

WAVERLY CENTRAL SCHOOL DISTRICT
Waverly New York
SPECIAL MEETING – BOARD OF EDUCATION
Thursday, November 15, 2018 @ 6 pm – Learning Commons

Inspire. Educate. Learn. Succeed. Grow.

AGENDA

- 1.0 Call to Order and Pledge of Allegiance**
- 2.0 Statements by Waverly District Residents in Attendance**
- 3.0 Acceptance of the Agenda and Starred Items**
- 4.0 Approval of Minutes**
 - 4.1 October 18, 2018 Meeting Minutes**
- 5.0 Communication**
- 6.0 Student Involvement**
 - 6.1 Recommendation to approve the Class of 2019 Senior Trip. Members of the senior class will be present.**
 - 6.2 Recommendation to approve the creation of ADK Hiking Club, with faculty advisors Scott Berent and Thomas Stein. Potential members and advisors will be present.**
- 7.0 Personnel – Approval of the attached personnel recommendations report.**
- 8.0 Finance**
 - 8.1 Treasurer’s Report**
 - 8.2 General Fund Revenue Report**
 - 8.3 School Lunch Fund Report Hand Out**
 - 8.4 Tax Collector’s Report**
 - 8.5 Recommendation to approve Corrective Action Plan for the External Audit for fiscal year ending June 30, 2018.**

8.6 Recommendation to approve the attached Resolution to Amend the Waverly CS 403(b) Retirement Plan.

8.7 Recommendation to approve the attached additional Resolution to Amend the Waverly CS 403(b) Retirement Plan.

9.0 President's Report

10.0 Old Business

11.0 New Business

11.1 Recommend approval of first reading of Policy No. 7350 Corporal Punishment/Emergency Interventions.

11.2 Recommendation to approve the highest sealed bids for the John Deere Tractor and Yellow Ford Tractor. A complete list of bids is attached.

12.0 Superintendent's Report

13.0 CSE/CPSE Recommendations

14.0 Information and Reminders

November 27 @ 6 pm – Policy Meeting in District Office

December 11 @ 5 pm – CAPP Meeting in District Office

December 11 @ 6 pm – Policy Meeting in District Office

December 12 @ 3:30 pm – Academic Committee Meeting at District Office

December 13 @ 6 pm – BOE Regular Meeting in Learning Commons

14.0 Anticipated Executive Session

Anticipated Executive Session to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, or removal of a particular person or corporation.

15.0 Resume Regular Order of Business

16.0 Adjournment

4.1

WAVERLY CENTRAL SCHOOLS
Waverly, NY
REGULAR MEETING – BOARD OF EDUCATION
Thursday, October 18, 2018 @ 6 pm in the Learning Commons

MINUTES

MEMBERS PRESENT

Renee Kinsley, Donald Mattison, Parvin Mensch, Cory Robinson, Colleen Talada, Kasey Traub and Krisi Zimmer

MEMBERS ABSENT

Andrew Aronstam and Jennifer Vaughn

OTHERS PRESENT

Jeff DeAngelo, Catherine Pichany, Johnny Williams and Dawn Campbell.

- 1.0 **Call to Order and Pledge of Allegiance.**
Parvin Mensch called the meeting to order at 6 p.m.
- 2.0 **Statements by Waverly District Residents in Attendance**
None.
- 3.0 **Acceptance of the Agenda and Starred Items**
Upon motion of Kasey Traub, seconded by Kristi Zimmer and unanimously carried to accept the agenda for this meeting.
- 4.0 **Approval of Minutes**
 - 4.1 Upon motion of Renee Kinsley, seconded by Kasey Traub and unanimously carried to approve the October 4, 2018 Special Meeting Minutes.
- 5.0 **Communication**
GST School Boards Association is hosting a "Safe and Supportive Schools: A Journey" on Wednesday, November 7, 2018, at Corning-Painted Post High School. Registration is from 5:30 pm to 6:15 pm, and the presentation is from 6:30 pm to 7:45 pm.

If anyone is interested in attending, please let Eric or Michelle Keene know by Wednesday, October 24.

6.0 Personnel

6.1 Recommendation to Approve Coaching Appointment

Upon motion of Colleen Talada, seconded by Cory Robinson and unanimously carried to approve the following coaching appointments:

Wynn Devan Witman

Position: Varsity Wrestling Coach for 2018-2019 Winter Sports Season

Effective: October 19, 2018

Andrew J. Aronstam

Position: Assistant Wrestling Coach for 2018-2019 Winter Sports Season

Effective: October 19, 2018

6.2 Recommendation to approve the attached Game Personnel for the 2018-2019 Winter Sports Season.

Upon motion of Kasey Traub, seconded by Renee Kinsley and unanimously carried to approve the attached list of Game Personnel for the 2018-2019 Winter sports season.

7.0 Finance

7.1 General Fund Revenue Report

7.2 School Lunch Fund Report

7.3 Treasurer's Report

Kathy Rote, Business Manager, reviewed the General Fund Revenue Report, School Lunch Fund Report and Treasurer's Report with the Board of Education.

7.4 Recommendation to approve the Waverly Central School District Financial Report, dated June 30, 2018.

Upon motion of Donald Mattison, seconded by Cory Robinson and unanimously carried to approve the Waverly Central School District Financial Report, dated June 30, 2018 by Insero Co.

8.0 President's Report

Parvin Mensch reminded the Board members to respond to his recent email.

The Board has requested that a "Student Presentations" section be added to our normal monthly agenda.

9.0 Old Business

9.1 Second reading and adoption of Sexual Harassment Policy.

Upon motion of Kasey Traub, seconded by Kristi Zimmer and unanimously carried to approve the second reading and adoption of the district's new Sexual Harassment Policy.

10.0 New Business

10.1 Recommendation to declare as surplus, a 1975 Ford Front Load Tractor, Model #3400, 45 HP, 3 cylinder gas, and donate to GST BOCES for education and learning.

Upon motion of Kasey Traub, seconded by Renee Kinsley and unanimously carried to declare as surplus, a 1975 Ford Front Load Tractor, Model #3400, 45 HP, 3-cylinder gas, and donate to GST BOCES for education and learning.

10.2 Recommendation to declare as surplus, a 1975 Ford Front Load Tractor, Model #3400, 45 HP, 3 cylinder gas, and donate to GST BOCES for education and learning.

Upon motion of Kasey Traub, seconded by Renee Kinsley and unanimously carried to declare as surplus, a 2008 John Deere, Model #2305, Diesel Fuel, 24 HP, and to advertise for bid to sell.

10.3 Recommendation to approve the chaperone list for the high school band and chorus overnight trip to Orlando, Florida from November 18, 2018 through November 24, 2018. The Board approved this trip on November 16, 2017.

Upon motion of Colleen Talada, seconded by Cory Robinson and unanimously carried to approve the attached chaperone list for the high school band and chorus overnight trip to Orlando, Florida from November 18, 2018 through November 24, 2018. The Board approved this trip on November 16, 2017.

11.0 Superintendent's Report

Superintendent Knolles reviewed the cost of re-opening the Chemung Elementary School building and estimated the cost to run between \$14,000 and \$20,000. It would ultimately be up to the Board to decide on whether to reopen the school for use, but one of the main advantages would be the availability of another gymnasium that could ease scheduling conflicts in the district's other gyms.

12.0 CSE/CPSE Recommendations

Upon motion of Cory Robinson seconded by Kristi Zimmer and unanimously carried to approve the CSE and CPSE recommendations as presented.

13.0 Information and Reminders

October 30 @ 6 pm – Policy Meeting in District Office

Nov. 14 @ 3:30 pm – Community Connections Team Meeting in Learning Commons

November 15 @ 6 pm – Regular BOE Meeting in Learning Commons

November 27 @ 6 pm – Policy Meeting in District Office

14.0 Anticipated Executive Session

Upon motion of Cory Robinson seconded by Kasey Traub and unanimously carried to enter into Executive Session to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, or removal of a particular person or corporation.

15.0 Resume Regular Order of Business

Upon motion of Kristi Zimmer, seconded by Renee Kinsley and unanimously carried to come out of Executive Session and resume the regular order of business.

Re-open Chemung Elementary School

Upon motion of Kasey Traub, seconded by Cory Robinson and unanimously carried to reopen the Chemung Elementary School for the use of student activities as approved by the district superintendent.

16.0 Adjournment

Upon motion of Donald Mattison, seconded by Renee Kinsley and unanimously carried to adjourn the meeting at 7:07 p.m.

Dated: October 19, 2018

Michelle L. Keene, District Clerk

Senior Trip 2019

Wednesday, June 12:

Board bus to Cleveland, Ohio
Afternoon at Lake Erie Beach (lunch included)
Check in and freshen up at the hotel
Dinner Cruise



Thursday, June 13:



Breakfast at the hotel
Cleveland Zoo and lunch
Drive to Castaway Bay—indoor water park (pizza dinner included)

Friday, June 14:

Breakfast at Castaway Bay
Head to CedarPoint for early entry
Lunch voucher provided
Head for home at the end of the day



Costs:

\$550.00—including 2 breakfasts, 3 lunches, 2 dinners, entry fees, hotels, and bus.

Payment Schedule:

\$50.00—deposit and commitment letter due December 14th, 2018
\$100.00—payments due January 15th, February 14th, March 14th, April 11th, May 16th, 2019

Eric A. Knolles, Superintendent
Kathy J. Rote, Business Administrator
David Mastrantuono, Director of Management Services

CLUB/ACTIVITY PROPOSAL FORM

Date of Submission: **10/24/2018**

Title of Club/Activity: **ADK Hiking Club**

Student Coordinator: _____

Faculty Advisors: **Scott A. Berent/Thomas Stein**

Meetings: Weekly Monthly Other Describe: **Monthly**

Projected Number of Student Participations: **50 and maybe more**
(Please attach a roster of students interested)

Please respond to the following criteria as they pertain to your proposal:

1. Name and Purpose of the proposed activity and the date of the request:
The activity of hiking promotes a healthy lifestyle that will benefit students now and after graduation.
2. A plan for the use of school facilities required, the times and frequency of the use and the portion of the school year the facility will be used:
Due to the amount of interest generated by the potential creation of this activity, a larger meeting area (auditorium/Learning Commons) might be required.
3. The need, if any, for support personnel or services:
Additional chaperones are a necessity to ensure the safety of those participating in the hiking club. Furthermore, transportation to and from the trailheads will be needed.
4. A description of the activities that participating students will conduct:
Students will be involved in the planning and preparation of the initial practice hikes and the culminating trip to the High Peak Region of the Adirondacks. The hiking itself will require good physical health due to

Eric A. Knolles, Superintendent
Kathy J. Rote, Business Administrator
David Mastrantuono, Director of Management Services

the demands associated with hiking over 10 miles a day and gaining over 2000 feet in elevation during said hike.

5. An estimation of the cost, if any, that the activity will incur:
Past hiking trips that I have coordinated in my former district have been between \$200-\$300. This included transportation, lodging, meals, and other activities.
6. The manner in which elected officers will be chosen and organizational decisions will be made:
The students will vote on officers and decisions will be made according to the majority of the students.
7. Qualifications for student participation, if any, and if students must qualify on a basis other than interest and availability, include the rationale for qualifications:
We are working closely with the physical education department to ensure each student can physically perform the demands of hiking the High Peaks. In two days of hiking, students will travel over 20 miles and ascend approximately 5000 feet.

In the space below, give a description of the club/activity that you are proposing. Please state the objective, benefit to Waverly High School, national affiliations, service learning opportunities, etc. Feel free to attach as an addendum to this Club Activity Proposal Form:

This is an extended learning opportunity building off the outdoor education program provided by the P.E. department. Additionally, we would like to introduce students to a unique destination in our state and give them an opportunity to achieve a demanding, maybe even life-altering, feat.

Waverly Central Schools

15 Frederick Street
Waverly NY 14892
(607)565-2841 Fax (607)565-4997

Eric A. Knolles, Superintendent
Kathy J. Rote, Business Administrator
David Mastrantuono, Director of Management Services

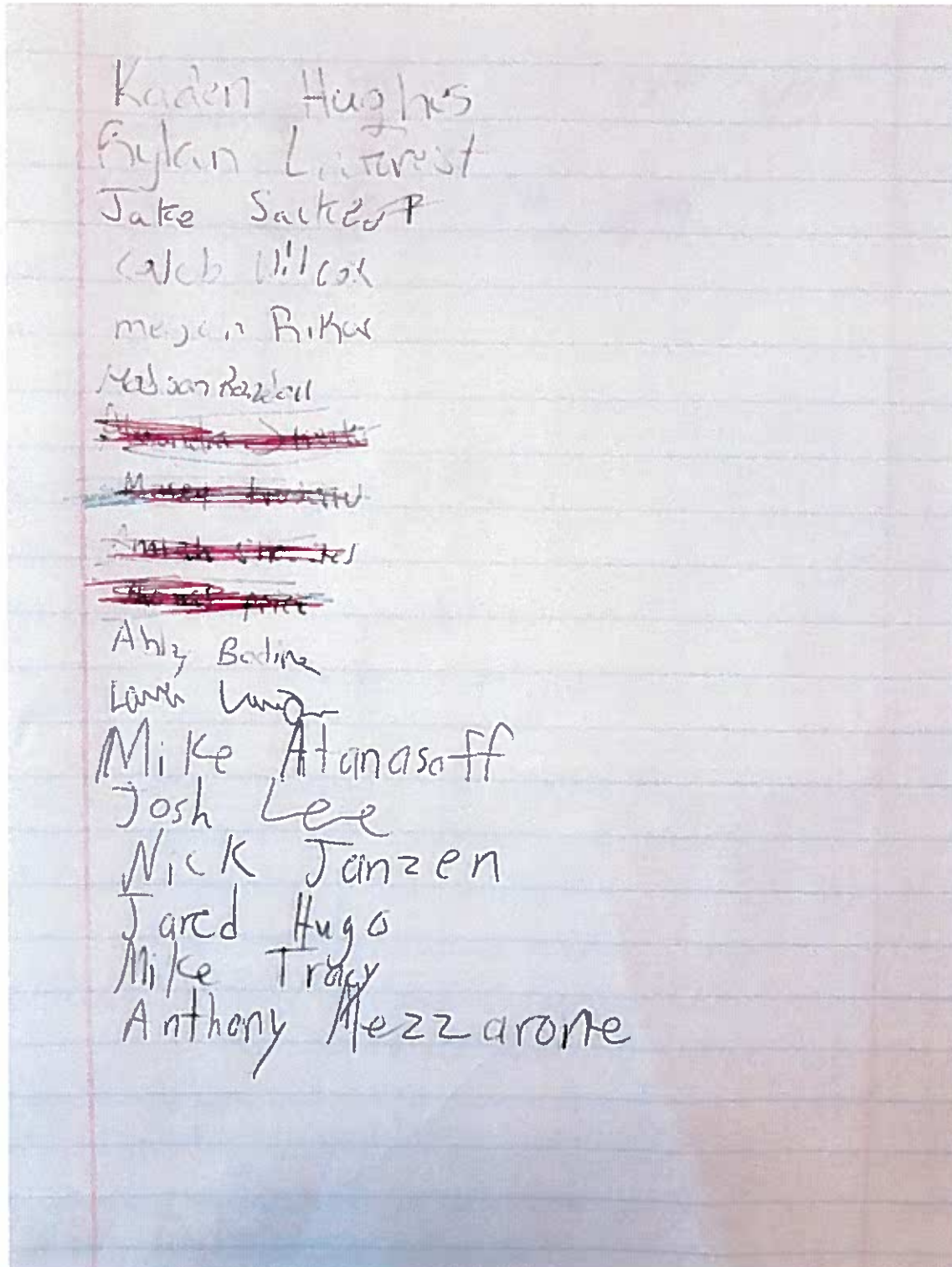
Jazlyn Pallor
Abigail Banning
Sophie Jones
Cayla Coranthe
Haley Erns
Isaac Hernandez
Shawnee Harris
Luci Burnett
Cora Smith
Melina Ortiz
Suzidan Talala
Eve Lunduski
Gianna Pizzo
Morgan Adams
Paige Achley
Chloe Croft
Austin Singler
Ethan Jotter
Paige Lewis
James Drake
Noah Carpenter
Madison Heakel
Christine Baranski
Morgan Lee
Francis Chandler
Meyra Lee
Sadie VanAllen
Mackenzie Plouse

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Board of Education Personnel Recommendations November 15, 2018

7.1 Recommendation to Approve Coaching Appointment

L. Joseph Tomasso

Position: Volunteer Varsity Girls Basketball Coach for 2018-2019 Winter Sports Season
Effective: November 16, 2018

Greg Joseph

Position: Volunteer Bowling Coach for 2018-2019 Winter Sports Season
Effective: November 16, 2018

Greg Vaughn

Position: Volunteer JV Girls Basketball Coach for 2018-2019 Winter Sports Season
Effective: November 16, 2018

Scott Berent

Position: Modified Wrestling Coach for 2018-2019 Winter Sports Season
Effective: November 16, 2018

7.2 Recommendation to Approve Extra-Curricular Advisor

Matthew Feinberg

Position: Instrumental Music Activities
Effective: November 16, 2018

7.3 Recommendation to Accept Letters of Resignation

Melissa Sinsabaugh

Position: Food Service Worker
Effective: November 2, 2018

Patrick Aquilio

Position: Elementary Teacher
Effective: June 30, 2019

7.4 Recommendation to approve Probationary Support Staff Appointments.

Michelle Bartlett

Position: Bus Driver
Effective: To Be Determined
Starting Salary: Per Contract

Board of Education Personnel Recommendations November 15, 2018

Stacie Lohmann

Position: Bus Driver
Effective: To Be Determined
Starting Salary: Per Contract

Pauline Martin

Position: 4 Hour Cafeteria Worker
Effective: November 16, 2018
Probationary Period: November 16, 2018 to November 15, 2019
Starting Salary: \$11.10 per hour without benefits

Brittany Roberts

Position: 5 Hour Cafeteria Worker
Effective: November 16, 2018
Probationary Period: November 16, 2018 to November 15, 2019
Starting Salary: \$11.10 per hour without benefits

Karen Wheeler

Position: 5 Hour Cafeteria Worker
Effective: November 16, 2018
Probationary Period: November 16, 2018 to November 15, 2019
Starting Salary: \$11.10 per hour without benefits

7.5 Recommendation to approve Substitute Appointments

Jennifer Becker

Position: Substitute for Teacher Aide, Lunch Monitor, Library Clerk, Bus Monitor
or Food Service Worker
Effective: November 16, 2018

Jerrilyn Hollywood

Position: Substitute for Food Service Worker and Teacher Aide
Effective: November 16, 2018

Peggy Huber

Position: Substitute Food Service Worker
Effective: November 16, 2018

	General Fund Checking	General Fund Savings-CC	General Fund Savings - Tioga St	General Fund Savings - Chase	General Fund Savings - Dir Dep	General Fund Savings-1st Niagara/Key	General Fund Savings- Tax Cert	General Fund Savings- Liability	General Fund Savings - ERS	General Fund - Tax Account	General Fund - TRS
October 2018											
Beginning	111,388.61	2,268,121.70	98,492.74	39,684.77	1,991,040.99	14,305.39	1,017,129.61	145,960.78	409,077.31	1,835,738.71	76,399.57
Receipts:											
Transfer	111,831.49	3,240,000.00		2,370,967.56	552,857.15		129.28	18.55	184.13	1,579,846.32	
Miscellaneous		98,378.48	0.83	263.18	5.39					111.98	
State Aid	10.22	642.34									
Interest	111,841.71	3,339,020.82	0.83	2,371,230.74	552,862.54	0.00	129.28	18.55	184.13	1,579,958.30	0.00
Total receipts											
Disbursements:											
Checks	(134,377.12)	(1,389,012.53)		(392,039.69)	(2,522,980.56)					(2,638.11)	
Payroll/health Transfers				(392,039.69)	(2,522,980.56)					(3,240,000.00)	
Total Disbursements											
Balance	88,853.20	4,218,129.99	98,493.57	2,018,875.82	20,922.97	14,305.39	1,017,258.89	145,979.33	409,261.44	173,058.90	76,399.57
Bank balance	103,893.67	4,218,129.99	984,913.57	2,018,875.82	20,922.97	14,305.39	1,017,258.89	145,979.33	409,261.44	173,163.71	76,399.57
O/S deposits	(15,040.47)									(104.81)	
O/S checks											
Balance	88,853.20	4,218,129.99	984,913.57	2,018,875.82	20,922.97	14,305.39	1,017,258.89	145,979.33	409,261.44	173,058.90	76,399.57

	School Lunch - Savings	School Lunch - Checking	Federal Fund - Savings	Federal Fund - Checking	Capital Project/ Reserve Savings	Capital Project Checking	Trust & Agency Trust & Agency	Trust & Agency - Flex	Trust & Agency - 105(h)	Trust & Agency - Payroll	General Fund - Unemployment Savings
Beginning	117,365.48	101,817.55	193,536.32	30,283.44	1,020,669.77	43,194.69	183,757.82	176,450.25	320,581.48	0.00	45,568.32
Receipts:											
Transfer	53,920.00		98,945.58	1,959.90			1,053,415.86	2,627.36	288,452.59	673,825.40	
Miscellaneous	1,356.64	3,834.82		600.00							
State Aid											
Health insurance											
Student accounts	57.43	7.69	83.67	1.89	129.73	2.86	19.63	15.03	32.75		
Interest	55,334.07	3,842.51	99,029.25	2,561.79	129.73	2.86	1,520,248.53	2,642.39	288,485.34	673,825.40	0.00
Total receipts											
Disbursements:											
Checks	(16,710.06)	(35,470.60)	(97,123.27)	(3,640.94)			(537,493.21)		(15,599.08)	(673,825.40)	
Payroll	(7,931.00)		(1,959.90)				(988,301.48)				
Transfers	(24,641.06)	(35,470.60)	(99,083.17)	(4,493.52)	0.00		(1,525,794.69)	0.00	(15,599.08)	(673,825.40)	0.00
Total Disbursements											
Balance	148,058.49	70,189.46	193,482.40	28,351.71	1,020,799.50	21,973.55	178,211.66	179,092.64	593,467.74	0.00	45,568.32
Bank balance	164,691.95	70,712.40	193,482.40	12,300.57	1,020,799.50	21,973.55	184,481.80	179,092.64	593,467.74	352.15	45,568.32
O/S deposits	76.60	89.53	0.00	16,710.06							
O/S checks	(16,710.06)	(612.47)	0.00	(658.92)			(6,270.14)			(352.15)	
Balance	148,058.49	70,189.46	193,482.40	28,351.71	1,020,799.50	21,973.55	178,211.66	179,092.64	593,467.74	0.00	45,568.32

8.2

General Fund Revenue Report

<u>Budgeted Revenue (2018-19)</u>	<u>Budget</u>	<u>Received 10/18</u>	<u>Received to date</u>	<u>Over (Under) Budget</u>
<u>Real Property Tax Items</u>				
Real Property Taxes	5,808,926.00	1,566,439.08	5,199,496.68	(609,429.32)
Payments in Lieu of Taxes	502,693.00	79,993.16	80,593.16	(422,099.84)
STaR Reimbursement	1,304,531.00	0.00	0.00	(1,304,531.00)
Interest on Taxes	<u>17,000.00</u>	<u>9,231.30</u>	<u>9,234.55</u>	<u>(7,765.45)</u>
	7,633,150.00	1,655,663.54	5,289,324.39	(2,343,825.61)
<u>Other Charges for Services</u>				
Day School Tuition	0.00	1,744.00	11,744.00	11,744.00
Continuing Education	0.00	0.00	0.00	0.00
Summer School	0.00	0.00	0.00	0.00
Other Student Fees	0.00	12.00	17.00	17.00
Admissions	16,000.00	6,291.00	11,029.05	(4,970.95)
Other Charges for Services	69,300.00	6,202.90	7,686.50	(61,613.50)
Charges for Facilities	0.00	875.00	1,025.00	1,025.00
Youth Services	14,704.00	0.00	0.00	(14,704.00)
Services for BOCES	<u>60,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(60,000.00)</u>
	160,004.00	15,124.90	31,501.55	(128,502.45)
<u>Use of Money/Property</u>				
Interest and Earnings	25,000.00	1,570.36	3,810.50	(21,189.50)
Rental of Property	12,000.00	0.00	3,000.00	(9,000.00)
Commissions	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	37,000.00	1,570.36	6,810.50	(30,189.50)
<u>Sale of Property & Loss</u>				
Comp for Loss - not insurance	0.00	0.00	9.52	9.52
Sale of Equipment	0.00	0.00	0.00	0.00
Sale of Transportation Equipment	0.00	0.00	0.00	0.00
Sale of Scrap	0.00	113.44	157.21	157.21
Insurance Recovery	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	0.00	113.44	166.73	166.73
<u>Miscellaneous</u>				
Refund of Prior Year Expense	75,000.00	0.00	13,918.60	(61,081.40)
Gifts and Donations/Interfund Tran	3,000.00	0.00	0.00	(3,000.00)
Unclassified (Other) Revenue	<u>514,098.00</u>	<u>0.00</u>	<u>1,186.88</u>	<u>(512,911.12)</u>
	592,098.00	0.00	15,105.48	(576,992.52)
<u>State Sources</u>				
Basic Formula	18,301,511.00	671,826.03	1,056,933.68	(17,244,577.32)
Lottery Aid	1,940,105.00	0.00	1,825,519.03	(114,585.97)
BOCES Aid	2,102,294.00	0.00	16,382.00	(2,085,912.00)
Textbook/Library/Software Aid	119,692.00	0.00	22,635.00	(97,057.00)
Other State Aid	<u>83,564.00</u>	<u>0.00</u>	<u>89,360.38</u>	<u>5,796.38</u>
	22,547,166.00	671,826.03	3,010,830.09	(19,536,335.91)
Budgeted Revenue (2018-19)	30,969,418.00	2,344,298.27	8,353,738.74	(22,615,679.26)
Approp. Fund Bal (2017-18)	<u>1,664,126</u>	<u>0</u>	<u>0</u>	<u>0</u>
Budgeted Approp (2018-19)	32,633,544.00	2,344,298.27	8,353,738.74	(22,615,679.26)

Received by the Board of Education and entered as part of the meeting held November 15, 2018.

Signed _____, Clerk

8.4

Waverly Central Schools
Tax Collector's Report
2018-2019

	<u>Total Warrant</u>	<u>STAR Reimbursement</u>	<u>Adjustments</u>	<u>To Be Collected</u>
Barton	5,102,870.35	943,280.77	(123.40)	4,159,466.18
Chemung	1,868,151.21	320,851.82	(44.65)	1,547,254.74
Ashland	10,036.20	1,984.28		8,051.92
Baldwin	<u>62,659.24</u>	<u>6,006.00</u>	-	<u>56,653.24</u>
	7,043,717.00	1,272,122.87	(168.05)	5,771,426.08

	<u>Uncollected</u>	<u>Collected</u>	<u>To Be Collected</u>
Barton	643,189.27	3,516,275.39	4,159,464.66
Chemung	286,520.12	1,260,736.17	1,547,256.29
Ashland	812.20	7,239.71	8,051.91
Baldwin	<u>19,745.34</u>	<u>36,907.89</u>	<u>56,653.23</u>
	950,266.93	4,821,159.16	5,771,426.09

Difference (0.01)
(because of rounding)

<u>Assessment Changes</u>	<u>Original</u>	<u>Changes</u>	<u>Revised Assessments</u>
Barton	288,021,049.00	(7,000.00)	288,014,049.00
Chemung	125,538,335.00	(3,000.00)	125,535,335.00
Ashland	10,318.00	-	10,318.00
Baldwin	<u>68,629.00</u>	<u>-</u>	<u>68,629.00</u>
	413,638,331.00	(10,000.00)	413,628,331.00

Penalties Collected: 10,772.71

Dr. Randy Richards, Superintendent
Kathy J. Rote, Business Administrator
David Mastrantuono, Director of Management Services

To: The Office of the State Comptroller

From: Kathy Rote, Business Administrator

Date: November 15, 2018

Re: 2017-18 External Audit Corrective Action Plan

- o There were not findings for 2016-17 or 2017-18 to be resolved.
- o Auditor Comment: At June 30, 2018, unassigned fund balance was \$572,645 in excess of the allowable amount.

District comment: The ending of the 2017-18 fiscal year left the School District with a fund balance over the 4% limit. The 2017-18 budget was designed to reduce excess fund balance by approximately \$150,000. This did not happen for a few reasons: 1) the budget was designed with the salary of an experience superintendent. He abruptly retired in June and the new, permanent superintendent was not hired until mid-February. Therefore there was excess salary in that account; 2) we refunded bonds on the advice of our fiscal advisors. This was done during the school year and the savings amounted to \$100,000; 3) renegotiation of administrators' contract during the current year resulted in \$80,000+ in current year savings due to a restructuring of leave days. The 2018-19 anticipated tax levy was reduced and the 2019-20 budget will be designed to use excess fund balance.

Extraclassroom Activity Fund

- o While there were fewer instances in the findings, the findings were not completely resolved:
 - o Cash Receipts – Documentation
Four of ten receipts were found to not have adequate documentation. The district continues to work with advisors to make sure that all receipts are accompanied by the proper documentation.
 - o Profit and Loss statements missing
2 profit and loss statements were missing. We continue to have training to teach all involved with how to fill out a profit and loss statement. For the current year, forms have been given to all advisors.
 - o Untimely deposits
Five deposits were found to not be submitted to the Central Treasurer in a timely matter. We continue to work with advisors to follow the proper procedures.
 - o Purchasing
One receipt showed that goods were shipped to the advisor's home rather than the school district. All advisors have been notified that all purchases must be delivered to the school.
 - o Fundraising Activities
One receipt examined was for amount collected, less expenses. Advisors have been notified of the proper accounting practice.

RESOLUTION TO AMEND
THE Waverly CS
403(b) RETIREMENT PLAN

WHEREAS, the Waverly CS ("District") maintains the Waverly CS 403(b) Retirement Plan ("Plan"); and

WHEREAS, the Plan was duly adopted on the 1st day of January, 2009 by the District's Board of Education ("Board"); and

WHEREAS, the Board desires to restate and amend the Plan as regards sections 6.2 & 6.3 Plan-to-Plan Transfers to and from the Plan;

NOW, THEREFORE, BE IT RESOLVED that sections 6.2 **Plan-to-Plan Transfers to the Plan** and 6.3 **Plan-to-Plan Transfers from the Plan** are hereby restated and amended to read as follows:

6.2 Plan-to-Plan Transfers to the Plan

(a) At the direction of the Employer, for a class of Employees who are participants or beneficiaries in another plan under Section 403(b) of the Code, the Administrator may permit a transfer of assets to the Plan as provided in this Section 6.2. Such a transfer is permitted only if the other plan provides for the direct transfer of each person's entire interest therein to the Plan and the participant is an employee or former employee of the Employer. The Administrator and any Vendor accepting such transferred amounts may require that the transfer be in cash or other property acceptable to it. The Administrator or any Vendor accepting such transferred amounts may require such documentation from the other plan as it deems necessary to effectuate the transfer in accordance with Section 1.403(b)-10(b)(3) of the Income Tax Regulations and to confirm that the other plan is a plan that satisfies Section 403(b) of the Code.

(b) The amount so transferred shall be credited to the Participant's Account Balance, so that the Participant or Beneficiary whose assets are being transferred has an accumulated benefit immediately after the transfer at least equal to the accumulated benefit with respect to that Participant or Beneficiary immediately before the transfer.

(c) To the extent provided in the Individual Agreements holding such transferred amounts, the amount transferred shall be held, accounted for, administered and otherwise treated in the same manner as an Elective Deferral by the Participant under the Plan, except that (1) the Individual Agreement which holds any amount transferred to the Plan must provide that, to the extent any amount transferred is subject to any distribution restrictions required under Section 403(b) of the Code, the Individual Agreement must impose restrictions on distributions to the Participant or Beneficiary whose assets are being transferred that are not less stringent than those imposed on the transferor plan and (2) the transferred amount shall not be considered an Elective Deferral under the Plan in determining the maximum deferral under Section 3.

6.3 Plan-to-Plan Transfers from the Plan

(a) At the direction of the Employer, the Administrator may permit a class of Participants and Beneficiaries to elect to have all or any portion of their Account Balance transferred to another plan that satisfies Section 403(b) of the Code in accordance with Section 1.403(b)-10(b)(3) of the Income Tax Regulations. A transfer is permitted under this Section 6.3(a) only if the Participants or Beneficiaries are employees or former employees of the employer (or the business of the employer) under the receiving plan and the other plan provides for the acceptance of plan-to-plan transfers with respect to the Participants and Beneficiaries and for each Participant and Beneficiary to have an amount deferred under the other plan immediately after the transfer at least equal to the amount transferred.

(b) The other plan must provide that, to the extent any amount transferred is subject to any distribution restrictions required under Section 403(b) of the Code, the other plan shall impose restrictions on distributions to the Participant or Beneficiary whose assets are transferred that are not less stringent than

those imposed under the Plan. In addition, if the transfer does not constitute a complete transfer of the Participant's or Beneficiary's interest in the Plan, the other plan shall treat the amount transferred as a continuation of a pro rata portion of the Participant's or Beneficiary's interest in the transferor plan (e.g., a pro rata portion of the Participant's or Beneficiary's interest in any after-tax employee contributions).

(c) Upon the transfer of assets under this Section 6.3, the Plan's liability to pay benefits to the Participant or Beneficiary under this Plan shall be discharged to the extent of the amount so transferred for the Participant or Beneficiary. The Administrator may require such documentation from the receiving plan as it deems appropriate or necessary to comply with this Section 6.3 (for example, to confirm that the receiving plan satisfies Section 403(b) of the Code and to assure that the transfer is permitted under the receiving plan) or to effectuate the transfer pursuant to Section 1.403(b)-10(b)(3) of the Income Tax Regulations.

BE IT FURTHER RESOLVED that the Plan, as restated and amended is hereby approved and adopted.

IN WITNESS WHEREOF, the District has caused this Resolution and Amendment to be adopted this ____ day of _____, 2018.

Waverly CS

By: _____

RESOLUTION TO AMEND
THE Waverly CS
403(b) RETIREMENT PLAN

WHEREAS, the _____ (“District”) maintains the _____ 403(b) Retirement Plan (“Plan”); and

WHEREAS, the Plan was duly adopted on the 1st day of January, 2009 by the District’s Board of Education (“Board”); and

WHEREAS, the Board desires to amend the Plan to permit Roth 403(b) Contributions and the in-plan rollover of a Non-Roth Account to a Roth Account;

NOW, THEREFORE, BE IT RESOLVED that section **6.6 Roth 403(b) Contributions** of the Plan is hereby amended to read as follows;

6.6 Roth 403(b) Contributions

ROTH contributions shall be allowed under the Plan. The rules of §1.401(k)–1(f)(1) and for designated Roth contributions under a qualified cash or deferred arrangement shall apply to designated Roth contributions under the Plan. Thus, a designated Roth contribution under the Plan is a section 403(b) elective deferral that is designated irrevocably by the Employee at the time of the cash or deferred election as a designated Roth contribution being made in lieu of all or a portion of the section 403(b) elective deferrals the Employee is otherwise eligible to make under the Plan. A designated Roth contribution shall be treated by the Employer as includible in the Employee’s gross income at the time the Employee would have received the amount in cash if the Employee had not made the cash or deferred election (such as by treating the contributions as wages subject to applicable withholding requirements); The Plan will allocate Roth contributions to a separate Account which shall be maintained in accordance with Treasury Regulation §1.401(k)–1(f)(2). Gains, losses, and other credits and charges shall be separately allocated on a reasonable and consistent basis to each Participant’s Roth contribution Account and the Participant’s other Accounts under the Plan.

A designated Roth contribution under the Plan must satisfy the requirements applicable to section 403(b) elective deferrals under the Plan and the requirements of §1.403(b)–6(d). Similarly, a designated Roth account under the Plan is subject to the rules of Code sections 401(a)(9)(A) and (B) and §1.403(b)–6(e). Notwithstanding section 6.1 [the eligible rollover provision], a direct rollover of a distribution from a Roth Account under the Plan will only be made to another qualified Roth contribution program described in Code section 402A or a Roth IRA described in Code section 408A, the Plan will only accept a rollover contribution to a Roth Account if it is a direct rollover from another qualified contribution program described in Code section 402A, and the Plan will only make or accept a rollover if the rollover is permitted under the rules of Code section 402(c).

BE IT FURTHER RESOLVED that the Plan shall include the following new section **6.7 Roth 403(b) Contributions**;

6.7 In-plan rollover from a Non-Roth Account to a Roth Account

If the Adoption Agreement so specifies-OR-If the Plan includes a qualified Roth contribution program, a Participant, Beneficiary, or Alternate Payee may, consistent with IRC § 402A(c)(4), direct an in-Plan qualified rollover contribution into a Roth Account of an amount under a Non-Roth Account that, for a transfer before January 1, 2013, the Participant, Beneficiary, or Alternate Payee otherwise was entitled to receive as an Eligible Rollover Distribution, or for a transfer after December 31, 2012 is consistent with IRC § 402A(c)(4)(E).

IN WITNESS WHEREOF, the District has caused this Resolution and Amendment to be adopted this ____ day of _____, 2018.

Waverly CS

By: _____



SUBJECT: CORPORAL PUNISHMENT/EMERGENCY INTERVENTIONS

Corporal Punishment

Corporal punishment as a means of discipline will not be used against a student by any teacher, administrator, officer, employee, or agent of this District.

Whenever a school employee uses physical force against a student, the school employee will immediately report the situation to the building principal or designee who will within the same school day, make a report to the Superintendent describing in detail the circumstances and the nature of the action taken.

The Superintendent will submit a written report semi-annually to the Commissioner of Education, with copies to the Board, by January 15 and July 15 of each year, setting forth the substance of each written complaint about the use of corporal punishment received by the District authorities during the reporting period, the results of each investigation, and the action, if any, taken by the school authorities in each case.

Emergency Interventions

If alternative procedures and methods which do not involve physical force do not work, then the use of reasonable physical force is permitted for the following reasons:

- a) Self-protection;
- b) Protection of others;
- c) Protection of property; or
- d) Restraining or removing a disruptive student.
- e) Trained staff will apply TCI (Therapeutic Crisis Intervention) protocols when necessary.

Emergency interventions will only be used in situations where alternative procedures and methods that do not involve the use of reasonable physical force cannot reasonably be employed. Emergency interventions will not be used as a punishment or as a substitute for systematic behavioral interventions that are designed to change, replace, modify, or eliminate a targeted behavior.

Staff who may be called upon to implement emergency interventions will be provided appropriate training in safe and effective restraint procedures. The parent(s) of the student will be notified whenever an emergency intervention is utilized.

The District will maintain documentation on the use of emergency interventions for each student including:

- a) Name and date of birth of student;

Students

SUBJECT: CORPORAL PUNISHMENT/EMERGENCY INTERVENTIONS (Cont'd.)

- b) Setting and location of the incident;
- c) Name of staff or other persons involved;
- d) Description of the incident and emergency intervention used, including duration;
- e) A statement as to whether the student has a current behavioral intervention plan; and
- f) Details of any injuries sustained by the student or others, including staff, as a result of the incident.

This documentation will be reviewed by District supervisory personnel and, if necessary, by the school nurse or other medical personnel.

8 NYCRR §§ 19.5, 100.2(l)(3) and 200.22(d)

NOTE: Refer also to Policy #7313 -- Suspension of Students

Bid Opening – November 9, 2018

John Deere Tractor

Scott Rorick	\$3003
Tom Davies	\$ 500
Guadino	\$ 162
Larry Tompkins	\$1001

Yellow Ford Tractor

Jerry Chandler	\$400
Jessica Newman	\$511
Larry Tompkins	\$500

Recommendation is to award to the highest bidder on each tractor