

Board of Education Meeting – March 21, 2018

Call to Order at 6:31 p.m., Penn Yan Elementary School Cafeteria, Three School Drive, Penn Yan, NY; President Morehouse presiding

Board Members Present: J. Morehouse, K. Guenther, R. Bloom, L. Terpolilli, L. Warren, D. Willson, R. Johnson, P. Bacher (6:31 p.m.)

Others Present: H. Dennis, C. Milliman, G. Baker, K. Dean, D. Burton, R. Perrault, T. Tansey, W. Kinsey, K. Burcroff, D. Pullen, S. Barden, K. Johnson, E. Foote, Students, Parents, Teachers, Community Members, Media Representatives

A motion was made by Mrs. Guenther and seconded by Mr. Willson to approve the agenda as revised. All present voted yes. Motion carried, 7-0.

Information and Reports

- A. The Board enjoyed a performance by the cast of the PYE Production “Giants in the Sky.”
- B. The Board awarded Daniel Tomlinson with an appreciation certificate for performing the Heimlich maneuver on another student and dislodging food from his airway.
- C. PYEA Report – PYA Student Claire Pullen thanked the District for creating the Future Teachers of America Club. Miss Pullen is excited about the Club as she intends to pursue a career in elementary teaching.
- D. Food Service Director Dana Burton provided a Food Service report. (FY-2018-115)
- E. PYE Principal Edward Foote and Assistant Superintendent for Instruction and Staff Development Gregory Baker reported on PYE Data (Term 2) (FY-2018-116)

Board Member and Superintendent Comments

- A. Kathy Guenther attended the PYA Day of Remembrance and indicated the ceremony was very powerful and respectful. She indicated the students honored the victims from the Florida school shooting in a considerate manner. Mrs. Guenther thoroughly enjoyed the Wellness Day. She indicated the comedian was entertaining and the wellness session she attended was beneficial. Mrs. Guenther recently attended the Four County Prospective School Board Seminar and reported Mr. Dennis presented and PYCSD had one prospective school board member attend the event.
- B. Superintendent Howard Dennis thoroughly enjoyed the PYA Production of “Catch Me If You Can.” He congratulated the students and staff on the wonderful show. Mr. Dennis also congratulated the students and staff that presented the fantastic PYMS Science Fair. He indicated the projects were amazing and the support of the community was wonderful. He noted the students are very bright and creative in their projects.

Mr. Dennis indicated the PYA Junior/Senior Prom is Saturday 3/24 at Ventosa. He wished everyone a fun filled and safe event.

Items for Board Discussion/Action

- A. The Board held a discussion of the 2018-19 Draft Budget Proposal (FY-2018-117)

Consent Agenda/Routine Matters

A motion was made by Mrs. Guenther and seconded by Mrs. Johnson to approve the following routine matters:

- A. Acceptance of March 7, 2018 Board of Education Meeting Minutes (FY-2018-118)
- B. Approval of Call for Annual District Meeting

NOTICE IS HEREBY GIVEN that a PUBLIC HEARING on the 2018-2019 proposed Penn Yan Central School District budget will be held on Wednesday, May 2, 2018, at 6:30 p.m. at the Penn Yan Elementary, 3 School Drive, Penn Yan, NY 14527.

AND NOTICE IS ALSO GIVEN, that a vote will be taken on the annual budget, the election of members of the Board of Education and the propositions listed below on Tuesday, May 15, 2018, between the hours of 12:00 noon and 8:00 p.m., at the Penn Yan Academy Gymnasium, 305 Court Street, Penn Yan, New York. Voting machines will be used.

The following Propositions will appear on the ballot:

PROPOSITION 1 - ANNUAL BUDGET

Shall the Board of Education of the Penn Yan Central School District be authorized to expend the sums set forth in the proposed budget for the 2018-2019 school year in the amount of \$ **TBD** and to levy the necessary tax therefore.

PROPOSITION 2 - TRANSPORTATION VEHICLES

Shall the Board of Education purchase and finance five (5) student transport vehicles at an estimated cost not to exceed \$395,000, including necessary furnishings, fixtures and equipment and all other costs incidental thereto and to expend a total sum not to exceed \$395,000, which is estimated to be the total maximum cost thereof, and levy a tax for the foregoing in the amount of \$395,000, which shall be levied and collected in annual installments in such years and in such amounts as may be determined by the Board of Education and in anticipation of the collection of such tax, bonds and notes of the District are hereby authorized to be issued at one time or from time to time in the principal amount not to exceed \$395,000, and a tax is hereby voted to pay the interest on said

obligations when due.

NOTICE IS ALSO GIVEN that a copy of the statement of the amount of money which will be required for the ensuing year for school purposes, exclusive of public monies, and the tax exemption report may be obtained during the fourteen (14) days immediately preceding the annual meeting, except Saturday, Sunday and holidays, at each district building in which school is maintained, during the hours of 8:00 a.m. and 12:00 noon, and 1:00 p.m. and 4:00 p.m., that is, on May 1-4, 7-11 and 14 and 15, 2018.

NOTICE IS FURTHER GIVEN that in accordance with the resolution adopted by the Board of Education, all qualified individuals who wish to vote at Special District Meetings must register personally to vote. That is, to be eligible to vote, all qualified voters must pre-register and be listed on the District's voter register at the time of the vote. However, individuals who have already registered to vote in general, county-wide elections and whose name appears on the voter registration rolls of the county in which they reside or at the recent annual school district election, will be automatically placed on the District voter register and need not pre-register to vote at the upcoming special vote.

NOTICE IS ALSO GIVEN, that the Board of Registration shall meet to prepare the register of the school district and any person shall be entitled to have his/her name placed upon such register provided that at such meeting of the Board of Registration he/she is known or proven to the satisfaction of such Board of Registration, to be then or thereafter entitled to vote at the school meeting or election for which such register is prepared.

Pre-Registration of voters will be held at the District Office, Penn Yan Central School District, One School Drive, Penn Yan, New York, on the following dates:

May 1 – May 4, 2018	8:00 a.m. – 4:00 p.m.
May 7 – May 9, 2018	8:00 a.m. – 4:00 p.m.
May 9, 2018	6:30 p.m. – 8:00 p.m.

The register of eligible voters will be filed in the Office of the Clerk of the District and will be open for inspection by any qualified voter of the District between 8:00 a.m. and 12:00 noon on May 10, 11, 14, and 15, 2018 and Saturday, May 12, 2018 by appointment only at 315-536-3371.

NOTICE IS ALSO GIVEN that petitions nominating candidates for the Office of Member of the Board of Education must be filed with the Clerk of the District no later than 5:00 p.m., Monday, April 16, 2018. There are three (3) three (3) year terms to be filled and one (1) two (2) year unexpired term available.

In accordance with the resolution adopted May 1, 1973, Board Members shall be elected without reference to a specific office. Where more than one office is to be filled, the candidates receiving the largest number of votes shall be elected. In case of unequal remaining terms of office, the candidates with the largest number of votes will be elected to the longest term.

Each petition must be directed to the Clerk of the District and must be signed by at least twenty-five (25) qualified voters of the District. Each petition must also state the residence of each candidate.

Petition forms may be obtained from the District Clerk at the District Office of the Penn Yan Central School District. These offices are located at One School Drive, Penn Yan, New York.

NOTICE IS ALSO HEREBY GIVEN that the Penn Yan Central School Board of Education has authorized the District Clerk or a Board designee to provide absentee ballots to qualified District voters with respect to the referendum to be held at the special meeting. A District voter must request in advance an application for an absentee ballot. The voter must complete the application and state the reason he/she will not be able to appear in person on the day of the aforementioned special meeting. The application must be received by the District Clerk/designee at least seven (7) days before the election if the ballot is to be mailed to the voter or the day before the election if the ballot is to be delivered personally to the District Clerk/designee.

Pursuant to the provisions of Education Law, a District voter is eligible to vote by absentee ballot under the following conditions:

- a. Illness or physical disability;
- b. Business responsibilities or studies which require travel outside of the county or area of residence on the day of the election;
- c. Vacation outside of the county or area of residence; or
- d. Detention or confinement to jail after conviction for an offense other than a felony.

An absentee ballot must reach the office of the District Clerk/designee not later than 5:00 p.m. on the day of the aforementioned special meeting.

A list of all persons to whom absentee ballots have been issued shall be maintained by the District Clerk/designee and made available for public inspection. Any qualified voter challenging the acceptance of an absentee ballot must file a written statement with the District Clerk/designee or inform the election inspectors on the day of the District election.

- C. Approval of Special Board of Education Meeting on April 11, 2018 at 6:30 p.m. for purpose of adopting the 2018-19 Proposed Budget
- D. Approval of 2018-19 School Calendar (FY-2018-119)

All present voted yes. Motion carried, 8-0.

Consent Agenda/Finance Matters

A motion was made by Mrs. Warren and seconded by Mrs. Bacher to approve the following financial matters:

- A. Acceptance of Monthly Financial Reports – February, 2018 (FY-2018-120)
 - 1. Treasurer’s Report
 - 2. General Fund
 - a. Revenue Status Report
 - b. Budget Status Report
 - 3. School Lunch Fund
 - a. Revenue Status Report
 - b. Budget Status Report
 - 4. Federal Fund
 - a. Revenue Status Report
 - b. Budget Status Report
 - 5. Trust & Agency Fund
 - a. Revenue Status Report
 - b. Budget Status Report
 - 6. Capital Fund
 - a. Revenue Status Report
 - b. Budget Status Report

- B. Acceptance of Donation(s):
 - 1. \$492 from Donors Choose Grant for PYE Classroom Books
 - 2. \$110 for the PYMS Book Club (anonymous donation)
 - 3. \$400 from the PYE Student Council for the purchase of PYE playground items
 - 4. \$500 from Margaret (Peggy) Rickman for the Dick Rickman Scholarship

- C. Declaration of 16 copies of Engineering Drawing and Design 3rd edition 0-7668-1634-6 as surplus and authorization for the Assistant Superintendent for Business to dispose of as she deems appropriate

Mrs. Johnson thanked Mrs. Rickman, the PYE Student Council, Donors Choose Grant and the anonymous donor for the generous donations. She indicated the donations are greatly appreciated.

All present voted yes. Motion carried, 8-0.

Personnel Matters

A motion was made by Mrs. Guenther and seconded by Mrs. Terpolilli to approve the following personnel matters:

- A. Approval of Non-Certified Personnel Report

Completion of Probation/Permanent Appointments

<u>Name</u>	<u>Position</u>	<u>Eff. Date, Step, Sch.</u>
Sierra Thomas	Custodial Worker	4/13/18, step 2, sch. 14

Resignations

<u>Name</u>	<u>Position</u>	<u>Eff. Date</u>
Robin Davie	Cook Manager	March 9, 2018 *

* For purpose of retirement. Mrs. Davie began at PYCSD 4/21/1994

Change in Hours

<u>Name</u>	<u>Position</u>	<u>From</u>	<u>To</u>	<u>Eff. Date</u>
Deb Kingsley-Hunt	Food Service Helper	3.0	3.5	3/22/18

Probationary Appointments

RESOLVED, that upon the recommendation of Howard Dennis, Superintendent of Schools, **Sharise Shermer** be appointed as **Bus Driver**, step 1, sch. 17, 1.25 hrs./day, 4 days/week, probationary status effective September 25, 2017, with a period of probation to be fifty-two (52) weeks extended by periods of authorized or unauthorized absence in excess of an aggregate of ten work days.

B. Approval of Certified Personnel Report

Appointment(s)

Name of Appointee: Don Beach

Assignment: Elementary Long Term Substitute Teacher

Date of Commencement of Service: March 28, 2018 (tent. date)

Expiration Date of the Appointment: May 24, 2018 (tent. date)

Salary: Step 1 \$ 40,687
30 hrs. @ \$30/hr. \$ 900
Total Salary \$ 41,587 (pro-rated)

Name of Appointee: Carlie Bossard

Tenure Area: Agriculture

Date of Commencement of Service: July 1, 2018

Expiration Date of the Appointment: July 1, 2021

Salary: Step 7 \$ 44,879
 Graduate Hours \$ TBD
 Total Salary \$ 44,879 *

* Graduate hours will be added upon receipt of transcript. This is an 11 month position. Additional days worked beyond the regular teacher calendar will be paid at a per diem rate.

Leave of Absence

<u>Name</u>	<u>Position</u>	<u>Eff. Dates</u>
Krista Smith	ESL Teacher	September 1, 2018-June 30, 2019 *
* This is a Child-Bearing/Child-Rearing Leave of Absence		

Resignation

<u>Name</u>	<u>Position</u>	<u>Eff. Date</u>
Lisa Dinehart	Building Literacy Facilitator	9/28/17
Karen Fingar	Building Literacy Facilitator	9/28/17
Martin Kubli	Social Studies Teacher	6/30/18 *
* For purpose of retirement. Mr. Kubli began at Penn Yan Schools 9/1988		

Extracurricular Appointment(s)

<u>Name</u>	<u>Position</u>	<u>Eff. Date</u>	<u>Stipend</u>
Andrea Lyke	Building Literacy Facilitator	9/1/17	\$153
Amber Brady	Building Literacy Facilitator	10/1/17	\$153

- C. Approval of Additions to Substitute Lists (FY-2018-121)
- D. Approval of Collective Bargaining Agreement with CSEA (FY-2018-122)
- E. Approval of Memorandum of Agreement with Penn Yan Education Association regarding Future Teachers of America Club (FY-2018-123)

- F. Approval of Internship Appointments as follows:
1. Elizabeth Brown, Middle School Administrative Intern, August 1-December 31, 2018
 2. Jonathan MacKerchar, High School Administrative Intern, July 1, 2018-January 26, 2019
- G. Approval of Memorandum of Agreement between Penn Yan Central School District and Penn Yan Education Association regarding Retirement Incentive (FY-2018-124)

All present voted yes. Motion carried, 8-0.

A motion was made by Mrs. Bloom and seconded by Mrs. Warren to Call for Executive Session at 7:25 p.m. for the discussion of the employment history of particular persons and appointment of Kathy Guenther as Clerk Pro-Tem for the remainder of the meeting. All present voted yes. Motion carried, 8-0.

The Board returned to Open Session at 7:45 p.m. on a motion made by Mrs. Johnson and seconded by Mrs. Bloom. Motion carried, 8-0.

A motion was made by Mrs. Warren and seconded by Mrs. Terpolilli to adjourn the meeting at 7:46 p.m. All present voted yes. Motion carried, 8-0.

Respectfully submitted,

Kathleen M. Dean
District Clerk

Kathy Guenther
Clerk Pro-Tem