

MARION CENTRAL SCHOOL
4034 Warner Road, Marion, NY 14505
Regular Board of Education Meeting
May 21, 2019
6:00 PM Elementary School Cafeteria

AGENDA

Documents Pertaining to this Agenda can be found on the District Website



Mission
We engage all students to achieve their fullest potential today and to be prepared for tomorrow's opportunities.

Vision
The leader in growing future-ready generations.

Core Beliefs
We believe....

Students are at the heart of what we do.

Innovation is critical to our success.

Integrity is the foundation of our conduct.

Engagement is achieved through rigor, relevance and relationships.

Teamwork is the key to excellence.

Personalized Learning is the future of education.

A. OPENING

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. **Approval of Agenda** (Action)

B. COMMUNITY COMMENTS

- Opportunity for Public Comments/Questions

C. PERSONNEL

1. Approval of Three-year Probationary Appointment of **Jenna Atkins** as 1.0 FTE Elementary Teacher at Marion Elementary School; starting July 1, 2019; Certification ~ Childhood Education (Grades 1-6), Professional and Students with Disabilities (Grades 1-6), Professional; \$50,000 (Enc.) (Action)
2. Approval of Four-year Probationary Appointment of **Lisa Garigen** as 1.0 FTE Library Media Specialist for Marion Central School District, starting July 1, 2019; Certification ~ Library Media Specialist, Professional, \$51,000 (Enc.)
3. Approval of appointment of **David Dykoschak** as a 1:1 Student Specific Aide at Marion Jr.-Sr. High School effective 5/22/2019 at a rate of \$~~13.40~~11.10/hour (Enc.)
- 3-4. Approval of the Four-year Probationary Appointment of **Amanda Donovan** as 1.0 FTE 7-12 Art Teacher at Marion Jr.-Sr. High School starting July 1, 2019; Certification ~ Art (Visual Arts) K-12, Initial, \$51,000.00 (Enc.)

D. REPORTS

1. Board of Education Reports
2. Superintendent – D. Bavis
 - Library Media Specialist / Art Teacher Discussion
 - Board Recognition Ideas
3. Director of Finance & Operations – J. Schickling
 - Transportation Software
 - Summer Technology Assistant (Enc.)**Approval to create Summer Technology Assistant position.** (Action)

E. CONSENT AGENDA ITEMS

1. Acceptance of Minutes of Board of Education Meeting of May 7, 2019 (Enc.)
2. Approval of CSE/CPSE Recommendations Regarding Student Placement (Enc.)
3. Approval of Claims Auditor Report (Enc.)
4. Approval of Overnight Field Trip to Sherburne, NY, Jazz and Ensemble Competition ~ May 31 – June 1, 2019 (Enc.)
5. Approval of **Michael Decker** as Non-Certified Substitute Teacher Assistant, Teacher Aide, and Monitor
6. Approval of Payment for Unused Vacation (Enc.)

- 7. Approve the elimination of one (1) Teacher Aide position at Marion Elementary School effective 6/30/2019.
- 6.8. Approve the creation of one (1) Teacher Assistant position at Marion Elementary School effective 7/1/2019.

F. COMMUNITY COMMENTS ON AGENDA ITEMS

G. EXECUTIVE SESSION (Action)

It is anticipated that the Board of Education will go into Executive Session for the specific purpose of discussing the Director of Finance and Operations annual contract, the employment history of a particular employee, the medical history of a particular employee and the Superintendent's Evaluation.

H. Approve the Resolution requiring a particular employee to submit to a medical examination by a school medical inspector in accordance with Section 913 of Education Law. (Action)

H.I. ADJOURNMENT (Action)

Next Regularly Scheduled Meeting – **Monday, June 3, 2019** 6:00 PM Jr.-Sr. High School Library



Nadine Mitchell <nmitchell@marioncs.org>

BOE recommendation

1 message

Ellen Lloyd <elloyd@marioncs.org>

Mon, May 13, 2019 at 9:37 AM

To: Nadine Mitchell <nmitchell@marioncs.org>, Don Bavis <dbavis@marioncs.org>

I would like to recommend Jenna Atkins for BOE approval as a probationary elementary teacher.

Thank you,

-e

--

Dr. Ellen M. Lloyd
Marion Elementary Principal
(315) 926-4256



MARION JR.-SR. HIGH SCHOOL

4034 Warner Road * Marion, NY 14505
Phone 315-926-4228 * FAX 315-926-3114

Donald R. Bavis
Superintendent

Nicholas C. Ganster
Jr. Sr. High School Principal

Shane W. Dehn
Assistant Principal
K-12

May 10, 2019

Mr. Bavis,

I would like to formally recommend Mrs. Lisa Garigen as our new k-12 Library Media Specialist. Mrs. Garigen has experience in schools here in Wayne County, as well as experience in the Rochester City School District. We are confident that her philosophy, skill-set, and experience will allow her to serve our students across all grade levels. Mrs. Garigen brings a background of archeology with her to this position, offering a unique value to our school community.

Sincerely,

Nick Ganster
Principal
Marion Jr./Sr. High School





MARION JR.-SR. HIGH SCHOOL

4034 Warner Road * Marion, NY 14505
Phone 315-926-4228 * FAX 315-926-3114

Donald R. Bavis
Superintendent

Nicholas C. Ganster
Jr. Sr. High School Principal

Shane W. Dehn
Assistant Principal
K-12

May 10, 2019

Mr. Bavis,

I would like to formally recommend Mr. David Dykoschak as a 1:1 Aide for a student with a disability. Mr. Dykoschak has a bachelor degree in human services and has experience managing group homes for adults with disabilities. He has already served in the capacity of this role as a substitute, and I am happy to report that the teacher, psychologist, and parent all agree that he is a good fit for this particular student.

Sincerely,

Nick Ganster
Principal
Marion Jr./Sr. High School



MARION CENTRAL SCHOOL
4034 Warner Road, Marion, NY 14505
Regular Board of Education Meeting
May 7, 2019 – Immediately Following Budget Hearing
Elementary School Auditorium

- BOARD MEMBERS PRESENT:** K. Hendricks, M. Kuelling, R. Marshall, K. Metcalfe, J. Monroe
- ADMINISTRATORS PRESENT:** D. Bavis, S. Dehn, N. Ganster, E. Lloyd, J. Schickling, D. Wise
- GUESTS:** Guest Register
- A1. CALL TO ORDER** Mr. Marshall called the meeting to order at 6:26 P.M. and led the Pledge of Allegiance.
- A4. APPROVAL OF AGENDA** Motion by Mrs. Kuelling, seconded by Mrs. Metcalfe, and unanimously carried by Board members present the following resolution: BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent of Schools and pursuant to Education Law, approves the agenda of May 7, 2019 with the additions of 2019-20 UPK Discussion under Superintendent Report and (Enc.) next to Outlay Project under Director of Finance & Operations Report. (FY 18/19 May #1) 5-0-0
- B. COMMUNITY FORUM** An opportunity for community questions and comments was given. No comments were made.
- C. PRESENTATION** Three girl scouts presented The Buddy Bench project that their troop is working on. They will be building a bench that will be painted and decorated with handprints and a positive saying which will be placed in the playground at the Elementary School for students to sit on when they need a friend. The scout troop is also meeting with classes to help teach the PBIS soft skill Kindness. They are having students paint stones (each grade level is a different color) and the stones will eventually be placed around the bench.
- D1. BOARD REPORT** Mr. Hendricks reported that he spent 2-1/2 weeks in Germany on the German Club trip and it was the trip of a lifetime. Every detail was planned well. Mr. Monroe reported that he had attended the planning meetings for the chorus trip to NYC. Mrs. Thompson and Mrs. Maine are to be commended on the effort they put in to making these trips happen.

**SECOND READ OF POLICIES
5110-5520**

The Board discussed and held the second reading of Policies 5110-5520 (FY 18/19 May #1)

APPROVAL OF POLICIES 5110-5520

Motion by Mrs. Metcalfe, seconded by Mrs. Kuelling, and unanimously carried by Board members present the following resolution: Be it resolved that the Board of Education, upon the recommendation of the Superintendent of Schools and pursuant to Education Law, approves Policies 5110-5520 as presented. (FY 18/19 May #1) 5-0-0

D2. SUPERINTENDENT REPORT

Mr. Bavis introduced the topic of a Summer Credit Recovery Coordinator and had Mr. Ganster explain to the Board the reasoning behind wanting to create this position. He then discussed the idea of the board members touring the building with the superintendent to keep aware of the physical state of the school; these tours would be scheduled prior to a school board meeting and would take place a few times a year. (The board agreed that this would be a good idea and we'll add to the meeting schedule for next year.) The next item for discussion was changing the last three student days (June 24, 25, 26) from full days to half days having the students leave each day at 11:30 a.m. We will have met all contractual obligations and enough student hours; Dr. Lloyd explained what the teachers will be doing for the second half of these days and there will be time for students to still hold all their end of year festivities. Lastly, Mr. Bavis reported on the current enrollment for 2019-20 UPK and gave the board three possible options to handle the larger number. After discussion the board decided that they would approve hiring a .5 UPK teacher for the upcoming school year.

APPROVAL CREATE POSITION

Motion by Mrs. Metcalfe, seconded by Mr. Monroe, and unanimously carried by Board members present the following resolution: **BE IT RESOLVED**, that the Board of Education, upon the recommendation of the Superintendent of Schools and pursuant of Education Law, approves the **creation of a Summer Credit Recovery Coordinator position with a stipend of \$1,500.00.** (FY 18/19 May #1) 5-0-0

APPROVAL AMEND CALENDAR

Motion by Mr. Monroe, seconded by Mrs. Metcalfe, and unanimously carried by Board members present the following resolution: **BE IT RESOLVED**, that the Board of Education, upon the recommendation of the Superintendent of Schools and pursuant of Education Law, approves **amending the 2018-2019 calendar to reflect half-days for Elementary Students June 24, 25, 26, 2019.** (FY 18/19 May #1) 5-0-0

APPROVAL CREATE POSITION

Motion by Mr. Monroe, seconded by Mrs. Kuelling, and unanimously carried by Board members present the following resolution: BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent of Schools and pursuant of Education Law, approves the creation of a .5 UPK Teacher for the 2019-2020 school year. (FY 18/19 May #1) 5-0-0

D3. DIRECTOR OF FINANCE

Mr. Schickling reported on the Open Enrollment results. He then discussed the outlay project and that SEI reviewed the bids and was suggesting that we enter into contract negotiations with the low bidder, Iversen Construction Corporation. Lastly, he discussed the financial report.

APPROVAL CONTRACT NEGOT

Motion by Mr. Monroe, seconded by Mr. Hendricks, and unanimously carried by Board members present the following resolution: BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent of Schools and pursuant of Education Law, approved moving forward to negotiating a contract with Iversen Construction Corporation for general construction work for the 2017 Capital Outlay Project. (FY 18/19 May #1) 5-0-0

APPROVAL FINANCIAL REPORT

Motion by Mrs. Kuelling, seconded by Mrs. Metcalfe, and unanimously carried by Board members present the following resolution: BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent of Schools and pursuant of Education Law, approves the Financial Report as presented. (FY 18/19 May #1) 5-0-0

D4. ADMINISTRATORS

Mr. Ganster began by thanking the board and fellow administrators for all of the support the last few months. He then reported on the Germany and Spain trip stating that they went well and acknowledge Mrs. Thompson, Mrs. Duffy and Mrs. Sollenberger on the trip planning. He mentioned that Marching Band practice had started, the 7th grade Albany trip will be next week, Math state testing was complete, Science testing is coming up, the Valedictorian and Salutatorian will be announced at Forum on May 8th, 3 full-time positions should soon be filled and the high school now offers 11 college credit bearing courses.

Dr. Lloyd reported that Math testing was complete and Science would be coming up, they were selected for field test in ELA with extended writing section, Library Media Specialist interviews were underway, she attended the Family Field trip at RIT, 3rd quarter awards and Believe To Achieve Awards took place and they are implementing Child Protection Unit (personal safety) which has 5 lessons associated with it. Coming in the next few weeks will be the

Author visit by Sarah Weeks and Student Counsel going to a Youth Leadership Forum.

Mr. Dehn reported that the two MTSS Coordinators are doing a great job and he and Dr. Lloyd had breakfast with students

E1. MEETING MINUTES

Motion by Mr. Monroe, seconded by Mrs. Kuelling, and carried by Board members present the following resolution: BE IT RESOLVED, that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the Meeting Minutes of the April 22, 2019 meeting. (FY 18/19 May #1) 4-0-1; Abstained: Mr. Hendricks

E2. MEETING MINUTES

Motion by Mrs. Kuelling, seconded by Mrs. Metcalfe, and carried by Board members present the following resolution: BE IT RESOLVED, that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the Meeting Minutes of the April 24, 2019 meeting. (FY 18/19 May #1) 3-0-2; Abstained: Mr. Hendricks and Mr. Monroe

F. CONSENT AGENDA ITEMS

Motion by Mr. Hendricks, seconded by Mrs. Metcalfe, and unanimously carried by Board members present: 5-0-0

F1. CSE/CPSE PLACEMENTS

RESOLVED, that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the placement of students into special education programs. (FY 18/19 May #1)

F2. APPROVE TREAS/WARR RPTS

RESOLVED, that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the treasurer's and warrants reports as presented. (FY 18/19 May #1)

F3. APPROVE ELECTION PERSNL

RESOLVED, that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the Election Personnel as presented. (FY 18/19 May #1)

F4. APPROVE SUMMER CLEANERS

RESOLVED, that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the appointment of Summer Cleaners as presented. (FY 18/19 May #1)

F5. ACCEPT RESIGNATION

RESOLVED, that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, accepts the resignation of **Jean Gregory**, Science Teacher, Marion Jr.-Sr. High School, effective June 30, 2019. (FY 18/19 May #1)

- F6. PRIVATE & PAROC TRANS** RESOLVED, that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the Private & Parochial Transportation Requests for 2018-2019. (FY 18/19 May #1)
- F7. APPROVE CONTRACT PCSD** RESOLVED, that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the contract with Penfield Central School District for Health Services. (FY 18/19 May #1)
- F8. APPROVE CONTRACT BCSD** RESOLVED, that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the contract with Brighton Central School District for Health Services. (FY 18/19 May #1)
- F9. APPROVE RESOLUTION** RESOLVED, that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the Resolution to join the Four County School Boards Association under a Cooperative Services Agreement with Wayne-Finger Lakes BOCES for the school years of 2019-2020 and 2020-2021 as presented. (FY 18/19 May #1)
- G. COMM AGENDA COMMENTS** An opportunity for community questions and comments on agenda items was given. No comments were made.
- H. ADJOURNMENT** Motion by Mrs. Kuelling, seconded by Mr. Monroe, and unanimously carried by Board members present the following resolution: BE IT RESOLVED, that the Board of Education approves the adjournment of its May 7, 2019, meeting at 7:37 PM.

Respectfully Submitted,

Nadine A. Mitchell
School District Clerk

**MARION SCHOOL DISTRICT
CLAIMS AUDITOR REPORT**

I have reviewed warrants during the period of: March 30 - April 26, 2019

I hereby certify that I have verified: 12 warrants in the total amount of \$1,127,618.19.

These claims have been authorized and paid to the claimants certified in the amount of each claim allowed.

5/14/19
Date

Kim Wernicke
Signature

Claims Auditor
Title

Warrant # 62 General Fund	Date:	4/5/2019	Amount:	33,538.05
Warrant # 63 General Fund		4/12/2019		57,178.16
Warrant # 64 General Fund - Payroll		4/12/2019		
Warrant # 65 General Fund		4/18/2019		283,099.17
Warrant # 66 General Fund - Payroll		4/26/2019		
Warrant #25 Cafeteria	Date:	4/5/2019	Amount:	6,488.85
Warrant #26 Cafeteria		4/12/2019		6,654.58
Warrant #21 Trust & Agency	Date:	4/12/2019	Amount:	340,793.66
Warrant #22 Trust & Agency		4/26/2019		392,226.84
Warrant #28 Federal	Date:	4/5/2019	Amount:	572.56
Warrant #29 Federal		4/12/2019		3,739.26
Warrant #19 Capital	Date:	4/12/2019	Amount:	3,327.06
Warrant Total:				\$1,127,618.19

The following claims were not in compliance due to the concerns listed below:

Concerns:	Week Ending 4/5/19	Week Ending 4/12/19	Week Ending 4/19/19	Week Ending 4/26/19	Summary Totals
Confirming PO or prior approval issues	1	1			2
Exceeded PO		1			1
Sales Tax on receipt or invoice		1			1
Backup doesn't match claim					0
Gift of Public Funds					0
Miscellaneous	1				1
TOTALS	2	3	0	0	5
Total Claims Audited	36	72	3	0	111
Percent Errors	5.56%	4.17%	0.00%	0.00%	4.50%

SUMMARY REPORT:

There were 5 claims with findings from the period of 3/30 - 4/26/19. The breakdown is as follows:

- 2 claims had a confirming PO or some other prior approval issue. 1) Invoice for the Indoor Track League was dated 13 days prior to the approved purchase order date. 2) Invoice from the cafeteria for refreshments for the ESPN film crew was dated 5 days prior to the purchase order date.
- 1 claim exceeded the purchase order. The blanket purchase order for water was exceeded by \$184.50 prior to the increase. It is to be noted that this is an estimated amount when the blanket purchase orders are created.
- A claim for mileage reimbursement had to be recalculated as it was incorrect. The normal commute was not subtracted.
- Items were purchased for wellness day using the credit card. There was tax on the receipt.
- ****Special Note:** Accounts Payable was out of the office from April 15 - April 30 so the quantity of claims was greatly reduced this month. I also want to make note that the new procedures for the credit card has improved that process and reduced the number of findings tremendously. It is making a big difference in the audit report.

Overnight Field Trip Request Form

Staff Member's Name Dean Davis

Grade Level or group Jazz Ens Date of Request 5/10/19

Proposed Trip Sherburne

Purpose of Trip Adjunctive

Dates of Trip May 31 - June 1, 2019

Dates Students will be out of School May 31, 2019 12pm →

Method of Transportation Marion transportation

Trips Details (destination, hotels) Sherburne, NY

Number of Students 20

Number of Chaperones 7 (School Chaperones 2) (Parent /Extra Chaperones 5)

Financial Information:

Students will be Paying \$ 35

School Chaperones will be Paying \$ 70 or School Chaperones are Paid for _____

Parent/Extra Chaperones will be Paying \$ 70 or School Chaperones are Paid for _____

Fund Raisers to be held C Fund


Contributions from other sources (Marion Health Aid Fund, other organizations) _____

Building Principal Approval  Date 5/13/19

Date of Board of Education Presentation _____ Date of Board of Education Approval _____

Approved by Board of Education _____
Superintendent

XC: Main Office Cafeteria Transportation District Office

TO: Don Bavis
FROM: Barb Schooner man
DATE: May 10, 2019
RE: Unused Vacation

As provided by the non-union benefits, I am requesting permission to redeem, for cash payment, five unused vacation days from the 2018-2019 school year.

I understand that this action requires Board of Education approval, so I am making the request before the end of the school year. I have no plans to use these five days, but if I do, I understand that the payment will be adjusted.