

DOLGEVILLE CENTRAL SCHOOL
Dolgeville, NY 13329

Approved 10-18-2022

Tuesday, September 20, 2022

Regular Meeting

James A. Green School

PRESENT:

S. Hongo, President
J. Williams, V. President
J. Schmid
C. Williams
C. Spofford – Arr. 6:08 p.m.
J. Izzo – Arr. 7:15 p.m.
T. Rutkowski

ABSENT:

None

OTHERS PRESENT:

J. Gilfus
C. Chrisman
R. Leavitt
M. Primeau
J. Radley

PRESIDING OFFICER:

S. Hongo, President

The regular meeting was called to order at 6:00 p.m. in the Jr./Sr. high school cafeteria.

Call to Order

President, Scott Hongo, asked everyone to rise and recite the Pledge of Allegiance.

Pledge to
the Flag

MINUTES

Motion by Mrs. J. Williams, second by Ms. C. Williams, to approve the minutes of August 16, 2022 (regular meeting), as presented.

Approve
Minutes
8/16/2022

Ayes All – Motion Carried 5:0

AUDIT REPORT FOR 2021-2022

Audit Report
for 2021-22

Mr. Michael Rossi from West & Company, CPAs PC met with the Audit/Finance Committee and then reviewed with the Board of Education the findings of the annual audit report for school year 2021-2022. The Report and Management Letter were reviewed by Mr. Rossi. (See attached Management letter). Mr. Rossi stated that the audit was excellent and that the district continues to move in a good financial direction. Mr. Rossi did note that the district's unassigned General Fund Balance as of June 30, 2022, is currently in excess of the New York State Real Property Tax Law limit and the district will need to submit a corrective action plan for same.

Based on the report of West & Company and the recommendation of the audit committee, a motion was made by Mr. Schmid, second by Ms. C. Williams, to accept the annual audit report of West & Company, CPAs PC for school year 2021-2022. See attached audit committee meeting minutes.

Accept
Audit Report
2021-2022

Ayes All – Motion Carried 5:0

CORRESPONDENCE

- a. Notice of Amendment of Off-Site Commercial Solar Photovoltaic Policy from the Herkimer County Industrial Development Agency dated September 7, 2022.

Correspond.

FINANCIAL

Motion by Ms. C. Williams, second by Mrs. J. Williams, to approve the following financial items:

Approve
Financials

That General Fund Schedule #A-10 in the sum of \$415.71; General Fund Schedule #A-12 in the sum of \$114,816.18; General Fund Schedule #A-13 in the sum of \$828.30; General Fund Schedule #15 in the sum of \$95,320.75; General Fund Schedule #A-16 in the sum of \$982,056.14; School Lunch Fund Schedule #C-3 in the sum of \$6,595.67; Special Aid Fund Schedule #F-2 in the sum of \$96,441.89; and Capital Fund Schedule #HO-2 in the sum of \$472,461.80 be approved and ordered paid pursuant to review of claims auditor, Jacqueline Hill.

Approve
Payment of
Warrants

To accept the Treasurer's Report for July 2022 as presented and to accept the Treasurer's Report for August 2022 as presented.

Accept.
Treas. Repts.
7/22 & 8/22

Ayes All – Motion Carried 5:0

Mr. Spofford entered the meeting at 6:08 p.m.

REPORTS

Reports

Elementary School Report – Mrs. Chrisman – Attached

Elem. Rept.

Mrs. Chrisman noted the following highlights:

- We welcomed teachers back on August 31st and September 1st 2022.
- Our Open House held on August 31st went well and we will discuss further at our building team meeting.
- Enrollment is at 425 for grades UPK-6.
- Welcome to Kelsea Holdridge as our new Family School Navigator.
- "The Reading League" is a training based on evidence and Science to improve how reading is taught. It is not a curriculum and we are now in the very early stages of the training.

High School Report – Mrs. Leavitt – Attached

HS Rept.

Mrs. Leavitt noted the following highlights:

- Open House was held on August 31st with a great turnout which included 7th and 12th grade Orientations.
- Astronomy Nights presented by Mr. Lee will be held Friday nights (weather permitting) on the track and soccer field with use of telescopes.
- The BOCES CTE enrollment for this year is over double last year's enrollment.

CSE Director/Principal Report – Mrs. Primeau – Attached

CSE Rept.

Mrs. Primeau noted the following highlights:

- Our new Physical Therapist for the Special Education Program is doing a nice job.
- Grants have been submitted and are now under review
- Will begin the 3-year re-evaluation process

Dean of Students/Athletic Director Report – Mr. Zilkowski – Attached

Dean/AD

Superintendent's Report – Mr. Gilfus

Supt. Rept.

Mr. Gilfus made the following comments:

- Attended the NYCOSS Conference on Sunday and Monday
- Our students are facing social/emotional issues and we need to address those issues. Thank you to the administration, faculty, staff and students for adjusting to the new master schedule, new starting time and revisions to the Code of Conduct. There have been a lot of changes and, to date, the feedback has been excellent. It took a lot of courage to institute these changes and I have no regrets – we took it on and asked people to embrace, and they have. We will be scheduling DEI trainings, we will be training with The Reading League and will also be working with Daneli Partners to assess student strengths and for career exploration. The grant funds have given the District the ability to take on these valuable trainings and opportunities.

Buildings & Grounds Report – Mrs. Radley - Attached

Build/Grounds

Transportation Report – Mr. Stack – Attached

Transport.

Food Service Report – Mr. Dupuis – Attached

Food Serv.

Technology Report – Mr. Dy – Attached

Technology

Revenue Analysis/Expenditure Analysis Reports for August, 2022 – Mrs. Radley – Attached

Rev/Expend.

Motion by Ms. C. Williams, second by Mr. Schmid, to accept the above building reports as presented.

Accpt
Bldg.
Reports

Ayes All – Motion Carried 6:0

PRIVILEGE OF THE FLOOR

Privilege of
Floor

Mrs. Marie Huddleston complimented math teacher, Mr. Christopher Lee, on facilitating “Astronomy Nights” this past Friday night held at the track, giving students and families an opportunity to view the night sky through a telescope and to discuss the various constellations. Science teacher, Mrs. Deborah Skoda-Willett, also attended the event with her children. Mr. Gilfus noted that this is an example of an elective course that can now be offered to our students as a result of our new schedule. “Astronomy Nights” will be held Friday evenings through November 4th (weather permitting).

OLD BUSINESS

Old Business

- a. Capital Project Update – Mr. Gilfus/Mrs. Radley
Mr. Gilfus reported that he and Mrs. Radley will be meeting with Mr. Tomosky from SEI Design Group and Mr. Van Wei of C & S Companies. Additional designs are being drawn up and there will be further discussion on the concession area with more information to be available after this meeting. Per Mrs. Radley, we are now in the user group meetings stage right now. Mr. Gilfus also noted that the landscape architect has an exceptional record and is currently a consultant for SEI.
- b. Adopt District-Wide Safety Plan for 2022-2023
Motion by Mrs. J. Williams, second by Ms. C. Williams, to adopt the 2022-2023 District-Wide School Safety Plan as presented.

Capital
Project
Update

Adopt
District-wide
School

Ayes All – Motion Carried 6:0

NEW BUSINESS

New Business

- a. Resolution and Declaration and Appropriation of Contingent Expense and Emergency Capital Project - Water Heater

Adopt
Resolution
Contingent
Expense
Emergency
Capital
Project
Water
Heater

Motion by Mr. Schmid, second by Ms. C. Williams, to adopt the following resolution:

WHEREAS, the water heater at the Dolgeville Central School District James A. Green School has failed and requires immediate reconstruction to accommodate safe operation; and

WHEREAS, pursuant to NYS General Municipal Law 103(4) the Board of Education of Dolgeville Central School District (the “District”) in consideration of the opinion of architect SEI Design Group regarding their recommendation for the immediate removal and replacement of the water heater to restore it to safe operating condition; declares the replacement of the water heater as an emergency project;

WHEREAS, the emergency project is essential for the protection of the health and safety of the staff and students and for the protection of the District’s property; and

WHEREAS, the District is the lead agency with regard to the proposed project under the provisions of SEQRA.

NOW, THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The District declares that the necessary repair of the water heater at the James A. Green School is a SEQR Type II Action requiring no further review.
2. The district hereby finds the replacement of the water heater as essential for the protection of the health and safety of the staff and students and for protection of the District's property, requires immediate action which cannot await competitive bidding and hereby declares the project to be an ordinary contingent expense (hereinafter "Project") and authorizes an Emergency Capital Project for approximately \$20,000 to remedy the existing conditions.
3. The Superintendent and all officers and employees of the District are hereby authorized and directed to take all steps reasonably necessary or appropriate to complete the Project and to carry out the intent of this Resolution and to apply for any eligible state building aid and insurance proceeds, if applicable.
4. This Resolution shall take effect immediately.

Vote: S. Hongo – Aye
J. Williams – Aye
J. Schmid – Aye
C. Williams – Aye
C. Spofford – Aye
T. Rutkowski – Aye

J. Izzo – Absent from Vote

Motion Carried.

b. APPR Certification of Lead Evaluator for 2022-2023 school year

Motion by Mrs. J. Williams, second by Ms. C. Williams, to adopt the following resolution:
Be It Resolved that the Board of Education does hereby certify that the following individual has successfully met the requirements prescribed by the NYS Board of Regents as a qualified lead evaluator: Crystal Chrisman, for the purpose of conducting evaluation of teachers and administrators in accordance with the requirements of Section 3012d of the NYS Education Law.

Certify
Lead
Evaluator

Ayes All – Motion Carried 6:0

c. Amend 2022-2023 District Calendar

Motion by Mr. Schmid, second by Mrs. J. Williams, to amend the 2022-2023 district calendar to include the following half days/early release days for professional development for Reading League work on: Monday, October 17, 2022, Thursday, November 10, 2022 and Thursday, December 6, 2022, as attached.

Amend
2022-2023
District
Calendar

Ayes All – Motion Carried 6:0

d. Approve Building Safety Plans for 2022-2023

Motion by Mrs. J. Williams, second by Mr. Spofford, to approve the Building Safety Plan (Grades K-6) for 2022-2023 and to approve the Building Safety Plan (Grades 7-12) for 2022-2023. (Confidential Documents).

Approve
Building
Safety
Plans

Ayes All – Motion Carried 6:0

e. Approve Extraclassroom Accounts for 2022-2023

Motion by Mr. Schmid, second by Mr. Spofford, to approve the Extraclassroom Clubs for school year 2022-2023 as attached.

Approve
Extraclass
Clubs for
2022-2023

Ayes All – Motion Carried 6:0

f. Designate NYSSBA Voting Delegate

Motion by Mr. Spofford, second by Mrs. J. Williams, to designate Mr. Scott Hongo as the NYSSBA Annual Business Meeting Voting Delegate this year at the NYSSBA Convention in Syracuse, NY.

Designate
NYSSBA
Conf.
Voting
Delegate

Ayes All – Motion Carried 6:0

g. Equipment Disposal

Motion by Ms. C. Williams, second by Mrs. J. Williams, to declare the attached list of musical instruments as excess/unusable and to be disposed of by the district.

Equipment
Disposal
Music Dept.

Ayes All – Motion Carried 6:0

h. Board Policies

The following Board Policies were distributed for 1st Reading and Review:

Board
Policies
1st Reading
Review

Policies for Revision

- 1) 0015 – Nondiscrimination in Public Accommodations
- 2) 6005 – Prohibition of Discrimination and Harassment (Including Sexual Harassment) in Employment
- 3) 7202 – Prohibition of Discrimination, Harassment and Bullying (DASA)
- 4) 7203 – Nondiscrimination in Educational Services

Policies - New

- 1) 0013 – Title IX Grievance Process
0013.1 – Regulation concerning Title IX Grievance Process
- 2) 0014 – Diversity, Equity and Inclusion in Public Education

i. Approve Outdoor Club trip to Raquette Lake

Motion by Mrs. J. Williams, second by Mr. Spofford, to approve the request of the Mr. Bruce Risley (Outdoor Club) to take students on the annual high school outdoor fields trip to Raquette Lake on October 1-3, 2022 as per attached letter.

Approve
Outdoor
Club
Trip

Ayes All – Motion Carried 6:0

INFORMATION ONLY

- a. NYSSBA Conference in Syracuse, NY – October 27-29, 2022
- b. 2022 Proposed Resolution for NYSSBA Convention
- c. Change 2021-2022 District Calendar to reflect State of Emergency Days
- d. Update on Town of Stratford Taxable Aid
- e. SBI (School Boards Institute) Brochure
- f. Memorandum of Understanding – The Runaway and Homeless Youth Program of Catholic Charities of Herkimer County and all Herkimer County Schools
- g. Building Use Requests by outside groups approved by Superintendent of Schools

Information
Only

BOARD FORUM

The board members offered the following comments during Board Forum:

Board Forum

- Glad to hear that the transition from block scheduling to period scheduling is going well
- Thank you to those attending tonight's meeting
- Nice to hear about "Astronomy Nights"
- Proud of the administration, staff, students and parents for adjusting to the many changes
- Thank you to Gehring Tricot and Wadas Foundation for the generous donation of uniforms
- Thank you to the administration, faculty and staff for educating our young people
- Thank you to Mrs. Radley on a great financial audit and Mrs. Allen on the extraclassroom audit
- We are all so proud of Mr. Frank Engle on being promoted to Lieutenant Colonel in charge of the 2nd Battalion, 10th Infantry on September 10th! Congratulations!

- Thank you to the administration, faculty and staff for adapting to the many changes this new school year. We appreciate the hard work.
- Thank you to Joe Stack and the transportation staff for everything they do.
- Thank you to Mr. Rossi of West & Company for conducting the 2021-2022 financial audit.

EXECUTIVE SESSIONEnter
Executive
Session

Motion by Ms. C. Williams, second by Mr. Spofford, to enter executive session at 6:56 p.m. to discuss items related to the medical, financial, credit or employment history of a particular person(s) or matters leading to the appointment, employment, promotion, demotion, discipline suspension, dismissal or removal of a particular person(s); and to discuss contract negotiations and ongoing litigations.

Ayes All – Motion Carried 6:0

Ms. Izzo entered the meeting at 7:15 p.m.

Motion by Mr. Schmid, second by Ms. C. Williams, to return to regular session at 7:57 p.m.

Return to
Regular
Session

Ayes All - Motion Carried 7:0

CSE/CPSE MINUTES AND RECOMMENDATIONS - NoneCSE/CPSE
Min. & Rec.**PERSONNEL**Personnel
Actions

Motion by Mr. Spofford, second by Mrs. J. Williams, upon the recommendation of the Superintendent of Schools, to accept and approve the following resignations / leaves / appointments:

Resignations
Leaves
Appoints.

To rescind the motion appointing Kody Bleam as Mathematics Teacher, effective August 16, 2022. *(Appointment was approved at the 8/16/2022 BOE meeting).*

Rescind
Appts.
K. Bleam
Math Tea.
Football

To rescind the motion appointing Kody Bleam as Assistant Modified Football Coach, effective August 16, 2022. *(Appointment was approved at the 8/16/2022 BOE meeting).*

To accept the resignation of LeeAnn Helmer as K-12 Monitor effective August 25, 2022.

Accpt.Resign
L.Helmer

To accept the resignation of Chelsea Jones as Teacher Aide (1:1 Aide) effective August 18, 2022.

Accpt.Resign
C. Jones

To approve the leave request of Paula Mosher, Typist, for the period beginning September 29, 2022 through November 13, 2022.

Appr. Leave
P. Mosher

To approve the leave request of Edward Campbell, English Teacher, for ten family illness days to be used after approximately November 12, 2022.

Appr. Leave
E. Campbell

To grant to Amy Murphy, Spanish Teacher, two (2) days of unpaid leave on Friday, January 13, 2023, and on Tuesday, January 17, 2023.

Unpd. Leave
A. Murphy

To grant to Bethany Straney, School Nurse, three (3) days of unpaid leave on Wednesday, January 18, 2023, Thursday, January 19, 2023 and Friday, January 20, 2023.

Unpd. Leave
B. Straney

To approve the appointment of Tyler Smith to the following position:

Name:.....**Tyler Smith**
Position:.....Long Term Substitute Teacher – Mathematics
Reason:.....Fill Vacancy (K. Dowdall/K.Bleam)
Effective Date:.....8/31/2022 – 1/27/2023
Tenure Area:.....NA
Certification:.....Uncertified – Initial Certificate Pending – Mathematics 7-12
Rate of Pay:.....Days 1-10 – Sub rate for substitute teacher (uncertified w/Bachelor's Degree)
Beginning Day 11 - 1/200th of Step 1 DTA Salary Schedule - (\$223.49/day)
for days worked

Appr.Appt.
T. Smith
LT Sub
Teacher

To approve the appointment of Matthew Randall as Assistant Modified Football Coach (Step 11 @ .065) for school year 2022-2023, replacing Kody Bleam.

Appr.Appt.
M.Randall
Football

To approve the probationary appointment of Erinn Randall to the following position, replacing K. Mowers:

Name:.....**Erinn Randall**
Position:.....K-12 Monitor – Lunch/Recess – 1 Year appointment
Type:Hourly
Effective Date:.....8/31/2022 – 6/30/2023
Probationary Period:6 month ending 5/31/2023
Salary:.....\$14.29/hr.

Appr.Appt.
E. Randall
K-12 Mon.

To approve the probationary appointment of Emily Brewer to the following position, replacing L. Helmer:

Name:.....**Emily Brewer**
Position:.....K-12 Monitor – Lunch/Recess – 1 Year appointment
Type:Hourly
Effective Date:.....8/31/2022 – 6/30/2023
Probationary Period:6 month ending 2/28/2023
Salary:.....\$14.29/hr.

Appr.Appt.
E. Brewer
K-12 Mon.

To approve the probationary appointment of Carla Lyon to the following position, replacing C. Jones.

Name:.....**Carla Lyon**
Position:.....Teacher Aide – Shared 1:1 Aide
Type:10 Month – student specific
Effective Date8/31/2022
Probationary Period:6 month ending 2/28/2023
Certification:.....NA
Salary:.....\$20,006.00 per CSEA Contract

Appr.Appt.
C. Lyon
Tea. Aide

To approve the probationary appointment of LeeAnn Helmer to the following newly created position.
(Created at the 7/19/2022 BOE meeting)

Name:.....**LeeAnn Helmer**
Position:.....Teacher Aide – 1:1 Aide
Type:10 Month – student specific
Effective Date8/31/2022
Probationary Period:6 month ending 2/28/2023
Certification:.....NA
Salary:.....\$20,006.00 per CSEA Contract

Appr.Appt.
L. Helmer
Tea. Aide

To approve the probationary appointment of Dillon Lyon to the following position, replacing M. Bly.

Name:.....**Dillon Lyon**
Position:.....Bus Driver (800)
Type:10 Month
Effective Date9/21/2022
Probationary Period:6 month ending 3/21/2023
Salary:.....\$14,953.00 per CSEA Contract – Pro-rated 9/21/2022-6/30/2023

Appr.Appt.
D. Lyon
Bus Driver

To approve that Edward Cummings be granted a permanent appointment as Automotive Mechanic Helper effective September 15, 2022.

Perm. Appt.
E.Cummings

To approve the appointment of the following additional teacher mentors for 2022-2023:

Teacher
Mentors for
2022-2023

Mentor	Mentee (New Teacher)	Stipend
Ashley Randall	Tyler Smith, Mathematics	\$50.00/month
Alaina Harter	Sherry Yanney, Elementary	\$50.00/month
John Gardner	Joanne Zilkowski, Elementary	\$50.00/month

To approve the appointment of the following additional substitutes for 2022-2023:

Gwendolyn Polivka – Substitute Teacher/TA
 Mark Case – Substitute Teacher
 Sherry Farley – Substitute Clerical Worker
 Jennifer Smith – Substitute Monitor
 Jolene Stallman – Substitute Teacher/TA, Monitor, Aide, Clerical worker

To approve the appointment of Sherry Farley as long term clerical substitute for Paula Mosher for the the period September 26, 2022 through November 10, 2022, at the hourly substitute rate of \$14.29/hr.

Ayes All – Motion Carried 7:0

ADDITIONAL NON RESIDENT STUDENT REQUEST FOR 2022-2023

Additional
NonResident
Student
2022-2023

Motion by Mr. Spofford, second by Ms. C. Williams, to approve the following non resident student request for school year 2022-2023:

Kacey Sperry for child, Raymond Rumrill Grade K OESJ (Home District)

Ayes All – Motion Carried 7:0

BOCES CAPITAL PROJECT – INTERMUNICIPAL AGREEMENT RESOLUTION

Motion by Mrs. J. Williams, second by Ms. C. Williams, to adopt the following resolution:

WHEREAS, Education Law, Section 1950(14) allows Boards of Cooperative Educational Services and their component school districts to enter into agreements providing for the acquisition, construction and reconstruction of facilities designed to house services to be provided by such BOCES and for the sharing of the cost of such acquisition, construction or reconstruction; and

WHEREAS, General Municipal Law, Article 5-G authorizes school districts and BOCES to enter into intermunicipal agreements to carry out any function or responsibility each has authority to undertake alone; and

WHEREAS, the Herkimer-Fulton-Hamilton-Otsego Board of Cooperative Educational Services (“BOCES”) is preparing for a capital project to improve, repair and renovate its buildings and facilities known as The William E. Busacker Education Complex, located at 352 Gros Boulevard, Herkimer, NY 13350, and The Remington Education Complex, located at 77 East North Street, Ilion, NY 13357; and

WHEREAS, the District has undertaken a reasonable review of the Capital Project and has determined that the project will benefit the District’s students; and

WHEREAS, the District desires to enter into an agreement with BOCES to share the cost of the Capital Project;

IT IS HEREBY RESOLVED, that the Dolgeville Central School Board of Education hereby approves the Intermunicipal Agreement for repairs, improvements and renovations to HFHO BOCES facilities, buildings and grounds dated September 27, 2022, and authorizes the Board President to execute the agreement and authorizes the payment of money as set forth therein.

Vote: J. Williams – Aye T. Rutkowski – Nay
C. Williams – Aye
S. Hongo – Aye
J. Schmid – Aye
C. Spofford – Aye
J. Izzo – Aye

Motion Carried.

FUTURE MEETINGS

Future
Meetings

Regular Meeting – Tuesday October 18, 2022 – New staff reception

Regular Meeting – Tuesday, November 15, 2022

Regular Meeting – Tuesday, December 20, 2022

Regular Meeting – Tuesday, January 17, 2023

ADJOURNMENT

Adjournment

Motion by Mrs. J. Williams, second by Ms. Izzo, to adjourn at 7:59 p.m.

Ayes All – Motion Carried 7:0

Sandra L. Allen

District Clerk