

ANDOVER CENTRAL SCHOOL
BOARD OF EDUCATION

DATE: 2-12-18

PLACE: Room 103

TYPE: Regular/Budget Workshop

MEMBERS PRESENT: Monica Dean, Cindy Baker, Brian Perkins, Patrick Howland Jr.,
Michele Calladine

MEMBERS ABSENT: None

OTHERS PRESENT: Lawrence Spangenburg, Linda Geer, Jon Morris

I. Monica Dean called the meeting to order at 6:30 PM and reviewed the Calendar items with the Board.

II. **Public Comments - None**

III. **Presentations –**

Presentations

1. Linda Geer presented the Reserves Summary for year ending 2016-17. She started out by explaining that the start-up dates of the three reserves showing circles on the spreadsheet could not be found in the Board minutes or archives. She will discuss with our external auditors whether they should be re-established. She also stated that the auditor with the State Comptroller's Office felt that Page 2, Letter f, of Policy 5511 – Reserve Funds, was, in his opinion, not clearly stated in the Reserves Summary. Mrs. Geer will research this policy and present changes to the Board if appropriate.

Mrs. Geer then discussed each reserve, its purpose, the State Comptroller's interpretation, and questions regarding each that must be answered. She went over the discussion column and section of each reserve. She stated that items that needed the Board's attention per the State Comptroller's office included contractual interpretations, legal time limitations, stronger maximum funding levels and the need of certain reserves.

It was determined that Mrs. Geer will discuss these reserves with our external auditor and report back to the Board on February 26 so they can make the proper decisions.

Employee Benefits Accrued Liability Reserve – It was discussed that contracts were interpreted differently by the State Comptroller's office making the reserve overfunded. Mrs. Geer recommended the Board either reword and amend the contracts to match their original intent and the calculations that the District is using or the Business Office needed to change their calculation to match what the State Auditor was interpreting.

Tax Certiorari – Mrs. Geer told the Board that this reserve had exceeded its legal time limit. The Board needs to decide if they want to re-establish a reserve or dissolve it. She will talk to external auditors and report back.

Reserve for Retirement Contribution – State Auditor felt the maximums were not clear enough. Does the Board want to change?

Unemployment Reserve – Mrs. Geer state she was following a plan to spend down this reserve to a 10-year average. The state auditor goes by the opinion that it is overfunded and did not address our plan when speaking to the District.

Repair Reserve – Mrs. Geer stated that this reserve is not large enough to be very useful as it is but there have been occasions where using it was a possibility. Mrs. Geer suggested options might be to dissolve it or close out another reserve and add to it to make it functional.

Property Loss and Liability – Mrs. Geer stated that the state auditor did not feel this was a needed reserve. She stated that if the Board wanted to close it out that the District needed to talk to our financial advisors and come up with a plan for utilizing it.

- IV. Consideration of a motion to move to a Budget Workshop. Motion made by Michele Calladine and seconded by Brian Perkins. Passed by 5 votes of Yes.

Budget Workshop

Budget Workshop - 7:14 PM
Return to Regular Session - 7:30 PM

V. **Board Information**

Board Information

1. Save the Dates from Paula Vandyke
2. Letter from Lynda Quick – BOCES Annual & Vote

VI. **Board Dialogue**

Board Dialogue

1. Patrick Howland voiced a concern. Mr. Morris will address this issue.

VII. **Board Action**

**Amended Agenda
2/12/18**

1. Consideration of a motion to accept the **Amended Agenda** dated February 12, 2018. Motion made by Cindy Baker and seconded by Patrick Howland. Passed by 5 votes of Yes.

2. Consideration of a motion to accept the **Minutes** of the Board of Education regular meeting dated January 22, 2018. Motion made by Brian Perkins and seconded by Michele Calladine. Passed by 5 votes of Yes.

BOE Minutes 1/22/18

February 12, 2018

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| 3. Consideration of a motion to accept the Warrant dated January 1-15, 2018 . Motion made by Patrick Howland and seconded by Cindy Baker. Passed by 5 votes of Yes. | Warrant 1/1–1/15/18 |
| 4. Consideration of a motion to accept the Warrant dated January 16-31, 2018 . Motion made by Michele Calladine and seconded by Brian Perkins. Passed by 5 votes of Yes. | Warrant 1/16-1/31/18 |
| 5. Consideration of a motion to accept and implement the recommendations of the 504 Committee dated February 6, 2018. Motion made by Cindy Baker and seconded by Patrick Howland. Passed by 5 votes of Yes. | 504 Committee |
| 6. Consideration of a motion to accept and implement the recommendations of the CPSE Committee dated February 6, 2018. Motion made by Brian Perkins and seconded by Michele Calladine. Passed by 5 votes of Yes. | CPSE Committee |
| 7. Consideration of a motion to accept and implement the recommendations of the CSE Committee dated January 30 and February 6, 2018. Motion made by Michele Calladine and seconded by Cindy Baker. Passed by 5 votes of Yes. | CSE Committee |
| 8. Consideration of a motion to accept and implement the recommendations of the CSE Subcommittee dated January 30 and February 1, 2018. Motion made by Patrick Howland and seconded by Brian Perkins. Passed by 5 votes of Yes. | CSE Subcommittee |
| 9. Consideration of a motion to approve the draft of the Smart Schools Investment Plan and post it to the public . Motion made by Cindy Baker and seconded by Michele Calladine. Passed by 5 votes of Yes. | Smart Schools Investment Plan Draft |
| 10. Consideration of a motion to correct the minutes from the November 13, 2017 Board of Education meeting . The donation of red cedar wood was made by Theodore Searle. Motion made by Brian Perkins and seconded by Patrick Howland. Passed by 5 votes of Yes. | Revised 11/13/17 Minutes – Theodore Searle Donation |
| 11. Consideration of a motion to approve the Reserves Summary as of June 30, 2017 . Motion made by Michele Calladine and seconded by Cindy Baker. Passed by 5 votes of Yes. | Reserves Summary as of 6/30/17 |
| 12. Consideration of a motion to approve Kimberly Fanton as a 21st Century Community Resource Coordinator through Literacy West . Motion made by Patrick Howland and seconded by Brian Perkins. Passed by 5 votes of Yes. | Kimberly Fanton – 21st Century Community Resource Coordinator – Literacy West |

13. Consideration of a motion to **appoint Kendra Waters as a 21st Century tutor for the 2017 – 2018 school year**. Pay will be at the rate of \$11.00 per hour. Motion made by Cindy Baker and seconded by Michele Calladine. Passed by 5 votes of Yes. **Kendra Waters – 21st Century Tutor**
14. Consideration of a motion to **authorize the Superintendent to sign a Memorandum of Agreement between Kathryn Cornell, Director of Curriculum, Instruction, and Staff Development and Superintendent Lawrence Spangenburg**. Motion made by Brian Perkins and seconded by Patrick Howland. Passed by 5 votes of Yes. **MOA with Kathryn Cornell**
15. Consideration of a motion to **approve the 2018 – 2019 Unit Cost Methodology** basis of charges of the Cattaraugus-Allegany-Erie-Wyoming BOCES for the 2018-2019 fiscal year. Motion made by Michele Calladine and seconded by Cindy Baker. Passed by 5 votes of Yes. **2018-2019 BOCES Unit Cost Methodology**
- 15a. Consideration of a motion to approve **Madison Bryan as an unpaid intern in Human Services** working with Mrs. Sheryl Dougherty, School Psychologist, Mrs. Cassandra Lamphier, CSE Chairperson, and Mrs. Suzanne Scott, School Social Worker effective February 13, 2018. Motion made by Cindy Baker and seconded by Michele Calladine. Passed by 5 votes of Yes. **Madison Bryan – Unpaid Intern in Human Services**
16. Consideration of a motion to **Adjourn** at 7:43 PM. Motion made by Brian Perkins and seconded by Patrick Howland. Passed by 5 votes of Yes. **Adjourn**

Jamie H. Coyle, District Clerk

February 12, 2018