

DATE: November 15, 2022

KIND OF MEETING: Regular

MEMBERS PRESENT: Stephanie Randall, Brian Chaffee, Joel Sanford, Joseph Castrechino (entered at 6:24)

OTHERS PRESENT: Kory Bay, Superintendent, Erin Peck, PK-12 Principal, Kelley Louthan, Assistant Principal, Roxanne Elward, District Clerk, Christina Edwards, Teacher Representative, Roger Parulski, TST BOCES, Brianna Sick, Athletic Director

CALL TO ORDER: President Sanford called the Audit Committee Meeting to order at 6:00 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.

Roger Parulski, Internal Auditor from TST BOCES, presented his audit report on Risk Assessment.

No further discussion was needed.

Stephanie Randall made the motion, seconded by Brian Chaffee that the Audit Committee accepts the report and recommendation within the internal audit and approve the corresponding corrective action plan to be presented to the Board of Education. Motion was carried by all members present.

ADJOURNMENT: Stephanie Randall made a motion, seconded by Brian Chaffee that the Audit Committee adjourn the meeting at 6:16 p.m. Motion was carried by all members present.

CALL TO ORDER: President Sanford called the regular meeting to order at 6:16 p.m.

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

- Minutes of the regular board meeting held on October 17, 2023
- Treasurer's report, Statement of Accounts, Budgetary Transfer Report and Outstanding Check Listing for the month of October 2023
- Claims Auditor's Report for the month of November 2023
- Extra Classroom Activity Fund report for the month of October 2023

Motion was carried by all members present.

ADMINISTRATIVE REPORTS:

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

DISCUSSION:

- Hats and Hoods Policy- students presented their thoughts on the policy.
- Tax Collection Report
- District Goals
- Internal Audit
- Data Privacy and Security Policy- 2nd Reading
- Transportation Study Results, policy update
- Emergency Remote Instructional Plan
- Emergency Capital Project
- Corrective Action Plan

RECOMMENDATIONS:

RETURN OF UNPAID TAXES: Brian Chaffee made a motion, seconded by Stephanie Randall that the Board approve the return of unpaid school and town library taxes for filing with the Treasurer's offices of Steuben and Yates Counties. Motion was carried by all members present.

DATA PRIVACY AND SECURITY POLICY- 2ND READING: Stephanie Randall made a motion, seconded by Brian Chaffee that the Board approve the second reading of the Data Privacy and Security Policy. Motion was carried by all members present.

INTERNAL AUDIT: Brian Chaffee made a motion, seconded by Joseph Castrechino that the Board approve the report, recommendations, and corrective action plan provided by the Internal Auditor from TST BOCES. Motion was carried by all members present.

DISTRICT GOALS: Stephanie Randall made a motion, seconded by Joseph Castrechino that the Board approve the district goals for 2023-2024. Motion was carried by all members present.

EMERGENCY REMOTE INSTRUCTIONAL PLAN: Brian Chaffee made a motion, seconded by Joseph Castrechino that the Board approve the Emergency Remote Instructional Plan. Motion was carried by all members.

CORRECTIVE ACTION PLAN: Stephanie Randall made a motion, seconded by Joseph Castrechino that the Board approve the Corrective Action Plan based on the 2022-2023 external audit. Motion was carried by all members present.

TRANSPORTATION POLICY UPDATES: Brian Chaffee made a motion, seconded by Joseph Castrechino that the Board approve the proposed Transportation Policy updates. Motion was carried by all members present.

EMERGENCY CAPITAL PROJECT: Stephanie Randall made a motion, seconded by Joseph Castrechino that the Board approve the Declaration of Emergency and Contingent Expense, SEQRA Type II Action as stated below:

WHEREAS, the sewer pipe that services the Elementary wing of the school building has partially collapsed, causing repeated sewage backups and leaking into classrooms and educational spaces, especially during weather events driving high water infiltration during significant rainfall, and without repairing and redirecting water flow, the District will not be able to hold classes in the impacted areas, School District's Architect, Hunt E.A.S., has determined that the work constitutes an emergency project; and

WHEREAS, the emergency project is essential for the protection of the health and safety of the students and staff and for the protection of the District's property; and

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Board of Education declares that the repair of the sewer main and associated drainage work is a Type II Action under the State Environmental Quality Review Act, not requiring any further review.
2. The Board of Education hereby finds the replacement of the sewer line and the scope of work identified by Hunt E.A.S. is essential for protection of the health and safety of the students and staff and for protection of the District's property, and hereby declares the Project to be an ordinary contingent expense (hereafter "Project").
3. The maximum estimated cost of the Project, as determined by the District's Construction Manager, LeChase, is \$92,000. The Project will be funded by general fund balance and to the maximum extent possible, State building aid, and any available insurance proceeds.
4. The Superintendent of Schools and all officers and employees of the District are hereby authorized and directed to take all steps reasonably necessary or appropriate to complete the Project and to carry out the intent of this Resolution and to apply for any eligible State building aid.
5. This Resolution shall take effect immediately.

Motion was carried by all members present.

EXECUTIVE SESSION: Stephanie Randall made a motion, seconded by Brian Chaffee that the Board goes into Executive Session at 7:18 p.m. for discussion on CSE Recommendations, Personnel (Event Workers, Substitute Hourly Rates, Student Teachers, Student Workers, Volunteer Program Assistants, and Substitutes), Pending Litigation, and Update on Student Issue.

Stephanie Randall made a motion seconded by Brian Chaffee that the Board come out of executive session at 7:48 p.m.

ADDITIONAL RECOMMENDATIONS:

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

STUDENT TEACHER/FIELD PERIOD: Brian Chaffee made a motion, seconded by Joseph Castrechino that the Board approve student teaching and field periods for the following Keuka College students to be placed with Wendy Hall, 1st grade:

Sydney Cansdale- field period- December 18, 2023

Kara Riegar- student teaching- January 29- March 22, 2024

Motion was carried by all members present.

SUBSTITUTE HOURLY RATE: Stephanie Randall made a motion, seconded by Joseph Castrechino that the Board approve an increase of \$1.00 to the substitute hourly rates effective January 1, 2024. This increase is due to the scheduled minimum wage increase on January 1, 2024. The substitute rates will be as follows:

Certified- \$17.00 per hour

Non-Certified- \$15.90 per hour

Motion was carried by all members present.

SCOREKEEPERS: Brian Chaffee made a motion, seconded by Joseph Castrechino that the Board appoint the following basketball scorekeepers for the 2023-2024 season: Terri Tompkins-Scorekeeper, James Bedient-Scoreboard, and David Schenck-Scoreboard.. Motion was carried by all members present.

SUBSTITUTES: Stephanie Randall made a motion, seconded by Joseph Castrechino that the Board approve Margaret Cornell (nurse) and Tia Lynk to be added to the 2023-2024 Instructional/Non-Instructional Substitute List. Motion was carried by all members.

STUDENT WORKERS: Brian Chaffee made a motion, seconded by Joseph Castrechino that the Board appoint Anya Dunham, Lauren Lynk, and Arianah VanSkiver as student workers. The students will be scheduled in accordance to the NYS Department of Labor Guidelines. Motion was carried by all members present.

VOLUNTEER PROGRAM ASSISTANTS: Brian Chaffee made a motion, seconded by Joseph Castrechino that the Board appoint the following volunteer program assistants:

Steve Hopkins- Boys Basketball

Jeff Gilbert- Girls Basketball

Pacey Hopkins- Boys Basketball

Kendra Pinckney- Girls Basketball

Motion was carried by all members present.

ADJOURNMENT: Stephanie Randall made a motion, seconded by Brian Chaffee that the Board adjourns their regular meeting at 7:51 p.m. Motion carried by all members present.

Roxanne Elward
District Clerk