

**Andover Central School
Board of Education Meeting
March 7, 2022 – 6:00 PM**

A. Call to Order at _____

B. Pledge of Allegiance

C. Superintendent's Report

D. Public Comments – The Board of Education invites public comments in Open Forum at this time. Each individual speaker is allotted 3 minutes. The Board is here to listen to your comments or concerns. The public comment period is not designed to be a discussion, so please do not expect The Board to respond to your comments, concerns or questions tonight. If need be, The Board may follow up with you during the week, at a future meeting, have the proper staff member get back to you at the appropriate time, or just listen carefully and value your input.

E. Presentations –

E1. Brynne Hunt (Class of 2022) – proposal to rename the auditorium

E2. Jennifer Joyce – Reserve Summary 2021-2022

F. Board Dialogue/Information –

F1. Extracurricular Activities Reconciliation – December 2021, January 2022

F2. Courtyard/Outdoor Classroom Project

F3. ACASB Delegates meeting – Paula Vandyke

G. Consent Agenda – New Business Resolutions

- G1. Adopt the following resolution CLASSIFYING THE PROPOSED ANDOVER CENTRAL SCHOOL 2022 FEDERAL ARP PROJECT AS AN UNLISTED ACTION, DETERMINING THE SIGNIFICANCE OF SUCH ACTION, AND DIRECTING THAT THE NEGATIVE DECLARATION BE PUBLISHED IN ACCORDANCE WITH SEQRA.

Whereas, the Andover Central School has designated itself as lead agency for purposes of the State Environmental Quality Review Act (SEQRA) for above referenced project, and

Whereas, the Andover Central School has considered and reviewed the project, now therefore be it,

Resolved, the Andover Central School, as the lead agency for purposes of this project, determines that the project is An Unlisted Action for the purposes of SEQRA and be it further

Resolved, based upon the Short Environmental Assessment Form completed by CPL, the Andover Central School determines that the action will not have a “significant effect” on the environment.

- G2. Adopt the following resolution DESIGNATION OF LEAD AGENCY STATUS FOR THE ANDOVER CENTRAL SCHOOL 2022 FEDERAL ARP PROJECT.

Whereas, the Andover Central School District, in an effort to improve its educational facilities, has initiated the 2022 Federal ARP Project; and

Whereas, on March 7, 2022, the Andover Central School Board of Education took action to proceed with said project. Now, therefore, be it

Resolved, that the Andover Central School District will act as the lead agency in the SEQRA review of the action for the proposed Andover Central School 2022 Federal ARP Project.

- G3. Approve the Superintendent to sign the **Contract for Services between Terie Delahunt & Assoc.** and the Andover Central School District.

- G4. Approve the Superintendent to sign the **Royalty Agreement between Ohiopyle Prints Inc. and the Andover Central School District** regarding Andover apparel being sold at Tops Markets in Wellsville.

Motion _____ Second _____ Yes _____ No _____

H. Consent Agenda – Certified Personnel Resolutions - None

I. Consent Agenda – Other Personnel Resolutions

- II. Approve **Alexander J. Poklinkowski** as an Instructional and Non-Instructional Substitute for the 2021-2022 school year.

12. Approve **Reagan Eveland** as an Instructional and Non-Instructional Substitute for the 2021-2022 school year.

13. Approve the following as **Indoor Soccer Coaches** at the rate of \$26.00 per hour:

Samantha (Dibble) Kephart

Melissa Mowrer

Karissa Ordiway

Grady Terhune

14. Approve the following **Coaches for the Spring 2022 Sports Season**:

Modified Softball – Gretta Howland

Modified Baseball – James Joyce

Modified Baseball Volunteer Assistants – Brian Perkins

Varsity Softball Co-Coach – Alan Barber

Varsity Softball Volunteer Assistant – Patrick Howland

Varsity Baseball Co-Coach – Jacob Bannerman

Varsity Tennis – Harold Brown

Motion _____ Second _____ Yes _____ No _____

J. Consent Agenda - Educational Resolutions

J1. Approve the **CSE Committee Recommendations** dated January 11, February 9, February 10, March 1, and March 2, 2022

J2. Approve the **CSE Subcommittee Recommendations** dated January 31, February 1, February 2, February 8 and February 16, 2022.

J3. Adopt the following resolution **RECONFIGURATION OF GRADE LEVELS TO ESTABLISH TWO NEW SCHOOLS.**

Whereas, the Andover School District will reconfigure grade levels to establish two new schools, an Andover Middle School and an Andover High School.

Whereas it is recommended that, effective the 2022-2023 school year, the Andover School, shall go through a grade reconfiguration.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE ANDOVER CENTRAL SCHOOL DISTRICT AS FOLLOWS:

The Board of Education hereby determines effective the 2022-2023 school year:

1. The Andover School should reconfigure their grade levels to establish two new schools.

2. The Andover Elementary School shall operate as a kindergarten through grade 5 school;
and
3. The Andover Middle School shall operate as a grade 6 through grade 8 school; and
4. The Andover High School shall operate as a grade 9 through grade 12 school.
5. The Superintendent or designee is authorized to file the necessary and proper paperwork with the New York State Education Department to reconfigure the Andover School and to change the grade configuration of the Andover School District.

This Resolution shall take effect the 2022-2023 school year.

Motion _____ Second _____ Yes _____ No _____

K. Consent Agenda – Policy & Regulations - None

L. Consent Agenda – Other Business Resolutions

- L1. Approve the **Revised Minutes – January 10, 2022** Regular Board of Education Meeting.
- L2. Approve the **Minutes – February 14, 2022** Regular Board of Education Meeting
- L3. Accept **Insurance Recovery from Utica National – Increase budget in the amount of \$8,160.54** and authorize the use of funds for repair of the broken coil and associated water damage in the Business Office.
- L4. Accept the **Revised Extraclassroom Activities Fund Corrective Action Plan** in response to the Management Letter for the year ended June 30, 2021 from Mengel, Metzger Barr & Co. LLP.
- L5. Accept, with appreciation, the **donation from John and Linda (Coffin) Common of the book, “Dearest Bea,”** to the Andover Central School Library.

Motion _____ Second _____ Yes _____ No _____

M. Items removed from Consent Agenda

N. Adjourn at _____.

Motion _____ Second _____ Yes _____ No _____

ANDOVER CENTRAL SCHOOL



RESERVE SUMMARY 2021-2022

Andover Central School Reserve Summary

Employee Benefits Accrued Liability Reserve

Date Established: 5/12/2008 by BOE Resolution

Maximum Funding Goal: Maximum liability of District funded at 100% - changes annually

Legal Requirements: GML Article 2 §6-p

Purpose: To pay accrued benefits due employees upon termination of service for vacation, sick leave, personal leave, etc.

Funding Source: Budgetary appropriation or other funds that may be legally appropriated or funds from other reserves authorized in General Municipal Law, subject to permissive referendum

Expenditures: Separate BOE authorization not required to spend from this reserve

Duration: No Limit

Restrictions/

Liquidation: Upon termination by BOE, balance not required to satisfy all incurred or accrued liabilities may be transferred to any other reserve fund(s) authorized in the General Municipal Law (GML). May be used to fund health or other post-retirement benefits.

Property Loss & Liability Reserve

Date Established: First recorded in 2000 audit – No resolution found

****NEEDS TO BE REESTABLISHED****

Maximum Funding Goal: Three (3) percent of the annual budget

Legal Requirements: Ed. Law §1709 (8-c)

Purpose: To pay for property loss & liability claims incurred.

Funding Source: Budgetary appropriation or other funds that may be legally appropriated.

Expenditures: Separate BOE Resolution not required for most expenditures (see restrictions)

Duration: No Limit

Restrictions/

Liquidation: Annual contribution(s) limited to greater of \$15,000 or 3% of the budget. Separate funds required for property loss and liability claims. Funds deposited cannot be used for another purpose w/o voter approval except BOE may use fund not required to settle pending claims to purchase insurance policies to cover losses previously self-insured. Balances may be reduced below amounts required to settle all pending claims.

Reserve for Retirement Contributions

Date Established: 8/10/2009 by BOE Resolution

Maximum Funding Goal: A funding level equivalent to the value of five consecutive years of ERS assessments.

Legal Requirements: GML Article 2 §6-r

Purpose: To fund employer ERS contributions

Funding Source: Budgetary appropriations or other funds that may be legally appropriated; Revenue not restricted by Law to be paid to another fund or account; or Transfers from Tax Certiorari, Capital, or Repair Reserves.

Expenditures: Authorized by BOE Resolution

Duration: No Limit

Restrictions/

Liquidation: Transfers from or back to other reserve funds require a public hearing with 15 days notice published in official newspaper(s)

Reserve for Retirement Contributions Sub Fund

Date Established: 6/22/2020 by BOE Resolution

Maximum Funding Goal: Annual contributions of 2% of prior year TRS salaries up to funding level equivalent to the value of five consecutive years of TRS assessments.

Legal Requirements: GML Article 2 §6-r

Purpose: To fund employer TRS contributions

Funding Source: Budgetary appropriations or other funds that may be legally appropriated; Revenue not restricted by Law to be paid to another fund or account; or Transfers from Tax Certiorari, Capital, or Repair Reserves.

Expenditures: Authorized by BOE Resolution

Duration: No Limit

Restrictions/

Liquidation: Transfers from or back to other reserve funds require a public hearing with 15 days notice published in official newspaper(s), maximum annual funding is limited to 2% of prior year TRS employee salaries, maximum balance is capped at 10% of prior year TRS employee salaries

Tax Certiorari

Date Established: Re-established 6/23/2008 by BOE Resolution

Maximum Funding Goal: Funded on an as needed basis to cover the expense of tax certiorari claims. Unutilized portion must be returned to the General Fund.

Legal Requirements: Gen. Mun. Law §6-j

Purpose: To pay judgments & claims in tax certiorari proceedings per TL, Article 7

Funding Source: Budgetary appropriation or other funds that may be legally appropriated. Monies held in reserve may not exceed amount necessary to meet anticipated judgments & claims.

Expenditures: Separate BOE authorization not required to spend from this reserve

Duration: No Limit

Restrictions/

Liquidation: Funds not expended for judgments & claims in the year deposited must be returned to General Fund on or before 1st day of the 4th school year after deposit of such monies into the reserve.

Unemployment Reserve

Date Established: First recorded in 2004 audit – No resolution found

****NEEDS TO BE REESTABLISHED****

Maximum Funding Goal: 5 years of unemployment payments or a minimum of \$50,000

Legal Requirements: GML Article 2 §6-m

Purpose: To pay the cost of reimbursement to the State Unemployment Insurance Fund for payments made to claimants where the school district uses the benefit reimbursement method.

Funding Source: Budgetary appropriations or other funds that may be legally appropriated or funds from other reserves authorized in the GML, or Education Law subject to permissive referendum

Expenditures: Separate BOE authorization not required to spend from this reserve.

Duration: No Limit. BOE may terminate if district converts to tax contribution method of funding.

Restrictions/

Liquidation: If district converts to tax contribution funding mechanism, balance exceeding the amount necessary to pay all outstanding claims may be transferred, to any other reserve fund(s) authorized by GML or Ed. Law §3651. Excess funds remaining at end of any school year may be transferred, within 60 days of the close of that school year, to other reserve fund(s) or applied to budgetary appropriations for the new school year.

Capital Reserve 2016

Date Established: 5/16/2016 by BOE Resolution and Voter Approval

Maximum Funding Goal: \$2,000,000

Legal Requirements: Ed. Law §3651

Purpose: For construction, repair, and reconstruction of capital improvements and the acquisition of equipment

Funding Source: Proposition(s) put before voters must specify purpose(s), ultimate amount(s) to be deposited into reserve(s), probable term(s) or life/lives and source(s) of funds to be deposited into the reserve(s).

Expenditures: Voter approval required to spend from these reserve(s).

Duration: Limited to term or life approved by voters. Voters may extend term only before end date. Reserve(s) defunct after terms expire, except to spend remaining funds w/voter approval.

Restrictions/

Liquidation: Purpose must be specific i.e. to purchase school buses, facility construction, equipment etc. Total expenditures over life of each reserve may not exceed voter-approved maximum. Funds may be transferred to other reserves only with voter approval. Voter approval required to terminate reserve before specified expiration date. Remaining funds must first be applied to district's outstanding bonded indebtedness and secondarily to reduce the tax levy.

Bus Purchase Reserve

Date Established: 5/19/2015 by BOE Resolution and Voter Approval

Maximum Funding Goal: \$600,000 plus interest

Legal Requirements: Ed. Law §3651

Purpose: For the purchase of school buses, vehicles, and equipment, and costs incidental thereto. Help stabilize budget.

Funding Source: Proposition(s) put before voters must specify purpose(s), ultimate amount(s) to be deposited into reserve(s), probable term(s) or life/lives and source(s) of funds to be deposited into the reserve(s).

Expenditures: Voter approval required to spend from these reserve(s).

Duration: Limited to term or life approved by voters. Voters may extend term only before end date. Reserve(s) defunct after terms expire, except to spend remaining funds w/voter approval.

Restrictions/

Liquidation: Purpose must be specific i.e. to purchase school buses, facility construction, equipment etc. Total exp. over life of each reserve may not exceed voter-approved maximum. Funds may be transferred to other reserves only with voter approval. Voter approval required to terminate reserve before specified expiration date. Remaining funds must first be applied to district's outstanding bonded indebtedness and secondarily to reduce the tax levy.

2017 Bus Purchase Reserve

Date Established: 5/16/2017 by BOE Resolution and Voter Approval

Maximum Funding Goal: \$1,200,000 plus interest

Legal Requirements: Ed. Law §3651

Purpose: For the purchase of school buses, vehicles, and equipment, and costs incidental thereto. Help to provide a 5-year trade-in schedule.

Funding Source: Proposition(s) put before voters must specify purpose(s), ultimate amount(s) to be deposited into reserve(s), probable term(s) or life/lives and source(s) of funds to be deposited into the reserve(s).

Expenditures: Voter approval required to spend from these reserve(s).

Duration: Limited to term or life approved by voters. Voters may extend term only before end date. Reserve(s) defunct after terms expire, except to spend remaining funds w/voter approval.

Restrictions/

Liquidation: Purpose must be specific i.e. to purchase school buses, facility construction, equipment etc. Total exp. over life of each reserve may not exceed voter-approved maximum. Funds may be transferred to other reserves only with voter approval. Voter approval required to terminate reserve before specified expiration date. Remaining funds must first be applied to district's outstanding bonded indebtedness and secondarily to reduce the tax levy.

ANDOVER RESERVE SUMMARY

Name	6/30/2017	6/30/2018	6/30/2019	6/30/2020	6/30/2021
Employee Benefits Accrued Liability Reserve	\$142,041	\$115,470	\$100,470	\$100,470	\$487,323
Tax Certiorari	\$47,682	\$47,690	\$47,690	\$47,690	\$47,690
Reserve for Retirement Contributions	\$787,394	\$724,698	\$699,698	\$674,698	\$744,006
Reserve for Retirement Contributions Sub Fund				\$54,695	\$110,718
Unemployment Reserve	\$197,859	\$197,887	\$197,887	\$197,887	\$197,887
Capital Reserve 2005	\$338,578				
Capital Reserve 2016	\$427,043	\$545,365	\$861,265	\$861,265	\$861,265
Bus Purchase Reserve - Capital	\$479,192	\$358,632	\$213,365	\$135,106	\$12,777
2017 Bus Purchase Reserve - Capital	\$338,578	\$338,588	\$338,588	\$361,360	\$729,678
Repair Reserve	\$19,410				
Property Loss & Liability Reserve	\$216,210	\$216,254	\$216,254	\$216,254	\$216,254
Reserves Total	\$2,993,987	\$2,544,584	\$2,675,217	\$2,649,425	\$3,407,507

ANDOVER CENTRAL SCHOOL				
Extraclassroom Activity Funds				
Statement of Cash Receipts and Disbursements - Modified Cash Basis				
For the month December 1, 2021 through December 31, 2021				
<u>Activities</u>	December 1, 2021	Receipts	Disbursements	December 31, 2021
Class Clubs:				
Class 2022 - 12th	14,997.39	-	12,236.00	2,761.39
Class 2023 - 11th	10,407.93	-	-	10,407.93
Class 2024 - 10th	13,683.58	-	3,384.25	10,299.33
Class 2025 - 9th	1,305.40	8.84	184.80	1,129.44
Class 2026 - 8th	5,517.38	109.00	2,612.25	3,014.13
Class 2027 - 7th	2,828.60	-	-	2,828.60
Band Club	1,983.93	-	-	1,983.93
Cheerleading	66.16	-	-	66.16
Color Guard	290.71	-	-	290.71
Drama Club	7,773.70	-	-	7,773.70
Fine Arts Club	2,130.07	-	108.23	2,021.84
National Honor	4,597.60	-	-	4,597.60
National Honor Store	4,586.45	-	-	4,586.45
SADD	428.69	-	-	428.69
Sr. High Chorus	1,172.23	-	-	1,172.23
Student Council	4,003.98	3.31	-	4,007.29
Tax Fund	51.73	323.02	227.53	147.22
Yearbook	13,050.53	278.45	-	13,328.98
	88,876.06	722.62	\$ 18,753.06	\$ 70,845.62

From December 1 to December 31, 2021

\$70,845.62

ANDOVER CENTRAL SCHOOL				
Extraclassroom Activity Funds				
Statement of Cash Receipts and Disbursements - Modified Cash Basis				
For the month January 1, 2022 through January 31, 2022				
<u>Activities</u>	January 1, 2022	Receipts	Disbursements	January 31, 2022
Class Clubs:				
Class 2022 - 12th	2,761.39	-	-	2,761.39
Class 2023 - 11th	10,407.93	-	-	10,407.93
Class 2024 - 10th	10,299.33	-	-	10,299.33
Class 2025 - 9th	1,129.44	-	-	1,129.44
Class 2026 - 8th	3,014.13	110.00	-	3,124.13
Class 2027 - 7th	2,828.60	-	-	2,828.60
Band Club	1,983.93	-	-	1,983.93
Cheerleading	66.16	-	-	66.16
Color Guard	290.71	-	-	290.71
Drama Club	7,773.70	-	-	7,773.70
Fine Arts Club	2,021.84	-	-	2,021.84
National Honor	4,597.60	-	-	4,597.60
National Honor Store	4,586.45	-	-	4,586.45
SADD	428.69	-	-	428.69
Sr. High Chorus	1,172.23	-	-	1,172.23
Student Council	4,007.29	0.60	-	4,007.89
Tax Fund	147.22	-	-	147.22
Yearbook	13,328.98	-	-	13,328.98
	70,845.62	110.60	\$ -	\$ 70,956.22

From January 1 to January 31, 2021

Outstanding Checks:

\$0.60

\$0.00

\$70,956.22

\$70,956.22

-\$581.74

**** Community Bank deducted \$581.74 twice for check #13207 on 1/18/22 - this amount will be credited back to the account in March 2022 statement. ****

March 4, 2022

Good morning.

I haven't counted the days until the first day of spring, however, I am ready!! As we all are, I'm sure.

Our delegate's business meeting will be held on March 24, 2022 at Moonwinks in Cuba, NY.

Cash Bar / Registration is at 5:30. We will select dinner from their menu at 6:00 p.m.

Topics of discussion will include: the proposal of budget for next year, election of officers (I'm offering same slate as last year!)
Re-Appointment of Executive Director etc. This evening will also be a time to discuss future events and training offered by this Association.

Please register your delegate for this event:

Name _____

School District _____

If your delegate cannot attend, please send your alternate.

There is no charge to districts for this event.

Please respond by March 20, 2022.

Regards,

Paula M. Van Dyke, ACASB
585-268-5169

**Andover Central School
Board of Education
Meeting Minutes – January 10, 2022**

MEMBERS PRESENT: Patrick Howland Jr., Betsy Kent, Kevin Walker, Michele Calladine
MEMBERS ABSENT: Brian Perkins
OTHERS PRESENT: Derek Schuelein, Jennifer Joyce, Shelly Kordish, Jeanne Todd

A. Call to Order at 6:00 PM.

B. Pledge of Allegiance

C. Superintendent's Report

Superintendent's Report

- C1.** Update – we sent a notice with a link for at-home test kits for children that are strictly for at-home use. If positive, parents should get students tested at a facility with a lab.
- C2.** The county has adopted the test to stay program. The next meeting with the county is tomorrow (January 11, 2022) with more information. This only applies to school based contacts. Hopefully by Wednesday we will have more information.
- C3.** There are new shortened guidelines for quarantines and isolation periods – 5 days with a well-fitting mask with no exceptions.
- C4.** New York State is moving away from contact tracing effective today (January 10, 2022). The school will stay with contact tracing.

D. Public Comments – NONE

E. Presentations – NONE

F. Board Dialogue/Information

Board Dialogue/Information

- F1.** Extracurricular Activities Reconciliation – November 2021
- F2.** Paula Van Dyke, ACASB – Annual Legislative Breakfast
- F3.** Summary of Budget Transfers

G. Consent Agenda – New Business Resolutions

- G1.** Accept Canada Land Surveying Proposal for Survey Services for a fee not to exceed \$14,200.00.

**Canada Land Surveying
Proposal for Survey Services**

**Motion made by Michele Calladine and seconded by Kevin Walker
for the Consent Items as listed above.**

Motion Carried: Yes: 4 No: 0

H. Consent Agenda – Certified Personnel Resolutions

- H1.** Appoint **Shelly Kordish** as 504 Chairperson, CSE Chairperson and CPSE Chairperson effective November 3, 2021.

Shelly Kordish – 504, CSE and CPSE Chairperson

Motion made by Betsy Kent and seconded by Kevin Walker for the Consent Items as listed above.

Motion Carried: Yes: 4 No: 0

I. Consent Agenda – Other Personnel Resolutions - NONE

J. Consent Agenda - Educational Resolutions

- J1.** Approve the **CPSE Committee Recommendations** dated December 8, 2021.

CPSE Committee

- J2.** Approve the **CSE Committee Recommendations** dated December 3, 2021.

CSE Committee

- J3.** Approve the **CSE Subcommittee Recommendations** dated November 17, 2021, and December 6 and 9, 2021.

CSE Subcommittee

Motion made by Michele Calladine and seconded by Betsy Kent for the Consent Items as listed above.

Motion Carried: Yes: 4 No: 0

K. Consent Agenda – Policy & Regulations – NONE

L. Consent Agenda – Other Business Resolutions

- L1.** Approve the **Minutes – December 20, 2021 Regular Board of Education Meeting.**

12/20/2021 Minutes

- L2.** Approve the **Warrant Report** dated December 1 - 15, 2021.

**Warrant Report –
12/1 – 12/15/2021**

- L3.** Approve the **HM18 Warrant Report** dated December 1 – 15, 2021.

**HM18 Warrant Report
12/1 – 12/15/2021**

- L4.** Accept the **Internal Claims Audit Report** of Mary E. Lewis for the period of July 1, 2021 through January 4, 2022.

**Internal Claims Audit
Report 7/1/21 – 1/4/22**

- L5.** Accept the **Audit Management Letter** for Financial Statements for the year ended June 30, 2021 from Mengel Metzger Barr & Co. LLP.

**Audit Management Letter
Financial Statements**

- L6.** Accept the **Corrective Action Plan for Financial Statements** in response to the Audit Management Letter for the year ended June 30, 2021 from Mengel Metzger Barr & Co. LLP.

**Corrective Action Plan for
Financial Statements**

BOE Meeting Minutes – 1/10/2022 (Revised)

L7. Accept the Extraclassroom Activities Funds Audit and Management Letter for the year ended June 30, 2021 from Mengel Metzger Barr & Co. LLP.

Extraclassroom Activities Funds Audit and Management Letter

Motion made by Betsy Kent and seconded by Michele Calladine for the Consent Items as listed above.

Motion Carried: Yes: 4 No: 0

M. Items removed from Consent Agenda – NONE

N. Adjourn at 6:13 PM.

Adjourn

Motion made by Kevin Walker and seconded by Betsy Kent to adjourn the meeting.

Motion Carried: Yes: 4 No: 0

Jamie H. Coyle, District Clerk

**Andover Central School
Board of Education
Meeting Minutes – February 14, 2022**

MEMBERS PRESENT: Brian Perkins, Patrick Howland Jr., Betsy Kent, Michele Calladine, Kevin Walker
MEMBERS ABSENT: NONE
OTHERS PRESENT: Derek Schuelein, Kathryn Slavinski, Jennifer Joyce

A. Call to Order at 6:00 PM.

B. Pledge of Allegiance

Superintendent's Report

C. Superintendent's Report

- C1.** Last week, ACS held their 2nd Parent Teacher Conferences. Thank you to all the parents who came out and met with the teachers.
- C2.** In tonight's board packet, you will see a consulting agreement with Dr. Erin Vredenburg. This agreement will provide ACS's Director of Pupil Services, Shelly Kordish with advisory services in Special Education.
- C3.** Budget season is upon us. Jennifer Joyce is working on the 2022-2023 budget and will provide details of the budget in coming meetings.
- C4.** ACS is anticipating a 3% increase in state aid.
- C5.** Next week is President's week – school and offices are closed on Monday for President's Day and Dr. Schuelein hopes everyone enjoys the President's Day holiday.

D. Public Comments – NONE

E. Presentations – NONE

F. Board Dialogue/Information - NONE

G. Consent Agenda – New Business Resolutions

- G1. Approve the Superintendent to sign the Consulting Agreement between Dr. Erin Vredenburg and the Andover Central School District to render consulting and advisory services for the District under the terms and conditions set forth in this agreement.

**Dr. Erin Vredenburg
Consulting Agreement**

- G2. **WHEREAS**, it is the plan of a number of public school districts in Cattaraugus County and Allegany County, New York, to bid jointly for various supplies, commodities, and/or services in the 2022-2023 fiscal year, and

**CA BOCES
2022-2023 Annual
Cooperative Purchasing
Resolution**

WHEREAS, The Andover Central School District is desirous of participating with other school districts in Cattaraugus and Allegany Counties in the joint bidding of all or some of the supplies, commodities, and/or services as mentioned above, as authorized by General Municipal Law, Section 119-0, and as determined by district need, and

WHEREAS, The Board of Cooperative Educational Services and Boards of Education wish to appoint a committee to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting of the results to the Board of Cooperative Educational Services and Boards of Education and making recommendations thereon; therefore,

BE IT RESOLVED, That the Andover Central School District Board of Education hereby appoints the Cattaraugus-Allegany-Erie-Wyoming Board of Cooperative Educational Services to represent it in all matters related above, and,

BE IT FURTHER RESOLVED, That the Andover Central School District Board of Education authorizes the above-mentioned committee to represent it in all matters leading up to the entering into a contract for the purchase of the above-mentioned supplies, commodities, and/or services, and, **BE IT FURTHER RESOLVED**, That the Andover Central School District Board of Education agrees to assume its equitable share of the costs of the cooperative bidding, and,

BE IT FURTHER RESOLVED, That the Andover Central School District Board of Education agrees (1) to abide by the majority decisions of the participating districts on quality standards; (2) that unless all bids are rejected, it will award contracts according to the recommendations of the committee; (3) that after award of contract(s) it will conduct all negotiations with the successful bidder(s).

- G3. Approve the proposed basis of service charges of the Cattaraugus-Allegany-Erie-Wyoming BOCES for the 2022-23 fiscal year.

**2022-2023 Proposed Basis of
Service Charges/Unit Cost
Methodology**

- G4. Approve the Superintendent to sign the Amended Monitoring Service Agreement with Johnson Controls.

**Johnson Controls –
Amended Service Agreement**

G1. Approve the Superintendent to sign the Election Services Agreement between the Allegany County Board of Elections and Andover Central School District Board of Education concerning Central School District Vote and Election to be held May 17, 2022 for an estimated cost not to exceed \$1,000.

**Allegany County
Board of Elections
Services Agreement**

Motion made by Michele Calladine and seconded by Betsy Kent for the Consent Items as listed above.

Motion Carried: Yes: 5 No: 0

H. Consent Agenda – Certified Personnel Resolutions - NONE

I. Consent Agenda – Other Personnel Resolutions

I1. Approve Brandi Wiech as a Substitute Nurse, Non-Instructional Substitute and Instructional Substitute for the 2021-2022 school year.

I2. Approve Hannah Roy as a Non-Instructional and Instructional Substitute for the 2021-2022 school year.

Motion made by Kevin Walker and seconded by Betsy Kent for the Consent Items as listed above.

Motion Carried: Yes: 5 No: 0

J. Consent Agenda - Educational Resolutions

J1. Approve the CPSE Committee Recommendations dated January 4, 2022.

CPSE Committee

J2. Approve the CSE Committee Recommendations dated January 13, 2022.

CSE Committee

J3. Approve the CSE Subcommittee Recommendations dated December 6, December 9 and December 20, 2021.

CSE Subcommittee

Motion made by Patrick Howland Jr. and seconded by Michele Calladine for the Consent Items as listed above.

Motion Carried: Yes: 5 No: 0

K. Consent Agenda – Policy & Regulations – NONE

L. Consent Agenda – Other Business Resolutions

- | | |
|--|---|
| L1. Approve the Minutes – January 10, 2022 Regular Board of Education Meeting. | 1/10/2022 Minutes |
| L2. Approve the Warrant Reports dated December 16 - 31, 2021; January 1 – 15, 2022; and January 16 – 31, 2022. | Warrant Reports |
| L3. Approve the HM21CO Warrant Reports dated December 16 – 31, 2021; and January 1 – 15, 2022. | HM21CO Warrant Reports |
| L4. Approve the Treasurer’s Report for the Months Ending October 31, 2021, November 30, 2021, and December 31, 2021. | Treasurer’s Reports - October, November, December 2021 |

Motion made by Betsy Kent and seconded by Patrick Howland Jr. for the Consent Items as listed above.

Motion Carried: Yes: 5 No: 0

M. Items removed from Consent Agenda – NONE

N. Executive Session

Executive Session

N1. Discuss personnel

Move to Executive Session – 6:11 PM

Return to Regular Session – 7:09 PM

Motion made by Michele Calladine and seconded by Betsy Kent to enter Executive Session and return to Regular Session.

Motion Carried: Yes: 5 No: 0

O. Adjourn at 7:10 PM.

Adjourn

Motion made by Patrick Howland Jr. and seconded by Kevin Walker to adjourn the meeting.

Motion Carried: Yes: 5 No: 0

Jamie H. Coyle, District Clerk

ANDOVER CENTRAL

31-35 ELM ST., P.O. BOX G, ANDOVER, NY 14806



SCHOOL DISTRICT

PHONE: 607-478-8491 • FAX: 607-478-8833

March 7, 2022

New York State Education Department
Office of Audit Services
89 Washington Avenue, 524 EB
Albany, New York 12234

To Whom It May Concern;

This is a **REVISED** response to the management letter of the audit for the fiscal year ended June 30, 2021 for the Andover Central School District Extra Curricular Fund.

Extra-classroom Activity Funds:

Prior Year Deficiencies and Corrective Action:

Deposits:

Three instances in which receipts were not deposited in a timely manner.

Corrective Action: Advisors and Extra-Curricular Treasurers will receive a written memo from the Treasurer of Student Activities Accounts reminding them to make deposit slips within one week of receipt of cash from events and to notify the Treasurer of Student Activities Accounts in writing if they are unable to do so due to a circumstance outside of their control.

Completion Date: On or before January 31, 2022

Sales Tax:

One instance was noted in which sales tax was not paid on a taxable purchase.

Corrective Action: The Treasurer of Student Activities Accounts has acknowledged understanding the requirements under New York State Sales Tax Law and will make every effort in ensuring full compliance going forward.

Completion Date: January 10, 2022

Other Item:

Inactive Clubs:

Nine clubs were financially inactive in the 2020-21 fiscal year.

Corrective Action: The status of each club will be reviewed by the District and if future transactions are not anticipated, the clubs will be closed in accordance with Board of Education Policy.

Completion Date: April 1, 2022

Sincerely,

Derek Schuelein, Ed. D.
Superintendent