

**BOARD OF EDUCATION MEETING AGENDA
WEDNESDAY, September 16, 2009
7:00 Cafeteria**

I. CONSENT AGENDA

- A. Recommend the Board of Education approve the minutes for the August 19, 2009 meeting. (Attachment pages 1-6)
- B. Recommend the Board of Education approve the CSE recommendations as presented. If there are any questions, Mr. Phaneuf can provide a summary prior to any Board action. (Attachment page 7)
- C. Recommend the Board of Education accept the Treasurer’s Report as presented. (Attachment page 8)
- D. Recommend the Board of Education accept the Condition of Accounts as presented. (Attachment pages 9-17)
- E.

First Approval				
Name	School	Course	Credits	Date(s)
Laura Fronhofer	College of St. Joseph	Student Teaching in Elementary Education	12 credits	Fall 2009
Colleen Fish	Walden University	Integrating Tech in Curriculum 2	3 credits	Summer 2009
Colleen Fish	Walden University	Designing Curriculum for students with Special Needs	3 credits	Summer 2009
Anna Courtney-Jilek	Anna Courtney-Jilek	Law & Education of Children	3 credits	Fall 2009
Anna Courtney-Jilek	Anna Courtney-Jilek	Reading & Writing Workshop	3 credits	Fall 2009

PUBLIC AUDIENCE

- A. Public Audience

II. PRESENTATIONS

- A. Presentation on Local Sourcing efforts by the School Lunch Program – John Hales, Randy LaChapelle (Attached pages 18 & 19)

III. COMMUNICATIONS

IV. OLD BUSINESS

- A. Second Reading of amended policy 7132 NON RESIDENT STUDENTS (Attachment pages 20-22)
- B. First Reading of proposed amendment to policy 5110 BUDGET PLANNING AND DEVELOPMENT (Attachment pages 23-28)

V. BUSINESS AFFAIRS

- A. Recommend the Board of Education approve the following budget transfers: (New budget codes “XXXX.17” are to track overtime and non-salary payments)

Amount	From Account	Account Category	To Account	Account Category
\$32,000	1620.16	O & M Salary	1620.17	New Code -- O & M Oth

\$20,000	2110.16	Teaching Non Inst. Salary	2110.17	New Code -- Teach Non
\$3,000	2250.16	Sp. Ed. Non Inst. Salary	2250.17	New Code -- Sp.Ed. Non
\$2,000	2630.16	Computer Non Inst. Salary	2630.17	New Code -- Cmptr Non
\$1,000	2815.16	Health Salary	2815.17	New Code -- Health Oth
\$50,000	5510.16	Transportation Salary	5510.17	New Code -- Trans Othe

B. Recommend the Board of Education approve a contract for Transitional Services for Student X provided by Community, Work & Independence Inc. of Glens Falls at a cost not to exceed \$4,000 for the period of September 9, 2009 – August 31, 2010. This will be paid through the 611 Grant. (Attachment page 29)

VI. INTERNAL CLAIMS AUDIT REPORT

A. Recommend the Board of Education accept the Claims Auditor's Report as presented. (Attachment page 30)

VII. INSTRUCTIONAL AFFAIRS

A. News & Notes – Kerri Zappala, Rich Phaneuf, Michael Teator

VIII. PERSONNEL

Recommend the Board of Education approve Personnel Items A & B :

A. Appointments:

Name	Position	Dates
Glenda Wilcox	Full Day Bus Driver 10 month, 90 Day Probationary Appointment	September 8, 2009
Judy Bardin	Mentor Teacher for Jaclyn Adler	2009-10 School Year
Diane Lewis	Mentor Teacher for Erin Boivin	2009-10 School Year
Chris Fronhofer	Mentor Teacher for Michael Katz	2009-10 School Year
Jackie Gawronski	Mentor Teacher for Karen Fronhofer	2009-10 School Year

B. The Superintendent recommends that the Board of Education Approve the following Tenure Appointment:

Name	Tenure Area	Effective Date
Colleen Fish	Business Education	September 1, 2009

IX. NEW BUSINESS

A. Recommend the Board of Education approves the following Building Use Request. (Attachment pages 31-38)

Salem Woman's Club	A teaching health day	April 23, 2010 set up at 4:00 April 24, 2010 7:00 am – 4:00 pm	Contingent upon proper insurance paperwork. There will not be Vendors associated with this activity.
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A. The Superintendent recommends that the Board of Education allow retired employees to change from the existing Salem Matrix Health Insurance plan to the Consolidated Blue Cross Blue Shield PPO plan. Employee and District contribution rates will continue to be at the same percentages that

were in affect at the employee's original date of retirement even if the employee opts to adopt the Consolidated Blue Cross Blue Shield PPO.

- B. Recommend the Board of Education approve the following transportation request for the 2009-10 school year for the following student attending Long Trail School conditioned upon the fact that this service will be provided only as long as at least one resident pupil of the Salem CSD who attends Long Trail School lives within fifteen miles of the Long Trail School: Trevor Zhang (Trevor is an exchange student living with Steve and Patty Alexander) (Attachment page 39)
- C. Recommend the Board of Education declare the following item as surplus and give the Superintendent the authority to dispose of it in the most expedient manner.

Qty	Description	Disposal	Asset Tag or Serial Number	Year Purchased	Model #	Condition
1	Wooden Card Catalog	Trash	1261	?	?	Poor

- D. Recommend the Board of Education approve the request from Dawn Parker to take her AP Biology students on a field trip to a lecture by Sam Rhine at Mohonassen High School on October 21, 2009.

X. CAPITAL PROJECT UPDATE
Superintendent

XI. TOPICS FOR FUTURE BOARD MEETINGS –
Board Goals for 09-10

September	School Lunch Local Sourcing
October	Discussion of Terms for BOE members
November	GED participants in Graduation
December	
January	
February	
March	
April	
May	
June	

XII. PUBLIC AUDIENCE

XIII.EXECUTIVE SESSION

Executive session is anticipated

Personnel matters

No action is anticipated to follow

Please note:

Executive Session of a Board of Education can be called for any of the following reasons:

- Matters that may imperil public safety
- Discussion on any matter that may disclose the identity of a law enforcement agent or informer.
- Discussion of information relating to current or future investigation or prosecution of a criminal offense that would imperil effective law enforcement if disclosed.
- Discussions involving proposed, pending, or current litigation.
- Collective negotiations pursuant to article 14 of the Civil Service Law.
- Discussion of the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation.
- The preparation, grading, or administration of exams.
- The proposed acquisition, sale, or lease of real property or proposed acquisition, sale, or exchange of securities, but only when publicity would substantially affect the value of these items.

XIV. ADJOURNEMENT

**Board of Education Meeting Dates
Adopted June 23rd, 2009**

Day	Date	Meeting	Time	Additional Topics
Wed.	September 16, 2009	Regular Monthly Meeting	7:00 PM	
Wed.	October 21, 2009	Regular Monthly Meeting	7:00 PM	
Wed.	November 18, 2009	Regular Monthly Meeting	7:00 PM	
Wed.	December 16, 2009	Regular Monthly Meeting	7:00 PM	
Wed.	January 6, 2010		7:00 PM	Budget Meeting
Wed.	January 20, 2010	Regular Monthly Meeting	7:00 PM	
Wed.	February 3, 2010		7:00 PM	Budget Meeting
Wed.	February 10, 2010	Regular Monthly Meeting	7:00 PM	
Wed.	March 3, 2010		7:00 PM	Budget Meeting
Wed.	March 17, 2010	Regular Monthly Meeting	7:00 PM	
Wed.	March 31, 2010			Budget Meeting
Wed.	April 14, 2010		7:00 PM	Budget Meeting
Tues.	April 20, 2010	Regular Monthly Meeting	7:00 PM	BOCES Budget VOTE
Mon.	May 3, 2010		7:00 PM	Hebron Budget Presentation
Tues.	May 4, 2010		7:00 PM	Shushan Budget Presentation
Thurs.	May 6, 2010		7:00 PM	Salem Budget Hearing
Tues.	May 18, 2010		8:00 AM – 9:00 PM	Budget Vote
Wed.	May 19, 2010	Regular Monthly Meeting	7:00 PM	
Wed.	June 16, 2010	Regular Monthly Meeting	7:00 PM	

Instructional/Business

Non-

Operations

SUBJECT: BUDGET PLANNING AND DEVELOPMENT

Budget planning and development for the District will be an integral part of program planning so that the annual operating budget may effectively express and implement programs and activities of the School System. Budget planning will be a year-round process involving participation of District-level administrators, Principals, teachers, and other personnel. The process of budget planning and development should allow for community input and contain numerous opportunities for public information and feedback.

The Superintendent will have overall responsibility for budget preparation, including the construction of and adherence to a budget calendar. Program managers will develop and submit budget requests for their particular areas of responsibility after seeking the advice and suggestions of staff members.

Principals will develop and submit budget requests for their particular schools in conjunction with the advice and suggestions of staff members and their own professional judgment. Each school's budget request will be the Principal's recommendation as to the most effective way to use available resources in achieving progress toward the approved educational objectives of the school. Program budgets and school budgets will reflect state and/or federal requirements, special sources of funding, and District objectives and priorities.

The Board will give consideration to budget requests, and will review allocations for appropriateness and for their consistency with the School System's educational priorities.

All budget documents for distribution to the public shall be in plain language and organized in a manner which best promotes public comprehension of the contents. Documents shall be complete and accurate and contain sufficient detail to adequately inform the public regarding such data as estimated revenues, proposed expenditures, transfers to other funds, fund balance information, and changes in such information from the prior year's submitted budget.

In accordance with Commissioner's Regulations, the budget will be presented in three (3) components which are to be voted upon as one (1) proposition. The law prescribes the types of items to be included in each component and further prescribes that all relevant costs be included in the component.

- a) A program component which shall include, but need not be limited to, all program expenditures of the School District, including the salaries and benefits of teachers and any school administrators or supervisors who spend a majority of their time performing teaching duties, and all transportation operating expenses;

- b) A capital component which shall include, but need not be limited to, all transportation capital, debt service, and lease expenditures; costs resulting from judgments and tax certiorari proceedings or the payment of awards from court judgments, administrative orders or settled or compromised claims; and all facilities costs of the School District, including facilities lease expenditures, the annual debt service and total debt for all facilities financed by bonds and notes of the School District, and the costs of construction, acquisition, reconstruction, rehabilitation or improvement of school buildings, provided that such budget shall include a rental, operations and maintenance section that includes base rent costs, total rent costs, operation and maintenance charges, cost per square foot for each facility leased by the District, and any and all expenditures associated with custodial salaries and benefits, service contracts, supplies, utilities, and maintenance and repairs of school facilities; and
- b) An administrative component which shall include, but need not be limited to, office and central administrative expenses, traveling expenses and salaries and benefits of all certified school administrators and supervisors who spend a majority of their time performing administrative or supervisory duties, any and all expenditures associated with the operation of the Office of the School Board, the Office of the Superintendent of Schools, General Administration, the School Business Office, consulting costs not directly related to direct student services and programs, planning and all other administrative activities.

Additionally, the Board of Education shall append to the proposed budget the following documents:

- a) A detailed statement of the total compensation to be paid to the Superintendent of Schools, and any Assistant or Associate Superintendent of Schools in the ensuing school year, including a delineation of the salary, annualized cost of benefits and any in-kind or other form of remuneration;
- b) A list of all other school administrators and supervisors, if any, whose annual salary for the coming school year will be at or above that designated in law for such reporting purposes, with the title of their positions and annual salary identified;
- c) A School District Report Card, prepared pursuant to Commissioner's Regulations, which includes measures of the academic performance of the School District, on a school by school basis, and measures of the fiscal performance of the District; and
- d) A Property Tax Report Card prepared in accordance with law and Commissioner's Regulations (see subheading "Property Tax Report Card").

The proposed budget for the ensuing school year shall be reviewed by the Board of Education and publicly disseminated, in accordance with law, prior to its submission to District voters for approval.

District funds may be expended to inform the public regarding the annual budget and to present the annual budget to District voters; however, such funds shall not be utilized to promote either a favorable or negative opinion of the proposed budget.

Property Tax Report Card

Each year, the Board of Education shall prepare a Property Tax Report Card, pursuant to Commissioner's Regulations, and shall make it publicly available by transmitting it to local newspapers of general circulation, appending it to copies of the proposed budget made publicly available as required by law, making it available for distribution at the Annual Meeting, and otherwise disseminating it as required by the Commissioner.

The Property Tax Report Card shall include:

- a) The amount of total spending and total estimated school tax levy that would result from adoption of the proposed budget, and the percentage increase or decrease in total spending and total school tax levy from the School District budget for the preceding school year; and
- b) The projected enrollment growth for the school year for which the budget is prepared, and the percentage change in enrollment from the previous year; and
- c) The percentage increase in the average of the Consumer Price Indexes from January first of the prior school year to January first of the current school year as defined in Education Law.

A copy of the Property Tax Report Card prepared for the Annual District Meeting shall be submitted to the State Education Department in the manner prescribed by the Department by the end of the business day next following approval of the Property Tax Report Card by the Board of Education, but no later than twenty-four (24) days prior to the statewide uniform voting day (i.e., the third Tuesday in May).

The State Education Department shall compile such data for all school districts whose budgets are subject to a vote of the qualified voters, and shall make such compilation available electronically at least ten (10) days prior to the statewide uniform voting day.

Education Law Sections 1608(3)-(7), 1716(3)-(7), 2022(2-a),
2601-a(3) and 2601-a(7)
General Municipal Law Section 36
8 New York Code of Rules and Regulations (NYCRR)
Sections 170.8, 170.9 and 170.11
State Education Department Handbook No. 3 on Budget

Adopted: 6/20/07

**SALEM CENTRAL SCHOOL
Salem, New York**

2010

5110
1 of 4

Non-Instructional/Business
Operations

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SALEM CENTRAL SCHOOL
Salem, New York

- c) An administrative component which shall include, but need not be limited to, office and central administrative expenses, traveling expenses and all compensation, including salaries and benefits of all school administration and supervisors, business administrators, superintendents of schools and deputy, assistant, associate or other superintendents under all existing employment contracts or collective bargaining, any and all expenditures associated with the operation of the Office of the School Board, the Office of the Superintendent of Schools, General Administration, the School Business Office, consulting costs not directly related to direct student services and programs, planning and all other administrative activities.

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- d) A Property Tax Report Card prepared in accordance with law and Commissioner's Regulations (see subheading Property Tax Report Card).
- e) A Tax Exemption Report prepared in accordance with law (see subheading Tax Exemption Report).

The Board shall attest that unexpended surplus funds (i.e., operating funds in excess of the current school year budget, not including funds properly retained under other sections of law) have been applied in determining the amount of the school tax levy. For the 2007-2008 school year, surplus funds shall mean any operating funds in excess of three percent (3%); for the 2008-2009 school year and thereafter, surplus funds shall mean any operating funds in excess of four percent (4%).

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SALEM CENTRAL SCHOOL
Salem, New York

c) The percentage increase in the average of the Consumer Price Indexes from January first of the prior school year to January first of the current school year as defined in Education Law; and

d) The projected amount of the unappropriated unreserved fund balance that will be retained if the proposed budget is adopted; the projected amount of the reserved fund balance; the projected amount of the appropriated fund balance; the percentage of the proposed budget that the unappropriated unreserved fund balance represents; the actual unappropriated unreserved fund balance retained in the School District budget for the preceding school year; and the percentage of the School District budget for the preceding school year that the actual unappropriated unreserved fund balance represents.

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The State Education Department shall compile such data for all school districts whose budgets are subject to a vote of the qualified voters, and shall make such compilation available electronically at least ten (10) days prior to the statewide uniform voting day.

Tax Exemption Report

A Tax Exemption Report shall be annexed to any tentative or preliminary budget and shall become part of the final budget. This report shall be on the form as prescribed by the State Board of Real Property Services and shall show the following:

a) How much of the total assessed value of the final assessment roll(s) used in the budgetary process is exempt from taxation;

b) Every type of exemption granted as identified by statutory authority;

c) The cumulative impact of each type of exemption expressed either as a dollar amount of assessed value or as a percentage of the total assessed value on the roll;

d) The cumulative amount expected to be received from recipients of each type of exemption as payments in lieu of taxes or other payments for municipal services; however, individual recipients are not to be named; and

e) The cumulative impact of all exemptions granted.

Notice of this report shall be included in any notice of the preparation of the budget required by law and shall be posted on any bulletin board maintained by the District for public notices as well as on any website maintained by the District.

Education Law Sections 1608(3)-(7), 1716(3)-(7), 2022(2-a), 2601-a(3) and 2601-a(7)
General Municipal Law Section 36
Real Property Tax Law Sections 495 and 1318(l)
8 New York Code of Rules and Regulations (NYCRR) Sections 170.8, 170.9 and 170.11
State Education Department Handbook No. 3 on Budget

Adoption Date