

DOLGEVILLE CENTRAL SCHOOL
Dolgeville, NY 13329

Approved 10-17-2023

Tuesday, September 19, 2023

Regular Meeting

James A. Green School

PRESENT:
S. Hongo, President
J. Williams, VP
J. Schmid – *arr. 6:04 pm*
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 regular meeting was called to order at 6:01 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

MINUTES

Motion by Ms. C. Williams, second by Mrs. J. Williams, to approve the minutes of August 15, 2023 (regular meeting), as presented.

Approve
Minutes
8/15/2023

Ayes All – Motion Carried 5:0

Motion by Ms. C. Williams, second by Mrs. J. Williams, to approve the minutes of August 28, 2023 (special meeting), as presented.

Approve
Minutes
8/28/2023

Ayes All – Motion Carried 5:0

Mr. Schmid entered the meeting at 6:04 p.m.

AUDIT REPORT FOR 2022-2023

Audit Report
for 2022-23

Mr. Michael Rossi from West & Company, CPAs PC met with the Audit/Finance Committee and then reviewed with the Board of Education the findings of the annual audit report for school year 2022-2023. The Report and Management Letter were reviewed by Mr. Rossi. (See attached Management letter). Mr. Rossi stated that the audit went very well and that the district continues to move in a good financial direction. Mr. Rossi did note that the district's unassigned General Fund Balance as of June 30, 2023, is currently in excess of the New York State Real Property Tax Law limit and the district will need to submit a corrective action plan for same.

Based on the report of West & Company and the recommendation of the audit committee, a motion was made by Mr. Schmid, second by Ms. C. Williams, to accept the annual audit report of West & Company, CPAs PC for school year 2022-2023. See attached audit committee meeting minutes.

Accept
Audit Report
2022-2023

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-11 in the sum of \$125,988.11; General Fund Schedule #A-12 in the sum of \$449,059.19; General Fund Schedule #A-14 in the sum of \$99,077.45; General Fund Schedule #A-15 in the sum of \$366,801.02; School Lunch Fund Schedule #C-4 in the sum of \$325.00; School Lunch Fund Schedule #C-5 in the sum of \$229.82; Special Aid Fund Schedule #F-3 in the sum of \$6,088.95; Special Aid

Approve
Payment
of Warrants

Fund Schedule #F-4 in the sum of \$483,768.50; Capital Fund Schedule #HB-4 in the sum of \$8,893.09; Capital Fund Schedule #HB-5 in the sum of \$41,830.00 be approved and ordered paid pursuant to review of claims auditor, Jacqueline Hill.

To accept the Treasurer’s Report for July 2023 as presented and to accept the Treasurer’s Report for August 2023 as presented.

Accept
Treas. Repts.
7/23 & 8/23

Ayes All – Motion Carried 6:0

REPORTS

Reports

Elementary School Report – Mrs. Chrisman – Attached

Elem. Rept.

The first Kinder Kick-Off was held just prior to Open House and both were very well attended. Staff and students are adjusting to the new curriculum - CKLA (Core Knowledge Language Arts). This year’s theme for the Fire Safety Program will be “Kitchen Safety.”

High School Report – Mrs. Primeau – Attached

HS Rept.

The Jr. Sr. High School Open House was also well attended and the school year is off to a great start. We will be continuing the senior spotlight this year and the announcements are now scrolling on the TV in the cafeteria.

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

Dir. Of
Pupil Serv.

The district plans to provide CPI Training (Crisis-Prevention-Intervention) for the transportation staff, teaching assistants, teacher aides, K-12 monitors and bus monitors.

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

Dean/AD

Mr. Zilkowski thanked Herkimer College for allowing the district to use their fields for our girls’ home varsity games at no charge during our capital project.

Superintendent’s Report – Mr. Gilfus

Supt. Rept.

Mr. Gilfus made the following comments:

- The district has received its first request for “hall walking” during inclement weather.
- The DCS Alumni Annual Reunion is scheduled for this Saturday and Mr. Gilfus has been invited to speak at the event.

Buildings & Grounds Report – Mrs. Radley – Attached

Build/Grounds

Next spring Mr. Gilfus will encourage staff to place their work orders before they leave for the summer rather than placing work orders during the Superintendent Days in September just before school starts.

Transportation Report – Mr. Stack – Attached

Transport.

Mrs. J. Williams left the meeting at 7:02 p.m.

Food Service Report – Mr. Dupuis – Attached

Food Serv.

Technology Report – Mr. Dy, Mr. Randall – Attached

Technology

Mrs. J. Williams returned to the meeting at 7:04 p.m.

Revenue Analysis/Expenditure Analysis Reports for August, 2023 – Mrs. Radley – Attached

Rev/Expend.

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

Acpt. Bldg.
Reports

Ayes All – Motion Carried 6:0

PRIVILEGE OF THE FLOOR

No formal public comments were heard.

Privilege of
Floor

Government students, Madison Plonka and Valdez Brunet, attended the board meeting and both students commented that they were surprised at the business matters discussed by the board and administrators and the work involved.

OLD BUSINESS

Old Business

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

- The project is moving along nicely and we are pleased with the work being done
- Phase 2 contracts are being finalized
- Milling of the track is underway
- Sleeves for the lights are installed and the lights should be in by Friday
- Due to rain delays, the roofers have been working on Saturdays to complete their work
- As expected, the roof project will be closing out in time to receive the CRRSA funding

Capital
Project
Update

b. District Calendar for 2023-2024 – Revise Calendar

Motion by Ms. C. Williams, second by Mrs. Rutkowski, to revise the 2023-2024 District Calendar as attached with the following changes:

Revise
2023-2024
District
Calendar

- 1) Add half day/early release for all students – 10/31/2023 – for Supt. PD half day
- 2) Add full day for Supt. Professional Development Day – 11/9/2023
- 3) Add half day/early release for all students – 2/16/2024 – for Supt. PD half day

Ayes All – Motion Carried 6:0

c. BOE meeting dates calendar for 2023-204 – Committee Meetings/BOE Presentations

Motion by Mr. Schmid, second by Ms. C. Williams, to accept the revisions made to the board committee meetings/board presentations on the 2023-2024 BOE meeting calendar as attached.

Revise
BOE Comm.
Mtg./
Presentations

Ayes All – Motion Carried 6:0

NEW BUSINESS

New Business

a) APPR Certification of Lead Evaluator for 2023-2024 school year

Motion by Mrs. J. Williams, second by Mrs. Rutkowski, 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: Joseph Gilfus and Bridgett Manley for the purpose of conducting evaluation of teachers and administrators in accordance with the requirements of Section 3012d of the NYS Education Law.

Certify
Lead
Evaluator

Ayes All – Motion Carried 6:0

b) Approve Building Safety Plans for 2023-2024

Motion by Mr. Schmid, second by Ms. C. Williams, to approve the Building Safety Plan (Grades K-6) for 2022-2023 and to approve the Building Safety Plan (Grades 7-12) for 2023-2024. (Confidential Documents).

Approve
Building
Safety
Plans

Ayes All – Motion Carried 6:0

c) Standard Workday Resolution for ERS Employees

Standard
Workday
Resolution

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

Be It Resolved that the Board of Education of the Dolgeville Central School District, Location Code 72109, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employee’s Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Position	SWD	Position	SWD
1:1 Aide	7	Food Service Director	7
Auto Mechanic	8	Groundskeeper	8
Auto Mechanic Helper	8	Internal Claims Auditor	7.5
Building Maintenance Mechanic	8	Micro Computer Audio Visual Eq.	7
Building Maintenance Worker	8	Occupational Therapist	7
Bus Monitor	6	Office Assistant	7
Business Manager	7	Personnel Clerk	7
Cleaner	8	School Nurse	7
Confidential Secretary/District	7	Senior Account Clerk/District	7
Cook	6	Transportation Supervisor	8
Driver/Cleaner	8	Typist	7

Ayes All – Motion Carried 6:0

d) Memorandum of Agreement – DCSD and CSEA

Approve
MOA
DCSD &
CSEA

Motion by Ms. C. Williams, second by Mr. Schmid, to approve the Memorandum of Agreement by and between the Dolgeville Central School District and CSEA Local 1000, AFSCME AFL-CIO, Dolgeville Central School District Unit #7109-00, Herkimer County Local 822 dated September 14, 2023 amending Article IX, Section 9.2 regarding timeline in the Grievance Procedure as attached.

Ayes All – Motion Carried 6:0

e) Resolution – Benefits for Vacant Long-Term, School Year Substitutes

Resolution
Benefits
For Vacant
Long Term
School Year
Substitutes

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

Be It Resolved that the Board of Education of the Dolgeville Central School District hereby has the ability to authorize and appoint any recommended individual to a Vacant Long-Term, School Year Substitute, for any full year with the intent to serve as Long Term Substitute beginning September of any given school year, and no later than June of the same school year (of ten month). Such a vacancy and position may arise due to the shortage of staff in all areas of education, and the District’s inability to secure a certified and qualified candidate. The Vacant Long-Term, School Year Substitute shall be compensated according to the position they will substitute during the school year. The Long-Term, Year Long Substitute will be provided District Health Benefits similar to those found in the bargaining unit of the vacant position. Additionally, The Vacant Long-Term, School Year Substitute will receive six (6) sick days and two (2) personal days for the full school year; which will not be carried past June 30 of the same school year. This resolution shall be applied, as needed, with Board approval to fill a vacant long-term school year position when no qualified and certified candidate can be secured. No term of employment is conferred by this resolution of appointment and appointed Vacant Long-Term School Year Substitute’s employment may be terminated at any time.

Ayes All – Motion Carried 6:0

- f) Approve Combining Sport – Boys JV/Varsity Volleyball
Motion by Mrs. J. Williams, second by Ms. C. Williams, to authorize combining the Dolgeville Central School District boys' JV/Varsity volleyball program with the Little Falls City School District boys' JV/Varsity volleyball program for school year 2023-2024, with the Little Falls City School District designated as the host district, per attached memo dated September 19, 2023.
- Combine
DCS &
L. Falls
Volleyball
- Ayes All – Motion Carried 6:0
- g) Approve Combining Sport – Boys/Girls Varsity Indoor Track
Motion by Mrs. J. Williams, second by Mr. Schmid, to authorize combining the Dolgeville Central School District boys'/girls' varsity indoor track program with Oppenheim-Ephratah-St. Johnsville Central School District (OESJ) for school year 2023-2024, with the Dolgeville Central School District designated as the host district, per attached memo dated September 19, 2023.
- Combine
DCS &
OESJ
Var.
Indoor
Track
- Ayes All – Motion Carried 6:0
- h) Approve Exchange of Wrestling Mats – John Richards and Dolgeville Central School District
Motion by Ms. C. Williams, second by Mrs. J. Williams, to authorize the exchange of wrestling mats per request of John Richards (Herkimer CSD Alumnus) based on the following:
- Herkimer CSD is looking to restart their wrestling program. Dolgeville CSD purchased the green varsity Herkimer CSD mats in 2018 after their program ended. John Richards, alumnus of Herkimer CSD would like to exchange a newer set of mats that he owns for the prior Herkimer CSD mats that Dolgeville CSD currently owns. It is John Richards' intention to donate these green mats back to Herkimer CSD.
- Approve
Exchange
of
Wrestling
Mats
- Ayes All – Motion Carried 6:0
- i) Approve Revised Letters of Agreement with Living Resources, Inc. – Summer 2023 and School Year 2023-2024
Motion by Mr. Schmid, second by Ms. C. Williams, to approve the revised Letters of Agreement by and between Living Resource, Inc. and the Dolgeville Central School District for American Sign Language interpreter services as attached.
- Approve
Amended
Letters of
Agreement
w/Living
Resources
- Ayes All – Motion Carried 6:0
- j) Approve Extraclassroom Accounts for 2023-2024
Motion by Ms. C. Williams, second by Mrs. J. Williams, to approve the Extraclassroom Clubs for school year 2023-2024 as attached.
- Approve
Extraclass
Clubs for
2023-2024
- Ayes All – Motion Carried 6:0
- k) Designate NYSSBA Voting Delegate
Motion by Mr. Schmid, second by Mrs. Rutkowski, to designate Mrs. Jennifer Williams as the NYSSBA Annual Business Meeting Voting Delegate this year at the NYSSBA Convention in Buffalo, NY.
- Designate
NYSSBA
Conf.
Voting
Delegate
- Ayes All – Motion Carried 6:0
- l) Social Media Litigation – Attorney-Client Contingency Fee Contract
Motion by Mrs. J. Williams, second by Ms. C. Williams, to approve the Attorney-Client Contingency Fee Contract as attached between the Dolgeville Central School District and Franz Law Group, APLC signed by Mr. Gilfus as District Representative.
- Social
Media
Litigation
- Ayes All – Motion Carried 6:0

- m) Rural Schools Association – Discussion regarding membership
Without a formal vote, the Board decided that it will not be registering for membership with the Rural Schools Association for the 2023-2024 school year.

Rural
Schools
Assn.**INFORMATION ONLY**Information
Only

- a. Proposed Resolutions and Position Statements were distributed by email
b. Special Patrol Officer beginning 2023-20224 – Officer Jones
c. Change to M&T Bank collateral custodian for uninsured deposits
d. JUUL Labs, Inc. Lawsuit – Update
e. Building Use Requests by outside groups approved by Superintendent
- 1) Sarah Williams-Herringshaw (Connected Community School) – Use Auditorium – MCAT Suicide Prevention Program with Neighborhood Center – 1/12/2024
 - 2) Julie Castor – Use Concession Room – Dental Program – 10/10/23 – 10/20/23
 - 3) Pia Nichols – Girl Scouts – Use Gym 1 and HS Kitchen Classroom – Girl Scout Father/Daughter Dance – 12/10/2023
 - 4) Pia Nichols – Girl Scouts – Use Gyms 1 & 2, Elem Cafeteria and HS Kitchen Classroom – Girl Scout Overnight 11/10/23 – 11/11/23

BOARD FORUMBoard
Forum

The board members offered the following comments during Board Forum:

- Thank you to the Superintendent and Athletic Director for supporting Youth Sports
- For new school year - continue to keep lines of communication open – board, administration, faculty, staff, parents, students, public.
- Opening Day went well, Open House was good
- A big thank you to Herkimer College for allowing use of their fields for our girls' soccer program
- Thank you to those in attendance tonight and for the government students for coming
- The building and grounds look great! Nice background for photos!
- Thank you to all staff for all that they do. We appreciate you all!

EXECUTIVE SESSIONEnter
Executive
Session

Motion by Mr. Schmid, second by Ms. C. 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 ongoing litigations.

Ayes All – Motion Carried 6:0

Mrs. J. Williams left the meeting at 7:48 p.m.
Mrs. J. Williams returned to the meeting at 7:50 p.m.

Motion by Mrs. J. Williams, second by Mr. Schmid, to return to regular session at 8:47 p.m.

Return to
Regular
Session

Ayes All - Motion Carried 6:0

CSE/CPSE MINUTES AND RECOMMENDATIONSCSE/CPSE
Min. & Rec.
8/10/23 -
9/13/23

Motion by Mrs. J. Williams, second by Mr. Schmid, to approve the CSE/CPSE Minutes and Recommendations covering the period 8/10/2023 through 9/13/2023 as attached.

Ayes All – Motion Carried 6:0

PERSONNEL

Personnel
Actions

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

To rescind the motion appointing Victoria Sherwood as K-12 Monitor, effective August 28, 2023. *(Appointment was approved at the 8/15/2023 BOE meeting).*

Rescind
Appt.
V. Sherwood

To accept the resignation of Emily Brewer as K-12 Monitor, effective August 31, 2023.

Accpt.Resign
E.Brewer
K-12 Mon.

To accept the resignation of Laura Lamphere as Part Time Cleaner, effective September 22, 2023.

Accpt.Resign
L. Lamphere
PT Cleaner

To amend the probationary appointment of Elizabeth Diaz *(8/15/2023 BOE Meeting)* as follows from Special Education Teacher to Elementary Teacher:

Appr.
Amended
Appt.
E. Diaz
Elementary
Teacher

Name:.....**Elizabeth Diaz**
Position:.....Elementary Teacher
Tenure Area:.....Elementary
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

To approve the appointment of Sandra Gonyea to the following position:

Appr.Appt.
S. Gonyea
LT Sub
Teacher

Name:.....**Sandra Gonyea**
Position:.....Long Term Substitute Teacher – Elem. Spec. Ed.
Reason:.....Fill leave of E. Farquhar
Effective Date:.....9/5/2023 – 9/29/2023
Tenure Area:.....NA
Certification:.....Uncertified
Rate of Pay:.....Days 1-10 – Sub rate for sub. teacher (uncertified w/out Bachelor’s Degree)– (\$116.25/day)
Beginning Day 11 – 1/200th of Step 1 DTA Salary Schedule - (\$229.10/day)
For days worked. Superintendent Days 9/5/23 and 9/6/23 will be paid at \$116.25/day and will not count toward the first 10 days.

To approve the appointment of **Linda Roche** to a one-year term of appointment as a part-time (1 day per 6 day cycle) Music Lessons Instructor for the term from September 19, 2023 through June 30, 2024, unless sooner terminated by the Board of Education. Linda Roche shall receive compensation at the daily rate of \$229.10 per day and teach music lessons for the full day between the hours of 7:45 a.m. and 2:35 p.m. for the term of this appointment.

Appr.Appt.
L. Roche
Music
Lessons
Instructor

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

Approve
Appt.

Mentor	Mentee (New Teacher)	Stipend
Jessica Bladek	Tyler Gilfus (LT Sub)	\$500.00 – Full Year

To approve the appointment of Christine Sherwood as Bus Driver (1600 hr.), effective September 5, 2023, moving from Bus Driver (1200 hr.).

Appr.Appt.
C. Sherwood
1200 to 1600

- To approve the appointment of Shannon Borst as Bus Driver (1200 hr.), effective September 5, 2023, moving from Bus Driver (800 hr.). Appr.Appt.
S. Borst
800 to 1200
- To approve the probationary appointment of Marcia Lyon as Bus Monitor (1200 hr.), effective September 5, 2023, moving from Bus Monitor (800 hr.). Appr.Appt.
M. Lyon
800 to 1200
- To approve the probationary appointment (civil service) of Antonia Akerley to the following position, replacing V.Sherwood/E.Randall: Appr.Appt.
A.Akerley
Monitor
 Name:.....**Antonia Akerley**
 Position Title:Monitor K-12
 Type:10 Month
 Effective Date:9/8/2023 – 6/30/2024
 Probationary Period:6 Month ending 3/8/2024
 Rate of Pay:.....\$15.00/hr.
- To grant a permanent appointment (civil service) to Tina Petkovsek as Cleaner, effective September 6, 2023. Perm.Appt.
T.Petkovsek
- To grant a permanent appointment (civil service) to Heather Campione as School Nurse, effective September 29, 2023. Perm.Appt.
H. Campione
- To grant a permanent appointment (civil service) to Dorothy Connor as School Nurse, effective October 8, 2023. Perm.Appt.
D. Connor
- To approve the appointment of Tiffany Thomas as substitute K-12 Monitor. Appr.Appt.
T. Thomas
Sub.Monitor
- To approve the appointment of Barry Prestigiacommo as substitute Cleaner. Appr.Appt.
B.Prestigiacommo
Sub.Cleaner
- To approve the probationary appointment (civil service) of Beth Warner to the following position, replacing T. Rumrill: Appr.Appt.
B. Warner
Monitor
 Name:.....**Beth Warner**
 Position Title:Monitor K-12
 Type:10 Month
 Effective Date:9/26/2023 – 6/30/2024
 Probationary Period:6 Months 3/26/2024
 Rate of Pay:.....\$15.00/hr.
- To approve the appointment of Jaycie Leonard as substitute Teacher/TA, Substitute Monitor, and Substitute Teacher Aide, pending fingerprint clearance. Appr.Appt.
J. Leonard
Substitute
- To approve the appointment of Tiffany Phillips as substitute Teacher/TA, Substitute Monitor, and Substitute Teacher Aide, pending fingerprint clearance. Appr.Appt.
T. Phillips
Substitute

Ayes All – Motion Carried 6:0

FUTURE MEETINGS

Future
Meetings

- a. October 11, 2023 – Audit/Finance Committee – 5:00 p.m. in Library
- b. October 17, 2023 – New Staff Reception – 5:00 p.m. in Cafeteria
- c. October 17, 2023 – Regular Meeting – 6:00 p.m. in Cafeteria

- d. November 21, 2023 – Transportation Committee – 5:00 p.m. in HS Room 173
- e. November 21, 2023 – Regular Meeting – 6:00 p.m. in Cafeteria – Elementary Presentation

- f. December 19, 2023 – IT Committee – 5:00 p.m. in HS Room 173
- g. December 19, 2023 – Regular Meeting – 6:00 p.m. in Cafeteria – Psychologists/Social Worker Presentation

- h. January 16, 2024 – Facilities/Building Projects Committee – 5:00 p.m. in HS room 173
- i. January 16, 2024 – Regular Meeting – 6:00 p.m. in Cafeteria – Connected Community Schools Presentation

ADJOURNMENT

Adjournment

Motion by Mr. Schmid, second Mrs. J. Williams, to adjourn at 8:48 p.m.

Ayes All – Motion Carried 6:0

Sandra L. Allen

District Clerk