

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

**Approved 7-18-2023**

Wednesday, July 12, 2023

Reorganization Meeting

James A. Green School

**PRESENT:**

S. Hongo, President  
J. Williams, V. President  
J. Schmid  
C. Williams  
J. Izzo  
T. Rutkowski  
J. Fredericks

**ABSENT:**

None

**OTHERS PRESENT:**

J. Gilfus  
J. Radley

**PRESIDING OFFICER:**

Scott Hongo, President

The reorganization meeting was called to order at 6:00 p.m. in the high school library.

Call to Order

Mr. Hongo asked everyone to rise and recite the Pledge of Allegiance.

Pledge to  
the Flag

Motion by Mrs. J. Williams, second by Ms. C. Williams, to nominate Scott Hongo as Temporary Chairperson for the reorganization meeting.

Temporary  
Chairperson

Ayes All – Motion Carried 5:0

**Board of Education Vacancy**

Ms. Julie Izzo, whose term expired June 30, 2023, expressed her interest in filling the vacancy on the Board of Education and her offer was accepted.

Motion by Ms. C. Williams, second by Mrs. J. Williams, to appoint Julie Izzo to the vacant Board of Education seat previously held by Craig Spofford until the Annual School District Budget Vote and Board of Education Election on May 21, 2024.

Ayes All – Motion Carried 5:0

Mrs. Allen administered the Oath of Office to Jonathan Fredericks, newly elected board member.

Adm. Oath  
J.Fredericks

Mrs. Allen administered the Oath of Office to Julie Izzo, appointed board member.

Adm. Oath  
J. Izzo

Motion by Mr. Schmid, second by Ms. C. Williams, to enter executive session at 6:03 p.m. to discuss the recommended personnel appointments.

Enter  
Executive  
Session

Ayes All – Motion Carried 7:0

Motion by Ms. C. Williams, second by Mrs. J. Williams, to return to regular session at 6:18 p.m.

Return to  
Regular  
Session

Ayes All – Motion Carried 7:0

Motion by Ms. Izzo, second by Mrs. J. Williams, to appoint Sandra Allen as District Clerk for the 2023-2024 school year.

S. Allen  
Dist.Clerk

Ayes All – Motion Carried 7:0

Motion by Mrs. J. Williams, second by Mr. Schmid, to elect Scott Hongo as President of the Board of Education for the 2023-2024 school year.

Elect  
S. Hongo  
President

Ayes All – Motion Carried 7:0

Motion by Mrs. Rutkowski, second by Ms. C. Williams, to elect Jennifer Williams as Vice President of the Board of Education for the 2023-2024 school year.	Elect J.Williams V. President
Ayes All – Motion Carried 7:0	
Motion by Ms. Izzo, second by Ms. C. Williams, to approve the following appointments:	Approve Appoints.
Appoint Joseph Gilfus as deputy district clerk for the 2023-2024 school year at no extra salary.	Deputy Dist.Clerk
Appoint Sara Martyniuk as district treasurer for the 2023-2024 school year.	S.Martyniuk Treasurer
Appoint Katelin Ferguson as deputy treasurer for the 2023-2024 school year.	K. Ferguson Dep.Treas.
Appoint Katelin Ferguson and the Counties of Herkimer and Fulton as tax collectors for the 2023-2024 school year.	K.Ferguson Herk/Fulton Counties Tax Collect.
Appoint Mary Metott (Nurse Practitioner in Family Health) for medical services as School Physician for school year 2023-2024.	Sch. Physician
Designate M&T Bank (Little Falls Branch), Adirondack Bank, and Metropolitan Commercial Bank as the official depositories of all district monies for the 2023-2024 school year.	Official Deposit.
Designate the Times Telegram as the official newspaper for the 2023-2024 school year.	Official Newspaper
Appoint Paula Mosher as census enumerator for the 2023-2024 school year.	P. Mosher Census
Appoint members for the Committee on Special Education/Pre-School for the 2023-2024 school year as attached.	CSE/CPSE Committee
Appoint the BOCES Occupational Advisory Committee to serve as the committee for the Dolgeville Central School for the 2023-2024 school year.	Occ.Adv. Committee
Appoint Paula Mosher as Attendance Officer for Grades K-6 and Ellen Lewandowski as Attendance Officer for Grades 7-12 for the 2023-2024 school year.	P. Mosher E.Lewandowski Attendance
Appoint Sandra Allen as Central Treasurer of the Extraclassroom Funds for the 2023-2024 school year.	S.Allen Extracc. Treas.
Appoint Joseph Gilfus and Jessica Radley as purchasing agents for the 2023-2024 school year at no extra salary.	J.Gilfus J. Radley Purchasing
Appoint Jessica Radley as Records Management Officer for the 2023-2024 school year at no extra salary.	J. Radley Rec.Manage.
Appoint Sandra Allen as Records Access Officer for the 2023-2024 school year at no extra salary.	S. Allen Rec.Access

Appoint Jessica Radley as investment officer for the 2023-2024 school year at no extra salary.	J. Radley Invest. Off.
Appoint Bridgett Manley as Review and Verification Officer and Joseph Gilfus as Hearing Officer for the 2023-2024 free and reduced lunch/breakfast program at no extra salary.	Rev.&Ver. Hear.Off. Lunch/Break
Appoint Joseph Gilfus as Payroll Certification Officer for the 2023-2024 school year at no extra salary.	J. Gilfus Pay.Cert.
Appoint William VanGorder/NBT Insurance Agency as Insurance Consultant for the 2023-2024 school year.	VanGorder NBT Agenc.Ins. Consult.
Appoint Wayne Congdon as the Asbestos Inspection/Management planner (LEA Asbestos Designee) for the 2023-2024 school year.	Asbestos Inspect./Mgr. Designee
Appoint the Herkimer-Fulton-Hamilton-Otsego BOCES Safety Service for Lead Inspection services for the 2023-2024 school year.	Lead Inspect. Services
Appoint Michelle Primeau and Daniel Guenthner as Equal Opportunity/Compliance/Title IX Coordinators for the 2023-2024 school year.	M.Primeau D.Guenthner EO/Complia. Title IX
Appoint Bridgett Manley as 504 Coordinator for the 2023-2024 school year at no extra salary.	B. Manley 504 Coord.
Appoint board members, Scott Hongo, James Schmid and Carolyn Williams, to serve on the Audit/Finance for the 2023-2024 school year. Adam Minor-Swartz and Carine Madison will serve as the community representatives.	Audit/Finance Committee
Appoint Jennifer Williams to serve as School Board Institute Executive Committee Representative for the 2023-2024 school year, with an Alternate to be determined.	SBI Represent.
Appoint Jacqueline Hill as Claims Auditor for the 2023-2024 school year.	Claims Auditor
Appoint Bridgett Manley as Medicaid Compliance Officer for the 2023-2024 school year at no extra salary.	Medicaid Comp. Off.
Appoint the Herkimer-Fulton-Hamilton-Otsego BOCES Safety Service as the Integrated Pest Management (IMP) Coordinator for the 2023-2024 school year.	IPM Coord.
Appoint Jessica Radley as faculty auditor for Extraclassroom Accounts for the 2023-2024 school year at no extra salary.	Faculty Auditor Extracc.
Appoint Daniel Guenthner as District Data Coordinator for the 2023-2024 school year.	District Data Coordinator
Appoint Mirella Pazzaglia as Dignity Act Coordinator (Grades PreK-12) for the 2023-2024 school year at no extra salary.	Dignity Act Coordinator

Appoint Jessica Radley as the Madison Oneida Herkimer Workers' Compensation Board Representative for the 2023-2024 school year.	MOH Workers' Comp. Rep.
Appoint Joseph Gilfus as Chief Emergency Officer for the 2023-2024 school year.	Chief Emerg. Officer
Appoint Justin Daukontas as Chemical Hygiene Officer for the 2023-2024 school year.	Chemical Hygiene Off.
Appoint the following persons to the District Safety Team for the 2023-2024 school year:	District-wide School Safety Team
Bruce Risley, Health/Safety Team Joseph Gilfus, Superintendent of Schools Michelle Primeau, Jr.Sr.HS Principal Crystal Chrisman, Elem. Principal Tiffany Rutkowski, BOE Lee Gonyea, Elem. Teacher Kathryn Bilinski, Jr.Sr. HS Teacher Daniel Guenther, Guidance	Dorothy Connor, Jr. Sr. HS Nurse Jessica Radley, Business Manager Wayne Congdon, Custodial Joseph Stack, Transportation Anthony Dupuis, Food Service David Jaquay, Dolgeville Fire Department Officer Shannon Davies, Special Patrol Officer Heather Campione, Elem. Nurse
Appoint the following persons to the Building Level Emergency Response Team (Elementary) for the 2023-2024 school year:	Building Level Emerg. Response Team (Elem)
Joseph Gilfus Crystal Chrisman Lynne Licari Vanessa Boyer Kristofer Kirkpatrick	Mirella Pazzaglia Daniel Guenther Heather Campione Special Patrol Officer
Appoint the following persons to the Building Level Emergency Response Team (Secondary) for the 2023-2024 school year:	Building Level Emerg. Response Team (Secondary)
Joseph Gilfus Michelle Primeau Lynne Licari Vanessa Boyer Kristofer Kirkpatrick	Mirella Pazzaglia Daniel Guenther Dorothy Connor Special Patrol Officer
Appoint Jennifer Williams as Legislative Advocate for NYSSBA for the 2023-2024 school year.	Legislative Advocate NYSSBA
Appoint Jessica Radley as Data Protection Officer for the 2023-2024 school year.	Data Protect. Officer
Appoint Joseph Gilfus as Director of Physical Education and Health for the 2023-2024 school year.	Director PE & Health
Ayes All – Motion Carried 7:0	
Mrs. Allen administered the Oath of Office to Scott Hongo as Board President.	Oath of Off. President
Mrs. Allen administered the Oath of Office to Jennifer Williams as Board Vice President.	Oath of Off. V. President

Motion by Mr. Schmid, second by Ms. C. Williams, to authorize District Treasurer, Sara Martyniuk, to sign checks and withdrawals. Sign Checks/  
Withdrawals

Ayes All – Motion Carried 7:0

Motion by Mrs. J. Williams, second by Ms. C. Williams, that the Board of Education meeting dates have been set for the third Tuesday of each month at 6:00 p.m. (unless otherwise announced) as approved at the June 20, 2023 Board of Education meeting. BOE Mtg.  
Dates for  
2023-2024

Ayes All – Motion Carried 7:0

Motion by Mr. Schmid, second by Ms. C. Williams, that the Audit/Finance Committee meetings have been set for the following dates: 9/19/2023; 10/11/2023; 2/7/2024; and 4/10/2024, as approved at the June 20, 2023 Board of Education meeting. Audit/Fin.  
Dates for  
2023-2024

Ayes All – Motion Carried 7:0

Motion by Mr. Schmid, second by Ms. Izzo, to establish the 2023 tax collection period as follows: Tax Collect.  
Period  
September 1 – September 30, 2023 -- No Penalty  
October 1 – October 31, 2023 – With 2% Penalty  
November 1 -- County Collects

Ayes All – Motion Carried 7:0

Motion by Mr. Schmid, second by Ms. C. Williams, to authorize payment of \$.655 per mile for use of private vehicles on school business based on the current IRS mileage rate. All mileage rate adjustments for 2023-2024 shall be based on the IRS mileage rate in effect. Mileage  
Rates

Ayes All – Motion Carried 7:0

Motion by Mrs. J. Williams, second by Ms. Izzo, to establish petty cash funds as follows: Petty  
Cash  
Funds  
High School: Mrs. Sandra Allen - \$100.00

Ayes All – Motion Carried 7:0

Motion by Mrs. J. Williams, second by Ms. Izzo, to authorize the posting of annual financial statements for year ending June 30, 2023. Auth.Posting  
Annual Fin.  
Statements

Ayes All – Motion Carried 7:0

Motion by Ms. C. Williams, second by Ms. Izzo, to authorize Joseph Gilfus, Superintendent to approve attendance at conferences. Appr.  
Conferences

Ayes All – Motion Carried 7:0

Motion by Ms. C. Williams, second by Mrs. J. Williams, to authorize the use of facsimile signatures of Board President and Treasurer. Authorize  
Facsimile  
Signatures

Ayes All – Motion Carried 7:0

Motion by Mr. Schmid, second by Ms. C. Williams, to authorize the Elementary and Secondary School Principals to suspend pupils according to established policies. Authorize  
Principals to  
Suspend

Ayes All – Motion Carried 7:0

Motion by Ms. C. Williams, second by Ms. Izzo, to authorize the Superintendent, in an emergency, to appoint employees on a temporary basis (with prior notification to the board members) with the understanding that the Board of Education will make the final determination at the next subsequent Board of Education meeting.

Supt. to hire employees temporarily

Ayes All – Motion Carried 7:0

Motion by Mr. Schmid, second by Ms. Izzo, to authorize the providing of refreshments at Board of Education meetings.

Authorize Refresh at BOE Mtgs.

Ayes All – Motion Carried 7:0

Motion by Ms. C. Williams, second by Mrs. J. Williams, to approve the Board Policy Manual for 2023-2024 with revisions to be made throughout the year.

Bd. Policy Manual

Ayes All – Motion Carried 7:0

#### COMMENCEMENT NOTES

Mr. Gilfus congratulated the Class of 2023 on a job well done and read the following comments provided by Mrs. Primeau:

Commence. Notes

- Of our 59 graduates, 14 received Advanced Regents Diplomas with Honors and 4 received Advanced Regents Diplomas
- The 1 student who did not complete graduation requirements in June will be finished for an August graduation.
- Based on unused tickets, approximately 550 people attended the ceremony.
- This year we announced students' future plans. It was a nice addition that allowed us to not only recognize students' accomplishments while in school, but their future college, career and military goals. We will continue to work on refining that for next year to ensure that it is seamless.
- Jade Metz was ecstatic to be invited to speak. He stayed for quite a while after the ceremony and spoke with individual students and families.
- The jazz choir did a fantastic job.
- Members of the Junior class have already scheduled meeting with me to discuss things they'd like to do throughout the school year and additions to the graduation ceremony (music and a slideshow of pictures, photobooth, etc.)

#### NEW BUSINESS

New Business

a. Authorize Budget Transfers

Motion by Ms. C. Williams, second by Mrs. J. Williams, to authorize the Superintendent to approve budget transfers during school year 2023-2024

Supt. to Approve Budget Transfers

Ayes All – Motion Carried 7:0

b. Approve Minutes

Motion by Ms. C. Williams, second by Ms. Izzo, to approve the minutes of June 20, 2023 (regular meeting) as presented.

Approve Minutes 6/20/2023

Ayes All – Motion Carried 7:0

**ADJOURNMENT**

Adjournment

Motion by Mr. Fredericks, second by Ms. Izzo, to adjourn the meeting at 6:29 p.m.

Ayes All – Motion Carried 7:0

*Sandra L. Allen*

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District Clerk