

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

**Approved 12-19-2023**

November 21, 2023

Regular Meeting

James A. Green School

**PRESENT:**

S. Hongo, President  
J. Williams, VP  
J. Schmid  
C. Williams  
J. Izzo  
J. Fredericks

**ABSENT:**

T. Rutkowski

**OTHERS PRESENT:**

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

**PRESIDING OFFICER:**

Scott 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

**STUDENT SERVING AS EX OFFICIO MEMBER OF THE SCHOOL BOARD**

The Board of Education welcomed Alexandra Halverson, Senior Class President, as Student serving as BOE Ex Officio Member of the School Board for school year 2023-2024.

Student  
BOE  
Member

**MINUTES**

Motion by Mrs. J. Williams, second by Ms. C. Williams, to approve the minutes of October 17, 2023 (regular meeting), as presented.

Approve  
Minutes  
10/17/2023

Ayes All – Motion Carried 6:0

Motion by Mr. Schmid, second by Ms. C. William, to accept the audit/finance committee meeting minutes of 11/2/2023 (rescheduled from 10/11/2023) as attached.

Acpt.Min.  
Aud/Fin.  
Comm.

Ayes All – Motion Carried 6:0

**CORRESPONDENCE – None**

President Hongo acknowledged the Board Recognition gifts from PreK students (Mrs. Schook's class) and the Mental Health Team (Mrs. Boyer, Mrs. Licari, Mr. Kirkpatrick).

Correspond.

**FINANCIAL**

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

Approve  
Financials

That General Fund Schedule #A-22 in the sum of \$366,295.32; General Fund Schedule #A-24 in the sum of \$357,529.73; General Fund Schedule #A-26 in the sum of \$366,177.08; General Fund Schedule #A-27 in the sum of \$773,041.92; General Fund Schedule #A-29 in the sum of \$393,465.82; School Lunch Fund Schedule #C-8 in the sum of \$721.90; School Lunch Fund Schedule #C-9 in the sum of \$31,079.11; Special Aid Fund Schedule #F-8 in the sum of \$1,327.64; Capital Fund Schedule #HB-8 in the sum of \$835,000.76; and Capital Fund Schedule #HB-9 in the sum of \$103,386.39 be approved and ordered paid pursuant to review of claims auditor, Jacqueline Hill.

Approve  
Payment  
of  
Warrants

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

Accept  
Treas. Rept.  
10/2023

To adopt the following resolution for the 2023 School Tax Collector's Report:

RESOLVED that Scott Hongo, II, President of the Board of Education of the Dolgeville Central School District, in the Towns of Manheim, Salisbury, Fairfield, Stratford, Oppenheim and Ephratah, Counties of Herkimer and Fulton, NY, be and he hereby is authorized, empowered and directed to sign on behalf of said Board of Education of said District the Certificate of the Board of Education of said District attached to the "School Collector's Return to County Treasurer" of unpaid taxes of said District, which return is for the unpaid taxes assessed upon the lands in said District in the tax list made out and delivered to the Collector on the 1st day of September, 2023 and which return is dated and made on the 31st day of October, 2023.

Adopt  
Resolution  
Tax Collect.

To accept the 1st Quarter Extraclassroom Activity Report for 2023-2024 as presented.

Ayes All – Motion Carried 6:0

Acpt.1st Q.  
Extraclass.  
Report

**CURRICULUM PRESENTATION** – Elementary School

The Presentation titled – "A Day in the Life of a Third Grader" and was presented by third grade teachers, Jody Lamphere, Jennifer Minor, and Megan Gargas. See attached.

Elem. School  
Presentation

**REPORTS**

Elementary School Report – Mrs. Chrisman – Attached

In addition, Mrs. Chrisman reported that Parent/Teacher conferences held today and yesterday went well. She also discussed the district's partnership with R4K and Perch Place supporting the Dolly Parton's Imagination Library which is a program that gifts books free of charge to children from birth to age five through funding shared by Dolly Parton and local community partners.

Reports

Elem. Rept.

High School Report – Mrs. Primeau – Attached

In addition, Mrs. Primeau reported that the State Education Department will be making changes to graduation requirements and the types of diplomas to be awarded. This will be a topic of requiring further discussion.

HS Rept.

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

No additional comments.

Supt. Rept.

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 October, 2023 – Mrs. Radley – Attached

Rev/Expend.

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

Acpt. Bldg.  
Reports

Ayes All – Motion Carried 6:0

**SENIOR CLASS TRIP PROPOSAL**

Senior Class President, Alexandra Halverson, presented to the board a senior class overnight trip proposal to Six Flags Great Escape, Queensbury, NY, near the end of May, 2024. See attached information. The Board of Education supported the overnight trip proposal and granted permission for the senior class to explore the idea further.

Senior Class  
Overnight  
Trip  
Proposal

**PRIVILEGE OF THE FLOOR**

Government students in attendance offered the following comments:  
 Kaylee Lynch – Very interesting - Did not know what the Board of Education discusses  
 Kolbi Hadden – Learned about drafting chairs in the Art room  
 Caroline Prado – Learned that cursive writing is still taught in elementary school  
 Bella Crafton – The board does a lot more than people know about

Privilege of  
Floor

**OLD BUSINESS**

Old Business

- a. Capital Project Update – Mr. Gilfus/Mrs. Radley
- Roof – Waiting for upper fascia to be completed
  - Bus Garage – Will be moving into temporary housing starting December 18th
  - HVAC, ceiling tile and light work continues – working in classrooms after school hours
  - Grandstand and Press Box to be installed next week
  - Dumpster and storage containers to be relocated next week
  - We have requested and will begin weekly meetings with Architect and Project Manager to discuss construction budget, timeline and change orders to have a better idea on the status of the project.

Capital  
Project  
Update

**NEW BUSINESS**

New Business

- a) Approve Memorandum of Agreement – DCSD and DTA  
 Motion by Mrs. J. Williams, second by Mr. Schmid, to approve the Memorandum of Agreement by and between the Dolgeville Central School District and the Dolgeville Teachers' Association dated October 23, 2023 for school year 2023-2024 as attached (to address Mrs. Wilcox taking on extra teaching duties to meet the needs of the District). This Memorandum of Agreement will expire on June 30, 2024, unless further extended by the parties.

Approve  
MOA  
DCSD/DTA  
Extra  
Teaching  
Duties

Ayes All – Motion Carried 6:0

- b) Approve Memorandum of Agreement – DCSD and DTA  
 Motion by Mrs. J. Williams, second by Ms. C. Williams, to approve the Memorandum of Agreement by and between the Dolgeville Central School District and the Dolgeville Teachers' Association dated October 23, 2023 for school year 2023-2024 as attached (to address Mrs. Randall taking on extra teaching duties to meet the needs of the District). This Memorandum of Agreement will expire on June 30, 2024, unless further extended by the parties.

Approve  
MOA  
DCSD/DTA  
Extra  
Teaching  
Duties

Ayes All – Motion Carried 6:0

- c) Authorize Superintendent and District Clerk to sign checks/withdrawals for Scholarship Accts.  
 Motion by Ms. C. Williams, second by Ms. Izzo, to authorize the Superintendent and District Clerk to sign checks/withdrawals from scholarship accounts.

Approve  
Supt/Clerk  
Sign checks

Ayes All – Motion Carried 6:0

- d) Approve Audiologist Agreement  
 Motion by Mr. Schmid, second by Ms. C. Williams, to approve the Agreement between Diane Kenworthy, Au.D and the Dolgeville Central School District for Educational Audiology Services for the period November 1, 2023 through June 30, 2024 as attached.

Audiologist  
Agreement

Ayes All – Motion Carried 6:0

- e) Budget Development Calendar for 2024-2025 2024-2025  
Motion by Mr. Schmid, second by Mrs. J. Williams, to adopt the 2024-2025 Budget Development Budget  
Calendar as attached. Calendar

Ayes All – Motion Carried 6:0

- f) NYSMEC (New York School and Municipal Energy Consortium) – Electricity NYSMEC  
Motion by Mr. Schmid, second by Ms. C. Williams, to adopt the following Resolution authorizing Resolution  
Participation in Cooperative Energy Purchasing Services (NYSMEC) for Electricity: Electricity

**WHEREAS**, Article 5-G of the New York State General Municipal Law authorizes municipal corporations to enter into cooperative agreements for the performance or exercise of services, functions, powers or activities on a cooperative or contract basis among themselves or one for the other, and

**WHEREAS**, Section 119-n of the General Municipal Law defines the term "municipal corporation" for the purposes of Article 5-G as a county outside the city of New York, a city, a town, a village, a board of cooperative educational services, a fire district or a school district; and

**WHEREAS**, Dolgeville Central School (hereinafter sometimes referred to as "Participant") is a "municipal corporation" as defined above; and

**WHEREAS**, this Board wishes for this municipal corporation to become or remain a Participant pursuant to the Municipal Cooperation Agreement For Energy Purchasing Services dated the 1st day of May 2005 (the "Agreement"), among municipal corporations collectively identified as the New York School and Municipal Energy Consortium ("NYSMEC") upon the terms of the Agreement and further wishes to authorize participation as an energy consumer as specified below.

**NOW THEREFORE, BE IT RESOLVED**, that this Board hereby determines that it is in the interests of the Dolgeville Central School District to participate in the NYSMEC, and authorizes and directs the Superintendent of Schools to sign the Agreement/and or the Billing Schedule and Agreement for electricity on its behalf; and

**BE IT FURTHER RESOLVED**, that this Board authorizes the Administrative Participant (as defined in the Agreement) to prepare, advertise, disseminate and open bids pursuant to the General Municipal Law and to award, execute and deliver binding contracts on behalf of this Board for the purchase of electricity delivered to the delivery point of the local utility distribution company for the Participant's facility or facilities, on a firm basis, for this Participant to the lowest responsible bidder as is determined by the Administrative Participant at a price for such commodity electricity not to exceed \$.0845 cents per kWh for a term of at least one year and no more than three years commencing May 1, 2024, and other terms and conditions, all as may be determined by the Administrative Participant, or to reject any or all such bids; and

**BE IT FURTHER RESOLVED**, that this Participant agrees to advertise said bid as may be directed by the Administrative Participant; and

**BE IT FURTHER RESOLVED**, that the officers and employees of this Participant are authorized to execute such other confirming agreements, certificates and other documents and take such other actions as may be necessary or appropriate to carry out the intent of this resolution.

This Resolution shall take effect immediately.

Ayes All – Motion Carried 6:0

- g) NYSMEC (New York School and Municipal Energy Consortium) – Natural Gas NYSMEC  
 Motion by Mr. Schmid, second by Ms. C. Williams, to adopt the following Resolution authorizing Resolution  
 Participation in Cooperative Energy Purchasing Services (NYSMEC) for Natural Gas: Natural Gas

**WHEREAS**, Article 5-G of the New York State General Municipal Law authorizes municipal corporations to enter into cooperative agreements for the performance or exercise of services, functions, powers or activities on a cooperative or contract basis among themselves or one for the other, and

**WHEREAS**, Section 119-n of the General Municipal Law defines the term "municipal corporation" for the purposes of Article 5-G as a county outside the city of New York, a city, a town, a village, a board of cooperative educational services, a fire district or a school district; and

**WHEREAS**, Dolgeville Central School (hereinafter sometimes referred to as "Participant") is a "municipal corporation" as defined above; and

**WHEREAS**, this Board wishes for this municipal corporation to become or remain a Participant pursuant to the Municipal Cooperation Agreement For Energy Purchasing Services dated the 1st day of May, 2005 (the "Agreement"), among municipal corporations collectively identified as the New York School and Municipal Energy Consortium ("NYSMEC") upon the terms of the Agreement and further wishes to authorize participation as an energy consumer as specified below.

**NOW THEREFORE, BE IT RESOLVED**, that this Board hereby determines that it is in the interests of the Dolgeville Central School District to participate in the NYSMEC, and authorizes and directs the Superintendent of Schools to sign the Agreement/and or the Billing Schedule and Agreement for natural gas on its behalf; and

**BE IT FURTHER RESOLVED**, that this Board authorizes the Administrative Participant (as defined in the Agreement) to prepare, advertise, disseminate and open bids pursuant to the General Municipal Law and to award, execute and deliver binding contracts on behalf of this Board for the purchase of natural gas delivered to the city gate of the local utility distribution company for the Participant’s facility or facilities, on a firm basis, for this Participant to the lowest responsible bidder as is determined by the Administrative Participant at a price for such commodity natural gas not to exceed \$.656 cents per therm for a term of at least one year and no more than three years commencing May 1, 2024, and other terms and conditions, all as may be determined by the Administrative Participant, or to reject any or all such bids; and

**BE IT FURTHER RESOLVED**, that this Participant agrees to advertise said bid as may be directed by the Administrative Participant; and

**BE IT FURTHER RESOLVED**, that the officers and employees of this Participant are authorized to execute such other confirming agreements, certificates and other documents and take such other actions as may be necessary or appropriate to carry out the intent of this resolution.

This Resolution shall take effect immediately.

Ayes All – Motion Carried 6:0

- h) Accept Donation – Musical Instruments Accept  
 Motion by Mrs. J. Williams, second by Ms. Izzo, to accept the following musical instrument donations Donations  
 to the DCS music department made by Jack Pyle from the Estate of Jane Malin and Linda Helterline Instruments  
 (See attached for further details): Estate of  
     Pearl Alto Flute Model PFA-201 – Estimated value: \$950.00 J. Malin  
     Gemeinhardt Flute – Estimated value: \$100.00 L. Helterline  
     Gemeinhardt C Piccolo – Estimated value: \$250.00

Ayes All – Motion Carried 6:0

- i) Accept Donation – Paint  
Motion by Ms. C. Williams, second Mrs. J. Williams, to accept the donation of 49 gallons of paint to the district by Zipp Hardware at an estimated value of \$1,715.00 to be used at the discretion of the district.
- Accept  
Donation  
Paint  
Zipp  
Hardware

Ayes All – Motion Carried 6:0

- j) Accept Donation – Anonymous monetary donation  
Motion by Mr. Schmid, second by Ms. C. Williams, to accept the anonymous monetary donation to the music department to be used for the purchase of equipment, the purchase of music, the maintenance of instruments, traveling expenses, and a memorial plaque.
- Accept  
Anonymous  
Donation

Ayes All – Motion Carried 6:0

- k) Approve Transportation Request  
Motion by Ms. Izzo, second by Mrs. J. Williams, to approve the request of Dolgeville Rotary Club (Jeff Hoke) to provide bus transportation for senior citizens from Parkside Court to view the Village of Dolgeville holiday decorations on December 20, 2023.
- Approve  
Transport.  
Request  
Dolgeville  
Rotary  
Club

Ayes All – Motion Carried 6:0

**INFORMATION ONLY**

Information  
Only

- a. Building Use Requests by outside groups approved by Superintendent
- 1) Kasey Foster (Pee Wee Wrestling) – Use HS Cafeteria – Sign-ups – 11/14/23 and 11/28/23
  - 2) Kasey Foster (Youth Wrestling) – Use Gym 2 – Pee Wee Wrestling Practices from 12/4/23-3/7/24
  - 3) Jennifer Morse (Girls Youth Basketball) – Use Gym 2 – Girls Basketball Clinic – 12/27, 12/28 and 12/29/2023
  - 4) Julie Castor – Use Concession Room – Dental Program – 10/23/23 – 10/27/23
  - 5) Dr. Eva Jones – Use Jr.Sr.HS Cafeteria – SOAR Program Meetings – 11/2/2023; 1/10/2024 and 3/14/2024
- b. 2023-2024 District Calendar – Updates with NO change to total number of days  
Update student days for November, 2023 from 18 to 17  
Update student days for February, 2024 from 15 to 16

**BOARD FORUM**

Board  
Forum

The board members offered the following comments during Board Forum:

- Congratulations to Coach Daukontas and the football team on a great season
- Welcome to our student board member
- Thank you for the government students for attending
- Thank you to the administrators and to fellow board members
- Congratulations to our athletes and musicians
- Thank you for all of the donations received
- Thank you to the 3rd Grade team for their detailed presentation – very informative
- Congratulations to our athletes – great season

- Mrs. J. Williams shared the following information from the Transportation Committee Meeting
- Following the NYS Comptroller’s Audit, fuel delivery logs are now being maintained.
  - Fuel management system options are: 1) continue with existing system or 2) move to automatic recording
  - Need to consider replacing existing fuel tank (20 years old) at \$278,000. for tank, pad and pump, through possible capital project or use of transportation reserve funds
  - Will continue recruiting new bus drivers as the district is currently short one full time bus driver and Mr. Stack is the only substitute.
- Transport.  
Committee  
Report

- Regarding the NYS Electric Bus Initiative – concerned that electric grid unable to support concept
- Bus garage capital project scheduled to begin in December with Murnane to place trailer on site to be used as bus garage office
- The rotation of buses continues with 3 buses scheduled to be traded in next year. Plan to reduce fleet by 1 bus. The Driver Education car is scheduled to be traded 2025-26. There are 3 pickup trucks at the bus garage, 2 pickup trucks for building and grounds, and 2 caravans for staff. All inspections are current through April 2024.

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

Accept  
Reports

Ayes All – Motion Carried 6:0

**EXECUTIVE SESSION**

Enter  
Executive  
Session

Motion by Mr. Schmid, second by Mrs. J. Williams, to enter executive session at 7:34 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 6:0

Motion by Mr. Schmid, second by Ms. C. Williams, to return to regular session at 8:24 p.m.

Return to  
Regular  
Session

Ayes All - Motion Carried 6:0

**CSE/CPSE MINUTES AND RECOMMENDATIONS**

CSE/CPSE  
Min. & Rec.  
10/17/2023-  
11/15/2023

Motion by Mr. Schmid, second by Mrs. C. Williams, to approve the CSE/CPSE Minutes and 10/17/2023-Recommendations covering the period 10/17/2023 through 11/15/2023 as attached.

Ayes All – Motion Carried 6:0

**PERSONNEL**

Personnel  
Actions

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

To accept the resignation of **Meghan Zaklukiewicz** as Secondary Mathematics Teacher, effective December 23, 2023.

Acptt.Resign  
M.Zaklukiewicz  
Math Tea.

To approve the appointment of **Alison Stever** as substitute nurse, effective November 6, 2023.

Appr.Appt.  
A.Stever  
Sub. Nurse

To approve the appointment of **Sabrina Cromie** as substitute Teacher/TA.

Appr.Appt.  
S. Cromie

To grant a permanent appointment (civil service) to **Wayne Congdon** as Building Maintenance Mechanic, effective October 18, 2023, as per changes to NYS Civil Service Law as attached.

Perm. Appt.  
W.Congdon

To grant a permanent appointment (civil service) to **Matthew Randall** as Micro-computer Audio Visual Repair Technician, effective October 18, 2023, as per changes to NYS Civil Service Law as attached.

Perm. Appt.  
M. Randall

To grant a permanent appointment (civil service) to **David Dy** as Micro-computer Audio Visual Repair Technician, effective October 18, 2023, as per changes to NYS Civil Service Law as attached. Perm. Appt.  
D. Dy

To approve the appointment of additional Extraduty Coaching positions for 2023-2024 as follows: Appr. Appt.  
Additional  
Extra Duty  
Unpaid JV/Varsity Boys' Basketball Coach – Cameron Dager  
Unpaid Varsity Basketball Cheerleading Coach – Kathryn Bilinski  
Unpaid Wrestling Coach – Kasey Foster

To approve the appointment of the following Credit-Recovery Teachers for 2023-2024: Appr. Appt.  
Credit  
Recovery  
Teachers  
Jessica Bladek @ 1/200<sup>th</sup> of DTA Salary Step 5  
Maria Lybolt @ 1/200<sup>th</sup> of DTA Salary Step 5  
Jessica Hazzard-Smith @ 1/200<sup>th</sup> of DTA Salary Step 5

Ayes All – Motion Carried 6:0

**FUTURE MEETINGS**

Future  
Meetings

- a. December 19, 2023 – IT Committee – 5:00 p.m. in Supt. Conf. Room
- b. December 19, 2023 – Regular Meeting – 6:00 p.m. in Cafeteria – Psychologists/Social Worker Presentation
- c. January 16, 2024 – Facilities/Building Projects Committee – 5:00 p.m. in Supt. Conf. Room
- d. January 16, 2024 – Regular Meeting – 6:00 p.m. in Cafeteria – Connected Community Schools Presentation
- e. February 7, 2024 – Audit/Finance Committee Meeting – 6:00 p.m. in HS Library
- f. February 13, 2024 – Health and Safety Committee Meeting – 5:00 p.m. in Supt. Conf. Room
- g. February 13, 2024 – Regular Meeting – 6:00 p.m. in Cafeteria Budget Presentation
- h. March 19, 2024 – District Code of Conduct/Athletic Code of Conduct Committee Meeting 5:00 pm
- i. March 19, 2024 – Regular Meeting – 6:00 p.m. in Cafeteria

**ADJOURNMENT**

Adjournment

Motion by Mr. Schmid, second Mrs. J. Williams, to adjourn at 8:25 p.m.

Ayes All – Motion Carried 6:0

Sandra L. Allen  
District Clerk