

DOLGEVILLE CENTRAL SCHOOL
Dolgeville, NY 13329

Approved 9-19-2023

Tuesday, August 15, 2023

Regular Meeting

James A. Green School

PRESENT:
S. Hongo, President
T. Rutkowski
J. Schmid
J. Fredericks
J. Williams, VP. Arr. @ 6:02 pm

ABSENT:
C. Williams
J. Izzo

OTHERS PRESENT:
J. Gilfus
C. Chrisman (Absent – Illness)
M. Primeau
B. Manley
J. Radley

PRESIDING OFFICER:
Scott Hongo, President

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

Call to Order

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

Pledge to Flag

MINUTES

Motion by Mr. Schmid, second by Mrs. Rutkowski, to approve the minutes of July 18, 2023 (regular meeting), as presented.

Approve
Minutes
7/18/2023

Ayes All – Motion Carried 4:0

PUBLIC HEARING – District-Wide School Safety Plan for 2023-2024

Mr. Gilfus reviewed the Safety Plan for the public as attached. Minor changes were recommended by board members, but no public comments were heard. As required, the District-Wide School Safety Plan for 2023-2024 was made available on the district’s website for public comment for 30 days beginning on July 31, 2023 and will be board approved effective September 1, 2023.

Public
Hearing
District-wide
School
Safety Plan

Mrs. J. Williams entered the meeting at 6:02 p.m. during the Public Hearing

CORRESPONDENCE – None

Correspond.

FINANCIAL

Motion by Mr. Schmid, second by Mrs. J. Williams, to approve the following financial items:

That General Fund Schedule #A-4 in the sum of \$183,310.49; General Fund Schedule #A-6 in the sum of \$98,317.46; General Fund Schedule #A-8 in the sum of \$124,074.91; General Fund Schedule #A-9 in the sum of \$502,183.33; School Lunch Fund Schedule #C-2 in the sum of \$7,230.28; School Lunch Fund Schedule #C-3 in the sum of \$882.35; special Aid Fund Schedule #F-1 in the sum of \$7,248.14; Special Aid Fund Schedule #F-2 in the sum of \$676,010.89; Capital Fund Schedule #HB-2 in the sum of \$2,700.00; Capital Fund Schedule #HB-3 in the sum of 365,277.23 and Capital Fund Schedule #HH-1 in the sum of \$443,325.00 be approved and ordered paid pursuant to review of claims auditor, Jacqueline Hill.

Approve
Payment of
Warrants

The July 2023 Treasurer’s Report will be available at the September meeting.

Treas. Rept.
7/2023

Set Tax Levy for 2023-2024

Motion by Mr. Schmid, second by Mrs. Rutkowski, to adopt the following tax levy resolution:

BE IT RESOLVED that upon the recommendation of the Superintendent of Schools, a tax levy of \$5,268,559. be approved for 2023-2024, representing a 3.418% increase over 2022-2023 as presented to the voters in May, 2023 as attached.

Approve
Tax Levy
Resolution

Ayes All – Motion Carried 5:0

REPORTS

| | |
|---|----------------------|
| | Reports |
| <u>Elementary School Report</u> – Mrs. Chrisman – Attached | Elem. Rept. |
| <u>High School Report</u> – Mrs. Primeau – Attached | HS Rept. |
| <u>Director of Pupil Personnel Services Report</u> – Mrs. Manley – Attached | Dir. Of Pupil Serv. |
| <u>Dean of Students/Athletic Director Report</u> – Mr. Zilkowski – Attached | Dean/AD |
| <u>Superintendent’s Report</u> – Mr. Gilfus | Supt. Rept. |
| Mr. Gilfus made the following comments: | |
| <ul style="list-style-type: none"> ▪ The district has received a request for Religious Education Release Time and Mr. Gilfus will offer to assist with transportation at the conclusion of the school day to accommodate this request. ▪ New York State School districts have received communication from the NYS Education Department reminding all districts of the obligation to educate migrant children who become district residents. | |
| <u>Buildings & Grounds Report</u> – Mrs. Radley - Attached | Build/Grounds |
| <u>Transportation Report</u> – Mr. Stack – Attached | Transport. |
| <u>Food Service Report</u> – Mr. Dupuis – Attached | Food Serv. |
| <u>Technology Report</u> – Mr. Dy, Mr. Randall – Attached | Technology |
| <u>Revenue Analysis/Expenditure Analysis Reports for July, 2023</u> – Mrs. Radley – Attached | Rev/Expend. |
| Motion by Mr. Schmid, second by Mrs. J. Williams, to accept the above building reports as presented. | Accept Bldg. Reports |
| Ayes All – Motion Carried 5:0 | |

PRIVILEGE OF THE FLOOR

No public comments were heard. Privilege of Floor

OLD BUSINESS

| | |
|---|---|
| | Old Business |
| a. <u>Capital Project Update</u> – Mrs. Radley/Mr. Gilfus | Capital Project Update |
| <ul style="list-style-type: none"> ▪ On Tuesday, August 8th the second set of bids were opened for review and the awarding of Contracts will take place at a special meeting scheduled for Monday, August 28th. ▪ The basin work situation has improved with less eroding now occurring. ▪ The track has been stripped to prepare for milling ▪ Field work is currently underway ▪ The roofers are struggling with the rain and the progress has been somewhat delayed | |
| b. Motion by Mrs. Rutkowski, second by Mrs. J. Williams, to approve the following BOE Committees and committee members for 2023-2024 as listed below: | Approve BOE Committees and Members |
| Audit & Finance | S. Hongo, J. Schmid, J. Fredericks, J.Radley, J. Gilfus, Carine Madison, Adam Minor-Swartz, Community Representatives |
| Health & Safety | C. Williams, T. Rutkowski, B. Risley, J. Gilfus, J. Radley |
| Building Team – Elem. | C. Williams, J. Williams |
| Building Team – Jr./Sr | C. Williams, J. Williams |

| | |
|-----------------------|--|
| Instructional Tech | S. Hongo, J. Fredericks, J. Williams, J. Gilfus |
| Policy Manual | J. Schmid, J. Williams, J. Gilfus |
| District C of Conduct | C. Williams, T. Rutkowski, J. Gilfus |
| Athletic C of Conduct | C. Williams, T. Rutkowski, J. Gilfus |
| Facilities | J. Schmid, S. Hongo, J. Izzo, W. Congdon, J. Radley, J. Gilfus |
| Building Projects | S. Hongo, J. Izzo, W. Congdon, J. Radley, J. Gilfus |
| Transportation | J. Williams, J. Stack, J. Radley, J. Gilfus |
| Food Service | J. Izzo, J. Williams, A. Dupuis, J. Radley, J. Gilfus |

Ayes All – Motion Carried 5:0

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| <p>c. <u>Adopt District-Wide Safety Plan for 2023-2024</u> Motion by Mrs. Rutkowski, second by Mrs. J. Williams, to adopt the 2023-2024 District-Wide School Safety Plan as presented (with recommended changes from the public hearing), effective September 1, 2023.</p> | <p>Adopt District-wide School Safety Plan 2023-2024</p> |
|--|---|

Ayes All – Motion Carried 5:0

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| <p>d. <u>District Calendar for 2023-2024 – Revise Calendar</u> Motion by Mr. Schmid, second by Mrs. J. Williams, to revise the 2023-2024 District Calendar as attached with the following changes: 1) Add half day/early release for all students – 1/26/2024 – for Supt. PD half day 2) Add half days/early release for Elementary school: 6/24/2024 and 6/25/2024</p> | <p>Revise 2023-2024 District Calendar</p> |
|---|---|

Ayes All – Motion Carried 5:0

NEW BUSINESS

New
Business

- | | |
|---|---------------------------------------|
| <p>a. <u>APPR Certification of Lead Evaluator for 2023-2024 school year</u> Motion by Mr. Schmid, second by Mrs. J. Williams, to adopt the following resolution Be It Resolved that the Board of Education does hereby certify that the following individuals have successfully met the requirements prescribed by the NYS Board of Regents as qualified lead evaluators: Crystal Chrisman and Michelle Primeau, for the purpose of conducting evaluation of teachers and administrators in accordance with the requirements of Section 3012d of the NYS Education Law.</p> | <p>Certify Lead Evaluator</p> |
|---|---------------------------------------|

Ayes All – Motion Carried 5:0

- | | |
|---|--|
| <p>b. <u>Set School Adult Meal Prices for 2023-2024</u> Motion by Mrs. J. Williams, second by Mrs. Rutkowski, to set the following adult meal prices for school year 2023-2024: Adult Breakfast - \$2.84 plus tax and Adult Lunch - \$4.92 plus tax, effective September 1, 2023.</p> | <p>Set Meal Prices for 2023-2024</p> |
|---|--|

Ayes All – Motion Carried 5:0

- c. Create 1:1 Aide Position for Elementary Student
Motion by Mrs. Rutkowski, second by Mrs. J. Williams, upon the recommendation of the Superintendent the Board of Education does hereby approve the creation of a 1:1 Aide position for an elementary student, as per attached memorandum of the Superintendent dated August 7, 2023.
- Create
1:1 Aide
Position
Elem.
Student
- Ayes All – Motion Carried 5:0
- d. Create Bus Monitor Position
Motion by Mrs. J. Williams, second by Mr. Schmid, upon the recommendation of the Superintendent, the Board of Education does hereby approve the creation of a bus monitor position for a new student, as per attached memorandum of the Superintendent dated August 9, 2023.
- Create
Bus Mon.
Position
- Ayes All – Motion Carried 5:0
- e. Accept Donation
Motion by Mrs. Rutkowski, second by Mrs. J. Williams, to accept the donation of three picnic tables to the district by Mrs. Michelle Primeau at an estimated value of \$750.00 to be used in the courtyard.
- Accept
Donation
Picnic
Tables
M. Primeau
- Ayes All – Motion Carried 5:0
- f. Equipment Disposal
Motion by Mr. Schmid, second by Mrs. J. Williams, to declare one (1) leg press machine, one (1) indoor bike and two (2) weight trees as excess/unusable due to age and safety concerns, to be removed from the Physical Education inventory and to be disposed of by the district.
- Equipment
Disposal
P.E. Dept.
Weight Rm.
Equipment
- Ayes All – Motion Carried 5:0
- g. Driver Education Discussion
Mr. Gilfus explained that the current charge for Driver Education for students is at \$200.00 per session. The Board, Mr. Gilfus and Mrs. Primeau discussed the ideas of continuing to charge \$200.00 per session, reducing the charge to \$100.00 per session, or eliminating the charge. Without a formal vote, the Board agreed to offer Driver Education to resident students at no charge effective July 1, 2023, while non resident students will continue to be charged \$200.00 per session.
- Driver
Education
Program
Course
Fee
- h. Adopt Superintendent Evaluation Document
Motion by Mrs. J. Williams, second by Mrs. Rutkowski, to adopt the Superintendent Evaluation Document as attached to be used for the 2023-2024 school year.
- Adopt
Supt. Eval.
Document

Ayes All – Motion Carried 5:0

INFORMATION ONLY

- a. Building Use Requests by outside groups approved by superintendent
- 1) Jennifer Smith (Joy of Dance) – Use Auditorium – Dance Recital – May 2024
 - 2) Sarah Williams-Herringshaw (Connected Community School) – Use Auditorium – YWCA Healthy Relationships Presentation – 3/5/2024
 - 3) Sarah Williams-Herringshaw (CCS) – Use Auditorium – YWCA Bullying Presentation – 10/3/2023
 - 4) KC Wolford (Dolgeville Community Band) – Use Auditorium and Stage – Rehearsal - 6/29/2023
 - 5) KC Wolford – Memorial Day Parade – For Inclement Weather – Use Gym 2 w/sound system – 5/27/2024
- Information
Only

BOARD FORUM

Board Forum

The board members offered the following comments during Board Forum:

- Thank you to Mrs. Primeau for donating picnic tables for use in the courtyard
- The new staff orientation was great
- Thank you to the custodial staff - the building looks great
- Thank you to the WADAS foundation for their donations to the weight/fitness room
- Thank you to the Summer School staff for teaching our students
- Good luck to the students taking summer regents
- Congratulations to our August graduates

EXECUTIVE SESSIONEnter
Executive
Session

Motion by Mr. Schmid, second by Mrs. J. Williams, to enter executive session at 7:36 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 ongoing litigations.

Ayes All – Motion Carried 5:0

Motion by Mr. Schmid, second by Mrs. J. Williams, to return to regular session at 8:04 p.m.

Return to
Regular
Session

Ayes All - Motion Carried 5:0

CSE/CPSE MINUTES AND RECOMMENDATIONSCSE/CPSE
Min. & Rec.
7/12/23 -
8/9/23

Motion by Mr. Schmid, second by Mrs. J. Williams, to approve the CSE/CPSE Minutes and recommendations covering the period 7/12/2023 through 8/9/2023 as attached.

Ayes All – Motion Carried 5:0

PERSONNELPersonnel
Actions

Motion by Mr. Schmid, second by Ms. J. Williams, upon the recommendation of the Superintendent of Schools, to accept and approve the following personnel actions:

To accept the resignation of Alaina Harter as Elementary Reading Teacher, effective August 31, 2023.

Acpt.Resign
A.Harter
Elem.Read.

To accept the resignation of Craig Eggleston as Modified Wrestling Coach, effective August 16, 2023.

Acpt.Resign
C. Eggleston
Mod.Wrest.

To accept the resignation of Erinn Randall as Monitor K-12, effective August 16, 2023, to accept a position as Teacher Aide.

Acpt.Resign
E. Randall
Monitor

To accept the resignation of Carla Lyon as Teacher Aide, effective August 16, 2023, to accept a position of Office Assistant I.

Acpt.Resign
C. Lyon
Teach.Aide

To accept the resignation of Officer Shannon Davies as School Resource Officer, effective August 1, 2023.

Acpt.Resign
Off. Davies
SRO

To approve the probationary appointment of Hannah Murcray to the following position, replacing A. Harter:

Name:.....**Hannah Murcray**
 Position:.....Elementary Reading Teacher
 Tenure Area:.....Literacy/Reading
 Type:10 Month
 Effective Date:.....9/5/2023
 Probationary Period:3 Year ending 9/1/2026
 Certification:.....Professional Certificate, Literacy (Grades 5-12) – 9/1/2011
 Professional Certificate, Literacy (Birth – Grade 6) – 9/1/2011
 Professional Certificate, Childhood Education (Grades 1-6) – 2/1/2011
 Salary for 2023-2024:Step 21 DTA Salary Schedule - \$70,690.00

Appr.Appt.
H.Murcray
Elem. Read.

To approve the probationary appointment of Elizabeth Diaz to the following position, replacing T. Seery (*T. Seery returned to regular classroom*)

Name:.....**Elizabeth Diaz**
 Position:.....Special Education Teacher (Elementary)
 Tenure Area:.....Special Education
 Type:10 Month
 Effective Date:.....9/5/2023
 Probationary Period:4 Year ending 9/1/2027
 Certification:.....Initial Certificate, Childhood Education (Grades 1-6) – 4/11/2023-8/31/2028
 Salary for 2023-2024:Step 4 DTA Salary Schedule - \$47,553.00

Appr.Appt.
E. Diaz
Special Ed.
Elementary

To approve the probationary appointment of Traci Gonyea to the following newly created position (*created at the May 17, 2023 BOE meeting*):

Name:.....**Traci Gonyea**
 Position:.....Teaching Assistant (Universal PreK)
 Tenure Area:.....Teaching Assistant
 Type:10 Month
 Effective Date:.....9/5/2023
 Probationary Period:4 year ending 9/1/2027
 Certification:.....Teaching Assistant, Level I – 12/16/2022 – 1/31/2026
 Salary for 2023-2024:Step 15 DTA Teaching Assistant Salary Schedule - \$24,770.

Appr.Appt.
T. Gonyea
Teaching
Assistant

To approve the probationary appointment of Lillian Bauder to the following newly created position (*created at the July 18, 2023 BOE meeting*):

Name:.....**Lillian Bauder**
 Position:.....Teaching Assistant (12:1:1)
 Tenure Area:.....Teaching Assistant
 Type:10 Month
 Effective Date:.....9/5/2023
 Probationary Period:4 year ending 9/1/2027
 Certification:.....Teaching Assistant, Level I – Pending
 Salary for 2023-2024:Step 7 DTA Teaching Assistant Salary Schedule - \$21,847.00

Appr.Appt.
L. Bauder
Teaching
Assistant

To approve the re-appointment of LeeAnn Helmer as Teacher Aide 1:1 for the 2023-2024 school year, effective 9/5/2023 – 6/30/2024.

Appr.Appt.
L. Helmer
Tea. Aide

To approve the probationary appointment (civil service) of Erinn Randall to the following newly created position created at this meeting:

Appr. Appt.
E. Randall
Tea. Aide

Name:.....**Erinn Randall**
Position:.....Teacher Aide – 1:1 Aide
Type:10 Month
Effective Date:9/5/2023 – 6/30/2024
Probationary Period:6 month ending 3/5/2024
Certification:NA
Salary:.....\$21,000.00 per CSEA Contract

To approve the re-assignment of Melissa Congdon from the position of Teacher Aide 12:1:1 to the position of Teacher Aide 1:1, replacing Y. Nichols, effective 9/5/2023 – 6/30/2024.

Appr.
Re-assign.
M. Congdon

To approve the appointment of Bonnie Kirchofer to the following position:

B. Kirchofer
LT Sub
Teach. Aide

Name:.....**Bonnie Kirchofer**
Position:.....Long Term Substitute Teacher Aide 12:1:1
Reason:.....Fill new position created at 7/18/23 BOE meeting
Effective Date:9/5/2023 – 6/30/2024
Rate of Pay:.....\$15.00/hr.

To approve the appointment of the following **teacher mentors** for 2023-2024:

Approve
Appoint.

| Mentor | Mentee (New Teacher) | Stipend |
|-----------------------|--------------------------|------------------------------|
| Teresa Bouchard | Jolene Stallman (LT Sub) | \$500.00 – Full Year |
| Kerri Rowley | Sarah Ahles | \$500.00 – Full Year |
| Lauren Stone (Vedete) | Hannah Murcray | \$500.00 – Full Year |
| Erin Vedder | Nicholas Roby | \$500.00 – Full Year |
| Carrie Wilcox | Meghan Zaklukiewicz | \$500.00 – Full Year |
| Amanda Petrie | Dianna Urbanski | \$500.00 – Full Year |
| Trista Simpson | Elizabeth Diaz | \$500.00 – Full Year |
| Crystal Miller | Chelsea Jones (LT Sub) | \$250.00 – Full Year (share) |
| Emily Farquhar | Chelsea Jones (LT Sub) | \$250.00 – Full Year (share) |

To approve the provisional appointment (civil service) of Carla Lyon to the following position, replacing J. Winkler:

Appr. Appt.
C. Lyon
Office Asst. I

Name:.....**Carla Lyon**
Position Title:Office Assistant I
Type:12 Month
Effective Date:8/16/2023
Probationary Period:Provisional until Civil Service Test is offered, taken and passed
6 Month Probationary Period will begin after test has been passed.
Salary for 2023-2024:\$33,780.00 per CSEA Contract

To approve the probationary appointment (civil service) of Marcia Lyon to the following position, replacing E. Foster:

Appr. Appt.
M. Lyon
Bus Mon.

Name:.....**Marcia Lyon**
Position Title:Bus Monitor
Type:10 Month
Effective Date:9/5/2023
Probationary Period:6 Month ending 3/5/2024
Salary for 2023-2024:TBD based on final transportation schedule/needs – CSEA Contract

To approve the probationary appointment (civil service) of Chante Willis to the following newly created position created at this meeting. Appr.Appt.
C. Willis
Bus Mon.
 Name:.....**Chante Willis**
 Position Title:.....Bus Monitor
 Type:10 Month
 Effective:.....9/5/2023 – 6/30/2024
 Probationary Period:6 Month ending 3/5/2024
 Salary for 2023-2024:TBD based on final transportation schedule/needs – CSEA Contract

To approve the probationary appointment (civil service) of Wayne Congdon to the following position: Appr.Appt.
W. Congdon
Bldg.Maint.
Mechanic
 Name:.....**Wayne Congdon**
 Position:.....Building Maintenance Mechanic
 Type:12 Month
 Effective Date:.....August 15, 2023
 Probationary Period:6 Month – ending February 15, 2024

To approve the appointment of additional Extraduty Coaching positions for 2023-2024 as attached. Appr.Appt.
Additional
Extra Duty

To approve the appointment of Shaad Madison as substitute bus driver, pending completion of 19A Regulations. Appr.Appt.
S. Madison
Sub. Driver

To approve the appointment of Eileen Foster as substitute Teacher/TA. Appr.Appt.
E. Foster
Sub T/TA

To approve the appointment of the following substitute lists for school year 2023-2024 as attached: Approve
Substitute
Lists for
2022-23
 Substitute Teachers/TAs, Substitute Cafeteria Workers, Substitute Monitors, Substitute Clerical Workers, Substitute Nurses, Substitute Custodial Workers, and Substitute Transportation Workers.

To approve the probationary appointment (civil service) of Victoria Sherwood to the following position, replacing E. Randall: Appr.Appt.
V. Sherwood
Monitor
 Name:.....**Victoria Sherwood**
 Position Title:.....Monitor K-12
 Type:10 Month
 Effective Date:.....9/5/2023 – 6/30/2024
 Probationary Period:6 Month ending 3/5/2024
 Rate of Pay:.....\$15.00/hr.

Ayes All – Motion Carried 5:0

FUTURE MEETINGS

- a. September 19, 2023 – Audit/Finance Committee – 5:00 p.m. in Library
 - b. September 19, 2023 – Regular Meeting – 6:00 p.m. in Cafeteria
 - c. October 11, 2023 – Audit/Finance Committee – 5:00 p.m. in Library
 - d. October 17, 2023 – New Staff Reception – 5:00 p.m. in Cafeteria – NO Transportation Committee
 - e. October 17, 2023 – Regular Meeting – 6:00 p.m. in Cafeteria
 - f. November 21, 2023 – Transportation Committee – 5:00 p.m. in HS Room 173
 - g. November 21, 2023 – Regular Meeting – 6:00 p.m. in Cafeteria – NO CCS Presentation
 - h. December 19, 2023 – IT Committee – 5:00 p.m. in HS Room 173
 - i. December 19, 2023 – Regular Meeting – 6:00 p.m. in Cafeteria – Elem. Presentation
- Future
Meetings

ADJOURNMENT

Adjournment

Motion by Mr. J. Williams, second by Mr. Schmid, to adjourn at 8:07 p.m.

Ayes All – Motion Carried 5:0

Sandra L. Allen

District Clerk