



Edinburg Common School
Board of Trustees Meeting Agenda
December 13, 2022 6:00 p.m.

I INTRODUCTION:

- A. Call to order - Pledge of Allegiance
- B. Roll Call
- C. Welcome
- D. Privilege of the Floor
- E. Agenda Changes
- F. Board Reports/Announcements
- G. Superintendent Reports/Announcements
 - Leah Lapczenski (3-6 Social Studies Candidate)
 - Absences (Staff/Students)
 - Recommendations NYSDOH/NYSED Dated 12/5/22
 - December Students of the Month
 - Honor/High Honor Roll 1st Quarter
 - 6th Grade Middle School Visit 12/14/22
 - Winter Clothing/Adopt a Family for Christmas
 - Holiday Concert / Art Display
 - NYSCATE 2022
 - New York State Assessments 2022 (Grades 3-6)
- H. Director of Health and Safety/Business Manager Reports
 - Fire Inspection
 - Bus Purchase
 - Budget Committee
 - Frontier
 -

II REQUEST FOR BOARD ACTION

- A. Board Members
 - 1. Approve the transcript of Board minutes from November 8, 2022
 - 2. Approve Tax Collector Report
 - 3. Approve Budget Calendar
 - 4. Approve CSE/CPSE recommendations
- B. Treasurer
 - 1. Approve the treasurer reports
 - 2. Approve the payment of claims
 - 3. Accept Donation from United Methodist Women
 - 4. Approve Substitute Rates

- C. Superintendent
 - 1. Accept Resignation
 - 2. Appoint Teacher
 - 3. Appoint Head Custodian

III PRIVILEGE OF THE FLOOR

IV ADJOURNMENT

Dates to Remember:

December 14th - Santa's Workshop
December 19th - 6:00 pm Holiday Concert
December 23rd - January 2nd - No School Holiday Break
January 6th - 2:30 pm Eagle Afternoon
January 13th - 6:00 pm Board Meeting

E.C.S. Mission: To provide a quality education and a caring environment for all students so that they may grow, achieve, and make a positive contribution to our ever changing world.

Motion by _____

Seconded by _____

Ayes _____ Nays _____ Abstain _____

BOARD ACTION

EXHIBIT II A-1

Action Date December 13, 2022

Effective Date: December 13, 2022

Action: Be it RESOLVED, that the Board of Education hereby approves the transcript of board minutes from the November 8, 2022 board meeting.

Cost Analysis:

Notes:



Edinburg Common School
Board of Trustees Meeting Agenda
November 8, 2022 6:00 p.m.

I INTRODUCTION:

- A. Call to order - Pledge of Allegiance - 18:00
- B. Roll Call
 - Angela Ludwig ☒
 - Michelle Ellis ☒
 - Sandy Moore ☒
 - Robert McCloskey ☒
 - Dr. Mary Ann Borden ☒
 - Meaghan Cherry ☒
- C. Welcome
- D. Privilege of the Floor - None
- E. Agenda Changes - None
- F. Board Reports/Announcements - None
- G. Superintendent Reports/Announcements
 - Dr. Dave Ziskin, HFM BOCES District Superintendent
 - Will be reaching out to Angela Ludwig by phone
 - Saratoga County Interagency Coalition
 - Monthly meetings until May 2023
 - Thanksgiving Baskets
 - There are 5 sponsors helping 15 families which equals 20 students
 - Absences
 - No positives recently but many out with other illnesses
 - 3-6 Social Studies Teacher Updates
 - There is 1 interview scheduled for 11/9
 - NYSED/NYSSBA State Testing Reflection
 - Received an email from NYSSBA regarding state test scores
 - 46% of students are proficient in ELA across the state
 - 48% of students are proficient in Math across the state
 - Half Professional Day 11/14
 - HFM BOCES will be coming to school to go over the I-Ready scores and state testing scores with the teachers
 - All information gathered will be presented at the December meeting
 - ECS Morning News
 - Thanked Mr. Moore and Ms. Hampton for all the hard work they have put into launching this
 - Students of the Month PK-2
 - Genevieve Shiely
 - Mason Karas
 - Cora Hand
 - Katie Frasier

- Veterans Day Assembly
 - Will be held on 11/10 at 1:30 pm
- Superintendent Evaluation Tool Examples
 - Board has discussed and agreed to go with the example from Wells CSD
- NYSCATE '22
 - Leadership Sessions
 - Provided copies of the Leadership Options to the board.
- 6th Grade NCS Visit for December
 - 12/13 will be the second visit of the school year
- Holiday Concert 12/19/22 Snow Date 12/21/22

H. Director of Health and Safety Reports

- Hot water Heater
 - Received final bill and job is complete
- Frontier
 - Still waiting on Frontier to come.
 - Frontier has stated we are not a priority area
 - Next scheduled date is 11/10
- Building Condition Survey
 - Mrs. Moore provided a friendly version of what needs to be repaired or replaced and the timeline that it should be done in.

II REQUEST FOR BOARD ACTION

A. Board Members

1. Approve the transcript of Board minutes from October 11, 2022
Res#0070-23
Be it RESOLVED, that the Board of Education hereby approves the transcript of board minutes from the October 11, 2022 board meeting.
Motion by: M.B. 2nd by: R.M. Vote: Yes 3 No 0 Abstain 0
2. Approve the transcript of Board Minutes from October 26, 2022
Res#0071-23
Be it RESOLVED, that the Board of Education hereby approves the transcript of board minutes from the October 26, 2022 board meeting.
Motion by: M.B. 2nd by: R.M. Vote: Yes 3 No 0 Abstain 0
3. Approve CSE/CPSE Recommendations
Res#0072-23
Be it RESOLVED, that the Board of Education hereby approves the CSE/CPSE recommendations for students: 100096.
Motion by: M.B. 2nd by: R.M. Vote: Yes 3 No 0 Abstain 0
4. Approve Superintendent Evaluation Tool
Res#0073-23
Be it RESOLVED, that the Board of Education hereby approves the Superintendent's evaluation tool for the 2022-2023 school year.
Motion by: R.M. 2nd by: M.B. Vote: Yes 3 No 0 Abstain 0

5. Approve Updated Policies - 4511 & 4710

Res#0074-23

Be it RESOLVED, that upon the recommendation of the Policy Committee the Board of Education does hereby approve the updates to the following policies:

#4511 – Textbook Selection and Adoption

#4710 – Grading System

Motion by: M.B. 2nd by: R.M. Vote: Yes 3 No 0 Abstain 0

B. Treasurer

1. Approve the treasurer reports

Res#0075-23

Be it RESOLVED, that the Board of Education hereby approves the Treasurer's report consisting of Budget and revenue status reports as well as bank reconciliations for General, Cafeteria, Federal, Payroll and Capital Funds.

Motion by: A.L. 2nd by: M.B. Vote: Yes 3 No 0 Abstain 0

2. Approve the payment of claims

Res#0076-23

Be it RESOLVED, that the Board of Education hereby approves the Payment of Claims as listed on Warrant #5.

Motion by: A.L. 2nd by: M.B. Vote: Yes 3 No 0 Abstain 0

3. Approve Budget Transfers

Res#0077-23

Be it RESOLVED, that the Board of Education hereby approves the following budget transfer:

\$6,000.00 from A5510.16 General Salaries to A5510.171 Head Bus Driver Stipend.

Motion by: A.L. 2nd by: M.B. Vote: Yes 3 No 0 Abstain 0

C. Superintendent

III PRIVILEGE OF THE FLOOR

Mr. Thomas Moore, EEA President, asked to set up the initial meeting for the EEA negotiation to commence.

The Board will get back to Mr. Moore with some possible dates.

Robert McCloskey made a motion to enter into executive session at 18:45 to discuss matters related to the employment of a particular person.

Dr. Mary Ann Borden seconded the motion and all were in favor.

Angela Ludwig made a motion to return to regular session at

19:10 Mr. Robert McCloskey seconded the motion all were in favor.

IV ADJOURNMENT

Angela Ludwig made a motion to adjourn at 19:10. Mr. Robert McCloskey seconded the motion all were in favor.

Respectfully Submitted,

Meaghan Cherry
District Clerk

Dates to Remember:

- November 10th - 1:30 Veterans Day Assembly
- November 11th - No School Veterans Day
- November 14th - 11:45 Dismissal - PD Day
- November 15th - 1:45 Discovery Kids
- November 22nd - Emergency Early Release
- November 23rd - 25th - No School Thanksgiving Break
- November 29th - 1:45 Discovery Kids
- December 13th - 6:00 Board of Trustees Meeting

E.C.S. Mission: To provide a quality education and a caring environment for all students so that they may grow, achieve, and make a positive contribution to our ever changing world.

Motion by _____

Seconded by _____

Ayes _____ Nays _____ Abstain _____

BOARD ACTION

EXHIBIT II A-2

Action Date: December 13, 2022

Effective Date: December 13, 2022

Action:

Board Resolution to approve the 2022 Tax Collector Report as follows:

Taxes Collected: \$1,903,909.20

Taxes Returned: \$433,592.85

STAR: \$88,069.97

Adjustments: \$2.98

Total in August: \$2,425,575.00 2022 Tax Levy as establish by the Board

Cost Analysis:

Notes:

Motion by _____

Seconded by _____

Ayes _____ Nays _____ Abstain _____

BOARD ACTION

EXHIBIT II A-3

Action Date: December 13, 2022

Effective Date: December 13, 2022

Action:

Board Resolution to approve Budget Calendar for the 2023-2024 School Budget.

Cost Analysis:

Notes:

EDINBURG COMMON SCHOOL

SCHOOL BUSINESS MANAGER

BUDGET CALENDAR 2023-2024

- | | |
|---|---------------|
| <input type="checkbox"/> Budget Calendar adopted by School Board | -December 13 |
| <input type="checkbox"/> Establish Budget Committee | -January 11 |
| <input type="checkbox"/> Budget guidelines and forms distributed to necessary staff | -January 21 |
| <input type="checkbox"/> Budget Detail-staffing, equipment, supplies, contractual due | -January |
| <input type="checkbox"/> Review Employee benefits | -January |
| <input type="checkbox"/> First Budget Committee Meeting | -January 23 |
| <input type="checkbox"/> Review estimated revenues | -February |
| <input type="checkbox"/> Projected Tax Levy | -March 1 |
| <input type="checkbox"/> Board adoption of Budget | -by April 24 |
| <input type="checkbox"/> Budget available (at least 7 business days before the Hearing) | -May 1 |
| <input type="checkbox"/> Budget Hearing (7 but no more than 14 days prior to the vote) | -May 9 |
| <input type="checkbox"/> Deadline for mailing 6 day budget notice | -May 10 |
| <input type="checkbox"/> Annual Meeting – Third Tuesday in May | -May 16, 2023 |

DISTRICT CLERK

BUDGET CALENDAR 2023-2024

- ☐ First Publication of Legal Notice of School Budget Hearing (45 days before Annual Meeting) -March 31
- ☐ Appointment of Clerks and Election Inspectors -April 18
- ☐ Board of Trustees meeting to adopt proposed budget -by April 24
- ☐ Second Publication of Legal Notice of school Budget Hearing -April 15
- ☐ Deadline for submission of petitions -April 17
- ☐ Date for drawing by Clerk for order of listing BOT candidates -April 18
- ☐ Prepare packet of poll sheets (original and 1 copy) -May 2
- ☐ Prepare declaration (Ed Law 2019)
for voters who are challenged as unqualified) -May 2
- ☐ Prepare paper ballot and written directions for use.
Prepare envelopes with voter avadavat (ED Law 2019a)
Obtain locked ballot box for paper ballots -May 2
- ☐ Prepare absentee ballot applications -May 2
- ☐ Third publication of Legal Notice of Budget hearing & Vote -May 2
- ☐ Budget will be available -May 1
- ☐ Fourth Publication of Legal Notice of Budget Hearing & Vote -May 8
- ☐ Receive by Clerk sworn statements by candidates for BOT
(10th day preceding election) -May 9
- ☐ Annual Budget Hearing -May 9
- ☐ Prepare paper ballots -May 10
- ☐ Post a listing of absentee ballot applications(5 days prior to vote) -May 11
- ☐ Annual Meeting – **THIRD TUESDAY IN MAY** -May 16, 2023
On the day of Vote/Election
 1. Post a list of residents given absentee ballots
 2. Post a sample ballot
 3. Post distance marker sign – 100 feet from polling place –state that persons are forbidden from electioneering within a distance of 100 feet
 4. Record voting results on schedule showing machine total, verified by Chief Inspector of Elections with required signatures



New York State
School Boards
Association

Better School Boards Lead to Better Student Performance

24 Century Hill Drive, Suite 200
Latham, New York 12110-2125

Tel: 518.783.0200 | Fax: 518.783.0211

www.nyssba.org

Timeline—2023 Annual Budget Vote & School Board Election

| Date | Action Required |
|--------------------------|--|
| February 15 | Commissioner of Taxation and Finance shall calculate the tax base growth factor for school districts and notify those with a positive quantity change factor so they can include such information in their calculation of the tax levy limit for the coming school year. |
| March 1 | School districts must submit any information necessary for the calculation of the tax levy limit to the State Comptroller, and the Commissioners of Education and Taxation and Finance. |
| March 28 – April 1 | Districts must publish first of four legal notices of the budget vote and board election, (i.e. 4 times during the 7 weeks (49 days) preceding the date of the election, the first notice being published not later than 45 days before the election). (The 45 th day before the election falls on Saturday, April 1st. If newspaper(s) of general circulation will publish the first legal notice on Sat. April 1st this complies with the deadline. However, better practice probably would be to publish on or before Friday March 31, 2023, but not before Tues. March 28th -- the 49 th day before the election). Publication on Monday, April 3, 2023 probably also is permissible pursuant to Gen. Constr. Law §25-a ¹). 15x |
| April 17 | 1. School board candidate nominating petitions due in the office of the district clerk by 5:00 p.m. 30 days before election. (Except in small cities) (30 th day before election falls on Sunday, April 16th; therefore, Gen. Constr. Law controls and petitions are due on Monday, April 17th). 2. Voter submitted petitions (for propositions other than those required to be included in the notice of annual meeting) must be submitted 30 days before the vote. (30 th day before election falls on Sunday, April 16th; therefore, Gen. Constr. Law controls and petitions are due on Monday, April 17th). |
| April 18 | Districts, other than small cities, must determine the names of all candidates duly nominated and the propositions and referenda to be voted for on the ballot three days prior to the distribution of military ballots, which occurs no later than 25 days prior to the vote in districts other than small cities. ² |

¹ Pursuant to New York State General Construction Law section 25-a(1), when a legal deadline falls “on a Saturday, Sunday or a public holiday, such act may be done on the next succeeding business day and if the period ends at a specified hour, such act may be done at or before the same hour of such next succeeding business day.”

² This means that board of education must finalize their budget 28 days before the vote which is four days earlier than the deadline for reporting property tax report card information.

| | |
|--------------------|---|
| April 21 | Districts, other than small cities, must distribute military ballots no later than 25 days before the vote. |
| April 24 | Districts must transmit “property tax report card” to SED by the end of the next business day following its approval by the school board, but not later than the 24th day before the budget vote. (The 24th day before the Budget Vote falls on Saturday, April 22nd. Therefore, best practice would be to transmit the real property tax report card to SED by Friday, April 21, 2023. However, if a particular school board does not meet until April 21, 2023 to approve the property tax report card, then pursuant to the General Construction Law, the report card could be transmitted on Monday, April 24, 2022). |
| April 26 | School board candidate nominating petitions due in small city school districts in office of district clerk by 5:00 p.m. (20 days before election). |
| April 25- May 2 | Districts must complete budget 7 days before the public hearing ³ . |
| May 1 | Small cities must determine the names of all candidates duly nominated and the propositions and referenda to be voted for on the ballot three days prior to the distribution of military ballots, which occurs 14 days prior to the vote in small cities. Seventeen days before the vote falls on Saturday April 29th, thus under General Construction Law the content of the military ballots may be determined on Monday, May 1st. |
| May 2 | <p>1. Last possible day for voter registration by school district board of registration in small city school districts (2 weeks before vote).</p> <p>2. Small city districts must distribute military ballots no later than 14 days before the vote.</p> |
| May 2-9 | Board must hold a public hearing on the budget (7-14 days before vote). |
| May 2-16 | Copies of the budget must be available to the residents upon request (during the 14 days before the vote and on day of vote). |
| May 2-11 | Last possible day for voter registration by school district boards of registration (14-5 days before vote) (except in small city school districts -- see above). |
| May 10 | Deadline for mailing “budget notice” (6 days before vote). |
| May 16 | Annual Budget Vote and School Board Election |

Education Law §2022(7) requires a school district to post on its website the final annual budget and any multi-year financial plan adopted by the board of education.

³ By necessity the board of education must approve the budget in order to set the ballot as required to send out the military ballots and prior to adopting the property tax report card. However, the board retains the ability to make adjustments to budgetary expenditures as long as it does not change the overall budget amount.

Motion by _____

Seconded by _____

Ayes _____ Nays _____ Abstain _____

BOARD ACTION

EXHIBIT II A-4

Action Date December 13, 2022

Effective Date: December 13, 2022

Action: Be it RESOLVED, that the Board of Education hereby approves the CSE/CPSE recommendations for students: 100162.

Cost Analysis:

Notes:

Motion by _____

Seconded by _____

Ayes _____ Nays _____ Abstain _____

BOARD ACTION

EXHIBIT II B-1

Action Date: December 13, 2022

Effective Date: December 13, 2022

Action: Be it RESOLVED, that the Board of Education hereby approves the Treasurer's report consisting of Budget and revenue status reports as well as bank reconciliations for General, Cafeteria, Federal, Payroll and Capital Funds.

Cost Analysis:

Notes: The Board will review the Treasurer's report prior to the Meeting.

Motion by _____

Seconded by _____

Ayes _____ Nays _____ Abstain _____

BOARD ACTION

EXHIBIT II B-2

Action Date: December 13, 2022

Effective Date: December 13, 2022

Action: Be it RESOLVED, that the Board of Education hereby approves the Payment of Claims as listed on Warrant #6.

Cost Analysis:

Notes: The Board will review the Warrant prior to the Meeting. The complete receiving packet, inclusive of purchase orders, packing slips, and invoices will be available to be reviewed by the board.

Motion by _____

Seconded by _____

Ayes _____ Nays _____ Abstain _____

BOARD ACTION

EXHIBIT III B-3

Action Date: December 13, 2022

Effective Date: December 13, 2022

Action: Be it RESOLVED, that the Board of Education hereby accepts the donation in the amount of \$100.00 from the Edinburg United Methodist Women to be used for school supplies.

Cost Analysis:

Notes:

Motion by _____

Seconded by _____

Ayes _____ Nays _____ Abstain _____

BOARD ACTION

EXHIBIT II B-4

Action Date: December 13, 2022

Effective Date: December 31, 2022

Action: Be it RESOLVED, that the Board of Education hereby approves the attached substitute rates for the 2022-2023 school year.

Cost Analysis:

| | | | |
|---------------------|------------------|-------------|------------------|
| Teacher – Certified | \$115.00 per day | Uncertified | \$105.00 per day |
| Nurse – RN | \$19.00 per hour | LPN | \$17.00 per hour |
| Office (Secretary) | \$14.25 per hour | | |
| Teacher Aide/LTA | \$14.25 per hour | | |
| Night Cleaner | \$14.25 per hour | | |
| Laborer | \$15.00 per hour | | |
| Bus Driver | \$18.00 per hour | | |
| Bus Attendant | \$14.25 per hour | | |
| Food Service Helper | \$14.25 per hour | | |

Notes:

Motion by _____

Seconded by _____

Ayes _____ Nays _____ Abstain _____

BOARD ACTION

EXHIBIT II C-1

Action Date: December 13, 2022

Effective Date: November 17, 2022

Action: Be it RESOLVED, that the Board of Education hereby accepts the resignation of Gregory Blowers, Head Custodian, effective November 17, 2022.

Cost Analysis:

Notes:



Edinburg Common School <ecs1@edinburgcs.org>

Fwd:

1 message

Michelle Ellis <mellis@edinburgcs.org>
To: Edinburg Common School <ecs1@edinburgcs.org>

Fri, Dec 2, 2022 at 8:40 AM

----- Forwarded message -----

From: **Gregory Blowers** <gblowers@edinburgcs.org>
Date: Mon, Nov 28, 2022 at 12:47 PM
Subject:
To: Michelle Ellis <mellis@edinburgcs.org>

On this day 11/17/2022 I would like to resign from Edinburg common school for personal reasons Gregory Blowers

--
Michelle L. Ellis
Superintendent

Edinburg Common School
4 Johnson Road
Edinburg, N Y 12134
Phone: (518) 863-8412
Fax: (518) 863-2564
Education + Commitment = Success

mellis@edinburgcs.org

Motion by _____

Seconded by _____

Ayes _____ Nays _____ Abstain _____

BOARD ACTION

EXHIBIT II C-2

Action Date: December 13, 2022

Effective Date: _____

Action: Be it RESOLVED, that the Board of Education of the Edinburg Common School District, pursuant to Section 3012 of the Education Law and in compliance with part 30.3 of the Rules of the Board of Regents, upon the recommendation of the Superintendent, does hereby appoint Mrs. Leah Lapczenski to the position of Teacher in the Elementary tenure area for a probationary period of four years, to commence on _____ with ending date of _____, who holds a valid New York State Certification permitting her to teach Childhood Education, grades 1-6.

Cost Analysis: Per EEA Contract

Notes:

Motion by _____

Seconded by _____

Ayes _____ Nays _____ Abstain _____

BOARD ACTION

EXHIBIT II C-2

Action Date: December 13, 2022

Effective Date: _____

Action: Be it RESOLVED, that the Board of Education hereby appoints _____ as Head Custodian effective _____ pending fingerprint clearance. There will be a six-month probationary period starting _____ thru _____.

Cost Analysis:

Notes: