

GOUVERNEUR CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
GOUVERNEUR NEW YORK 13642
REGULAR BOARD MEETING

APRIL 18, 2023

I. CALL TO ORDER

The REGULAR MEETING of the Board of Education of Gouverneur Central School District was called to order by President David Fenlong, at 5:30 p.m., in the High School Auditorium, leading those present in the Pledge of Allegiance.

Trustees Present: Todd E. Bates, Brooke Bush, Dr. William Cartwright, David Fenlong, Naaman Lowry, Nickolas Ormasen, Laurie M. Roberts, Laura Spicer.

Trustees Absent: Mark Hendrick.

Also Present: Jacquelyn L. Kelly, Superintendent of Schools; Carol LaSala, Business Manager; Jessica Sullivan, Assistant Superintendent for Curriculum; Tatia Z. Kennedy, District Clerk; Mariah Manning, Student Board Representative

II. COMMENT PERIOD

Retirement recognition. Lauren French, former superintendent, addressed the Board to publicly acknowledge the upcoming retirement of business manager Carol LaSala, saying that Carol taught her a great deal about school finance and, "It's important when you hire someone to hire someone who can challenge you; that's how you make a good team. She knew a lot more about budget than I ever knew; we challenged each other and pushed each other to be the best." Mrs. French presented her with a gift and all present gave a round of applause.

III. DISCUSSION

A. Communications

Regional Rural Issues Forum. April 25, 2023, 6:00 p.m., Lisbon CSD Auditorium. Presenter: David Little, Esq., Executive Director of the Rural Schools Association of NYS.

B. Recognition

Superintendent Jacquelyn Kelly recognized junior musician Hayley Burt, who has been selected to be in the 2023 Macy's Great American Marching Band on the sousaphone. She will participate in the 97th Annual Macy's Thanksgiving Day Parade in New York City in front of over three million spectators along the parade route and over fifty million worldwide television viewers. "Mrs. Yeoman and our entire school district are incredibly proud of Hayley. She works extremely hard and is very deserving of this honor."

C. Statement in Response to Previous Board Comments

Following up on an inquiry from the April 3 board meeting with regard to parent concerns relative to the multi-use bathrooms, Superintendent Kelly stated, "We'd like to keep the community informed that the board has toured the restroom facilities and is evaluating its options in light of our legal obligations and concerns presented by the community to the board of education. Thank you."

D. Student Board Representative Report – Mariah Manning

With less than ten weeks left in the school year, Ms. Manning said the senior class is anticipating the end of the year and the activities to take place over the next weeks, including the senior trip. The senior class is also talking about fundraising for another potential field trip.

IV. FINANCIAL REPORT

A. Financial Report for Period Ending March 31, 2023

(See Sheet #1, Board Minutes File Folder)

Upon presentation and recommendation of Jacquelyn L. Kelly, Superintendent of Schools, motion made by Trustee Naaman Lowry, and seconded by Vice-President Todd E. Bates, that the Board of Education accept the financial report for the period ending March 31, 2023, as presented.

YEAS: All Trustees Present NAYS: None.

MOTION CARRIED. FINANCIAL REPORT FOR PERIOD ENDING MARCH 31, 2023, ACCEPTED AS PRESENTED.

IV. FINANCIAL REPORT (CONTINUED)

B. Budget Discussion

Business Manager LaSala brought attention to the Schedule of Reserve Funds on the second page of the Property Tax Report Card that would be voted on later in the meeting. The Schedule contains all Reserves that we have, with the actual balance as of March 31, the projected balance as of June 30, and whether it will be used during the 2023-24 budget. Going into further detail, she shared information including the legal citation whether they are allowed through education law or general municipal law; how the Reserves are established, noting that our three current Capital Reserves had to have voter approval and all the other reserves were by Board resolution. She further explained that only the law tells us how the Reserves can be established, funded, utilized, and replenished. Quoting the comptroller's office management guide on reserves, she shared, *"Saving for future projects, acquisitions and other allowable purposes is an important planning consideration for local governments and school districts. Reserve funds provide a mechanism for legally saving money to finance all or part of future infrastructure, equipment and other requirements. Reserve funds can also provide a degree of financial stability by reducing reliance on indebtedness to finance capital projects and acquisitions. In uncertain economic times, reserve funds can also provide officials with a welcomed budgetary option that can help mitigate the need to cut services or to raise taxes. In good times, money not needed for current purposes can often be set aside in reserves for future use."*

Referencing this year's ballot, she noted there is a separate proposition to establish a Transportation Reserve. This will be used to aid in planning for the future because the actual impact of switching over to electric buses and all of the associated costs are not known at this time. She also noted that the appropriated fund balance going in to 2023-24 is coming out of the surplus anticipated for this year, and will be utilized for the \$1.2 million cash project, emphasizing that this is a one-time expense for next year, and once we finalize that capital project we'll have money coming in for building aid, but not additional money going out of the district. Another benefit is there won't be interest charged, making it a good use of that money overall.

Quoting again from the management guide on reserves, *"In addition to reserve funds, maintaining a reasonable amount of unassigned fund balance within operating funds is another important financial consideration for local governments and school districts. A reasonable level of unrestricted, unappropriated fund balance provides a cushion for unforeseen expenditures or revenue shortfalls and helps to ensure that adequate cash flow is available to meet the cost of operations."* Confirming that the district is compliant with the 4% limit, she proceeded to discuss how that relates specifically to our district's cash flow, specifically from July to September. Continuing, *"The practice of planning ahead and systematically saving for capital requisitions and other contingencies is considered prudent management. Saving for future capital needs can reduce or eliminate interest and other costs associated with debt issuances."* Our current Capital Reserve – Building is capped at \$10 million, and Ms. LaSala anticipates that the Reserve will be at approximately \$9.2 million as of June 30. That will be used for the next project, reducing the local share and the tax impact. She used the example that on a \$40 million project, utilizing the Reserve of \$10 million means getting a bond of \$30 million. There's a lot less interest paid on \$30 million than \$40 million. Relating to the establishment of a Transportation Reserve on the upcoming ballot, we know right now the cost will be substantial. The Reserve money can offset the revenue stream to help balance that extra expense.

Finally, *"Most reserve funds are established to provide resources for an intended future use. An important concept to remember is that a reserve fund should be established with a clear intent or plan in mind regarding the future purpose, use and, when appropriate, replenishment of funds from the reserve. Planning today and saving incrementally for expected future events can help mitigate the financial impact of major, nonrecurring or unforeseen expenditures on your annual operating budget. Establishing and funding allowable reserve funds for a clear purpose can help smooth out spikes in the annual budget and in the real property tax levy."* Reiterating her concern about the sunset of extra federal and state aid, these Reserves will help balance the budget and hopefully maintain staff and keep programs. She thanked the Board for their support in creating, funding, and replenishing the district's reserve funds, and reminded them the Reserve Plan would be discussed in more detail in June.

V. UNFINISHED BUSINESS

A. Second Reading and Adoption of Revised Policies*(See Sheet #2, Board Minutes File Folder)*

1. Upon presentation and recommendation of Jacquelyn L. Kelly, Superintendent of Schools, motion made by Vice-President Bates, and seconded by Trustee Spicer, that the Board of Education approve the revisions to the Board Policy Manual, effective immediately, as presented:

6550 – **Leaves of Absence**7512 – **Student Physicals**7670 – **Due Process Complaints: Selection and Board Appointment of Impartial Hearing Officers**8450 – **Home, Hospital, or Institutional Instruction (Homebound Instruction)**8470 – **Home Instruction (Home Schooling)**

YEAS: All Trustees Present NAYS: None.

MOTION CARRIED. POLICY REVISIONS APPROVED AS PRESENTED.

2. Upon presentation and recommendation of Jacquelyn L. Kelly, Superintendent of Schools, motion made by Trustee Roberts, and seconded by Trustee Lowry, that the Board of Education approve to delete the following policy from the Board Policy Manual, effective immediately, as presented:

6130 – **Evaluation of Personnel**

YEAS: All Trustees Present NAYS: None.

MOTION CARRIED. POLICY DELETION APPROVED AS PRESENTED.

VI. CONSENT AGENDA

President Fenlong asked if any member on the Board wished to have any item on the Consent Agenda removed for special consideration and discussion. No member asked that any items be removed.

Motion to approve Consent Agenda

Upon presentation and recommendation of Jacquelyn L. Kelly, Superintendent of Schools, motion made by Trustee Roberts, and seconded by Trustee Spicer, that the Board of Education approve the following items, A-E, as a consent agenda:

A. Minutes

Approve the Minutes of the Regular and Closed Meetings of April 3, 2023, as presented.

B. Claims Auditor's Reports*(See Sheet #3, Board Minutes File Folder)*

Approve the Claims Auditor's Reports for the period 4/3/23 – 4/17/23, as presented.

C. CSE Business*(See Sheet #4, Board Minutes File Folder)*

Approve the services, including additions, modifications, and deletions, for the following classified students, as reflected in the attached CSE Meeting Minutes report:

CSE Student ID#:

5103954	5101897	5103591	5103955	5103952	5104585
5101555	5104064	5103253	5103321	5104225	5100362
11954	5101163	5101225	5103496	5103045	5104711
5104600	5102739				

D. CPSE Business*(See Sheet #5, Board Minutes File Folder)*

Approve the services, including additions, modifications, and deletions, for the following classified students, as reflected in the attached CPSE Meeting Minutes report:

CPSE Student ID#:

5104691

E. Treasurer's Report - March 2023*(See Sheet #6, Board Minutes File Folder)*

Accept the Treasurer's Report for the month of March 2023 as presented.

Vote on Consent Agenda Items

YEAS: All Trustees Present NAYS: None.

MOTION CARRIED. CONSENT AGENDA, APPROVED AS PRESENTED.

VII. CONSENT AGENDA – PERSONNEL

President Fenlong asked if any member on the Board wished to have any item on the Consent Agenda – Personnel removed for special consideration and discussion. No member asked that any items be removed.

Motion to approve Consent Agenda – Personnel

Upon presentation and recommendation of Jacquelyn L. Kelly, Superintendent of Schools, motion made by Trustee Spicer, and seconded by Trustee Dr. Cartwright, that the Board of Education approve the following Personnel items, A-B, as a Consent Agenda:

A. Appointments1. Instructional

- a) Driver's Education. Approve the appointment of Bethanie Denesha as driver's education instructor for one additional section of students completed prior to July 1, 2023. Ms. Denesha will be paid in accordance with the Gouverneur Teachers' Association Agreement at the 2022-2023 contractual rate per student.
- b) Summer School Driver's Education. Appoint Bethanie Denesha as summer school driver's education instructor for the Summer 2023 Driver's Education program, effective July 1, 2023. Ms. Denesha will be paid in accordance with the Gouverneur Teachers' Association Agreement at the 2023-2024 contractual rate per student.

2. Extra-Curricular

Approve the following extra-curricular advisors for 2022-23, as presented:

HS Science Olympiad (shared)	LISA DUNKELBERG	Class C	Step 1 (.33)
HS Science Olympiad (shared)	SARAH WOOD	Class C	Step 1 (.33)
HS Science Olympiad (shared)	SAM SOCHIA	Class C	Step 1 (.33)

B. Resignation

Sheila K. Callahan. Accept the request for resignation from Sheila K. Callahan, Foreign Language (Spanish) Teacher, effective June 30, 2023.

Vote on Consent Agenda – Personnel Items:

YEAS: All Trustees Present NAYS: None.

MOTION CARRIED. CONSENT AGENDA – PERSONNEL, APPROVED AS PRESENTED.

President Fenlong thanked Ms. Denesha for all her work in the classroom and on the road, and wished Ms. Callahan well in her retirement, thanking her for her service.

VIII. NEW BUSINESS

A. Adoption of Proposed 2023-2024 Budget

(See Sheet #7, Board Minutes File Folder)

Upon presentation and recommendation of Jacquelyn L. Kelly, Superintendent of Schools, motion made by Trustee Dr. Cartwright, and seconded by Vice-President Bates, that the Board of Education adopt the proposed general fund budget for the 2023-2024 fiscal year in the amount of \$42,635,420, with an anticipated tax levy increase of 2.04%, as presented.

DISCUSSION: President Fenlong thanked Ms. LaSala, Ms. Kelly, and everybody on the administration and board who took part in preparing this budget, saying he is pleased with the final outcome that will be presented to the voters. This budget addresses the goals set this year as well as planning ahead for the future.

YEAS: All Trustees Present NAYS: None.

MOTION CARRIED. 2023-2024 GENERAL FUND BUDGET, ADOPTED AS PRESENTED.B. Approval of Property Tax Report Card for 2023-2024

(See Sheet #8, Board Minutes File Folder)

Upon presentation and recommendation of Jacquelyn L. Kelly, Superintendent of Schools, motion made by Trustee Spicer, and seconded by Vice-President Bates, that the Board of Education approve and authorize submission of the Property Tax Report Card for 2023-2024 to the State Education Department, as presented.

YEAS: All Trustees Present NAYS: None.

MOTION CARRIED. PROPERTY TAX REPORT CARD FOR 2023-24, APPROVED AS PRESENTED.

VIII. NEW BUSINESS (CONTINUED)

C. Election of Members of BOCES Board of Education

(See Sheet #9, Board Minutes File Folder)

Upon presentation and recommendation of Jacquelyn L. Kelly, Superintendent of Schools, motion made by Trustee Dr. Cartwright, and seconded by Trustee Bush, that the Board of Education cast their ballot for the three (3) open seats on the BOCES Board of Education, for: Todd E. Bates, Michael G. Miller, Kevin Wells.

DISCUSSION: President Fenlong congratulated Trustee Bates with appreciation, and thanked Dr. Cartwright for his prior service representing our district to the benefit of all students in the north country.

YEAS: All Trustees Present NAYS: None.

MOTION CARRIED. BOCES BOARD OF EDUCATION BALLOTS CAST AS PRESENTED.

D. Vote on 2023-2024 BOCES Administrative Budget

(See Sheet #10, Board Minutes File Folder)

Upon presentation and recommendation of Jacquelyn L. Kelly, Superintendent of Schools, motion made by Trustee Roberts, and seconded by Trustee Lowry, that the Board of Education cast its vote for the adoption of the 2023-2024 Administrative Budget for the Board of Cooperative Education Services in the amount of \$9,311,566.

YEAS: All Trustees Present NAYS: None.

MOTION CARRIED. BOCES ADMINISTRATIVE BUDGET FOR 2023-2024, APPROVED AS PRESENTED.

E. Report of BOE Candidate Petitions Received

(See Sheet #11, Board Minutes File Folder)

Upon presentation and recommendation of Jacquelyn L. Kelly, Superintendent of Schools, motion made by Trustee Lowry, and seconded by Trustee Dr. Cartwright, that the Board of Education accept the report of Board of Education Nominating Petitions Received as of April 17, 2023, as presented. A drawing for placement was held April 18, 2023 at 9:00 a.m., and the candidates will appear in the following order on the ballot: Todd Bates, Wendy Shepherd, Andrew Losey, Brooke Bush, David Fenlong.

YEAS: All Trustees Present NAYS: None.

MOTION CARRIED. REPORT OF BOE PETITIONS RECEIVED, APPROVED AS PRESENTED.

F. Bid Award for 2015 International Bus 35 Passenger (Bus #226)

(See Sheet #12, Board Minutes File Folder)

Upon presentation and recommendation of Jacquelyn L. Kelly, Superintendent of Schools, motion made by Vice-President Bates, and seconded by Trustee Roberts, that the Board of Education approve the bid from Peter Dumas, Malone NY in the amount of \$1,200.00 for the 2015 International Bus (Bus #226). Bids were opened publicly on April 12, 2023 at 1:00 p.m.

YEAS: All Trustees Present NAYS: None.

MOTION CARRIED. BID FROM PETER DUMAS FOR 2015 INTERNATIONAL BUS 35 PASSENGER (BUS #226) AWARDED AS PRESENTED.

G. Indian River Field Band merger

(See Sheet #13, Board Minutes File Folder)

Upon presentation and recommendation of Jacquelyn L. Kelly, Superintendent of Schools, motion made by Trustee Bush, and seconded by Trustee Spicer, that the Board of Education approve the Memorandum of Agreement between Indian River CSD and Gouverneur CSD to combine their respective Field Band programs with respect to participation in the New York State Field Band Conference, as presented.

DISCUSSION: President Fenlong commented on behalf of the Board that he is glad to support this venture.

YEAS: All Trustees Present NAYS: None.

MOTION CARRIED. INDIAN RIVER FIELD BAND MERGER, APPROVED AS PRESENTED.

VIII. NEW BUSINESS (CONTINUED)

H. Code of Conduct Public Hearing

Upon presentation and recommendation of Jacquelyn L. Kelly, Superintendent of Schools, motion made by Vice-President Bates, and seconded by Trustee Spicer, that the Board of Education set Monday, May 8, 2023 for a Public Hearing to discuss the annual updates and revisions, if any, to the District's Code of Conduct. The Public Hearing will begin following the 5:30 p.m. Annual Budget Hearing in the HS Auditorium.

YEAS: All Trustees Present NAYS: None.

MOTION CARRIED. CODE OF CONDUCT PUBLIC HEARING SET FOR MAY 8, 2023, AS PRESENTED.

IX. COMMENT PERIOD

Code of Conduct. It was confirmed that a draft of proposed updates will be posted for the public to view prior to the public hearing. These revisions were made through representation by many stakeholders.

X. ADJOURNMENT

There being no further business or discussion, motion made by Trustee Roberts, and seconded by Trustee Dr. Cartwright, that the Board of Education adjourn the meeting at 6:06 p.m.

YEAS: All Trustees Present. NAYS: None.

MOTION CARRIED. MEETING ADJOURNED AT 6:06 p.m.

Respectfully submitted,

Signature on file
Tatia Z. Kennedy, District Clerk

Signature on file
David Fenlong, President