

SCHALMONT CENTRAL SCHOOL DISTRICT

MINUTES

**Annual Reorganization/Regular Meeting of the Schalmont Board of Education
Wednesday, July 12, 2023; 7:00 PM; MS LGI**

Swearing-in of Re-Elected Board Member

Re-elected Board Member Mr. Kevin Thompson was sworn in by Interim District Clerk, Ms. Donna Woods

CALL TO ORDER & ROLL CALL

Members Present

Ms. Patricia Dowse
Ms. Miranda Eldridge
Mrs. Jean Hanson
Mr. David Lawrence
Mr. Angelo Santabarbara
Mr. Kevin Thompson

Members Absent

Ms. Kate Kruk
Mrs. Brenda Leitt
School Business Admin.

Others Present

Dr. Thomas Reardon, Superintendent of Schools
Ms. Donna Woods, Interim District Clerk

PLEDGE OF ALLEGIANCE

ELECTION OF OFFICERS

President: The Interim District Clerk asked for nominations for the office of President. Mr. Santabarbara was nominated for the office of President of the Board of Education.

Motion made by Mr. Lawrence, seconded by Ms. Dowse, that the Board of Education nominate Mr. Santabarbara for the office of President of the Board of Education.

Motion carried 6-0. Ms. Kruk absent.

Vice President: The Board President asked for nominations for the office of Vice President.

Motion made by Ms. Dowse, seconded by Mr. Lawrence, that the nomination for Vice President of the Board of Education be tabled until the August 21, 2023 Board Meeting.

Motion carried 6-0. Ms. Kruk absent.

APPOINTMENT OF OFFICERS, OTHER APPOINTMENTS, DESIGNATIONS, AUTHORIZATIONS, BONDING OF PERSONNEL AND OTHER ITEMS

Motion made by Mrs. Hanson, seconded by Mr. Thompson, that the Board of Education approve the following appointments, designations, authorizations, bonding of personnel and other items for the 2023-24 fiscal year:

Appointment of Officers

Clerk of the Board

Brenda Leitt

Treasurer

Laurie Kapfer

Tax Collector

Donna Woods, Tax Collector - \$3,500 Stipend

Internal Claims Auditor

Debbie Falcone - \$22.22 per hour

Other Appointments

Independent Auditor

Marvin and Company

Internal Auditor

West & Co.

Records Access Officer

Brenda Leitt, School Business Administrator

Data Compliance and Privacy/Ed Law 2-D Officer

Brenda Leitt, School Business Administrator

Title IX Compliance Officer

TBD, Director of Academic & Instructional Support Services

Brenda Leitt, School Business Administrator

McKinney-Vento and Homeless Coordinator

Genienne Bakuzonis

Purchasing Agent:

Brenda Leitt, School Business Administrator

DASA Coordinators (Dignity for All Students Act)

Aileen Ryan, Jefferson

Julie Umar, Middle School

Nicole Martyn, High School

Extra Classroom Activity Accounts

Michele Guzek, HS Extra Classroom Account Treasurer, \$4,442

Lorinda Gandrow, MS Extra Classroom Account Treasurer, \$2,984

Natalie Casalnuovo, Auditor/HS Student Accounts, \$888

School Attorneys

Honeywell Law Firm: Special Counsel; \$30,000 annual retainer (\$2,500/month)

Non-Retainer Fee: \$190/hour general matters; \$210/capital/construction/litigation/hearings

School Resource Officer

Continuation of agreement between the school district and the Town of Rotterdam for the Town to provide a school resource officer services in accordance with the agreement signed by both parties.

School Physicians

CapitalCare Medical Group; Dr. Joseph Fusella, Dr. Arthur Lee;

Core Services: \$2,500/month

Designations

Official Newspapers

The Daily Gazette

The Times Union

Official Bank Depository

Bank of America

Key Bank

NBT Bank

JP Morgan Chase

Pioneer Savings Bank

NY Class

Authorizations

Certify Payrolls

School Business Administrator

Conference Attendance

Superintendent of Schools to approve staff attendance at conferences, conventions and workshops within budgetary allocations.

Petty Cash

Continuation of petty cash accounts for the 2023-24 school year as follows:

Joby Gifford, Jefferson \$50.00
Matt Heckman, High School \$50.00
Scott Ziomek, Middle School \$50.00
Maria Zarrillo, Food Svc \$50.00
Brenda Leitt, District Office \$50.00
Steve Connell, Transportation \$50.00

Custodian of Sports Entry Fees

Felicia Amoroso

Custodian of Cafeteria Cash Register Start Up (\$180)

Maria Zarrillo

Trustee for Schoharie Area Workers Compensation Plan

School Business Administrator
Alternate-School District Treasurer

Trustee for CASHIC

School Business Administrator
Alternate-School District Treasurer

Investments

School Business Administrator and the School District Treasurer to invest available funds in accordance with suggested cash management and investment policies as outlined by the State Comptroller.

Bonding of Personnel

The Board of Education authorize the issuance of a \$5,000,000 crime policy, including public employee dishonesty.

Other Items

Organizational Chart: Adopt the District's revised Organizational Chart.

Substitute Teacher Pay Rates: \$130/day-certified; \$105/day-uncertified; LPN - \$23/hr; RN - \$27.95/hr

Mileage Reimbursement: Reimbursement rate consistent with the New York State approved mileage rate, to reimburse Board members for use of their automobiles for out of district school board functions.

Section II Selection/Classification - Section 134.5(c)(7)(ii)(a)(4) of the Regulations of the Commissioner of Education provides for a Board of Education to permit pupils in grades no lower than seventh grade to compete on interscholastic athletic teams organized for senior high school pupils, or senior high school pupils to complete on interscholastic athletic teams organized for pupils in the seventh and eighth grade; and Whereas, these pupils are to be placed at levels of competition appropriate to their physiological maturity, physical fitness and skills in relationship to other pupils in accordance with the standards established by the Commissioner of Education; and Whereas, the State Education Department issues the standards for these pupils to compete under a program called the Selection/Classification Program; Therefore, be it resolved, that the Schalmont School District Board of Education shall permit pupils to compete under the Selection/Classification Program in all sports.

Partial Tax Exemption - The Board of Education grant maximum partial exemption from school district real property taxes for persons sixty-five years of age and over (RPTL-467) and for persons with disabilities and limited incomes (RPTL Section 459-C) as authorized by law.

BOCES Cooperative Bidding - The Board of Education adopt the following 2023-24 cooperative bid resolutions: Food and Cafeteria Supplies/Capital Region BOCES; Equipment, Supplies and Contractual Items/Capital Region BOCES.

Renewal-Transportation to Rotterdam Boys & Girls Club - Whereas the Rotterdam Boys and Girls Club located at 721 Curry Road, Schenectady, New York, has been servicing youth and families in the Town of Rotterdam for 65 years; Whereas the Rotterdam site provides for the needs of families and offers special options for working parents in late day care; Whereas, the Schalmont Central School District has bus routes that pass by the Rotterdam Boys and Girls Club; Therefore, at no extra expense to the school district, Schalmont will drop off students at that facility for after school programs.

NYS Comptroller Regulation - That the Board of Education establishes the appointed Treasurer’s standard work day as 8 hours for the one year term of appointment July 1 to June 30, with an actual daily record of time worked.

Motion carried 6-0. Ms. Kruk absent.

MISCELLANEOUS ITEMS

Motion made by Mrs. Hanson, seconded by Ms. Eldridge, that the Board of Education approve the following Board meeting dates and Committees for the 2023-24 fiscal year:

- July 12, 2023 (Wednesday)
- August 21, 2023
- September 11, 2023
- September 25, 2023
- October 10, 2023 (Tuesday)
- October 23, 2023
- November 6, 2023
- November 20, 2023
- December 11, 2023
- January 8, 2024
- January 22, 2024
- February 12, 2024
- March 11, 2024
- March 25, 2024
- April 8, 2024
- April 24, 2024 (Wednesday - coordinates w/ BOCES Budget Vote/Election)
- May 7, 2024 (Tuesday – “Meet the Candidate Night” - 14 days prior to Budget Vote)
- May 22, 2024 (Wednesday - budget vote is day before, May 21st)
- June 10, 2024
- June 24, 2024

- Capital District School Boards Association Representative TBD
- Audit Committee TBD
- Policy Committee TBD
- Technology Cabinet TBD
- Facilities & Strategic Planning TBD

Motion carried 6-0. Ms. Kruk absent.

ADJOURNMENT

Motion made by Mr. Thompson, seconded by Ms. Dowse, that the Annual Reorganization Meeting of the Board of Education adjourn at 7:24 PM.

Motion carried 6-0. Ms. Kruk absent.

REGULAR MEETING

CALL TO ORDER - The President called the meeting to order at 7:24 PM.

APPROVAL OF AGENDA

Motion made by Mrs. Hanson, seconded by Mr. Lawrence, that the agenda for the July 12, 2023 meeting of the Schalmont Board of Education be approved.

Motion carried 6-0. Ms. Kruk absent.

SUPERINTENDENT'S REPORT

Summer Update – Dr. Reardon

CONSENT AGENDA – Motion made by Mrs. Hanson, seconded by Ms. Dowse, that the consent agenda consisting of the following be approved:

- ▶ Board of Education Meeting Minutes – June 20, 2023
- ▶ Personnel Matters

Administrative Personnel Matters

Full-Time Appointment (as per SAA Agreement)

Name: Armine Spoelstra
Position: Director of Academic & Instructional Support Services
Tenure: Director of Academic & Instructional Support Services
Effective: August 14, 2023
Probation: 4 years – August 14, 2023 through August 14, 2027

Instructional Personnel Matters

Full-Time Appointment

Name: Amber Berry
Position: AIS Reading
Location: MS; 1.0 FTE
Effective: September 1, 2023
Tenure: Reading
Probation: 3 years – September 1, 2023 through September 1, 2026
Step: 14-MA (*per STA Agreement*)

Name: Jessica Dolan
Position: AIS Reading
Location: MS; 1.0 FTE
Effective: September 1, 2023
Tenure: Reading
Probation: 3 years – September 1, 2023 through September 1, 2026
Step: 17-MA (*per STA Agreement*)

Name: Shannon D'Aurizio
Position: Special Education
Location: Jefferson; 1.0 FTE
Effective: September 1, 2023
Tenure: Special Education
Probation: 3 years – September 1, 2023 through September 1, 2026
Step: 14-MA (*per STA Agreement*)

Full-Time Appointment (con't)

Name: Heather O’Keefe
 Position: FACS
 Location: MS; 1.0 FTE
 Effective: September 1, 2023
 Tenure: FACS
 Probation 3 years – September 1, 2023 through September 1, 2026
 Step: 14-MA (per STA Agreement)

Name: Courtney Powell
 Position: Elementary Teacher
 Location: Jefferson; 1.0 FTE
 Effective: September 1, 2023
 Tenure: Elementary
 Probation 3 years – September 1, 2023 through September 1, 2026
 Step: 8-MA (per STA Agreement)

Name: Amanda Rider
 Position: Special Education
 Location: Jefferson; 1.0 FTE
 Effective: September 1, 2023
 Tenure: Special Education
 Probation: 3 years – September 1, 2023 through September 1, 2026
 Step: 15-MA (per STA Agreement)

Name: Jessica Torsiello
 Position: Special Education
 Location: Jefferson; 1.0 FTE
 Effective: September 1, 2023
 Tenure: Special Education
 Probation: 4 years – September 1, 2023 through September 1, 2027
 Step: 6-MA (per STA Agreement)

Part-Time Appointment

Name: Carlyn Beaver
 Position: Special Education
 FTE: 0.5
 Location: MS
 Effective: September 1, 2023 through June 30, 2024
 Step: 1-MA (per STA Agreement)

Teachers on Special Assignment (TOSA); effective July 1, 2023 through June 30, 2024

Debbie Falcone, Instructional Support, Information Tech/Student Management/Data Systems; 1.0 FTE (plus summer days)
 John George, Technology Integration Teacher K-12; 1.0 FTE (plus summer days)

Appointments: Coordinators 2023-2024 - Stipends in accordance with STA Agreement

Michele Williams, Kindergarten, Jefferson	Michael DiCocco, Social Studies, Middle School
Carrie Fiske, Grade 1, Jefferson	Kate Sinnott, ELA, Middle School
Kim Knapik, Grade 2, Jefferson	Mary Beth Flatley, ELA AIS, Middle School 6-8
Kristen Reilly, Grade 3, Jefferson (shared)	John George, Technology, Middle School
Susan Schiavo, Grade 3, Jefferson (shared)	Natalie Casalnuovo, Math, High School
Susan DiCaprio, Grade 4, Jefferson	Rebecca Remis, Science, High School
Krista Bondi, Grade 5, Middle School (shared)	Adam Dolan, Social Studies, High School (shared)
Mary Zanta, Grade 5, Middle School (shared)	Karen Ryder, Social Studies, High School (shared)
Jessica Zupan, AIS Elementary K-4, Jefferson	Tracy Pontin, English, High School
Jessica Melchior, Jefferson Technology	Wendy Stearns, Technology High School
Kirsten VanDyk, Math, Middle School	Michael Christy, Music K-12, District Wide

<u>Substitute Appointment</u>	<u>Position</u>	<u>Location</u>	<u>Effective</u>	<u>Hours</u>
Gavin Keough	Cleaner	District Wide	06/26/23	as needed

Transportation Summer Appointments

<u>Bus Drivers</u>	<u>Route</u>	<u>Run Hrs.</u>	<u>Total Daily Hrs</u>	<u>Days</u>
Anthony (AJ) Farina	AM Rt. #01 - Jefferson	7:15am-9:15am	2	7/10-8/18 (30)
	PM Rt. #01 – Jefferson	11:30am-1:30pm	2	7/10-8/18 (30)
Ray LaFreniere	AM Rt. #02 – Jefferson	7:15am-9:15am	2	7/10-8/18 (30)
	PM Rt. #02 – Jefferson	11:30am-1:30pm	2	7/10-8/18 (30)
Dave Connell	AM Rt. #03 – Jefferson	7:15am-9:15am	2	7/10-8/18 (30)
	PM Rt. #03 – Jefferson	11:30am-1:30pm	2	7/10-8/18 (30)
Tommy Verrigni	AM Rt. #04 – Jefferson	7:15am-9:15am	2	7/10-8/18 (30)
	PM Rt. #04 – Jefferson	11:30am-1:30pm	2	7/10-8/18 (30)
Theresa Rorick	AM Rt. #05 – Maywood	7:00am-9:15am	2.25	7/10-8/18 (30)
	PM Rt. #05 – Maywood	1:15am-3:30pm	2.25	7/10-8/18 (30)
Lou Mastroianni	AM Rt. #06 – OakHill	7:00am-9:00am	2	7/3-8/11 (29)
	PM Rt. #06 – OakHill	12:45pm-2:45pm	2	7/3-8/11 (29)
Joseph Mastrianni	AM Rt. #07 – Charlton	6:45am-8:45am	2	7/10-8/18 (30)
Ray LaFreniere	AM Rt. #07 – Charlton	1:30pm-3:30pm	2	7/10-8/18 (30)
James Woods	AM Rt. #08 – Parsons	7:15am-9:15am	2	7/10-8/18 (30)
Henry DeSantis	AM Rt. #08 – Parsons	1:45pm-4:00pm	2.25	7/10-8/18 (30)
John Sangiovanni	AM Rt. #09 – Wildwood	7:45am-9:45am	2	7/3-8/11 (29)
Mena Greisler	PM Rt. #09 – Wildwood	1:45pm-3:45pm	2	7/3-8/11 (29)
Mena Greisler	AM Rt. #10 – Camp Wildwood	7:45am-9:45am	2	7/3-8/11 (29)
Dave Connell	PM Rt. #10 – Camp Wildwood	1:45pm-4:15pm	2.50	7/3-8/11 (29)
Kenneth Lancto	AM Rt. #11 – Airline Dr. Acdy	7:00am-9:00am	2	7/10-8/18 (30)
Todd Hotaling	PM Rt. #11 – Airline Dr. Acdy	12:45pm-2:45pm	2	7/10-8/18 (30)
Pam Tetlak	AM Rt. #12 – Schoharie	6:45am-8:45am	2	7/10-8/15 (24)
James Woods	PM Rt. #12 – Schoharie	11:15am-1:15pm	2	7/10-8/15 (24)
Todd Hotaling	AM Rt. #13 - VanDerHyden	6:45am-9:00am	2.25	7/10-8/18 (30)
Anthony (AJ) Farina	PM Rt. #13 – VanDerHyden	1:30pm-3:45pm	2.25	7/10-8/18 (30)
Pam Tetlak	Rt. #14 – WBL	8:30am-12:00pm	3.50	7/10-8/18 (18)
Jennifer Whitney	Summer Bus Cleaning	AM/PM	4	7/31-8/11 (10)
Lori Koslik-Olsen	Summer Bus Cleaning	AM/PM	20 hrs/week	7/31-8/11 (10)

Transportation Summer Appointments

<u>Bus Attendants</u>	<u>Route</u>	<u>Run Hrs.</u>	<u>Total Daily Hrs</u>	<u>Days</u>
Michele Catino	AM Rt. #01 – Jefferson	7:30am-9:00am	1.50	7/10-8/18 (30)
Deborah Mastroianni	AM Rt. #01 – Jefferson	7:30am-9:00am	1.50	7/10-8/18 (30)
Michele Catino	PM Rt. #01 – Jefferson	11:45am-1:15pm	1.50	7/10-8/18 (30)
Michelle Barrett	PM Rt. #01 – Jefferson	11:45am-1:15pm	1.50	7/10-8/18 (30)
Dori Kaszubski	AM Rt. #02 – Jefferson	7:30am-9:00am	1.50	7/10-8/18 (30)
	PM Rt. #02- Jefferson	11:45am-1:15pm	1.50	7/10-8/18 (30)
James Battaglia	AM Rt. #03 – Jefferson	7:30am-9:00am	1.50	7/10-8/18 (30)
	PM Rt. #03 – Jefferson	11:45am-1:15pm	1.50	7/10-8/18 (30)
Lisa Croce	AM Rt. #04 – Jefferson	7:30am-9:00am	1.50	7/10-8/18 (30)
	PM Rt. #04 – Jefferson	11:45am-1:15pm	1.50	7/10-8/18 (30)
Michelle Barrett	AM Rt. #05 – Maywood	7:15am-9:00am	1.75	7/10-8/18 (30)
Theresa Bacchi	AM Rt. #05 – Maywood	7:15am-9:00am	1.75	7/10-8/18 (30)
Michelle Barrett	PM Rt. #05 – Maywood	1:30pm-3:15pm	1.75	7/10-8/18 (30)
Angela Perkins	PM Rt. #05 – Maywood	1:30pm-3:15pm	1.75	7/10-8/18 (30)
Kristen Fratus	AM Rt. #08 – Parsons	7:30am-9:00am	1.50	7/10-8/18 (30)
Dori Kaszubski	PM Rt. #08 – Parsons	2:00pm-3:45pm	1.75	7/10-8/18 (30)
Margaret Raymond	AM Rt. #09 – Wildwood	8:00am-9:30am	1.50	7/3-8/11 (29)
Margaret Raymond	PM Rt. #09 – Wildwood	2:00pm-3:30pm	1.50	7/3-8/11 (29)
Elizabeth Parks	AM Rt. #10 – Camp Wildwood	8:00am-9:30am	1.50	7/3-8/11 (29)
Elizabeth Parks	PM Rt. #10 – Camp Wildwood	2:00pm-4:00pm	2.00	7/3-8/11 (29)

Motion carried 6-0. Ms. Kruk absent.

NEW BUSINESS

Summer Hiring: Motion made by Mr. Lawrence, seconded by Ms. Eldridge, that the Board of Education of the Schalmont Central School District authorize the Superintendent of Schools to employ necessary personnel during the months of July, August and September 2023, subject to subsequent confirmation by the Board of Education at their first available meeting.

Motion carried 6-0. Ms. Kruk absent.

Cooperative Bidding: Motion made by Ms. Dowse, seconded by Mr. Lawrence, WHEREAS, The Cooperative Bidding (Purchasing) Service is a plan of a number of public school districts in the Board of Cooperative Educational Services of Albany-Schoharie-Schenectady-Saratoga Counties area (Capital Region BOCES) in New York, to bid jointly equipment, supplies, contractual items, as well as cafeteria commodities, including but not limited to food, beverages and culinary items, and WHEREAS, The School District named below is desirous of participating with other districts in the Capital Region BOCES in the joint bidding of the items mentioned above as authorized by General Municipal Law, Section 119-o, and WHEREAS, This resolution shall not preclude the School District named below from separately bidding equipment, supplies and contractual items in those instances where only a single School District is seeking to make a purchase, and WHEREAS, the School District named below may at its option notify the Capital Region BOCES that it elects not to participate in a particular bid, and WHEREAS, The School District named below wishes to appoint the Capital Region BOCES to advertise for, bid, accept, tabulate bids and award bids on their behalf; therefore BE IT RESOLVED, That the Board of Education of the School District listed below hereby appoints the Capital Region BOCES to represent it in all matters relating above, and designates the Daily Gazette Newspaper as the legal publication for all related Cooperative Purchasing bid notifications, and, BE IT FURTHER RESOLVED, That the Board of

Education of the Central School listed below authorizes the Capital Region BOCES to represent it in all matters leading up to and including the entering into a contract for the purchase of the above mentioned commodities and services, and, BE IT FURTHER RESOLVED, That the Board of Education of the School District listed below agrees to (1) assume its equitable share of the costs of the Cooperative Bidding; (2) abide by majority decisions of the participating districts; (3) abide by the Award of the BOCES Board; (4) and that after the award of the bid it will conduct all negotiations directly with the successful bidder(s).

Motion carried 6-0. Ms. Kruk absent.

Private Placement Contracts: Motion made by Mr. Thompson, seconded by Ms. Eldridge, that the Board of Education approve the following private placement contracts for the 2023-24 school year:

<u>School</u>	<u># of Students</u>	<u>Total Cost</u>
Northern Rivers-Parsons Child Family Center	3	\$116,421.00
Oak Hill School	2	\$117,346.10
The Center for Discovery-Residential	1	\$159,635.16
The Charlton School	1	\$99,309.12
Vanderheyden	1	\$8,922.00
Wildwood School	3	\$225,483.00
Crossroads Center for Children	1	\$7,304.00
Springbrook-Residential	1	\$225,228.64
Niskayuna CSD-Cross Contract	1	\$57,301.66

Motion carried 6-0. Ms. Kruk absent.

Independent Service Contracts: Motion made by Mrs. Hanson, seconded by Mr. Thompson, that the Board of Education approve the following independent service contracts for the 2023-24 school year:

<u>School</u>	<u>Total Cost</u>
Capital Region Tutors	\$30,000.00
Early Childhood Education Services (ECEC)	\$94,000.00
Music Speaks	\$2,800.00
Chelsea Place	\$5,000.00
Sign Language Interpreter	\$650.00
Four Winds	\$3,000.00

Motion carried 6-0. Ms. Kruk absent.

BOARD OF EDUCATION COMMENTS

- Mr. Thompson – Welcome new teachers and thank you for your commitment.
- Ms. Eldridge – Welcome new hires. I’m excited for second year on the Board.
- Ms. Dowse – Welcome new hires.
- Mr. Lawrence – Excited for new teacher hires. I was in their shoes. We are a Board that supports.
- Mrs. Hanson – Welcome new hires.
- Mr. Santabarbara – Thank you all Board members. Doing what we can, for what’s best for our students. Welcome!

ADJOURNMENT

Motion made by Mrs. Hanson, seconded by Mr. Lawrence, that the regular meeting of the Schalmont Board of Education held on July 12, 2023 be adjourned at 7:41 PM.

Motion carried 6-0. Ms. Kruk absent.

Respectfully submitted,

Ms. Donna Woods, Interim District Clerk