

# ONTEORA CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION  
BOICEVILLE, NEW YORK 12412

## WORKSHOP MEETING

6:00 p.m.

**TUESDAY, MARCH 19, 2019**

**BENNETT SCHOOL**

## MINUTES

### 1. Opening Items

1.01 Call to Order 6:00

1.02 Tobacco Policy Statement

1.03 Pledge of Allegiance

1.04 Roll Call

Present: Trustee Salem, Trustee Osmond, Trustee Kurnit, Trustee Storey, Trustee Ratcliff, Trustee Warren

Not Present: Trustee Shands

### 2. Executive Session

2.01 Enter executive session (proposed 6:00 duration 30 min)

*Recommended Action:* Motion to enter into executive session to discuss the tenure of certain employees and the employment history of particular employees

Motioned: Trustee Storey

Seconded: Trustee Kurnit

Result: Unanimous

Yea: Trustee Salem, Trustee Osmond, Trustee Kurnit, Trustee Storey, Trustee Ratcliff, Trustee Warren

Not Present: Trustee Shands

2.02 Exit Executive Session and Return to Public Session (proposed 6:30 pm)

*Recommended Action:* Motion to exit executive session and return to public session

Motioned: Trustee Ratcliff

Seconded: Trustee Kurnit

Result:

Yea: Trustee Salem, Trustee Osmond, Trustee Kurnit, Trustee Storey, Trustee Ratcliff, Trustee Warren

Not Present: Trustee Shands

### 3. Acceptance of Minutes

3.01 Acceptance of Minutes (proposed 6:35)

*Recommended Action:* The Board of Education hereby accepts the minutes of the March 5, 2019 Board Meeting

Motioned: Trustee Osmond

Seconded: Trustee Ratcliff

Result: Unanimous

Yea: Trustee Salem, Trustee Osmond, Trustee Kurnit, Trustee Storey, Trustee Ratcliff, Trustee Warren

Not Present: Trustee Shands

### 4. Welcome

4.01 Bennett School Principal, Gabriel Buono will welcome the Board (proposed 6:40 duration 10 min)

- Decision made to change 6<sup>th</sup> grade graduation from a formal ceremony to an interactive picnic
  - 2/3 of 6<sup>th</sup> grade signed a petition to change the decision and majority of parents wanted it changed back
  - Reversed decision, will be Tuesday, June 25<sup>th</sup> in MS/HS auditorium
  - Don't approve of the negative comments made on social media about principal and teachers, spectrum news ran report with incorrect facts
  - Applaud students, teachers and some parents in how they expressed desire to reverse decision
- March 22<sup>nd</sup> is "Greater Sense of Self" at Bennett- many activities available
  - Julia Rose, parent – helpful in organizing the day of life activities that they would not learn in the regular curriculum
  - Snow hiking – got snow shoes
  - Idea prompted by Building Level Shared Decision Making Team
    - Teachers came up with the idea for a mental health day
  - Incorporate some of the practices being learned into the classrooms
- Date for spring concert is still being decided
- Hope to have this event every year

## **6. Student Representative Report**

- 6.01 Student Representative, Satch Sumner-Waldman will report to the Board  
Student Representative was not present to give his report

## **7. Board District News**

- 7.01 The Board will report District News (proposed 7:00)  
Trustee Kurnit reported on the UCSBA – speaker was Dan Shoreinstein from the Ashokan Center

Trustee Ratcliff reported that the Center for Education Resource has applications open for Rural Schools Network – 60 school districts in Ohio and NY to discuss issues of rural schools

Trustee Salem reported that the HS Science Olympiad team – highest ever placement at States

## **8. Acknowledge Public Be Heard Comments**

- 8.01 The Board will acknowledge the public be heard comments from the last meeting  
Robert Curan

## **5. Superintendent District News**

- 5.01 The Superintendent will report District News (proposed 6:50)
- If we do not use any additional snow days, Memorial Day Weekend will be extended using May 23, 24 and May 28
    - If we use another snow day, we would then remain in session on Tuesday, May 28<sup>th</sup>
    - If we use two additional snow days, we will be in session on Thursday May 23<sup>rd</sup> and Tuesday, May 28<sup>th</sup>
    - This schedule is for students and ten month employees
  - The Ulster County Board of Elections, has granted us 3 voting machines for

the current year

- Reason for reducing support is the work the extra primaries are putting on a small staff
  - Convenience over helping voter turnout
- They will be tracking our numbers at each location and are highly likely to revisit the number of machines next year based on voter turnout
- Will be able to vote at any of the 3 locations
- Hudson Valley Magazine publishes a list of the top 3 school districts in each Hudson Valley county according to Niche each year
  - Onteora is number 2
- Statement Regarding Sale of West Hurley Property
 

We are aware that there are questions circulating regarding the sale of the West Hurley property.

The sale of this property will:

  - Bring additional housing into our school community
  - Generate tax revenue for the town and the school with a property that has been tax exempt
  - Eliminate the cost to the taxpayers of maintaining a vacant property.

Given the number of proposed units, the traffic impact is likely to be significantly less than it was when the school was operating.

This entire process has been guided by the attorney for the school district to ensure that the District follows all appropriate laws and regulations. Sale of real property is not required to be completed through a sealed bid process or a public auction as are supplies and/or equipment. The property was placed on the open market and the Board entertained any offers with the goal of obtaining the best offer available. The school district placed this property on the market with a broker in the fall of 2014. Through that broker, we identified a purchaser, but that sale did not end up coming to a closing. The property was then listed with a different broker in summer of 2016. A contract of sale was approved by the Board of Education in February of 2017. The sale of the property was reported in the Woodstock Times, and the Daily Freeman on with details of the contract. As the purchaser has been working through their due diligence, there has been little to report, and this sale has in no way been conducted in any fraudulent manner. There were also two articles in the Daily Freeman in December of 2018 regarding the well drilling on the property. The purchaser is working with the Town and the County and when they reach the appropriate stage, we anticipate that a closing date will be set, but there is no reason to believe that the sale will not close successfully.

## 9. Public and Student Comment

9.01 Public and Students may comment on any agenda or non-agenda item (proposed 7:05 duration 10 min or more)

Jana Martin – Reconsider selling West Hurley to current purchaser. He has many violations in NYC apartment buildings. Read letter from a person in Brooklyn affiliated with the building department about the terrible condition of purchaser's buildings.

Sue Bard – Concerned about new tenant because of his negative impact on properties in NYC. Read letter from building association from one of the purchaser's buildings about his mismanaged buildings. Ranked among worst landlords in NYC

Eric Amaral – is a local realtor. Board has a responsibility to the public. Used commercial realtor; should have put out on MLS because of land behind it. Sale being pushed by a developer that is not reputable.

Rick Ronald – How did buyer become aware of the property? Concerns because children were not able to drink water – make sure buyer goes through all environmental studies required. Buyer's reputation, outstanding fines in NYC; almost like asking criminal to buy property in our neighborhood when can't handle other property's problems. Also handling of sewage, he drilled a well before closed on deal- doesn't seem right.

Kristin Bergstrom – children in neighborhood will be affected by the buyer – will come back to school district. School Board should use power to help

Andrew Shapiro – Townspeople, town board very concerned – Board will hear from town board – town's job to protect townspeople. May not be able to do development they want because of the town. If well was dug after the purchase it may have been denied, so was dug before to evade permits.

Michael Passo – Articles about Brooklyn apartments – 4 government agencies went through his building – had to shut off gas to building and do stop work order. Charged with false filing of documents. Trying to side step his responsibilities. Don't trust him to follow the rules.

## 10. Board Discussion

10.01 The Board will Discuss Selected Topics, led by Trustee Kurnit (proposed 7:10 duration 20 min)

7:30

Topic: Professional Learning Communities (PLC)

- Defining tool to set on positive path for the future
- Should not be teaching, students should be learning
- PLCs are a district wide system that function with small groups
- Society is in adversarial relationship – PLCs can help change rigid roles in schools
- Requires come sort of positive restructure of hierarchy
- Educators have opportunities to come together with a specific process to work together to promote student learning
- Purpose is to maintain a continual process of improvement
  - Onteora has some groups that function as a PLC
- Before including a big change like PLCs in Board goals, need to do research on process

## 11. Discussion & Possible Action

11.01 Eliminate Personal Registration and Election Districts (proposed 7:30 duration 10 min)

*Recommended Action:* BE IT RESOLVED that, pursuant to its authority under Section 2014[3] of the New York Education Law, the Board of Education hereby revokes the provisions for personal registration of voters, with regard to any future annual meeting, budget vote and election and/or special meeting and election duly noticed and held in accordance with the provisions of Article 41 of the New York Education Law.

Motioned: Trustee Ratcliff

Seconded: Trustee Osmond

- Can go back to the 4 voting places even if this resolution is passed
- Beginning of taking the election into our own hands

Result: Unanimous

Yea: Trustee Salem, Trustee Osmond, Trustee Kurnit, Trustee Storey, Trustee Ratcliff, Trustee Warren

Not Present: Trustee Shands

## 12. \*\* Break \*\*

12.01 The Board will take a break at 8:05

**11.02 Discussion on Middle School Configuration Options (proposed 7:40 duration 20 min)**

8:20

Superintendent Victoria McLaren began discussion

- All research found by committees on MS configurations is on Board Docs
- Discuss what information Trustees need to make a decision about reconfiguring MS
- Not for 2019-2020 school year – requires careful planning

Discussion:

- Is a change that needs to happen
- Been hearing that curriculum is 6-8 – see a document that says that
- Documents from early 2000 – find documents from last 5 years
  - Find the most current thinking
- See configuration of neighboring districts
- Main reasons take place- curricular or enrollment
  - What percentage is our reason?
- Research is important, do same with later start times for secondary schools
  - Be sure comes into any conversation about reconfiguration
- Impact on social emotional factors

**13. 2019-2020 Budget Discussion****13.01 2019-2020 Budget Update (proposed 8:05 duration 30 min)**

8:30

- Health Insurance rate increase down from 10% to 6.04%
  - Increase of \$600,000 instead of \$1 million
- TRS (Teacher Retirement System) rate of contribution decreased from 9.5% to 8.86%
  - Approximately \$50,000 savings
- Increase in Special Education Costs for out of District placements
  - Approximately \$100,000
- Budget gap of \$66,000
- Biggest unknown is contract for transportation – 35% increase
- Also unknown: Final staffing requirements; final special education; placements; final state aid revenue
- Program Enhancements:
  - Move K-1 & 2-3 self-contained classes from Phoenicia to Woodstock to provide a continuum of services
    - 12 students in these classes
    - If students need to be moved to a less or more restrictive environment, they won't have to change schools
    - This is in alignment with Future's report about continuum of services
    - Not an enhancement – don't take kids out of their community school because they will not be with their peers
      - Adds time on the bus
      - Perceived as an intentional drain on Phoenicia population
  - Align ENL students with their home building to enhance access to the educational program for families- half of ELL students attending

- Phoenicia live in Woodstock
  - 12 students are being bussed from Woodstock to Phoenicia
- Align Co-Teaching model K-6 to provide equitable and appropriate programming
  - K-3 is half day, 4-6 is full day
  - For students who need a less restrictive environment
  - IEPs are written for a specific subject, but in Bennett co-teachers are in the classroom all day, so students get it for all subjects
    - Does not create independence for students, use staff differently
    - Sometimes 4 teachers are in the room - is not best for children
- Creation of Resource Room Program K-6 – additional time in teachers' schedules due to alignment of co-teaching– provide supplemental, direct, explicit instruction in reading, writing, math, organizational skills, etc. - is a Special Ed Service
- Support special projects in all 3 elementary buildings to commence second round of Science Lab Initiative
  - Acquire technology or products
  - Implement a plan in beginning of school year to help integrate into curriculum, including training and support
- Will be working on RTI plan in the spring- currently not in compliance
- Use current staff, some may have to move
- Staffing changes:
  - 3<sup>rd</sup> grade has 63 students – 3 sections
  - 6<sup>th</sup> grade currently 120, next year 70 – 3 sections
- Capital Projects
  - Separate proposition on the ballot
  - Up to \$6.17million out of Capital Reserve
    - No additional tax impact on the voters
  - Building Aid of 31% - back as revenue
  - High School/Middle School (78% of the cost)
    - Renovate and upgrade 4 locker rooms
    - Renovate and upgrade 11 multi-use restroom
    - Renovate and upgrade 7 single use restroom
    - Improve ADA accessibility at the gymnasium entrance
  - Bennett (12% of the cost)
    - Restore and/or replace the front section of the roof
  - Athletics (10% of the cost)
    - Improve Field Hockey/Baseball Field
    - Re-grade field
    - Redo infield
    - Add new backstop
    - Add new portable bleachers
    - Replace deteriorated and insecure fencing
    - Improve dugout
    - Improve soccer field drainage
  - Incidentals – asbestos, other testing
    - What is not spent will stay in capital reserve

**14. Policies****14.01 Second Reading and Adoption of Policy 1220 Board of Education Members:****Candidates and Campaigning (proposed 8:35)**

*Recommended Action:* The Board of Education hereby adopts Policy 1220 as written.

Motioned: Trustee Storey

Seconded: Trustee Ratcliff

Result: Unanimous

Yea: Trustee Salem, Trustee Osmond, Trustee Kurnit, Trustee Storey, Trustee Ratcliff, Trustee Warren

Not Present: Trustee Shands

**2019 1220 By-Laws BOARD OF EDUCATION MEMBERS: CANDIDATES AND CAMPAIGNING**Nominations

Candidates for the office of member of the Board of Education shall be nominated by petition. Such petition shall be directed to the District Clerk, shall contain the signatures and addresses of at least 25 qualified voters of the district or two percent of the voters who voted in the previous election, whichever is greater, and shall state the name and residence of the candidate. Each petition shall be filed with the District Clerk not later than 30 days preceding the Annual Meeting and Election at which the candidates so nominated are to be elected.

The District Clerk will supervise the procedure used to establish the order of names on the ballot. The Board may reject nominations if the candidate is ineligible or has declared an unwillingness to serve.

Reporting Expenditures

If a candidate's campaign expenditures exceed \$500, the candidate must file a sworn statement with both the district clerk and the commissioner of education itemizing their expenditures and contributions received. The statement must list the amounts of all money or other valuable things paid, given, expended or promised by the candidate, or incurred for or on the candidate's behalf with his or her approval.

A candidate who spends \$500 or less is only required to file a sworn statement with the district clerk indicated this to be the case. No other campaign expenditure statement is required.

An initial statement must be filed at least 30 days before the election, a second statement must be filed on or before the fifth (5<sup>th</sup>) day preceding the election and a final statement must be filed within 20 days after the election.

Election

- a. The hours of voting shall be as indicated by Board resolution.
- b. The candidates receiving the largest number of votes or, in the alternative, the largest number of votes for each specific vacancy, shall be declared elected in accordance with Education Law.
- c. At least ten (10) days prior to the election, the Board shall appoint at least two (2) inspectors of election for each voting machine/**ballot box**, and set their salary.
- d. The District Clerk or their designee shall attend the election and record the name and legal residence of each voter. The Clerk shall give notice immediately to each person declared elected to the Board, informing them of the election and their term of office.
- e. Only qualified voters as determined by Education Law (Section 2012) may vote at any District meeting or election.
- f. No electioneering will be allowed within one hundred (100) feet of the polling place.
- g. When a term of office expires at the end of a school year and the office has become vacant at the time of election, the person elected to fill the new full term vacancy also fills the remaining days of the previous term, beginning their term of office immediately upon **election completion of the vote tally**.
- h. Provision shall be made for the election by "write-in-vote" of any candidate not previously nominated.

Electioneering

Electioneering during the hours of any vote is prohibited within the polling place or within 100 feet of any such polling place. Electioneering includes the display or distribution of any banner, poster, placard, button, or flyer, on behalf of or in opposition to any candidate or issue to be voted upon.

Cross-ref: 1610 Annual District Meeting and Election/Budget Vote

5120, School District Budget Hearing

Ref: Education Law §§2018; 2031-a Education Law Sections 2004, 2013, 2018, 2025, 2029, 2031-a, 2032, 2034(7)(d), 2105(14), and 2121

**14.02 First Reading of Policy 1330 Board Organizational Meeting**

Motion to waive second reading of Policy 1330

Motioned: Trustee Storey

Seconded: Trustee Ratcliff

Result: Unanimous

Yea: Trustee Salem, Trustee Osmond, Trustee Kurnit, Trustee Storey, Trustee Ratcliff, Trustee Warren

Not Present: Trustee Shands

Motion to adopt Policy 1330 as written

Motioned: Trustee Storey

Seconded: Trustee Ratcliff

Result: Unanimous

Yea: Trustee Salem, Trustee Osmond, Trustee Kurnit, Trustee Storey, Trustee Ratcliff, Trustee Warren

Not Present: Trustee Shands

**2019 1330 By-Laws BOARD ORGANIZATIONAL MEETING**

The Board of Education recognizes its obligation to hold an annual organizational meeting. The purpose of the organizational meeting is to elect officers of the Board and make the proper appointments and designations of other district employees for the proper management of the school district during the school year.

The Board will hold its annual organizational meeting on the first Tuesday in July. If that day is a legal holiday, the Board will hold the meeting on the first Wednesday in July. The Board may alternately hold the meeting on a date during the first 15 days in July that is not a legal holiday. The Board will choose this date by resolution at a Board meeting before July.

The District Clerk shall call the meeting to order, and shall preside until the election of a new president. The order of business to be conducted at the organizational meeting shall include items required or implied by state law and/or regulation. The Board may also conduct general district business, including properly entering into executive session, if necessary, at the end of the meeting before adjourning.

**Oath of Office**

The District Clerk shall administer and countersign the oath of office to newly-elected Board members.

The oath shall conform to Article XIII-1 of the New York State Constitution, and Section 10 of the Public Officers Law. No new Board member shall be permitted to vote until he/she has taken the oath of office.

**Election of Board Officers**

The Board shall elect a president and vice-president for the ensuing year, and administer the oath of office to them. A majority of all members of the Board shall be necessary for a valid election.

The Board shall appoint and the oath of office shall be administered to the following district officers:

District Treasurer	Deputy Treasurer
District Clerk	Tax Collector
Claims Auditor	

**Appointments**

The Board shall appoint and establish the stipend (if any) for the following positions

District Clerk

District Treasurer; Deputy District Treasurer; School Attorney; Independent Auditor; Alcohol & Drug Testing Site; Athletic Events Physician; CSE Impartial Hearing Officers; Fingerprinting Medical Director; Bond Counsel; Tax Collector; Claims Auditor; Purchasing Agent; Coordinator for Section 504; Residency Officer; Records Access Officer; Records Management Officer; Homeless Liaison; Title VI & IX Officer; Broker of Record; Asbestos Designee; ECA Treasurer; ECA Chief Faculty Counselors Bennett Elementary, Middle School and High School; School Buildings Structural Inspector and Fire Inspector

**II. Bonding of Personnel**

The Board shall bond the following personnel handling district funds:

Tax Collector	Claims Auditor
District Treasurer	District Clerk
Deputy Treasurer	School Attorney
Treasurer, ECA	Assistant Superintendent for Business
Senior Account Clerk/Typist	Account Clerk/Typist
Claims Auditor	ECA Chief Faculty Counselor

The Board may, in each instance, specify the amount of the bond it intends to obtain. The Board may include any of the above officers in a blanket undertaking, pursuant to law and Commissioner's Regulations, rather than bond individuals.



## III Authorizations

The Board shall authorize/approve:

- a. of person to certify payrolls;
- b. to designate authorized signatures on checks; and an alternate
- c. of Board and district memberships in professional organizations;
- d. to offer school district employee and officer indemnification under Public Officer's Law §18;
- e. of positions entitled to use district-owned cell phones and credit cards;
- f. of Board representative(s) for appointing Impartial Hearing Officers; and
- g. of Superintendent of Schools to approve budget transfers, and the monetary limits of such transfers.

## IV Designations

The Board shall designate/approve:

- a. Official Bank Depositories
- b. Official Newspaper(s)
- c. Board Meeting Schedule

## V Other Approvals

The Board shall approve:

- a. The rate for mileage reimbursement
- b. Superintendent to apply for Grants in Aid (State and Federal) as appropriate;
- c. The prices for school meals
- d. Rate for Board of Registration for Vote & Election
- e. Limit for credit card

The Board shall review its policies on Investments (6240) and Purchasing (6700), the Code of Conduct (5300), and Parental Involvement, as required by law. The Board shall also review building-level student attendance data as required under Commissioner's Regulations section 104.1, and if the data shows a decline in attendance rates, shall review its policy on Attendance (5100).

Cross-ref: 8260, Parental Involvement; 1337, School Attorney; 1320, 1321, Board Officers 1510, Regular Meetings; 7110, Attendance; 5520, Extra Classroom Activities Fund; 3410, Code of Conduct; 5220, Investments; 1335, Claims Auditor; 5571, Internal Audit Function; 5570, Audit Committee; 5410, Purchasing  
Ref: New York State Constitution, Article XIII, §1; General Municipal Law §103(2) (official newspapers); Public Officers Law §§10; 13; 30; Education Law §§305(31) (designated educational official); 1701 (meeting to elect president, may elect vice president); 1707 (union free school districts date of meeting); 1904 (central high school districts in Nassau county); 1720(2) (bonding of personnel); 2130 (appoint clerk, bonded treasurer and bonded tax collector); 2502(9) (City of Albany), (9-a) (City of Rensselaer); 2504 (small city meetings); 2527 (bonding officials in small city school districts); 2553(9) (City of Rochester), (10) (City of Buffalo); 2563 (large city meetings) 8 NYCRR §§104.1 (requirement to review attendance data); 170.2 (bonding of tax collector, treasurer, claims auditor); 170.12 (bonding of claims auditor); 172.5 (bonding of extraclassroom activity treasurer)

## 14.03 First Reading of Policy 1331 Duties of the District Clerk, Treasurer and Purchasing Agent

Motion to waive the second reading of Policy 1331

Motioned: Trustee Storey

Seconded: Trustee Ratcliff

Result: Unanimous

Yea: Trustee Salem, Trustee Osmond, Trustee Kurnit, Trustee Storey, Trustee Ratcliff, Trustee Warren

Not Present: Trustee Shands

Motion to adopt Policy 1331 as written

Motioned: Trustee Storey

Seconded: Trustee Ratcliff

Result: Unanimous

Yea: Trustee Salem, Trustee Osmond, Trustee Kurnit, Trustee Storey, Trustee Ratcliff, Trustee Warren

Not Present: Trustee Shands

**2002 2019 1331 By-Laws DUTIES OF THE DISTRICT CLERK, SCHOOL DISTRICT TREASURER AND PURCHASING AGENT**

The District Clerk will be appointed by the Board at its Annual Organizational Meeting and will serve for a period of one (1) year. The Clerk's duties include the following:

- a. Attends all meetings of the Board and keeps a record of its proceedings and records, by name, those in attendance;

- b. Prepares minutes of the meetings of the Board, obtains approval of the minutes by the Board at the next meeting, signs the minutes to signify their official standing and forwards copies of the minutes to each ~~member of the~~ Board of Education Trustee;
- c. Provides notice of all meetings of the Board to the public and to all Board Trustees. ~~Sends notices of special meetings to members of the Board;~~ eContacts and communicates with ~~members~~ Trustees as required;
- d. Sees that the proper legal notices and announcements are published on all specifications and items out on bid, in accordance with state law;
- e. Maintains an up-to-date record of Board policies and by-laws;
- f. Delivers to, and collects from, the President (or Vice President) such papers for signature as may be necessary;
- g. Distributes notices to the public announcing availability of copies of the budget to be presented at the annual District meeting in compliance with the requirements of the State Education Law;
- h. Administers oaths of office, as required by Section 10, Public Officers Law;
- i. Gives written notice of appointment to persons appointed as inspectors of election;
- j. Calls all meetings to order in the absence of the President and Vice President;
- k. Assumes other duties customary to the office.

The above duties of the District Clerk are not intended to be complete but should serve as a **comprehensive** guide in undertaking the duties of this office. The District Clerk shall perform such other duties as may be assigned from time to time by the Board.

#### **Treasurer**

~~The Treasurer is appointed by the Board of Education at the Annual Organizational Meeting and will be covered by a blanket bondbonded. In addition to the routine duties of accounting, filing, posting and preparing reports and statements concerning District finances,~~ The District Treasurer shall;~~perform other specific tasks as follows:~~

- a. ~~Acts~~ as custodian of all moneys belonging to the School District and lawfully deposits these moneys in the depositories designated by the Board;
- b. ~~Pays~~ all authorized obligations of the District as directed;
- c. ~~Maintains~~ proper records and files ~~s~~ of all checks, and approved payment of bills and salaries;
- d. ~~Makes~~ all such entries and posts ~~s~~ all such financial ledgers, ~~r~~ Records and reports ~~s~~ as may be properly required to afford the District an acceptable and comprehensive financial accounting of the use of its moneys and financial transactions;
- e. ~~Signs~~ all checks drawn on District fund accounts;
- f. ~~Assumes~~ other duties customary to the office to include but not limited to adopted duties and responsibilities.

The Board directs the Treasurer to keep it informed of the financial status of the District through monthly cash reconciliation and budget status reports and annual fiscal reports. The Treasurer should highlight any deviation in actual fiscal conditions from planned fiscal conditions and offer recommendations to the Board to remedy the situation. The ~~Business Administrator~~ Assistant Superintendent for Business will prepare and submit, through the Superintendent, to the Board and the Commissioner of Education, such reports as are prescribed by law. These shall be filed with appropriate governmental bodies as required under law or regulation. The District will cooperate with governmental agencies and research organizations as required by law for data concerning the fiscal operations of the District.

#### **Purchasing Agent**

**The School Purchasing Agent is appointed by the Board of Education and is responsible for providing the necessary supplies, equipment, and services to support the educational program. The duties of the School Purchasing Officer include the following:**

The Board of Education designates the Assistant Superintendent for Business as Purchasing Agent for the school district. The Board shall formally designate the individual named as purchasing agent at the annual organizational meeting, which will be recorded in the minutes of that meeting. If the individual so named becomes unable to fulfill the duties during the course of the year, the Board will designate another purchasing agent at the next Board meeting. The Purchasing Agent will be responsible for administering all purchasing activities and ensuring the quality and quantity of purchases made by the district.

- a. **To develop and maintain lists of potential suppliers;**
- b. **To solicit competitive bids or quotations for purchase;**
- c. **To issue and process purchase orders-**

**The Assistant Superintendent for Business is designated as the Purchasing Officer for the District-**

Duties-Education Law Section 2122; Bond-Education Law Section 2130, Part 5; 8; New York Code of Rules and Regulations (NYCRR) Sections 170.2(0) and (p); Education Law Section 2121 Public Officers Law Section 104

#### 14.04 Rescind Policies 1230 (incorporated into 1220) 1332 (incorporated into 1331)

*Recommended Action:* The Board of Education hereby rescinds Policies 1230 and 1332

Motioned: Trustee Ratcliff

Seconded: Trustee Storey

Result: Unanimous

Yea: Trustee Salem, Trustee Osmond, Trustee Kurnit, Trustee Storey, Trustee Ratcliff, Trustee Warren

Not Present: Trustee Shands

#### 14.05 First Reading of Policy 1334 Duties of the External Auditor

Motion to waive second reading of Policy 1334

Motioned: Trustee Storey

Seconded: Trustee Ratcliff

Result: Unanimous

Yea: Trustee Salem, Trustee Osmond, Trustee Kurnit, Trustee Storey, Trustee Ratcliff, Trustee Warren

Not Present: Trustee Shands

Motion to adopt Policy 1334 as written

Motioned: Trustee Storey

Seconded: Trustee Ratcliff

Result: Unanimous

Yea: Trustee Salem, Trustee Osmond, Trustee Kurnit, Trustee Storey, Trustee Ratcliff, Trustee Warren

Not Present: Trustee Shands

#### **20192019** 1334 By-Laws **DUTIES OF THE EXTERNAL (INDEPENDENT) AUDITOR**

The responsibility for engaging a qualified and competent Certified Public Accountant (CPA) or Public Accountant (PA) to perform the annual audit of the District's financial statements resides with the Board of Education. State laws and regulations require that the annual audit be "accepted" by a resolution of the Board of Education. This resolution along with the audit report must be filed with State Education Department (SED) in a timely manner. In addition, the independence and objectivity of the auditor may be enhanced when the Board of Education and Audit Committee perform an oversight role with respect to the hiring and performance of the auditor, as required by law.

The independent auditor must conduct the audit in accordance with Generally Accepted Government Auditing Standards (GAGAS) issued by the Comptroller General of the United States. Standards of GAGAS are organized as general, fieldwork, and reporting.

Below are some important considerations the District shall expect of the auditor in preparing the audit; however, they should not be considered all-inclusive or a substitute for the auditor's professional judgment.

- a. Independence: The auditor must document that they are independent of the District and free of personal and external impairments. The auditor must establish an internal quality control system to identify any personal and external impairment and assure compliance with GAGAS independence requirements.
- b. Internal Quality Control System: The auditor must document that their internal quality control processes adequately demonstrate compliance with government auditing standards. they must establish an organizational structure, policies and procedures to provide reasonable assurance of complying with applicable standards governing audits.

- c. Internal Controls: The auditor must obtain a sufficient understanding of the District's internal controls and document such understanding covering the five interrelated components: the control environment, risk assessment, control activities, information and communication, and monitoring.
- d. Planning and Supervision: The auditor's work is to be properly planned and supervised and consider materiality in order to provide reasonable assurance of detecting misstatements resulting from direct and material illegal acts and material irregularities to financial statements. The auditor should also be aware of the possibility that indirect illegal acts may have occurred.
- e. Audit documentation: In order to meet the GAGAS requirements, the audit documentation should provide a clear understanding of its purpose, the source, and the conclusions the auditor reached. It should be organized to provide a clear link to the findings, conclusions, and recommendations contained in the audit report.
- f. Reporting on Internal Controls and Compliance: The auditor must report on and present the results of their testing of the District's compliance with laws and regulations and its internal controls over financial reports in light of irregularities, illegal acts, other material noncompliance, significant deficiencies, and material weaknesses in internal controls.
- g. **Safeguard Of Assets: The auditor verifies that a current asset inventory system is in place and that there is adequate insurance coverage for assets and for employees with authorized access to those assets.**  
Generally Accepted Government Auditing Standards (GAGAS) Sections 3.50-3.54, 4.03, 4.19-4.24, and 5.07-5.20  
Education Law Section 2116-a  
8 New York Code of Rules and Regulations (NYCRR) Sections 170.2, 170.3 and 170.12

#### 14.06 Policy 1333 Duties of the Tax Collector - no changes for information only

**20022019 1333 By-Laws: DUTIES OF THE TAX COLLECTOR**

The Tax Collector is appointed annually by the Board of Education and shall be covered by a bond. It shall be the responsibility of the District Tax Collector to perform the following duties:

- a. Prepares and mails tax notices;
- b. Uses suitable printed tax receipt forms as prescribed by the State Tax Commission;
- c. Collects taxes in the amount of the warrant, upon the issuance of the tax warrant by the Board of Education and penalty fees in accordance with the terms of such warrant;
- d. Turns over daily to the School District Treasurer all money collected by virtue of any tax list and warrant issued;
- e. Submits a report, certified by them to the Board of Education, showing the amount of taxes and fees collected along with the unpaid listing. The combination of taxes collected and uncollected shall equal the amount of the warrant;
- f. Turns over to the County Treasurer, prior to November 15, a list of unpaid taxes;
- g. Carries out such other duties of the position as prescribed in the Real Property Tax Law.

Education Law Sections 2126 and 2130 Real Property Tax Law Sections 922, 924, 1322, 1330, and 1338

### 15. Independent Contract Retainers

#### 15.01 Approve All Independent Contract Retainers (proposed 8:55)

*Recommended Action:* The Board of Education hereby approves the Independent Contract Retainers in items 15.02-15.12

Motioned: Trustee Storey

Seconded: Trustee Ratcliff

- Thanked the volunteers for Bennett's Wellness Day

Result: Unanimous

Yea: Trustee Salem, Trustee Osmond, Trustee Kurnit, Trustee Storey, Trustee Ratcliff, Trustee Warren

Not Present: Trustee Shands

#### 15.02 ICR - Ackermann

*Recommended Action:* BE IT HEREBY RESOLVED on recommendation by the Superintendent of Schools that the Board of Education of the Onteora Central School District approves the Independent Contractor Retainer between the Onteora Central School District and Stephen Ackermann at a rate of \$150.00 per day, to a maximum of \$150.00, as a Tai Chi Instructor for the Greater Sense of Self Day at Bennett Elementary School on March 22, 2019 and authorizes the Superintendent to sign such an agreement.

15.03 ICR - Barry

*Recommended Action:* BE IT HEREBY RESOLVED on recommendation by the Superintendent of Schools that the Board of Education of the Onteora Central School District approves the Independent Contractor Retainer between the Onteora Central School District and Brett Barry at a rate of \$0.00 per day, to a maximum of \$0.00, as a Sound Production Instructor for the Greater Sense of Self Day at Bennett Elementary School on March 22, 2019 and authorizes the Superintendent to sign such an agreement.

15.04 ICR- Bonebakker

*Recommended Action:* BE IT HEREBY RESOLVED on recommendation by the Superintendent of Schools that the Board of Education of the Onteora Central School District approves the Independent Contractor Retainer between the Onteora Central School District and Bear Bonebakker at a rate of \$0.00 per day, to a maximum of \$0.00, as a Meditation and Mindfulness Instructor for the Greater Sense of Self Day at Bennett Elementary School on March 22, 2019 and authorizes the Superintendent to sign such an agreement.

15.05 ICR- Carey Ackermann

*Recommended Action:* BE IT HEREBY RESOLVED on recommendation by the Superintendent of Schools that the Board of Education of the Onteora Central School District approves the Independent Contractor Retainer between the Onteora Central School District and Kathryn Carey-Ackermann at a rate of \$150.00 per day, to a maximum of \$150.00, as a Yoga Instructor for the Greater Sense of Self Day at Bennett Elementary School on March 22, 2019 and authorizes the Superintendent to sign such an agreement.

15.06 ICR- Charman

*Recommended Action:* BE IT HEREBY RESOLVED on recommendation by the Superintendent of Schools that the Board of Education of the Onteora Central School District approves the Independent Contractor Retainer between the Onteora Central School District and Karen Charman at a rate of \$150.00 per day, to a maximum of \$150.00, as an EFT Tapping Instructor for the Greater Sense of Self Day at Bennett Elementary School on March 22, 2019 and authorizes the Superintendent to sign such an agreement.

15.07 ICR- Laks

*Recommended Action:* BE IT HEREBY RESOLVED on recommendation by the Superintendent of Schools that the Board of Education of the Onteora Central School District approves the Independent Contractor Retainer between the Onteora Central School District and David Laks at a rate of \$100.00 per session, to a maximum of \$400.00, as a TV Production Instructor for the Greater Sense of Self Day at Bennett

Elementary School on March 22, 2019 and authorizes the Superintendent to sign such an agreement.

15.08 ICR- Naccarato

*Recommended Action:* BE IT HEREBY RESOLVED on recommendation by the Superintendent of Schools that the Board of Education of the Onteora Central School District approves the Independent Contractor Retainer between the Onteora Central School District and Dawn Naccarato at a rate of \$150.00 per day, to a maximum of \$150.00, as a Crystal Healing and Jin Shin Jyutsu Self Help Instructor for the Greater Sense of Self Day at Bennett Elementary School on March 22, 2019 and authorizes the Superintendent to sign such an agreement.

15.09 ICR- O'Conner

*Recommended Action:* BE IT HEREBY RESOLVED on recommendation by the Superintendent of Schools that the Board of Education of the Onteora Central School District approves the Independent Contractor Retainer between the Onteora Central School District and Ricarda O'Conner at a rate of \$150.00 per day, to a maximum of \$150.00, as a Harmonic Therapy Instructor for the Greater Sense of Self Day at Bennett Elementary School on March 22, 2019 and authorizes the Superintendent to sign such an agreement.

15.10 ICR - Nielsen

*Recommended Action:* BE IT HEREBY RESOLVED on recommendation by the Superintendent of Schools that the Board of Education of the Onteora Central School District approves the Independent Contractor Retainer between the Onteora Central School District and Cybele Nielsen at a rate of \$0.00 per day, to a maximum of \$0.00, as a Slime Craft Instructor for the Greater Sense of Self Day at Bennett Elementary School on March 22, 2019 and authorizes the Superintendent to sign such an agreement.

15.11 ICR - Rose

*Recommended Action:* BE IT HEREBY RESOLVED on recommendation by the Superintendent of Schools that the Board of Education of the Onteora Central School District approves the Independent Contractor Retainer between the Onteora Central School District and Julia Rose at a rate of \$150.00 per day, to a maximum of \$150.00, as an Acupuncture/Acupressure Instructor for the Greater Sense of Self Day at Bennett Elementary School on March 22, 2019 and authorizes the Superintendent to sign such an agreement.

15.12 ICR- Sawhill

*Recommended Action:* BE IT HEREBY RESOLVED on recommendation by the Superintendent of Schools that the Board of Education of the Onteora Central School District approves the Independent Contractor Retainer between the Onteora Central School District and Lesley Sawhill for the period beginning May 6, 2019 to May 10, 2019 at a rate of \$500.00 per residency, to a maximum of \$500.00, to do a Shakespeare Residency for the 7th Grade at the Middle School and authorizes the Superintendent to sign such an agreement.

16. Consent Agenda

16.01 Approve Consent Agenda (proposed 9:00)

*Recommended Action:* The Board hereby approves item numbers 16.02-16.09

Motioned: Trustee Osmond

Seconded: Trustee Storey

- Thanks to athletic volunteers
- Inter-municipal agreement should have been done in the past

Result: Unanimous

Yea: Trustee Salem, Trustee Osmond, Trustee Kurnit, Trustee Storey, Trustee Ratcliff, Trustee Warren

Not Present: Trustee Shands

## 16.02 Personnel Agenda

### EXTRA DUTY STIPENDS

NAME	POSITION	AMOUNT
Katz, Emily	Volunteer – Spring Track	Unpaid
Loizou, Phil	Volunteer – Softball	Unpaid
Pezzello, Eric	Volunteer – Spring Track and Golf	Unpaid
Shultis III, Robert	Volunteer – Varsity Baseball	Unpaid
Smith, Sam	Track – Modified – Head Coach (Boys)	\$2,439.00
Strauss, Elizabeth	Volunteer – Softball	Unpaid
Weisz, Amy	Track – Modified – Head Coach (Girls)	\$2,439.00
Wortman, Kevin	Volunteer – Varsity Baseball	Unpaid

### LEAVE OF ABSENCES: NON-INSTRUCTIONAL

EMPLOYEE NUMBER	EFFECTIVE DATE FROM - TO	REASON
3239	9/21/18 – 5/8/19	Extend Unpaid Medical

### SUBSTITUTE

Bryan, Donna	Certified Instructional
Masse, Elizabeth	Certified Instructional
Hernandez, Krystal	Certified Instructional
Occhino, James	Uncertified Teaching Assistant
Ojarovsky, Lynn	Uncertified Instructional

### Added:

### RESIGNATION: NON-INSTRUCTIONAL

NAME	EFFECTIVE DATE	REASON
D'Addario, Jarrett	3/20/19	Personal

## 16.03 Schedule U-The Committee on Special Education (CSE) and Committee on Pre-School Special Education (CPSE) Recommendations

*Recommended Action:* The Board hereby approves the Instruction - Schedule U-The Committee on Special Education (CSE) and Committee on Pre-School Special Education (CPSE) Recommendations, Schedule U, #3/19, Confidential, as reviewed by Trustee Osmond

## 16.04 Approve Inter-Municipal Agreement with Town of Olive

*Recommended Action:* BE IT HEREBY RESOLVED on recommendation by the Superintendent of Schools that the Board of Education of the Ontario Central School District approve the Inter-Municipal Agreement between Ontario Central School District and the Town of Olive for the use of the baseball/softball field at Davis Park and authorizes the Superintendent to sign such an agreement.

## 16.05 Approve Cooperative Bidding Blanket with BOCES

*Recommended Action:* WHEREAS it is the desire of the participating school districts of the Board of Cooperative Educational Services, Ulster County, adopting this resolution to jointly request bids for certain commodities to be determined by the Superintendent of this school district from time to time for the 2019-20 school year,

NOW, therefore, be it

RESOLVED that the Onteora Central School District hereby agrees to participate with other school districts of the Board of Cooperative Educational Services, Ulster County, New York, in the joint bidding of commodities to be requested by the school district Purchasing Agent and approved by the Superintendent; and be it further

RESOLVED that the specifications as prepared by the Steering Committee of participating school districts and presented to this Board of Education will be used and that this Board, if it desires to purchase these commodities agrees to purchase said commodities at the lowest bid price recommended by the Steering Committee of the joint school districts; provided, however, that each participating Board of Education in exercising its legal responsibilities, has the right to reject and/or modify the recommendation of the Steering Committee in the awarding of the bid; and be it further

RESOLVED that the invitation to bid will be advertised by BOCES in the Kingston Daily Freeman, the Middletown Times Herald Record and the Poughkeepsie Journal in accordance with the provisions of Section 103 of the General Municipal Law.

#### 16.06 Approve Warrants

*Recommended Action:* The Board of Education has reviewed and hereby accepts Warrant Schedule 7

#### 16.07 Approve Financial Report - January

*Recommended Action:* The Board of Education has reviewed and hereby accepts the Financial Report from January 2019

#### 16.08 Approve Financial Report from February 2019

*Recommended Action:* The Board of Education has reviewed and hereby accepts the Financial Report from February 2019

#### 16.09 Award of Surplus Items Bid

*Recommended Action:* BE IT HEREBY RESOLVED on recommendation by the Superintendent of Schools that the Board of Education of the Onteora Central School District approve the award of the bid for surplus items on the attached list to the highest bidder as per Auctions International, Inc.

#### 17. Committee Reports- no committee met

#### 18. New Business

18.01 The Board will discuss New Business  
No new business was discussed

#### 19. Old Business

19.01 The Board will discuss Old Business  
No old business was discussed

#### 20. Request For Information

20.01 Discuss Requests for Information

Trustee Osmond asked how much it would cost to have 4-12 on same bus run? (from 13.01)



Trustee Salem asked how much money saved if 4-12 on same bus run?  
(from 13.01)

Trustee Ratcliff projected enrollment by building and class (from 13.01)

Trustee Salem asked how many students impacted from being mainstreamed 3  
years? (from 13.01)

Specify if they have to change buildings

21. Adjournment

21.01 Adjourn Meeting. Next meeting April 2, 2019 in the Phoenicia School (proposed  
9:15)

*Recommended Action:* The meeting is adjourned at 9:50

Motioned: Trustee Osmond

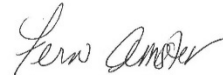
Seconded: Trustee Storey

Result: Unanimous

Yea: Trustee Salem, Trustee Osmond, Trustee Kurnit, Trustee Storey, Trustee  
Ratcliff, Trustee Warren

Not Present: Trustee Shands

Minutes Recorded by Fern Amster,  
District Clerk



Board of Education: Kevin Salem, Laurie Osmond, Valerie Storey, Lindsay Shands, Bennet  
Ratcliff, Rob Kurnit, Robert Burke Warren