

PUTNAM CENTRAL SCHOOL
BOARD OF EDUCATION MEETING

DRAFT COPY

DATE: March 17, 2020

TYPE OF MEETING: Regular and Budget Workshop

PLACE OF MEETING: Putnam Central School

MEMBERS PRESENT: Gerald Gendron; Carolyn Andersen and Beth McIntyre

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

1. Call to Order

Gerald Gendron called the meeting to order at 6:30 p.m.

2. Public Participation - None

3. Regular Reports

The clerk presented the minutes for the February meeting. 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 Beth McIntyre and seconded by Carolyn Andersen to accept the Financial Reports for February 2020 for the following accounts:

Consolidated Fund Account in the amount of:	\$2,526,646.47
Repair Fund Account for the amount of:	\$50,092.17
Unemployment Insurance Fund Account in the amount of:	\$16,083.53
Capital Fund Account in the amount of:	\$100,270.85
Tax Certiorari Account in the amount of:	\$10,606.13

Motion carried 3-0

A motion was made by Carolyn Andersen and seconded by Beth McIntyre to accept HRA/Flex Warrant #40 for February 2020 for \$72.20. Motion carried 3-0

A motion was made by Carolyn Andersen and seconded by Beth McIntyre to accept the AP Warrant #41 for February 2020 for the amount for \$42,300.67. Motion carried 3-0

A motion was made by Carolyn Andersen and seconded by Beth McIntyre to accept AP Warrant #43 for February 2020 for the amount of \$21,965.90. Motion carried 3-0

A motion was made by Carolyn Andersen and seconded by Beth McIntyre to accept AP Warrant #45 for February 2020 for the amount of \$1,335.85. Motion carried 3-0

A motion was made by Carolyn Andersen and seconded by Beth McIntyre to accept HRA/Flex Warrant #46 for February 2020 for \$1,026.05. Motion carried 3-0

A motion was made by Carolyn Andersen and seconded by Beth McIntyre to accept PR Warrant for February 2020 in the amount of \$57,441.84. Motion carried 3-0

5. Correspondence

The Board members received information from Champlain Valley Educational Services for the Annual meeting that will be held on Wednesday, April 8, 2020 at 7:30 p.m. Let Board Clerk know if they wish to attend by March 30, 2020 so that Clerk can register you.

6. Budget Workshop

Mr. Boucher presented the Board with budget figures for the 2020-2021 school year that Jamie O'Dell, District Treasurer and he have been working on. He went over the line items for the tentative spending plan. He is still working and discussing with Mrs. O'Dell for the final budget figures. Mr. Boucher advised the Board that the BOCES project cost for Putnam School District has been paid in full. Mr. Boucher also advised that the Teacher's contract expires this year, therefore, he is in negotiations with them. Mr. Boucher discussed with the Board about transferring funds from the unrestricted Fund Balance into Capital Reserve Fund. After discussion, the board proposes to re-establish Capital Reserve Fund.

Re-Establish Capital Fund

Beth McIntyre made a motion and seconded by Carolyn Andersen to re-establish the Capital Reserve Fund.

THEREFORE, the Board hereby adopts the following proposition to reestablish a new Capital Reserve Fund as follows:

SHALL the Board of Education of the Putnam Central School District be authorized to re-establish a Capital Reserve Fund effective July 1, 2020 and that the Board of Education be authorized to fund the Capital Reserve Fund in the amount of \$300,000., which shall be funded by transfer of existing funds from the Unrestricted Fund Balance. The probable duration of the Capital Reserve Fund is ten years before required re-establishment.

Motion carried 3-0

7. Superintendents' Report

Mr. Boucher gave the board a briefing of what is happening with the Coronavirus at the district. He attended a meeting at CVES in Plattsburgh on Sunday and discussed the overall situation. The District will deliver breakfast daily beginning Thursday, March 19, 2020 to those you have asked to have it delivered. The breakfast will be a "drop and go", at each residence where breakfast is to be delivered. Academically, paper packets will be delivered to each student beginning this Thursday, March 19, with 2 days of work and then every week with 5 days of work. The district is doing the best with what we have available. Teachers will be coming in 1 day a week to make up the packets.

8. District Issues/Operations & Finance

Mr. Boucher advised the Board, that the District needs to set a Standard Work Day for the following: Cafeteria Aide and Teacher Aide. After discussion, Carolyn Andersen made a motion and seconded by Beth McIntyre to set the standard work day as follows:

Cafeteria Aide for 6.5 hours a day

Teacher Aide for 6.5 hours a day.

Motion carried 3-0

The Board was presented with the 2020-2021 payroll dates. After discussion, Beth McIntyre made a motion and seconded by Carolyn Andersen to accept the payroll dates as presented.

Motion carried 3-0

The Board was presented with the tentative school calendar for 2020-2021. Carolyn Andersen made a motion and seconded by Beth McIntyre to adopt the 2020-2021 school calendar as presented.

Motion carried 3-0

An application for Substitute Teacher was received from Scotty Ryan. After discussion, Beth McIntyre made a motion and seconded by Carolyn Andersen to approve Scotty Ryan as a substitute teacher.

Motion carried 3-0

9. Curriculum & Instruction - None

10. Special Education

Upon the recommendation of Superintendent, Matthew Boucher, Carolyn Andersen made a motion and seconded by Beth McIntyre to approve the CPSE/CSE recommendation for the 2019-2020. Motion carried 3-0

11. Old Business – None

12. New Business - None

13. Executive Session - None

14. Adjournment

A motion was made to adjourn by Carolyn Andersen and seconded by Beth McIntyre. Adjournment at 7:26 p.m. Motion carried 3-0

Respectfully Submitted,

Kim Brown
Board Clerk