

Minutes of the Regular Board of Education Meeting
December 7, 2015

The Webutuck Board of Education held their December 7, 2015 meeting at 7:00 p.m. in the Webutuck High School Library.

The following Board members were present:

Kristen Panzer, President
Christopher Mayville
Nikki Johnson
Richard Keller-Coffey
Judy Moran

Also Present:

Raymond Castellani, Superintendent
Cynthia Hawthorne, Business Official
Therese Trotter, District Clerk
Cassandra Whitehead
Cassandra Lopane
Ernesto Sebastian

Absent:

Cory Chinn
Bill McGhee

1. CALL TO ORDER

President Panzer called the business meeting of December 7, 2015 to order at 7:00 p.m.

2. PRESENTATION

2.01. Photography Class Website - C. Wickwire

There was no presentation.

2.02. Recognition of Area All-State Students

Ms. Gagne, High School band and music teacher, explained what Area All-States was and how students were selected for it. She introduced the students and what they were recognized for. Mrs. Gagne stated that they all performed extremely well. Mr. Castellani congratulated them and took a picture of the students for the website.

2.03 December Students of the Month

Ms. Chason recognized the December students of the month. They were presented with certificates. Mr. Castellani took a picture the students for the website.

3. PUBLIC COMMENT

There were no comments from the public.

Minutes of the Regular Board of Education Meeting
December 7, 2015

STUDENT REPORTS

Representative Cassandra Lopane announced the number of honor roll at each grade level 9-12.

Representative Ernesto Sebastian reported on the recent basketball games.

Representative Cassandra Whitehead reported on the concert and the recent wreath and poinsettia sales. She noted the upcoming events at high school.

4. SUPERINTENDENT'S REPORT

4.01. Regents' Week

Mrs. Chason requested that the Board allow students who are not taking regents to stay home on Thursday, January 28, 2016 based on lack of space and staff providing testing accommodations. Mrs. Chason explained on that day the greatest number of students will be taking regents exams. Discussion ensued.

4.02. Transportation Survey is on the website. There are over 300 responses at this time.

Mr. Castellani reported that he will meet with the NYSED Commissioner along with administrators, teachers, and board members from our District.

5. CONSENT AGENDA VOTE

A consent agenda is a single vote, which approves all asterisked items. Board policy (#008a) prohibits discussion of consent agenda items. Asterisked* items can be pulled from the consent agenda for discussion by any one Board member. The amendment called for removing #6.01 Approval of Minutes for discussion.

Mr. Mayville made and Mrs. Johnson seconded the motion as amended.

Aye 5 Nay 0 The motion carried.

6. DISTRICT CLERK'S REPORT

6.01. Approval of Minutes

This item was removed from the consent agenda.

Upon the recommendation of the Superintendent of Schools, BE IT RESOLVED that the Board of Education approves the minutes from September 8, 2015 Board meeting as submitted.

Mrs. Johnson made and Mr. Keller Coffey seconded the minutes as amended.

Mr. Keller Coffey noted typos in the minutes and asked they be corrected.

Aye 5 Nay 0 The motion carried

Minutes of the Regular Board of Education Meeting
December 7, 2015

***6.02. Approval of Financial Reports as Submitted**

Upon the recommendation of the Superintendent of Schools, BE IT RESOLVED that the Board of Education approves the October Financial Reports 2015 as submitted.

- Treasurers Report for the month ending October.
- Comprehensive Budget Status Report ending October.
- Comprehensive Revenue Status Report ending October.
- Claims Auditor Report Warrants #18-26
- Warrants #18-26

Mr. Mayville made and Mrs. Johnson seconded the motion.

Aye 5 Nay 0 The motion carried.

6.03. Delegations – There were no delegations.

7. PERSONNEL

7.01. Support Staff Resignations:

Upon the recommendation of the Superintendent, BE IT RESOLVED that the Board of Education accepts the following Support Staff Resignations:

NAME	POSITION	EFFECTIVE DATE
Melissa Hood	Teacher Aide	November 17, 2015
Catherine Christofel	Nurse	January 01, 2016

Ms. Moran made and Mr. Mayville seconded the motion.

Board members thanked Mrs. Christofel for her dedicated service to the District. It will be a great loss for the District. Board members thanked Ms. Hood for her service also.

Aye 5 Nay 0 The motion carried.

***7.02. Substitute Support Staff Appointments**

Upon the recommendation of the Superintendent of Schools, BE IT RESOLVED that the Board of Education hereby approves the following support staff appointments:

NAME	POSITION	EFFECTIVE	SALARY
James Kilmer	Substitute Maintenance	December 08, 2015	\$13.50/hr
James Kilmer	Substitute School Monitor	December 08, 2015	\$11.29/hr
Ronald Murphy	Substitute Bus Driver	December 08, 2015	\$16.80/hr.
Charlene Pollinger	Substitute Teacher Aide	December 08, 2015	\$11.96/hr.

Mr. Mayville made and Mrs. Johnson seconded the motion.

Aye 5 Nay 0 The motion carried.

Minutes of the Regular Board of Education Meeting
December 7, 2015

***7.03. Extra-Curricular Appointments**

Upon the recommendation of the Superintendent of Schools, BE IT RESOLVED that the Board of Education approves the following Extra-Curricular Appointments for the 2015-2016 school year:

NAME	POSITION for 2015-2016 School Year	STIPEND
Shawn Hosier	Cross Country	\$2,603
Susan Pomeisl	Modified Girls Basketball	\$2,208

Mr. Mayville made and Mrs. Johnson seconded the motion.

Aye 5 Nay 0 The motion carried.

***7.04. Approval of Memorandum of Agreement (MOA) for Jennifer Chason**

Upon the recommendation of the Superintendent, BE IT RESOLVED that the Board of Education approves the MOA between the Webutuck Administrative Association and Webutuck Central School District for Jennifer Chason.

Mr. Mayville made and Mrs. Johnson seconded the motion.

Aye 5 Nay 0 The motion carried.

8. BUSINESS and OPERATIONS

***8.01. Approval of Budget Transfer**

Upon the recommendation of the Superintendent of Schools, BE IT RESOLVED that the Board of Education approves the Budget Transfer #6 over five thousand dollars (\$5,000).

Mr. Mayville made and Mrs. Johnson seconded the motion.

Aye 5 Nay 0 The motion carried.

***8.02. Approval of Benetech Agreements**

Affordable Care Act Reporting

Upon the recommendation of the Superintendent of Schools, BE IT RESOLVED, that the Board of Education approves the December 1, 2015 – December 31, 2016 Agreement for the Affordable Care Act Reporting between Benetech and Webutuck (North East) Central School District.

Retiree Billing

Upon the recommendation of the Superintendent of Schools, BE IT RESOLVED, that the Board of Education approves the Agreement between Benetech and Webutuck (North East) Central School District for Retiree Billing beginning January 1, 2016.

Mr. Mayville made and Mrs. Johnson seconded the motion.

Aye 5 Nay 0 The motion carried.

Minutes of the Regular Board of Education Meeting
December 7, 2015

***8.03. Approval of 2016-2017 Webutuck School District Budget Development Calendar (as presented)**

Upon the recommendation of the Superintendent of Schools, and based on NYS formula, BE IT RESOLVED, that the Board of Education hereby approves the 2016-2017 Webutuck School District Budget Development Calendar (as presented).

Mr. Mayville made and Mrs. Johnson seconded the motion.

Aye 5 Nay 0 The motion carried.

***8.04. Approval of Records for Disposition Beyond Retention Period**

Upon the recommendation of the Superintendent of Schools, BE IT RESOLVED that the Board of Education approves the records for disposition beyond the retention period as follows:

RECORDS FOR DISPOSITION BEYOND RETENTION PERIOD		
BUSINESS OFFICE		
Description	Record Retention Reference	Boxes
2007-2008 ACCOUNTS PAYABLE	PURCHASING 5.(262)	6
2008-2009 ACCOUNTS PAYABLE	PURCHASING 5.(262)	6
2006-2007 ACCOUNTS PAYABLE	PURCHASING 5.(262)	6
2007-2014 LEAVE REQUESTS	PAYROLL 6.(184)	6
2005-2009 DEPOSIT BANK RECEIPTS	BANKING & INVESTMENT 7.(115)	1
1999-2009 PAYROLL DEDUCTION REPORTS	PAYROLL 2-(180)	2
2006-2008 TIME SHEETS	PAYROLL 5.(183)	3
2006-2008 SPECIAL AID GRANTS & CLAIMS	CLAIMS & WARRANTS 3.(124)	1
2006-2008 CANCELLED CHECKS	BANKING & INVESTMENT	1
2005-2006 BANK STATEMENTS	BANKING & INVESTMENT 1.(109)	1
2002-06 CASH RECEIPTS	GENERAL ACCOUNTING & MISC 4.(98)	2
DUPLICATE SALARY STATEMENT	PAYROLL 2-(180)	1
2006-2007 WARRANTS SCHEDULES	GENERAL ACCOUNTING & MISC 10.(104)	1
FINANCIALREPORTS - ACCOUNTING REGISTERS	GENERAL ACCOUNTING & MISC 3.(97)	1
FINANCIAL REPORTS - ACCOUNTING REGISTERS	GENERAL ACCOUNTING & MISC 3.(97)	2
2005-2009 STUDENT ACCOUNTS DETAILS	GENERAL ACCOUNTING & MISC 10.(104)	1
1999-2012 DUPLICATE TAX ROLL	ASSESSMENT ROLL/TAX ROLL 2.(286)	3
2007-2009 FINANCIAL REPORTS	GENERAL ACCOUTING & MISC 1.(95) - 3.(97)	2
		46
GUIDANCE		
Description	Record Retention Reference	Boxes
2011-2014 REGENTS & LOCAL EXAMS	STUDENT RECORDS 1.(275) c	19
2006 & 2007 STUDENT RECORDS GRADUATED	STUDENT RECORDS 1.(275) b	4
2006-2008 STUDENT RECORDS LEFT DISTRICT	STUDENT RECORDS 1.(275) b	6
2004 STUDENT DISPLINARY RECORDS	MISCELLANEOUS 2.(278) b	1
		30

Minutes of the Regular Board of Education Meeting
December 7, 2015

Mr. Mayville made and Mrs. Johnson seconded the motion.
Aye 5 Nay 0 The motion carried.

10. BOARD OF EDUCATION

10.01. Committee Reports

Transportation Committee – Mr. Mayville noted that the survey did not have the option of one bus run K-12. It was discussed that all options should be reviewed to have a comprehensive look at transportation. Discussion ensued.

Finance Committee – Ms. Moran stated that the Board needs to look at the cost of contracting out for buses to have complete information on transportation as it relates to finance.

Policy Committee – Ms. Moran requested a large amount of policies be scanned for the other Policy Committee members to work on. The policies have previously been worked on but not completed.

Mr. Castellani reported on information and prices for Board Retreats. BOCES Superintendent Hooley would be willing to come to speak to Webutuck Board regarding a Board Retreat. Discussion ensued.

MES Committee – Mr. Mayville reported that the Building Condition Survey is complete and they are waiting to view it. A direction can be decided after that. Discussion ensued.

Mr. Keller Coffey asked Board members to let him know if there were any questions they would like him to bring to the Commissioner of Education. He noted at the recent Dutchess County School Board meeting an idea with regard to political action was meeting with political representatives by inviting them to concerts and photo opportunities at the District. Building strong relationships would help when the District needed something down the road. Discussion ensued.

Mrs. Johnson spoke very favorable on the after-school programs which are winding down for the semester.

Ms. Moran thanked all of the teachers and staff that helped on the many extracurricular events during the holiday festivities.

PUBLIC COMMENT

The following were topics commented on by the public:
-transportation survey

EXECUTIVE SESSION

Mr. Keller Coffey and Ms. Moran seconded a motion to adjourn to executive session at 8:04 pm for the purpose of contract negotiations.

Aye 5 Nay 0 The motion carried.

Minutes of the Regular Board of Education Meeting
December 7, 2015

RECONVENE PUBLIC SESSION

Ms. Moran made and Mr. Mayville seconded a motion to adjourn the executive session and to reconvene the public session at 9:55 p.m.

Aye 5 Nay 0 The motion carried.

ADJOURNMENT

There being no further business, Mr. Mayville made and Ms. Moran seconded a motion to adjourn the meeting of December 7, 2015 at 9:55 pm.

Aye 5 Nay 0 The motion carried.

Respectfully submitted,

Therese M. Trotter
District Clerk