

MINUTES

Board of Education Meeting

Monday, March 21, 2016

6 p.m. – Jr-Sr High School LGI

PRESENT: Jeremy Putorti, James Brooks, Samantha Kingsley,
Pat Norton, Virginia Rivette, Michael Rocque & Tony Scrimo

ABSENT: Amy Austin & Frank Barber

ALSO PRESENT: William Scott, Interim Superintendent
Jodi Birch, School Business Manager
Mark Doody, Interim Jr-Sr High School Principal
Richard Trowbridge, Elementary Principal
Gregg Chappell, Director of Special Education

Mr. Putorti called the meeting to order at 6:00 p.m.

Mr. Putorti announced that 2 seats would be vacant for the May elections. One is vacated by Virginia Rivette and the other by Jeremy Putorti. They are each for 5 year terms. Petitions must be submitted to the District Clerk by 4 p.m. on April 18, 2016.

Kim Barber, Coordinator of the Back Pack program updated the Board regarding the recent basket party that was held. Over \$9,000 was raised and the program will be able to expand to include 10 students in the high school. The cost of supporting one child has risen to \$183 per year. Mrs. Barber acknowledged and thanked all the individuals who donated their time to the fund raising event.

Aaron & Harold Nicholson addressed the Board regarding “Ball Caps for Babies” which is a project to benefit the March of Dimes.

Moved by Tony Scrimo, seconded by
Pat Norton and carried unanimously to
Approve the Ball Caps for Babies fund raiser
For the Elementary School and the proceeds
Go to the March of Dimes.

7 yes

There was correspondence that Mr. Putorti noted and that would be followed up on.

The second reading of the Policy Manual – Section 6000, Personnel, Section 7000 Students and Section 8000 – Instruction. Mr. Scott spoke on the need to the District to work on adopt a Code of Conduct which will take the collaboration of members of a committee. The Policy manual is complete but will need specific areas to be geared toward Whitehall’s existing policies. The Administrative manual will follow.

Moved by Virginia Rivette, seconded by BOARD & STAFF
James Brooks and carried unanimously to approve REPORTS
the bank reconciliation’s for the General Fund, School Lunch
Fund, Special Aid Fund, Debt Service Fund and the Capital Project Fund
7 yes

Moved by Virginia Rivette, seconded by
James Brooks and carried unanimously to approve the
Bills for payment for the General Fund, School Lunch Fund,
Special Aid Fund and Capital Project Fund.
7 yes

Moved by James Brooks, seconded by
Pat Norton and carried unanimously to approve the
Budget status reports for the General Fund, School Lunch Fund,
Special Aid Fund & the Capital Project Fund
7 yes

The Revenue Status report was noted as informational

Moved by Virginia Rivette, seconded by
Samantha Kingsley and carried unanimously to accept
The extracurricular report.
7 yes

Mrs. Birch presented the Audit & Finance report of 3/21/2016

WHITEHALL CENTRAL SCHOOL

Whitehall, New York 12887

March 21, 2016

MINUTES: Finance/Audit Committee

PRESENT: Jeremy Putorti, Michael Rocque, Frank Barber, Virginia Rivette

Also Attending: Jodi Birch- Business Manager, William Scott – Interim Superintendent

The Finance/Audit Committee Meeting was held on Monday, March 21, 2016 in the Superintendent's Office. The meeting began at 4:30 PM and the following items were discussed.

1. Preliminary Budget #2 – Mrs. Birch reviewed preliminary budget #2 (\$15,393,437) which has decreased \$300,262 from in preliminary budget #1 (\$15,693,699), with the tax levy decreasing \$306,082 from 11.78% or \$5,892,123 to 5.97% or \$5,586,041. Under preliminary #2 the budget would increase 2.32% from last year's budget.

Under the tax cap calculation, the district would only be allowed to increase taxes 2.10%, or \$110,917, in order to avoid seeking a super majority (60%) rather than a simple majority (50% plus 1) approval of the budget in May. It is the intention of the district to reduce the tax levy to an amount that would not require a super majority approval. Mrs. Birch explained that the district won't know its final state aid amount until the state budget passes, which is due April 1st. Additionally, the district is awaiting final numbers for next year's utility expenditures.

2. Staffing – A number of staffing changes were proposed to the committee for their consideration and approved as follows:
 - a. Creation of the position, 1.0 FTE Coordinator of Network and Technology Services, with an annual salary of \$50,000, to be effective immediately. The Coordinator of Network and Technology Services will not receive another salary increase until July 1, 2017.
 - b. Creation of the position 1.0 FTE Library Media Specialist, with an annual salary of approximately \$41,295, to be effective September 1, 2016.
 - c. Creation of the position, .5 FTE cleaner, to be effective July 1, 2016, with a starting rate of \$10 per hour.
 - d. Creation of the position, .40 FTE seasonal groundskeeper, to be effective upon approval from the county, with a starting rate of \$10 per hour.
 - e. The restoration of six intramural coaching positions, at a cost of approximately \$10,560, to be effective with the corresponding sports seasons. These positions would support the intramural basketball and soccer programs for grades 3rd- 6th that were previously cut from the budget a number of years ago.

- f. Creation of the position, 1.0 FTE Elementary Title Math Teacher. The costs for this position would be funded by a federal grant and have no impact on the budget.
- g. Exploring the creation a 1.0 FTE Social Worker position.

- h. The current vacancy of payroll clerk in the business office will not be filled until July 1, 2016. The district is currently in the process of converting to a new Finance/HR computer system, as such, it has been decided that delaying the filling of the vacancy until the new system is in place is most prudent. This will result in an approximate savings of \$17,300. Mrs. Birch has recommended the restructuring of job duties related to the administration of health insurance benefits. These duties will be assigned to the District Treasurer and her salary will be adjusted to \$32,500 (pro-rated), effective immediately. The Treasurer will not receive another salary increase until July 1, 2017.

Positions approved above will appear on next month's BOE agenda with the exception of the Coordinator of Network and Technology Services and Seasonal Groundskeeper positions which appear on tonight's agenda.

- 3. Fund Balance – Mrs. Birch reviewed the current projection for year end fund balance. It is anticipated that the district will maintain the 4% maximum as allowed by property tax law.
 - a. It was recommended that the District purchase a new minivan from a piggyback contract from Westchester County at a cost of \$23,424 using this year's funds.

The meeting adjourned at 5:45 pm.

Moved by Virginia Rivette, seconded by Pat Norton and carried unanimously to approve The report of the Audit and Finance committee.
7 yes

Moved by James Brooks, seconded by Ginny Rivette and carried unanimously to Approve the creation of the position of seasonal Grounds Keeper @ \$10 per hour.
7 yes

Moved by Tony Scrimo, seconded by James Brooks and carried unanimously to Approve the creation of the position of Coordinator Of Network and Technology Services.
7 yes

Moved by James Brooks, seconded by Pat Norton and carried unanimously to appoint Michael Bennett to the provisional appointment as Coordinator of Network And Technology Services. Mr. Bennett will be required to successfully Pass the appropriate Civil Service exam. The salary will be \$50,000
7 yes

Moved by Pat Norton, seconded by James Brooks and carried unanimously to approve the minutes of the meeting of 2/22/2016
7 yes

Moved by Virginia Rivette seconded by James Brooks and carried unanimously to approve The CSE & CPSE Minutes of 1/26, 2/1, 2/3, 2/8, 2/10, 2/22, 2/23 & 2/24/16
7 yes

Moved by James Brooks, seconded by Virginia Rivette and carried unanimously to Accept the resignation for the purposes of retirement Of Theresa Cardinell, effective November 30, 2016
7 yes

RESIGNATIONS

Moved by Pat Norton, seconded by Virginia Rivette and carried unanimously to Accept the resignation for the purposes of retirement Of Mrs. Lynn Sheldon, Math Teacher, effective June 30, 2016
7 yes

Moved by James Brooks, seconded by Samantha Kingsley and carried unanimously to Accept the resignation of Mrs. Kim LaCroix, Elementary teacher, Effective June 30, 2016.
7 yes

Moved by Virginia Rivette, seconded by Pat Norton and carried unanimously to accept the

Resignation of Starr Martindale, effective Feb. 23, 2016

7 yes

Moved by James Brooks, seconded by
Samantha Kingsley and carried unanimously to
Accept the resignation of Mrs. Heather McGee, payroll clerk
Effective March 15, 2016.

7 yes

Moved by Tony Scrimo, seconded by
James Brooks and carried unanimously to
Approve the following personnel appointments
Melissa Schwab – Teacher Aide, effective 3/22/2016
Jessica Westerman – Food Service Helper, effective 3/22/2016
Lori Comar – Mentor teacher for Kathy Pfeiffer (stipend to be pro-rated
effective 3/22/2016)
Chris Fowler – Assistant Varsity Track Coach – retro active to start of Spring
sports.

APPOINTMENTS

Justin Millett – Strength Training Coach for spring
Shannon Huntington – Assistant Varsity Softball Coach (unpaid volunteer)
Ashley Bakemier – Modified Softball Coach (unpaid volunteer)
Lindsey Brown – Assistant Varsity Softball Coach (unpaid volunteer)
Brittney Putorti – Assistant Varsity Softball Coach (unpaid volunteer)

7 yes

Moved by Virginia Rivette, seconded by
Pat Norton and carried unanimously to
Establish May 17, 2016 for the Annual Budget Vote.
The vote will take place from noon to 9 p.m. in the
Jr-Sr High School LGI.

7 yes

Moved by Pat Norton, seconded by
James Brooks and carried unanimously to
Approve the following substitutes:

SUBSTITUTES

Rachelle Bessette – Food Service Helper

7 yes

Moved by Pat Norton, seconded by

Samantha Kingsley and carried unanimously to
Approve the request from the Landmark Stitches Quilters
To use the gym in the high school on 7/23/2016 from 10a.m. to 4 p.m.
For a quilt show.
7 yes

Moved by Virginia Rivette, seconded by
James Brooks and carried unanimously to approve
The request from Amanda Heckman and Troop 3234 to
Use her classroom on 4/11, 5/16 & 6/13, 2016 from 5 to 7 p.m.
7 yes

Moved by James Brooks, seconded by
Pat Norton and carried unanimously to approve the
Request for the Castleton AAU team to use the high school
Gym on 3/26/2016.
7 yes

Moved by James Brooks, seconded by
Tony Scrimo and carried unanimously to
Re-establish the position of Library Media Specialist
For the 2016-2017 school year
7 yes

Moved by James Brooks, seconded by
Virginia Rivette and carried unanimously to approve
The give back of the following days (unused snow days)
They will be Monday, March 28th, Friday, April 22nd & Friday,
May 27th.
7 yes

Probationary teachers and administrator dates of appointments were noted
Recommendations from Mr Trowbridge and Mr. Doody on upcoming tenure
Appointments were noted.

Moved by James Brooks, seconded by
Virginia Rivette and carried unanimously to adjourn the meeting at 6:34 p.m.
7 yes

Martha P. Bascue
District Clerk