

**Board of Education Meeting, Tuesday, March 24, 2020**

Generated by Rhonda Schaefer, District Clerk

**Members present**

Joe Alati, Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Dave Ghidui, Chris Neff

**Meeting called to order at 7:04 PM**

## 1. Meeting Called to Order

Action, Procedural: A. Call to Order

Motion by Amy West, second by Joe Alati.

Final Resolution: Motion Approved

Yea: Joe Alati, Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Dave Ghidui

Procedural: B. Account for Absences

## 2. Proposed Executive Session, subject to Board Approval

Action: A. It is anticipated that the Board will act upon a resolution to convene an executive session for discussions with the school attorney regarding a recent student discipline case.

## 3. Return to Public Session

Action, Procedural: A. Motion to Return to Public Session

Motion by Amy West, second by Joe Alati.

Final Resolution: Motion Approved

Yea: Joe Alati, Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Dave Ghidui

## 4. Approval of Agenda

Action: A. Approve Tonight's Agenda

Motion to approve the agenda as presented.

Motion by Stephanie Templeton, second by Joe Alati.

Final Resolution: Motion Approved

Yea: Joe Alati, Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Dave Ghidui

## 5. Approval of Consensus Agenda Items

Action (Consent): A. MOTION for Approval of Consensus Agenda Items

Motion to approve all items of the Consensus Agenda

Motion by Gary Stottler, second by Stephanie Templeton.

Final Resolution: Motion Approved

Yea: Joe Alati, Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Dave Ghidui

Action (Consent), Minutes: B. Board Meeting Minutes

Motion to approve all items of the Consensus Agenda

Motion by Gary Stottler, second by Stephanie Templeton.

Final Resolution: Motion Approved

Yea: Joe Alati, Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Dave Ghidui

Action (Consent): C. Personnel Appointments

Motion to approve all items of the Consensus Agenda

Motion by Gary Stottler, second by Stephanie Templeton.

Final Resolution: Motion Approved

Yea: Joe Alati, Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Dave Ghidui

Action (Consent): D. CSE &amp; CPSE Recommendations

Motion to approve all items of the Consensus Agenda

Motion by Gary Stottler, second by Stephanie Templeton.

Final Resolution: Motion Approved

Yea: Joe Alati, Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Dave Ghidui

## 6. Board President's Remarks

Discussion, Information: A. Board President's Remarks

## 7. Appointment of Board of Education Member

Action: A. Resolution to Fill Board of Education Vacancy  
Motion to approve the Resolution to Fill Board of Education Vacancy, as presented.

Motion by Stephanie Templeton, second by Caralyn Ross.

Final Resolution: Motion Approved

Yea: Joe Alati, Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West

Abstain: Dave Ghidui

Procedural: B. Board President administers Oath of Office to Newly Appointed Board Member  
Board President Carol Bellavia administered the Oath of Office to newly appointed Board Member, Christopher Neff, to complete the term of Larry Young who has resigned due to a move out of the region. This seat term will expire on June 30, 2020.

## 8. Superintendent's Report

Discussion, Information: A. Announcements - The 2020 COVID-19 Emergency Response Plan  
Superintendent Mancuso presented a powerpoint presentation via zoom video-conference. The presentation and all associated materials are duly kept a part of the BoardDocs packet as part of the permanent record.

Mr. Mancuso provided an update on the District's response to the COVID-19 pandemic and statewide school closures. This included website updates, and continuous updates to staff, families and community members via email, phone calls and text via the District's mass-messaging system.

The District's Food Distribution Program was detailed and described, and deep gratitude was extended to staff supporting up to 3200 meals per week via the free governmental program to provide these meals during the crisis, with daily distribution tents at both the Lima Primary and High School.

School nurses and facilities staff were also commended for their response to being quickly educated and trained to respond appropriately with cleaning and safety measures.

Finally, the At Home Learning Plan has been implemented and submitted to the NYSED for approval. Finding a good fit for all grade levels has been challenging, but staff have embraced this and are working toward being successful with educating students while off-campus.

And finally, deep gratitude was extended to leaders of the district, who are being tasked with thousands of other items, working 12+ hour days to respond to the fullest extent possible.

The District is also attending to mental health needs, of students staff, and others.

School District's have become a hub for distribution of information for the Directors of Emergency Response, School Physicians, Attorneys, local municipalities, and the Governors office.

Availability of local and regional Child Care Facilities has also been gathered and reported to the NYSED.

Continuity of operations remains the focus of staff. From delivering devices to all students, to responding to needs for internet access, etc.

Building a budget still remains a main focus of the District amidst the closure response.

Feeding our community, safety measures, and instruction have been the District's first three priorities, in that order.

The Thought Exchange cloud-based SaaS platform has been extended at no-charge during this crisis, and is being used by thousands of school and community members across the District. The technology allows virtual and crowdsource answers to open-ended questions in real time. This has been extremely beneficial for gathering community input during these unprecedented times. The most prevalent comments are positive, with thanks, gratitude and honesty about what is needed now and into the future. The District has been consistently rated highly effective or effective for communication efforts.

### Questions

Q - How many meals do we normally provide? What about free and reduced normally? A - 17% normally. The HF-L District is providing more meals now than during standard school-days. Close to double the number of meals.

Comment - Thanks to Superintendent Mancuso, staff and administrators for all you do.

Comment from the Superintendent - This has been a true team effort. The million dollar question remains, when will be back to normal? The Governor should be forecasting further information on Friday and this information will be shared as soon as it is known.

Audit Committee Meeting was held earlier to review Treasurer's Report on the agenda for approval this evening.  
Updates on CSE Membership Committee.

Discussion, Information: B. Update on Proposed Action Items

Discussion, Information: C. Presentations – PBAC Recommendations

Assistant Superintendent for Business and Operations, Dr. Bruce Capron reported on behalf of the PBAC, thanking each member of this committee for their committed participation, as well as their smooth transition to the zoom meeting format due to the COVID-19 pandemic and school closure.

PBAC Member Travis Fisher, presented the report and recommendations on behalf of the committee. He too, commended this large, thoughtful and committed group. Highlights of the revenue recommendations were read aloud. The recommendations are duly kept a part of the BoardDocs packet. Their prioritization list was highlighted with ranked ratings and a weighted voting system. The major themes were PLC importance as a highly supported take-away, as well as the support of additional social worker and math specialist, support of the multi-year replacement cycle and more. The prioritization list identified whether or not the recommendation is aidable, the budget impact and rankings, along with thoughts and rationale of the decision process. All powerpoint slides are duly kept a part of the BoardDocs packet, as part of the Superintendent's report.

The Central Office recommendations on behalf of the District were supported with little question.

Appropriation Budget priorities outlined the discussion on Hockey and Needs vs. Nice-to-Haves, as presented in the BoardDocs packet powerpoint as part of the Superintendent's report. Bigger conversations were around virtual desktop ideas and if Smart School Bond Act could be utilized here.

The Capital Outlay Project was fully supported with a favorable aid rating to keep buildings in good condition and advancing appropriately.

Long range plans for the Board to consider included:

Use of Devices in Non-academic settings

AP/Other Curriculums

Skilled Trades Exposure

Green Initiatives and Carbon Footprint

Questions/Comments

Q - Hockey - Wondering about the conversation of the committee. A - Consensus was that in time, if possible, the District should fund if they offer the program.

Thanks were extended by the Board to the PBAC for their outstanding efforts and recommendations as a result of the commitment over this entire process and the solid rationale to support the recommendations.

#### 9. Board of Education - Action Items

##### Action: A. Monthly Treasurer's Report

Audit Committee Chairperson, Gary Stottler reported that he and Dave Francis met as a committee with Dr. Capron and District Treasurer, Cindy Pfeifer, earlier via zoom, to review the report and also spent some time talking about things to keep an eye on with the current fiscal situation due to emergency school closure. Many unknowns at this time, but assumptions that these will need to be dealt with. Prudence and conservative methods up to this point have kept the District in a solid financial standing. However, the March state aid payment has been withheld at this point. While, it is in their power to do so until the end of the school year. This will not impact the district at this time due to careful planning and this will be followed closely.

Motion to approve the Monthly Treasurer's Report, as presented.

Motion by Amy West, second by David Francis.

Final Resolution: Motion Approved

Yea: Joe Alati, Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Dave Ghidui, Chris Neff

##### Action: B. SEQRA Resolution for Capital Outlay Project

It was clarified that this is a Type II project which does not require environmental consideration. Flooring inside the building, so no exterior impacts.

Motion to approve the SEQRA Resolution for Capital Outlay Project, as presented.

Motion by Gary Stottler, second by David Francis.

Final Resolution: Motion Approved

Yea: Joe Alati, Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Dave Ghidui, Chris Neff

##### Action: C. Legal Notice for School Budget Vote/Public Hearing

It was clarified that this is standard wording which meets required legal timelines, for now. If the state places an executive order or action to postpone or change the election date, the resolution will be amended. It will also be amended when budget numbers are confirmed.

Motion to approve the Legal Notice for School Budget Vote/Public Hearing, as presented.

Motion by Amy West, second by Joe Alati.

Final Resolution: Motion Approved

Yea: Joe Alati, Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Dave Ghidui, Chris Neff

##### Action: D. Update of Committee on Preschool Special Education Membership

Director of Pupil Personnel Services, Lindsay Ali, indicated that county representatives have changed due to retirements and leaves. This list and those in highlight, represent new hires to the county.

Motion to approve an Update of Committee on Preschool Special Education Membership, as presented.

Motion by Amy West, second by Gary Stottler.

Final Resolution: Motion Approved

Yea: Joe Alati, Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Dave Ghidiu, Chris Neff

10. Board President's Update

Discussion, Information: A. Board President's Update

President Bellavia echoed to LT and staff for fabulous job that is occurring in response to the COVID-19 school closure and the District's response. Outstanding efforts by all, and privileged to work with this team.

Mrs. Bellavia reminded members of the Board Budget Workshop Meeting next week on 3/31 via video-conference, to review the overall budget.

11. Board of Education - Review Only Items

Action: A. First Review BOCES Administrative Budget

Key information per the superintendent is the .016 increase; the admin budget is in good shape for BOCES.

Discussion, Information: B. First Review Policy Committee Recommendations

Policy Committee Chairperson, Stephanie Templeton presented the policy recommendations for a first review by the Board of Education.

POLICY #5672 Information Security Breach and Notification - Must keep pace with current technology, supportive of recommendations.

POLICY #5676 Privacy and Security for Student Data and Teacher and Principal Data - Much of this was covered at a recent legal presentation, and recommendations by the policy consultant support this. It is noted that the Parents Bill of Rights, 7243 is now superseded by the new policy. Privacy and security training and vendors must be approved and in compliance with Law 2-d. Dr. Capron shared that BOCES and our own Director of Technology and School attorneys have made vendors aware of compliance measures which will need to be met and posted on the District website. This will need to be fully implemented as quickly as possible.

Superintendent Mancuso highlighted the use of programs, such as the Zoom video-conference platform, which is 2-d compliant. However, the telehealth medical groups do not see this as a vendor. The policy provisions appeared heavy at first, but all are in the same position, with efforts to meet the requirements. The District is committed to not entering into contracts or relationships with any new vendors until this work is done and they meet the Law 2-d requirements. Thanks were extended to many involved in this process.

POLICY #5681 School Safety Plans - Recommendation to approve as consultant has presented. Some repetitive language has been removed, not much was changed except what was required by law. Mr. Stottler added his perspective from serving on the District's Safety Team committee, reporting that the District's efforts are applauded. The student representative on this committee has been very valuable with their input as well. Superintendent Mancuso indicated that student safety is necessary and any confidential information is protected.

POLICY #6121 Sexual Harassment of District Personnel -Recommendation to add and correct changes in the law, as noted. This policy changes often based on changes in the law.

POLICY #7550 Dignity for All Students (DASA) - Policy states that we will follow the law. It is suggested that regulations may be implemented by the Superintendent and colleagues, and the board will be informed accordingly.

POLICY #3415 AUP - Amendments to Student Online Activity + 1:1 Device and Laptop User Agreements - Recommended changes state that it is the parent's responsibility at home and the District cannot monitor 24/7 with District devices. However, the District reserves a right to monitor to the extent that is practical.

12. Questions from the Audience

Discussion, Information: A. Questions from the Audience

On behalf of a District committee that Amy West represents, she inquired if there is a policy for commemorations, such as naming things on campus after people? A - There are approved District commemoration guidelines located on the website. The District Clerk will forward this information to board members as a follow-up item to this conversation. Also, an inquiry was made about prepackaged foods and if they are now required when sharing at school. A - Director of Food Services, Dana Boldt, confirmed that prepackaged foods are required now versus any home baked/ home made items.

13. Adjournment

Action: A. Motion to Adjourn the Meeting 8:11pm

Motion by Stephanie Templeton, second by David Francis.

Final Resolution: Motion Approved

Yea: Joe Alati, Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Dave Ghidiu, Chris Neff

14. Next Board of Education Meeting Topics

Information: A. Next Board of Education Meeting Topics