

PROPOSED

MINUTES OF THE
August 18, 2008

Regular Meeting
of the
Berne-Knox-Westerlo CSD
Board of Education

The regular Meeting of the Board of Education of the Berne-Knox-Westerlo Central School District was held on August 18, 2008, in the District Office.

Members Present: Helen Lounsbury Michelle Fusco (arrived at 6:03 p.m.)
Maureen Sikule Sean O'Connor

Member Absent: Jack Harlow

Others Present: Kimberly LaBelle Beth Bourassa
Timothy Holmes Tammy Krueger
Dave Clark Brian Corey
Fred Marcil Melissa Hale Spencer, Altamont Enterprise
Parents/Residents Mark Raven, Reporter
Chrissie Margiotta

The meeting was called to order by the President, Mrs. Lounsbury at 6:00 p.m.

Executive Session

At 6:01 p.m., motion was made by Mrs. Sikule, seconded by Mr. O'Connor to enter into Executive Session to discuss particular Personnel Issues and Contract Negotiations. Motion was carried. 3 yes.

Beth Bourassa, Mrs. LaBelle and Mr. Holmes were present during executive session.

Mrs. Fusco arrived at 6:03 p.m.

Return to Public Session

At 6:58 p.m., motion was made by Mrs. Sikule, seconded by Mrs. Fusco to return to public session. Motion was carried. 4 yes.

The meeting was called to order by the President, Mrs. Lounsbury at 7:00 p.m. Mrs. Lounsbury welcomed all present.

Pledge of Allegiance

Superintendent Schrade led all in the pledge of allegiance.

Consent Agenda

Mrs. Lounsbury asked that Item 5a - Approve Personnel Appointments - (Part Time Clerical) be removed from the Consent Agenda.

Motion was made by Mrs. Fusco, seconded by Mr. O'Connor that be it resolved, upon the recommendation of the Superintendent of Schools, Steven M. Schrade, that the Board of Education hereby appoints Jacqueline Chrysler to the position of One-on-One Special Education Bus Monitor for the period September 1, 2008 through January 31, 2009. Motion was carried. 4 yes.

Motion was made by Mrs. Fusco, seconded by Mr. O'Connor that be it resolved, upon the recommendation of the Superintendent of Schools, Steven M. Schrade, that the Board of Education hereby appoints Sasha Johnson to the position of One-on-One Special Education Bus Monitor for the period September 1, 2008 through January 31, 2009. Motion was carried. 4 yes.

Motion was made by Mrs. Fusco, seconded by Mr. O'Connor that be it resolved, upon the recommendation of the Superintendent of Schools, Steven M. Schrade, that the Board of Education hereby appoints Roseann Collard to the position of One-on-One Special Education Bus Monitor for the period September 1, 2008 through January 31, 2009. Motion was carried. 4 yes.

Motion was made by Mrs. Fusco, seconded by Mr. O'Connor that be it resolved, upon the recommendation of the Superintendent of Schools, Steven M. Schrade, that the Board of Education hereby appoints Kamber Domermuth to the position of One-on-One Special Education Bus Monitor for the period September 1, 2008 through January 31, 2009. Motion was carried. 4 yes.

Motion was made by Mrs. Fusco, seconded by Mr. O'Connor that be it resolved, upon the recommendation of the Superintendent of Schools, Steven M. Schrade, that the Board of Education hereby appoints Susan Bischert to the position of One-on-One Special Education Bus Monitor for the period September 1, 2008 through January 31, 2009. Motion was carried. 4 yes.

Motion was made by Mrs. Fusco, seconded by Mr. O'Connor that be it resolved, upon the recommendation of the Superintendent of Schools, Steven M. Schrade, that the Board of Education hereby appoints Susan Doherty to the position of One-on-One Special Education Bus Monitor for the period September 1, 2008 through January 31, 2009. Motion was carried. 4 yes.

Motion was made by Mrs. Fusco, seconded by Mr. O'Connor that be it resolved, upon the recommendation of the Superintendent of Schools, Steven M. Schrade, that the Board of Education hereby appoints Pamela Mills to the position of One-on-One Special Education Bus Monitor for the period September 1, 2008 through January 31, 2009. Motion was carried. 4 yes.

Motion was made by Mrs. Fusco, seconded by Mr. O'Connor that be it resolved, upon the recommendation of the Superintendent of Schools, Steven M. Schrade, that the Board of Education hereby appoints Sandra Compo-Miller to the position of One-on-One Special Education

Teacher Aide for the period September 1, 2008 through January 31, 2009. Motion was carried. 4
yes.

Motion was made by Mrs. Fusco, seconded by Mr. O'Connor that be it resolved, upon the recommendation of the Superintendent of Schools, Steven M. Schrade, that the Board of Education hereby appoints Sandra Townley to the position of One-on-One Special Education Teacher Aide for the period September 1, 2008 through January 31, 2009. Motion was carried. 4
yes.

Motion was made by Mrs. Fusco, seconded by Mr. O'Connor that be it resolved, upon the recommendation of the Superintendent of Schools, Steven M. Schrade, that the Board of Education hereby appoints Pamela McGovern to the position of One-on-One Special Education Teacher Aide for the period September 1, 2008 through January 31, 2009. Motion was carried. 4
yes.

Motion was made by Mrs. Fusco, seconded by Mr. O'Connor that be it resolved, upon the recommendation of the Superintendent of Schools, Steven M. Schrade, that the Board of Education hereby appoints Domenica Wagoner to the position of One-on-One Special Education Teacher Aide for the period September 1, 2008 through January 31, 2009. Motion was carried. 4
yes.

Motion was made by Mrs. Fusco, seconded by Mr. O'Connor that be it resolved, upon the recommendation of the Superintendent of Schools, Steven M. Schrade, that the Board of Education hereby appoints Cheri Garry to the position of One-on-One Special Education Teacher Aide for the period September 1, 2008 through January 31, 2009. Motion was carried. 4
yes.

Motion was made by Mrs. Fusco, seconded by Mr. O'Connor that be it resolved, upon the recommendation of the Superintendent of Schools, Steven M. Schrade, that the Board of Education hereby appoints Christine Hayden to the position of One-on-One Special Education Teacher Aide for the period September 1, 2008 through January 31, 2009. Motion was carried. 4
yes.

Motion was made by Mrs. Fusco, seconded by Mr. O'Connor that be it resolved, upon the recommendation of the Superintendent of Schools, Steven M. Schrade, that the Board of Education hereby appoints Angel Rodrigue to the position of One-on-One Special Education Teacher Aide for the period September 1, 2008 through January 31, 2009. Motion was carried. 4
yes.

Motion was made by Mrs. Fusco, seconded by Mr. O'Connor that be it resolved, upon the recommendation of the Superintendent of Schools, Steven M. Schrade, that the Board of Education hereby appoints Kimberly Domermuth to the position of One-on-One Special Education Bus Licensed Practical Nurse for the period September 1, 2008 through January 31, 2009. Motion was carried. 4
yes.

Motion was made by Mrs. Fusco, seconded by Mr. O'Connor that be it resolved, upon the recommendation of the Superintendent of Schools, Steven M. Schrade, that the Board of Education hereby appoints Angelina Farnan to the position of Substitute One-on-One Special Education Bus Licensed Practical Nurse for the period September 1, 2008 through January 31, 2009. Motion was carried. 4
yes.

Motion was made by Mrs. Fusco, seconded by Mr. O'Connor to appoint Tara Cummings as a Mentor for Gary Morin for the 2008-2009 school year, as per the attached memo. Motion was carried. 4 yes.

Motion was made by Mrs. Fusco, seconded by Mr. O'Connor to appoint Jill Roemer as a Mentor for Carey Raymond for the 2008-2009 school year, as per the attached memo. Motion was carried. 4 yes.

Motion was made by Mrs. Fusco, seconded by Mr. O'Connor to appoint Neil McConnelee as a Mentor for Jennifer Phillips for the 2008-2009 school year, as per the attached memo. Motion was carried. 4 yes.

Motion was made by Mrs. Fusco, seconded by Mr. O'Connor to appoint Frederick Marcil as Boys/Girls Athletic Director for the 2008-2009 school year, as per the attached memo. Motion was carried 4 yes.

Motion was made by Mrs. Fusco, seconded by Mr. O'Connor to appoint Amanda Allen and Sandra Compo-Miller as Co-Coaches of the Varsity and Junior Varsity Cheerleading Teams for the 2008-2009 school year, as per the attached memo. Motion was carried 4 yes.

Motion was made by Mrs. Fusco, seconded by Mr. O'Connor to approve the Emergency Conditional Appointments, as attached. Motion was carried. 4 yes.

Motion was made by Mrs. Fusco, seconded by Mr. O'Connor to approve the minutes of the Regular Meeting of the Board of Education held on July 28, 2008, as attached. Motion was carried. 4 yes.

Motion was made by Mrs. Fusco, seconded by Mr. O'Connor to approve Board Policy #5620 - Inventories and Accounting of Fixed Assets, as amended and attached. Motion was carried. 4 yes. (Second Motion)

Motion was made by Mrs. Fusco, seconded by Mr. O'Connor to approve the issuance of an RFP (Request for Proposal) for Clerk of the Works for the upcoming Capital Project. Motion was carried. 4 yes.

Motion was made by Mrs. Fusco, seconded by Mr. O'Connor to approve the Treasurer's Reports, as attached. Motion was carried. 4 yes.

Motion was made by Mrs. Fusco, seconded by Mr. O'Connor to accept the Budget Transfers, as attached. Motion was carried. 4 yes.

Motion was made by Mrs. Fusco, seconded by Mr. O'Connor to approve the Future Agenda Items, as enclosed. Motion was carried. 4 yes.

Motion was made by Mrs. Fusco, seconded by Mr. O'Connor to approve the Dates to Remember, as enclosed. Motion was carried 4 yes.

Motion was made by Mrs. Fusco, seconded by Mr. O'Connor to appoint Renee Sherwin as a Part Time Clerk in the Operations and Maintenance Department, at a rate of \$10.00/hour, not to exceed 19 hours per week, effective 08/19/08.

Mrs. Lounsbury votes yes.

Mrs. Fusco votes yes.
Mr. O'Connor votes yes.
Mrs. Sikule abstains.
Motion was carried.

Mrs. Sikule again strongly expressed that she felt that due to the state of the economy and potential declining enrollment, that a needs assessment be done of job responsibilities to perhaps reclassify or share job responsibilities with the Elementary Office. Mr. Holmes stated that with the commencement of the Capital Project, there will also be additional clerical duties. There was a brief discussion. It was the consensus of the Board that in the future, a needs assessment be performed for potential administrative appointments.

Motion was made by Mr. O'Connor to accept the resignation from Maria Tedeschi as Deputy Internal Claims Auditor, effective 07/08/08. Motion was carried. 4 yes.

Motion was made by Mrs. Fusco, seconded by O'Connor to approve the Free and Reduced Priced Meals Policy Guidelines for the 2008-2009 school year, as attached. Motion was carried. 4 yes.

Motion was made by Mrs. Fusco, seconded by Mrs. Sikule to award the Bid for Used Bus #144 in the amount of \$1,201.00, to Cheryl & Sons, Inc.; and Used Bus #145 in the amount of \$1,301.00, to Cheryl & Sons, Inc., as per the attached memo. Motion was carried. 4 yes.

Motion was made by Mrs. Fusco, seconded by Mr. O'Connor to appoint Christine Hansen as a Part Time Food Service Helper (5 ¾ hr./day), effective 09/01/08. Motion was carried. 4 yes.

Motion was made by Mrs. Fusco, seconded by Mr. O'Connor to appoint Philip Place as a .6 FTE Social Studies Teacher for the 2008-2009 school year, contingent upon Federal Funds. Motion was carried. 4 yes.

Motion was made by Mrs. Fusco, seconded by Mrs. Sikule to appoint Erin Snyder as a 1 FTE English Teacher for the 2008-09 school year, contingent upon Federal Funds. Motion was carried. 4 yes.

Public Discussion

Several members of the public expressed concerns regarding the size of the administrative staff.

Program Focus

Mrs. Krueger, Assistant Transportation Director, gave an overview of the Transportation Department. Recently instituted initiatives which have resulted in a more efficient and cost effective operation have included the purchase of a tire machine, an air conditioning unit, (mechanics have been certified to do that work); increased inventory stocking of frequently used parts, and locking gas caps. Also discussed was the fleet replacement policy; route changes to maximize efficiency in regard to fuel usage and route student time on the bus; bus idling policy; and fuel usage. Mrs. Krueger explained the DOT inspection process, and noted the District now has a 95% passing rate for it's fleet. There was also conversation regarding shared services with the Town of Berne.

Committee Reports

There were no committee reports.

Member Comments

Mrs. Sikule asked about the status of the Internal Audit Report. Mr. Holmes reported that Phyllis Albano is currently reviewing the final findings and will have information by the end of the week, with a draft for the September 15th meeting, and also will meet with the Audit & Finance Committee prior to the Board Meeting. It was noted that in regard to the report from our Independent Auditor for the school year ending 06/30/08, the audit has been completed, and we do not foresee any problems meeting deadlines. Mr. Holmes will e-mail the Board if any issues occur.

Mrs. Sikule asked Mr. Schrade to elaborate on the Clerk of the Works issue. Mr. Schrade stated that during the last project, the BOE hired BOVIS Lendlease who provided an on-site enhanced Clerk of the Works. Other options would be to have an independent Clerk of the Works, or perhaps use current staffing. Pending the outcome of the RFP, the Board will be presented with various scenarios.

Mrs. Sikule inquired as to the process of obtaining an acting High School Principal. Mr. Schrade noted that the BOCES District Superintendent Dederick and his staff have been guiding him during the process, and assuring compliance with the Commissioner's tighter restrictions on hiring. It was noted the current daily rate is between \$250 and \$500 per diem. It was also stated that no waiver or restriction on a monetary amount is needed if the District hired a retired administrator over 65.

Mrs. Lounsbury would like to see a future agenda item to develop an incentive for developing cost efficiencies for the District.

Mrs. Lounsbury questioned the potential use of and cost effectiveness of survey programs to tally the results of District surveys. The Board informally agreed to explore several offerings.

The Board discussed looking at the cost of video taping Board Meetings and then putting the proceedings on the BKW Web. Chrissie Margiotta will explore this.

New Business

Motion was made by Mrs. Fusco, seconded by Mr. O'Connor that as the Board of Education, at the annual meeting held on May 20, 2008 has been authorized to raise for the budget for the 2008-2009 school year, the sum of \$9,879,567.00 in local taxes, therefore, be it resolved that the Board of Education fix the equalization rates by town and confirm extensions of taxes as they appear in the attached summary in a tax warrant to be duly signed by the majority of the Board, giving the tax warrant an effective period of 61 days. No penalty will be charged on taxes received prior to October 1, 2008. A 2% penalty will be charges on taxes received between October 2, 2008 and October 31, 2008. Motion was carried. 4 yes.

In regard to curriculum initiatives for the 2008-09 school year, Mr. Schrade noted the establishment of the Pre-Engineering Course. Twenty plus students have already signed up to take the course, and the two teachers have completed training in Texas.

There was a brief discussion on the proposed new Board Policy regarding passengers on school buses. Mr. Schrade noted the sample policy from Erie I BOCES. The Board directed Mr. Holmes to consult with our insurance carrier regarding the liability issue in allowing non-students to ride on school buses,

and also seat belt/car seat regulations. He will report back to the Board at the next meeting.

Mr. Holmes asked that the Board increase the hourly rate for our Internal Claims Auditor from \$9.00/hr. to \$11.00/hr. to be competitive with other districts.

Motion was made by Mrs. Sikule, seconded by Mrs. Fusco to set the rate for our Internal Claims Auditor, Carol Maslowsky, to \$11.00/hr. for the 2008-2009 school year. Motion was carried. 4 yes.

The following Board Members were assigned to current subcommittees:

1. Community Relations - Mrs. Lounsbury and Mrs. Sikule
2. Board "Ground Rules" - Mrs. Fusco and Mr. O'Connor
3. Quarterly Review and Incident Reports - Mrs. Sikule and Mr. O'Connor
4. Superintendent Evaluation Instrument - Mr. O'Connor and Mr. Harlow
5. Administrative Restructuring - Mrs. Sikule and Mrs. Fusco

Mr. Schrade announced the vacancy of a Community Member on the Budget Advisory Committee. Interested candidates should contact Mr. Schrade.

Board Members discussed their attendance at the upcoming Open Houses. Members will attend as available.

The topic of the Community Forum, tentatively to be held on November 3rd, will be determined by the responses to the Community Survey.

Unfinished Business

Mr. Holmes reported that at a meeting with the Town of Berne Officials, and District representatives Mr. Holmes and Mr. Shunney shared services for fuel purchase and storage; snow removal; wash station; methane gas; and solid waste were explored. Mr. Holmes will keep the Board informed of their progress.

Mr. Corey presented potential solutions for bringing the Elementary Physical Education Program into compliance with the NYS PE Regulations. There was brief discussion. Mr. Corey will discuss options with the Elementary Shared Decision Making Committee and continue to monitor the situation, and also reach out to surrounding districts to get additional ideas.

Mr. Holmes briefly explained GASB45, and reported that BKW's GASB45 preliminary report from Milliman & Co. would be presented to the Board within the next 2-3 weeks.

Mr. Schrade confirmed that the Community Survey has been included in the Newsletter, and is also available for completion on the BKW Website.

Mr. Schrade noted there was only one student attending the Tech Valley High School for the 2008-2009 school year.

Mr. Schrade reported a 82% graduation rate for 2007-08, with 13-15% of the graduates not attending college. This issue has been included under the Board Goals for 2008-09. A brief discussion ensued.

Mrs. Fusco left the meeting at 9:13 p.m.

Executive Session

At 9:14 p.m., motion was made by Mr. O'Connor, seconded by Mrs. Sikule to enter into Executive Session to discuss Contract Negotiations. Motion was carried. 3 yes.

Ms. Bourassa, Mrs. LaBelle and Mr. Holmes were present during executive session.

Mrs. Fusco entered executive session at 9:19 p.m.

Return to Public Session

At 9:58 p.m., motion was made by Mrs. Sikule, seconded by Mr. O'Connor to return to public session. Motion was carried. 4 yes.

Personnel

Motion was made by Mrs. Sikule, seconded by Mrs. Fusco to appoint Roberta Nunn as a .4 FTE Foreign Language Teacher for the 2008-2009 school year at a salary of \$30,000, effective 09/01/08. Motion was carried. 4 yes.

Adjourn

Motion was made by Mrs. Sikule, seconded by Mrs. Fusco that the meeting adjourn. Motion was carried. 4 yes.

The meeting adjourned at 9:55 p.m.

Denise J. Martin
District Clerk