

**ROMULUS CENTRAL SCHOOL
ROMULUS, NY 14541
BOARD OF EDUCATION REGULAR MEETING MINUTES
TUESDAY, NOVEMBER 14, 2023
5:30pm AUDIT COMMITTEE MEETING
6:30 PM-BOARD OF EDUCATION CONFERENCE ROOM
POLICY COMMITTEE MEETING FOLLOWING THE MEETING**

The Audit Committee met at 5:30pm with Melissa Derr to review the Financial Audit results. Mrs. Rachelle Bateman, Mr. Ninestine, Mr. Marty Rotz and Mrs. Suzanne Nicholson were present for this discussion. The Audit Committee adjourned at 6:15pm.

PRESENT: Rachelle Bateman- President, Tenneille Brewer- Vice President, Beth Bulkley, Erik Karlsen, Alicia Rath, Thomas Wilson and Kimberly Wolverton

OTHERS PRESENT: Suzanne Nicholson-District Clerk, Marty Rotz-Superintendent, Edward Ninestine-School District Treasurer, Jennifer Bartlett-Prati- Assistant Superintendent, Christopher Puylara-Principal, Erika Parisian MSST Director, Maggie McMillan, Audree Galipeau, Evelyn Slentz and Marina Rokosz, Allison Marley of the Ferrara Firm.

1. OPENING AND MINUTES

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

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 October 24, 2023.

Moved: Mrs. Brewer Seconded: Mr. Wilson

Approved Unanimously 5/0.

1.3 Resolutions, Other

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

1.3.1.1 Approval of the Agenda with added addendum items

Moved: Mrs. Wolverton Seconded: Mrs. Rath

Approved Unanimously 5/0.

(Move the following two items up in the agenda from 2.1.1)

Mr. Erik Karlsen and Mrs. Beth Bulkley arrive at 6:35pm

1.3.1.1.1 Elementary Student Council Update- Heard from Maggie McMillan, Audree Galipeau, Evelyn Slentz and Marina Rokosz updating the Board of current events held by the Elementary Student Council. The Student Store has reopened for the school year and the “Socktober” event was a huge success. Mr. McCusker’s 1st grade class won with the most socks donated. The BOE watched the Facebook Live posts asking for donations on Cyrus Spano’s behalf. The class will have a pizza party as

the reward sponsored by Student Council. Their next event will be during Give Back Week which classes will be collecting food items for our Ovid Food Pantry.

1.3.1.1.2 Administration Updates (Mr. Puylara, Mrs. Bartlett-Prati and Mrs. Parisian). Mrs. Parisian highlighted the new book vending machine which is a great asset to the Elementary School. The students are excited to earn coins to purchase books from the vending machine. She showed a video of students making purchases. Mr. Puylara discussed the impact of not having the Technology teacher which has added students to Ag and Studio Art classes and increased the P.E. classes. He is looking forward to the ML Parent Game Night scheduled for Thursday evening. Mrs. Bartlett-Prati commented on the Makerspace event and gathering information from parents. Most parents would like more communication from the district as to services available and most would like to see the newsletter return.

EXECUTIVE SESSION HELD

1.3.1.2 Executive Session was needed for the discussion of particular personnel items.
Motion to enter into executive session at 6:52pm
Moved: Mr. Wilson Seconded: Mrs. Rath
Discussion: Mrs. Allison Marley from Ferrara Law Firm, Mr. Rotz, and Mr. Puylara were asked to join in this executive session.
Approved Unanimously 7/0.
Mrs. Brewer moved to adjourn the executive session and return to the open session of the meeting at 7:58pm Seconded by Mr. Wilson. Approved Unanimously 7/0.

1.4 Announcements and Reports

1.4.1 The next regular meeting of the Board of Education on Tuesday, December 12, 2023, at 6:30pm in the Board of Education Conference Room (This is the only meeting for December)

1.5 Other Items

2. INTERSCHOOL ACTIVITIES

2.1 Romulus Student Forum- ~~Secondary Student Council Representative visit~~ (Was moved to earlier in the meeting)

2.2 Resolutions

POLICY 4350 REVISED

- 2.2.1. Approved the revisions to Policy #7680 Independent Education Evaluations
- 2.2.2 Second read of the revisions to Policy #7450 Fundraising by Students
- 2.2.3 Second read of the revisions to Policy #3271 Solicitation of Charitable Donations

ART SUPPLIES RFEO GRANT APPROVED

2.2.4 Accepted the RFEO Art Supplies Grant not to exceed \$1,033 as written by Ms. Melanie Shoebridge-Bloom.

REVISION TO ELEMENTARY STUDENT HANDBOOK APPROVED

2.2.5 Accepted the revision on the Elementary Student Handbook regarding cell phone use.
Moved: Mr. Karlsen Seconded: Mr. Wilson
Approved Unanimously 7/0.

2.3 Announcement and Reports

2.4 Other Items

3. **REPORTS TO THE BOARD**

3.1 Resolutions

3.2 Announcements and Reports

DISCUSSION ON SUPERINTENDENT SEACH CONSULTANT PROPOSALS

3.2.1 President's Report - President Bateman updated the Board on Superintendent Search Consultant and reviewed the 2 proposals received. The Board would schedule to interview the NYS Leader Group and get in touch with the new District Superintendent at BOCES before making a final decision. December 7th looks to be the date to set up this interview session.

3.2.2 Board Members Forum- Reminder of the ML Musical will be the first weekend in December.

3.2.3 Superintendent's Report – Mr. Rotz had contacted the school attorney's office and their opinion was not to pursue the McKinzie Opioid Class Action Suit. He also updated current numbers for the Winter sports teams and Mr. Pane will be at the next BOE meeting. He also stated that there was a possibility of another proposal being submitted for the schoolhouse work but it has not come into the district yet. There will be a need for a Facilities Committee meeting prior to our next meeting on December 12th at 5:00pm.

3.3 Other Items

3.3.1 Report from Mengel, Metzger, Barr & Co., LLP annual review of the External Audit process and findings. This was given during the Audit Committee meeting.

CORNICE TECHNOLOGY CONSULTING PROPOSAL ACCEPTED

3.3.2 Further Discussion regarding the revised Cornice Technology Consulting proposal. Mr. Rotz commented that the amount was drastically reduced and would cover the current consulting as it related to the feasibility of NYSEG supporting the electrical supply needed for full implementation of electrifying our bus fleet.

3.3.2.1 Authorized the Superintendent to enter into the agreement with Cornice Technology for consulting services for the 2023-2024 school year at a cost not to exceed \$2,640.

Moved: Mrs. Bateman Seconded: Mr. Wilson

Discussion: Mr. Karlsen stated he is against electrification of the bus fleet and will not support spending district funds on exploring additional proposals.

Approved Unanimously 7/0.

3.3.3 Further discussion regarding Contracting proposal for the one room schoolhouse repairs. The Board was in favor of waiting for the second proposal.

3.3.3.1 To approve the _____ proposal for repairs to the one room schoolhouse in an amount not to exceed \$_____.-Tabled

4. **BUSINESS OFFICE REPORTS**

4.1 Resolutions

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

4.1.1.1 Accepted the Extra Class Monthly report for October 2023

4.1.1.2 Accepted the Treasurer's Report for September 2023

EXTERNAL AUDITOR REPORT AND FINANCIAL REPORT ACCEPTED

4.1.1.3 Accepted the External Auditor's Report and Financial Statements of the school year ending June 30, 2023 prepared by Mengel, Metzger, Barr & Co., LLP and to have the District clerk publish a public notice regarding its availability for public inspection.

AUDIT CORRECTION ACTION PLAN APPROVED

4.1.1.4 Approved the recommendation from the Audit Committee to the Corrective Action Plan letter in response to the External Audit report written by Mengel, Metzger, Barr & Co., LLP

REMOTESPEECH AGREEMENT AUTHORIZED

4.1.1.5 Authorized the Superintendent to enter into the agreement with RemoteSpeech for therapist services for the 2023-2024 school year at a cost not to exceed \$11,340.

REYNOLDS BATTERY DONATION ACCEPTED

4.1.1.6 Accepted the donation of \$250.00 from the Reynolds Battery to help offset the transportation costs for the Rosehill Civil War Day field trip on September 29, 2023.

MOU FOR EDUCATION NEGLECT AUTHORIZED

4.1.1.7 Authorized the Superintendent to sign the MOU for Educational Neglect with Seneca County Division of Human Services. The agreement effective January 1, 2024 through December 31, 2024.

4.1.1.8 ~~Approve entering into a contract with _____ for the upcoming Superintendent Vacancy Search for 2023-2024 at a cost not to exceed _____.~~ Tabled

GLOWFORGE EQUIPMENT DECLARED AS SURPLUS

Pink sheet: 4.1.1.9 Declared the Glow Forge laser printer as surplus and will solicit sealed bids for purchase. The operating system is obsolete and incompatible with the school's network.

Moved: Mr. Wilson Seconded: Mrs. Rath

Approved Unanimously 7/0.

4.2 Announcements and Reports

4.2.1 Accounts "A" General Fund dated 10/01/23 to 10/31/23; Warrant No. 29 for Accounts "A" General Fund dated 10/05/23 in the amount of \$270,122.81; Warrant No. 30 for Accounts "A" General Fund dated 10/12/23 in the amount of \$242,687.08; Warrant No. 35 for Accounts "A" General Fund dated 10/19/23 in the amount of \$81,520.33; Warrant No. 36 for Accounts "A" General Fund dated 10/19/23 in the amount of \$157.39; Warrant No. 37 for Accounts "A" General Fund dated 10/26/23 in the amount of \$177,172.03.

4.2.2 Accounts "C" Cafeteria Fund dated 10/01/23 to 10/31/23; Warrant No. 10 for Accounts "C" Cafeteria Fund dated 10/12/23 in the amount of \$9,413.53; Warrant No. 11 for Accounts "C" Cafeteria Fund dated 10/19/23 in the amount of \$4,609.52; Warrant No. 12 for Accounts "C" Cafeteria Fund dated 10/26/23 in the amount of \$3,652.14.

4.2.3 Accounts "F" Federal Funds dated 10/01/23 to 10/31/23; Warrant No. 10 for Accounts "F" Federal Fund dated 10/05/23 in the amount of \$10,342.00; Warrant No. 11 for Accounts "F" Federal Funds dated 10/12/23 in the amount of \$151.24; Warrant No. 12 for Accounts

“F” Federal Funds dated 10/19/23 in the amount of \$6,898.71, Warrant No. 13 for Accounts “F” Federal Funds dated 10/26/23 in the amount of \$76.05.

- 4.2.4 Accounts “H” Capital Funds dated 10/01/23 to 10/31/23; Warrant No. 6 for Accounts “H” Capital Funds dated 10/05/23 in the amount of \$123,395.50, Warrant No. 7 for Accounts “H” Capital Funds dated 10/12/23 in the amount of \$1,081.00; Warrant No. 8 for Accounts “H” Capital Funds dated 10/19/23 in the amount of \$418.00; Warrant No. 9 for Accounts “H” Capital Funds dated 10/26/23 in the amount of \$123,395.50.

4.3 Other Items

Mr. Ninestine reported to the Board the milk carton shortage issue and the steps being taken to address the situation. Since Romulus is a smaller district- Upstate Milk has limited the larger district orders and will continue if they have the product to deliver our milk in the smaller cartons. Once this has been depleted- the cafeteria staff will begin to have larger containers for students to self-serve milk. The Elementary students will be given a small water and cheese stick to comply with the nutritional requirements. He commends the cafeteria workers on their willingness to get ahead of this situation.

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 of the Superintendent to approve the following:

STACY MERRILL APPROVED AS VOLUNTEER MODIFIED GIRLS’ BASKETBALL COACH

- 6.1.1.1 Approved Stacy Merrill as Volunteer Modified Girls’ Basketball Coach for the 2023-2024 season.

KAITLYN MAGER APPOINTED AS PART-TIME SPECIAL EDUCATION TEACHER

- *6.2.1.3 change to 6.1.1.2 Appointed Kaitlyn Mager of Waterloo, NY who holds a New York State Certification that will permit her to teach Elementary Special Education Teacher in the public schools of New York State to a Part Time (.5) non-tenured track position commencing on December 1, 2023 through June 30, 2024. Ms. Mager will have a starting salary of \$26,456.25 for the remainder of the 2023-2024 school year with pro-rated benefits as per the RFA negotiated contract. Ms. Mager is not eligible for tenure on this appointment.

JACYLN MCCANN GRANTED 60 DAY LOA FOR STUDENT TEACHING REQUIREMENT

- *6.1.1.3 Granted the 60-day leave of absence for Jacyn McCann as Teacher Assistant effective November 27, 2023 through March 5, 2024. She will be paid 1/7 of her current salary as extra duty to cover mandated special education services and the unpaid leave will fulfill her student teacher requirements. She will return to her Teacher Assistant duties on March 6, 2024.

Moved: Mrs. Wolverton Seconded: Mr. Wilson

Approved Unanimously 7/0.

6.2 Resolutions in Regard to Support Staff

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

MEDICAL LOA FOR LISA BUSH APPROVED

6.2.1.1 Approved the Medical LOA for Lisa Bush effective November 14, 2023 until further notice. Mrs. Bush will utilize all personal leave banks and any additional days will be unpaid and insurance premiums will be billed after 20 workdays during this unpaid period. Pending the receipt of the attending physician's release, the Central Business Office will re-calculate her salary upon her return.

JENNIFER FOWLER APPROVED AS PENGUIN PATCH COORDINATOR

*6.2.1.2 Approved Jennifer Fowler as the Penguin Patch coordinator at a stipend of \$485.00 November 15, 2023 through December 15, 2023.

RESIGNATION OF JENNIFER GILLAN AS SCHOOL MONITOR ACCEPTED

*6.2.1.3 Accepted the resignation of Jennifer Gillan as School Monitor effective November 14, 2023 as she accepted the Typist position.

JENNIFER GILLAN APPOINTED AS TYPIST

*6.2.1.4 Appointed Jennifer Gillan as Typist effective November 14, 2023 at an hourly rate of \$16.47. This one-year probationary period begins on November 14, 2023 and ends on November 13, 2024. Jennifer remains eligible for all rights and benefits under the CSEA contract.

Moved: Mrs. Brewer Seconded: Mr. Wilson

Approved Unanimously 7/0.

6.3 Resolutions, Other

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

REDACTED AND RESCINDED RALPH WALBORN AS CO-ED BOWLING COACH

6.3.1.1 Redacted and rescinded the appointment of Ralph Walborn as Co-Ed Bowling Coach for the 2023-2024 season.

APPOINTED MATT THOMAS AS BOYS/GIRLS BOWLING COACH

6.3.1.2 Appointed Matt Thomas as Boys/Girls Bowling Coach at a stipend of \$2,349 for the 2023-2024 season.

APPROVED BRITTANY DRAHEIM AS SUBSTITUTE TEACHER AIDE

6.3.1.3 Appointed Brittany Draheim of Waterloo, NY as a Substitute Teacher Aide effective November 13, 2023 at an hourly rate of \$17.75 as needed per diem for the 2023-2024 school year.

APPROVED DANIEL MARI AS SUBSTITUTE FOOD SERVICE HELPER

6.3.1.4 Appointed Daniel Mari of Romulus, NY as a Substitute Food Service Helper effective November 15, 2023 at an hourly rate of \$17.75 as needed per diem for the 2023-2024 school year.

Moved: Mr. Wilson Seconded: Mrs. Bateman

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 from the meeting dated October 18, 2023 (Student Number #67557); from the meeting dated October 19, 2023 (Student Number #67374); from the meeting dated October 26, 2023 Student Numbers #06590 and #67303); from the meeting dated October 30, 2023 (Student Number #67332); from the meeting dated November 1, 2023 (Student Numbers #67510 and #06673); from the meeting dated November 2, 2023 (Student Numbers #67576, #67419, #67420 and #67421); from the meeting dated November 3, 2023 (Student Number #67335); from the meeting dated November 8, 2023 (Student Numbers #67330 and #66904); from the meeting date November 13, 2023 (Student Number #67447).

7.1.1.2 Approved the placement of the Committee on Preschool Special Education from the meeting dated November 2, 2023 (Student Number #67543).

7.1.1.3 Approved the placement of the Section 504 Meeting Minutes- from the meeting dated November 1, 2023 (Student Number #606590); from the meeting dated November 3, 2023 (Student Number #67143).

Moved: Mrs. Brewer Seconded: Mrs. Rath

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

9.1.1 ~~To reconsider the Out of District placement transportation request of Mr. and Mrs. Ramon Wadhams for Jacob Wadhams to attend St. Francis/St. Stephen's School in Geneva, NY for the 2023-2024 school year. They would like to have morning transportation only at this time.~~ Tabled

Moved: Mrs. Rath Seconded: Mr. Wilson

Discussion: Mr. Ninestine would reach out to the family for their exact needs. This will be revisited at the next meeting.

Approved Unanimously 7/0.

9.2 Announcements and Reports

9.3 Other Items

10. EXECUTIVE SESSION – if needed

11. **PUBLIC COMMENT 2nd Session-** * Individual comments will be limited to (5) five minutes, with additional time granted at the discretion of the Board President or his/her designee.

12. ADJOURNMENT

A motion was offered to adjourn at 9:38pm

BOE Mtg. 11/14/23

Moved: Mr. Wilson Seconded: Mrs. Wolverton

Approved Unanimously 7/0.

13. DISTRIBUTIONS

13.1 NYS Leadership Group Proposal (Superintendent Seach Consultants)

13.2 Castallo & Silky LLC Education Consultants Proposal (Superintendent Seach Consultants)

14. NEGOTIATIONS COMMITTEE MEETING

POLICY COMMITTEE MEETING HELD

15. POLICY COMMITTEE MEETING met to discuss the final revisions to Policy #7450 Fundraising by Students and Policy #3271 Charitable Donations. The committee felt the need to limit outside fundraising at school events. This committee meeting adjourned at 10:05pm

Respectfully submitted,

Suzanne Nicholson

District Clerk