

WINDSOR CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION MEETING

TUESDAY, February 21, 2017

DATE: February 21, 2017

TIME: 6:00 p.m.

PLACE: Bell Elementary

KIND OF MEETING: Regular Meeting

MEMBERS PRESENT: Peter Nowacki, Margo Kibbler, Carin Shaffer, Stephen Feehan, Kathy Swezey, Kevin Truman, Rhea Deyo

MEMBERS ABSENT: None

OTHERS PRESENT: Dr. Jason Andrews, Andrew Fiorentino, Scott Beattie, Lorrie Hulbert, Barbara Phillips, Dr. Jason Hans

I. CALL TO ORDER

Peter Nowacki called the meeting to order at 6:01 p.m.

II. SALUTE TO FLAG

III. GOOD NEWS

IV. BOARD RECOGNITION

V. PUBLIC COMMENTS – None

VI. REPORTS

- A. State of the Building (Lorrie Hulbert)
- B. Budget Development (Andrew Fiorentino)

VII. REGULAR MEETING - CONSENT AGENDA

- A. Approval of Minutes – February 7, 2017
- B. Accept Bank Reconciliation Report, January 2017
- C. Accept Budget Transfer Report, January 2017
- D. Accept Treasurer's Report, January 2017
- E. Accept Agreement with D&R Jones Construction Corp.
- F. Accept Agreement with Robert J. Miller Associates
- G. Accept Transportation Agreement with Melissa Shear
- H. Award Meat and Cheese bid for 3/1/17 to 4/30/17 to Renzi, US Foods, Ginsberg & Lupos
- I. Approve Requests to Declare School Property Worthless

Motion by Kathy Swezey, seconded by Carin Shaffer,
that the Consent Agenda be approved

Motion Carried 7-0-0

VIII. SUPERINTENDENT REPORT – Given by Dr. Andrews

- A. Building Project Update
- B. School Safety Table Top Drill, 2/15/17
- C. Superintendent's Conference Day, 2/16/17
- D. Public Information Update
- E. Quarterly Data Reports
 - District Overview Report
 - Data Dashboard
 - Special Education Snapshot
- F. Board Docs

IX. BOARD OF EDUCATION MEMBER DISCUSSION

- Update to Board of Education web page (All)
- Thank you for Data Reports (Stephen Feehan)

X. OLD BUSINESS

- A. Policy Review – 2nd Reading
 - #5420 – Credit Cards
 - #5510 – School Activities Fund
 - #5520 – Petty Cash Fund
 - #5530 – Fund Balance
 - #5540 – Cash in School Buildings
 - #5550 – Internal Audit Policy
 - #5560 – Reimbursement for Expenses regarding Conferences, Conventions, Workshops, Meetings
 - #5570 – Medicare part B Reimbursement
 - #5640 – Cell Phone Use
 - #5650 – Tax Sheltered Annuities
- B. Amend the following policies

Motion by Kathy Swezey, seconded by Carin Shaffer
that the following resolution be approved.

BE IT RESOLVED, upon the Superintendent of Schools, that the following policies be amended.

- #5420 – Credit Cards
- #5520 – Petty Cash Fund
- #5560 – Reimbursement for Expenses regarding Conferences, Conventions, Workshops, Meetings

Motion Carried 7-0-0

C. Rescind the following policies

Motion by Kathy Swezey, seconded by Carin Shaffer that the following resolution be approved.

BE IT RESOLVED, upon the Superintendent of Schools, that the following policies be rescinded.

- #5540 – Cash in School Buildings
- #5640 – Cell Phone Use

Motion Carried 7-0-0

XI. NEW BUSINESS

A. Personnel Actions

- (1) Accept the Resignation of Mindy Barkman at Reacher Aide, effective 2/6/17.

Motion by Kathy Swezey, seconded by Carin Shaffer, that the following resolution be approved:

BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, that the resignation of Mindy Barkman as Teacher Aide, effective February 6, 2017, be accepted.

Motion Carried 7-0-0

- (2) Approve the Permanent Appointment of Anita Dugan as Senior Typist, effective 3/6/17

Motion by Kathy Swezey, seconded by Carin Shaffer, that the following resolution be approved:

BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, that the permanent appointment of Anita Dugan as Senior Typist, effective March 6, 2017, be approved.

Motion Carried 7-0-0

- (3) Approve Appointment of Sydney Webb as Uncertified Substitute Teacher and Support Staff Substitute, effective 2/22/17, be approved.

Motion by Kathy Swezey, seconded by Carin Shaffer, that the following resolution be approved:

BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, that the appointment of Sydney Webb as Uncertified Substitute Teacher and Support Staff Substitute, effective February 22, 2017, be approved.

Motion Carried 7-0-0

- (4) Approve the following Coaching Appointments for 2016-2017

Motion by Kathy Swezey, seconded by Carin Shaffer, that the following resolution be approved:

BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, that the following Coaching Appointment for 2016-2017, be approved.

- Mike Reed Modified Baseball
- Thomas Creagh Boys Modified Tennis

Motion Carried 7-0-0

B. Policy Review – Discussion

- (1) First Reading of the following policies

- #5420 - Credit Cards
- #5510 – School Activities Fund
- #5520 – Petty Cash Fund
- #5530 – Fund Balance
- #5540 – Cash in School Buildings
- #5550 – Internal Audit Policy
- #5560 – Reimbursement for Expenses...
- #5570 – Medicare Part B Reimbursement
- #5640 – Cell Phone Use
- # 5650 – Tax Sheltered Annuities

XII. SEQRA Declaration

Motion by Kathy Swezey, seconded by Carin Shaffer, that the following resolution be approved,

WHEREAS, on January 17, 2017, The Board of Education (Board) of the Windsor Central School District (WCSD) passed a resolution entitled: RESOLUTION- INTENT TO DECLARE LEAD AGENCY STATUS WINDSOR CENTRAL SCHOOL DISTRICT- 2017 DISTRICT WIDE

CAPITAL PROJECT, which was item XI on the agenda (hereinafter referred to as “the January 2017 SEQRA Resolution” ;

WHEREAS, upon closer inspection, the District realizes that it declared the project as a Type I action when in fact it does not rise that level; upon closer review of the previously provided Project Scope and Budget Summary the project does not involve the physical alteration of 10 acres or involved any other action or combination of the actions that makes this project qualify as a Type I action; but rather several of the proposed actions are unlisted or could even be considered type II actions under SEQRA; WHEREAS, WCSD is still proposing to undertake the project, which consists of various site improvements, furnishings, equipment, machinery, apparatus, appurtenances, material replacements, and other improvements to existing buildings and costs incidental thereto;

WHEREAS, the Board has caused a full Environmental Assessment Form (EAF) to be prepared for assessing the potential adverse environmental impacts that may result from the adoption of this proposed action;

WHEREAS, the Board has carefully considered the nature and scope of the proposed action, and it wishes to fully comply with its obligations under SEQRA and the regulations thereunder with respect to the proposed action;

WHEREAS, pursuant to the Regulations, the Board has considered the significance of the potential environmental impacts of the Project by (a) using the criteria specified in Section 617.7 of the Regulations, and (b) examining the EAF, together with other available supporting information, to identify the relevant areas of environmental concern, and (c) thoroughly analyzing the identified areas of relevant environmental concern; and

NOW THEREFORE, BE IT

RESOLVED, that the WCSD Board repeals the January 2017 SEQRA resolution;

RESOLVES, that the action is not located in an agricultural district, that this is not a coordinated review and that the WCSD Board hereby is Lead Agency for the SEQRA review of this project;

RESOLVES, the proposed action is an action not identified as a Type I or type II action under 6 NYCRR 617 and thus is an Unlisted action within the meaning of 6 NYCRR 617.2(ak) and therefore is subject to review under SEQRA and the regulations thereunder;

FURTHER RESOLVES, after review of the EAF and after a discussion about the environmental impacts of the proposed project, the WCSD Board finds that the proposed action will not have a significant adverse impact on the environment based on the criteria contained in 6 NYCRR § 617.7(c), and is not otherwise a Type I action as defined by 6 NYCRR § 617.;

AND LASTLY RESOLVES, This Resolution shall take effect immediately.

Motion Carried 7-0-0

XIII. Approve Notice of Special Meeting for Capital Improvement Project

PLEASE TAKE NOTICE that a Special School District Meeting of the Windsor Central School District, Broome County, New York, will be held on April 11, 2017 (the "Election Date") at 10:00 o'clock A.M., at the polling places hereinafter specified, in Windsor, New York, at which the polls will be kept open between the hours of 10:00 o'clock A.M. and 8:00 o'clock

P.M., Prevailing Time, for the purpose of voting by voting machine upon the following propositions:

PROPOSITION NO. 1 - BOND PROPOSITION

Shall the following resolution be adopted, to-wit:

RESOLVED, that the Windsor Central School District, Broome County, New York, is hereby authorized to construct improvements to and reconstruct various School District facilities in and for said School District, including original furnishings, equipment, machinery, apparatus, appurtenances, and site (including athletic field and playgrounds) and incidental improvements and expenses in connection therewith, at a maximum estimated cost of \$14,150,000, and that \$1,895,000 of Capital Reserve Fund monies and \$1,505,000 other monies of the School District shall be expended therefor and the remaining \$10,750,000 or so much thereof as may be necessary after receipt of State aid, shall be raised by the levy of a tax upon the taxable property of said School District and collected in annual installments as provided by Section 416 of the Education Law; and in anticipation of such tax, obligations of said School District shall be issued.

PROPOSITION NO. 2 - NEW CAPITAL RESERVE FUND

Shall the following resolution be adopted, to-wit:

RESOLVED, that the Windsor Central School District, Broome County, New York, is hereby authorized to establish a capital reserve fund pursuant to Section 3651 of the Education Law to be designated "Buildings and Facilities Improvement Reserve Fund" in order to pay the cost of the construction of improvements to and reconstruction and construction of various School District buildings and facilities, including original furnishings, equipment, machinery, apparatus, appurtenances, and site and incidental improvements and expenses in connection therewith, at an ultimate amount of \$10,000,000, plus accrued interest and investment earnings, with a probable term of ten (10) years, the source of funding to be surplus dollars when it closes its books every June 30 and/or legally available funds available to the District.

NOTICE IS HEREBY FURTHER GIVEN that due to space constraints on the voting machines, said propositions may be presented in substantially the following abbreviated form on the ballot of the voting machines used at such School District Meeting:

BOND PROPOSITION NO. 1 - BOND PROPOSITION

Shall the following resolution be adopted, to-wit:

RESOLVED, shall the Windsor Central School District, be authorized to construct improvements to and reconstruct various School District facilities, including incidental expenses, at a maximum estimated cost of \$14,150,000 with \$1,895,000 Capital Reserve Fund monies and \$1,505,000 other monies, and that the remaining \$10,750,000, or so much thereof as may be necessary, shall be raised by the levy of a tax upon the taxable property of said District and collected in annual installments as provided by Section 416 of the Education Law; and in anticipation of such tax, obligations of said District shall be issued.

PROPOSITION NO. 2 - NEW CAPITAL RESERVE FUND

Shall the following resolution be adopted, to-wit:

RESOLVED, that the Windsor Central School District is hereby authorized to create a new capital reserve fund not to exceed \$10,000,000 for a 10-year period for the improvement/reconstruction/construction of various School District buildings and facilities of which the source of funds will be general fund surplus as it may become available.

In the event that an abbreviated version of a proposition is necessary due to space constraints on the voting machines, a copy of the full text of said propositions shall be on file in the office of the School District Clerk, where the same is available for inspection by any interested person during regular business hours and shall be posted at the voting location.

SEQRA DETERMINATION. The School District has acted as lead agency under the State Environmental Quality Review Act regulations of the State of New York. The facilities capital project herein authorized has been determined to be an "Unlisted Action" in part, and a "Type II Action" in part pursuant to the regulations of the New York State Department of Environmental Conservation promulgated pursuant to the State Environmental Quality Review Act ("SEQRA"), the implementation of which as proposed, it has been determined will not result in any significant adverse environmental impact. SEQRA compliance materials are on file in the Office of the School District Clerk and are available for public inspection during regular business hours.

POLLING PLACES. Polling shall be at the following locations:

<u>DISTRICT NO.</u>	<u>POLLING PLACE</u>	<u>DISTRICT BOUNDARIES</u>
1	Windsor Central High School	Same as Windsor Election Districts 1 and 2, Colesville Election Districts 1 and 3, and Sanford Election Districts 2 and 3
2	C.R. Weeks Elementary School	Same as Windsor Election Districts 3 and 4 and Colesville Election District 2
3	Floyd L. Bell Elementary School	Same as Kirkwood Election Districts 1, 2, 3 and 4

Please contact the School District Clerk if you have any questions as to which the voting district in which you reside.

PERSONAL REGISTRATION.

NOTICE IS ALSO HEREBY GIVEN that pursuant to Section 2014 of the Education Law, personal registration of voters is required, and no person shall be entitled to vote at said meeting whose name does not appear on the register of said School District or who does not register as hereinafter provided, except a person who is otherwise qualified to vote and is registered under the provisions of Article 5 of the Election Law. The School District shall prepare a register for said Special District Meeting, except that the register prepared at the last annual meeting or election shall be used as the basis therefor and shall include all persons who shall have presented themselves personally for registration thereat and also all persons who shall have been previously registered hereunder for any annual or special district meeting or election and who shall have voted at any annual or special district meeting or election held or conducted at any time within four years prior to the preparation of said register.

NOTICE IS ALSO HEREBY GIVEN that the School District has established a new system of voter registration. Qualified persons may register to vote during the hours of 1:00 p.m. and 3:30 p.m. on regular days of business at the office of the District Clerk located in Windsor High School, 1191 NY Route 9, in Windsor, New York. Any qualified person will be entitled to have his or her name placed on the voting register. As a basis for preparation of the register, the School District shall use the Broome County register of qualified voters and the register prepared for the annual School District Election held May 17, 2016. Any qualified person 18 years of age or older, and a citizen of the United States and a resident of the School District for 30 days next preceding the date for voting is entitled to register and vote. Any qualified person who has previously registered for any annual or Special School District meeting or election and who shall have voted at any annual or Special School District meeting or election during the four calendar years prior to 2017, and any qualified person whose name appears on the register of qualified voters provided to the School District by Broome County, will not be required to register personally for this District meeting.

NOTICE IS FURTHER GIVEN that upon its completion the register will be filed in the office of the School District Clerk, located in the District Offices, 1191 NY Route 79, Windsor, New York where the same shall be open for inspection by any qualified voter of the District on each of the five days prior to and the day set for the vote, between the hours of 8:00 o'clock A.M. and 4:00 o'clock P.M., Prevailing Time, *except* Sunday, April 9, 2017.

ABSENTEE BALLOTS. NOTICE IS ALSO HEREBY GIVEN that applications for absentee ballots may be applied for at the office of the School District Clerk. Any such application must be received by the School District Clerk at least seven days before the date of the aforesaid Special District Meeting if the ballot is to be mailed to the voter, or the day before such Special District Meeting, if the ballot is to be delivered personally to the voter. A list of all persons to whom absentee voter's ballots shall have been issued shall be available for public inspection in the office of the School District Clerk not less than five days prior to the date of the Special District Meeting (excluding Saturdays and Sundays) during regular office hours until the date of the aforesaid Special District Meeting. In addition, such list shall also be posted conspicuously at the places of voting during the hours of such Special District Meeting. Absentee ballots must be received by 5:00 P.M. on date of election in the office of the School District Clerk.

Dated: February 17, 2017
Windsor, New York,

BY ORDER OF THE BOARD OF EDUCATION OF THE WINDSOR CENTRAL SCHOOL DISTRICT, BROOME COUNTY, NEW YORK.

XIV. Approve Establishment of a Capital Reserve Fund

BE IT RESOLVED, by the Board of Education of Windsor Central School District, Broome County, New York, as follows:

Section 1. Pursuant to Section 3651 of the Education Law, there is hereby established a reserve fund in and for Windsor Central School District, Broome County, New York, which shall be designated as the "Buildings and Facilities Improvement Reserve Fund" of said School District.

Section 2. Such Reserve Fund is hereby established for financing, in whole or in part, the following objects or purposes of said School District:

The construction of improvements to, additions to, and reconstruction and construction of School District buildings and facilities, as well as original furnishings, equipment, machinery, apparatus, appurtenances, and site and incidental improvements and expenses in connection therewith.

Section 3. The ultimate amount of such Reserve Fund shall be \$10,000,000 (plus accrued interest and investment earnings thereon).

Section 4. The probable term of such Reserve Fund shall be ten (10) years.

Section 5. The source from which additional funds for such Reserve Fund will be obtained is as follows: surplus dollars as unappropriated fund balance available to the District when it closes its books every June 30, "surplus" intended to mean the difference between revenues and expenses in the General Fund, and other legally available funds to the District.

Section 6. This resolution shall take effect upon the approval thereof by a majority of the qualified voters of said School District voting on a proposition therefor submitted at the Special District Meeting Election to be held on April 11, 2017, the details of such proposition to be specified by a further resolution of this Board of Education.

Section 7. The form of the proposition and notice thereof to be so submitted shall substantially be as provided in said further resolution.

Section 8. This resolution shall take effect upon the approval of the aforesaid proposition and, upon approval of such proposition, no further action of this Board of Education will be required to perfect the establishment of such Reserve Fund.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Peter Nowacki	VOTING	Yes
Margo Kibbler	VOTING	Yes
Stephen Feehan	VOTING	Yes
Carin Shaffer	VOTING	Yes
Kathy Swezey	VOTING	Yes
Kevin Truman	VOTING	Yes
Rhea Deyo	VOTING	Yes

The resolution was thereupon declared duly adopted.

XV. SPECIAL EDUCATION REPORTS

Motion by Kathy Swezey, seconded by Carin Shaffer, that the following resolutions be accepted:

BE IT RESOLVED, upon the recommendation of the Superintendent of Schools that the Board of Education accept the 504 recommendations of the Committee on Special Education for the January 26, 27, 30, 31, February 1, 3, 6, 2017 meetings.

BE IT FURTHER RESOLVED, upon the recommendation of the Superintendent of Schools that the Board of Education accept the CPSE recommendations of the Committee on Preschool Education for the February 10, 2017 meeting.

BE IT FURTHER RESOLVED, upon the recommendation of the Superintendent of Schools that the Board of Education accept the CSE recommendations of the Committee on Special Education for the January 30, February 3, 6, 8, 2017 meetings.

Motion Carried 7-0-0

XVI. PUBLIC COMMENTS - None

XV. EXECUTIVE SESSION

Motion by Kathy Swezey, seconded by Carin Shaffer, to enter into Executive Session to discuss a legal matter, at 8:09 p.m.

Motion Carried 7-0-0

Motion by Kathy Swezey, seconded by Carin Shaffer, to leave Executive Session and return to Regular Session at 8:22 p.m.

Motion Carried 7-0-0

XVI. NEXT MEETING OF THE BOARD OF EDUCATION

📅 March 14, 2017 – CR Weeks Elementary – Regular Meeting – 6:00 p.m.

XVII. ADJOURNMENT

Motion by Kathy Swezey, seconded by Carin Shaffer, that the meeting be adjourned.

Motion Carried 7-0-0

-7-

The meeting was adjourned at 8:22 p.m.

Amy L. Barton
Digitally signed by Amy L. Barton
DN: cn=Amy L. Barton, o, ou=Board
Cler, email=abarton@windsor-
csd.org, c=US
Date: 2017.03.27 12:46:52 -04'00'

Amy Barton
Board Clerk