

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

**Approved 11-21-2023**

October 17, 2023

Regular Meeting

James A. Green School

**PRESENT:**  
S. Hongo, President  
J. Williams, VP  
J. Schmid  
C. Williams  
T. Rutkowski  
J. Fredericks

**ABSENT:**  
J. Izzo

**OTHERS PRESENT:**  
J. Gilfus  
C. Chrisman  
M. Primeau  
B. Manley  
J. Radley

**PRESIDING OFFICER:**  
Scott Hongo, President

The new staff reception hosted by the Board of Education was held in the Jr./Sr. high school cafeteria from 5:00 to 6:00 p.m.

New Staff  
Reception

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 Flag

**SCHOOL BOARD RECOGNITION**

School  
Board  
Recognition

In honor of School Board Recognition Week running from October 16-20, 2023, Superintendent Gilfus recognized and thanked the Dolgeville Central School District Board of Education members for their tireless commitment and contributions to our students, parents, extended families, faculty and staff and the entire Dolgeville School Community. A Proclamation was prepared and read by Mr. Gilfus as attached. Cards and gifts were presented to the board members – (Art work from Mrs. Jasewicz' class; large molas textile art cards from Mrs. Nash's class; inspirational stands from the 3rd grade class; Blue devil keychains from the industrial technology class; chocolate bars from the senior class, chocolate bars from Mrs. Huddleston, cookies from Mrs. Tracy Fredericks, cookies from Mrs. Kathy Winkler and blue/white scarf/beanies with recognition certificate from the district).

**MINUTES**

Motion by Mr. Schmid, second by Ms. C. Williams, to approve the minutes of September 19, 2023 (regular meeting), as presented.

Approve  
Minutes  
9/19/2023

Ayes All – Motion Carried 6:0

Motion by Mr. Schmid, second by Ms. C. William, to accept the audit/finance committee meeting minutes of 9/19/2023 as attached.

Acpt.Min.  
Aud/Fin.  
Comm.

Ayes All – Motion Carried 6:0

**CORRESPONDENCE – None**

Correspond.

**FINANCIAL**

Approve  
Financials

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

That General Fund Schedule #A-16 in the sum of \$408,237.17; General Fund Schedule #A-18 in the sum of \$349,934.85; General Fund Schedule #A-20 in the sum of \$391,220.65; General Fund Schedule #A-21 in the sum of \$47,810.96; School Lunch Fund Schedule #C-6 in the sum of \$3,179.37; School Lunch Fund Schedule #C-7 in the sum of \$33,623.52; Special Aid Fund Schedule #F-5 in the sum of \$37,013.86; Special Aid Fund Schedule #F-6 in the sum of \$4,288.88; Special Aid Fund Schedule #F-7 in the sum of \$409,256.50; Capital Fund Schedule #HB-6 in the sum of \$297,297.15; and Capital Fund Schedule #HB-7 in the sum of \$969,074.25 be approved and ordered paid pursuant to review of claims auditor, Jacqueline Hill.

Approve  
Payment  
of Warrants

To accept the Treasurer's Report for September 2023 as presented.

Accept  
Treas. Rept.

Ayes All – Motion Carried 6:0

### **REGIONAL PROGRAM OF EXCELLENCE (Summer 2023 Internship Experiences)**

Regional  
Program for  
Excellence

Hadessa Leavitt spoke about her experience at the Little Falls Hospital where she was able to shadow various doctors and nurses and receive a more “hands on” opportunity beyond the classroom setting. Aleeya Seeley also spoke about her wonderful experience with Interior Designer, Linda Aloisio, of Uniquely Yours. Both students were very excited and pleased with their placements and thanked the board for the opportunity to attend these internships.

### **REPORTS**

Reports

#### Elementary School Report – Mrs. Chrisman – Attached

Elem. Rept.

Mrs. Chrisman reported that staff is working on the implementation of the CKLA curriculum. There have been many good assemblies for the students so far and the Southern Adirondack Fire Prevention Team was in for Fire Prevention Week with Mrs. Alicia Rice and Mr. Derek Barker focusing on Kitchen Safety.

#### High School Report – Mrs. Primeau – Attached

HS Rept.

Mrs. Primeau reported that the Jr. Sr. High School has been busy with trips and club sign-ups. Faculty members have been encouraged to wear college sweatshirts on Wednesdays to generate conversations with students about colleges and universities.

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

Dir. Of  
Pupil  
Services

Mrs. Manley discussed her concerns about the high number of PreK referrals this year so far and the difficulty in meeting the needs of those students.

#### **Mrs. J. Williams left the meeting at 6:45 pm**

#### **Mrs. J. Williams returned to the meeting at 6:48 pm**

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

Dean/AD

#### Superintendent's Report – Mr. Gilfus

Supt. Rept.

Mr. Gilfus made the following comments:

- Fire drills for the fall have been completed and lockdown drills will be conducted next week.
- The Safety Committee has updated the Evacuation Plan and we will present the plan to the faculty and staff at the Superintendent's Conference Day on November 9<sup>th</sup>.
- Mr. Gilfus and Mrs. Radley have been working with the bus garage on a new fuel management system to track fuel usage.
- Mr. Gilfus and Mrs. Radley have been exploring the idea of offering a corporate fitness program to staff.

#### 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 September, 2023 – Mrs. Radley – Attached

Rev/Expend.

Motion by Mrs. J. 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**

Government students in attendance offered the following comments:

Jackson Benoit – I was not aware of the many things the Board of Education discusses each month.  
Brett Mosher – I am impressed on how quickly and efficiently the board works through the agenda.

Privilege of  
Floor

Mrs. Alicia Rice (Southern Adirondack Fire Prevention Team) thanked the district for allowing the Team to come and present their program on Kitchen Safety. She also thanked Mrs. Chrisman, Mrs. Primeau and Mrs. Kathy Winkler. The next fire safety program will be in January or February for the 5th and 6th grades.

**OLD BUSINESS**

Old Business

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

- Turf installation will be completed by this Thursday with fencing installed to prevent animals from getting on the track. The contractors commented that our design for the field is very unique and they are looking toward to seeing the finished product as well.
- Murnane will be working on the footers for the grandstand. Work will also be starting on the bus garage, concession stand, restrooms and preparation for the press box. Repaving of the walkways to the fields will be done in the spring.
- Pulver Roofing will be finishing the roof within the next week or two.
- HVAC, ceiling tile and light work has begun and they are working the 2<sup>nd</sup> shift in order to minimize disruption during the school day.

Capital  
Project  
Update

**NEW BUSINESS**

New Business

a) Capital Project - Establish Change Order Cap not requiring BOE approval

A change order is used to officially make changes in a signed contract for capital construction and is signed by the President of the Board of Education, the architect/engineer and the contractor.

Motion by Mr. Schmid, second by Ms. C. Williams, to authorize the Superintendent of Schools to sign all change orders up to \$20,000.00 without prior Board of Education approval for the current \$15.8 million capital project (Unit Ventilation Project, Roof, Bus Garage, Athletic Fields, etc.).

Ayes All – Motion Carried 6:0

Establish  
Change  
Order  
Authorization  
Cap

b) Approve Corrective Action Plan

Motion by Mr. Schmid, second by Mrs. J. Williams, to approve the recommendation of the corrective action plan as attached in response to the annual audit report of West & Company CPSs PC for school year 2022-2023.

Ayes All – Motion Carried 6:0

Approve  
Corrective  
Action  
Plan

c) Update Reserve Plan – Intended Use of Reserves

Motion by Mr. Schmid, second by Mrs. Rutkowski, to approve the Updated Reserve Plan as presented by Mrs. Radley, Business Manager, and attached.

Ayes All – Motion Carried 6:0

Approve  
Updated  
Reserve  
Plan

d) Memorandum of Agreement – Primary Project Supervisor

Motion by Mr. Schmid, second by Mrs. Rutkowski, to approve the Memorandum of Agreement by and between the Dolgeville Central School District and the Dolgeville Teachers' Association dated September 20, 2023, creating a Primary Project Supervisor position and establishing compensation for same as attached. This memorandum of agreement will expire on June 30, 2025.

Ayes All – Motion Carried 6:0

Approve  
DCSD &  
DTA  
Primary  
Project  
Supervisor

- e) Memorandum of Agreement – DCSD and CSEA Approve  
Motion by Mrs. J. Williams, second by Ms. C. Williams, to approve the Memorandum of Agreement by MOA  
and between the Dolgeville Central School District and CSEA Local 1000, AFSCME AFL-CIO, DCSD &  
Dolgeville Central School District Unit #7109-00, Herkimer County Local 822 and Edward CSEA &  
Cummings regarding Clarification of the Applicability of Article VII – Transportation, Section 7.6; E.Cummings  
Withdrawal of Grievance Submitted on September 23, 2023, as attached and dated October 17,  
2023.

Ayes All – Motion Carried 6:0

- f) Approve Combining Sport – Varsity Wrestling Combine  
Motion by Mrs. J. Williams, second by Ms. C. Williams, to authorize combining the Dolgeville Central DCS &  
School District Varsity Wrestling program with the Poland Central School District Varsity Wrestling Poland  
program for school year 2023-2024, with the Dolgeville Central School District designated as the Var.  
host district, per attached memo dated October 17, 2023. Wrestling  
Program

Ayes All – Motion Carried 6:0

- g) NYSSBA Annual Business Meeting and Voting Report NYSSBA  
Mrs. Jennifer Williams, voting delegate, offered the following comments Annual  
Business  
Meeting  
& Vote
- Mrs. Williams attended the virtual Annual Meeting and Vote yesterday from 4:00 p.m. to 9:30 p.m.
  - There was a lot of conversation about electric busses with school boards requesting that NYSSBA take an aggressive stance against the idea.
  - There was also discussion concerning unfunded mandates and the financial struggle to meet those mandates.
  - It was clear to see that Boards of Education all around the state are passionate about public education.

## INFORMATION ONLY

Information  
Only

- a. Building Use Requests by outside groups approved by Superintendent
- 1) Amy Murphy (Dolgeville Football Community Club) – Use Big Blue – Mod. Football Concessions – 10/19/2023
  - 2) Bruce Risley (HS Health Class) – Use Gym 1 – Blood Drive – 11/3/2023
  - 3) Southern Adirondack Fire Prevention Team – Use HS Kitchen Classroom – 10/13/23, 10/14/23 and 10/15/23 for Fire safety programs for students on “Kitchen Safety”
  - 4) Cyrece Mahardy (Dolgeville Youth Basketball) – Use HS Cafeteria – 10/30/23, 11/1/23 and 11/4/23 Youth basketball signups
  - 5) Joanne Williams (Dolgeville Fun & Fitness) – Use Gym 2 and Lobby – 3/20/2024 – Billy Martin/Cole All Star Circus
  - 6) Amy Murphy (Dolgeville Football Community Club) – Use Table/Chairs by softball field to raffle tickets at home football games
  - 7) Crystal Miller (DESPTO) – Use bus turn-around area and auditorium outside entrance – Trunk or Treat – 10/24/23
  - 8) Sarah Williams-Herringshaw (Connected Community School) – Use Auditorium – Kindness Programming with Cornell Cooperative – 9/27/23

## BOARD FORUM

Board  
Forum

The board members offered the following comments during Board Forum:

- Thank you to the new staff for attending tonight’s “Meet the Board” reception and good luck
- Thank you to Allicia Rice and the Southern Adirondack Fire Prevention Team
- The turf looks great – thank you for the tour
- Thank you to Anthony for preparing tonight’s refreshments
- Thank you to the government students for attending – we appreciate it

- Thank you for the board recognition gifts
- Thank you to the administration, faculty, staff and coaches for all that they do
- BOCES has a new district superintendent and things are going well
- Thank you to my fellow board members for all that you do and even with our different opinions, there is still respect for each other – great colleagues
- Thank you to Mrs. Primeau for her leadership as Jr. Sr. HS Principal
- Thank you to Sandy, Anthony, the Fire Prevention Team and the government students
- Best wishes to the new staff and the Wednesday College Sweatshirt Day is a great idea

**EXECUTIVE SESSION**

Enter  
Executive  
Session

Motion by Mr. Schmid, second by Ms. C. Williams, to enter executive session at 7:50 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 6:0

Motion by Mr. Schmid, second by Ms. C. Williams, to return to regular session at 8:26 p.m.

Return to  
Regular  
Session

Ayes All - Motion Carried 6:0

**CSE/CPSE MINUTES AND RECOMMENDATIONS**

CSE/CPSE  
Min. & Rec.  
9/14/23 -  
10/12/23  
10/13/23 -  
10/16/23

Motion by Mr. Schmid, second by Mrs. C. Williams, to approve the CSE/CPSE Minutes and Recommendations covering the period 9/14/2023 through 10/12/2023 as attached and to approve the additional minutes and recommendations dated 10/13/2023 through 10/16/2023 as attached.

Ayes All – Motion Carried 6:0

**PERSONNEL**

Personnel  
Actions

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

To accept the resignation of **Edward Cummings** as automotive mechanic helper, effective October 13, 2023.

Accpt.Resign  
E.Cummings  
Auto Helper

To accept the resignation of **Audra Ashley** as Modified Volleyball A coach and Modified Volleyball B coach, effective October 17, 2023.

Accpt.Resign  
A. Ashley  
Mod.Volleyb

To accept the resignation of **Dillon Lyon** as Bus Driver 1200 hr., effective October 17, 2023.

Accpt.Resign  
D. Lyon  
Bus Driver

To approve the probationary appointment (civil service) of Kristen Congdon to the following position, replacing E. Brewer:

Appr.Appt.  
K. Congdon  
Monitor

Name:.....**Kristen Congdon**  
Position Title:.....Monitor K-12 – 1 year appointment  
Type:.....Hourly  
Effective Date:.....10/10/2023 – 6/30/2024  
Probationary Period:.....6 Months 4/10/2024  
Rate of Pay:.....\$15.00/hr.

To approve the probationary appointment (civil service) of Rebecca Hadley to the following position, replacing L. Lamphere:

Appr.Appt.  
R. Hadley  
PT Cleaner

Name:.....**Rebecca Hadley**  
Position:.....Part Time Cleaner  
Type: .....Hourly  
Effective Date:.....10/2/2023  
Probationary Period: .....6 Month ending 4/2/2024  
Rate of Pay:.....\$15.00/hour

To approve the probationary appointment (civil service) of Shaad Madison to the following position, replacing F. Herringshaw:

Appr.Appt.  
S. Madison  
Bus Driver

Name:.....**Shaad Madison**  
Position:.....Bus Driver (800)  
Type: .....10 Month  
Effective Date .....10/16/2023  
Probationary Period: .....6 month ending 4/16/2024  
Salary for 2023-2024: .....\$15,234.00 per CSEA Contract – Pro-rated 10/16/2023-6/30/2024

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

Appr.Appt.  
D. Lyon  
Auto Mech.  
Helper

Name:.....**Dillon Lyon**  
Position:.....Automotive Mechanic Helper  
Type: .....12 Month  
Effective Date:.....10/18/2023  
Probationary Period: .....6 Month – Ending 4/18/2024  
Certification:.....NA  
Salary for 2023-2024: .....\$39,723.00 – Beginning Automotive Mechanic Helper Rate – CSE Salary Schedule.  
Pro-rated for the period 10/18/2023 – 6/30/2024

To approve the appointment of **Samantha Zwierecki** as substitute Teacher/TA, Substitute Teacher Aide, Substitute K-12 Monitor effective September 27, 2023.

Appr.Appt.  
S.Zwierecki  
Substitute

To grant a permanent appointment (civil service) to **Katelin Ferguson** as Personnel Clerk, effective October 18, 2023.

Perm.Appt.  
K.Ferguson

To approve the probationary appointment (civil service) of **Matthew Randall** to the following position:

Appr.Appt.  
M. Randall  
Micro-comp.  
Audio Visual  
Repair Tech.

Name:.....Matthew Randall  
Position:.....Micro-computer Audio Visual Repair Technician  
Type: .....12 Month  
Effective Date:.....10/17/2023  
Probationary Period: .....6 Month ending 4/17/2024

To approve the probationary appointment (civil service) of **David Dy** to the following position:

Appr.Appt.  
David Dy  
Micro-comp.  
Audio Visual  
Repair Tech.

Name:.....David Dy  
Position:.....Micro-computer Audio Visual Repair Technician  
Type: .....12 Month  
Effective Date:.....10/17/2023  
Probationary Period: .....6 Month ending 4/17/2024

To approve the appointment of **Raquel Borst** as Modified Volleyball A Coach for 2023-2024 at Step 1 @ .055 of the DTA salary schedule and to approve Raquel Borst as Modified Volleyball B Coach for 2023-2024 at Step 1 @ .055 of the DTA salary schedule.

Appr.Appt.  
R. Borst  
Mod. VBall

To approve the appointment of **Ashley Randall** as Teacher Mentor for Meghan Zaklukiewicz for the period 10/1/2023-6/30/2024 at the rate of \$50.00 per month, replacing Carrie Wilcox. Mrs. Wilcox served as Teacher Mentor for Ms. Zaklukiewicz for the period 9/1/2023 – 9/30/2023.

Appr.Appt.  
A. Randall  
Teacher  
Mentor

To approve the appointment of **Kristopher Kirkpatrick** as Primary Project Supervisor for school year 2023-2024 at Step 2 @ .02 of the DTA salary schedule as further outlined in the attached Memorandum of Agreement between the DCSD and DTA dated September 20, 2023.

Appr.Appt.  
K.Kirkpatrick  
Primary  
Project Sup.

To approve the appointment of **Jennifer Countryman** as Substitute Teacher/TA, Substitute Teacher Aide, Substitute K-12 Monitor, Substitute Cafeteria Worker, and Substitute Bus Monitor.

Appr.Appt.  
J.Countryman  
Substitute

Ayes All – Motion Carried 6:0

### **FUTURE MEETINGS**

Future  
Meetings

- a. November 21, 2023 – Transportation Committee – 5:00 p.m. in HS Room 173
- b. November 21, 2023 – Regular Meeting – 6:00 p.m. in Cafeteria – Elementary Presentation
- c. December 19, 2023 – IT Committee – 5:00 p.m. in HS Room 173
- d. December 19, 2023 – Regular Meeting – 6:00 p.m. in Cafeteria – Psychologists/Social Worker Presentation
- e. January 16, 2024 – Facilities/Building Projects Committee – 5:00 p.m. in HS room 173
- f. January 16, 2024 – Regular Meeting – 6:00 p.m. in Cafeteria – Connected Community Schools Presentation
- g. February 7, 2024 – Audit/Finance Committee Meeting – 6:00 p.m. in HS Library
- h. February 13, 2024 – Health and Safety Committee Meeting – 5:00 p.m. in HS Room 173
- i. February 13, 2024 – Regular Meeting – 6:00 p.m. in Cafeteria Budget Presentation

### **ADJOURNMENT**

Adjournment

Motion by Mr. Schmid, second Mrs. J. Williams, to adjourn at 8:27 p.m.

Ayes All – Motion Carried 6:0

*Sandra L. Allen*

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District Clerk