

Elizabethtown-Lewis-Westport CSD Organizational Meeting

DATE/TIME: Wednesday, February 27, 2019 - 5:30 p.m.

**LOCATION: Board Conference Room - Westport CSD
25 Sisco Street, Westport New York 12993**

OFFICIAL MINUTES

I. Call to Order – Interim Superintendent Dr. Mark Davey at 5:31 PM

II. Pledge of Allegiance

III. Administer Oath of Office to Elected Board Members (Dr. Mark Davey)
The Interim Superintendent Administers the Oath of Office to the following elected Board Members:

[A] Karin DeMuro [X] Dina Garvey [X] Alan Jones [X] Sarah Bode Kullman
[X] Philip Mero [X] Heather Reynolds [X] Suzanne Russell

IV. Roll Call

[A] Karin DeMuro [X] Dina Garvey [X] Alan Jones [X] Sarah Bode Kullman
[X] Philip Mero [X] Heather Reynolds [X] Suzanne Russell

V. Appointment of District Clerk/Oath of Office

- a.** District Clerk – Jana Atwell - Resolved that the Interim Superintendent recommends to the Board of Education the appointment of Jana Atwell to the position of District Clerk, effective immediately through the July 2019 Reorganizational Meeting, with an additional stipend of \$4,000.00 (to be prorated for the period 2/12-27/19 – 6/30/19)

Motion: Phil Mero Second: Alan Jones Yes: 6 No: 0 Abstain: 0 Accept

- b.** Interim Superintendent administered the oath of office to the District Clerk

VI. Election of Officers/Oath of Office

- a.** Nominations for President – The District Clerk calls for the nominations for President of the Board of Education for the remainder of the 2018-19 school year

Philip Mero received the nomination for BOE President. Alan Jones also received a nomination for President however, he respectively declined the position.

Motion: Sue Russell Second: Heather Reynolds Yes: 6 No: 0 Abstain: 0 Accept

- b.** District Clerk administered oath of office to the newly elected President

At this time, the newly elected President will preside over the meeting

- c. Nominations for Vice President – The President calls for the nominations for the Vice President of the Board of Education for the remainder of the 2018-19 school year

Alan Jones received the nomination for BOE Vice President

Motion: Sue Russell Second: Dina Garvey Yes: 6 No: 0 Abstain: 0 Accept

- d. District Clerk administered oath of office to Vice President

VII. Appointment of Officers/Oath of Office

- a. District Treasurer – Resolved that the Interim Superintendent recommends to the Board of Education Sharlene Petro-Durgan, as a component of the Shared Business Office Cross-Contract with Franklin-Essex-Hamilton (FEH) BOCES for the 2018-19 School Year

Motion: Heather Reynolds Second: Alan Jones Yes: 6 No: 0 Abstain: 0 Accept

VIII. Issues related to establishment of New District and Board of Education Operation

- a. Board of Education Recommended Operational Guidelines Discussion
 - i. Motion by Sue Russell, second by Dina Garvey to accept the amended schedule of Board Meetings March – July 2019 (attached). Motion carried.
 - ii. A quorum will consist of 4 Board of Education members.
 - iii. Motion by Sue Russell, second by Alan Jones to publicize meeting notices at least 72 hours in advance of the meeting or within a reasonable extent of time practicable, in the District's official newspapers, on the District's website(s), to the District's union associations and conspicuously posted in one or more public locations. Motion carried.
 - iv. Motion by Sue Russell, second by Alan Jones to accept the *Procedure For Board Meetings* as presented (attached). Motion carried.
- b. Communication Protocols and Best Practices Discussion – A brief overview was provided by CVES Public Relations Department employee Meagan Manson regarding the communication services provided by CVES.
 - i. email addresses for Board members and District staff – Email accounts were provided for ELW Board Members, Superintendents Osborne and Meyer, the District Clerk and District Treasurer as listed:
 1. Sarah.Kullman@elwcsd.org
 2. Karin.DeMuro@elwcsd.org
 3. Dina.Garvey@elwcsd.org
 4. Alan.Jones@elwcsd.org
 5. Philip.Mero@elwcsd.org
 6. Heather.Reynolds@elwcsd.org
 7. Suzanne.Russell@elwcsd.org
 8. Jana.Atwell@elwcsd.org
 9. Scott.Osborne@elwcsd.org
 10. Joshua.Meyer@elwcsd.org

11. Sharlene.petrodurgan@elwcsd.org

- ii. Board communications – Communication will be provided by the District Clerk at the preference of the Board
- iii. New district website and links – The official Google domain is elwcsd.org
- iv. ELWCSD information to Public – Information can be obtained by visiting the functioning site elwcsd.org.

c. NYSED / District Specific Logistics

- i. District Office Location for Purpose of Establishing BEDS Code – Motion by Sue Russell, second by Dina Garvey to establish the location of the ELW District Office at the current Westport Central School building. Motion carried.
- ii. Official address for school district – 25 Sisco Street, Westport, NY 12993

d. School District Financial Operation & BOCES

- i. ELWCSD Initial Operational Funding – Interim Superintendent Dr. Davey will consult with legal counsel prior to the official resolution for operational funding purposes.
- ii. BOCES Co-Sers – Interim Superintendent Dr. Davey provided the members of the Board of Education with the CVES Programs & Services Guide 2019-2020 which includes a listing of BOCES Co-Sers for their review.

- e. District Policy & Regulations Overview and Discussion – A listing of legally mandated policies required by July 1, 2019 was provided. Currently ELCS (New York State School Board Association) and WCS (Erie I Policy Services) have different policy services used by each district. A proposal was also received by HSLD&G Hogan, Sarzynski, Lynch, DeWind & Gregory, LLP. There are several options to be reviewed and considered for use by the new District.

Motion by Sue Russell, second by Dina Garvey to review the current Non-Resident Students Policy of each district within the next two meetings (March 4 & 18). Motion carried.

IX. Anticipated Executive Session (approximately 6:30 pm)

New York State Public Officers Law section 105 explains that an executive session is a portion of a public meeting which is not open to the public. It can take place only upon a majority vote of the total membership of the board taken at an open meeting. Executive sessions are permitted only for the purpose of discussing one or more of the following subjects:

- *Matters that will imperil the public safety if disclosed.*
- *Any matter that may disclose the identity of a law enforcement agent or informer.*
- *Information relating to current or future investigation or prosecution of a criminal offense that would imperil effective law enforcement if disclosed.*
- *Proposed, pending, or current litigation.*
- *Collective negotiations pursuant to Civil Service Law Article 14 (The Taylor Law).*
- *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.

- *The preparation, grading, or administration of exams.*
- *The proposed acquisition, sale, or lease of real property or the proposed acquisition, sale, or exchange of securities, but only when publicity would substantially affect the value of these things (New York State Public Officers Law section 105(a)–(h)).*

Specifically, the Board will enter Executive Session for the following:

- For the purpose of a matter of collective negotiations pursuant to Article 14 of Civil Service Law (Taylor Law) to discuss anticipated upcoming negotiations regarding the establishment of the new district;
- A matter leading to the appointment and/or employment of a particular person(s) or corporation to discuss the hiring of the new district's superintendent.

Superintendent Osborne and Interim Superintendent Meyer were invited into executive session. BOCES Labor Relation Specialist Dan Shaw was also invited to enter into executive session.

In: 7:04 PM Motion: Alan Jones Second: Heather Reynolds Yes: 6 No: 0
Abstain: 0 Accept

Out: 8:44 PM Motion: Alan Jones Second: Heather Reynolds Yes: 6 No: 0
Abstain: 0 Accept

No action taken.

Motion by Heather Reynolds, second by Dina Garvey to resume the meeting at 8:46 PM.
Motion carried.

X. Introduction of Attendees

Also Present: Interim Superintendent, Dr. Mark Davey
District Clerk, Jana Atwell
District Treasure, Sharlene Petro-Durgan
ELCSD Superintendent, Scott Osborne
WCSD Interim, Joshua Meyer

Visitors: Alvin Reiner
Nate Ovalle
Cathy Brankman
Julie Bisselle
Meagan Manson
Jane Hooper
Jill Lobdell
Tracey Cross-Baker
Jason Welch
Hudson Stephens
Annette Stephens
Jay Fiegl
Brad Schrauf

XI. Designations

- a. Official Bank Depositories – Resolved that the Interim Superintendent recommends to the Board of Education the utilization of Champlain National Bank as the official bank depository for the remainder of the 2018-19 school year

Motion: Alan Jones Second: Heather Reynolds Yes: 6 No: 0 Abstain: 0 Accept

- b. Official Newspapers – Resolved that the Interim Superintendent recommends to the Board of Education the designation of the Sun Community News and the Press Republican as the official newspapers for the remainder of the 2018-19 school year

Motion: Sue Russell Second: Sarah Kullman Yes: 6 No: 0 Abstain: 0 Accept

- c. Official Spokesperson for the District – Resolved that the Interim Superintendent recommends to the Board of Education that the Interim Superintendent Dr. Mark C. Davey act as the official spokesperson for the district

Motion: Sue Russell Second: Alan Jones Yes: 6 No: 0 Abstain: 0 Accept

- d. School Attorneys – Resolved that the Interim Superintendent recommends that the Board of Education establishes agreements with the following attorneys for the remainder of the 2018-19 school year:
 - i. Harris Beach, PLLC
 - ii. Stafford, Owens, Pillar, Murnane, Kelleher & Trombley, PLLC

Motion: Sue Russell Second: Heather Reynolds Yes: 6 No: 0 Abstain: 0 Accept

- e. Audit Committee – Resolved that the Interim Superintendent recommends that the Board of Education appoint Board Members to the ELW CSD Audit Committee for the remainder of the 2018-19 school year

Motion: Heather Reynolds Second: Sue Russell Yes: 6 No: 0 Abstain: 0 Accept

- f. Policy Committee – Resolved that the Interim Superintendent recommends to the Board of Education that the Board appoint a Policy Committee for the remainder of the 2018-19 school year

Motion: Sue Russell Second: Dina Garvey Yes: 6 No: 0 Abstain: 0 Accept

XII. Authorizations

Resolved that the Interim Superintendent recommends to the Board of Education the following as specified:

- a. Authorization of Interim Superintendent to Certify Payroll
- b. Authorizes the Interim Superintendent to:
 - i. Transfer of Funds; to transfer funds within the budget;
 - ii. Accept Funds; to accept all drafts, checks, and other dealings with District Funds which bear the signature/official facsimile of the District Treasurer

- c. Authorization of Attendance of Board of Education Members at appropriate conferences, conventions, and workshops with expenses as included in the 2018-19 school budget
- d. Authorization of Interim Superintendent to Apply for Grants in Aid; to Submit Grant Proposals Which Will Benefit the School District
- e. Designation of District Treasurer to sign all checks
- f. Authorization of Labor Relations Service through Capital Region BOCES Co-Ser 620
- g. Authorization of School Public Relations through CVES BOCES Co-Ser 610
- h. Authorization of Shared Business Office through FEH BOCES Co-Ser 657
- i. Authorize the Interim District Superintendent to sign all checks in the absence of the District Treasurer

Motion: Alan Jones Second: Sarah Kullman Yes: 6 No: 0 Abstain: 0 Accept

XIII. Establishment of Mileage Rate

Resolved that the Interim Superintendent recommends to the Board of Education that a mileage rate be set at the current IRS rate

Motion: Sue Russell Second: Dina Garvey Yes: 6 No: 0 Abstain: 0 Accept

XIV. Public Comment:

The Board of Education encourages public participation on school related matters at regular meetings of the Board. To allow for public participation, an open session of 15 minutes at the beginning and 15 minutes at the end will be held at regular meetings of the Board. The meeting agenda will indicate when the open session is being held during any regular meeting of the Board. Any group or organization wishing to address the Board must identify a single spokesperson.

During open sessions presentation, speakers should identify themselves and district of residence. Speakers may comment on any school related matter during the open session. However, the Board will not permit in public session discussion involving individual district personnel or students. Persons wishing to discuss matters involving individual district personnel or students should present their comments and/or concerns to the Superintendent during regular business hours. Additionally, speakers presenting complaints must have first gone through the established complaint procedures. The Board reserves the right to delay action for later meetings.

All speakers are to conduct themselves in a civil manner. Obscene language, libelous statements, threats of violence, statements advocating racial, religious, or other forms of prejudice will not be tolerated.

The President shall be responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion and the appropriateness of the subject being presented. The President shall have the right to discontinue any presentation which violates this policy.

At the start of Public Comment, the Board President will ask for a show of hands to determine how many members of the public wish to offer comment. Three minutes per speaker will be allowed for public comments. When called upon by the Board President to speak aloud, please identify yourself and provide your school district of residence. Public comments will be limited to 15 minutes.

Jay Fiegl (WCS teacher) thanked Interim Superintendent Meyer, Superintendent Osborne, District Superintendent Dr. Davey and the newly elected members of the Board of Education for their commitment to the newly established district.

Jason Welch (resident) extended his thanks to the Board of Education and to both (current) superintendents for continuing to move the districts forward.

XV. Schedule of Future Meetings- Meeting dates are attached.

XVI. Board of Education Memberships

Resolved that the Interim Superintendent recommends the following memberships for the Board of Education members for the remainder of the 2018-19 school year:

- a. NYS School Boards Association
- b. Rural Schools Association

Motion: Heather Reynolds Second: Dina Garvey Yes: 6 No: 0 Abstain: 0 Accept

XVII. Presentations/Reports

- a. Budget Process and Timeline for the 2019-20 Budget Development Timeline - Dr. Davey (see attached) Motion by Alan Jones, second by Sue Russell to adopt the Budget Development Calendar 2019-20 as presented. Motion carried.
- b. Transition Teams - Mr. Scott Osborne - ELCSO Superintendent, and Mr. Josh Meyer – WCSO Interim Superintendent / Principal – Powerpoint attached. Motion by Sue Russell, second by Alan Jones for the creation of the following Transition Advisory Teams: Motion carried.
 - i. School Identity – Note: Dr. Davey explained that if the District decides to change the current name of the new (ELW) district, the State has set a time limit. The decision must be made by June 14, 2019
 - ii. Curriculum Programming
 - iii. Athletics
 - iv. Extra-Curricular Programs
 - v. Special Education
 - vi. Facilities and Transportation
 - vii. Technology
 - viii. Code of Conduct
- c. Program Design for the New District and Recommended Approval Timeline – Dr. Davey, Mr. Scott Osborne, and Mr. Josh Meyer – Powerpoint attached. This

topic will be placed on the March 4th agenda. Dr. Davey will obtain further information regarding school start time and travel time. It was also suggested that the Board members tour each current school building.

XVIII. Superintendent's Update – Dr. Davey

- Thanked the Board for their thoroughness and attention to the agenda this evening for a productive meeting.
- Acknowledged the tax cap work is underway working closely with our FEH Shared Business Office.
- Requested the Board review and consider the information provided within their packet regarding educational law requirements for component Boards of Education pertaining to the election of CVES BOCES members and voting on the CVES administrative budget, and the nominating procedure and minimum qualification of nominees.

XIX. Public Comment (15 minutes)

Jay Fiegl (teacher) addressed the program design as recommended by Interim Superintendent Meyer explaining that possible reduced travel time and the advantage of elementary students not being transported with secondary students as well as teacher collaboration are all positive attributes for this proposal.

Brad Schrauf (ELCS teacher & WCS resident) stated that he agrees with the combining of all K-6 students in one building and 7-12 grade students in another building and the collaboration possibilities that may result from this combination.

Jane Hooper (ELCS resident) explained that even though this is a different idea than originally proposed by the merger consultants, it appears to make sense from an education perspective. Ms. Hooper also referenced Jay Baker from Central Valley (recently merged district) and his comment that he wished the new district had combined all of their elementary students.

XX. Other

XXI. Next Meeting: March 4, 2019 at 6:00 PM in the ELCS Donald Huntley Auditorium

XXII. Adjournment

Time: 10:16 PM Motion: Dina Garvey Second: Sue Russell

Minutes are not official until approved by the Board of Education.

Date approved: March 4, 2019

Jana Atwell, District Clerk

Elizabethtown-Lewis-Westport CSD

Schedule of Board Meetings

2018-19

Tuesday, February 12, 2019	WCSD	5:30 – 7:30 p.m.	(5:30 Exec. Session; 7:30 Business Mtg)
Monday, March 4, 2019	ELCSD	6:00 p.m. (anticipated Exec. Session 6 p.m.; regular meeting 7 p.m.)	
Monday, March 18, 2019	WCSD	6:00 p.m. (anticipated Exec. Session 6 p.m.; regular meeting 7 p.m.)	
Monday, April 1, 2019	ELCSD	6:00 p.m. (anticipated Exec. Session 6 p.m.; regular meeting 7 p.m.)	
Thursday, April 25, 2019	WCSD	6:00 p.m. (anticipated Exec. Session 6 p.m.; regular meeting 7 p.m.)	
(CVES Budget Vote)			
Tuesday, May 7, 2019	ELCSD	6:00 p.m. (anticipated Exec. Session 6 p.m.; regular meeting 7 p.m.)	
Thursday, May 23, 2019	WCSD	6:00 p.m. (anticipated Exec. Session 6 p.m.; regular meeting 7 p.m.)	
Monday, June 10, 2019	ELCSD	6:00 p.m. (anticipated Exec. Session 6 p.m.; regular meeting 7 p.m.)	
Monday, June 24, 2019	WCSD	6:00 p.m. (anticipated Exec. Session 6 p.m.; regular meeting 7 p.m.)	
Tuesday, July 9, 2019	Elizabethtown-Lewis-Westport CSD	Reorganizational Meeting	
Time/Location TBD			

BOE approved 2.27.19

PROCEDURE FOR BOARD MEETINGS

MEETINGS AND NOTICE

§ 1. The date and time of regular Board meetings will be established annually at the reorganizational meeting. Times and dates may be changed by majority vote of the Board at a subsequent Board meeting. It is noted that a Board is required to have a regular meeting at least once each quarter.

§ 2. Any member may call an official Board meeting on 24 hours notice to the Board members.

§ 3. Public Officers Law § 104 indicates that the notice of the time and place of meeting scheduled at least one week before the meeting shall be given to the news media and shall be conspicuously posted in one or more designated public locations at least 72 hours before such meeting. Notice of any other meeting shall be given to the extent practicable to the news media and shall be conspicuously posted in one or more designated public locations at a reasonable time prior to the meeting.

MECHANICS OF MEETINGS

In order to conduct business, a quorum of the entire membership must be present. A majority of the authorized number of seats is required to carry a motion. In certain cases, a super majority is required. As an illustration, Education Law § 3016 requires a two-thirds vote to appoint a teacher who is related by blood or marriage to a member of the Board of Education, General Municipal Law § 105 (5) requires a three-fifths vote to establish standardization for bidding purposes and Local Finance Law § 33.00 requires a two-thirds vote to issue bonds. The Superintendent shall verify with counsel whether a given situation requires a super majority.

AGENDA

The agenda is prepared by the Superintendent with the assistance of the President of the Board. The purpose of the agenda is to inform the Board members of the anticipated topics that would be discussed at the meeting. The agenda should be distributed to the Board members before the meeting. The President may add, remove, or re-arrange the agenda at the Board meeting.

OPEN MEETING

Unless authorized by statute, all discussion and votes must be taken in an open meeting.

EXECUTIVE SESSION

If the Board desires to go into executive session, it will first open the public session, and then on motion duly made, seconded, and carried, the Board would move to executive session. The motion to go to executive session shall specify the purpose of the executive session. Public Officers Law § 105 specifies the reasons why a Board can go into executive session. At executive session, the Board may invite other individuals to attend. Except in limited circumstances, even though the discussion is in executive session, the vote is required to be held in open session. Exceptions include probable cause in relation to charges against a tenured teacher and matters pertaining to students. The Superintendent will obtain from counsel a written opinion whether a particular subject can be voted upon in executive session.

MINUTES

Public Officers Law § 106 specifies the contents of the Board minutes. Minutes are records or summaries of all motions, proposals, resolutions, or any other matter formally voted upon and the vote taken on that item. If the vote is not unanimous, the minutes should indicate the vote of the various members.

Minutes of an open session are to be made available two weeks from the date of the meeting. Minutes of the executive session shall be made available within one week of the executive session. Even if no action is taken in executive session, the minutes of the executive session should indicate who was present, the topics discussed, the fact that no vote was taken, and the adjournment to open session. The release of Board minutes before Board approval should state that the minutes are drafts and subject to Board approval.

BOARD OFFICERS

§ 1. **President.** The President is the presiding officer at the Board meeting and has no greater inherent powers than other Board members. The President is expected to vote on all matters properly brought before the Board.

§ 2. **Vice President.** The Vice President may act in the place of the President, with the same powers and duties, if the Presidency is vacant or the President is absent. The Vice President has no other inherent powers.

OFFICER REMOVAL

The President or Vice President may resign or may be removed at any time during the term of office, which is for a school year. If the individual is removed, there must be good cause for removal. Adequate notice of the charge against the individual must be given with an opportunity to be heard before the Board. The vote must be at an open meeting, duly made.

MOTIONS

To present a motion, a member ordinarily should address the President, be recognized by the President, and then propose the motion. If the motion is made and seconded, the members may discuss the matter. If the motion is not seconded, the Board will move onto the next item of business.

MOTION TO CLOSE THE DEBATE

The motion to close the discussion on a particular motion will bring that motion to an immediate vote. It is an ordinary motion and the proposer may not interrupt another speaker. It takes preference over motions to limit or extend debate, postpone to a definite time, refer to committee, amend, and postpone indefinitely. Such a motion requires a second. The President may call for a vote at any time.

MOTION TO LIMIT OR EXTEND DEBATE

The motion to limit or extend the debate controls the amount of time that will be devoted to the discussion of a particular piece of business. It is an ordinary motion and the proposer may not interrupt another speaker. It takes preference over motions to postpone to a definite time, refer to committee, amend, or to postpone indefinitely. This motion requires a second, is debatable as to the type and time limitations, and is amendable as to the time and number of comments permitted.

MOTION TO POSTPONE TO A DEFINITE TIME

The motion to postpone to a definite time puts aside consideration of a main motion until a specified date. It is an ordinary motion and a proposer may not interrupt another speaker. It takes preference over motions to refer to a committee, amend, or postpone to a definite time. The motion requires a second, is debatable as to reasons for postponement and the date of reconsideration, and is amendable as to the date of reconsideration.

MOTION TO REFER TO COMMITTEE

The motion to refer to committee transfers specified business pending before the Board to a committee. It is an ordinary motion and the proposer may not interrupt another speaker. It takes preference over motions to amend and postpone to a definite time, the motion does not require a second, is debatable as to the structure of the committee and is amendable as to the structure.

MOTION TO AMEND

The motion to amend changes the wording of a main motion. It is an ordinary motion and the proposer may not interrupt another speaker. It takes preference over the motion to postpone for a definite time; requires a second.

MOTION TO POSTPONE INDEFINITELY

The motion to postpone indefinitely terminates the consideration of the main motion. It is an ordinary motion, and the proposer may not interrupt another speaker. It takes preference over the main motion only; and requires a second; is debatable and re-opens debate on the pending main motion.

MOTION TO RECONSIDER

The motion to reconsider places a previously considered main motion before the Board for a second time. It can only be made at the meeting where the motion was passed or the next following meeting. The motion can only be made and seconded by individuals who voted in the majority. The motion requires a second; is debatable and opens debate on the main motion being considered and may not be amended.

MOTION TO RESCIND

The motion to rescind cancels the main motion previously adopted. The motion must be made at the meeting where the initial motion was made or at the following meeting. It can be made and seconded only by individuals who have voted in favor of the motion. The motion is debatable and opens debate on the main motion being reconsidered and is not amendable.

GENERAL RULES OR PROCEDURE

- § 1. When the President is not in attendance at the meeting, the Vice President shall preside.
- § 2. If there is not a quorum, the presiding officer shall adjourn the meeting to the next scheduled meeting, or at another time duly called.
- § 3. A Board member may abstain from a vote for a good reason. The individual should state generally why the person is abstaining.

OTHER MATTERS

If the Board concludes that it is appropriate to add additional procedures, it may do so after the proposal for an addition, change, or modification is submitted, duly seconded and voted upon and reconsidered at the next following meeting.

APPOINTMENT OF CLERK PRO-TEM

In the absence of the Clerk of the Board of Education, the Board may appoint a Clerk Pro-tempore to serve in the absence of the regularly appointed Clerk. Such appointment shall expire, without further action of the Board, upon the Clerk's return to duty. A person appointed as Clerk Pro-tempore shall not be a member of the Board of Education.

PRIVILEGE OF THE FLOOR

The Board may extend to the general public the right to address the Board on matters of public

concern at a time designated by the President. Such privilege may be limited in time by the President of the Board by announcing the limitation to the public at the meeting.

CLASSIFICATION OF MOTIONS - ORDINARY AND SPECIAL

There are two types of parliamentary motions – ordinary and special. Special motions are used to handle any procedural matters that arise during a meeting. They may be offered at any time and must be disposed of immediately. If several special motions are put forward at once, they should be considered on a first-come basis. Ordinary motions are used to dispose of main motions, and a rank of priority is assigned among them. A proposed ordinary motion would be out of order while another is pending unless it has higher priority. Proposed ordinary motions are considered in the reverse order of their proposal; thus the motion with the highest priority is considered first. Unless otherwise provided in statutes, or bylaws, the order of priority for ordinary motions is as follows, in descending order: to adjourn, to recess, to postpone temporarily, to close debate, to limit or extend debate, to postpone to a definite time, to refer to committee, to amend, to postpone indefinitely, and main motions.

Section 1 - LEGALLY MANDATED POLICIES

1	Notice of Non-Discrimination Policy
2	Sexual Harassment Policy
3	Wellness Policy
4	Voter Propositions
5	Access to Records Under Public Officers Law Article 6
6	Notification of Breach of Security
7	Family Engagement Policy
8	Interpretation Services for Parents and Persons in Parental Relationship who are Hearing Impaired
9	Code of Ethics
10	Special Education Programs and Related Services
11	Significant Disproportionality by Race/Ethnicity
12	Board Policy - Electronic Access to Individualized Education Programs (IEPs)
13	Disabled Students Participating in School District Programs
14	Preferral Intervention Strategies
15	Appointment and Training of Appropriate Special Education Personnel
16	Alternative Format of Instructional Materials
17	Disabled Student Records Policies and Procedures
18	Significant Disproportionate Services Policy
19	Committee on Preschool Education
20	Declassification of Disabled Students
21	Impartial Hearing Officer
22	Distribution of IEP's
23	District-Wide Assessment Policy
24	Section 504 Annual Notice
25	Internet Protection Policy and Acceptable Use Policy

26	Comprehensive Attendance Policy and Plain Language Summary
27	Bylaw Pertaining To Student Records: Policies And Procedures – SED Parents’ Bill of Rights for Data Privacy and Security (FERPA)
28	Protection of Pupil Rights Policy
29	Code of Conduct (Not a Policy)
30	Child Abuse
31	Extracurricular Events and Field Trip Policy
32	Investment Policy
33	Procurements of Goods and Services Policy
34	Personal Property Accountability Policy Enacted in Accordance with Commissioner's Regulations § 170.3 (i) Which is to Become Effective on January 9, 1997 - BOCES ONLY
35	Pest Management Policy
36	Unsafe School Transfer Choice Procedures
37	Alcohol and Drug Testing of Bus Drivers
38	Conditional Appointments
39	Drug-Free Workplace Policy
40	Employees Personally Identifiable Information
41	Dissection of Animals – Opt-Out Policy
42	Medicaid Compliance Policy
43	Education of Homeless Children
44	Concussion Management www.nysphsaa.org/safety/pdf/DraftPolicyConcussionManagement.pdf
45	The Dignity for All Students Act - Cyberbullying
46	Board Policy – Time Out Room *Only appropriate if you maintain a Time Out Room
47	Graduation Ceremony Policy
48	Meal Payment and Charge Policy
49	Transportation for Students in Foster Care

Section 2 - RECOMMENDED POLICIES

1	Procedures for Board Meetings
2	Policy Regarding Benefits for Full-Time Employees Not Covered by a Labor Contract
3	Tax Sheltered Annuities
4	Internal Audit Policy
5	Petty Cash Fund Policy
6	Reimbursement for Expenses Regarding Conferences, Conventions, Workshops, Meetings
7	Fixed Asset Policy
8	Disposal of District Property
9	Credit Card Policy
10	Policy on Cell Phone Use
11	Extraclassroom Activity Funds - SED Policy
12	Education of Homeless Children and Youth Policy
13	Dress Code
14	Participation by Home Schooled Students in Extracurricular Activities
15	Ineligibility for Extracurricular Activities (Poor Grades)
16	Census and Register of Students with Disabling Conditions and Census Form
17	Hearing Officer Expense Reimbursement
18	Hearing Officer Hourly Rate and Travel Reimbursement Policy
19	Independent Educational Evaluation

Section – 3 ADDITIONAL APPROPRIATE POLICIES

1	Bloodborne Pathogens
2	Admission of a Non-Resident Tuition Student
3	Non-Resident Non-Tuition Policy
4	Proposed Board Policy Regarding Payment of Fingerprinting Fees
5	Employee and Student Identification Card Policy
6	Loss or Destruction of District Property
7	Interview of Students by Police and Department of Social Services
8	Policy Regarding Use of District Property and Facilities by District Personnel
9	Building Use Policy
10	Dual Enrollment Policy
11	Academic Weighting of Grades
12	Student Screenings
13	District Policy - Student Organizations
14	Student Cell Phone Use and Profession Policy
15	Musical Instrument Use - Annual Fee
16	Internet Access Policy for Staff
17	Use of Private Computer on School Property
18	Extracurricular Activities - Parental Consent Policy
19	Limited Public Forum
20	No Limited Public Forum
21	Class Rank
22	Prohibiting Corporal Punishment
23	Request for Proposals
24	Board Authorized Bank Accounts
25	Permitting Participation in Opioid Overdose Prevention Program

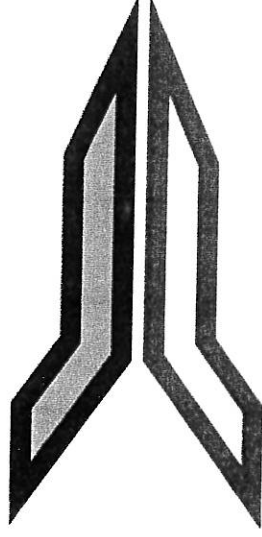
**ELIZABETHTOWN-LEWIS-WESTPORT CENTRAL SCHOOL DISTRICT
BUDGET DEVELOPMENT CALENDAR 2019-20**

	DATE	ACTION,FUNCTION, INFORMATION OR PROCESS STEP
Budget Session #1	Wednesday, Feb. 27	Budget Development Calendar Adopted
	Friday, March 1	Submit information to calculate Tax Levy Limit on Office of State Comptroller's website.
Budget Session #2	Monday, March 4	Discussion of Budget Priorities & Manner in which to proceed. Board receives summary of the Governor's State of the State Address focused on the outlook for public education in the state's next fiscal year. Board of Education examines a very preliminary report on Projected Revenues for 2019-20.
Budget Session #3	Monday, March 18	Board of Education preliminary report on Anticipated Expenditures for 2019-20.
Budget Session #4	Monday, April 1	<u>SUPERINTENDENT'S BUDGET PROPOSAL:</u> Board of Education receives a preliminary 1st draft of the 2019-20 spending plan.
	Monday, April 1	Anticipated release of 2019-20 New York State Budget and subsequent State Aid figures for Elizabethtown-Lewis-Westport Central School District.
	April 2-5, 2019	Legal notice of date, time, and place of School Budget Hearing and Annual Budget Vote.
	Monday, April 22	Submission of petitions for Board of Education candidates. Last day to submit petitions for propositions to be placed on the ballot.
Budget Session #5	Thursday, April 25	Board receives a status report on the NYS Budget and related NYSED or legislative topics which would have impact on budget development locally. Board receives an update on budget development to-date , with focus on updated state aid figures and a revised (if necessary) Budget Proposal. Board of Education adopts a proposed spending plan for community vote. District Clerk, Business manager and Superintendent begin process of publishing, posting, and disseminating budget information and public notices for May 21st vote.
	Saturday, April 27	Property Tax Report Card must be submitted to SED using the State Aid Management System (SAMS) by the end of the next business day following adoption of the report card but not later than 24 days prior to Budget Vote.
		Property Tax Report Card must be transmitted to local newspapers of general circulation.
	April 30 - May 7	Budget statements and required attachments must be made available, upon request, at each school building and at the District Office, public or free association library and on the district's website.
	April 22 - May 14	Clerk must mail an absentee ballot for every qualified voter who requests one.
	Tuesday, May 7	Board of Education hosts Annual Budget Hearing on the proposed spending plan. (May 7 - May 14)
	May 8 - May 15	Mail budget notice to eligible voters after the Budget Hearing but no later than 6 days prior to Budget Vote day.
		Mail second proposed budget information flyer to the community
	Through May 20	District Clerk must maintain list of the names of all individuals provided with absentee ballots.
	Tuesday, May 21	Annual Statewide Budget Vote & Election at TBD, with voting open from 12:00 PM - 8:00 PM.
	Monday, July 1	2019-20 school year begins, adopted budget is enacted.
	August 2019	Board of Education will establish 2019-20 school tax levy

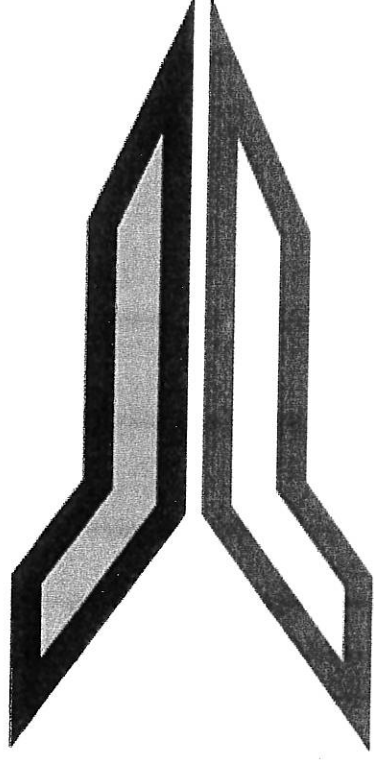
****PLEASE NOTE THERE MAY NEED TO BE ADDITIONAL BUDGET MEETINGS SCHEDULED BASED UPON NEED.****

Establishing Transition Advisory Teams for ELW

February 27, 2019



Beginning the Transition



Formation of Transition Advisory Teams

Main Objective for Transition Teams:

- **Start moving** from two separate school districts into the Elizabethtown-Lewis-Westport CSD.
- **Examine** key areas of school district programming and operations.
- **Offer suggestions** to the new Board of Education and administration that would smooth the transition process.

Key Areas for Transition Advisory Teams:

School Identity	Special Education
Curriculum Programming	Facilities and Transportation
Athletics	Technology
Extra Curricular Programs	Code of Conduct

Recommended Committee Chairs:

School Identity: Scott Osborne

Curriculum: Josh Meyer

Athletics: Paul Buehler & Tom Smith

Extra Curricular Programs: Rob
Witkiewicz

Special Education: Robin Douglass

Facilities and Transportation: Eric
Bell (CVES) (Scott Osborne
assisting)

Technology: Josh Meyer

Code of Conduct: Rob Witkiewicz

What is each Committee's Work?

Meet and work collaboratively to address the group's charge;

Ensure all voices are heard during committee work;

Make recommendations to the Board of Education for their consideration;

Report on progress and share that progress reporting;

Chairs report publicly to Board of Education through spring 2019.

Board of Education's Role

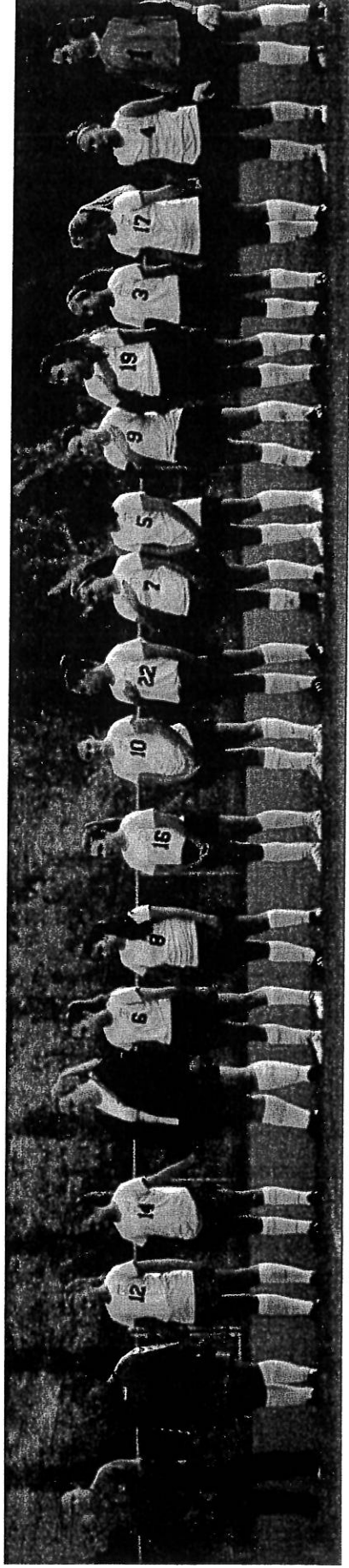
- **Commission** the creation of Transition Advisory Teams;
- **Receive** information and updates on each TAT's progress;
- **Receive** final recommendations from TATs for consideration;
- **Consider** the recommendations;
- **Approve or not** the recommendations from the Transition Teams.

If Commissioned by the BOE Tonight:

- **Mr. Osborne & Mr. Meyer** have a sit-down meeting with all TAT Chairs to communicate meeting norms and expectations.
- **Initial TAT Meetings** for all teams must be held NLT March 15
- After the initial meeting, all TATs will **establish** their own schedule.
- Each TAT should alternate meeting locations between WCS and ELCS.
- TAT meetings should not last longer than **90** minutes.
- All stakeholder groups should be represented on each TAT, from each side of the merger.

*"Unity is strength. . . when there is teamwork and collaboration,
wonderful things can be achieved."*

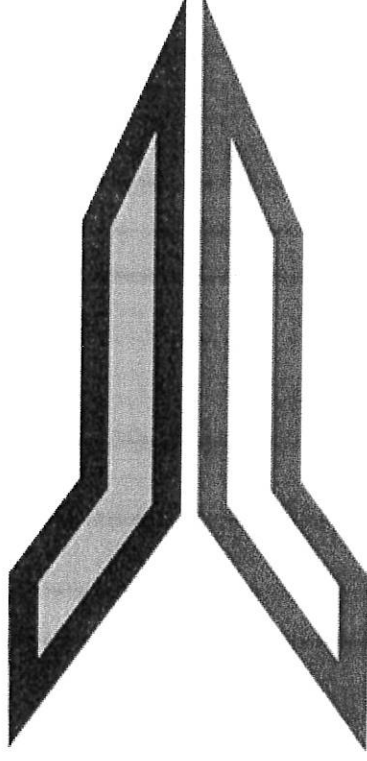
-Mattie Stepanek



Program Design and Building Use for ELW

February 27, 2019

Beginning the Transition



Which students will attend which building?

Main Objectives for Presentation:

- Convey urgency of making this decision
- Explore viable options
- Make recommendation to BOE

Reason for Urgency

Student interest survey (courses)- February

Master Scheduling- February

Department-level planning- February

Budgeting-December

Summer planning (teachers, custodial/maintenance staff)- January

Options

- 1) PreK-6 in each building, 7-8 in Westport, 9-12 in Elizabethtown
 - a) Variation: K-5 in each building, 6-8 in Westport, PreK & 9-12 in Elizabethtown
- 2) All PreK-6 in Elizabethtown, All 7-12 in Westport
 - a) Variation: All PreK-6 in Westport, All 7-12 in Elizabethtown

OPTION 1:

WESTPORT: PreK-6 & ALL 7-8

ELIZABETHTOWN: PreK-6 & ALL 9-12

Advantages: Follows the advertised recommendation, Keeps 4-11 yo students "close to home"

Disadvantages: regular communication between teachers, two principals spending time with K-6 and 7-12 curriculum, More time on accountability, several faculty regularly split between two campuses, Time and money spent making equitable experiences, classifying by elementary experience ("that is a Westport student/that is an Etown student")

Variation: send ALL 6th grade students to Westport in addition to ALL 7 & 8th grade students.

OPTION 2:

WESTPORT: ALL 7-12

ELIZABETHTOWN: ALL PreK-6

Advantages: Maximizes efficiencies, more collaboration among preK-6 teachers, 7-12 departments on one campus—> more collaboration and more elective opportunities, minimal travel between campuses, principals can focus on preK-6 OR 7-12, immediate integration of students, all students experience only one transition, more efficient extracurricular activities and athletics, more options for students, ESSA accountability

Disadvantages: Does not follow the recommendation, some 4-11yo will be further from home than “planned”

Variation: Westport: All PreK-6, Elizabethtown: All 7-12

Recommendation

Option 1 is to follow the program plan as initially outlined by the Merger Advisory Study and presented to the Advisory Committee. This recommendation was non-binding and is likely more well known by the ELW school district community.

Option 2 is the best way to maximize the potential efficiencies of merging and provide stronger academic programming. All students will be with their grade-level counterparts from the beginning, meaning that there will be the fewest possible transitions. There will be more curricular and extracurricular options for all students. Faculty will have unprecedented opportunities for collaboration. Minimal faculty will be shared between buildings. Administrators can narrow their focus. (***Preferred and Recommended***)

Points to Consider

Coordination of PreK-6 Curriculum/Equitable Experiences/7-12 Program Alignment

Who will be involved with this process, and what amount of time is involved?

Transportation/Busing

How long will the longest bus ride be?

Distance from Home to School

How far (distance) are the district boundaries from the schools?

Travel Time for Employees

Who will be split between both buildings?