

DATE: November 19, 2019

KIND OF MEETING: Audit Committee via Zoom

The TST BOCES Internal Audit on Facility and Maintenance was presented by Chris Sutton and the corrective actions were discussed.

INTERNAL AUDIT ACCEPTANCE: Mark Bristol made a motion, seconded by Brian Robbins that the Audit Committee accept the report and recommendations within the internal audit and approve the corresponding corrective action plan to be presented to the Board of Education. Motion was carried by all members present.

AUDIT COMMITTEE ADJOURNMENT: Brian Robbins made a motion, seconded by Stephanie Randall that the Board adjourns their audit committee meeting at 6:14 p.m. Motion carried by all members present.

KIND OF MEETING: Regular via Zoom

MEMBERS PRESENT: Mark Bristol, Amy Dlugos, Joel Sanford, Stephanie Randall, Brian Robbins

OTHERS PRESENT: Kory Bay, Superintendent, Erin Peck, 6-12 Principal, Penny Kephart, PK-5 Principal, Roxanne Elward, District Clerk, Brianna Sick and Andrea Elward, Teacher Representatives

CALL TO ORDER: President Dlugos called the regular meeting to order at 6:15 p.m.

The pledge to the flag was given.

APPROVAL OF RECOMMENDED ACTIONS: Stephanie Randall made a motion, seconded by Mark Bristol that the Board approve the following recommended actions:

- Minutes of the regular board meeting held on October 20, 2020
- Treasurer's report, Statement of Accounts, Budgetary Transfer Report and Outstanding Check Listing for the month of October 2020
- Claims Auditor's Report for the month of November 2020
- Extra Classroom Activity Fund report for the month of October 2020

ADMINISTRATIVE REPORTS:

Mrs. Kephart reviewed her PK-5 Principal's Report

Mrs. Peck reviewed her 6-12 Principal's Report and the Athletic Report

Mr. Bay reviewed his Superintendent/Business Administrator's Report

DISCUSSION:

- Tax Collection Report
- Safety Plan
- Winter Sports
- Internal Audit Report from the Audit Committee
- Piano Donation

## RECOMMENDATIONS:

**RETURN OF UNPAID TAXES:** Joel Sanford made a motion, seconded by Stephanie Randall that the Board approve the return of unpaid school and town library taxes for filing with the Treasurer's offices of Steuben and Yates Counties. Motion was carried by all members present.

**SAFETY PLAN:** Brian Robbins made a motion, seconded by Joel Sanford that the Board approve the school's safety plan for the 2020-2021 school year. Motion was carried by all members present.

**INTERNAL AUDIT:** Mark Bristol made a motion, seconded by Stephanie Randall that the Board accept the recommendations of the Audit Committee to approve the report, recommendations, and corrective action plan provided by the Internal Auditor from TST BOCES. Motion was carried by all members present.

**EXECUTIVE SESSION:** Stephanie Randall made a motion, seconded by Brian Robbins that the Board goes into Executive Session at 7:01 p.m. for discussion on CSE Recommendations, Personnel (Student Teachers, Appointments, and Substitutes), Substitute Hourly Rates, Office Staffing, and Coaching Contracts.

Brian Robbins made a motion seconded by Joel Sanford that the Board come out of executive session at 7:30 p.m.

## ADDITIONAL RECOMMENDATIONS:

**RECOMMENDATION BY THE CSE:** Stephanie Randall made a motion, seconded by Brian Robbins that the Board has no objections to the recommendations of the Committee on Special Education and approves the authorization of funds to implement the special education programs and services consistent with such recommendations. Motion was carried by all members present.

**APPOINTMENT:** Stephanie Randall made a motion, seconded by Brian Robbins that the Board appoint Joanna Glick as a part time aide effective November 18, 2020 at a rate of \$11.80 per hour. Motion was carried by all members present.

**APPOINTMENT:** Stephanie Randall made a motion, seconded by Mark Bristol that the Board appoint Bridget Robbins as Claims Auditor effective November 18, 2020 at a rate of \$25.00 per hour. Motion was carried by all members present.

**SUBSTITUTES:** Stephanie Randall made a motion, seconded by Joel Sanford that the Board approve Michelle McNaney of Hammondsport, NY and Maxwell Bruen of Naples, NY to be added to the 2020-2021 Instructional/Non-Instructional Substitute List. Motion was carried by all members.

**SUBSTITUTE HOURLY RATE:** Stephanie Randall made a motion, seconded by Joel Sanford that the Board approve an increase of 70 cents to the substitute hourly rates effective January 1, 2021. This increase is due to the scheduled minimum wage increase on January 1, 2021. The substitute rates will be as follows:

Certified- \$14.30 per hour  
Non-Certified- \$13.20 per hour

Motion was carried by all members present.

STUDENT TEACHERS: Stephanie Randall made a motion, seconded by Brian Robbins that the Board approve the following student teachers:

Hannah Meisel- SUNY Geneseo- placed with Kelly Pinckney- Nov-Dec 2020  
Brady Rogers- Ithaca College- placed with Andrea Elward- Jan- May 2021  
Lexi Appleby- Keuka College- placed with Robert Mills- Mar- May 2021  
Riley Record- Keuka College- placed with Tad Snaith- Feb- Mar 2021

Motion was carried by all members present.

RETIREMENT: Brian Robbins made a motion, seconded by Stephanie Randall that the Board accept the irrevocable resignation for purpose of retirement from Christie Presher, Typist effective June 30, 2021. Motion was carried by all members present.

DONATION: Stephanie Randall made a motion, seconded by Mark Bristol that the Board accept the donation of a piano to the PCS Music Department from Christie Presher. Motion was carried by all members present.

Discussion: December Board meeting which normally is held at 1 p.m. will now be held at 6 p.m. via Zoom.

ADJOURNMENT: Stephanie Randall made a motion, seconded by Joel Sandford that the Board adjourns their regular meeting at 7:34 p.m. Motion carried by all members present.

Roxanne Elward  
District Clerk