

'MORRIS CENTRAL SCHOOL BOARD OF EDUCATION

Date of Meeting: September 22, 2021

Kind of Meeting: Regular

Board Members Present: Mary Dugan, Russell Tilley, Wendy Moore, Emily Boss, Michael Walling

Others Present: Dr. Shannon Babbie, Superintendent; Staff Member Heather Powell, Kelly Palmer; Community Members Todd Gould, Kristin Winn, Lynette MacLeman, Christopher MacLeman; Students Triana Hawkins, Ethan Wagner, Fiona Ventura, Jason Strain, Jackson Harp, Aidan Ryther, Jeffrey Bourgois

The meeting was called to order by President Mary Dugan at 6:30 p.m.

Wendy Moore was sworn in as a MCS Board member on August 25, 2021 at 2:38 by District Clerk, Judy Matson.

The minutes of the regular meeting of August 19, 2021 was approved as presented on the motion of Russell Tilley, seconded by Michael Walling, and carried 5-0

Correspondence: Mary Dugan shared thank you cards from Miesha Neer and Jacob Spoor.

Public Comment: Two parents spoke of their concerns about the masks requirements. They asked that we have more mask breaks during the day and that they are longer than five minutes. They are afraid that when the vaccine is rolled out for ages 5 through 11, the shots will be mandated for the children like they are for the teachers. They don't want to have to pull their children out of school. They said there are less invasive ways to fight COVID and asked if the children were taught about hand washing in school. They said that the Homecoming events were a breath of fresh air. They would like the children not to have to wear masks outside for PE classes.

Heather Powell and Kelly Palmer talked to the Board about the band and chorus going to Trills and Thrills Festival instead of the Sherburne Pageant of the Bands this year. Trills and Thrills is non-competitive. Ensembles perform two concert pieces in front of two adjudicators, that were former music educators. They provide a running evaluation with recorded comments. Their written comments provide feedback to the students. Once the scores are collected the students go to the Six Flags Amusement Park for the remainder of the day. This year it would be offered to students in grades 9 through 12. They must be passing all their classes. The cost is \$51 per student. This year the Marching Band and Spring Musical will share the cost. In the future, there will be fundraising done to cover the cost. The consensus of the Board was to allow the students to attend Trills and Thrills Festival instead of the Sherburne Pageant of Bands this year.

Superintendent's Reports:

Dr. Babbie told the Board that he started riding bus routes this week. He said he didn't realize how many dirt roads were in our district. The driver was kind and greeted all students as they got on the bus.

Dr. Babbie talked to the Board about the condition of the bus garage. The roof is leaking in multiple locations. We may need to repair the roof, or possibly use the building as storage and look into going with the BOCES bus garage that will be in Milford.

Dr. Babbie said he has been working with Thomas Murphy and Shannon Harrington, going over the plans for the stimulus funding. Matthew Sheldon will be coming in to help.

Dr. Babbie told the Board that there have been two interviews for the PE/Health position. One person came in and taught a lesson. The second person will be coming in soon to teach a lesson. Dr. Babbie said he has met with three of the four candidates for Director of Pupil Personnel. The finalists will be interviewed by the committee on October 8th. ONC BOCES and MCS have advertised for a .5 FTE School Psychologist. Edmeston was willing to share a School Psychologist with MCS but there has been no responses to the ads.

Principal's Reports:

Katharine Smith was unable to attend the Board meeting tonight. Dr. Shannon Babbie went over her report and emailed it to the Board. Ms. Smith's report is as follows:

Beginning of the year update: All elementary classes with the exception of 5th grade eat in their classrooms as a class. 5th grade has an overflow room where approximately 10 students eat in order to keep a distance of six feet between the students during meals. The students are rotated so it is not always the same group in the overflow room. 7-12 lunches are working as planned. We have a few large study halls where students are seated three feet apart. We received 25 air purifiers to be placed in designated classrooms and other areas. We are still resolving the issues within our special education department. There will be changes to some of the teachers and aides' schedules as we address the needs.

Enrollment update: PK-6 has 162 students this year, compared to 177 last year. Grades 7-12 have 151 students this year, we had 146 last year. The total enrollment in the building is 313. We have 15 students enrolled in programs outside of the building for a total enrollment of 328. We have 148 female students (45%) and 180 male students (55%).

Upcoming events: The Outdoor Club will be going to the Wild Center at Tupper Lake. Twelve students will be going. On October 9th they will be going mountain biking in Boonville, sign up is still ongoing. November 6th is a hike to Vroman's Nose in Middleburgh. There are 23 students in Outdoor Club, the advisor is Maria Deysenroth. Open House will be October 7th from 5:30 to 7:00 p.m. followed by NHS Inductions at 7:15 p.m. Attendance is limited to family only. Dr. Babbie will send out the safety protocols that will be in place for Open House. Superintendent's Conference Day is October 8th. Senior Play is scheduled for October 8th at 7:00 p.m. and October 9th at 2:00 p.m. No school on October 11th for Columbus Day. We are planning to have a fall concert. It will be senior band and senior chorus. It will take place on October 21st. The time to be determined. Due to the limitations presented by COVID, this will be shorter than usual, with each group performing a few pieces. We hope to include the junior chorus in our next concert.

Be It Resolved upon recommendation of the Superintendent, that the Board of Education of the Morris Central School District approve the following:

The following business items 1 through 8 were approved as presented on the motion of Michael Walling, seconded by Russell Tilley, and carried 5-0:

1. Approval of Claim Auditor's Reports and Warrants # 15, 16, 17, 19, 20, 21, 22, 23, 24, and 25, as presented.
2. Approval of the Treasurer's Report and Bank Statements for the month of August 2021, as presented.
3. Approval of the Central Treasurer's Report for the month of August 2021, as presented.
4. **Be it Resolved** that the Board of Education of the Morris Central School District approves the revision of the wording of the following approved on April 15, 2021 as follows:

Be It Resolved that the Board of Education of the Morris Central School District approve the Budget of \$9,675,000 for the 2021-2022 school year. The 2021-2022 Budget will go to the voters on May 18, 2021. On the motion of Michael Walling, seconded by Russell Tilley, and carried 5-0.

It should have read as follows:

Be It Resolved that the Board of Education of the Morris Central School District approve the Budget of \$9,675,000 for the 2021-2022 school year. The 2021-2022 Budget will go to the voters on May 18, 2021. The Board also approves the Capital Outlay Project of \$100,000 or less. The project is part of the 2021-2022 Fiscal Budget, retroactive to April 15, 2021.

5. **Be It Resolved** that the Board of Education of the Morris Central School District approve the creation of the position of Assistant Treasurer. The job description is attached. (See Attachment #1)
6. **Be It Resolved** that the Board of Education of the Morris Central School District approve the Morris Central School Multi Class Reunion of 2021 Scholarship. The Scholarship will be given one-time for the graduation of 2022. There will be awards of \$200. The Criteria is as follows:

These Scholarships will be awarded to two (2) senior BOCES students who will be entering the workforce in the trade they studied at BOCES.
7. **Be It Resolved** that the Board of Education of the Morris Central School District approves the Thought/Exchange Program from ONC BOCES. The cost is \$5,000 annually.
8. Approval of the Auditor's Report and Warrant #26 as presented.

The following personnel items 1 through 18 were approved as presented on the motion of Russell Tilley, seconded by Michael Walling, and carried 5-0:

1. Approval of the resignation of Donna Stanistreet as a probationary Director of Pupil Personnel retroactive to September 15, 2021.
2. Approval of Deborah Chicorelli as an Interim Director of Pupil Personnel and CSE Chairperson, retroactive to September 20, 2021, until a replacement is found for Donna Stanistreet. Mrs. Chicorelli will be paid \$500 per diem.
3. Approval of Taryn Ostroff as a permanent substitute (NC) retroactive to September 20, 2021. Ms. Ostroff will be paid \$115 per diem for one month and on October 21, 2021 she will go to \$120 per diem. Ms. Ostroff is eligible for single health insurance with a 20% contribution. When a certified permanent substitute is hired, Ms. Ostroff will go back to a per diem substitute.
4. Approval of the resignation of Monica Kilts as a special education teacher effective September 22, 2021. Mrs. Kilts worked the 30 days required because of her late August resignation. Mrs. Kilts' July, August, and September insurances were paid in full through payroll deduction.
5. Approval of Liana Garry as a long-term substitute for the PE/Health teacher position until a certified teacher is found. Ms. Garry will be paid \$200 per diem. If a certified teacher is hired, Ms. Garry will return to her position as a permanent substitute at \$123.90 per diem. As a permanent substitute, Ms. Garry is eligible for individual health insurance with a 20% contribution.
6. Approval of Sarah Smith as a co-advisor for the Drama Club with Kelly Palmer. The stipend is \$450 each.
7. Approval of Jeffrey Rhone as the advisor for the Spanish Club. Mr. Rhone's stipend will be \$900.
8. Approval of moving Sarah Saggese from girls' modified soccer coach to boys' modified soccer coach. We do not have a modified girls' soccer team this year. Ms. Saggese's stipend will remain at \$1,826.
9. Approval of following bus monitors for the 2021-2022 school year: Kathy Forgit and Lisa Galbreth with stipends of \$16.00 per run. Mary Truax as a substitute bus monitor with a stipend of \$16.00 per run.

10. Upon recommendation of the Superintendent, and on the motion of Russell Tilley, seconded by Michael Walling, the following probationary appointment is hereby made:

- a) Name of Appointee: Rhonda Burnside
- b) Tenure Area: Special Education
- c) Date of Commencement of Probationary Service: October 1, 2021
- d) Expiration Date of Appointment*: October 1, 2025 (If she received previous tenure her expiration date will be October 1, 2024.)
- e) Certification Status: Students W/Disabilities (Grades 1-6 and Grades 5-9), Professional
- f) Salary: \$59,000

*To the extent required by the applicable provisions of Education Law §§2509, 2573, 3212, and 3014, in order to be granted tenure the classroom teacher or building principal shall have received composite or over all annual professional performance review ratings pursuant to Education Law §3012-c and/or 3012-d of either effective or highly effective in at least three (3) of the four (4) preceding years. If the classroom teacher or building principal received an ineffective composite or overall rating in the final year of the probationary period, he or she shall not be eligible for tenure at that time. For purposes of this subdivision, *classroom teacher* and *building principal* mean a classroom teacher or building principal as such terms are defined in Sections 30-2.2 and 30-3.2 of this Part.

- 11. Approval of Rachel Wisniewski as a probationary LTA effective September 23, 2021. Ms. Wisniewski's salary will be \$17,336, prorated September 23, 2021 through June 30, 2022.
- 12. Approval of Rachel Wisniewski as a bus monitor for the 2021-2022 school year. Ms. Wisniewski will receive \$16.00 per run.
- 13. Approval of the following CROP employees for the 2021-2022 school year as follows:
 - Co-Directors – Caitlin Smith, Diane Turner with a stipend of \$26.00 per hour
 - Activity Leaders – Caitlin Smith, Diane Turner, Courtney Mackey, Lisa Marino, Stephani Mitcham, Virginia Robinson, Kelly Catella, Lorraine Miller, and Jenna Turner with a stipend of \$18.00 per hour
 - Peer Tutors receive minimum wage.
- 14. Approval of Harvey Sandig as a substitute teacher (NC) for the 2021-2022 school year.
- 15. Approval of Dawn Stone as a substitute RN for the 2021-2022 school year.
- 16. Approval of Kallie Jaquay as a permanent substitute (NC) starting on October 4, 2021, after completing her long-term substitute position covering Carlena Johnson's maternity leave. Ms. Jaquay's stipend will be \$120 per diem. She is eligible for individual health insurance with a 20% contribution.
- 17. Approval of the resignation of Michele Pepe as an elementary teacher effective October 19, 2021. Mrs. Pepe's insurances for the months of July, August, September, and October are being paid for in full through payroll deductions.
- 18. Approval of the following mentors for the 2021-2022 school year:
 - Kathy Bechtold for Leslie Picinich with a stipend of \$200
 - Jody Bolton for Jennifer Roberts with a stipend of \$175

The following Administrative item number 1 was approved as presented on the motion of Wendy Moore, seconded by Michael Walling, and carried 5-0:

1. **Be It Resolved** that Board of Education of the Morris Central School District approves the transportation of Madison and Jordyn Lindberg from Morris Central School to the Otego Christian Academy in Otego, New York for the 2021-2022 school year.

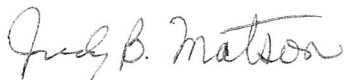
Public Comment: Mary Dugan said the Booster Club thanked the administration and staff who attended the weekend Homecoming Events. There were a lot of smiling faces.

The Board went into executive session at 7:10 p.m. to discuss the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation on the motion of Michael Walling, seconded by Russell Tilley, and carried 5-0.

The Board came out of executive session at 7:44 p.m. on the motion of Michael Walling, seconded by Russell Tilley, and carried 5-0.

The Board adjourned at 7:45 p.m. without further discussion on the motion of Emily Boss, seconded by Russell Tilley and carried 5-0.

Respectfully submitted,

A handwritten signature in cursive script that reads "Judy B. Matson".

Judy B. Matson
District Clerk

ASSISTANT TREASURER – GENERAL DUTIES

All duties performed under direction of Treasurer & Superintendent

1. Provide backup for payroll processing information to be sent bi-weekly to BOCES SBO
2. Ensure accuracy of payroll budget postings
3. Answer and forward phone calls for Business Office personnel
4. Prepare deposits and attend to banking at Community Bank
5. Scan all cash receipts to BOCES SBO
6. Prepare Purchase Orders under direction of Treasurer
7. Email/Fax Purchase Orders
8. Communicate with vendors regarding any Purchase Order issues
9. Prepare claims packets for Treasurer and Superintendent to review
10. Process packets for payment and send to BOCES SBO in a timely manner
11. Assist with administration of Extraclassroom Accounts
12. Communicate with all retirees regarding post-employment benefits
13. Assist Treasurer with maintenance of Fixed Asset Inventory
14. Any other items that may occur in assistance to the Treasurer and Superintendent

ASSISTANT TREASURER – ANNUAL DUTIES

1. Update BOCES Contracts for reference on desktop
2. Update NYS Contracts for reference on desktop
3. Update Vendor Awards Listing Sheet for reference
4. Update requisition forms and instruction documents
5. Handout requisition instructions/forms
6. Update the annual PO encumbrances worksheet based on prior year expenses & needs
7. Prepare Purchase Orders for annual encumbrances for General Fund for July 1
8. Copy General Fund annual Purchase Orders and distribute copies to Transportation and Maintenance Supervisors
9. Prepare Purchase Orders for annual encumbrances for School Lunch Fund. Give copies to Cafeteria Manager
10. Prepare Purchase Orders for projects, etc. in Capital Fund

ASSISTANT TREASURER – QUARTERLY DUTIES

1. Coordinate with BOCES SBO the preparation of Federal Grant Quarterly Reports for reimbursement or Final Project Reports for submission to NYS

TASKS – SPECIFIC MONTH RELATED

JULY

1. For annual POs – Copy vendor copies for Maintenance and Bus Garage POs and give to Supervisors
2. Update annual PO list with new information for the new fiscal year
3. Prepare Federal Grant 10F reports for grants that expire on 6/30
4. Order Fall sports supplies
5. Order copy paper
6. Audit

AUGUST

1. Notify Nurse and Athletic Director of any insurance procedure changes for athletics and student injuries
2. Update retiree mailing lists
3. Encumber BOCES PO
4. Encumber Lunch Annual POs. Check with Manager to see what vendors are being used for new year based on bids, etc.

SEPTEMBER

1. Coordinate with BOCES SBO preparation of Federal Grant 10F reports for grants expiring on 8/31
2. Encumber bus bonds if not done in August
3. Do Purchase order for BOE yearbooks (get cost from Yearbook Advisor)

OCTOBER

1. Assist Treasurer with filing bus purchases in SAMS. Only buses and vehicles for student transport (not trucks)
2. Order winter sports supplies and rulebooks/scorebooks – 2nd week of month

APRIL

1. Coordinate with BOCES SBO preparation of Federal Grant FS25 reimbursement reports
2. Order new flags – see Maintenance Supervisor for which ones need to be replaced (always have one spare on hand for all large flags)
3. Check check/deposit slip supplies and order if necessary
4. Contact award vendor for maintenance uniforms and obtain catalog for ordering purposes

MAY

1. Review open POs and adjust as necessary
2. Review open POs with Supervisors and increase/decrease appropriately
3. Check copy paper supply
4. 1st week of month - Update & distribute maintenance uniform order memos (deadline for return – 3rd week of month)
5. Review health insurance encumbrance and adjust if necessary

JUNE

1. Review Open POs
2. By June 3 - Process order for uniforms (they should be received before graduation so they have new clothing to wear that day) and ensure they will be received by graduation - if not, move order ahead!
3. Coordinate with BOCES SBO to open new year PO schedule
4. Start typing POs for next year's supplies & annual POs
5. Beginning of month - letters to all retirees or COBRA coverages for new July health rates