

**DOLGEVILLE CENTRAL SCHOOL**  
**Dolgeville, NY 13329**

**Approved 3-19-2024**

February 13, 2024

Regular Meeting

James A. Green School

**PRESENT:**

S. Hongo, President  
J. Schmid  
C. Williams  
J. Izzo (left @ 8:31 pm)  
T. Rutkowski (left @ 8:14 pm)  
J. Fredericks

**ABSENT:**

J. Williams, VP

**OTHERS PRESENT:**

J. Gilfus  
C. Chrisman  
M. Primeau  
B. Manley (Excused)  
J. Radley  
Alexandra Halverson, Student BOE Member

**PRESIDING OFFICER:**

Scott Hongo, President

The regular meeting was called to order at 6:05 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. Rutkowski, second by Ms. C. Williams, to approve the minutes of January 16, 2024 (regular meeting) as presented and to approve the minutes of February 7, 2024 (special meeting) as presented.

Approve  
Minutes  
1/16/2024  
2/7/2024

Ayes All – Motion Carried 6:0

**BOCES BUDGET PRESENTATION**

DJ Shepardson, BOCES District Superintendent  
Stephen Coupe, BOCES Business Manager

BOCES  
Budget  
Presentation

Mr. Shepardson introduced himself and Mr. Coupe to the Board of Education and then reviewed the BOCES Budget for 2024-2025 as attached. Mr. Shepardson also reviewed the status of the BOCES Capital Project. Important dates include:

Thursday, April 11, 2024 – BOCES Annual Meeting

Wednesday, April 17, 2024 – BOCES Budget Vote and Election of Board Members

**CORRESPONDENCE – None**

Correspond.

**FINANCIAL**

Motion by Mr. Schmid, second by Ms. Izzo, to approve the following financial items:

Approve  
Financials

That General Fund Schedule #A-42 in the sum of \$300,839.79; General Fund Schedule #A-44 in the sum of \$347,463.45; General Fund Schedule #A-45 in the sum of \$14,921.12; General Fund Schedule #A-47 in the sum of \$359,181.03; General Fund Schedule #A-48 in the sum of \$732,142.12; School Lunch Fund Schedule #C-14 in the sum of \$1,178.14; School Lunch Fund Schedule #C-15 in the sum of \$28,653.75; Capital Fund Schedule #HB-14 in the sum of \$235,028.38 and Capital Fund Schedule #HB-15 in the sum of \$787,443.21 be approved and ordered paid pursuant to review of claims auditor, Jacqueline Hill.

Approve  
Payment of  
Warrants

To accept the Treasurer's Report for January 2024 as presented.

Accept  
Treas. Rept.  
1/2024

Ayes All – Motion Carried 6:0

To accept the 2<sup>nd</sup> Quarter Extraclassroom Activity Report for 2023-2024 as presented.

Acpt. 2nd Q.  
Extraclass.  
Report

Ayes All – Motion Carried 6:0

**BUDGET PRESENTATION – Mrs. Radley – Attached**

Mrs. Radley reviewed the preliminary 2024-2025 Dolgeville Central School Budget as attached with discussion regarding the tax cap as well.

DCS  
Budget  
Presentation

**Mrs. Rutkowski left the meeting at 7:07 p.m. and returned at 7:09 p.m.**

**Ms. Izzo left the meeting at 7:15 p.m. and returned at 7:17 p.m.**

**REPORTS**

Reports

Elementary School Report – Mrs. Chrisman – Attached

Elem. Rept.

High School Report – Mrs. Primeau – Attached

HS Rept.

Final Ranking Class of 2024 Report

Class 2024

Final Rank

Top 10% in Rank Order

Class 2024

Aleeya Seeley, Hadessa Leavitt, Brett Mosher, Alexandra Halverson, Alexandria Comstock

Students with Averages 90% and Above

Aleeya Seeley, Hadessa Leavitt, Brett Mosher, Alexandra Halverson, Alexandria Comstock, Lilliana Gressler, Emily Metz, Adrianna McGowan, Aiden Davies, Kaylee Lynch, Isabella Williams, Eann Ploss, Harley Cruz, Jackson Benoit, Madison Plonka, Sidney Gillogly, Kathy Serman

Director of Pupil Personnel Services Report – Mrs. Manley – Attached

Dir. Of Pupil  
Services

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

Dean/AD

Superintendent's Report – Mr. Gilfus

Supt. Rept.

No additional comments beyond my weekly report.

Health & Safety Committee Report – Mr. Gilfus

Build/Grounds

Mr. Gilfus reported from the committee meeting:

- “Zones” have been set up for evacuations – Elem. (Beaver St.); Jr.Sr.HS (Slawson St.)
- The Utica National School Safety program has been completed and submitted for 2024
- The strap on the evacuation chair located upstairs in the high school broke and has now been replaced
- Change in evacuation location – HS students will now go to the Catholic Church
- The Elem. Nurse will now transport the Elem. AED for evacuations, fire drills, etc.
- The Blood Drive was cancelled due to Red Cross experiencing internet issues – rescheduled for May 22, 2024
- Most deadbolt locks have been installed for inter-room doors between rooms
- Question raised concerning the “Clorox 360” machine – confirmed that this is still being used
- Question raised if desks are still being sanitized – confirmed that this is still being done
- Ceiling leak in Elem. Room 1217 has been addressed and roof has been repaired
- Discussed issuing temporary parking passes for injured/pregnant staff who are not designated as handicapped
- May request SPO to monitor handicapped parking spaces during sporting events
- Will review the PreK room ceiling leaks and will secure a quote once the snow melts

**Mrs. Rutkowski left the meeting at 8:14 p.m.**

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, Mr. Randall – Attached

Technology

Revenue Analysis/Expenditure Analysis Reports for January, 2024 – Mrs. Radley – Attached

Rev/Expend.

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

Acpt. Bldg.  
Reports

Ayes All – Motion Carried 7:0

### **PRIVILEGE OF THE FLOOR**

No public comments were heard.

Privilege of  
Floor

### **OLD BUSINESS**

Old Business

a. Capital Project Update – Mr. Gilfus/Mrs. Radley

- Renovations are going well at the bus garage.
- Work has started on the unit ventilators.
- Will be meeting to discuss paving behind the building.
- To date there has been a cost savings on the project which will support the purchase of a surveillance system for the bus garage and lettering for the press box.
- The vendors have been excellent and a pleasure to work with.

Capital  
Project  
Update

b. Review – Proposed Interagency Agreement for SPO Services for 2024-2025

No additional revisions were requested. Mr. Gilfus has scheduled a meeting with the Village of Dolgeville mayor to discuss the agreement the week of February 19<sup>th</sup>.

Review  
Proposed  
SPO  
Agreement

c. Review – 2024-2025 District Calendar

Mr. Gilfus reviewed the calendar with the board. The final draft will be presented at the March meeting for approval.

Review  
2024-25  
Calendar

d. Adopt BOE Policy

Motion by Ms. C. Williams, second by Mr. Schmid, to adopt Policy No. 5005 Special Patrol Officer (SPO) Firearm Storage Locker.

Adopt  
Policy  
SPO Firearm  
Storage  
Locker

Ayes All – Motion Carried 5:0

e. Alfie Discussion – Mr. Gilfus

- Due to the impact of the COVID-19 pandemic and the disruption in the administering of Regents examinations, Alfie trophies were unable to be presented to the graduating classes of 2022 and 2023, as those students did not have a way to achieve the Alfie criteria for an “Advanced Regents Diploma with Honor.”
- The Board of Education is eager to continue this long held tradition of presenting Alfies.
- The Board of Regents and the State Education Department are now reviewing graduation requirements and the various types of diplomas to be awarded in 2024. The administration will review this information as it relates to our current Alfie criteria.
- At this time there are two Alfie trophies in district and nine unfinished Alfie trophies at the production company. We will explore the idea of having our industrial technology department fabricate the Alfies, rather than using an outside production company.

Alfie  
Discussion

**Ms. Izzo left the meeting at 8:31 p.m.**

**NEW BUSINESS**

New Business

- a) Award Transportation Bid  
Motion by Ms. C. Williams, second by Mr. Schmid, to award the following bid for pupil transportation for the period February 29, 2024 through the end of the school year:

Award  
Transport.  
Bid

Brown / STA, Inc.  
Amsterdam, NY

Total Contract Award: \$778.00 per bus per day

Ayes All – Motion Carried 4:0

- b) Create Student Aid Positions  
Motion by Ms. C. Williams, second by Mr. Schmid, upon the recommendation of the Superintendent of Schools, the Board of Education does hereby approve the creation of Student Aide Positions (part-time) for the building & grounds department effective February 14, 2024, as per attached memo dated February 1, 2024.

Approve  
Create  
Student Aide  
PT for B&G  
Dept.

Ayes All – Motion Carried 4:0

- c) Resolution – Establish Capital Reserve Fund  
Motion by Ms. C. Williams, second by Mr. Schmid, to adopt the following resolution:

Adopt  
Resolution  
Capital Res.

BE IT RESOLVED, by the Board of Education of the Dolgeville Central School District, New York, as follows:

Section 1. Pursuant to Section 3651 of the Education Law there is hereby established a capital reserve fund for the Dolgeville Central School District, New York, which shall be designated as the “2024 Capital Reserve Fund” of said School District.

Section 2. Such 20 Capital Reserve Fund is hereby established for financing, in whole or in part, the following objects or purposes of said School District:  
Construction, reconstruction and improvement of school buildings and facilities, including original furnishings, equipment, machinery or apparatus incidental thereto, and the purchase of furnishings, equipment, machinery or apparatus separately; provided that such capital costs are an object or purpose that would be eligible for financing under the Local Finance Law, and costs incidental thereto.

Section 3. The ultimate amount of such Fund shall be \$5,000,000 plus earnings thereon.

Section 4. The probable term of such Fund shall be ten (10) years, after which time no further funds may be transferred to such Fund, unless previously extended by the voters, but such Fund shall continue in existence until liquidated in accordance with the Education Law or until the funds are exhausted.

Section 5. The source from which the funds for such Fund will be obtained is as follows: (i) amounts from budgetary appropriations from time to time, and (ii) unappropriated fund balance made available by the Board of Education from time to time, and (iii) transfers from unexpended balances of existing reserve funds and (iv) New York State Aid received and made available by the Board of Education from time to time, all to the extent permitted by law.

Section 6. This resolution is a preliminary matter under the State Environmental Quality Review Act and the applicable regulations promulgated thereunder (“SEQRA”), which does not commit the School District to undertake, fund or approve any action under SEQRA.

Section 7. This resolution shall take effect upon the approval thereof by a majority of the qualified voters of said School District voting on a proposition therefor submitted at the annual meeting of said School District, the details of which shall be specified by a further resolution of this Board of Education. Upon such approval, no further action of this Board of Education will be required to perfect the establishment of such Reserve Fund.

Duly put to a vote as follows:

Vote:	S. Hongo – Aye	J. Williams – Absent
	J. Schmid – Aye	J. Izzo – Absent
	C. Williams – Aye	T. Rutkowski – Absent
	J. Fredericks – Aye	

Motion Carried.

d) Bus Resolution

Purchase  
Buses and  
Plow Truck

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

**BE IT RESOLVED**, by the Board of Education of the Dolgeville Central School District, as follows:

Section 1. The proposition hereinafter set forth is hereby authorized to be submitted for the approval of the qualified voters of the District on the 21<sup>st</sup> day of May, 2024 (the “Vote”).

Section 2. The proposition set forth below shall be submitted at the Vote and the District Clerk shall include notice of the proposition in substantially the following form in the notice of the Vote:

**NOTICE IS HEREBY FURTHER GIVEN** that at the Vote to be held on May 21, 2024, the following proposition will be submitted:

PROPOSITION

Purchase of School Buses

Shall the Board of Education be authorized to purchase three (3) 64-passenger school buses for the purpose of providing student transportation, and one (1) plow truck including original equipment and incidental expenses for the foregoing purpose, at a total estimated cost not to exceed \$365,500; and to expend funds from the Vehicle Reserve Fund to the extent that it is funded?

Section 3. This resolution shall take effect immediately.

Vote:	S. Hongo – Aye	J. Williams – Absent
	J. Schmid – Aye	J. Izzo – Absent
	C. Williams – Aye	T. Rutkowski – Absent
	J. Fredericks – Aye	

Motion Carried.

**INFORMATION ONLY**

Information  
Only

- a. Agreement between Fulton County Public Health and Dolgeville Central School District
- b. Annual Contract – Upstate Temperature Control
- c. Food Service Establishment Inspection Summary Report
- d. Building Use Requests by outside groups approved by Superintendent
  - 1) Gregory Reid (Dolgeville Little League) – Use HS Cafeteria – Little League Board Meeting – 1/25/2024
  - 2) Cyrece Mahardy (Youth Basketball) – Use Gym 2 – Youth Basketball Scrimmages – 1/27/2024
  - 3) Coach Jennifer Morse (Girls JV/Var. BB) – Use Concession Booth during Volleyball Tourn. – 2/3/2024
  - 4) Gregory Reid (Little League) – Use Aud. Lobby – Little League sign ups – 2/10, 2/17 and 2/24/2024

**BOARD FORUM**

Board  
Forum

The board members offered the following comments during Board Forum:

- Our student BOE member commented that she believed that this year’s mid-term week was very chaotic in comparison to last year’s mid-term week
- It was nice to attend “Senior Night” for boys’ basketball – Good luck to athletes at sectional games
- Thank you for the BOCES budget presentation and BOCES capital project update
- Mr. Williams is excited about the idea of fabricating a sample “alfie trophy”
- Thank you to Mrs. Radley/Mr. Gilfus on the budget presentation
- Glad to see that CABVI (Central Association for the Blind and Visually Impaired) was here to conduct vision screenings for some of our elementary students
- Thank you to the administrators, faculty and staff for all that they do
- Congratulations to our top seniors and we look forward to hosting them and their parents at a board

**EXECUTIVE SESSION**

Enter  
Executive  
Session

Motion by Mr. Schmid, second by Ms. C. Williams, to enter executive session at 8:56 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 student issues, litigations and student safety.

Ayes All – Motion Carried 4:0

Motion by Mr. Schmid, second by Ms. C. Williams, to return to regular session at 9:39 p.m.

Return to  
Regular  
Session

Ayes All - Motion Carried 4:0

**CSE/CPSE MINUTES AND RECOMMENDATIONS**

CSE/CPSE  
Min. & Rec.  
1/9/2024-  
2/5/2024

Motion by Ms. C. Williams, second by Mr. Schmid, to approve the CSE/CPSE Minutes and Recommendations covering the period 1/9/2024 through 2/5/2024 as attached.

Ayes All – Motion Carried 4:0

**PERSONNEL**

Personnel  
Actions

Motion by Ms. C. Williams, second by Mrs. Rutkowski, upon the recommendation of the Superintendent of Schools, to accept and approve the following personnel actions:

To approve the leave request of **Lynne Licari**, Psychologist, effective approximately March 11, 2024 through June 3, 2024.

Appr.Lv.  
L. Licari

To approve the leave request of <b>Kira Stone</b> , Elementary Teacher, effective approximately May 11, 2024 for approximately 6 or 8 weeks.	Appr. Lv. K. Stone
To grant to <b>Tina Petkovsek</b> , Cleaner, five (5) days of unpaid leave on Monday 3/18/2024, Tuesday 3/19/2024, Wednesday 3/20/2024, Thursday 3/21/2024 and Friday 3/22/2024.	Unpd. Leave T. Petkovsek
To adopt the following resolution amending the appointment of <b>Jennifer Countryman</b> as long term substitute teacher:	Amend Appointment J.Countryman add sick days
Be it resolved that the Board of Education of the Dolgeville Central School District hereby appoints Ms. Jennifer Countryman as a long term substitute to fill the position of secondary special education teacher effective January 8, 2024, and provided she renders satisfactory service, is intended to continue for the 2023-2024 school year, no later than June 30, 2024. Ms. Countryman shall be paid at 1/200 <sup>th</sup> of Step 1 of the DTA Salary Schedule beginning the eleventh (11 <sup>th</sup> ) day of employment. Additionally, Ms. Countryman will receive three (3) sick days; which will not be carried past June 30, 2024. This resolution shall supersede any prior resolutions of the Board with respect to Ms. Jennifer Countryman's appointment. No term of employment is conferred by this resolution of appointment and Ms. Jennifer Countryman's employment may be terminated at any time.	
To approve the appointment of <b>Jessica Bladek</b> as Teacher Mentor for Jennifer Countryman for the period January 8, 2024 through June 30, 2024, at the rate of \$250.00. (Jennifer Countryman was appointed as long term substitute teacher to replace Tyler Gilfus who resigned as long term substitute teacher).	J. Bladek mentor for J.Countryman
To grant a permanent appointment (civil service) to <b>Carla Lyon</b> as Typist, effective February 16, 2024.	Perm. Appt. C. Lyon Typist
To grant a permanent appointment (civil service) to <b>Taylor Brandow</b> as Bus Driver, effective March 1, 2024.	Perm. Appt. T. Brandow Bus Driver
To grant a permanent appointment (civil service) to <b>Melissa Congdon</b> as Teacher Aide, effective March 5, 2024.	Perm. Appt. M. Congdon Teach. Aide
To grant a permanent appointment (civil service) to <b>Erinn Randall</b> as Teacher Aide, effective March 5, 2024.	Perm. Appt. E. Randall Teach. Aide
To grant a permanent appointment (civil service) to <b>Tina Rumrill</b> as Teacher Aide, effective March 5, 2024.	Perm. Appt. T. Rumrill Teach. Aide
To grant a permanent appointment (civil service) to <b>Rebecca McFadden</b> as Teacher Aide, effective March 5, 2024.	Perm. Appt. R. McFadden Teach. Aide
To grant a permanent appointment (civil service) to <b>Marcia Lyon</b> as Bus Monitor, effective March 5, 2024.	Perm. Appt. M. Lyon Bus Monitor
To grant a permanent appointment (civil service) to <b>Antonia Akerley</b> as K-12 Monitor, effective March 8, 2024.	Perm. Appt. A. Akerley K-12 Mon.

To approve the appointment of an additional Extraduty Coaching position for 2023-2024 as follows:

Modified Baseball Coach – **Tyler Tennant**

Appr. Appt.  
Additional  
Extra Duty

To approve the appointment of **Trey Smith** as substitute Teacher/TA.

Ayes All – Motion Carried 4:0

Appr. Appt.  
T. Smith  
Sub. T/TA

**FUTURE MEETINGS**

Future  
Meetings

- a. March 19, 2024 – District Code of Conduct/Athletic Code of Conduct Committee Meeting 5:00 pm  
Policy Manual Meeting
- b. March 19, 2024 – Regular Meeting – 6:00 p.m. in Cafeteria
- c. April 10, 2024 – Audit/Finance Committee Meeting – 6:00 p.m. in HS Library
- d. April 16, 2024 – Food Service Committee Meeting – 5:00 p.m. in Supt. Conf. Room
- e. April 16, 2024 – Regular Meeting – 6:00 p.m. in Cafeteria – Tenure Recognition
- f. April 17, 2024 – Special Meeting – BOCES Budget Vote & Top Senior Recognition
- g. May 14, 2024 – Special Meeting – Auditorium – Budget Hearing – 6:00 p.m.
- h. May 21, 2024 – Special Meeting – HS Cafeteria – Budget Vote/Board Election – 2:00-8:00 p.m.
- i. May 22, 2024 – Regular Meeting – 6:00 p.m. in Cafeteria
- j. June 18, 2024 – Regular Meeting – 6:00 p.m. in Cafeteria

**ADJOURNMENT**

Adjournment

Motion by Mr. Schmid, second by Ms. C. Williams, to adjourn at 9:48 p.m.

Ayes All – Motion Carried 4:0

Sandra L. Allen  
District Clerk