

NORTH ROSE-WOLCOTT CENTRAL SCHOOL DISTRICT
 BOARD OF EDUCATION REGULAR MEETING
 FEBRUARY 23, 2021 6:00 PM VIA ZOOM

AGENDA

In light of increasing guidance from the state regarding COVID-19, the February 23, 2021 Board of Education meeting will be closed to the public and will be broadcast via Zoom.

1. Call to Order/Pledge of Allegiance

Approval of Agenda

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the agenda of February 23, 2021.

Motion for approval by _____, seconded by _____, all in favor ___-___.

2. Presentations/Discussions:

- Assistant Superintendent for Business and Operations – Robert Magin
 - 2021-2022 Budget
 - ❖ Special Education and Athletic Estimated Expenditures
 - ❖ Governor’s Proposal for State Aid
 - ❖ Funding and Use of Reserves Policy

3. Consent Agenda:

A motion for approval of items as listed under the CONSENT AGENDA ITEMS is made by _____, and seconded by _____ any discussion- All in favor ___-___.

a) Board of Education Meeting Minutes

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the Meeting Minutes of February 9, 2021.

b) Substitute Teachers and Substitute Service Personnel

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the individuals named on the substitute lists, which are on file with the District Clerk.

c) Recommendations from CSE and CPSE

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the recommendations for the Committee on Special Education dated January 20, 27, 29 and February 4, 11 and 12, 2021 and instructs the Superintendent to implement the recommendations on behalf of the following individuals identified by student number:

14437	12955	14424	11992	13762	11721
13828	14481	12672	13982	13786	13076
13971	14480	12537			
IEP Amendments:					
12433	14349	14346			

d) Personnel Items:

1. Letter of Intent to Retire-Linda Harper

Linda Harper, Cook Manager, has submitted a letter of resignation for purpose of retirement.

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law accepts the resignation for the purpose of retirement from Linda Harper as Cook Manager effective February 15, 2021.

2. Letter of Resignation – Angel Hasler

Angel Hasler, Cleaner has submitted a letter of resignation.

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law accepts the resignation from Angel Hasler as a Cleaner effective February 3, 2021.

3. Letter of Resignation – James Prentice

James Prentice, has submitted a letter of resignation as Varsity Wrestling Coach.

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law accepts the resignation from James Prentice as Varsity Wrestling Coach effective January 27, 2021.

4. Letter of Resignation –Zachary Crum

Zachary Crum has submitted a letter of resignation as Modified Wrestling Coach.

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law accepts the resignation from Zachary Crum as Modified Wrestling Coach effective February 2, 2021.

5. Letter of Resignation – Jerry DeCausemaker

Jerry DeCausemaker has submitted a letter of resignation as JV Wrestling Coach.

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law accepts the resignation from Jerry DeCausemaker as JV Wrestling Coach effective January 29, 2021.

6. Program Appointments

The following individuals are being recommended to work in enrichment programs that are funded by grants.

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the following individuals to work various enrichment programs during the 2020-2021 school year conditional upon a criminal history record check according to Commissioners Regulation §80-1.11 and Part 87.

Staff	Position	\$/Hr.
Courtney Grosser	Grant Program Teacher	\$30.00/hour effective 2/24/2021

7. Co-Curricular Appointments

A number of individuals are being recommended to fill co-curricular positions.

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, appoints the following individuals to fill co-curricular positions for the 2020-21 school year:

Name	Bldg.	Title	Salary
Ethan Durocher	HS	Athletic Event Scorekeeper	\$45.00/event effective 2/23/21
Cody Lapp	HS	Athletic Event Supervisor	\$45.00/event effective 2/23/21
Mark Williams	HS	Athletic Event Scorekeeper	\$45.00/event effective 2/23/21
Michael Flaherty	HS	Athletic Event Scorekeeper	\$45.00/event effective 2/23/21
Jackie Lockwood	HS	Athletic Event Scorekeeper	\$45.00/event effective 2/23/21

8. Coaching and Athletic Department Appointment

Marc Blankenberg recommends the following individual to fill a coaching position.

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the following coaching appointment for the 2020-21 school year, conditional upon a criminal history record check according to Commissioners Regulation §80-1.11 and Part 87, and successful completion of all required First Aid/CPR and Child Abuse courses.

Position		Name	Step	Years	Salary
Wrestling Coach	Varsity	Jerry Decausemaker	4	39	\$8,062
Wrestling Coach	JV	Brian Jeary	1	1	\$3,410
Wrestling Coach	Modified	Paul Petersen	1	1	\$2,426
Wrestling Program Volunteer Assistant Coach		Zachary Crum			Volunteer

Good News:

Other: (Time Permitting)

- Board Discussions

Motion for Adjournment:

There being no further business or discussion, a motion is requested adjourn the regular meeting.

Motion for approval by ____, seconded by ____, with motion approved __-__. Time adjourned: __:__ p.m.

NORTH ROSE-WOLCOTT CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION REGULAR MEETING
FEBRUARY 9, 2021 6:00 PM VIA ZOOM

PRESENT:

BOE Members: Lucinda Collier, Linda Eygnor, John Boogaard, Tina Reed, Paul Statskey, Jasen Sloan, Izetta Younglove

Superintendent: Michael Pullen

District Clerk: Tina St. John

Assistant Superintendent for Instruction and School Improvement: Megan Paliotti

Assistant Superintendent for Business and Operations: Robert Magin

Approximately 25 students, staff and guests via Zoom

In light of increasing guidance from the state regarding COVID-19, the February 9, 2021 Board of Education meeting was closed to the public and broadcast via Zoom.

1. Call to Order/Pledge of Allegiance

President, Lucinda Collier called the meeting to order at 6:02p.m.

Approval of Agenda:

Motion for approval was made by John Boogaard and seconded by Izetta Younglove with the motion approved 7-0.

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the agenda of February 9, 2021.

2. Presentations/Discussions:

- Student Presentation/Collaborative Classroom
 - Carson Smith, a first-grade student at North Rose-Wolcott Elementary School, reported on what he is learning in class this year.
 - NRWE Teacher Samantha Bruehl gave a presentation about Collaborative Classroom and its implementation at NRWE.
- STEM Education Outreach Program
 - Sarah Demaray, NRWE STEAM Teacher and Samantha Gardner, NRWE Parent Liaison gave a presentation about the school's STEAM curriculum and a donation of 12 Hess Toy Truck STEM Kits.
- SWBR & Campus Construction
 - Kevin Donaghue from Campus Construction and Steve Rebholz from SWBR provided a status update and answered questions regarding the Capital Project.

3. Reports and Correspondence:

- High School – Scott Bradley, Jason Shetler, Caitlin Wasielewski, Amy Wiktorowicz
 - The High School Team updated the board on progress made toward School Improvement goals during the first half of the academic year.
- Board of Education Building Liaisons
 - Elementary School – Jasen Sloan, Izetta Younglove
 - Mr. Sloan praised the school's focus on literacy and highlighted the hard work of teachers, staff and parents in making academic gains so far this year, as well as Parent Liaison Samantha Gardner for her work in starting the Our Community Reads program to encourage students and families reading.

- Mrs. Younglove had nothing additional to report.
- Middle School – Tina Reed
 - Ms. Reed reported that the middle school is off to a good start of the second semester.
- High School – Paul Statskey
 - Mr. Statskey highlighted the Kindness Challenge at the high school and a Student council-run food drive.
- Audit Committee – Linda Eygnor, Izetta Younglove, Jasen Sloan
 - The Audit Committee met with Mr. Magin to review the Single Audit Report. The Committee is making the recommendation that it be approved by the BOE.
- Four County School Board Association Representative – Linda Eygnor
 - Ms. Eygnor discussed the State Position Paper 2021
 - Ms. Eygnor discussed the Four county Annual Executive Board meeting and Election of Officers.

4. Consent Agenda:

A motion for approval of the following items as listed under the CONSENT AGENDA is made by Paul Statskey and seconded by John Boogaard with the motion approved 7-0.

a) Board of Education Meeting Minutes

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the Meeting Minutes of January 26, 2021.

b) Substitute Teachers and Substitute Service Personnel

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the individuals named on the substitute lists, which are on file with the District Clerk.

c) Recommendations from CSE and CPSE

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the recommendations for the Committee on Special Education dated January 13, 2021 and instructs the Superintendent to implement the recommendations on behalf of the following individuals identified by student number:

12032	12685	14184	11133	11536	14036			
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d) Treasurer Report

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law approves the Treasurer Report for December 2020.

e) Donation to the District

The Cougar Pride Parents Organization has donated 12 Hess Trucks to the District to be used in the STEAM classes.

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law accepts the donation of the HESS Trucks by the Cougar Pride Parents Organization.

f) Single Audit Report

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the Single Audit Report for the year ending June 30, 2020.

g) Revised Extraclassroom Corrective Action Plan

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the revised Corrective Action Plan for the year ending June 30, 2020.

h) Personnel Items:

1. Letter of Intent to Retire-Amy Shear

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law accepts the resignation for the purpose of retirement from Amy Shear as a Clerk Typist effective September 4, 2021.

2. Co-Curricular Appointments

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, appoints the following individual to fill a co-curricular position for the 2020-21 school year:

Last	First	Bldg.	Title	Step	Year	Salary
Schwind	Christine	HS	Solo Festival Advisor (Chorus)			\$22/hr. – max \$176

3. Permanent Appointment – Donna Mills

RESOLUTION

Be it resolved, that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law approves the permanent appointment of Donna Mills a Teacher Aide effective February 25, 2021.

4. Appoint Director of Facilities II – Gregory Haberlau

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the 52 week probationary appointment of Gregory Haberlau as Director of Facilities II, conditional upon a criminal history record check according to Commissioners Regulation §80 1.11 and Part 87 as follows:

Probationary Period: February 16, 2021-February 15, 2022

Salary: Contract is on file with the District Clerk

5. Appointment of School Safety Committee

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the appointment of the following individual to the North Rose – Wolcott Central School District Safety Committee for the 2020-21 school year:

Gregory Haberlau

6. Certify Lead Evaluators

RESOLUTION

WHEREAS, the following administrator has completed trainings which meet the requirements of 8 NYCRR 30-2.9 and the North Rose-Wolcott Annual Professional performance Review Plan (APPR) for certification as a Lead Evaluator of teachers:

- a) Marc Blankenberg, Director of Health, Physical Education and Athletics

BE IT RESOLVED, that, upon recommendation of the District Superintendent, that the above listed administrator be certified as a Lead Evaluator of teachers.

Good News:

- Various newspaper articles

Superintendent Update:

- Mr. Pullen mentioned the creation of a Safe Schools Hotline number that will soon be activated for students or staff to anonymously report concerns.
- Mr. Pullen recognized Miss Samar's first grade class at NRWE for celebrating 100 days of school and Mrs. LaValley's class at NRWHS for leading the Kindness Challenge at the high school.
- Mr. Pullen thanked local town supervisors and highway departments for keeping roads clean and helping to facilitate safe travel to and from school during the winter months.
- Mr. Pullen recognized the Wayne County Department of Health for their efforts during the COVID-19 pandemic.

Other: (Time Permitting)

- **Board Discussions – there was not a discussion**

Informational Items:

- Claims Auditor Reports

EXECUTIVE SESSION:

A motion was requested to enter executive session to discuss the employment history of a particular person.

The motion was made by Tina Reed and seconded by Izetta Younglove with motion approved 7-0.

Time entered: 7:30 p.m.

Return to regular session at 8:11p.m.

Adjournment:

A motion was requested to adjourn the regular meeting.

Motion for approval was made by Linda Eygnor and seconded by Izetta Younglove with motion approved 7-0.

Time adjourned: 8:12p.m.

Tina St. John, Clerk of the Board of Education

Budget Presentation Report

Fiscal Year: 2022

Fund: A GENERAL FUND

Budget Account	Description	2019-2020 Actual Expenditure	2020-2021 Adopted Budget	2021-2022 Proposed Budget	Dollar Change	Percent Change
Interscholastic Athletics						
2855-150-03-0000	Salaries - Coaches - MS	42,197	44,632	45,646	1,014	2.27%
2855-150-03-0900	Sal.-Cont. Manage./MS	540	300	600	300	100.00%
2855-150-03-5800	Officials/MS(Employees)	1,784	1,000	1,500	500	50.00%
2855-150-04-0000	Salaries - Coaches - HS	127,037	132,002	136,945	4,943	3.74%
2855-150-04-0900	Sal.-Cont. Manage./HS	9,888	14,175	16,755	2,580	18.20%
2855-150-04-5800	Officials/HS(Employees)	-	1,000	1,000	-	0.00%
2855-150-05-0000	Sal.-Athletic Director	57,760	50,107	92,069	41,962	83.74%
2855-150-05-0900	Salaries - Athletic Coord	7,452	10,000	10,000	-	0.00%
2855-159-05-0000	Instructional Accrued P/R	986	1,024	1,880	856	83.59%
2855-160-05-0000	Salary-Clerks	24,366	25,115	25,996	881	3.51%
2855-160-05-0700	Salary-Career Increment	-	-	250	250	****.***%
2855-200-04-0000	Equipment-HS	33,403	20,506	14,350	-6,156	-30.02%
2855-400-03-5800	Officials/MS	1,748	7,500	8,110	610	8.13%
2855-400-04-1000	Contractual-HS	13,530	34,285	38,630	4,345	12.67%
2855-400-04-5800	Officials/HS	21,797	36,724	38,021	1,297	3.53%
2855-450-04-0000	Mat. & Sup.-HS	36,005	43,446	41,950	-1,496	-3.44%
Interscholastic Athletics Subtotal		378,493	421,816	473,702	51,886	12.30%

Equipment budgeted in 2855-200-04-0000

- Battery Powered Disinfecting Machine - \$1,350
- Scorer's Table for Indoor Athletic Events - \$7,500
- Used Gas Golf Cart - \$5,500 (requested last 2 years but not included in finalized budgets)

Increase in Athletic Director salary code because in previous years the position was split between Athletic Director and Assistant Principal.

Budget Presentation Report

Fiscal Year: 2022

Fund: A GENERAL FUND

Budget Account	Description	2019-2020 Actual Expenditure	2020-2021 Adopted Budget	2021-2022 Proposed Budget	Dollar Change	Percent Change
Special Education						
2250-200-05-0000	Equipment-District	4,873	5,000	5,000	-	0.00%
2250-400-05-1000	Contractual-District	17,219	40,700	41,800	1,100	2.70%
2250-400-05-2000	Misc. Exp.-District	1,854	2,000	2,000	-	0.00%
2250-400-05-4000	Travel/Conf.-District	3,798	6,000	6,000	-	0.00%
2250-400-05-4800	Contractual -TESOL	6,216	16,000	16,500	500	3.13%
2250-400-05-7000	Contractual -Postage	1,408	3,000	3,000	-	0.00%
2250-450-05-0000	Mat. & Supp.-District	5,647	6,000	7,000	1,000	16.67%
2250-450-05-4800	Materials & Suppl.-TESOL	230	600	600	-	0.00%
2250-470-05-0000	Tuition Charges	132,069	563,017	243,474	-319,543	-56.76%
2250-490-05-0000	BOCES SERVICES	2,058,895	2,150,599	2,899,629	749,030	34.83%
	Special Education Subtotal	2,232,209	2,792,916	3,225,003	432,087	15.47%

2250-470-05-0000 - Tuition Charges - Decrease of \$319,543

- These charges are for students with special needs that are placed out of district. These are **not** BOCES programs.
- 20-21 budget was based on 8 students.
- 21-22 estimated budget is based on 3 students

2250-490-05-0000 - BOCES Services - Increase of \$749,030

- These charges are for students with special needs that are placed out of district in BOCES programs. It also includes charges for services (Physical Therapy, Hearing Assistance Technology, etc.) that we purchase through BOCES. They may be delivered to students placed both in and out of district.
- 20-21 budget was based on 23 out of district placements through BOCES and a total of 198 students with special needs enrolled in our district.
- 21-22 estimated budget is based on 27 out of district placements through BOCES and a total of 194 students with special needs enrolled in our district.

Estimated 2020-2021 State Aid as of February 23, 2021

	20-21 Budget	21-22 Est.	Change
Foundation Aid	\$12,897,648	\$12,897,648	\$0
BOCES + Special Services	\$1,734,551	\$0	-\$1,734,551
High Cost Excess Aid	\$562,077	\$592,241	\$30,164
Private Cost Excess Aid	\$62,910	\$153,670	\$90,760
Hardware & Technology	\$19,089	\$0	-\$19,089
Software, Library, Textbook	\$92,547	\$0	-\$92,547
Transportation	\$1,200,000	\$0	-\$1,200,000
Services Aid	\$0	\$3,270,141	\$3,270,141
Local District Funding Adjustment	\$0	-\$1,071,712	-\$1,071,712
COVID-19 Supplemental Stimulus	\$0	\$1,071,712	\$1,071,712
Building Aid	\$3,559,417	\$3,513,532	-\$45,885
	\$20,128,239	\$20,427,232	\$298,993
Total without Building Aid	\$16,568,822	\$16,913,700	\$344,878

BOCES, Hardware, Software, Library, Textbook, and Transportation Aides have been combined in this proposal and renamed as Services Aid.

	\$3,046,187	\$3,270,141	\$223,954
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Current estimates for debt service reflect a decrease of \$46,386, making this basically a wash.

This proposal includes a "take back" of total aid to help the state address its budget shortfalls. This is very similar to the Gap Elimination Adjustment (GEA) that was first applied to school districts' aid in the 2010-2011 fiscal year. For 2021-2022, it is anticipated that this reduction of aid will be offset by stimulus funding from the federal government. We anticipate that the Local District Funding Adjustment will continue in future years. However, we do not anticipate that there will be a federal stimulus offset.

NORTH ROSE – WOLCOTT CENTRAL SCHOOL DISTRICT

Funding and Use of Reserves Policy

Created June, 2016

Updated June, 2020

For BOE Discussion on February 23, 2021

Overview

The establishment and funding of reserves is an important consideration in the maintenance of a sound financial plan for any school district. While strict adherence to state law is required to ensure reserves are both legal and appropriate, adequately funded reserves are vital to the long-term health and stability of the school district. This concept is recognized by the New York State Comptroller:

Saving for future projects, acquisitions, and other allowable purposes is an important planning consideration for local governments and school districts. Reserve funds provide a mechanism for legally saving money to finance all or part of future infrastructure, equipment, and other requirements. Reserve funds can also provide a degree of financial stability by reducing reliance on indebtedness to finance capital projects and acquisitions. In uncertain economic times, reserve funds can also provide officials with a welcomed budgetary option that can help mitigate the need to cut services or to raise taxes. In good times, money not needed for current purposes can often be set aside in reserves for future use. (*Office of the New York State Comptroller – Local Government Management Guide – Reserve Funds, Pg. 1*)

The North Rose – Wolcott Central School District believes that judicious use of reserves greatly reduces long-term borrowing costs, smooths large fluctuations in tax rates, and minimizes the possibility of draconian mid-year budget cuts which would have a direct impact on students. It believes it is in the best interest of both the students and taxpayers to prudently establish and use reserves to weather the financial storms and uncertainties that will occur. Again, the Comptroller notes:

The practice of planning ahead and systematically saving for capital acquisitions and other contingencies is considered prudent management. Saving for future capital needs can reduce or eliminate interest and other costs associated with debt issuances. Similarly, certain reserve funds can be utilized to protect the budget against known risks (a potential lawsuit) or unknown risks (a major ice storm). (*Office of the New York State Comptroller – Local Government Management Guide – Reserve Funds, Pg. 2*)

This quote reflects the two purposes for the establishment of reserves:

1. Saving money for a large, one time future expenditure such as a capital reserve for the replacement of a roof as an example.
2. Reserves which are intended to protect the district against a large, currently unforeseen risk.

Since New York State law mandates that expenditures can be no greater than the budget approved by the voters in May, the North Rose – Wolcott Central School District budgets conservatively and practices fiscal prudence throughout each budget year to ensure that unanticipated expenditures do not result in mid-year budget cuts which would have an immediate impact on students. This practice has allowed and will allow the district in the future to weather state aid holdbacks and other negative budget impacts without impacting instructional programs. However, conservative budgeting can also result in budget surpluses at year-end. The Board of Education reviews any budget surpluses and determines the best use of these surpluses including transfers to voter or Board of Education approved reserves or to a reduction in the ensuing year's tax levy.

Legally established reserves can provide many benefits to the school district and to its taxpayers. However, these reserves can also cause confusion when their purpose is not clearly understood by the community. The purpose of

this document is to detail the North Rose – Wolcott Central School District’s plan for the purpose, accumulation, use, and maintenance of reserve funds.

TAX CERTIORARI RESERVE

Purpose: Any School District may establish a reserve fund for the payment of judgments and claims in tax certiorari proceedings in accordance with article seven of the real property tax law, without approval of the qualified voters of the District, provided, however, that the total of the monies held in such reserve fund shall not exceed that amount which might reasonably be deemed necessary to meet anticipated judgments and claims arising out of such tax certiorari proceedings.

Use of Unexpended Balances: Funds reserved for tax certiorari judgments and claims pursuant to Education Law, Section 3651[1-a] that are not expended for the payment of judgments or claims arising out of tax certiorari proceedings for the tax roll in the year the monies are deposited to the fund and/or that will not be “reasonably required to pay any such judgment or claim”, must be returned to the General Fund on or before the first day of the fourth fiscal year following the deposit of such monies to the reserve fund.

Balance June 30, 2018: \$0

Balance June 30, 2019: \$0

Balance June 30, 2020: \$0

Balance January 31, 2021: \$21,324

Ideal Balance: Potential liability for all outstanding judgments or claims arising out of tax certiorari proceedings.

Discussion: This reserve was funded in August of 2020 when we received notice of five potential tax certiorari proceedings. In December of 2020, \$1,210.53 was removed from the reserve after we received rulings for four of the properties. \$630.18 of that amount was used to refund taxes and the other \$580.35 was return to unappropriated fund balance. The remaining funds should remain in the reserve until a final determination is made on the remaining property. We will continue to fund and liquidate as appropriate.

WORKERS’ COMPENSATION RESERVE

Purpose: An expenditure shall be made from such fund only for the payment of compensation and benefits, medical, hospital or other expense authorized by article two of the workmen’s compensation law and expenses of administering the self-insurance program for such School District.

Use of Unexpended Balances: If the monies in the fund exceed the amounts required to be paid for compensation, benefits and expenses, plus any additional amount required to pay all pending claims, the governing board, within 60 days of the close of such fiscal year, may elect to transfer all or part of the excess amount to certain other reserve funds or may apply all or part of the excess to the budget appropriation of the next succeeding fiscal year.

Balance June 30, 2018: \$228,734

Balance June 30, 2019: \$203,552

Balance June 30, 2020: \$175,937

BOE Adopted 6/23/20

Balance January 31, 2021: \$176,041

Ideal Balance: Equivalent to one year of the District's annual contributions to the consortium.

Discussion: The BOE determined that this reserve was overfunded and transferred money out of it and into the Capital Building Reserve in August of 2016. Our 2021-2022 contributions to the consortium will be \$150,540. This is a decrease from our 2020-2021 contributions of \$158,679. In July or August, the BOE should transfer out any excess funds.

UNEMPLOYMENT RESERVE

Purpose: An expenditure shall be made from such fund only as required by law to pay into the unemployment insurance fund an amount equivalent to the amount of benefits paid to claimants and charged to the account of such school district in accordance with the provisions of paragraph (e) of subdivision one of section five hundred eighty-one of the labor law.

Use of Unexpended Balances: If at the end of any fiscal year the monies in such fund shall exceed the amounts required to be paid pursuant to subdivision four of this section plus any additional amount required to pay all pending claims, the School Board may within sixty days of the close of such fiscal year, elect to transfer said excess, or any part thereof, to any fund authorized by this article or section thirty-six hundred fifty-one of the education law; and/or (b) apply said excess, or any part thereof to the budget appropriation of the next succeeding fiscal year.

Balance June 30, 2018: \$124,755

Balance June 30, 2019: \$128,369

Balance June 30, 2020: \$32,535

Balance January 31, 2021: \$12,553

Ideal Balance: Approximately 0.25% of payroll appropriations (\$32,520 is 0.25% of the 2020-2021 payroll appropriations).

Discussion: The BOE determined that this reserve was overfunded and transferred money out of it and into the Capital Building Reserve in August of 2017. Our unemployment costs peaked in 2011-2012 at a cost of \$102,723. Since that time our annual costs have been as follows:

- 2012-2013: \$26,842
- 2013-2014: \$57,468
- 2014-2015: \$10,939
- 2015-2016: \$14,652
- 2016-2017: \$7,581
- 2017-2018: \$0

BOE Adopted 6/23/20

- 2018-2019: \$0
- 2019-2020: \$3,048
- 2020-2021 (to date): \$67,468

In June of 2020, the Board of Education transferred \$2,703 of fund balance into this reserve to maintain the ideal balance. When we built the 2020-2021 budget, we planned to appropriate up to \$20,000 from this reserve to cover potential unemployment claims. To date, we have already spent over \$67,000 on unemployment costs this year. I will be recommending that we revise this plan in June, we revise our defined ideal balance for this reserve back to 1% of payroll appropriations (It was revised from 1% to 0.25% in July 2019). In turn, we will need to transfer funds into this reserve to maintain the ideal balance.

CAPITAL BUILDING RESERVE

Purpose: Used to pay the cost of any object or purpose for which bonds may be issued. Voter authorization is required for both the establishment of the reserve and for payments from the reserve. The form of the required legal notice for the vote on establishing the reserve and the form of the proposition to be placed on the ballot are set forth in §3651 of the Education Law.

Use of Unexpended Balances: The Voters may authorize the transfer of all or any part of this reserve fund to any other reserve fund established pursuant to §3651 of the Education Law. Whenever the Voters shall determine that the original purpose for which a reserve fund has been established is no longer desirable, the school authorities may liquidate, first applying its proceeds to any outstanding bonded indebtedness and the balance to the annual tax levy.

Balance June 30, 2018: \$629,688

Balance June 30, 2019: \$647,928

Balance June 30, 2020: \$657,757

Balance January 31, 2021: \$658,144

Ideal Balance: Up to the maximum amount authorized by the Voters.

Discussion: On 5/16/17, the voters authorized establishment of a new \$5 m reserve. To date, we have contributed \$2,621,559. However, we also withdrew \$2,000,000 (with voter authorization) in May of 2018. We are able to contribute an additional \$2,378,441 in order to hit the voter authorized contribution level of \$5m. Once this reserve has been filled, the balance will be approximately \$3m plus interest earned (estimated at \$50,000 to \$75,000). **Once the current capital project is complete, the BOE should consider asking the community to establish a new reserve in order to allow the district to continue saving for future capital project work. The Board should continue to aggressively fund this reserve. In June of 2020, we had planned to add to this reserve. However, funds were not available to do this once the state withheld 20% of our summer aid payments.**

CAPITAL BUS RESERVE

Purpose: To be used to pay for bus purchases. Voter authorization is required for both the establishment of the reserve and payments from the reserve.

Use of Unexpended Balances: The Voters may authorize the transfer of all or any part of this reserve fund to any other reserve fund established pursuant to §3651 of the Education Law. Whenever the Voters shall determine that the original purpose for which a reserve fund has been established is no longer desirable, the school authorities may liquidate, first applying its proceeds to any outstanding bonded indebtedness and the balance to the annual tax levy.

Balance June 30, 2018: \$1,295,314

Balance June 30, 2019: \$1,229,826

Balance June 30, 2020: \$1,090,392

Balance January 31, 2020: \$477,821 (2016) + \$613,218 (2019)

Ideal Balance: Up to the maximum amount authorized by the Voters.

Discussion: Our 2016 reserve has been filled to the maximum (\$2.5 m) and has an available balance of \$477,821. In May of 2019 the voters approved the creation of a new reserve with a maximum funding level of \$2.0 m. That new reserve has a current balance of \$613,218. We have authorization to contribute an additional \$1,391,288. Our plan is to annually place the aid we receive for prior bus purchases into this reserve so that we will have cash available for future bus purchases. This year's aid in that category was \$370,157. The BOE will move this amount into the 2019 reserve on March 9, 2021. Additionally, in June, we will be asking the voters to authorize the purchase of six new buses. We will also be asking them to fund this purchase by taking \$480,032.94 out of both reserves, by depleting the 2016 reserve before drawing from the 2019 reserve.

INSURANCE RESERVE

Purpose: To fund certain uninsured losses, claims, action, or judgments for which the local government is authorized or required to purchase or maintain insurance. An insurance reserve fund may also be used to pay for expert or professional services in connection with the investigation, adjustment, or settlement of claims, actions, or judgments.

Use of Unexpended Balances: If it is determined that the fund is no longer needed, the monies remaining in the fund may be transferred to another reserve fund authorized by the General Municipal Law or, in the case of a School District, a reserve fund established under Education Law Section §3651, but only to the extent that the monies in the fund exceed a sum sufficient to pay all liabilities incurred or accrued against the funds, as certified to the School Board by the fiscal and legal officers of the School prior to discontinuance of the fund.

Balance June 30, 2018: \$0

Balance June 30, 2019: \$0

Balance June 30, 2020: \$0

Balance January 31, 20201: \$0

BOE Adopted 6/23/20

Ideal Balance: Not applicable

Discussion: This reserve was liquidated by Board of Education Action on January 12, 2016. No action is needed at this time.

LIABILITY RESERVE

Purpose: To establish and maintain a program of reserves to cover property loss and liability claims.

Use of Unexpended Balances: The balance of the reserve shall not exceed three percent, exclusive of any planned balance presently authorized, of the annual budget of the District to cover property loss and liability claims. Separate funds may be established for property loss and for liability claims and the separate identity of each fund may be maintained. Such reserve funds shall not be reduced to amounts less than the total of the amounts estimated to be necessary to cover incurred but unsettled claims or suits including expenses in connection therewith other than by payments for losses for which such amounts were established. Payments from such reserve funds shall not be made for purposes other than those for which such funds were established without authorizations by Vote of the electors of the Districts, except that such Board May authorize use of such funds other than amounts allocated for unsettled claims or suits including expenses in connection therewith to pay premiums for insurance policies purchased to insure subsequent losses in areas previously self-insured, in the event of dissolution of the self-insurance plan.

Balance June 30, 2018: \$758,495

Balance June 30, 2019: \$870,466

Balance June 30, 2020: \$952,918

Balance January 31, 2021: \$953,479

Ideal Balance: 3% of the budget (\$952,484 is 3% of the **current** 2020-2021 budget).

Discussion: After discussions with our external auditors and insurance representative, potential uncovered risks exist in the areas of:

- Cyber security – Although our current coverage was increased to a \$500,000 limit (from previous limit of \$250,000), we still have significant exposure. Mandated credit monitoring costs alone, currently run in the \$175 to \$200 range per name, annually. Pricing on a policy for \$5m worth of coverage runs in the \$40,000 range
- Pollution Remediation Claims
- Special Education Claims
- Employment Related Claims
- Potential 3020a cases tied to the new APPR

This reserve should be funded with a philosophy of looking forward to potential liabilities, not looking back at claims in prior years. A \$99,289 claim is equivalent to 1% of the **current** tax levy.

BOE Adopted 6/23/20

After discussion with both the Audit Committee and the Budget Committee, it was determined that we would increase this reserve by \$90,000 per year until we maintain our ideal balance. **Our current balance is approximately \$953,479. We have finally reached our ideal balance. We will need to make small adjustments on an annual basis as the amount of our budget fluctuates.**

EMPLOYEE BENEFIT ACCRUED LIABILITY RESERVE

Purpose: These monies can be used to pay for unused sick leave, holiday leave, vacation leave, and time allowance granted in lieu of overtime compensation and other forms of payment. It may NOT be used to pay for incentives that are not tied to accumulated sick leave. It may Not be used to pay for retiree health benefits.

Use of Unexpended Balances: If the School Board determines that such fund is no longer needed, any remaining monies may be transferred to any other reserve fund authorized by General Municipal Law or , a reserve fund established under Education Law Section §3651, but only to the extent that the monies in the employee benefit accrued liability reserve fund exceed a sum sufficient to pay all liabilities incurred or accrued against the employee benefit accrued liability fund, as certified to the School Board by the fiscal and legal officers of the school prior to the discontinuance of the fund.

Balance June 30, 2018: \$83,498

Balance June 30, 2019: \$89,498

Balance June 30, 2020: \$86,633

Balance January 31, 2021: \$104,580

Ideal Balance: In accordance with maintained spreadsheet

Discussion: A spreadsheet is updated on an annual basis that details our potential liability based on current employees. **Our current balance is approximately \$104,580. When we built our 20-21 budget, we estimated compensated absences expenditures at \$20,000 and appropriated the same amount from this reserve. At the end of this fiscal year we will pay all of our eligible expenses from this reserve. The spreadsheet will then be updated over the summer and the Board of Education will make any appropriate adjustments at that time.**

RETIREMENT CONTRIBUTION RESERVE

Purpose: The governing board of a school district, by resolution, may establish a reserve for the purpose of financing retirement contributions made to the NY State and Local Employees' Retirement System. Establishing or expending the reserve does not require voter approval. Expenditures may only be to finance retirement contributions. Effective April 1, 2019 the law allows school districts and BOCES to establish a sub-fund in the retirement contribution reserve fund to include amounts payable to the New York State Teachers Retirement System (NYSTRS). This TRS sub-fund can be used to pay amounts due to NYSTRS or to offset all or some of the amounts deducted from state aid.

Use of Unexpended Balances: The Board may authorize the transfer of a portion of the moneys in the retirement contribution reserve to a reserve fund established pursuant to Sections 6-c, 6-d, 6-e , 6-f, or 6-g of the General Municipal Law, or a reserve fund established pursuant to Section §3651 of the Education Law. Such a transfer is

BOE Adopted 6/23/20

subject to a public hearing. If the Board determines that the retirement contribution reserve is not longer needed, the Board may terminate the fund by resolution. The resolution must transfer any monies remaining in such fund to other reserve funds established pursuant to Section §3651 of Education Law.

Balance June 30, 2018: \$879,857

Balance June 30, 2019: \$1,075,018 (\$877,752 for ERS and \$197,266 for TRS)

Balance June 30, 2020: \$1,088,126 (955,750 for ERS and \$200,259 for TRS)

Balance January 31, 2021: \$849,412 (649,036 for ERS and \$200,376 for TRS)

Ideal Balance: Three to five years' worth of annual contributions to the NY State and Local Employees' Retirement System

Discussion: This reserve was established in 2010 and reached its highest balance (\$2,080,569) in 2013. Our expense for ERS has been as follows:

- 2009-2010: \$196,973
- 2010-2011: \$275,304
- 2011-2012: \$364,379
- 2012-2013: \$354,616
- 2013-2014: \$438,197
- 2014-2015: \$395,365
- 2015-2016: \$344,806
- 2016-2017: \$320,396
- 2017-2018: \$302,362
- 2018-2019: \$284,390
- 2019-2020: \$281,983
- 2020-2021 (estimated) - \$307,261 (already appropriated from this reserve and reflected in the January 31 balance)

Because this expense can vary greatly from year to year, we appropriate funds from this reserve every year to match our expenditures. Based on our estimated expenditures for this year, our balance could dip under \$600,000. Our current ideal balance is between \$1m and \$2m. This means that the BOE should look to rebuild the balance of this reserve. In June of 2020, the Board of Education planned to transfer \$500,000 of fund balance into this reserve. However, only \$384,563 was available, due to the state withholding aid. Since we rely on this reserve every year, we need to consider transferring a large amount of fund balance into this reserve in June. If not, the reserve could be depleted in as little as two years.

BOE Adopted 6/23/20

TRS sub fund: In a fiscal year the contribution to this sub-fund may not exceed 2% of teacher salaries in the prior year. The total balance may not exceed 10% of teacher salaries in the prior year.

Ideal Balance of sub-fund: Up to 10% of teacher salaries in the prior year

Discussion: The BOE passed a resolution in June of 2019 to establish this sub-fund and began funding it immediately. Our maximum contribution in the 2018-2019 fiscal year was limited to \$197,266 and that is the amount that was contributed in June of 2019. In June of 2020, the Board of Education planned to transfer \$205,854 (our maximum limit) of fund balance into this reserve to work toward the ideal balance. However, we were not able to make this transfer, due to the state withholding aid. Our goal is to be able to make a contribution this June equal to 2% of teacher salaries in the prior year.