

Finance Committee Meeting
Minutes.

September 23, 2014

Present: Joe Phelan, Tom Burnell, Diane Lyons, Mark Fleischauer, Deirdre Burns

1. Lunch Program.

- Review of "Shared Personnel Agreement By and Between Red Hook CSD and Rbk CSD for School Lunch Director." Cost and time allocation= 2/3 RH, 1/3 Rbk. Cost will be approximately \$40,000 for Rbk/year (some costs - phone, driving reimbursement - will be variable by month), an estimated savings of \$40,000 for Rbk/year. Billing from Red Hook to be determined - monthly or quarterly. Will be on next BOE agenda for approval.
- Key variable in program success this year: participation levels. Tom expressed concern that students have to get used to USDA nutrition changes, i.e., no more hard rolls used for popular breakfast item. Trying to use more fresh products (real eggs vs. substitute, fresh fruit and veggies). Will review September participation levels at next meeting.
- Discussion of marketing of the program. Health and Wellness Committee will be meeting with Steve Jensen to talk about web presence on new web site. Menu to be sent out via email to parents on Fridays for the following week so parents can plan. It may be helpful to notify parents when local vendors are being used and also to notify parents of all the options on the cafeteria, not just the complete meal. Use of Twitter on the horizon. Mr. Anthony wants to talk with art teachers about getting students involved in making cafeteria spaces more inviting.
- On line credit card payment option, School Bucks, will be up and running by November. \$1.75 fee per transaction. Sending in a check is still an option. Money left over on accounts at the end of the year will be refunded. System can be used for other school related payments, i.e., prom, play tickets.

2. Technology Project Funding.

- Project not completed - a couple more weeks. Cost of project= \$220,000. Earmarked grants=\$150,400+. Discussion of balance of \$70,000+
- TB's recommendation is to take \$70,000 out of tax certiorari fund - well funded and fewest restrictions. Will leave tax cert reserve with \$160,000 which Tom believes is adequate. Can move workers comp excess funds to tax cert if necessary.

3. Budget issues to be discussed as budget is developed:

- No DEHIC holiday this year.
- Increases in Special Education this year - that department is expected to use all its budget.
- Tightening up budget to revenue margin in this year's budget leaves us with less room for budget modifications.
- Tom expressed concern about expenditures exceeding revenues this year.

4. Review of draft budget calendar.

- NY State budgeting deadlines are not yet available.

- Discussion of BOE budget adoption date. April 21st is not a scheduled BOE meeting but we need to meet that evening to vote on BOCES budget. Will alert Board to keep date available for budget adoption if necessary.

Next Meeting: October 14, 2014

Agenda:

1. Look at fund balance and projections over time.
2. Examine reserve funds.
3. Discuss class size and budget development.
4. Other committee goals?
5. Ongoing lunch program participation review.

Submitted by Deirdre Burns

Audit Committee Meeting Minutes

September 23, 2014

Present: Laura Schulkind, Deirdre Burns, Rick Walker, Tom Burnell

ACTIVITIES AUDIT PROCESS

Tom Burnell reports that the transition to the new ExtraClassroom Advisor has gone smoothly.

Gideon Moor has completed the necessary training and has contacted the advisors to all organizations and activities.

Of particular importance is that he clarifies which types of sales are subject to sales tax and which are tax free.

EXTERNAL AUDIT

The primary focus of our next meeting and that of a subsequent Board of Education meeting will be the external auditor's report. That report has been completed and we expect to receive copies sufficiently in advance so that we can work through it at our meeting on October 14th. We plan then to bring it to the BOE for explanation, comment and acceptance at one of the October meetings.

A representative of Toski & Co. should be at both the committee and BOE meetings.

COMMUNITY MEMBER ON THE AUDIT COMMITTEE

The committee continues to move forward with the process of adding a community member. This addition is allowed by our charter. We seek to determine the appropriate procedure for defining that role, advertising the position and making a recommendation to the President of the BOE and/or the Board.

CAFETERIA PROGRAM

In line with our continuing Board goal to provide a cafeteria program that is both nutritionally sound and fiscally responsible, our district joined with Red Hook this year in a co-operative program.

We share a food service manager who oversees the cafeterias in both districts.

We have agreed to a contract with Red Hook with regard to the payment of that individual.

To improve efficiency, we are looking toward connecting with a credit card company to provide an additional method of paying/pre-paying for meals.

Next meeting on October 14, 2014

AGENDA:

- 1.) Review the external auditor's report.

Respectfully submitted by:

Richard Walker

4.1.3

Personnel Committee Minutes

September 24, 2014

Present: Joe Phelan, Tom Burnell, Lisa Rosenthal, Rick Walker, Diane Lyons

The committee discussed:

- 1-The ongoing contract negotiations with the ANIE unit
- 2-The administrators contract negotiations will be sometime in the spring
- 3-The contract status of several employees currently unrepresented by any bargaining unit.

To be discussed at the next meeting:

- 1-The BOE tenure recommendation process. The committee will look at the current process. There may need to be changes due to the new APPR.
- 2-APPR agreement

Next meeting Oct

Respectfully submitted by Diane Lyons

4.1.4

Curriculum Committee Minutes

September 30, 2014

Attending: Deirdre d'Albertis, Laura Schulkind, Rick Walker, Joe Phelan, Marvin Kreps

Curriculum Development Work

Marvin Kreps provided a general history of the Standards Movement in education as a framework for discussing our District's summer curriculum development work. The District's philosophy is to apply best practices of the National Councils of Math and ELA professionals to inform the work we do in developing appropriate units of study that adhere to the standards and mandates imposed by NY State.

In developing the latest curriculum documents, Rhinebeck chose not to adopt the EngageNY modules wholesale. Over the past 10-15 years, the district has worked to develop rigorous unit plans so that no matter what happened with standards and testing requirements down the road, we would be in a strong position to adjust the units as necessary.

Chancellor Livingston Elementary

Each Grade Level Team in the elementary school worked over the summer to create new unit plans broken down by grade level and timed based on academic quarters. All of these units and lesson plans were defined and mapped to the standards. Guidance documents were developed so that a shared understanding of the lessons was clear across grade levels. Classroom coverage can also be more easily managed if and when a substitute is required.

The committee is keenly aware of the many hours of hard work and dedication these professionals put in to create curricula documents that are distinctly Rhinebeck's and appropriate for Rhinebeck's students. Teachers identified materials required to deliver instruction and resources were made available to provide for those needs. The goal has been to create flexibility within the structure to allow for personal teaching styles to come to play in the classroom while being mindful that too much flexibility can produce inconsistency in instruction.

During a recent Superintendent's Conference Day, the Chancellor faculty was able to present their plans to their colleagues so that each grade level had a better appreciation of the work of each teacher K-5. Marvin reported that it was a great way for our teachers to begin developing a community of practice, and build greater understanding of the strengths of their colleagues. The general feedback Marvin has received is that the teachers were happy for the chance to collaborate with their colleagues in ways that had never been possible before. Teachers are also impressed that the students have responded so favorably to the rigor of the new lessons.

Right now, Marvin, Brett King and our AUSSIE consultant are reviewing each aspect of the elementary plan including instructional supports & scaffolding, pre- and post-test data alignment and developmental appropriateness of lessons among other components. Once this checklist has been reviewed, the teachers will be given a chance to adjust their lessons as necessary before final documents are generated.

The target distribution date of the curriculum documents to the Curriculum Committee is mid-November. We have scheduled a special meeting on December 1st to meet with Marvin & Joe to ask questions and

provide feedback. Once this first batch of documents is reviewed and accepted by the full Board, we will move on to the Middle School and High School curricular documents.

Bulkeley Middle School

The Middle School summer work included a variety of approaches to curriculum design as there are many units already aligned to the standards. There is some instructional material from Expeditionary Learning (EngageNY) that the Middle School team modified for Rhinebeck's purposes. The Math curriculum has been fairly closely adhered to as the Math textbooks are very closely aligned to the standards.

Rhinebeck High School

In the High School, Mr. Randall continues to develop the Geometry curriculum while the Integrated Algebra material was developed over the course of the 2013-14 school year. The English Department initiated a review of the high school ELA courses in light of the new ELA Regents exam. Over the summer an outside Consultant was brought in to work with the department to review not only reading lists, but writing protocols, grammar usage and vocabulary instruction. The need to articulate and align each high school ELA course with the common core standards and new Regents exam was identified. The consultant's work with the department has provided a platform for positive discussions and change. The goal is to have the high school ELA courses articulated and aligned with the new standards in time for the rollout of the Common Core English Regents exam in 2016.

Yearlong Agenda

- Ric Campbell Grant - how will this work become practice, not parallel project?
- Curriculum Governance Council - framework and implementation
- Comprehensive Health Plan - Health, Wellness, PE curriculum review
- New Curricula Review - K-12
- Instructional Technology Plan - digital learning platforms and plan for what "technology instruction" looks like going forward (Dec/Jan meeting)
- Social Studies framework
- Next Gen Science Standards
- Potential ELA adjustments

Submitted by: Laura Schulkind

**COMMUNICATIONS COMMITTEE MINUTES
OCTOBER 3, 2014**

Attendance: Laura Schulkind, Deirdre Burns, Deirdre d'Albertis, Joe Phelan, Stephen Jensen.

Website Redesign: Members of the committee met with Ed Schindler, a consultant who has been retained to help update and streamline the District's website. Ed walked us through the various functions of the site currently under construction. The new site will be "cleaner," less crowded with text, even as the navigation section should become more intuitive and easy to use. "Ask the District" and Twitter feed icons can be prominently featured on the home page. He will look into enabling Google Translate for each page on the site, increasing ease of use for all families. Teacher portal accounts will also be improved. The Board of Education page may be reorganized to feature in one place all relevant documents, minutes, agendas for public access. Calendaring can be improved either with Google Calendar or Office 365, allowing for color-coding and coordination of all district events in one easy to use, easy to update place.

Ed has moved from the relatively limited suite of options offered by WordPress to customize the site so as more effectively to meet the needs of teachers, administrators, students, and families. He highlighted the enhanced editing capacity for those who will manage the site.

Joe observed that it will be crucial over the coming weeks for Steve and Ed to share the various options for website improvement with administrators, teachers, and staff to consider how the many users of the District site actually work with this communication tool. How, for instance, might the Guidance Office like to see its page updated and improved? What distinctive qualities would each principal like to see highlighted on the page for each building/school? We can't move forward without this valuable input.

Laura has prepared a detailed list of questions and suggestions for Steve/Ed following from her own careful review of the beta site.

Wireless Project Delays: Steve updated the committee on unforeseen difficulties both with Carousel, the vendor, and other entities (BOCES, CSI) involved in installing wireless throughout the district. RCSD's highly customized system evolved over the last 15 years. The unique configuration of the existing system has caused unexpected challenges in terms of configuring anew each port separately. The library in RHS/BMS has been particularly hard hit during this time of transition. Members of the committee agreed that it is important to communicate clear expectations for a timeline on completion both internally and with those who are currently working to overcome the various problems bedeviling the new system.

RCSD and Twitter: Superintendent Joe Phelan is now "tweeting" on behalf of the District. "Follow" him and stay tuned!

PTSO and BOE: The committee affirmed its desire to work collaboratively with PTSO in sharing news within the District. Alerting community members to the new Twitter feed will be helpful. Directing interested folks to our board minutes (for instance, the monthly report of the principals and "Good News" section of the meeting) could also be fruitful. Joe Phelan reiterated his willingness always to respond to community queries and concerns, either in person or over the phone/via e-mail.

Open Houses and Parent-Teacher Communication: The BOE has identified communication between parents and teachers as one of its four goals for 2014-15. Trustees spoke to this at Open Houses in each of the school buildings. Joe will contact representatives of the RTA to see if they would like to reconvene the informal "communication" group that met successfully with representatives of the BOE for the first time this spring. Deirdre Burns noted a suggestion which came out of that group meeting in June that each building articulate its own take on "best practices" for communicating between school and home (this could even be reflected in the website with the individualized pages for CLS, BMS, and RHS).

Save the Date: Our first Coffee with the Board event will take place on Thursday, October XX.

Agenda for our next meeting:

--Look at Johns Hopkins National Network of Partnership Schools (NNPS) as a possible partner for communications survey of parents and teachers.

--Relative to our communication goal for the year, this group will begin talking concretely about how to celebrate outstanding accomplishments within the district. Laura directed us to the "success summaries" of the Pittsford District website. Making time at our meetings—and finding a congenial format-- to acknowledge progress and achievement will be our aim.

Respectfully submitted,

Deirdre d'Albertis

4.16

RHINEBECK CENTRAL SCHOOL DISTRICT/FACILITIES COMMITTEE

Minutes of Meeting of October 8, 2014

Present: Mark Fleischhauer, Lisa Rosenthal, Joe Phelan, Tom Burnell,
Sheldon Tieder (absent: Deirdre D'Albertis).

The Committee discussed the following topics: (1) the revised schedule of building use fees; (2) an update on the wireless project; (3) an update on the status of the Dutchess-BOCES RFP for architectural and engineering services; (4) the process for developing a referendum for financing a capital project; and (5) other topics.

1. **Building Use Fees:** The Committee reviewed the revised schedule of building use fees. Discussion was had regarding charging for the use of the parking lot at the high school/middle school, which would be a change from previous practice. Sheldon estimated that there are 200 parking spaces available at the building, not counting lawn parking (which is not contemplated to be included). The Committee decided to change the designation for such a charge to "Event Parking". The Committee will recommend that the Board adopt a charge of \$1/parking space used, but only for use of the lot by private, for-profit groups (designated as "Group 5" on the schedule). The Committee also discussed the charges for sound and lighting in the auditorium, tuning the baby grand and/or studio pianos, and the use of an "auditorium manager," a position that does not actually exist. The Committee decided to change the schedule to eliminate the auditorium manager requirement and piano tuning; if groups wish to use the auditorium, they will have to obtain their own management (likely from an outside contractor) and tuning, if they so desire. These and other changes (such as removal of the entry for use of the thrust stage, which the Committee previously decided should not be offered to non-school users) will be reflected in the schedule to be presented to the Board at the meeting on October 14, 2014. The effective date of the revised charges will be October 15, 2014, but groups that have already put in their paperwork for use of building facilities prior to that date will pay charges at the current rates.

2. **Wireless Project Update:** Tom reported that the wireless project is mostly completed, with just fine-tuning still being done by Carousel, the contractor. The Internet speed is now said to be very fast at the high school/middle school. He was uncertain of the exact status of the work at the elementary school, but he thought that work was almost completed as well. There should be further information at the next Board meeting.

3. **Update on Status of Architectural/Engineering RFP:** Tom informed the Committee that the RFP was sent out by Dutchess BOCES this past month and that proposals are due shortly. Once the proposals are received, BOCES will provide them to the participating school districts for further action. Tom believes that the district will have to do its own vetting of the firms that submit proposals. Depending on which firms submit proposals, the district may also reach out to other architectural and engineering firms that it has had experience with, to seek proposals from them as well. The purpose

of these proposals is to retain an architect and engineer to perform the Building Condition Survey ("BCS") that must be performed in 2015, but the district anticipates that the firms chosen are also likely to be used for the upcoming capital project (discussed below), assuming the firms perform satisfactorily.

4. **Capital Project Referendum:** Tom provided the Committee with a slideshow he obtained from the New York State Association for Superintendents of School Buildings and Grounds, which outlines the process of developing a capital project referendum (a copy of the slideshow accompanies these minutes). The Committee reviewed the slideshow and discussed the development of a timeline for the project (which will be a reconstruction project rather than a new construction or addition project). Tom and Sheldon will collaborate on putting the timeline together, and Tom will seek input from Bernard Donegan, the bond counsel the district has used to obtain its previous capital bond issues. Because the BCS will likely form the basis for development of the referendum, Tom will advise the Committee at its next meeting when the BCS can begin (there is a date, which Tom and Sheldon did not know offhand, before which the BCS cannot begin pursuant to SED regulation). Tom anticipates that the bond issue would be a 15-year obligation, the specifics of which will be discussed by the Finance Committee.

5. **Other Topics:** Sheldon advised that one of the two hot-water heaters in the high school/middle school building is no longer working. Because the cost of repair exceeds the cost of replacement, Sheldon and Tom recommend that the heater be replaced with a more modern, energy efficient and smaller model. The cost of replacement is expected to be less than \$40,000. Money for the replacement heater is available in the facilities budget, but it will mean that there will not be funds in that budget line to do any other non-emergency projects this school year.

Sheldon suggested that the district consider creating a reserve fund specifically for repairs and that annual contributions be made to such fund as a budgeted item. He expects there are several repair items that will need to be done over the next few years, such as recoating the track at the high school/middle school field. The Committee suggested that Tom and Joe discuss this with the Finance Committee.

Next Regular Meeting: November 12, 2014

Dated: October 9, 2014

Respectfully submitted,

Lisa Rosenthal