

PUTNAM CENTRAL SCHOOL  
BOARD OF EDUCATION MEETING

DRAFT COPY

DATE: November 19, 2019

TYPE OF MEETING: Regular

PLACE OF MEETING: Putnam Central School

MEMBERS PRESENT: Jodie Bruce; Carolyn Andersen and Beth McIntyre

OTHERS PRESENT: Matthew Boucher, Superintendent and Kim Brown, District Clerk

1. Call to Order

The meeting was called to order by Vice President, Jodie Bruce at 6:30 p.m.

2. Public Application for Participation - None

3. Regular Reports

The minutes for the October meeting were presented by the clerk. Carolyn Andersen made a motion and seconded by Beth McIntyre to accept the minutes. Motion carried 3-0

4. Financial Reports

Treasurer's Report – The Treasurer's Reports were presented.

A motion was made by Beth McIntyre and seconded by Carolyn Andersen to accept the Financial Reports for October 2019 for the following accounts:

Consolidated Fund Account in the amount of:	\$1,244,872.12
Repair Fund Account in the amount of:	\$50,085.86
Unemployment Insurance Fund Account in the amount of:	\$16,080.87
Capital Fund Account in the amount of:	\$100,258.21
Tax Certiorari Account in the amount of:	\$10,861.12

Motion carried 3-0

A motion was made by Carolyn Andersen and seconded by Beth McIntyre to accept Warrant #14 in the amount of \$28,696.65. Motion carried 3-0

A motion was made by Beth McIntyre and seconded by Carolyn Andersen to accept Warrant #19 in the Amount of \$ 23,023.80. Motion carried 3-0

A motion was made by Carolyn Andersen and seconded by Beth McIntyre to accept the Payroll Warrant for October 2019 in the amount of \$62,323.61. Motion carried 3-0

5. Correspondence - None

**6. Superintendents' Report**

Mr. Boucher advised the board that the District is having a Comptroller's Audit taking place. The Fund Balance is increasing. District Treasurer thought the district was ending in the "red" but actually was \$66,000. to the plus last year. The Comptroller's Auditor is recommending increasing Capital Fund and Mr. Boucher agrees. The "middle" roof needs to be replaced soon and District needs to update bathroom. Mr. Boucher also mentioned that there is an Investment Group that is run by the NY State. District could put money (Capital Reserve, etc.) there vs putting it in the bank. Also, should look at increasing the Tax Certiorari Account as that account is getting low in funds.

Mr. Boucher recommends that the Board put money (Unallocated monies) in Capital Fund for the next couple of years for projects (that resulted in the building conditions survey completed by Tetra Tech). After discussion, Beth McIntyre made a motion and seconded by Carolyn Andersen to put on the ballot in May 2020, money from unallocated monies be transferred in the Capital Fund. Motion carried 3-0

**7. District Issues/Operations & Finance**

7.1 Tax Collectors Report – Carolyn Andersen made a motion and seconded by Beth McIntyre to accept the Tax Collectors Report as presented. Motion carried 3-0

7.2 Standard Work Day Resolution for Employees-

A motion was made by Carolyn Andersen and seconded by Beth McIntyre to approve the Following motion for the standard work day for the following:

<u>Title</u>	<u>Standard Work Day (hrs./day)</u>
Secretary-Confidential	8
Cleaner	8
Cleaner-Summer	6
District Clerk	6
Clerk	6
Cafeteria Food Service	6
Tax Collector	6
Bus Driver	6
Part Time-Teacher's Aide	6
Teacher's Aide	7

Motion carried 3-0

7.3 Amendment to appointment of Gary Older – Mr. Boucher advised the Board that when Mr. Gary Older was appointed effective 9/3/19, he is teaching another class. Therefore, his FTE has changed from .50 to .57. Carolyn Andersen made a motion and seconded by Beth McIntyre to amend his FTE to .57 effective his appointment date of 9/3/19. Motion carried 3-0

7.4 Independent Audit-Carolyn Andersen made a motion and seconded by Beth McIntyre to accept the Independent audit completed by Telling & Associates for the 2018-2019 school year. (The report was presented to the Board at the October 2019 Board Meeting.) Motion carried 3-0

7.5 Service Provider Rate(s) for working at Putnam Central School (OT/PT and speech)-Mr. Boucher advised the Board that the rate the District is paying is low. After discussion, Beth McIntyre made a motion and seconded by Carolyn Andersen to amend the rate to \$90.00 per hour for OT/PT and speech. Motion carried 3-0

7.6 Application for Substitute- Application for Substitute teaching received from Mrs. Erin Russell. Upon discussion, Beth McIntyre made a motion and seconded by Carolyn Andersen to approve Mrs. Russell as substitute teacher. Motion carried 3-0

7.7 Amendment to rate of pay -Mr. Boucher advised that Board that at the August 2019 meeting when the discussion for rate of pay was discussed, the rate for the Food Service employee was to read: Food Service employee/Teacher Aide salary to be \$16.28 effective 9/1/19. Carolyn Andersen made a motion and seconded by Beth McIntyre to amend this change effective 9/1/19. Motion carried 3-0

7.8 Speech Services- Mr. Boucher advised the Board that after being unable to find a speech provider, he has been in contact with Sunbelt Staffing. Mr. Boucher advised that another local school district has used them and it worked well. It is an on-line service with a monitor within the district will be in the room. District will need to have a contract with them. Cost is \$85.85 an hour. Carolyn Andersen made a motion and seconded by Beth McIntyre to enter into a contract with Sunbelt Staffing through the end of the school year, 6/30/20. Motion carried 3-0

8. Curriculum & Instruction –None

9. Special Education

Upon the recommendation of Superintendent, Matthew Boucher, a motion was made by Carolyn Andersen and seconded by Beth McIntyre to approve the CSE recommendations. Motion carried 3-0

10. Old Business - None

11. New Business -

Mr. Boucher advised the Board that District will be conducting interview during the first week in December for the Elementary Teacher.

12. Executive Session - None

13. Adjournment

A motion was made to adjourn Carolyn Andersen and seconded by Beth McIntyre. Adjournment at 7:10 p.m. Motion carried 3-0

Respectfully Submitted,

Kim Brown  
Board Clerk