

**Elizabethtown-Lewis-Westport (ELW) CSD
Regular Meeting**

**Monday, April 1, 2019 - 6:00 PM
Donald Huntley Auditorium
7539 Court Street, Elizabethtown, NY 12932**

OFFICIAL MINUTES

1. **Call to Order** - Board President Philip Mero at 6:03 PM

2. **Pledge of Allegiance**

3. **Roll Call**

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

4. **Executive Session** (approximately 1 hour)

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

- a. (#5) Collective negotiations pursuant to article 14 of the Civil Service Law (the Taylor Law), and
- b. (#6) the medical, financial, credit, or employment history of a particular person or corporation
 - i. The Board will discuss items related to the upcoming collective negotiations process with the ELW bargaining units, and
 - ii. The Board will discuss matters related to the ELW Superintendent Search currently underway.

ELCS Superintendent Osborne and WCS Interim Superintendent Meyer were invited to attend executive session.

In: 6:04 PM Motion: Alan Jones Second: Karin DeMuro Yes: 6 No: 0 Abstain:

0

Accept

Out: 7:28 PM Motion: Sarah Kullman Second: Karin DeMuro Yes: 6 No: 0 Abstain:0

Accept

No action taken.

- b. Reconvene to regular session at 7:34 PM

Motion: Dina Garvey Second: Karin DeMuro Yes: 6 No: 0 Abstain: 0

Accept

5. **Introduction of Attendees**

Also Present: Dr. Mark Davey, Interim Superintendent
Jana Atwell, District Clerk
Sharlene Petro-Durgan, District Treasurer
Scott Osborne, ELCS Superintendent
Joshua Meyer, WCS Interim Superintendent

	Visitors: Susan Bryant Brankman	Karen Brown	Cathy
	Robyn LePage	Mary Lou Morgan	Malinda Schaeter
	Susan Kirkby	David Kirkby	Alvin Reiner
	Sue Plumadore	Ryan Hathaway	David Napper
	Don Huntley	Patty Schultz	Cindy Monty
	Abby Monty	Doug Spilling	Lucas Spilling
	Abigail Bueh	Bree Hunsdon	Aiden DeMuro
	Sarah Chandler	Debra Spaulding	Rob Witkiewicz
	Stephanie Bannon	Sharon Earle	Stacy Vincent
	Carol Schwoebel	Kris Stephens	Aubrey Pulsifer
	Steve Shafer	Justin Crandall-Otis	Candy Goff
	Amanda Pulsifer	Brad Schrauf	Julie Bisselle
	Michelle Feeley	Wendy Hickey	Lawrence
Lobdell	Daniel Rutz	Madison Kirkby	Ella King
	David Reynolds	Sheera Broderick	Josh Olcott
	Hedy Merrihew	Peter Vaiculis	Rob DeMuro
	Susan Kier-Merrihew	Jennifer Peck	Eve Bailey
	Arin Burdo	Gwen Sherman	Camille Burns
	Jason Welch	Micah Stewart	Cena Abramo
	Crystal Brant	Devin Harrison	Cameron Drake
	Kristen Hatch		

6. Approval of Minutes

- a. Approve the meeting minutes of the regular meeting held on March 18, 2019 as presented.

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

7. Public Comment (15 minutes)

- a. 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.

David Kirkby (WCS resident) questioned if the option of grades 9-12 was considered for Westport, and why would the building be considered to be “over capacity” if all 9-12 grade students were located in Westport? He also provided several reasons why the town would benefit from the high school remaining in Westport and that he would be in favor of this happening. Mr. Kirkby also requested that if a decision is made this evening regarding the building use, that a roll call vote be done.

Sheera Broderick (WCS resident) stated that she had expressed concerns at the last meeting regarding the 6th grade and where it would be located. She was glad that the decision to include this grade level in the middle school was academically based.

An ELCS Student Council member read a letter on behalf of the ELCS students thanking the Board for their consideration and requesting that all elementary

students be located in one building while all secondary students be together in another building.

8. Presentations/Reports

- a. FEH Shared Business Office & WinCap Conversion for ELW - Presenters include Mr. Steven Shafer, Franklin-Essex-Hamilton (FEH) BOCES District Superintendent and Ms. Stacy Vincent, Franklin-Essex-Hamilton BOCES Director of Management and Finance. Also attending from FEH BOCES Ms. Stephanie Bannon, Human Resources Coordinator and Ms. Sharon Earle, Purchasing Agent AP Coordinator.

Ms. Vincent reported to the Board regarding the necessary work required and the additional cost to conduct a conversion to the ELW district. Currently both ELCS and WCS utilize FEH services as well as WinCap however there is still much work to do in order for the new district to be operational for July 1, 2019. The cost for the 2019-20 school year totals \$346,059 which includes the \$63,005 estimated cost to close out the district and prepare for the merged district.

Be it resolved, that the ELW Board of Education authorizes and approves the Franklin-Essex-Hamilton (FEH) BOCES and WinCap conversion for the Elizabethtown-Lewis-Westport CSD at a cost up to \$63,005.

Motion: Alan Jones Second: Karin DeMuro Yes: 6 No: 0 Abstain: 0 Accept

- b. Budget Presentation #4: 2019-20 Elizabethtown-Lewis-Westport CSD Budget Development (*as per the approved Budget Development Timeline*) - Presenter Dr. Mark Davey, Interim Superintendent
 - i. Board of Education receives and examines a preliminary first draft of the 2019-20 spending plan.

Budget presentation #4 was provided by Dr. Davey which included a review of the budget development timeline, a recap of influencing budget factors and review of the approved NYS budget, a preliminary (projected) 2019-20 tax and budget factors, and a preliminary (projected) first draft of ELW CSD 2019-20 spending plan. Presentation attached.

- c. Program Design and Building Use Interim Superintendent Recommends for the New District

Dr. Davey provided a recap of the March 18th building utilization presentation, and building utilization considerations including enrollment assumptions, gives, building utilization options, transportation and start times. Dr. Davey then offered his recommendations as well as his Building Utilization Superintendent's Overview Summary memorandum. Presentation and summary attached.

Interim Superintendent Recommendations for ELW's Building Utilization

1. Follow the Merger Study with slight modification - The "Original Model" and provide a principal in each building.
 - Westport: elementary grades K-5 + middle school grades 6, 7 & 8
 - Elizabethtown: PreK, elementary grades K-5 + high school grades 9-12
2. Maintain each building's K-5 program to support the transition's continuity and support a merged secondary program in middle school (grades 6-8) and high school (grades 9-12).

3. Utilize a single ELW CSD bus run and use the current school day start (8 AM)/end time (3 PM) for 2019-20. Cost savings of approximately \$200K-\$225K are projected with this model.
4. Locate the ELW CSD District Office (Superintendent's office and Business office) in the Elizabethtown building and place the ELW CSD Special Education Director in the Westport building.
5. Purchase and implement the utilization of "Transfinder" Transportation Routing software to support ELW CSD's 2019-20 transportation services and examination of cost-savings and routing efficiencies.
6. Develop and implement a long-term financial plan to maximize ELW merger incentive aid for extended financial support and utilization on merger benefits.
7. Identify ELW district-wide committees to support transition team recommendations and then continue to support district-wide efforts for long-term implementation (curriculum, special education, technology (i.e. Wi-Fi, VoIP phones, emergency communications and back-up power).
8. Provide intentional and planned collaboration and planning times, whenever possible with the daily/weekly academic program.
9. Provide a well-designed and thoughtful ELW CSD professional development plan with utilization of Superintendent's conference days and summer collaborative opportunities.
10. Establish a facilities and building utilization district-wide committee to examine ELW CSD's facilities and recommended potential improvements (including a mini-capital project \$100K annually) and to develop long-term facilities and capital project recommendations.

Be it resolved, that the ELW Board of Education approves the ELW CSD's building utilization model as recommended by Interim Superintendent Dr. Mark Davey effective with the 2019-20 school year.

Motion: Alan Jones Second: Karin DeMuro Yes: 6 No: 0 Abstain: 0 Accept

Roll Call Vote: Mero - yes, Jones - yes, DeMuro - yes, Garvey - yes, Kullman - yes, Russell - yes, Reynolds - absent

9. **Board Discussion Items**

- a. Library Taxes - A meeting has been scheduled with the school attorney to obtain further information and direction.
- b. Asset Control Solutions' Contract - Tabled to next meeting
- c. School Resource Officer Program - Dr. Davey in collaboration with Sheriff Reynolds' letter addressed to the Board and his personal presentation at the meeting, provided the members of the Board of Education with information regarding the implementation of a School Resource Officer Program.

Be it resolved, that the ELW Board of Education supports and commits to the Level II offering of the School Resource Officer Program (an annual amount of \$60,000 to receive a deputy for 40 hours per week).

Motion: Karin DeMuro Second: Dina Garvey Yes: 6 No: 0 Abstain: 0 Accept

- d. FEH Shared Business Office & WinCap Conversion for ELW - See above
- e. ELW Technology Conversion Update - NERIC
 - i. NERIC - The first Technology Transition Advisory Team meeting is scheduled for next week. Recommendations will be forthcoming.

- ii. Smart Schools Plans (ELCSD & WCSD) Endorsement and ELW Board of Education Approval - The State Education Department is ready to approve, they are awaiting the motion by ELW Board to approve the individual plans already previously approved by each Board of Education.

10. Financials

- a. The WCSD and ELCSD will equally share the cost of expenditures incurred by the newly formed ELW CSD. In order to process the expenses to be paid by the two current districts (WCS & ELCS), the invoices will be presented to the ELW Board for their approval of payment and then sent to the District Treasurer for processing of payment.
 - i. Resolved that the Interim Superintendent recommends to the Board of Education the approval of payment, to be equally shared between the ELCS and WCS districts, for the following invoices:
 - 1. Williamson Law Book Co. - \$122.77 dated 3/15/19
 - 2. K and D Deli - \$100.09 dated 2/27/19
 - 3. Pasquale's Pizzeria - \$57.30 dated 3/4/19
 - 4. Westport Hotel & Tavern - \$167.00 dated 3/18/19
 - 5. Harris Beach Attorneys at Law - \$1,300.00 total
 - a. \$200.00 invoice dated 2/13/19
 - b. \$1100.00 invoice dates 3/18/19

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

11. Action Items

- a. Approve the ELW Paydate Schedule for the 2019-20 school year as presented by FEH BOCES Human Resources Coordinator, Stephanie Bannon

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

- b. Additional Official Bank Depositories
 - i. Resolved that the Interim Superintendent recommends to the Board of Education the utilization of New York Liquid Assets Fund (NYLAF) and New York Cooperative Liquid Assets Securities System (NYCLASS) as additional official bank depositories for the remainder of the 2018-19 school year.

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

- c. Resolved that the Interim Superintendent recommends to the Board of Education the support and the approval of the ELCSD & WCSD Smart Schools Plans which have been adopted by their respective Boards.

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

12. Committee Appointments/Updates

- a. Policy Committee - Interim Superintendent Dr. Mark Davey
 - i. Non-Resident Policy Update - Superintendent Osborne will chair this committee and serve as the administrative liaison. A meeting will be scheduled for next week.
- b. Transition Advisory Teams Update - Superintendent Scott Osborne & Interim Superintendent Joshua Meyer
 - i. April 4 meetings - School Identity, Code of Conduct and Technology

- ii. April 8 meetings - Curriculum and Athletics

13. Superintendent's Update

- a. Legal Notice Annual Budget Vote 2019-2020 - As required by Education Law, the 2019-2020 Notice of Public Hearing and Budget Vote for the Elizabethtown-Lewis-Westport CSD will be published advising of the following dates:
 - i. Public Budget Hearing Tuesday, May 7 at 6:00 PM in the Donald Huntley Auditorium ELCS building
 - ii. Annual Budget Vote Tuesday, May 21 between the hours of 12:00 noon and 8:00 PM in the lobby outside the Bulles Auditorium WCS building to vote by ballot to adopt the annual budget of the ELW CSD for the 2019-2020 school year. (If additional propositions are required (i.e. bus purchase), they will be added and a revised legal notice will be prepared.)
- b. Dr. Davey shared information received from NYS Education Department, Althea Johnson regarding (i) ELCS and WCSD Board of Education terms as the district closes out, and (ii) clarification on the ELW CSD deadline for name changes for the district.
 - i. Do the ELCS and WCSD Boards need to hold elections for the members with expiring terms as of June 30, 2019? NYSED response - Education Law, section 1805 provides the authority that the board members of the existing school districts that are now centralized remain in office until August 1, 2019 for the purpose of conducting and maintaining school in the several districts, the carrying out of contracts in force at the time of the organization of such central school district, of paying all just debts and obligations of such existing districts due and payable on or prior to August first, and of levying and collecting taxes raised or necessary to be raised for any of said purposes. Therefore, there is no need for a temporary appointment of the board to remain in office for two additional months.
 - ii. Clarification of the date for name change of the district. NYSED response - Education Law 315 authorizes a reorganized central school district to request a change in the name of the school district. The statute states: The name of the [reorganized] central school district may be changed by the board of education of such district, with the prior approval of the commissioner, upon a written request by the board of education filed with the commissioner not later than fourteen days prior to the date of establishment or reorganization of the district and in accordance with Part 240 of the Commissioner's regulations. If the districts actually do go ahead and reorganize and the centralization takes place, the Commissioner's Order will indicate an effective date of July 1. Therefore, any request for a name change would have to be filed by the resulting board of education with the Commissioner by June 17. After the June 17 date, the school district has to go through the legislature.

14. Public Comment (15 minutes)

Sheera Broderick (WCS resident) questioned why the budget was presented as a rollover if retirements were known, why were they not included?

David Kirkby (WCS resident) asked if he should sit on both transition advisory teams that he signed up for? He acknowledged the Board made a very tough decision this evening, but that he still does not agree. He is unsure how Westport can be over capacity and hopes that the decision wasn't based upon this information alone. He wished there had been more options and that the students felt that they had more of a chance to keep the high school in Westport. Members of the Board assured Mr. Kirkby that all options

were looked at and it is possible that this may be a temporary decision.

Crystal Brant (ELCS parent & ACAP employee) explained that she has a class B license and would like to be utilized as a bus driver for the district. She requested the Board consider purchasing a bigger bus which would be helpful to her as she has to make two (PreK) runs currently due to the size of the bus she uses.

Arin Burdo (ELCS parent) appreciated the Board making a thoughtful decision however she is curious why K-6 couldn't be in one building and 7-12 in another building, and can money from retirements be used to offset costs? Members of the Board again assured the audience that all options were reviewed and will continue to be as the district moves forward.

15. Other

16. Executive Session (if needed)

17. Next Meeting: Thursday, April 25, 2019 (CVES Budget Vote) at 6:00 PM in the Bulles Auditorium at WCS

18. Adjournment

Time: 10:27 PM Motion: Karin DeMuro Second: Sue Russell

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

Date approved by the BOE: April 25, 2019

Jana Atwell, District Clerk