

4.1.1

## Personnel Committee Minutes

April 25, 2019

Present: Joe Phelan, Laura Schulkind, Steve Jenkins, Tom Burnell, Diane Lyons

The committee discussed the idea of a medigap plan for our retirees. These plans are geared toward the person 65 or older as a supplement to Medicare. This type of plan is offered through a private company. The benefit to this plan is a much cheaper premium and unlike traditional plans many of these offer dental and vision coverage. This is something many of our retirees do not currently have. The committee will gather more information and possibly speak with someone at our next meeting that can answer some question we have. If a policy like this was offered it would most likely be on a voluntary basis.

We spent the remainder of the meeting working on the sub placement on the salary schedule policy # 9410. Tom will gather some additional information from local districts. Joe will have the policy committee look at it next.

Next meeting: May 16th

Respectfully submitted by Diane Lyons

4.1.2

Policy Committee minutes

April 25, 2019

Present: Joe Phelan, Mark Fleischhauer, Diane Lyons, Elizabeth Raum

Guest: Jonah Carleton, Grace Ellis, Reagan Schweppe, Sarah Wheeler

9410- Sub placement on salary schedule- draft changes were reviewed. More work to be done

The committee was joined by members of the high school newspaper and their advisor. We invited the students to discuss policy 5220 student publications. After reviewing the role of the policy committee students discussed their experiences working on the school newspaper. They talked about ways they would like to see the paper expand in the future and how updating this policy could help. The use of social media, advertisements and mail subscriptions were among the topics. The group shared some frustrations with the amount of review required to have an article published and that for some students who like to submit the occasional article but are not members of the club it is especially frustrating. We discussed censorship and how the school newspaper is a reflection of the entire school. Joe asked the students if they would send us any changes they would recommend the committee look at and they agreed to do so.

Next meeting May 23rd

Respectfully submitted by Diane Lyons

**Attendees:** Tom Burnell, Mark Fleischhower Joe Phelan, Lisa Rosenthal, Jaclyn Savolainen, Sheldon Tieder

### **Capital Project Update**

Sheldon reported that we have released eight contracts for bid and awarded all except for the roof and site work. We will rebid for the roof by breaking it into two separate bids because the shingle and foam work are very different types of jobs and it turns out that companies tend to specialize. The expected time frame is that the new roofing bids will be due in mid-May and ready for a board vote on May 28. Rebidding for the site work will happen a little later.

Timing and order of operations for the whole project is complicated. For example, one project involves consolidating three electric services into one, and we aren't sure how long the middle/high school building won't have power. We need to avoid overlapping this phase with the asbestos abatement work as much as possible because that work will need reliable power.

Elsewhere, work has already started. Contractors have been in for window measurements. Plumbers have started supply lines in the basement to be used for the irrigation system. Lime Energy started the lighting project at CLS. Sheldon noted that the light color looks the same as before and the fixtures now look more like skylights in terms of being a solid block of light instead of seeing bulb outlines. Plumbing and lighting work will continue during second shifts and on days the schools are closed.

### **Summer Work**

CLS – kitchen, skylights, access ladders

BMS/RHS - asbestos abatement, floors, ceilings, windows in the 140-wing and bathrooms, probably roof work

### **Fire/Emergency Drills**

Sheldon shared with the committee some details about how we conduct fire drills. He will be looking at when in the procedures the “all clear” call is made in each building because there is a 3 ½ minute difference between CLS and BMS/RHS. It may be that the elementary school just takes much longer because the younger children need more direction and structure, or it may be that the building leaders are declaring “all clear” at a different point in the process.

Sheldon also talked about the various ways he tests teachers, students, and maintenance staff to see how they would react in real emergencies. He's found teachers and students sometimes don't know what they should do if a fire started in their classroom. He also says the code system for building zones is not easy to read and interpret so he wants to create a color system and clarify zone descriptions to simplify communications between the fire department and our staff.

Arlington HS created a video for students to help them understand the reasons for why we do different things during a lockdown. Sheldon showed the video during a safety meeting and we are considering doing that here. Ed Davenport will ask the video club about creating something similar for Rhinebeck.

Lisa suggested that we add to the beginning of the year orientation process by asking students if they know where fire alarm pulls are and how to use them. Sheldon noted that we need to improve teacher training regarding guidelines recommended by the fire department. A teacher who discovers a fire should pull an alarm and get the students out – not try to use an extinguisher but to leave that to trained responders. Tom suggested that maybe we can get someone from Utica National to come do trainings on conference days.

**Next meeting:** Thursday, May 23

Respectfully submitted by Jaclyn Savolainen

4.1.4

**Long Range Planning Committee Meeting Minutes**  
April 30, 2019

**Attendees:** Diane Lyons, Joe Phelan, Steve Jenkins, Tom Burnell (Laura Schulkind absent)

We discussed the preliminary enrollment projection report that Tom is putting together which will show the effect on staff and programs once the small 3-section grades reach the middle school. These numbers will be rough guides, as we know there are student additions along the way. School year 2021-22 is the year that these students reach BMS. The current 4<sup>th</sup> grade has 91 children and includes the self-contained class. This report will be due July 1

We discussed the summer administrator's workshop where restructuring would be discussed, with the draft of a plan to be completed. It would cover curriculum, physical space, guidance, staffing, etc. Lloyd Jaeger will facilitate this workshop. Joe will set an August date. Delivery of this report will occur in September and a recommendation will be provided by Dec 1.

**Next Meeting TBD**

Respectfully submitted by Steve Jenkins

4.1.5

## **Finance Committee Meeting**

May 2, 2019

Attendance: Joe Phelan, Elizabeth Raum, Tom Burnell, Mark Fleischhauer

### **Budget Brochure**

This is a comprehensive document of the RCSD budget including an introductory section of the Board of Education and when/where to vote; the school budget with a three-part summary including an administration, program and capital components; Superintendent salary disclosure; and pupil achievement data.

The Budget Brochure will be available Wednesday, May 7th for the public one week before the Budget Hearing in our district public libraries (Starr, Rhinecliff), town hall, village hall and in the Principal offices of each school. Tom is also looking to post on our website.

### **nVision Update**

Training is in process for our new accounting HR software and will be up and running July 1<sup>st</sup> (whilst doing a parallel payroll with the old system Infomatic).

### **BOCES Computer Lease Update**

All leases are moving ahead as planned but we may not qualify for the eRate refund (equipment not services). Tom is reviewing options for how to receive refunds by other means.

Next Meeting: June 6<sup>th</sup>, 2019

Respectfully submitted: Liz Raum

## Communications Committee Minutes

May 9, 2019

**Attendees:** Stephen Jensen, Joe Phelan, Elizabeth Raum, Jaclyn Savolainen, Laura Schulkind

### **Budget Related Publications**

This year's budget newsletter ("The Resource") has been printed and will be mailed shortly. Committee members will review it independently and let Joe and Steve know about any corrections or changes to be made for next year. The only section of the newsletter that is required by law is the School District Budget Notice on the top of page 7.

State law also requires that the district makes available to the public a printed set of documents supporting the budget. About 40 copies of this "Budget Book" have been printed and are available in the district office, Rhinebeck Town Hall, and Starr Library. The contents of this book (including the introductory letter, Student Achievement Data, and NYS School Report Card) will be available online but not in consolidated form.

The newly created "Budget 101" document will go live on the district website tomorrow after Steve finishes adding some definitions to the glossary section. The purpose of this document is to provide to interested community members with tools to better understand the concepts, terms and processes related to our school budget and taxes.

Steve will also rearrange and relabel some of this year's budget documents on the district website to make them a little more accessible to the public. Over the summer, the committee will begin the task of more broadly rearranging content on the district website. We are not redesigning the website but rather hoping to make it more user-friendly by focusing on how parents and other community members would search for information.

### **District Brochure**

Steve is making gradual progress on a tri-fold promotional pamphlet for the district. Once completed, this pamphlet will provide prospective homebuyers with information about Rhinebeck schools. The brochure will have sections on our vision, students, teachers and community. There will be photographs with students from each of the schools and we will highlight various outstanding programs and accolades. Steve will prepare a list of ideas to populate the bullet points and the committee will choose favorites. Steve will also create a new email (possibly [welcome@rhinebeckcsd.org](mailto:welcome@rhinebeckcsd.org)) to receive inquiries.

### **Live Streaming Sports**

Joe reported that the district is close to signing a contract with NFHS, the company providing live streaming for video coverage of our sporting events and other non-copyrighted public events like graduation. They have offered to provide us with two automated and unmanned camera systems (worth \$5000) for free in exchange for their keeping full subscription incomes for the first 3 years of a 5-year contract. They would provide equipment, installation and maintenance on one indoor and one outdoor camera system. We would still be able to use other video recording devices to capture events in locations not covered by the NFHS cameras. We will not have to reach a subscription quota. Joe anticipates that the value of the camera systems will exceed the subscription income so this looks like a good deal for us.

### **"Tell Us About Your Student"**

Last year, the committee proposed that BMS and RHS adopt and modify the "Tell Us About Your Student" form used in CLS just before the beginning of each school year. Offering this form to parents of middle and high school students advances our Student Social and Emotional Wellness goal.

Unfortunately, the idea came up too late last year to be used, but Joe will bring it up at the next administrators' meeting to see if it can be implemented this August.

**Next meeting:** Moved from June 13th to June 12th, 2019

Respectfully submitted by Jaclyn Savolainen

4.2

**RHINEBECK CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION**

**SCHEDULE OF MEETINGS  
FOR THE 2019-2020 SCHOOL YEAR  
*DRAFT***

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*Regular Meetings of the Board of Education are held on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of every month in the Rhinebeck High School/Middle School Library at 7:00 p.m. Special Meetings or a change in the schedule will be called upon the request of the President of the Board of Education and will be posted.*

**2019**

July 9, 2019

*Organization Meeting*

February 25, 2020

March 10, 2020

July 23, 2019

March 14, 2020

*Budget Workshop (tentative)*

August 13, 2019

March 24, 2020

August 27, 2019

September 10, 2019

April 14, 2020

*Public Hearing & Adoption of the Budget  
(tentative)*

September 24, 2019

October 8, 2019

April 28, 2020

*BOCES Vote*

October 22, 2019

May 12, 2020

*Budget Hearing*

November 12, 2019

May 19, 2020

*Annual Meeting – Budget Vote*

November 26, 2019

December 10, 2019

May 26, 2020

**2020**

January 14, 2020

June 9, 2020

January 28, 2020

June 23, 2020

February 11, 2020