

ROMULUS CENTRAL SCHOOL
ROMULUS, NY 14541
BOARD OF EDUCATION REGULAR MEETING MINUTES
TUESDAY, JUNE 20, 2023
6:30 PM BOARD MEETING
BOARD OF EDUCATION CONFERENCE ROOM

Present: Rachelle Fletcher-President, Jennifer Yuhas-Vice President, Tenneille Brewer, Beth Bulkley, Erik Karlsen, Thomas Wilson and Kimberly Wolverton

Others Present: Marty Rotz-Superintendent, Edward Ninestine-School District Treasurer, Scott King, Jennifer Kime and Gina Lynch

Absent: Suzanne Nicholson-District Clerk

1. OPENING AND MINUTES

1.1 Call to Order at 6:30pm by President Fletcher

1.1.1 Pledge of Allegiance

1.1.2 Public Comment- none offered

1.1.3 Board of Education Members

1.2 Resolution to Approve Minutes

1.2.1 Approved the Minutes of the Board of Education Meeting of May 23, 2023.

Moved: Mr. Wilson Seconded: Mrs. Brewer

Approved Unanimously 7/0.

1.3 Resolutions, Other

1.3.1 Acted upon the recommendation of the Superintendent to approve the following:

1.3.1.1 Approval of the Agenda with addendum items: #6.1.1.10, #6.1.1.11, #6.1.1.12, #6.2.1.9, #6.2.1.10, and #6.3.1.2

Moved: Mrs. Brewer Seconded: Mrs. Yuhas

Approved Unanimously 7/0.

1.3.1.2 Executive Session ***will be needed at the end of the meeting***- For the Discussion of collective negotiations and contracts as permissible under the Open Meetings Law

1.4 Announcements and Reports

1.4.1. Approved the next regular meeting of the Board of Education on Tuesday, July 11, 2023 at 6:30pm in the Board of Education Conference Room. (This is the Annual Re-Org meeting)

Moved: Mr. Karlsen Seconded: Mrs. Wolverton

Approved Unanimously 7/0.

1.5 Other Items

2. INTERSCHOOL ACTIVITIES

2.1 Romulus Student Forum

2.2 Resolutions

2.3 Announcement and Reports

2.4 Other Items

3. **REPORTS TO THE BOARD**

3.1 Resolutions

3.2 Announcements and Reports

3.2.1 President's Report- President Fletcher invited all members to Graduation Ceremony on Saturday. She also encouraged others to nominate members as president if interested not opposed to someone else stepping in. Ms. Fletcher asked to remove any specific gender references on year-end awards. Review upcoming dates for meeting and Committee assignments for next year.

3.2.2 Board Members Forum- Mrs. Brewer brought up Run Club commended the participation in the Waterloo Events (5K) over Memorial Day. Commented on the year-end sports awards recognizing many of our student athletes.

3.2.3 Superintendent's Report- Reminded estimate summaries of the project and SWBR has moved the Project update to July 11 at 5:30pm as part of the facilities committee. Review of the Town Hall Meeting held on June 14th which was attended by 26 people. 11 People signed up to be on the Mascot committee and the board discussed the committee and approved all interested at this time. They also approved a student representative from each grades 6th-12th. Making the total size of this committee of 20. The first meeting will be held on June 29th. Mr. Rotz also reiterated the Graduation invitation and Final Day Breakfast Invites.

Thank you to Jennifer Yuhas for her years of service to the Board of Education and Romulus Central School- a brief intermission was taken at this time for refreshments and cake.

3.3 Other Items

CREATIVE COMMUNITY COMMITTEE PRESENTATION

3.3.1 Creating Community Committee presentation Gina Lynch, Scott Fitch and Jennifer Kime discussed goals and activities of the committee this year and provided feedback from both RFA and Support staff regarding the survey collecting on the committee's final report. The Board thanked the members for coming and their work on the committee.

COMMUNITY ELIGIBILITY FEEDING PROGRAM PARTICIPATION DISCUSSION

3.3.2 Mr. Ninestine to discuss the Community Eligibility Program Recommendation for our Food Service and he would like to have the district participate next year which will generate more revenue to the Cafeteria Department and provide free breakfast and lunch to all students for 2023-2024. It is not known if these funds will be offered in subsequent years. The board acknowledged the value to participate in the CEP next year.

4. **BUSINESS OFFICE REPORTS**

4.1 Resolutions

4.1.1 To act upon the recommendation of the Superintendent to approve the following:

4.1.1.1 Accepted the Extra Class Account report for May 2023

4.1.1.2 Accepted the Treasurer's Report for April 2023

TEACHER AIDE POSITION ABOLISHED

- 4.1.1.3 Abolished one (1) position full time Teacher Aide effective June 30, 2023 due to the PreK 3-year old program being discontinued for economic reasons. The Board of Education determines that Mackenzie Woodard is the first least senior Teacher Aide and shall be excessed effective June 30, 2023. Mrs. Woodard's services shall be placed on the Preferred Eligibility List of the District in accordance with the current CSEA Contract and Civil Service Regulations.

FUNDING OF RESERVES AUTHORIZED

- 4.1.1.4 Upon the recommendation of the Superintendent, the Board of Education of the Romulus Central School District authorized the funding of the Capital Building Reserve Fund, as authorized by the General Municipal Law up to a maximum of not to exceed \$2,000,000 from unappropriated fund balance as of June 30, 2023
- 4.1.1.5 Upon the recommendation of the Superintendent, the Board of Education of the Romulus Central School District authorized the funding of the Capital Bus Reserve Fund, as authorized by the General Municipal Law up to a maximum of not to exceed \$1,000,000 from unappropriated fund balance as of June 30, 2023
- 4.1.1.6 Upon the recommendation of the Superintendent, the Board of Education of the Romulus Central School District authorized the funding of the Workers Compensation Reserve Fund, as authorized by the General Municipal Law up to a maximum of not to exceed \$200,000 from unappropriated fund balance as of June 30, 2023
- 4.1.1.7 Upon the recommendation of the Superintendent, the Board of Education of the Romulus Central School District authorized the funding of the Retirement (ERS) Contribution Reserve Fund, as authorized by the General Municipal Law up to a maximum of not to exceed \$200,000 from unappropriated fund balance as of June 30, 2023
- 4.1.1.8 Upon the recommendation of the Superintendent, the Board of Education of the Romulus Central School District authorized the funding of the Retirement Contribution Reserve TRS Sub-Fund, as authorized by the General Municipal Law up to a maximum of not to exceed \$150,000 from unappropriated fund balance as of June 30, 2023
- 4.1.1.9 Upon the recommendation of the Superintendent, the Board of Education of the Romulus Central School District authorized the funding of the Employee Benefits Reserve Fund, as authorized by the General Municipal Law up to a maximum of not to exceed \$200,000 from unappropriated fund balance as of June 30, 2023

Moved: Mr. Wilson Seconded: Mr. Karlsen

Approved Unanimously 7/0.

4.2 Announcements and Reports

- 4.2.1 Accounts "A" General Fund dated 5/01/23 to 5/31/23; Warrant No. 90 for Accounts "A" General Fund dated 5/04/23 in the amount of \$218,493.23; Warrant No. 91 for Accounts "A" General Fund dated 5/11/23 in the amount of \$8,593.91; Warrant No. 94 for Accounts "A" General Fund dated 5/18/23 in the amount of \$13,697.38; Warrant No. 95 for Accounts "A" General Fund dated 5/24/23 in the amount of \$145,974.12.

4.2.2 Accounts "C" Cafeteria Fund dated 5/01/23 to 5/31/23; Warrant No. 32 for Accounts "C" Cafeteria Fund dated 5/04/23 in the amount of \$2,338.05; Warrant No. 33 for Accounts "C" Cafeteria Fund dated 5/11/23 in the amount of \$6,711.61; Warrant No. 34 for Accounts "C" Cafeteria Fund dated 5/18/23 in the amount of \$2,653.59; Warrant No. 35 for Accounts "C" Cafeteria Fund dated 5/24/23 in the amount of \$642.45.

4.2.3 Accounts "F" Federal Funds dated 5/01/23 to 5/31/23; Warrant No. 33 for Accounts "F" Federal Funds dated 5/04/23 in the amount of \$419.00, Warrant No. 34 for Accounts "F" Federal Funds dated 5/11/23 in the amount of \$4,057.41; Warrant No. 35 for Accounts "F" Federal Funds dated 5/18/23 in the amount of \$491.63; Warrant No. 36 for Accounts "F" Federal Funds dated 5/24/23 in the amount of \$75.00.

4.2.4 Accounts "H" Capital Funds dated 5/01/23 to 5/31/23; Warrant No. 14 for Accounts "H" Capital Fund dated 5/18/23 in the amount of \$107,763.84.

4.3 Other Items

5. **COMMUNICATIONS**

5.1 Resolutions

5.2 Announcements and Reports

5.3 Other Items

6. **PERSONNEL**

6.1 Resolutions in Regard to Administrators and Teachers

6.1.1 Acted upon the recommendation from the Superintendent to approve the following items:

KATHY STUCK LOA-APPOINTMENT AS CSE CHAIRPERSON

6.1.1.1 Approved the 1-year LOA from Secondary Special Education Teacher and to appoint Kathy Stuck as Full Time CSE Chairperson for a 1-year appointment effective July 1, 2023 for the 2023-2024 school year at a salary of \$92,334 plus longevity as per the RFA contract. This appointment will also add in one sick day for the year. Mrs. Stuck is eligible for all rights and benefits as per the current RFA contract Career Advancement Clause Article XXV Section E.

STACY MERRILL LOA-APPOINTMENT AS INSTRUCTIONAL TECH COACH

6.1.1.2 Approved the 1-year LOA from Media Specialist/Librarian Teacher and to appoint Stacy Merrill as Instructional Tech Coach for a 1-year appointment effective July 1, 2023 for the 2023-2024 school year at a salary of \$57,417 plus longevity. Mrs. Merrill is eligible for all rights and benefits as per the RFA Career Advancement Clause Article XXV Section E. This position has an additional \$10,000 stipend and will add in one sick day for the year for the 20 summer days worked.

SUZANNE NICHOLSON'S SALARY AS CONFIDENTIAL SECRETARY APPROVED

6.1.1.3 Approved the 2023-2024 salary for Suzanne Nicholson at \$73,882 plus longevity per the Confidential Secretary Contract 2022-2026

ERICA MURRAY APPROVED AS ITINERANT SUBSTITUTE TEACHER

6.1.1.4 Approved Erica Murray as Itinerant substitute Teacher (Daily Building Substitute) for the 2023-2024 school year for up to 5 days per week at a daily rate of \$140.00. She

is eligible for the High/High Deductible Health Insurance plan effective July 1, 2023 and will be prorated 1 sick day per month.

KATIE JORDAN'S MATERNITY LOA ACCEPTED

6.1.1.5 Accepted the Maternity Leave of Absence of Katie Jordan on or about October 21, 2023 through her return on December 18, 2023 with appropriate medical release from her attending physician. Katie will utilize all personal leave banks and any additional days will be unpaid. The Central Business office will re-calculate her salary upon her return.

MICHAEL PANE APPOINTED AS ATHLETIC DEAN OF STUDENTS

6.1.1.6 Appointed Michael Pane as Athletic Director/ Dean of Students effective July 1, 2023 through June 30, 2024 at a salary of \$70,000 as per the RFA MOA Teaching in Retirement.

JEFFREY FELICE APPOINTED AS SECONDARY MATH TEACHER

6.1.1.7 Appointed Jeffrey Felice as Secondary Math Teacher effective July 1, 2023 through June 30, 2024 at a salary of \$70,000 as per the RFA MOA Teaching in Retirement.

LINDSAY GUY APPROVED AS SUMMER SPEECH THERAPIST

6.1.1.8 Approved Lindsay Guy as Summer Speech Therapist for services provided July 3, 2023 through August 14, 2023 at an hourly rate of \$30.00 not to exceed \$750.00.

CONFERENCE REQUEST OF JAMI WILLARD APPROVED

6.1.1.9 Approved the conference request of Jami Willard to attend the 2023 NYAAE Conference June 20-June 22, 2023 with the cost of accommodations, registrations, meals and mileage not to exceed \$1,000.

AUTUMN TWIST LOA AS TEACHER ASSISTANT APPROVED

6.1.1.10 Approved the Leave of Absence of Autumn Twist as Teacher Assistant effective July 1, 2023 through June 30, 2024. She is eligible for the RFA Career Advancement Clause Article XXV Section E for accruing longevity and tenure.

AUTUMN TWIST APPROVED AS LTS MEDIA SPECIALIST

6.1.1.11 Approved Autumn Twist as LTS Media Specialist at a daily rates \$245 effective July 1, 2023 through June 30, 2024. She will remain eligible for all rights and benefits under the RFA contract.

MACKENZIE WOODARD APPOINTED AS ITINERANT SUBSTITUTE TEACHER

6.1.1.12 Appointed Mackenzie Woodard as Itinerant Substitute Teacher (Daily Building Substitute) for the 2023-2024 school year for up to 5 days per week at a daily rate of \$140.00. She is eligible for the High/High Deductible Health Insurance plan effective July 1, 2023 and will be pro-rated 1 sick day per month. (She remains on the Preferred Eligibility Listing for Teacher Aide)

Moved: Mrs. Yuhas Seconded: Ms. Fletcher

Approved Unanimously 7/0.

6.2 Resolutions in Regard to Support Staff

6.2.1 Acted upon the recommendation from the Superintendent to approve the following items:

MACKENZIE WOODARD PLACED ON PREFERRED CALL BACK LISTING FOR TEACHER AIDE

6.2.1.1 Placed Mackenzie Woodard on the preferred call back list for Teacher Aide effective June 30, 2023.

APPROVED KELLY UPDYKE AS COOK/MANGER FOR THE SUMMER FEEDING PROGRAM

6.2.1.2 Approved Kelly Updyke as Cook/Manager for the summer feeding program at her contractual hourly rate up to 6 hours per day July 3, 2023 through July 28, 2023.

APPROVED LAUREN CANZIO AS SUBSTITUTE Food Service Helper FOR THE SUMMER FEEDING PROGRAM

6.2.1.3 Approved Lauren Canzio as substitute Food Service Helper for the summer feeding program July 3 through July 28, 2023 at her contractual hourly rate up to 6 hours per day as needed.

APPROVED KAITLYN UPDYKE AS SUBSTITUTE Food Service Helper FOR THE SUMMER FEEDING PROGRAM

6.2.1.4 Approved Kaitlyn Updyke as substitute Food Service Helper for the summer feeding program July 3 through July 28, 2023 at \$17.50 per hour up to 6 hours per day as needed

APPROVED REBECCA BENNETT AS SUBSTITUTE FOOD SERVICE HELPER FOR THE SUMMER FEEDING PROGRAM

6.2.1.5 Approved Rebecca Bennett as substitute Food Service Helper for the summer feeding program July 3 through July 28, 2023 at \$17.50 per hour up to 6 hours per day as needed.

APPROVED JENNIFER CASE AS SUBSTITUTE FOOD SERVICE HELPER FOR THE SUMMER FEEDING PROGRAM

6.2.1.6 Approved Jennifer Case as substitute Food Service Helper for the summer feeding program July 3 through July 28, 2023 at \$17.50 per hour up to 6 hours per day as needed.

~~6.2.1.7 To Appoint Kenneth Charron of Romulus, NY as School Bus Trainee effective June 21, 2023 at an hourly rate of \$16.37 up to 6 hours per day. Kenneth will have all rights and privileges under the CSEA contract. (Retracted his application)~~

APPOINTED THOMAS FALSEY AS SCHOOL BUS TRAINEE

6.2.1.8 Appointed Thomas Falsey of Seneca Falls, NY as School Bus Trainee effective June 21, 2023 at an hourly rate of \$16.37 up to 6 hours per day. Thomas will have all rights and privileges under the CSEA contract.

APPROVED HANNAH MORRELL AS SUMMER TEACHER AIDE/ HELPER

*6.2.1.9 Approved Hannah Morrell as Teacher Aide/Summer Helper (Support Staff duties as assigned) up to 7 hours per day, July 3 through August 18, 2023 as needed per diem at her contractual hourly rate.

APPROVED SHYANNE BENNETT AS SUBSTITUTE FOOD SERVICE HELPER FOR THE SUMMER FEEDING PROGRAM

*6.2.1.10 Approved Shyanne Bennett as Summer Feeding Program Food Service Helper up to 7 hours per day, July 3 through July 28, 2023 as needed per diem at her contractual hourly rate.

Moved: Mrs. Brewer Seconded: Mr. Wilson

Approved Unanimously 7/0.

6.3 Resolutions, Other

6.3.1 To act upon the recommendation from the Superintendent to approve the following items:

APPROVED AIDEN JONESAS SUMMER CLEANER/HELPER

6.3.1.1 Approved Aiden Jones of Romulus, NY as a Summer Cleaner up to 7 hours per day at an hourly rate of \$14.20 effective June 26, 2023.

CORRECTED MICHAEL GILL JR.'S HOURLY SUMMER RATE

*6.3.1.2 Corrected the hourly rate for Michael Gill Jr. as Summer Cleaner helper to \$14.20 per hour. (Previously approved on May 23, 2023)

Moved: Ms. Fletcher Seconded: Mrs. Brewer

Approved Unanimously 7/0.

6.4 Announcements and Reports

6.5 Other Items

7. CURRICULUM

7.1 Resolutions

7.1.1 Acted upon the recommendation of the Superintendent to approve the following placement/academic opportunities:

7.1.1.1 Approved the placement of the Committee on Special Education Minutes dated May 22, 2023 (Student Numbers #67272 and #67571); from the meeting dated May 25, 2023 (Student Number #67518); from the meeting dated May 30, 2023, (Student Numbers #67421, #67447 and #67008); from the meeting dated May 31, 2023 (Student Number #67395), from the meeting dated June 1, 2023 (Student Number #67467); from the meeting dated June 14, 2023 (Student Number #67376); from the meeting dated June 20, 2023 (Student Number #67243).

7.1.1.2 Approved the placement of the Committee on Pre-School Special Education Minutes dated May 23, 2023 (Student Number #67448); from the meeting dated May 31, 2023 (Student Number #67488); from the meeting dated June 5, 2023 (Student Number #67434).

7.1.1.3 Approved the placement of the Section 504 Committee Minutes dated June 20, 2023 (Student Number#67243).

Moved: Ms. Fletcher Seconded: Mrs. Yuhas

Approved Unanimously 7/0.

7.2 Announcements and Reports

7.3 Other Items

8. BUILDING AND GROUNDS

8.1 Resolutions

8.2 Announcements and Reports

8.3 Other Items

9. TRANSPORTATION

9.1 Resolutions

9.2 Announcements and Reports

9.3 Other Items

EXECUTIVE SESSION HELD

10. **EXECUTIVE SESSION** - Executive Session *was needed* at 8:47pm for the Discussion of collective negotiations and contract discussion as permissible under the Open Meetings Law with no further action being taken this evening.

Moved: Mrs. Yuhas Seconded: Mr. Karlsen

Approved Unanimously 7/0.

Motion to adjourn the executive session and return to the open meeting at 9:02pm

Moved: Mrs. Brewer Seconded: Mrs. Bulkley

Approved Unanimously 7/0.

PUBLIC COMMENT 2nd Session- None Offered

12. **ADJOURNMENT**

A motion was offered to adjourn at 9:03pm

Moved: Ms. Fletcher Seconded: Mr. Karlsen

Approved Unanimously 7/0.

13. **DISTRIBUTIONS**

13.1 BOE Tentative Meeting Schedule

13.2 BOE Committee Assignments Listing

13.3 BOE Contact Listing 2023-2024

14. **NEGOTIATIONS COMMITTEE MEETING**

Respectfully Submitted,

Marty Rotz

Superintendent

Suzanne Nicholson

District Clerk