

PROPOSED

**MINUTES OF THE
October 6, 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 October 6, 2008, in the District Office.

Members Present: Helen Lounsbury Michelle Fusco (arrived at 6:06 p.m.)
 Maureen Sikule Sean O'Connor
 Jack Harlow

Others Present: Kimberly LaBelle Timothy Holmes
 Richard Wheeler Fred Marcil
 Brian Corey Karen Storm
 Coriellen Travis Paul Connelly, Internal Auditor
 Chrissie Margiotta Barbara Haverly
 Karen White Annette Landry
 Donna McGovern Mary Jane Araldi
 Parents/Residents Mark Raven, Reporter

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 Mr. Harlow, seconded by Mrs. Sikule to enter into Executive Session to discuss the Employment of Particular Personnel, Contract Negotiations, and CSE Recommendations. Motion was carried. 4 yes.

Mrs. LaBelle and Mr. Holmes were present during executive session. Mrs. Fusco arrived at 6:06 p.m.

Return to Public Session

At 6:58 p.m., motion was made by Mr. Harlow, seconded by Mr. O'Connor to return to public session. Motion was carried. 5 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

Motion was made by Mr. Harlow, seconded by Mr. O'Connor to approve the minutes of the Regular Meeting of the Board of Education held on September 15, 2008, as attached. Motion was carried. 5 yes.

Motion was made by Mr. Harlow, seconded by Mr. O'Connor to appoint Gertrude Horl as a Part Time Food Service Helper (5 ¼ hrs. per day) at \$8.00/hr., effective 10/07/08. Motion was carried. 5 yes.

Motion was made by Mr. Harlow, 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 Marjorie Renko to the position of One-One Bus Monitor for the period October 7, 2008 through January 31, 2009. Motion was carried. 5 yes.

Motion was made by Mr. Harlow, seconded by Mr. O'Connor to approve the Emergency Conditional Appointments, as attached. Motion was carried. 5 yes.

Motion was made by Mr. Harlow, seconded by Mr. O'Connor to accept the resignation from Kelly May, Teaching Assistant, effective 10/017/08. Motion was carried. 5 yes.

Motion was made by Mr. Harlow, seconded by Mr. O'Connor that the Board of Education has no objections to the recommendations of the Committee on Special Education, and approves the authorization of funds to implement the Special Education programs and services consistent with such recommendations, as attached. Motion was carried. 5 yes.

Motion was made by Mr. Harlow, seconded by Mr. O'Connor to approve Board Policy #5734 - Passengers on School Buses. Motion was carried. 5 yes. (Second Motion)

Motion was made by Mr. Harlow, seconded by Mr. O'Connor to approve the Future Agenda Items, as enclosed. Motion was carried. 5 yes.

Motion was made by Mr. Harlow, seconded by Mr. O'Connor to approve the Dates to Remember, as enclosed. Motion was carried. 5 yes.

Committee Reports

Paul Connelly, Internal Auditor, was present to discuss the 2007-2008 Internal Audit Report of Extra Classroom Activity Funds, and Capital Assets (Limited). He noted that he had met with the Audit & Finance Committee and discussed his findings. Also present were Audit & Finance Committee Members Karen Storm, Maureen Sikule and Jack Harlow. Mrs. Storm mentioned the Committee had met with Mr. Connelly and Ms. Phyllis Albano and discussed the report thoroughly, and received several good suggestions. It was noted the District and Administration are doing a fine job. Mrs. Sikule questioned whether the process of updating the capital assets inventory and physical inventory had been finished. Mr. Holmes told of its completion. The District is now looking at the process, and perhaps hiring a different firm to do a complete physical inventory. Mrs. Sikule recognized the memos from Ellen Grasek for the regulation revisions of duties of the ECA Auditor and disposition of funds of defunct clubs. Mrs. Sikule questioned the disposition of funds from closed clubs. Mr. Schrade noted they would be distributed to various other clubs, with club officers taking part in that decision. The area of audit for the 2008-2009 will be annual leave and attendance, with an update on the risk assessment piece, especially as it relates to the school lunch program.

Mrs. Sikule stated a report from the Sub Committee on Community Relations was not ready.

Mrs. LaBelle distributed the summary of responses to the survey on Ground Rules as compiled by Frank Quinn. The Board will let Mr. Quinn know if further work should be done. The timeline for recommendations back to the Board by the Board Ground Rules Committee will be December.

In regard to the Quarterly Report Committee, Mr. O'Connor and Mrs. Sikule agree to meet before the October 27th BOE Meeting, and will develop a timeline by October.

The first meeting of the Administrative Restructuring Committee will be October 15th, consisting of Board Members Mrs. Sikule and Mrs. Fusco. Mr. Harlow asked how BKW compares to surrounding school districts, suggesting contacting them, asking specifics about their administrative structure, number of students, etc. to determine how an average school is comprised.

Mr. Harlow and Mr. O'Connor will have a report on the Superintendent's Evaluation Instrument before December.

It was noted the Budget Advisory Committee will have its first meeting on November 5th. Mr. Schrade noted the Teachers Association declined representation, feeling there would be a conflict. Mrs. Motschman will check with the membership of the CSEA Unit for a possible member.

Mrs. Sikule noted there will be a meeting of the Audit & Finance Committee on Wednesday at 6:30 p.m. in the District Office with Mr. Lamere, the District's Independent Auditor.

Mrs. Lounsbury noted there is a lot of committee work, and it is sometimes hard to coordinate schedules.

Mrs. Fusco attended the Schoharie County School Boards Association meeting on Thursday. Their main focus seemed to be planning of the Fall Dinner Meeting. She spoke of a presentation called Rachael's Challenge regarding the Columbine incident. Mr. Marcil noted the assembly was given at BKW three years ago. She spoke of the success of the Basset Health Services Grant which provides health services in the Middleburgh School, at no cost to the school district.

Mrs. Lounsbury reported on her attendance at the Town of Berne hearing at which approval was given to a cell tower being placed in the Lutheran Church. She posed the question and was given assurance that there is no health hazard to students in our buildings. They will provide the School Board with a copy of the minutes for our records.

Public Discussion

A resident, Mrs. White, asked for clarification on the Title I Parent Involvement Policy.

Another resident, Mrs. Araldi, commended teachers and students for their evacuation of the building on Friday. She did express concern that the fire department should have been called sooner. She also informed the Board and public of an upcoming College Night at Fulton Montgomery Community College, and will forward information to the Guidance Office Staff.

Mr. O'Connor had high praise for the handling of the recent student tragedy by the staff and administration.

In reference to a scholarship notification, Mrs. Sikule noted that information needs to be posted on the website in a timelier manner. She also reminded the Board Members that the Class of 2009 is the last year for the Valedictorian and Salutatorian designation. Plans need to be developed for graduation recognition for classes graduating after 2009. It was suggested that the High School Shared Decision Making Committee look at ideas for recognition to be put into place before the end of this school year. Mr. Harlow was in favor of having the Committee re-evaluate the concept of Valedictorian and Salutatorian, to perhaps implement it again, taking into consideration Advanced Placement Courses. This will be a future agenda item.

Mrs. Lounsbury felt it important for the Board to set Budget guidelines for the Budget Advisory Committee, and the Administration. Mr. O'Connor thought it appropriate to set guidelines, with an emphasis on guidelines, not set parameters. Mrs. Sikule noted the first meeting of the Budget Advisory Committee will be on November 5th at 7:00 p.m., and suggested looking at as little growth in the Budget as possible. Mr. Harlow was not in favor of a number guideline, but strive to maintain the highest level of education at a minimal cost. Mrs. Fusco supports a 0% increase in the budget for next year. Mrs. Lounsbury concurred. The Board will add an item to the agenda for the BOE Meeting on October 27 to provide numerical guidance to the Budget Advisory Committee for their meeting on November 5th.

Program Focus

Mrs. LaBelle noted the Enrollment Report for 2008-2009 which was submitted to the Board of Education. Mr. Corey gave an overview of the enrollment of the Elementary School, Grades Pre-K through Grade 5, noting class size by grade level. Acting High School Principal, Rick Wheeler spoke of smooth opening of school at the High School level. Mr. Wheeler is impressed with the diversified curriculum BKW has for its students. Mr. Marcil reiterated the unproblematic start to the year.

Annette Landry and Donna McGovern, Co-Principals for the Elementary Summer School Program reported on the program for 2008. The two week program encompassed Pre-K through Fifth Grade. They gave an overview of the curriculum and targeted areas at each of the grade levels. Transportation was noted as the primary reason for student who did not attend. The computer room and academic interventions services were offered daily. They shared parent feedback with the Board and public. A proposal for the 2009 program included providing bus transportation to the program. Suggestions for future summer school programs included having the program start later in the morning, increasing the length of the day to four hours, separation of grade levels, having thematic planning for Pre-K through Grade 5, with appropriate speakers to culminate activities, and perhaps expand the length of the program more than two weeks.

Coriellen Travis, who served as MS/HS Summer School Principal, gave a report on Summer School 2008 which included enrollment, curriculum, and budget. She elaborated on statistical results in each of the course areas. Future recommendations included employing a Library Media Specialist, as now is required by the State Education Department, and establishing a Grade 8 to Grade 9 Transition Program.

Mrs. LaBelle also gave a brief summation of enrollment and other signification data for the special education population. She also told of the summer curriculum work accomplished by the staff. The focus of this year's work was on integrating writing into curriculum.

Mr. Schrade gave the Board a late submission from the Hilltowns Senior Citizens for use of a school bus.

Motion was made by Mrs. Sikule, seconded by Mr. Harlow to approve the request from the Hilltowns Seniors for the use of a school bus on October 30, 2008, for a trip to Proctors Theatre, in Schenectady at no cost to the District. Motion was carried. 5 yes.

New Business

Mr. Schrade noted the surveys have been submitted to the Sub Committee, Mrs. Lounsbury and Mrs. Fusco who will compile the results and report back to the whole Board. The Community Forum Topic will be based on these results.

Motion was made by Mr. Harlow, seconded by Mrs. Fusco to rescind the 2008-2009 Milk Bid, which had been awarded to Midland Farms, Inc., due to poor quality and service. Motion was carried. 5 yes.

Motion was made by Mr. Harlow, seconded by Mr. O'Connor to authorize a new Request for Proposal for the 2008-2009 Milk Bid, with an opening on October 17, 2008. Motion was carried. 5 yes.

Motion was made by Mr. Harlow, seconded by Mrs. Fusco to accept the Berne-Knox-Westerlo Central School District Internal Audit of Extra Classroom Activity Funds and Capital Assets (Limited) - 2007/08, as attached and presented by the Audit & Finance Committee, and to re-evaluate risk assessments, including the School Lunch Program. Motion was carried. 5 yes.

Motion was made by Mr. O'Connor, seconded by Mr. Harlow to preliminarily approve the Athletic Code of Conduct revisions, as attached. Motion was carried. 5 yes. (First Motion)

Much discussion ensued regarding academic eligibility as it pertains to allowing attendance at practices; time limits; oversight of students by coaches; teacher involvement; conduct; and five week compromise. Mr. Marcil was directed to develop these points, and present changes to the Board for a second vote.

Motion was made by Mrs. Sikule, seconded by Mr. O'Connor to approve the changes to the 2008-2009 Tax Rolls, as attached. Motion was carried. 5 yes.

Unfinished Business

Motion was made by Mr. Harlow, seconded by Mrs. Sikule to approve Board Policy # 8261 - Title I Parent Involvement, as attached. Motion was carried. 5 yes. (Second Motion)

Motion was made by Mrs. Fusco, seconded by Mr. Harlow to approve the request from the Boys Basketball Team for a trip to the US Olympic Center in Lake Placid from December 27 to December 28, 2008, at no cost to the District, with the usual disclaimer.

Mrs. Lounsbury votes yes.

Mrs. Fusco votes yes.

Mr. Harlow votes yes.

Mr. O'Connor votes yes

Mrs. Sikule abstains.

Motion was carried.

Motion was made by Mr. Harlow, seconded by Mrs. Fusco to accept the proposal, as presented by Mr. Holmes for Clerk of the works for the Capital Project, as attached.

Mrs. Lounsbury votes yes.

Mrs. Fusco votes yes.

Mr. Harlow votes yes.

Mr. O'Connor votes yes.

Mrs. Sikule votes no.

Motion was carried.

There was much discussion regarding the Clerk of the Works position for the construction project. Mr. Holmes stated that during our last capital project, we were not completely satisfied with the performance of the BOVIS Clerk of the Works. He is proposing a method to cut costs by using current staffing. Mrs. Sikule questioned whether the RFP evaluation was based solely on price or if an evaluation was made of the qualifications specified in the RFP. Mr. Holmes responded that the evaluation was based solely on price. Mrs. Sikule voiced concern regarding Mr. Shunney not meeting the requirements specified in the RFP, such as having ten years experience with SED projects. Mr. Holmes said that the School Architects and Engineers, as well as Mr. Schrade and himself will be providing weekly oversight and support to Mr. Shunney. Mr. Holmes went on to say that Mr. Shunney has a vested interest in the project, and has good relationships with the various contractors.

In regard to maintenance report follow up - Mr. Shunney has been pursuing the concept of an energy management coordinator. Mr. Holmes has contacted CR Energy in Texas regarding their services. He is investigating and will report back

The status of the Board Goals was reviewed.

In regard to the District's Physical Education Program, Mr. Marcil stated the Middle School/High School is in compliance. Brian Corey has involved in Elementary Site Based Committee in compliance issues at the Elementary School. Currently, teachers are conducting walks with Mr. Gillis and students, weather permitting. Other ideas are being explored by Mr. Corey and the Committee.

Public Discussion

Barbara Haverly spoke of recess walking at her district.

Adjourn

Motion was made by Mrs. Sikule, seconded by Mr. Harlow that the meeting adjourn. Motion was carried. 5 yes.

The meeting adjourned at 10:02 p.m.

Denise J. Martin
District Clerk