Cranker is replacing Ms. Messoloras.

b. Laura Warren, Bus Attendant assigned to the Transportation Department, effective February 13, 2017. Salary is \$9.70 per hour. Ms. Warren is replacing Ms. Larkin.

c. Kimberly Baker, Lunch Monitor assigned to Munn Elementary School, effective February 16, 2017. Salary is \$9.70 per hour. Ms. Baker is replacing Ms. Burroughs-Bishop.

3. LEAVES OF ABSENCE

a. Jessica Case, Food Service Helper assigned to Spencerport High School, requesting an unpaid leave of absence on February 3, 2017 and February 13, 2017.

b. Grace Sullivan, Teacher Aide assigned to Canal View Elementary School, requesting an unpaid leave of absence on February 2, 2017 and February 8, 2017 (afternoons only).

c. Janis Suydam, Bus Driver assigned to the Transportation Department, requesting an unpaid leave of absence from February 6, 2017 to February 17, 2017.

d. Anthony Alonci, Bus Driver assigned to the Transportation Department, requesting a family and medical leave of absence from February 27, 2017 to March 17, 2017.

4. SUBSTITUTE APPOINTMENTS

a. Joseph Phelps, Bus Driver PTOC, effective February 13, 2017. Salary is \$14.46 per hour.

5. AMENDMENTS

a. Michael Proukou, Director of Transportation assigned to the Transportation Department, requesting an extension of his previously approved family and medical leave of absence (February 8, 2017 to February 15, 2017) to February 17, 2017.

b. William Schaefer, Maintenance Mechanic II assigned to the Facilities Department, requesting an extension of his previously approved family and medical leave of absence (February 2, 2017 to February 20, 2017) to March 8, 2017.

5.22 Warrants

	<u>Date</u>	<u>Amount</u>	<u>Checks</u>
General Funds	1/19/17	\$ 49,536.82	75
	1/27/17	\$1,480,383.27	110
	2/02/17	\$1,032,645.01	79
	2/09/17	\$ 168,806.39	73
School Lunch	1/19/17	\$ 6,280.22	6
	1/27/17	\$ 41,638.98	6
	2/09/17	\$ 9,875.25	5

Capital Fund	2/02/17	\$ 16,572.00	2
	2/09/17	\$ 1,424.55	1
Trust & Agency	1/27/17	\$ 1,080.00	2
	1/31/17	\$ 565,267.06	40
	1/31/17	\$ 3,661.50	1
	2/02/17	\$ 7,377.56	5
	2/15/17	\$ 557,387.89	38

5.23 Committee on Special Education

Recommendations of the Committee on Special Education meetings conducted through 2/17/17: 11/29/16, 12/13/16, 01/04/17, 01/05/17, 01/09/17, 01/10/17, 01/11/17, 01/12/17, 01/17/17, 01/18/17, 01/20/17, 01/23/17, 01/25/17, 01/27/17, 01/30/17, 01/31/17, 02/01/17, 02/02/17, 02/03/17, 02/06/17, 02/07/17, 02/08/17, 02/09/17, 02/10/17, 02/13/17, 02/15/17, and 02/17/17.

5.24 Disposal of District Equipment

In compliance with Policy Number 5250 and Regulation Number 5250 - Sale and Disposal of School District property, Mr. Wood recommend disposal of the following equipment per Nelson Drake, Director of Facilities.

Item	Model Number	Serial No.
Kromer Painting Machine	B200	387
Honda Snow Blower	SZAK-2026031	0004-3362165
Erskine Snow Blower attachment		1001165
Ariens Snow Blower	924074	001821
Ariens Snow Blower	932018	006549
50 obsolete classroom chair/desk units		

A motion was made by Ms. Czarnecki and was seconded by Mr. Gibbardo to approve the Consent Agenda.

Vote of the Board: 5

Yes: 5

No: 0

6. BOARD OF EDUCATION

6.1 President's Report and Communication

Not present

6.2 Board of Education Members' Reports

Mr. Gibbardo noted that he attended the Schools to Watch announcement at Cosgrove. He also shared that he was a part of the diversity meeting at the high school. Mr. Kincaid shared that the Wellness Committee is running forward with a second Hydration Challenge. He also noted that he was a part of the Code of Conduct subcommittee meeting and shared that our document is in great shape. Ms. Gillette provided reminders about the information exchange meeting coming up.

7. SUPERINTENDENT'S REPORT

7.1 Return to Learn

Mr. Zinkewich overviewed the Return to Learn protocols for the board members. He shared that a committee of staff members and administrators has been assembled to review the best steps to move forward with these protocols. We have also worked with our district physician. He noted that school counselors and school nurses will be critical in this process in ensuring the steps put in place will be followed.

Step 1: Rest and recover at home

Step 2: Light mental activity in quiet environment

Step 3: More sustained mental activity in more stimulating environment

Step 4: Increased mental activity in school setting

Step 5: Full Day (requires medical clearance)

Step 6: Regular School attendance full-time

A faculty and staff procedures flow chart was reviewed for board members as well. He noted the importance of this as we have had over 25 reported cases. He shared that the committee has been instrumental in moving this forward. There was discussion about the causes of the concussions and the typical amount of time to care for them. It was noted that this protocol embraces what is best for kids and board members shared their appreciation for these efforts. It was discussed that Spencerport may be one of the few districts with this protocol.

7.2 CASR Report

Mr. Wood provided board members with an overview of the CASR report that reflects twenty-six years of financial data about our district. General fund revenues were looked at with a clear reflection of the majority of funds coming from local (property and sales tax, BOCES aid, etc.) and State (State aid, foundation aid, etc.) sources. Property tax is the largest part of the local sources with sales tax being the second largest contributor. State aid includes Basic Aid (which includes foundation, transportation and building aid), lottery, BOCES and STAR with Basic Aid being the only significant area of increase. He overviewed the expenditures portion of the report and noted some of the shifts in spending comparing fiscal years 2006 and 2016. The largest shift was inter-fund transfers due to our use of the capital reserve in 2006. It was noted that our budgeted expenditures and actual expenditures continue to have a reduced gap as an indication of our budgeting processes continuing to be more accurate. Part of the report included a summary on the property taxes showing the tax levy going up slowly over the years with a tax rate that has not changed much. An analysis of the tax cap levy threshold was also provided showing that we have gone out under the maximum allowable levy limit each year since its inception. A comparison of tax rates with other schools showed that Spencerport is in the middle with respect to tax rates. An explanation of the combined wealth ratio was provided for board members noting that as a district we fall below the 1.0 "wealthy" range at a .62 scale. Mr. Wood also reviewed the cost per student (AOE/TAPU) analysis and how we compare to other districts.

7.3 Mid-point Budget Check – Staffing, Enrollment and Revenues

Mr. Crumb began by summarizing our process of using a cohort analysis that is .5% accurate and that it works with data from ten years. He also noted that forecasting can not predict large housing developments. He then shared elementary has a trend of increasing enrollment and that Cosgrove and the High School are slightly declining. Mr. Milgate provided board members with an update on forecasted changes with staffing for the upcoming school year and Ms. Lissow provided a summary on the forecasted retirements. Mr. Wood provided a summary on the forecasted revenue from local and state sources. A summary of the town assessment meetings was provided and it was noted that we are forecasting a .33% increase in assessment. He summarized that these are some of the variables that we are currently working on in preparing the budget.

7.4 Discussion of Tax Levy and Cap

Mr. Wood provided board members with an explanation of the 2017-2018 Tax Cap calculation and the recommended submittal for our school district this year. He shared that we do not plan to go out with a levy recommendation requiring a supermajority this year as we haven't in previous years. The maximum allowable levy limit after exclusions is estimated to be 2.48% more than the 2016-2017 levy. He shared the other options of using reserves and fund balance but noted it would lower the allowable levy limit after exclusions. He noted we can resubmit with the state if needed and that by us being under the tax cap, taxpayers qualify for rebates from the state. Board members that were present were supportive of the recommendation.

7.5 2017-2018 School Calendar

This item was tabled until the next meeting.

Vote of the Board:

Yes:
No:

7.6 Financial Report

Board members received the report and didn't have any questions. Mr. Wood shared that there have not been many changes since the last meeting and that financials look good now.

A motion was made by Mr. Hutton and was seconded by Mr. Kincaid to accept the financial report as presented.

Vote of the Board: 5

Yes: 5
No: 0

8. MEETING EVALUATION

None

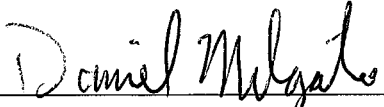
9. ADJOURN

A motion was made by Mr. Gibbardo and was seconded by Mr. Kincaid to adjourn the meeting at 8:30 p.m.

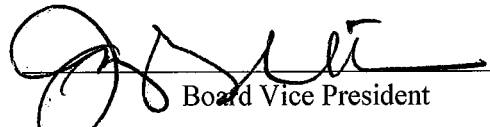
Vote of the Board: 5

Yes: 5
No: 0

As there was no further business, Ms. Gillette declared the meeting adjourned at 8:30 p.m.



District Clerk



Board Vice President