

GUILDERLAND CENTRAL SCHOOL DISTRICT

MINUTES FOR REGULAR MEETING OF THE BOARD OF EDUCATION

December 5, 2017
High School - LGI Room
7:00 PM

EXECUTIVE SESSION

A. Proposed executive session, subject to Board approval

A motion was made to open Executive Session to discuss parameters pertaining to the board's strategy with respect to negotiations with the *Guilderland Principals' Association*.

The Board entered Executive Session at 6:16 p.m.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Barbara Fraterrigo, Board Member
SECONDER:	Judy Slack, Board Member
AYES:	Barber, Fraterrigo, Hayes, Gitto, Rivera, Slack, Towle-Hilt
ABSENT:	Simpson, Horan

B. Close Executive

The Board closed Executive Session at 6:37 p.m.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Seema Rivera, Vice President
SECONDER:	Gloria Towle-Hilt, Board Member
AYES:	Barber, Fraterrigo, Hayes, Gitto, Rivera, Slack, Towle-Hilt
ABSENT:	Simpson, Horan

CALL TO ORDER

Attendee Name	Title	Status	Arrived
Allan Simpson	Board Member	Absent	
Catherine Barber	Board Member	Present	
Barbara Fraterrigo	Board Member	Present	
Christine Hayes	President	Present	
Teresa Gitto	Board Member	Present	7:08 PM
Seema Rivera	Vice President	Present	
Timothy Horan	Board Member	Absent	
Judy Slack	Board Member	Present	
Gloria Towle-Hilt	Board Member	Present	
Linda Livingston	Board Clerk	Present	

HIGH SCHOOL STUDENT REPRESENTATIVE

High School Student Representative, Shashank Shamshabad, updated the Board of Education on activities at the high school including:

- The High School wind ensemble and symphony orchestra was held on November 16,
- High School choirs and 8th grade chorus performed on November 29,

- On December 7 there will be a concert with the symphonic and 8th grade band, and
- The end of the 2nd quarter interim marking period is March 15, the report cards will be available on School Tool on December 22.

PUBLIC COMMENT #1

Persons wishing to speak under the “Public Comment” section of the meeting should either contact the District Clerk (456-6200 X 3125) before the meeting OR fill out one of the Public Comment Forms, available on tables at both entrances to the meeting room, and return to the District Clerk.

Andrea and Chad Lilley asked the Board to consider changing policy #5280.1 *Interscholastic Athletics-Selection/Classification* to allow 7th graders to participate in the selection/classification program for contact sports. They said their son meets the readiness and age requirements but not the specific grade which seems to be the least critical of the criteria.

2018-19 BUDGET DEVELOPMENT

1. 2018-19 Budget Outlook Presentation

Assistant Superintendent for Business Neil Sanders gave a power point presentation on the 2018-19 budget outlook. He reviewed student enrollment, staffing, revenues and expenditures.

RESULT:	DISCUSSED
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2. Board Direction - 2018-19 Budget Development

Board members gave their top priorities for the 2018-19 budget and opinion on two questions: what circumstances would they recommend the district exceed the tax cap and the use of fund balance as revenue:

Gloria Towle-Hilt

- Continue to support inclusion through all grade levels
- Emphasis on professional development and co-teaching
- Lower class sizes at Farnsworth Middle School
- Replicate best practices across all elementary schools
- Implement later start time at the high school
- Continue to work on building a respectful community, appreciation for diversity and intellectual risk-taking
- Only as a last resort should the district exceed the tax cap
- Supports keeping the fund balance around 4%, anything above should be used to support educational programming

Judy Slack

- Restore teaching assistant positions
- Continue strong support for FOCUS program
- Implement Lynnwood Elementary’s coaching model to the other elementary buildings
- Restore second level teacher leaders
- Lower class sizes at Farnsworth Middle School
- Increase number of non-generic bathrooms throughout the district
- Never exceed tax cap
- Supports keeping the fund balance around 4%, but ok to use fund balance to reduce construction costs

Catherine Barber

- Repair Cobblestone School to make it suitable for use by classes and other groups
- Maintain staffing at High School so no motivated student is excluded from a rigorous class, regardless of whether that student has been recommended for the class or not

- Replace aging playground equipment
- Continue to provide and enhance world cultural opportunities through foreign language instruction and the arts
- Provide enrichment opportunities for all students
- Supports exceeding tax cap only if programs could not otherwise be funded without significant compromise to educational quality
- Use of fund balance should be as little as possible

Teresa Gitto

- Lower class sizes in elementary schools and Farnsworth Middle School
- Figure out why the Business Review ranked us 8th. Then provide funding in that realm to put us in the top 3
- Fund athletic department so Booster Clubs don't need to fund raise \$1,000s
- Improve traffic flow at Farnsworth Middle School
- Additional funding for programs for children with special needs
- No reason to ever exceed tax cap
- Maintain use of fund balance as we have in the past

Barbara Fraterrigo

- Add sign language to Farnsworth Middle School and High School
- Lower class sizes at Farnsworth Middle School
- Implement Project Lead the Way in Farnsworth Middle School
- Increase enrichment time
- Add foreign language at elementary level
- Add additional Italian sections at Farnsworth Middle School and the High School, as needed
- Implement later start time at the high school
- Never exceed the tax cap
- Supports keeping the fund balance around 4%, anything above should be used to maintain educational programming

Seema Rivera

- Lower class sizes in elementary schools and Farnsworth Middle School
- Support social and emotional wellbeing of kids (social workers, assemblies, etc.)
- Professional development for co-teaching
- Restore full teams at Farnsworth Middle School
- Implement Project Lead the Way in Farnsworth Middle School
- Provide support staff to meet needs of students
- Maintain enrichment programs at the elementary level
- Does not support exceeding the tax cap unless needed to reduce class size
- Supports use of fund balance only if needed to maintain small class sizes

Christine Hayes

- Playground safety
- Increase number of gender neutral bathrooms throughout the district
- Support for Dutchmen Commented and Sources of Strength
- Increase school counselors
- Increase teaching assistants
- Lower class sizes
- Implement later start time at the high school
- Develop more community partnerships (Focus program)
- Provide more opportunities to earn college credits
- Increase instructional coaches
- Increase professional development opportunities

- Maintain technology updates
- Never exceed the tax cap
- Use of fund balance should be as little as possible

Timothy Horan (absent)

- Address class sizes across the district
- Take charge against drug issues at Farnsworth Middle School and the High School
- Continue updating technology
- Continue focus on support for music, art, sports, physical education, etc
- Needs more information and discussion to better reflect on the question of exceeding the tax cap
- Supports use of fund balance to provide tax relief

Allan Simpson (absent)

- Intellectual learning and problem solving
- Supports strong cultures that support communication and team work
- Provide safe environment for students, staff and community
- Help students to develop skills to deal with an ever changing world
- Never exceed the tax cap
- Use of fund balance should be as little as possible

RESULT:	DISCUSSED
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3. Public Comment - 2018-19 Budget Development

CONSENT ITEMS

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Barbara Fraterrigo, Board Member
SECONDER:	Catherine Barber, Board Member
AYES:	Barber, Fraterrigo, Hayes, Gitto, Rivera, Slack, Towle-Hilt
ABSENT:	Simpson, Horan

A. Minutes

A. Board of Education - Regular Meeting - Nov 14, 2017 7:00 PM

B. CPSE & CSE Recommendations

C. Personnel Action

A. Personnel Action

D. Financials

1. Treasurer's Report for the Period Ending October 31, 2017
2. Revenue Report for the Period Ending October 31, 2017
3. Expense Report for the Period Ending October 31, 2017

4. School Lunch Financial Reports for the Period Ending October 31, 2017
5. Claims Auditor Report for the Period Ending September and October 2017

INFORMATION ITEMS

I. Curriculum & Instruction Information

A. 2017 Scholar/Athlete Team Award

Congratulations to all of the fall sports teams for qualifying for the 2017 Scholar/Athlete Team Award. To qualify, each team has to maintain a 90% team average or above.

The sports teams recognized are:

- Boys & Girls Cross Country
- Football Cheerleading
- Field Hockey
- Football
- Boys & Girls Soccer
- Girls Swimming & Diving
- Girls Tennis
- Boys & Girls Volleyball
- Golf

RESULT: DISCUSSED

B. GCSD to host Growing Up in the Digital Age: A special screening of Screenagers

A flyer announcing a special screening of the film *Screenagers* was included with the Board materials. This film will serve as a critical resource for a community event hosted by the District called Growing Up In The Digital Age. The film probes into the vulnerable corners of family life, including struggles over social media, video games, academics and internet addiction. Through poignant, and unexpectedly funny stories, along with surprising insights from authors, psychologists, and brain scientists, *Screenagers* reveals how technology time impacts child development and offers solutions on how adults can empower children to best navigate the digital world and find balance. In addition to the film, a panel of students from FMS and GHS will assemble to provide critical student perspectives and engage in discussion with the audience. The district will also be conducting a Digital Life Survey throughout the month of December to gather some local data about our school community's use of and attitudes toward media and technology. The results will provide a solid foundation for engaging parents and school stakeholders in important conversations about technology and media. **This event has been scheduled for 7:00 PM on January 30 at Farnsworth Middle School.** Additional communications and promotion will occur throughout December and January.

RESULT: DISCUSSED

C. Textbook

The following textbook was submitted for information:

Everything You Need to Know to Ace American History in One Big Fat Notebook
by Philip Bigler for use in Grade 7 Social Studies.

RESULT: DISCUSSED

D. Guilderland High School Student Wins American Legion Essay Contest

Congratulations to Guilderland High School junior, Ryan Miller who won the National American Legion Auxiliary Americanism Essay Contest. North Albany American Legion Auxiliary President, Judy Benner and Americanism Chairman, Jan Precopia presented a certificate and prize to him for his winning entry.

RESULT: DISCUSSED

E. Guilderland Students Recognized for NYSBDA Honor Ensembles

The Guilderland Music Department is proud to announce that ten students have been recognized by the New York State Band Directors Association. Each year from hundreds of applicants, Honor Band members are chosen based upon their NYSSMA score from the previous spring. Each ensemble rehearses and performs during the NYS Band Directors annual Symposium held at the Syracuse Convention Center from March 2-4, 2018.

Selected to perform in the High School Honor Band under the direction of Dr. Jennifer Bill, (Boston University), are Aidan Fusco, trumpet, Hugh Smith, tuba, and Tracy Wei, flute

Performing with the Middle School Honor Band are: Pathirana Dilni, clarinet, Melody Yu, clarinet, William Angus, tenor saxophone, and Bailey Yerdon, percussion. Dr. Milt Allen will conduct the Middle School Honor Band.

Performing in the Jazz Ensemble under the direction of Dr. Sherrie Maricle are three trombonists: Aidan Doyle, Kathryn Giordano, and Vivian Redmond.

Selection to these prestigious ensembles demonstrates exceptional musicianship and is an outstanding accomplishment. Congratulations to these fine young players, and their teachers, Mrs. Kathleen Ehlinger, Mr. Lee Russo, and Mrs. Alexis Ziomek.

RESULT: DISCUSSED

II. Superintendent Information

A. Fall Recycling Extravaganza at FMS

Dr. Wiles shared the following information about our fall recycling event.

- Student participation (HIGHEST EVER!): 34 GHS and FMS students
- Car count: 300
- Mixed recyclables: 3,500 pounds
- Bikes: 65, plus 5 trikes and assorted scooters (2,650 pounds)
- Books: 1,520 pounds
- Metals: 12,500 pounds
- Electronics: 12,000 pounds
- Furniture: 5,000 pounds
- Household goods: 3,300 pounds
- Clothing and textiles: 2,430 pounds
- Plastic bags: 7,500 bags
- Bottles: 800+
- Assorted bags of personal care items and medical supplies: 250 pounds

TOTAL WEIGHT: 50,650 pounds (25 1/3 tons)

Mrs. Panetta, recycling coordinator, would like to thank the community for the continued support. The spring event is scheduled for April 28, 2018.

Dr. Wiles thanked everyone who attended, volunteered and recycled. We're already looking forward to our next event in the spring of 2018.

RESULT:	DISCUSSED
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III. Board President Information

A. Board of Education Policy Review

The following policies were presented for information and discussion.

2330	Executive Session
4321.12	Use of Time Out Rooms, Physical Restraints and Aversives Policy
4321.12-R	Use of Time Out Rooms, Physical Restraints and Aversives Regulation
4526.1	Internet Safety
4526.1-R	Internet Safety Regulation
5300.55	Corporal Punishment
8505	Charging School Meals

RESULT:	DISCUSSED
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B. Board Retreat- December 19, 2017

As a reminder, our December 19th meeting is no longer a “regular” meeting of the Board. We will use the time that evening as a Board retreat facilitated by Mr. Robert Hendriks. On that evening, we will plan to start at 6:00 p.m. in the district office.

RESULT:	DISCUSSED
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ACTION ITEMS

I. School Business Management Action

A. State Environmental Quality Review Act (SEQRA) Resolution ROLL CALL VOTE

WHEREAS, the Board of Education of the Guilderland Central School District (“Board”) is undertaking a project involving the in-kind replacement of an elevator at the Guilderland Middle School with a new hydraulic elevator involving associated HVAC and electrical work consisting of, but not limited to, minor mechanical work for ventilation and electrical work for power supply and lighting, and also consisting of minor additional associated work such as a new ceiling at the machine room and paint at the elevator doors (“the Proposed Action” or “Project”); and,

WHEREAS, the elevator that serves the Guilderland Middle School is an existing 1968 vintage device which is no longer efficient to maintain and service to maintain safety and operational efficiency; and,

WHEREAS, the elevator is an imperative component required for the continued safe operation of the Guilderland Middle School for the safe and often legally required use of staff and students; and,

WHEREAS, the Board wishes to fully comply with its obligations under the State Environmental Quality Review Act (“SEQRA”) and the regulations thereunder with respect to the proposed action; and

WHEREAS, the Board has carefully considered the nature and scope of the proposed action; and

WHEREAS, upon review of the foregoing, the Board makes the following determinations:

1. The proposed action involves the in-kind replacement of an elevator at the Guilderland Middle School with a new hydraulic elevator involving associated HVAC and electrical work consisting of, but not limited to, minor mechanical work for ventilation and electrical work for power supply and lighting, and also consisting of minor additional associated work such as a new ceiling at the machine room and paint at the elevator doors, all of which is in existing space and involves no construction of additions (“the Project”).

2. The Project represents maintenance or repair involving no substantial changes in an existing facility or structure within the meaning of 6 NYCRR 617.5(c)(1); and/or alternatively the replacement, rehabilitation or reconstruction of a structure or facility in kind within the meaning of 6 NYCRR 617.5(c)(2); and/or alternatively a routine activity of an educational institution, including expansion of existing facilities by less than 10,000 square feet of gross floor area, within the meaning of 6 NYCRR § 617.5(c)(8).

3. The proposed action will in no case have a significant adverse impact based on the environment based on the criteria contained in 6 NYCRR § 617.7(c), and is not otherwise a Type I action as defined by 6 NYCRR § 617.4.

4. The proposed action is a Type II action within the meaning of 6 NYCRR 617.5 and is therefore not subject to review under SEQRA and the regulations thereunder.

NOW THEREFORE BE IT RESOLVED, that the Board finds and concludes that the proposed action is a Type II action within the meaning of 6 NYCRR 617.5 and therefore is not subject to review under SEQRA and the regulations thereunder.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Judy Slack, Board Member
SECONDER:	Gloria Towle-Hilt, Board Member
AYES:	Barber, Fraterrigo, Hayes, Gitto, Rivera, Slack, Towle-Hilt
ABSENT:	Simpson, Horan

B. Establishment of Facilities Committee

RESOLVED that the Board of Education establish a Facilities Committee for the purpose of presenting to the Board of Education a facilities plan with an emphasis on the infrastructure needs of the seven school buildings, instructional technology, and health, safety and security.

NOW, THEREFORE BE IT RESOLVED, that the Facilities Committee be comprised of the following members:

- Board of Education Representative
- Superintendent of Schools
- Assistant Superintendent for Business
- Assistant Superintendent for Curriculum and Instruction
- Director of Facilities
- Elementary Principal

Secondary Principal or Assistant/House Principal
 Instructional Administrator for Math, Science, and Technology
 Maintenance Mechanic
 Guilderland Office Workers Association Representative
 Guilderland Teachers Association Representatives (3)
 Parent Teacher Association / Community Representatives (3)
 High School Student Representatives (2)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Christine Hayes, President
SECONDER:	Seema Rivera, Vice President
AYES:	Barber, Fraterrigo, Hayes, Gitto, Rivera, Slack, Towle-Hilt
ABSENT:	Simpson, Horan

C. Resolution to Accept Delinquent Tax Rolls and Composite Tax Collection Report

BE IT RESOLVED that the Board of Education accept the 2017-2018 delinquent Tax Rolls for the Towns of Guilderland, Bethlehem, Knox and New Scotland as follows:

	Uncollected
Guilderland	\$1,355,288.58
Bethlehem	\$63,438.81
Knox	\$24,624.12
New Scotland	\$4,369.68
TOTAL	\$1,447,721.19

BE IT FURTHER RESOLVED that the Board of Education turn over the 2017-2018 delinquent tax rolls to the Albany County Department of Finance for reimbursement of said delinquent taxes,

AND BE IT FURTHER RESOLVED that the Board of Education accept the 2017-2018 Composite Tax Collection Report with a total levy of \$68,811,762.27. The total taxes collected were \$67,364,041.08 and the total uncollected taxes to be turned over to Albany County are \$1,447,721.19.

Composite Tax Collection Report 2017-2018

	<u>Tax Levy</u>	<u>Tax Collected</u>	Uncollected Taxes to Albany County
Guilderland	\$63,890,254.57	\$62,534,965.99	\$1,355,288.58
Bethlehem	\$4,269,030.25	\$4,205,591.44	\$63,438.81
Knox	\$388,069.15	\$363,445.03	\$24,624.12
New Scotland	\$264,408.30	\$260,038.62	\$4,369.68
TOTALS:	\$68,811,762.27	\$67,364,041.08	\$1,447,721.19

Percentage of tax collected prior to November 7:

2008	97.0%	2013	97.3%
2009	97.1%	2014	97.5%
2010	97.1%	2015	97.5%
2011	97.2%	2016	97.8%
2012	97.3%	2017	97.9%

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Barbara Fraterrigo, Board Member
SECONDER:	Gloria Towle-Hilt, Board Member
AYES:	Barber, Fraterrigo, Hayes, Gitto, Rivera, Slack, Towle-Hilt
ABSENT:	Simpson, Horan

D. Uniform, Mop and Mat Service Bid

Resolved, that the Board of Education approve the annual renewal of the Uniform, Mop and Mat Service Bid with Unifirst Corporation, effective January 1, 2018, for the third year of a 54-month agreement.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Gloria Towle-Hilt, Board Member
SECONDER:	Judy Slack, Board Member
AYES:	Barber, Fraterrigo, Hayes, Gitto, Rivera, Slack, Towle-Hilt
ABSENT:	Simpson, Horan

E. Internship Agreements

Resolved, that the Board of Education approve the agreement with the SUNY Plattsburgh for Guilderland Central School District to accept students for internship and practicum experience and authorize the Superintendent of Schools to execute the agreement.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Teresa Gitto, Board Member
SECONDER:	Catherine Barber, Board Member
AYES:	Barber, Fraterrigo, Hayes, Gitto, Rivera, Slack, Towle-Hilt
ABSENT:	Simpson, Horan

F. Establish Non-Resident Tuition Rates for the 2017-2018 School Year

Resolved, that the Board of Education establish the non-resident tuition rates for 2017-2018 school year as follows:

Grades K-6	\$11,854
Grades 7-12	\$11,930

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Judy Slack, Board Member
SECONDER:	Catherine Barber, Board Member
AYES:	Barber, Fraterrigo, Hayes, Gitto, Rivera, Slack, Towle-Hilt
ABSENT:	Simpson, Horan

G. Donations

Resolved, that the Board of Education accept the following donations:

- Baby grand piano from Mr. Wilson Sumner
- Digital piano and stand from Mr. John Connelly

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Barbara Fraterrigo, Board Member
SECONDER:	Gloria Towle-Hilt, Board Member
AYES:	Barber, Fraterrigo, Hayes, Gitto, Rivera, Slack, Towle-Hilt
ABSENT:	Simpson, Horan

II. Board President Action

A. Board of Education Policy Adoption

The recommendation to adopt policy #5405 *Wellness* was approved.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Seema Rivera, Vice President
SECONDER:	Barbara Fraterrigo, Board Member
AYES:	Barber, Fraterrigo, Hayes, Gitto, Rivera, Slack, Towle-Hilt
ABSENT:	Simpson, Horan

BOARD COMMITTEE REPORTS

Audit Committee

The committee met with representatives from BOCES to review the Medicaid Audit. The review concluded that there are opportunities for the district to further maximize reimbursement for Medicaid eligible services. The committee recommended that the district focus first on obtaining parental consent and doctor's scripts to provide services, where it has not been provided, and to meet with providers to reinforce the importance of accurate recordkeeping. The committee requested that an update be provided in the spring on the progress toward these goals.

David Leather, Internal Auditor with Questar III BOCES, discussed potential areas of special audit review as part of the terms of their engagement. It was decided the scope of the review will be in the review of permissions and access to our financial software system.

Claims auditor reports for the month of September and October were reviewed and approved, and Committee Charter was reviewed, no changes were recommended.

Business Practices

Transportation Supervisor Danielle Poirier presented a proposal to replace aging buses in the district's fleet with eight 66-passenger gasoline buses (two with chains), one 60-passenger gasoline wheelchair bus, and one minivan at an estimated cost of \$1,065,200. Included in the purchase price is an upgraded six channel high definition camera system in the 66-passenger buses. Clifford Nooney proposed the replacement of a 2003 gang mower at an estimated cost of \$58,500.

The formation of a Districtwide Facilities Committee was discussed along with the proposed work and timeline for the next capital project.

Two meetings have been scheduled in March 2018 to discuss 2018-19 budget development.

Communications Committee

The next meeting has been scheduled for December 7, 8:00 a.m. at Farnsworth Middle School. The committee will be working on community engagement with the development of the 2018-19 budget. Mrs. Towle-Hilt reminded the

Board their revisions to Section 2 of the handbook are due December 19.

Policy Committee

The meeting scheduled for December 6 was canceled. A new date will be scheduled.

BOARD ISSUES, IDEAS, AND SHARING

Judy Slack commented on the Lynnwood Elementary presentation at last meeting. She said it was very exciting and felt great to see such success. She asked Dr. Singleton if the loss of the BOCES classes effected scores. Dr. Singleton said no, those classes are not and have not been included in the scores.

Gloria Towle-Hilt thanked the PTA for the great book fair at Farnsworth Middle School.