

44.1

RHINEBECK CENTRAL SCHOOL DISTRICT/AUDIT COMMITTEE

Minutes of Meeting of September 27, 2018

Present: Stephen Jenkins, Diane Lyons, Lisa Rosenthal and Tom Burnell.

Agenda: Reviewing status and planning for this year.

Tom updated us on the status of the annual external audit. The auditors planned to come to the BOE meeting on October 9, 2018 to present their report, and also planned to present to the Committee earlier that same day. After discussing scheduling, the Committee requested that Tom reschedule the auditors to come on October 23rd instead to present to the Committee and later that evening the BOE. He will also request that the auditors forward their report ahead of time so that the Committee members have an opportunity to review it ahead of time.

Tom reported that he understood that the auditors had not identified any issues of concern in their audit. The unassigned fund balance had risen to approximately 2.5-3% of the budget, a considerable improvement over the previous fiscal year. Tom also reported that this year the audit will report on GASBY 75, which for the first time requires school districts to show a line item for their entire unfunded health care liability for all staff. Previously, it had not been necessary to show this item for staff that were still in service as well as those who had already retired. As a result, Tom expects that item to look very large. However, it does not require any action by the BOE or the district and has no other impact on the district's financial reports, it is simply information for potential investors in the district's bonds.

Tom also reported that this coming year the NYS auditors will perform an operational audit of the district's cafeteria functions. This is actually a federally-mandated, periodic audit, which is performed by state personnel. The auditors are expected to look at the district's service, recordkeeping, compliance with federal standards, and free and reduced-price lunch programs.

The Committee discussed the possibility of having an internal audit performed this year. Subjects under discussion are a possible audit of the non-instructional staff and/or administrators. Tom was unsure of what sort of auditor would be appropriate for such audits, but he agreed to consult with other school business officials in the county to get their input. He will report his findings to the Committee as soon as possible.

Next Meeting: Tentatively scheduled for October 23, 2018 at a time to be determined, District Office Conference Room.

Dated: October 1, 2018

Respectfully submitted,
Lisa Rosenthal

4.4.2

FACILITIES COMMITTEE MINUTES

October 17, 2018

Attendance: Lisa Rosenthal, Jaclyn Savolainen, Mark Fleischhauer, Sheldon Tieder, Tom Burnell, Joe Phelan

Non-Project:

The Project Fit equipment has been installed and the grand opening for was held today.

Phone System and Key Card System:

The new key card system is operating at both school buildings. There were a few minor issues that have been resolved.

The new phone system has been installed at CLS. The cutover to the new system will take place on Friday, October 19 at approximately 3 PM. The new system will be fully operational for Monday morning, October 22.

The new system has many new capabilities such as PA announcements via the system. Administration will be meeting to decide if/when to implement these.

Project:

The bid process has been pushed back 2 weeks to allow the architects and legal counsel time to make changes to bid documents.

A tentative timeline was presented for bidding:

October 23 – Architectural drawings available to contractors

November 6 (3 PM) – Walkthrough with potential bidders

November 20 – Bid opening

December 11 – Bids awarded at BOE meeting

A special BOE meeting may be necessary to award bids prior to December 11. This would only be necessary to prevent the loss of a contractor who may be bidding on multiple projects.

Building Condition Survey:

The Committee briefly discussed that the next Building Condition Survey, required every 5 years by SED, will be due in about 2 years. Monies will need to be put in the 2019-2020 budget.

Next meeting: November 28 at 5 PM. Bids will be discussed.

Respectfully submitted,

Mark Fleischhauer

4.4.3

POLICY COMMITTEE MINUTES
October 18, 2018

Attendance: Diane Lyons, Mark Fleischhauer, Joe Phelan

Joe distributed a sample policy from SED "Integrating Mental Health Education and Well-Being within an Entire School Environment". The Committee Members are to review the policy for discussion at our next meeting.

Marvin Kreps and Emily Davison are reviewing the sample policy within their respective meeting groups as well.

The Committee then continued with the review of the district policy manual.

9110 – Confidential Managerial Employees – The committee recommends that the full BOE discuss this policy in executive session at a convenient time.

9120 – Appointment – The district should encourage teachers to get multiple certifications if they are able or inclined to do so. We will investigate education law as it pertains to incidental teaching. The committee recommends that the Long Range Planning Committee take a look at this policy as well.

9130 – Professional – No changes

9140 – Teacher's Handbook – No changes, however, the committee recommends that administrators consider using digital copies of the handbooks.

9190 – Health Insurance Benefits for Retirees – Checking to see if the policy is still relevant, as it applies only to retirees prior to 12/1/94.

9191 – Employee Personnel Records

9192 – Parental Rights to APPR Composite Scores and Quality Ratings – No changes

9193 – Employment of Students – No changes

9194 – Non-school Activities of Employees – No changes

9195 – Interim Appointments and Resignations – No changes

9240 – Recruiting and Hiring – No changes

Next meeting – November 29 – Review the above mentioned mental health policy and the *final 9 policies in the policy manual*

Respectfully submitted,

Mark Fleischhauer

Series: Series9000 **Sub Series:** 9100 **Policy Number:** 9110 [Printer Friendly \(opens in new window/tab\)](#)

Title

CONFIDENTIAL, MANAGERIAL EMPLOYEES

**Policy
Text**

The salaries of full-time managerial and confidential employees not covered by an employment contract shall reflect prevailing wages. The Superintendent shall provide comparative salary data to the Board annually, and shall recommend appropriate salaries based on prevailing wages. The Superintendent will recommend varied pay increases based on prevailing wages and/or employee performance. The Board of Education shall approve or disapprove such salaries upon the adoption and approval of the new budget for the ensuing school year, as required by law. The fringe benefits of full-time managerial and confidential employees shall be the same as those accorded to district employees covered by the Collective Bargaining agreement by and between the Association of Non-Instructional Employees and the Rhinebeck Central School District.

**District
Reference**

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**General
Reference****Adoption
Date**

1999-03-23

**Last
Revised**

Series: Series9000 **Sub Series:** 9100 **Policy Number:** 9120 [Printer Friendly \(opens in new window/tab\)](#)

Title

2018-19 Board of Education Goals

1. **Long Range Planning:** In addressing the challenges of declining enrollment and attaining financial stability, the Board of Education will develop and complete the draft of a 3-5 year long-range plan. Implementation of the plan will begin in the 2019-20 school year, will be finalized in the third year of this multi-year goal (2019-20), and will be updated annually thereafter.
2. **K-12 Technology Integration:** In the interest of supporting equal opportunity and access to technology to augment classroom instruction across grade levels as outlined in the CELT audit, the Board of Education will review and publicly discuss the improvement of equitable K-12 technology integration at regular intervals during the school year.
3. **Student Social and Emotional Wellness:** The Board of Education will review the survey data collected in 2017-18 and 2018-19 to assess the status of the social and emotional wellness of the District's children, will review and support a multi-year plan to assess and extend the improvement of student social and emotional health, and will receive periodic progress reports during the school year regarding the implementation of activities to improve student social and emotional wellness to date.
4. **Contract Negotiations:** The Board of Education is committed to reaching timely and fiscally-responsible contract settlements with both the Association of Non-Instruction Employees and the Rhinebeck Administrators Association in support of the District's educational goals.

Adopted 9/11/18

