

# BELLEVILLE HENDERSON CENTRAL SCHOOL

8372 County Route 75

Adams, New York 13605

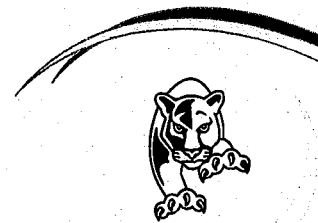
Main Office: 315-846-5411

Guidance Office: 315-846-5825

District Office: 315-846-5826

Fax: 315-846-5617

"Home of the Panthers"



## BELLEVILLE HENDERSON CENTRAL SCHOOL DISTRICT

### BOARD OF EDUCATION

### REGULAR MEETING MINUTES

April 25, 2017

The regular meeting of the Belleville Henderson Central School District was called to order in room 252 at 7:00 p.m. by President Allen with the following members:

Present (6): John Allen, Roger Eastman, Kurt Gehrke (arrived at 7:04 pm), Laurie Goodwin, Adam Miner and Gary Ramsdell.

Absent (1): David Bartlett

Others present: Rick Moore, Superintendent, Scott Storey, Building Principal, Sally Kohl, District Clerk and Brianne Kirchoff, Business Manager Kathy Sidmore, Dominic D'Imperio (arrived at 7:29 pm)

### PRESENTATIONS

There were no presentations.

### PUBLIC PARTICIPATION

There was no public participation at this point.

### CALENDAR OF EVENTS

4/24	3:05 pm	Grade Level Meeting
4/25	3:05pm	Safety Committee Meeting
4/25		RISE STEM Showcase/Science Fair
4/25	7:00 pm	Board of Education Meeting-BOCES Annual Vote
4/28		Arbor Day
4/29		Spring Bi-County Festival
5/1-5		Teacher Appreciation Week
5/2-4		NYS Mathematics Testing for Grades 3-8
5/3		Public Budget Hearing & BOE Meeting (Wednesday)
5/4		Kindergarten Registration
5/4	3:05 pm	Curriculum Council Meeting
5/6		National Nurse's Day
5/11	9:30 am-3:30 pm	Blood Drive-Sponsored by the Student Council
5/11	6:30 pm	PTO Meeting-Cafeteria
5/11, 12 & 13		FFA State Convention @ Morrisville College
5/16	2-8:00 pm	Annual School Budge Vote and BOE Election (Tuesday)
5/16	TBD pm	Board of Education Meeting

### COMMUNITY OF CARING UPDATE

The District Clerk reported to the Board on the birth of Dave and Joanne Kiblin's granddaughter.

**CONSENT AGENDA**

1. Resolved that this Board of Education approve the following:

A. **MINUTES**

BHCS Board of Education Meeting Minutes from April 3, 2017.

B. **WARRANTS**

Warrant #13 Capital Fund

Warrant #19 General & School Lunch Fund

C. **CSE/CPSE RECOMMENDATION(S)**

Whereas the Board of Education received the following information and recommendation(s) from the Committee on Special Education.

Student number(s); 99211092, 82300, 99210767, 099210477, 099210793, 099210930, 099210913, 99211089, 099210536, 001020700, 099210516, 099210942, 099210413 and 99211033.

This report is on file with Erica Pettit-Chairperson of the Committee on Special Education.

D. **BUILDING USE**

**Danielle Blunden** requests the use of the BHCS gymnasium for Girls Basketball Camp from June 26th through 30th, 2017 from 8:00 am-12:00 pm.

**Wilmer Peachey, Northern Light Christian Fellowship** requests the use of the BHCS gymnasium, kitchen and restrooms for a wedding on July 6th & 7th, 2017.

**Jessica Winters, BHCS Cheerleading Squad** requests the use of the BHCS gymnasium and cafeteria for Cheerleading Competition on October 7th, 2017 from 8:00 am-3:00 pm.

**John Gleason/Justin VanCoughnett, South Jefferson Little League** requests the use of the BHCS athletic fields from April through June for T-Ball Practices (Wednesday evenings) and Games (Saturday mornings).

**Eric Anderson, Henderson Volunteer Fire Department** requests the use of the BHCS parking lots (County Route 289 entrance) for Vehicle Operation Driving Course on May 6, 2017 from 12:30 pm- 4 pm. pending proof of Certificate of Insurance.

**Patrick Payne, Belleville Masonic Lodge** requests the use of the BHCS gymnasium for a banquet and transportation (2 buses) for shuttle service from the Masonic Lodge at a cost of \$2.00 per mile plus the cost of two bus drivers on September 9, 2017 from 9:00 am -8:00 pm.

IT BEING UNDERSTOOD, that school activities will come first and activities will be coordinated with the District Office and Mrs. Barnhart-Burto.

Motion made by: Roger Eastman  
Seconded by: Laurie Goodwin  
Vote: 6-0.

**BOARD OF  
EDUCATION  
MINUTES FROM  
4/3/2017  
  
CSE/CPSE  
RECOMMENDATIONS**

**BUILDING USE:  
  
DANIELLE BLUNDEN-  
GIRLS BASKETBALL  
CAMP  
  
WILMER PEACHEY-  
WEDDING  
  
JESSICA WINTERS-  
CHEER COMPETITION  
  
JOHN  
GLEASON/JUSTIN  
VANCOUGHNETT-T-  
BALL  
  
ERIC ANDERSON-HFD  
DRIVER TRAINING**

**BUILDING & BUS USE:  
PATRICK PAYNE-  
MASONS BANQUET**

**PERSONNEL**

**2. APPROVE SUBSTITUTE TEACHER**

Resolved, that this Board of Education approves **Jane Zeller** as substitute teacher. IT BEING UNDERSTOOD, that **Mrs. Zeller** has had a criminal history background check, including fingerprinting, performed by the State Education Department.

**SUBSTITUTE  
TEACHER-JANE  
ZELLER**

Motion made by: Roger Eastman  
Seconded by: Gary Ramsdell  
Vote: 6-0.

**NEW BUSINESS**

**3. CAPITAL RESERVE ACCOUNT CORRECTION**

WHEREAS, on March 24, 2008, the Board of Education approved a proposition for the establishment of a Capital Reserve Account pursuant to Education Law 3651, with a term of 10 years, a limit of \$2,000,000, and subject to an annual funding limit of \$500,000;

**CAPITAL RESERVE  
ACCOUNT  
CORRECTION**

WHEREAS, at the District's annual meeting held on May 20, 2008, the District's voters ratified and approved the establishment of a Capital Reserve Account as approved by the Board of Education;

WHEREAS, at the Board of Education's meeting on August 15, 2016, the Board at resolution No. 16 approved a budget transfer of \$300,000 from the District's unassigned fund balance to the Capital Reserve Account to be effective June 30, 2016, which thereby approved such transfer as accounted for in the 2015-2016 fiscal year ending on June 30, 2016;

WHEREAS, at the Board of Education's meeting on November 22, 2016, the Board at resolution No. 4 approved a budget transfer of \$200,000 from the District's unassigned fund balance to the Capital Reserve Account to be effective immediately, which thereby approved such transfer as accounted for in the current 2016-2017 fiscal year ending on June 30, 2017;

WHEREAS, after review of District records, it now appears that the District has authorized transfers into the Capital Reserve since the establishment of the Capital Reserve Account in the amount of \$2,393,000;

WHEREAS, the approved budget transfer of unassigned fund balance into the Capital Reserve of \$300,000 to be effective on June 30, 2016, was transferred and included as part of the Capital Reserve Account;

WHEREAS, the approved budget transfer of unassigned fund balance into the Capital Reserve of \$200,000 to be effective on November 22, 2016, was NOT transferred and included as part of the Capital Reserve Account;

WHEREAS, after review of District records, it now appears that the District has actually made actual budget transfers and deposits into the Capital Reserve Account since the establishment of the Capital Reserve Account in the amount of \$2,193,000; and

**CAPITAL RESERVE  
ACCOUNT  
CORRECTION-cont'd**

WHEREAS, the amount of the District's approved transfers into the Capital Reserve since the establishment of the Capital Reserve Account have inadvertently exceeded the Capital Reserve Account's limit by \$393,000 while the amount of the District's actual transfers into the Capital Reserve since the establishment of the Capital Reserve Account have inadvertently exceeded the Capital Reserve Account's limit by \$193,000.

NOW THEREFORE, the Board of Education upon the recommendation of the Superintendent of Schools approves the following resolution and corrective actions:

1. Resolution No. 4 from the Board of Education's meeting on November 22, 2016, is hereby rescinded in its entirety;
2. The Board of Education hereby instructs the District Clerk to amend the minutes from the Board of Education meeting on November 22, 2016, by adding an asterisk to resolution No. 4 under the record of the vote stating as follows: "\*See April 25, 2017 minutes for correction and rescission of this resolution."
3. Resolution No. 16 from the Board of Education's meeting on August 15, 2016, is hereby amended changing \$300,000 to \$107,000;
4. The Board of Education hereby instructs the District Clerk to amend the minutes from the Board of Education meeting on August 15, 2016, by adding an asterisk to resolution No. 16 under the record of the vote stating as follows: "\*See April 25, 2017 minutes for correction and adjustment of approved transfer amount to \$107,000";
5. The Board of Education hereby instructs the School Business Manager to transfer \$193,000 from the District's Capital Reserve Account to the District's unassigned general fund balance, effective immediately, to make the above correction and effectuate the intent of this resolution.

Motion made by: Roger Eastman

Seconded by: Adam Miner

Discussion: Dominic D'Imperio, School Attorney, explained questions and concerns raised about the Capital Reserves Account over funding and deposits that were made to the account. Mr. D'Imperio created the above resolution to correct any inaccuracies made to the account. He also explained the Board's options before the fund expires on June 30, 2018.

Vote: 6-0.

**4. JEFFERSON LEWIS BOCES FORM AND CONTRACT**

Resolved, that this Board of Education authorize the President and Superintendent to sign the Jefferson-Lewis BOCES Services Request Form and Contract 2017-18.

**JL-BOCES FORM AND  
CONTRACT 2017-18**

Motion made by: Roger Eastman  
Seconded by: Laurie Goodwin  
Vote: 6-0.

**5. AUTHORIZATION TO SIGN**

Resolved, that this Board of Education approves Stackel & Navarra, C.P.A., P.C. as External Auditors for the 2016-17 Fiscal Year and authorizes the President to sign the agreement.

**EXTERNAL  
AUDITORS FOR 2016-  
17 FISCAL YEAR-  
STACKEL & NAVARRA**

Motion made by: Kurt Gehrke  
Seconded by: Roger Eastman  
Vote: 6-0.

**6. PAYROLL SCHEDULE FOR 2017-18**

Resolved that this Board of Education approves the 2017-18 payroll schedule:

July 7 & 21, 2017	August 4 & 18, 2017	September 1, 15 & 29, 2017
October 13 & 27, 2017	November 10 & 22, 2017	December 8 & 22, 2017
January 5 & 19, 2018	February 2 & 16, 2018	March 2, 16 & 30, 2018
April 13 & 27, 2018	May 11 & 25, 2018	June 8 & 22, 2018

**APPROVE 2017-18  
PAYROLL SCHEDULE**

Motion made by: Gary Ramsdell  
Seconded by: Roger Eastman  
Vote: 6-0.

**7. PAYROLL SCHEDULE FOR 2018-19**

July 6 & 20, 2018	August 3, 17 & 31, 2018	September 14 & 28, 2018
October 12 & 26, 2018	November 9 & 21, 2018	December 7 & 21, 2018
January 4 & 18, 2019	February 1 & 15, 2019	March 1, 15 & 29, 2019
April 12 & 26, 2019	May 10 & 24, 2019	June 7 & 21, 2019

**APPROVE 2018-19  
PAYROLL SCHEDULE**

Resolved that this Board of Education approves the 2018-19 payroll schedule:

Motion made by: Laurie Goodwin  
Seconded by: Roger Eastman  
Vote: 6-0.

**8. PARTICIPATION IN SJ SWIM TEAM**

RESOLVED, that this Board of Education grants Laura Zehr permission to participate on the 2017-18 South Jefferson Central School District Swim Team.

IT BEING UNDERSTOOD, that final approval for Laura's participation must be given by South Jefferson Central School District.

**PARTICIPATE ON SJ  
2017-18 SWIM  
TEAM-LAURA ZEHR**

Motion made by: Kurt Gehrke  
Seconded by: Roger Eastman  
Vote: 6-0.

**9. PARTICIPATION IN BOCES BIDS**

WHEREAS, it is the plan of a number of Public School Districts and the Madison-Oneida BOCES (the "BOCES") during the 2017-2018 school year to bid jointly for the purchase of various types of computers and technology commodities (the "Commodities"); and

WHEREAS, the Belleville Henderson Central School District ("the School District") is desirous of participating in the joint bidding for the Commodities, as authorized by General Municipal Law, Article 5-G; and

WHEREAS, this Board of Education has received and reviewed the Cooperative Bid Procedures ("the Procedures") governing its right and responsibilities should it elect to participated in the joint bidding of commodities; and

BE IT FURTHER RESOLVED that in accordance with Cooperative Bid Procedures the Board of Education agrees to award bid purchase item purchases according to the recommendation of the BOCES if such award is in the best interest of the school district.

Motion made by: Kurt Gehrke  
Seconded by: Roger Eastman  
Vote: 6-0.

**10. APPROVE BOCES BUDGET**

Resolved, that the Belleville Henderson Central School District approves the 2017-18 proposed administrative budget of the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Education Services as mailed to component districts and presented at the Annual Meeting held on April 10, 2017.

Motion made by: Gary Ramsdell  
Seconded by: Kurt Gehrke  
Vote: 6-0.

**11. BOCES BOARD OF EDUCATION MEMBERS**

Resolved, that the Belleville Henderson Central School District hereby casts one ballot for **Grace Rice, Alice Draper and Barbara Lofink** for a term of office on the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of cooperative Education Services effective July 1, 2017.

Motion made by: Kurt Gehrke  
Seconded by: Laurie Goodwin  
Vote: 6-0.

**12. APPROVE EXTERNAL AUDIT REPORT**

Resolved, that this Board of Education approves the external audit report performed by Bowers & Company CPAs PLLC for the fiscal year ending June 30, 2016. The auditors' report is on file with the Business Manager in the District Office.

**PARTICIPATION IN  
2017-18 BOCES BIDS**

**APPROVE BOCES  
BUDGET 2017-18**

**CAST BALLOT FOR  
BICES BOARD OF  
EDUCATION  
MEMBERS:  
GRACE RICE  
ALICE DRAPER &  
BARBARA LOFINK**

**APPROVE EXTERNAL  
AUDIT REPORT-JUNE  
30, 2016**

Motion made by: Adam Miner  
Seconded by: Gary Ramsdell  
Vote: 6-0.

**POLICY**

Second review reading of Policy #8470 Home Instruction

**FOR THE BOARD'S REVIEW**

BOCES Board of Education Meeting Minutes from February 8, 2017.

**ADMINISTRATIVE REPORT(S)**

Mr. Moore reported that the Science STEM night went well with a great turn out. Barbara Taylor, Patty Nortz and Shaun Gagan did well planning the event.

Mr. Moore also reported that Katelyn Costello recently held a basketball tournament for a student athlete from Lyme that has been diagnosed with Leukemia. The fundraiser went extremely well and raised over \$2000 for the family's medical expenses.

**UPDATE TO BOARD OF EDUCATION QUESTIONS**

There were no questions

**PUBLIC PARTICIPATION**

There was no public participation at this point.

**PROPOSED EXECUTIVE SESSION**

Resolved, that this Board of Education enter executive session at 7:42pm, to discuss:

- Collective negotiations pursuant to article 14 of the Civil Service Law.

**EXECUTIVE SESSION**

Motion made by: Kurt Gehrke  
Seconded by: Roger Eastman  
Vote: 6-0.

Dominic D'Imperio was invited to stay for Executive Session. Mr. Moore, Mr. Storey, Ms. Kirchoff and Mrs. Kohl were excused. At 8:03 pm Mr. Moore entered in Executive Session.

**OPEN SESSION**

President Allen declared open session at 8:15pm.

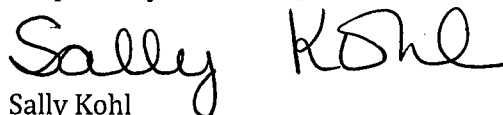
**ADJOURNMENT**

Resolved, that at 8:16 pm that this meeting be adjourned.

**ADJOURNMENT**

Motion made by: Roger Eastman  
Seconded by: Laurie Goodwin  
Vote: 6-0.

Official Meeting Minutes  
Approved 5/3/2017  
Respectfully Submitted,



Sally Kohl  
District Clerk

Enc. # 2  
4/25/2017

BOARD OF EDUCATION OF BELLEVILLE HENDERSON CENTRAL SCHOOL  
APRIL 6 2017 WARRANT #13 CAPITAL FUND

CHECK #	CLAIMANT	PURPOSE	AMOUNT
1088	AECC ENVIRONMENTAL CONSULTING	SERVICES RENDERED	\$ 6,683.50

\$ 6,683.50

To the District Treasurer:

I hereby certify that I have verified the above claims, 1 in number  
in the total amount of **\$6,683.50**. You are hereby authorized and directed  
to pay to the claimants certified above the amount of each claim allowed  
and charge each to the proper fund.

4-10-2017  
Date

Mary Forester  
Signature

Claims Auditor

The Internal Claims Auditor for the District has  
examined this invoice for correctness of purchases  
(no taxes, bid item pricing correct, ect.)  
Proof of Receiving MF  
Copy of Purchase Order MF  
Purchasing Agent Approval MF  
(When purchase order is not required)



Enc. #3  
4/25/2017

BOARD OF EDUCATION OF BELLEVILLE HENDERSON CENTRAL SCHOOL  
MARCH 29 2017 WARRANT #19 GENERAL & SCHOOL LUNCH FUND

CHECK #	CLAIMANT	PURPOSE	AMOUNT
012196-012204	VOIDED CHECKS	PRINTING ERROR	\$ -
12205	BELLOFFS	SHIRTS/JACKETS-CUSTODIANS	\$ 316.00
322172257	BHCS TRUST & AGENCY	APRIL 2017 HEALTH INSURANCE	\$ 110,276.90
12206	CINTAS CORPORATION	UNIFORM SERVICES	\$ 78.10
12231	COOK BROTHERS	TRUCK PARTS	\$ 46.56
12207	DOCO QUICK PRINT	DISTRICT ENVELOPES	\$ 299.50
1397	FIRST BANKCARD	CREDIT CARD	\$ 3,344.77
1400	FURMAN, HILA	MEDICAID REIMBURSEMENT OF CHECK PRINTING ERROR #012127	\$ 132.89
12222	GREENE, O.D.	MISC SUPPLIES	\$ 938.81
12208	HALDEMAN, JERI	CHAPERONE	\$ 50.00
12223	HILLYARD INC	MISC SUPPLIES-KIBLIN	\$ 153.76
12209	INGENUITY WORKS INC	SUBSCRIPTION RENEWAL-FINGAR	\$ 450.00
12211	JEFFERSON LEWIS BOCES	MARCH 2017 BOCES BILL	\$ 121,272.48
12213	LARRY MUSICAL INSTRUMENTS REPAIRS	INSTRUMENT REPAIR	\$ 25.00
12233	MARK'S PLUMBING PARTS	PARTS	\$ 570.39
12220	MASON, WB	COPY PAPER	\$ 4,042.50
12234	MCCABES SUPPLY	SERVICES RENDERED	\$ 119.61
12235	MCCABES SUPPLY	SERVICES RENDERED	\$ 293.61
12214	MODULAR MECHANICAL SERVICES	SERVICES RENDERED	\$ 826.28
12215	MOORE, RICK	REIMBURSEMENT FOR THIRD GRADE FIELD TRIP	\$ 400.00
12216	MORALES, MICHELLE	CHAPERONE	\$ 50.00
12217	NCE SERVICES	FIRE INSPECTION	\$ 625.00
12224	NEW YORK BUS SALES	BUS PARTS	\$ 103.10
1395	NEW YORK STATE ASSOC OF SCHOOL BUSINESS OFFICIALS	REGISTRATION-KIRCHOFF	\$ 460.00
1396	NEW YORK STATE ASSOC OF SCHOOL BUSINESS OFFICIALS	REGISTRATION-KIRCHOFF	\$ 175.00
1399	NEW YORK STATE COUNCIL OF SCHOOL SUPERINTENDENTS	SUPERINTENDENT DUES	\$ 1,642.50
12230	NYSSBA	ADVERTISING FOR BUSINESS MANAGER	\$ 175.00
12218	RYDER, RICHARD	REIMBURSEMENT FOR FINGERPRINTING	\$ 104.00
12225	STAPLES	SUPPLIES-REFF	\$ 110.60
12226	STAPLES	SUPPLIES-DISTRICT OFFICE	\$ 1,376.37
12227	STAPLES	SUPPLIES-GORDINIER	\$ 33.41
12228	STAPLES	SUPPLIES-INK	\$ 447.03
12229	TEQUIPMENT	SUPPLIES-BARTLETT	\$ 2.56
12219	TIFCO INDUSTRIES	SUPPLIES-KIBLIN	\$ 224.55
12221	WESCO	SUPPLIES-KIBLIN	\$ 1,214.23
			\$ 250,380.51

To the District Treasurer:

I hereby certify that I have verified the above claims, 35 in number  
in the total amount of \$250,380.51 You are hereby authorized and directed  
to pay to the claimants certified above the amount of each claim allowed  
and charge each to the proper fund.

4-6-2017

Signature

*Mary Fenster*

Claims Auditor

The Internal Claims Auditor for the District has  
examined this invoice for correctness of purchases  
(no taxes, bid item pricing correct, ect.)  
Proof of Receiving MF  
Copy of Purchase Order MF  
Purchasing Agent Approval MF  
(When purchase order is not required)