

**Board of Education Business Meeting Minutes (Tuesday, May 22, 2018)****Location: Addison High School Cafeteria****Trustees Present:**

President Michelle Terwilliger, Trustees Brian Crane, Deborah Finamore Flint, James Mitchell and James Mosher (late arrival at 4:37p.m.).

**Trustees Excused:**

Trustees Kim Rayeski and Derek Burrell.

**Others:**

Superintendent Joseph DioGuardi, District Clerk Kristie Mather, School Business Administrator Kenneth Forrester, Director of Curriculum &amp; Instruction William Howe, High School Principal Jennifer Crane, Middle School Principal Kris Benton, Elementary Principal Georgia Weed and Supervisor of Special Education and Valley Early Childhood School Tanya Loomis.

**Guests:****1. Meeting Opening**

Procedural: 1.1 Call To Order - President Terwilliger called the meeting to order at 4:30p.m.

Discussion: 1.2 Welcoming Remarks from President

Procedural: 1.3 Fire Exit Procedure

Procedural: 1.4 Pledge of Allegiance

At this time President Terwilliger excused Trustee Burrell and Trustee Rayeski from the meeting and expressed that Trustee Mosher would be late arriving.

Action: 1.5 Approve Agenda

Motion to approve the agenda is requested by BOE President.

Motion by Brian Crane, second by James Mitchell.

Final Resolution: Motion Carried

Yea: Brian Crane, Deborah Finamore Flint, James Mitchell, Michelle Terwilliger

**2. Communications**

Information: 2.1 Superintendent Report #1 - Strategic Plan Update

Superintendent DioGuardi commented briefly about the goals in the newly developed strategic plan: enhanced learning outcomes, enhanced communications, student development and support services and non instructional support initiatives. This will be a five year plan and each goal has extensive strategies, responsibilities, etc. The District will be investigating consultants for some of the activities.

**3. Board Reports**

Information: 3.1 Board Reports

President Terwilliger said the recent concert was one of the best, fantastic work to all! The art show was also very nice on May 15th.

**4. Public Forum (15 Minutes)**

Discussion: 4.1 Public Forum

No one wished to be addressed in public forum.

**5. Discussion**

There were no discussion items.

**6. Consent Items**

Action (Consent): 6.9 Consent Items Vote

BE IT RESOLVED that the Board of Education of the Addison Central School District, upon the recommendation of the Superintendent of Schools, accept the following Consensus items in accordance with the rules and regulations of the Board.

6.1 Board of Education Minutes - April 18, 2018

6.2 Budget Hearing May 8, 2018

6.3 Central Treasurer's Report - April 2018

6.4 District Treasurer's Report - April 2018

6.5 Budget Status Report - April 2018

6.6 Revenue Status Report - April 2018

6.7 CSE Minutes - April 18, 2018 &amp; May 8, 2018

6.8 CPSE Minutes - May 9, 2018

Motion by James Mitchell, second by Deborah Finamore Flint.

Final Resolution: Motion Carried

Yea: Brian Crane, Deborah Finamore Flint, James Mitchell, Michelle Terwilliger, James Mosher

## 7. Personnel

### Action: 7.1 Leaves of Absence

#### LEAVES OF ABSENCE:

##### NON-INSTRUCTIONAL:

###### **Millicent Allen**

Assignment: Bus Driver

Reason: FMLA

Effective Date: May 2, 2018 - Until Further Notice

###### **Philip Allen**

Assignment: Bus Driver

Reason: FMLA

Effective Date: May 21, 2018 - Until Further Notice

###### **Melody Borden**

Assignment: School Monitor (Cafeteria)

Reason: FMLA

Effective Date: April 27, 2018 - Until Further Notice

### Action: 7.2 Resignations

#### RESIGNATIONS:

##### NON-INSTRUCTIONAL:

###### **Rachel Holman**

Assignment: Bus Attendant

Effective Date: April 19, 2018

Reason: Personal Reasons

###### **Nicole Monroe**

Assignment: School Monitor (Hall)

Effective Date: May 22, 2018

Reason: Accepted Another Position Within ACSD

### Action: 7.3 Appointments

#### APPOINTMENTS

##### NON INSTRUCTIONAL:

###### **Kathryn Martin**

Assignment: Typist (Part Time)

Justification: Replacement of Ruth Boyer

Effective Date: May 23, 2018

Probationary Period: May 23, 2018 - November 23, 2018

Salary: \$12.12/hour

Budget Code: A 5510-160-00-00-00

Experience: Bus Driver, Addison CSD, Addison, NY (August 2009 - Present), Sub Clerk, Addison CSD, Addison, NY (July 2017 - Present) & Bus Attendant, Addison CSD, Addison, NY (June 2006 - 2010).

###### **Nicole Monroe**

Assignment: Typist (10 Month)

Justification: Replacement of Sheila Gotshall

Effective Date: May 23, 2018

Probationary Period: May 23, 2018 - November 23, 2018

Salary: \$13.12/hour

Budget Code: A 2020-160-00-00-00

Experience: School Monitor, Addison CSD, Addison, NY (September 2007 - Present) & Latch Key Coordinator, Addison CSD, Addison, NY (October 2000 - September 2007).

#### NON INSTRUCTIONAL PERMANENT APPOINTMENT

##### (SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD):

###### **Amanda Woodworth**

Assignment: Senior Typist

Justification: Successful completion of probationary period

**Effective Date:** June 7, 2018

**Action: 7.4 Substitute Appointments**

**SUBSTITUTE APPOINTMENTS**

**INSTRUCTIONAL:**

**Jenna Mellinger**

**Assignment:** Substitute Teaching Assistant & Substitute Teacher Aide

**Justification:** Additional Substitutes Needed

**Effective Date:** May 23, 2018 - June 30, 2018

**Salary:** Substitute Teaching Assistant - \$11.43/hour & Substitute Teacher Aide - \$10.40/hour

**Budget Code:** Substitute Teaching Assistant - A2110-140-00-00-00 & Substitute Teacher Aide - A2110-161-00-00-00

**Experience:** Bus Attendant, Addison CSD, Addison, NY (September 2016 - June 23, 2017), Van Driver, Addison CSD, Addison, NY (January 2016 - June 2016), Substitute (various positions), Addison CSD, Addison, NY (March 2015 - January 2016).

**NON-INSTRUCTIONAL:**

**Bobbie Dann**

**Assignment:** Substitute Bus Attendant

**Justification:** Additional Substitutes Needed

**Effective Date:** April 23, 2018 - June 30, 2018

**Salary:** \$10.40/hour

**Budget Code:** A 5110-161-00-00-00

**Experience:** Substitute (various positions), Addison CSD, Addison, NY (2015 - Present) & Receptionist, Dr. Peter's (Veterinarian), Watkins Glen, NY (August 2004 - April 2008).

**Leah Jamison**

**Assignment:** Substitute Bus Driver

**Justification:** Additional Substitutes Needed

**Salary:** \$14.00/hour

**Budget Code:** A 5110-161-00-00-00

**Effective Date:** April 30, 2018 - June 30, 2018

**Experience:** Current Substitute (various positions), Addison CSD, Addison, NY (January 2018 - Present), Brand Ambassador, ATN Promo, online (August 2016 - Present), CNA, Three Rivers, Painted Post, NY (June 2015 - April 2016) & Habilitation Aide, Pathways Inc., Corning, NY (April 2014 - September 2015).

**Kali McCracken**

**Assignment:** Student Lifeguard

**Justification:** Additional Life Guards Needed

**Salary:** \$10.40/hour

**Budget Code:** A 8060-160-00-00-00

**Effective Date:** May 23, 2018 - June 30, 2018

**Experience:** Certified in Lifeguarding/First Aid/CPR/AED.

**Action: 7.5 Extra-Curricular Stipend Appointment**

Position	Building	Appointment	Level	Year	Amount	Payment Due
Team Leader, Grade 5	Tuscarora	Crystal Bonham	I	1	\$897.99 (prorated effective 1/22/2018)	Half Year

**Action: 7.6 Personnel Vote**

BE IT RESOLVED that the Board of Education approves the resignations, appointments (acknowledging the salary, certification, and tenure information, as provided), and salary adjustments as listed in the Personnel Report; and BE IT FURTHER RESOLVED that any conditional or emergency conditional appointments shall commence, continue, and terminate as required by law.

7.1 Leaves of Absence

7.2 Resignations

7.3 Appointments

7.4 Substitute Appointments

7.5 Extra-Curricular Stipend Appointment

Motion by Brian Crane, second by James Mitchell.

Final Resolution: Motion Carried

Yea: Brian Crane, Deborah Finamore Flint, James Mitchell, Michelle Terwilliger, James Mosher

#### 8. New Business

Action: 8.1 Certification and Acceptance of the Results of the 2018-2019 School Budget Vote and Election of One Trustee to the Board of Education  
BE IT RESOLVED that the Board of Education of the Addison Central School District, in accordance with its rules and regulations, hereby accepts the results of the annual budget vote and the election of one Board of Education Trustee held May 15, 2018 as certified by the Chairperson of Election, the District Clerk, and the Election Inspectors; and

BE IT FURTHER RESOLVED that the 2018-2019 School Budget has been approved by the voters of this District; and that Kim Rayeski has been elected as a Board of Education Trustee for a term of five (5) years to begin July 1, 2018.

Motion by James Mitchell, second by Deborah Finamore Flint.

Final Resolution: Motion Carried

Yea: Brian Crane, Deborah Finamore Flint, James Mitchell, Michelle Terwilliger, James Mosher

Action: 8.2 Acceptance of 2018-2019 Reserve Plan

BE IT RESOLVED the Board of Education, in accordance with its rules and regulations, accepts the Reserve Fund Plan as presented at the April 18, 2018 Board of Education Business Meeting.

Motion by Brian Crane, second by Deborah Finamore Flint.

Final Resolution: Motion Carried

Yea: Brian Crane, Deborah Finamore Flint, James Mitchell, Michelle Terwilliger, James Mosher

Action: 8.3 Acceptance of Donation to the Music Department

BE IT RESOLVED that the Board of Education, in accordance with its rules and regulations, accepts the donation from friends and family of Carol Witchee accordingly.

Motion by James Mosher, second by James Mitchell.

Final Resolution: Motion Carried

Yea: Brian Crane, Deborah Finamore Flint, James Mitchell, Michelle Terwilliger, James Mosher

Action: 8.4 Approval of Participation in a Cooperative bid with Wayne Finger Lakes BOCES for 2018-2019

BE IT RESOLVED that the Board of Education, in accordance with its rules and regulations, approves the General Resolution For The Purpose Of Participating In A Cooperative Bid Coordinated By the Board Of Cooperative Educational Services Of Ontario, Seneca, Wayne, and Yates Counties For Natural Gas for 2018-2019.

Motion by James Mosher, second by Brian Crane.

Final Resolution: Motion Carried

Yea: Brian Crane, Deborah Finamore Flint, James Mitchell, Michelle Terwilliger, James Mosher

Action: 8.5 Approval of Sale and/or Disposal of Items No Longer Useable by the District

BE IT RESOLVED that the Board of Education, in accordance with its rules and regulations, authorizes the sale or disposal of furniture, equipment, and/or other items no longer in use by the district as presented.

Motion by Deborah Finamore Flint, second by James Mosher.

Final Resolution: Motion Carried

Yea: Brian Crane, Deborah Finamore Flint, James Mitchell, Michelle Terwilliger, James Mosher

Action: 8.6 Approval of Superintendent Contract July 1, 2018 – June 30, 2023

BE IT RESOLVED that the Board of Education, in accordance with its rules and regulations, approve the attached employment contract through June 30, 2023.

Motion by Deborah Finamore Flint, second by Brian Crane.

Final Resolution: Motion Carried

Yea: Brian Crane, Deborah Finamore Flint, James Mitchell, Michelle Terwilliger, James Mosher

Action: 8.7 SECOND READING/ADOPTION of the NYSSBA Policy #4772

BE IT RESOLVED that the Board of Education, in accordance with its rules and regulations, hereby approves the SECOND READING/ADOPTION of the NYSSBA Policy #4772 which is attached.

Motion by Brian Crane, second by James Mosher.

Final Resolution: Motion Carried

Yea: Brian Crane, Deborah Finamore Flint, James Mitchell, Michelle Terwilliger, James Mosher

Action: 8.8 Creation of Position

BE IT RESOLVED that the Board of Education, in accordance with its rules and regulations, creates the following position:  
1.0 FTE School Counselor – Tenure Area: School Counselor

Motion by Deborah Finamore Flint, second by James Mosher.

Final Resolution: Motion Carried

Yea: Brian Crane, Deborah Finamore Flint, James Mitchell, Michelle Terwilliger, James Mosher

Action: 8.9 Elimination of Position

BE IT RESOLVED that the Board of Education, in accordance with its rules and regulations, approves the elimination of a 1.0 FTE Spanish Teacher Position.

Motion by Deborah Finamore Flint, second by Brian Crane.

Final Resolution: Motion Carried

Yea: Brian Crane, Deborah Finamore Flint, James Mitchell, Michelle Terwilliger, James Mosher

Action: 8.10 Approval of Non Unit Employee Salaries for 2018-2019, 2019-2020 and 2020-2021

BE IT RESOLVED that the Board of Education, in accordance with its rules and regulations, approves the 2018-2019 salaries for the non unit employees as identified on the attached chart in addition to a 3% raise on base salaries for the 2019-2020 and 2020-2021 school years.

Motion by Deborah Finamore Flint, second by James Mosher.

Final Resolution: Motion Carried

Yea: Brian Crane, Deborah Finamore Flint, James Mitchell, Michelle Terwilliger, James Mosher

Action: 8.11 Approval of Pesticide Application

BE IT RESOLVED that the Board of Education, in accordance with its rules and regulations, approves the seasonal application of pesticide by Trugreen at the Tuscarora campus. Said application would be applied not more than four times between May 23 and November 15, 2018.

Motion by Deborah Finamore Flint, second by Brian Crane.

Final Resolution: Motion Carried

Yea: Brian Crane, Deborah Finamore Flint, James Mitchell, Michelle Terwilliger, James Mosher

## **9. BOE Topics Discussion**

Discussion: 9.1 BOE Topics Discussion

President Terwilliger reminded that Trustees that if the public has concerns about personnel items, those concerns should be directed to the Superintendent.

## **10. Adjournment**

Action: 10.1 Adjournment Vote

President will request a motion for adjournment, there being no further business.

Motion by Brian Crane, second by James Mosher at 5:13p.m.

Final Resolution: Motion Carried

Yea: Brian Crane, Deborah Finamore Flint, James Mitchell, Michelle Terwilliger, James Mosher

Respectfully Submitted,

Kristie Mather

