

DATE: December 19, 2023

MEMBERS PRESENT: Stephanie Randall, Joel Sanford, Brian Chaffee

MEMBERS ABSENT: Joseph Castrechino

OTHERS PRESENT: Kory Bay, Superintendent, Erin Peck, PK-12 Principal, Kelley Louthan, Assistant Principal, Brianna Sick, Athletic Director, Roxanne Elward, District Clerk; Aimee Bristol & Emma Jiusto, Teacher Representatives

CALL TO ORDER: President Sanford called the Public Hearing to order at 1:00 p.m.

President Sanford, in accordance with New York State Fire Code regulations, read the public notice regarding fire exits and the leaving of Room 301 should an emergency occur during the meeting.

The pledge to the flag was given.

PUBLIC HEARING: Purpose: Using Repair Reserve funds to do an emergency plumbing repair.

ADJOURNMENT: Stephanie Randall made a motion, seconded by Brian Chaffee that the Audit Committee adjourn the meeting at 1:05 p.m. Motion was carried by all members present.

KIND OF MEETING: Regular

CALL TO ORDER: President Sanford called the regular meeting to order at 1:05 p.m.

REGULAR MEETING:

APPROVAL OF RECOMMENDED ACTIONS: Brian Chaffee made a motion, seconded by Stephanie Randall that the Board approve the following recommended actions:

- Minutes of the regular board meeting held on November 14, 2023
- Claims Auditor's Report for the month of December 2023
- Treasurer's report, Statement of Accounts, Budgetary Transfer Report and Outstanding Check Listing for the month of November 2023
- Extra Classroom Activity Fund report for the month of November 2023

Motion was carried by all members present.

ADMINISTRATIVE REPORTS:

- Mrs. Peck summarized her PK-12 Principal's Report
- Ms. Sick summarized her Athletic Report
- Mr. Bay summarized the CSE/Curriculum and Superintendent's Report

## DISCUSSION:

- Guidance Plan
- Repair Reserve Funds
- Workplace Violence Prevention Program
- Hat Policy
- Shared Transportation Services Study
- AG Building Renovation Bids
- Emergency Repair Bids

## RECOMMENDATIONS:

**GUIDANCE PLAN:** Stephanie Randall made a motion, seconded by Brian Chaffee that the Board approve the annual PCSD guidance plan. Motion was carried by all members present.

**REPAIR RESERVE FUND:** Brian Chaffee made a motion, seconded by Stephanie Randall that the Board of Education approve the use of Repair Reserve Funds not to exceed the amount of \$100,000 to do emergency plumbing repairs. Motion was carried by all members present.

**WORKPLACE VIOLENCE POLICY:** Stephanie Randall made a motion, seconded by Brian Chaffee that the Board approve the 1<sup>st</sup> and 2<sup>nd</sup> reading of the Workplace Violence Prevention Policy. Motion was carried by all members present.

**HAT POLICY:** Brian Chaffee made a motion, seconded by Stephanie Randall that the Board approve the following update on the PCS hat policy:

**Hats may be worn during passing time and during lunch periods. It is up to the classroom teacher's discretion to allow hats in their classroom at any point in time. Failure to remove a hat when requested to do so will be considered insubordination and a dress code violation. Hats may not be worn during the presentation of colors.**

Motion was passed: 2 yes, 1 no

**EXECUTIVE SESSION:** Stephanie Randall made a motion, seconded by Brian Chaffee that the Board go into Executive Session at 2:07 p.m. for CSE Recommendations, Personnel (Resignations, Hourly Wages, Substitutes, Student Workers, Long Term Substitutes), and AG Building/Emergency Project bids. Motion was carried by all members present.

Stephanie Randall made a motion, seconded by Brian Chaffee that the Board comes out of Executive Session at 2:31 p.m. Motion was carried by all members present.

President Sanford asked if there was any further discussion needed.

**ADDITIONAL RECOMMENDATIONS:**

**RECOMMENDATION BY THE CSE:** Brian Chaffee made a motion seconded by Stephanie Randall that if the Board has no objections to the recommendations of the Committee on Special Education that they approve the authorization of funds to implement the special education programs and services consistent with such recommendations. Motion was carried by all members present.

**RESIGNATION:** Stephanie Randall made a motion, seconded by Brian Chaffee that the Board accept the resignation of Robin Wright, Food Service Helper, effective December 8, 2023. Motion was carried by all members present.

**RESIGNATION:** Brian Chaffee made a motion, seconded by Stephanie Randall that the Board accept the resignation of George Burd, Yearbook Co-Advisor and 11<sup>th</sup> Grade Class Advisor, effective immediately. Motion was carried by all members present.

**APPOINTMENTS:** Brian Chaffee made a motion, seconded by Stephanie Randall that the Board appoint the following class/club advisors:

Craig Smith- 11<sup>th</sup> Grade Class  
Edward Haydon- Yearbook Co-Advisor

Motion was carried by all members present.

**SUBSTITUTES:** Stephanie Randall made a motion, seconded by Brian Chaffee that the Board approve the addition of Janean Shedd, Robin Wright (café), and Kirk Hoad (café) to the 2023/2024 Instructional/Non-Instructional substitute list. Motion was carried by all members present.

**LONG TERM SUBSTITUTE:** Stephanie Randall made a motion, seconded by Brian Chaffee that the Board appoint Shylynn Nelson as a long term substitute for Marisha Tones, PreK Teacher, from January 2, 2024 to March 15, 2024 at a rate of \$25 per hour. Motion was carried by all members present.

**LONG TERM SUBSTITUTE:** Brian Chaffee made a motion, seconded by Stephanie Randall that the Board appoint Caleb Cansdale as a long term substitute for George Burd, History/Social Studies Teacher from January 2, 2024 to January 26, 2024 at a rate of \$25 per hour. Motion was carried by all members present.

**NON-INSTRUCTIONAL RAISE:** Brian Chaffee made a motion, seconded by Stephanie Randall that the Board approve an hourly rate increase of \$0.80 per hour for all Non-Instructional employees effective January 1, 2024. This increase will be added to their hourly rate as of December 31, 2023. Motion was carried by all members present.

EMERGENCY PROJECT BIDS: Stephanie Randall made a motion, seconded by Brian Chaffee that the Board award the General Contractor Bid for the 2023 Emergency Project to Edger Enterprises in the amount of \$95,380. Motion was carried by all members present.

AGRICULTURE BUILDING BIDS: Stephanie Randall made a motion, seconded by Brian Chaffee that the Board award the following bids for the Agricultural Building Renovation:

Building Automation Systems	Day Automation	\$18,070.59
Mechanical Contractor	Frey & Campbell	\$163,000
General Contractor	Elmira Structures	\$429,000
Plumbing Contractor	Frey & Campbell	\$105,600
Electrical Contractor	Schuler-Haas	\$87,020

Motion was carried by all members present.

ADDITIONAL NON-INSTRUCTIONAL RAISE: Brian Chaffee made a motion, seconded by Stephanie Randall that the Board approve an additional \$2.00 per hour increase for all Non-Instructional employees that have been employed with the district for more than 13 years and have an hourly rate under \$20 per hour as of January 1, 2024. Motion was carried by all members present.

STUDENT WORKERS: Brian Chaffee made a motion, seconded by Stephanie Randall that the Board appoint Skye Putman and Gavin Stewart as student workers. These workers will be scheduled in accordance to the NYS Department of Labor Guidelines. Motion was carried by all members present.

President Sanford asked if there was any further discussion before adjourning the meeting.

ADJOURNMENT: Stephanie Randall made a motion, seconded by Brian Chaffee that the Board adjourns their regular meeting at 2:35 p.m. Motion carried by all members present.

Roxanne VanAmburg  
District Clerk