



Schalmont Central School District
 MEETING OF THE BOARD OF EDUCATION
 Monday, March 9, 2020, Middle School LGI
 Policy Committee: 5:30 PM; Executive Session: 6:00 PM; Regular Session: 7:00 PM

AGENDA

1. **CALL TO ORDER & ROLL CALL** - The meeting was called to order at _____ PM

Members Present

- __ Mr. Michael Pasquarella, President
- __ Mr. Angelo Santabarbara, Vice President
- __ Ms. Patricia Dowse
- __ Mrs. Jean Hanson
- __ Mr. Kyrish Iyer
- __ Mrs. Kate Kruk
- __ Mr. Kevin Thompson

Others Present

- __ Dr. Carol Pallas, Superintendent of Schools
- __ Mr. Joseph Karas, Assistant Superintendent for Business
- __ Mr. Matthew Weise, Student Representative
- __ Miss Adriana DiCocco, Student Representative

2. **EXECUTIVE SESSION**

Recommended Motion: "That the Board adjourn to Executive Session at _____ PM to discuss personnel and legal matters."

Moved by: _____
 Seconded by: _____

The Board reconvened at _____ PM.

3. **PLEDGE OF ALLEGIANCE**

4. **APPROVAL OF AGENDA**

Recommended Motion: "That the agenda for the March 9, 2020 meeting of the Schalmont Board of Education be approved."

Moved by: _____
 Seconded by: _____

5. **SPECIAL PRESENTATIONS**

6. **STUDENT REPRESENTATIVE REPORT**

7. **SUPERINTENDENT'S REPORT**

8. **RESIDENTS COMMENTS**

Welcome to this meeting of the Schalmont Board of Education. If you would like to speak during one of the residents comments portion of the meeting, please complete the blue form and give it to the Clerk of the Board, Joe Karas, prior to the start of the meeting. There will be two opportunities for public comment. **The first public comment will be restricted to Board agenda items, allowing the Board to continue its business meeting.** The comment section at the end of the meeting is for general, non-agenda items. Please note the following procedures: The Board of Education is obligated to follow the agenda; questions will be taken; individual Board members do not provide individual responses during Board meetings. The Board may not discuss personnel in public session. Answers to all questions will be responded to in writing and will be posted on the Schalmont website. Questions and answers will be kept on file in the District Office as well; as general procedure, three minutes are allocated per speaker.

9. **CONSENT AGENDA**

Recommended Motion: "That the consent agenda consisting of the following be approved:"

Moved by: _____
 Seconded by: _____

- Board of Education Meeting Minutes: February 24, 2020
- Personnel Matters - All personnel appointments are subject to and contingent upon the receipt of a fingerprint clearance from the appropriate State agency.

10. NEW BUSINESS

School Calendar: *Recommended Motion:* "That the Board of Education approve the school calendar for the 2020-21 school year."

Moved by: _____
Seconded by: _____

First Read - Board of Education Policy: "That the Board of Education approve the first reading of the following Board policies:"

Moved by: _____
Seconded by: _____

- #2350 School Visits by Board Members
- #5431 Relations with Vendors
- #5432 Payment of News
- #5510 Accounting of Funds

11. DISCUSSION TOPICS

12. RESIDENTS COMMENTS

13. BOARD OF EDUCATION COMMENTS

14. EXECUTIVE SESSION AND ADJOURNMENT

Recommended Motion: "That the March 9, 2020 Board of Education meeting be adjourned to Executive Session at _____ PM, not to reconvene."

Moved by: _____
Seconded by: _____

PERSONNEL MATTERS

Instructional Personnel Matters

Extracurricular Activity Advisor Appointment

Alex Croft, Junior Class Advisor \$500.25 (shared stipend)
Keri Attanasio, Junior Class Advisor, \$1500.75 (shared stipend) } adjusted due to leave of absence

Coach Resignation

Michael Hurteau, Boys Assistant Track Coach, effective 3/3/20

Coach Appointment

Joelle Litz, Modified Softball Coach, Step 8, \$3,480

Substitute Teacher Appointments

BOCES Packet #14: Cornelius Bradt, Shane Decanio, Alex Graham, Mitchell Jordon, Marissa Morano, Troy Vassari

Noninstructional Personnel Matters

Resignation

Angela Uhl, Teacher Aide, effective 2/24/20 (end of business)

Unpaid Leave of Absence

Larry Breckenridge, Bus Driver, effective 2/27/20 through 12/31/2020
Brian Lehr, Bus Driver, effective 3/16/20 through 6/30/20

Appointment

Larry Breckenridge, Substitute Bus Attendant, effective 3/10/20, \$14.47 per hour as needed
Shayne Gaffney, Teacher Aide, Jefferson, effective 3/10/20, \$15.37 per hour, 6 hours per day

DISCUSSION TOPICS - None

RESIDENTS COMMENTS

BOARD OF EDUCATION COMMENTS

Budget Presentation; Mr. Thompson – creation of budget is challenging; Mr. Santabarbara – thank you for Costa Rica trip

EXECUTIVE SESSION AND ADJOURNMENT

Motion made by Mrs. Hanson, seconded by Ms. Dowse, that the February 24, 2020 Board of Education meeting adjourn to Executive Session at 7:35 PM, not to reconvene.

Motion carried. Mr. Iyer, Mrs. Kruk and Mr. Pasquarella excused.

Respectfully submitted,

Joseph Karas, Clerk
Board of Education

SCHALMONT CENTRAL SCHOOL DISTRICT

MINUTES

**Meeting of the Schalmont Board of Education
Monday, February 24, 2020; Middle School LGI
Executive Session 6:00 PM; Regular Session 7:00 PM**

CALL TO ORDER - The meeting was called to order at 6:02 PM.

ROLL CALL

Members Present

Angelo Santabarbara, Vice President
Patricia Dowse
Jean Hanson
Kevin Thompson

Members Excused

Kyrish Iyer
Kate Kruk
Michael Pasquarella

Others Present

Carol Pallas, Superintendent of Schools
Joseph Karas, Assist Superintendent for Business
Matthew Weise, Student Representative
Adriana DiCocco, Student Representative

EXECUTIVE SESSION

Motion made by Mr. Thompson, seconded by Ms. Dowse, that the Board of Education adjourn to Executive Session at 6:05 PM to discuss personnel and legal matters.

Motion carried. Mr. Iyer, Mrs. Kruk and Mr. Pasquarella excused.

The Board reconvened at 6:50 PM.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Motion made by Mrs. Hanson, seconded by Ms. Dowse, that the agenda for the February 24, 2020 meeting of the Schalmont Board of Education be approved.

Motion carried. Mr. Iyer, Mrs. Kruk and Mr. Pasquarella excused.

SPECIAL PRESENTATION - None

STUDENT PRESENTATION - Student representatives Matthew Weise and Adriana DiCocco spoke about school events including the recent loss of a student and how difficult it was, but staff were on hand for students. Upcoming sporting events were also reported.

SUPERINTENDENT'S REPORT

2020-21 Budget Presentation #1

RESIDENTS COMMENTS

None

CONSENT AGENDA

Motion made by Mr. Thompson, seconded by Ms. Dowse, that the consent agenda consisting of the following be approved:

Board of Education Meeting Minutes

February 10, 2020

Personnel Matters

All personnel appointments are subject to and contingent upon the receipt of a fingerprint clearance from the appropriate State agency.

• Instructional Personnel Matters

Probationary Appointment

Name: Angela Uhl
 Position: Teaching Assistant – Jefferson School
 Tenure Area: Teaching Assistant
 Effective: February 25, 2020
 Probation: 4 years-February 25, 2020 through February 24, 2024
 Step: 1

Extracurricular Advisor – 2019-20

Jahmel Samuels, Grade 6-12 BMX club, \$833

Substitute Teacher Appointments

BOCES Packet #13: Padraic Bailey, Sarina Biski, Nicole Campbell, Claudia Czerw, Nina DiLella, Hannah Feldman, Tessa Filiberto, Claudia Howes, Katie McCann, Nursel Metin, Thomas Nicholson, Barbara Pereca, Taylor Wood

• Noninstructional Personnel Matters

Resignation

Kimberly Gemme, Substitute Cleaner, effective 2/21/20

Motion carried. Mr. Iyer, Mrs. Kruk and Mr. Pasquarella excused.

NEW BUSINESS

Extracurricular Activity Club: Motion made by Mrs. Hanson, seconded by Mr. Thompson, that the Board of Education approve the creation of a new extracurricular activity BMX Club for grades 6-12, to begin February 25, 2020.

Motion carried. Mr. Iyer, Mrs. Kruk and Mr. Pasquarella excused.

Health and Welfare Contracts: Motion made by Ms. Dowse, seconded by Mrs. Hanson, that the Board of Education approve the following contracts for Health and Welfare Services for the 2019-20 school year:

| <u>School District</u> | <u>Number of Students</u> | <u>Total Amount</u> |
|--|---------------------------|---------------------|
| Scotia Glenville Central School District | 8 | \$8,414.72 |
| North Colonie Central School District | 4 | \$2,831.20 |

Motion carried. Mr. Iyer, Mrs. Kruk and Mr. Pasquarella excused.

Transportation Contracts: Motion made by Mrs. Hanson, seconded by Mr. Thompson, that the Board of Education approve the following transportation contracts for the 2019-20 school year:

| <u>Company</u> | <u>Term</u> | <u>Amount</u> | <u>To</u> |
|------------------------------|-----------------|---------------|---------------------------------|
| Amazing Grace Transportation | 1/27/20-2/28/20 | \$150/day | Neil Hellman School (emergency) |
| Amazing Grace Transportation | 3/2/20-6/26/20 | \$150/day | Neil Hellman School |
| Amazing Grace Transportation | 1/27/20-2/28/20 | \$445/day | Cobleskill (emergency) |
| Amazing Grace Transportation | 3/2/20-6/26/20 | \$445/day | Cobleskill |
| Amazing Grace Transportation | 2/5/20-6/26/20 | \$270/day | Amsterdam Schools |
| Amazing Grace Transportation | 3/2/20-6/26/20 | \$130/day | Oak Hill School |

Motion carried. Mr. Iyer, Mrs. Kruk and Mr. Pasquarella excused.

DISCUSSION TOPICS - None

RESIDENTS COMMENTS

BOARD OF EDUCATION COMMENTS

Budget Presentation; Mr. Thompson – creation of budget is challenging; Mr. Santabarbara – thank you for Costa Rica trip

EXECUTIVE SESSION AND ADJOURNMENT

Motion made by Mrs. Hanson, seconded by Ms. Dowse, that the February 24, 2020 Board of Education meeting adjourn to Executive Session at 7:35 PM, not to reconvene.

Motion carried. Mr. Iyer, Mrs. Kruk and Mr. Pasquarella excused.

Respectfully submitted,

Joseph Karas, Clerk
Board of Education



SCHALMONT CENTRAL SCHOOL DISTRICT

2020-2021

Final - version 3/4/20

| JULY 2020 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
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| AUGUST 2020 | | | | | | |
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| SEPTEMBER 2020 | | | | | | |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
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| OCTOBER 2020 | | | | | | |
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| NOVEMBER 2020 | | | | | | |
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| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

| DECEMBER 2020 | | | | | | |
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| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
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| JANUARY 2021 | | | | | | |
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| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| FEBRUARY 2021 | | | | | | |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |

| MARCH 2021 | | | | | | |
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| APRIL 2021 | | | | | | |
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| MAY 2021 | | | | | | |
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| JUNE 2021 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

| School Day Tally | |
|-------------------|------------|
| September | 16 |
| October | 20 |
| November | 17 |
| December | 17 |
| January | 19 |
| February | 15 |
| March | 22 |
| April | 16 |
| May | 20 |
| June | 19 |
| Pupil Days | 181 |
| Staff Days | 4 |
| | 185 |

| | |
|-------------------|--------------------------------|
| September 7 | No School - Labor Day |
| September 8 | Staff Development Day |
| September 9 | First Day of Classes |
| October 2 | Staff Development Day |
| October 8 | ½ Day Elem Conferences |
| October 12 | Columbus Day |
| October 14 | ½ Day Elem Conferences |
| October 19 | ½ Day Elem Conferences |
| October 27 | ½ Day Elem Conferences |
| November 3 | Staff Development Day |
| November 11 | Veterans Day |
| November 25 | 1/2 Day for Staff and Students |
| November 26-27 | Thanksgiving Recess |
| December 24 | Holiday Recess Begins |
| January 4 | Classes Resume |
| January 18 | Martin L. King Jr. Day |
| January 26-29 | Regents Testing |
| February 15-19 | Winter Recess |
| March 15 | Staff Development Day |
| April 2-9 | Spring Recess |
| May 31 | Memorial Day |
| June 16-18, 21-24 | Regents Testing |
| June 25 | Last Day of Classes |

| |
|-------------------------------|
| Classes Not in Session |
| Staff Development Day |
| Conference Day (1/2 day elem) |
| 1/2 Day Staff and Students |
| Regents Exam Days |

Internal Operations

SUBJECT: SCHOOL VISITS BY BOARD MEMBERS**Operational Guide**

The Board of Education recognizes the responsibility as set forth in the Education Law Section 1708(4) to visit the schools periodically.

Schedule

Each Board member should visit all school buildings at least once during the school year.

Purpose

To obtain first-hand knowledge of the operation of the schools in the District with respect to:

- a) Overall observation of teacher-pupil relationships and discipline.
- b) Increased acquaintanceship with personnel on an informal basis.
- c) Buildings and Grounds - maintenance and appearance.
- d) Needs in terms of facilities and equipment.

Procedure

Clear with the Building Principal. The principal should be certain that each teacher fully understands the Board's objectives in making visits as outlined above.

NOTE: The Board of Education acknowledges that while the visits have great potential for improved Board-Staff relationships, mutual exchange of ideas, and constructive two-way orientation there is also the potential for damage to these vital relationships through misunderstanding, misconception of purposes, or other inadequate communication and, therefore, expresses the following cautions.

- a) Teaching methods, auditing teacher performance, etc., are the responsibility of the administration in carrying out District policy and not the function of the Board, although constructive suggestions can be expressed through the building principal.

As an illustration, assume a Board member was also a principal or teacher in another District. Even as a professional teacher, he/she should not review teacher performance or seek to correct the teachers' classroom practice. This job is clearly delegated to the administration of the District.

- b) A Board member should avoid as much as possible visiting any one teacher or group such as pre-tenure teachers or any one specific department within the district.

Education Law Section 1708(2)

Reviewed: 2/24/20
First Read: 3/9/20
Second Read/Adoption:
Next Review:

Non-Instructional/Business
Operations

SUBJECT: RELATIONS WITH VENDORS

All purchases will be standardized as much as possible in an effort to simplify purchasing, promote efficiency, develop a reliable source of supply without sacrificing quality, and buy at a price most advantageous to the District.

It is to be recognized by all school personnel that District responsibility for purchases and expenditures rests with the Assistant Superintendent for Business. In keeping with this responsibility, all relations with vendors are to be conducted in such manner as to avoid commitment for expenditures prior to approval of the Assistant Superintendent for Business.

Reviewed: 2/24/20
First Read: 3/9/20
Second Read/Adoption:
Next Review:

2020

5432

Non-Instructional/Business
Operations

SUBJECT: PAYMENT OF BILLS

The Business Office will be responsible for the payment of all bills. The Business Office staff will check all invoices for accuracy and prepare bills for payment by the Treasurer subject to approval by the Internal Claims Auditor as appointed by the Board of Education. A schedule of payments will be reported to the Board of Education monthly.

Education Law Section
1709(20-a), 1718, 1719

Reviewed: 2/24/20
First Read: 3/9/20
Second Read/Adoption:
Next Review:

SUBJECT: ACCOUNTING OF FUNDS**Periodic Accounting**

Accounting and reporting procedures shall be developed to facilitate analysis and evaluation of the District's financial status and fixed assets. The District will use the Uniform System of Accounts for School Districts.

A monthly budget encumbrance report shall be prepared in such manner as will enable the administration to check on unencumbered balances. This will also provide the administration an opportunity to advise the staff when certain budgetary accounts are in danger of being overspent or to arrange for a transfer of funds within the budget, if needed.

A reconciliation of accounts between the Assistant Superintendent for Business and the District Treasurer shall be made each month and a statement showing the status of each budget classification shall be forwarded by the Assistant Superintendent for Business to the Board of Education at the end of each month. This statement shall show the amount appropriate for each budget item, the amount expended to date, and the unencumbered balance remaining in each account.

Petty cash accounts for each office will be reconciled as needed at the time for presenting bills to the Board of Education. Petty cash expenditures shall be accounted for on the forms provided.

Books and records of the District shall be maintained in accordance with statutory requirements.

Provision shall be made for the adequate storage, security, and disposition of all financial and inventory records.

Online Banking

The Board has entered into a written agreement with designated banks and trust companies for online banking and electronic or wire transfers, which includes the implementation of a two-factor authentication security procedure for all transactions. Online transactions must be authorized by the District's Assistant Superintendent for Business. The District Treasurer, with a separate established user name and password, will have the authority to process online banking transactions. The Business Office Clerk or Deputy Treasurer, with a separate established user name and password, will be responsible for online banking transactions in the event the District Treasurer is not available, or as a job responsibility delegated to him/her by the District Treasurer. A monthly report of all online banking activity will be reviewed by staff independent of the online banking process and reconciled with the bank statement. Online banking will only take place on secure District computers located inside the Treasurer's or Business Office.

(Continued)

SUBJECT: ACCOUNTING OF FUNDS**Electronic Transactions and Wire Transfers**

Procedures will be implemented specifying who is authorized to initiate, approve, transmit, record, review and reconcile electronic transactions. At least two individuals will be involved in each transaction. Authorization and transmitting functions will be segregated and, whenever possible, the recording function will be delegated to a third individual.

The District will enter into written wire transfer security agreements for District bank accounts which will include established procedures for authenticating wire transfer orders.

All wire transfers must be authorized by the District Treasurer or his/her designee. Dual approval controls will be established for non-routine wire transfer orders.

The Internal Auditor will periodically confirm that wire transfers have appropriate signatures, verification and authorization of proper personnel.

Education Law Section 2116-a
General Municipal Law Article 2 Section 5, 5-a, 5-b, 99-b
N.Y. UCC Section 4-A-201

Reviewed: 2/24/20
First Read: 3/9/20
Second Read/Adoption:
Next Review: