

**ROMULUS CENTRAL SCHOOL**  
**ROMULUS, NY 14541**  
**BOARD OF EDUCATION REGULAR MEETING MINUTES**  
**TUESDAY, DECEMBER 12, 2023**  
**5:00pm FACILITIES COMMITTEE MEETING**  
**6:00pm NEGOTIATIONS COMMITTEE MEETING**  
**6:30 PM-BOARD OF EDUCATION CONFERENCE ROOM**

**PRESENT:** Rachelle Bateman-President, Tenneille Brewer-Vice President, 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 Coordinator, Peyton Wasney and Rachel Gillan.

**ABSENT:** Beth Bulkley

**1. OPENING AND MINUTES**

1.1 Call to Order at 6:31pm 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 November 14, 2023.

Moved: Mr. Wilson                      Seconded: Mr. Karlsen

Approved unanimously 5/0.

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 (#6.2.1.1.4, #6.2.1.5, #6.3.1.1)

1.3.1.1.1 HS Student Council Update- the Board heard from Peyton Wasney who gave a detailed list of activities that have taken place or are coming up soon. The Middle Level dance was well received, and the group is planning another dance in January. 81% of the secondary grade levels were on the 1<sup>st</sup> quarter Honor/High Honor Roll. Those students were treated to donuts and juice! Give back week the 5<sup>th</sup> grade and 12<sup>th</sup> grade won with the most food donations. Both will be treated to a movie and pizza after break. Rachel Gillan reported that the Holiday Celebrations are ongoing with Hall decorating and judging taking place next week.

1.3.1.1.2 Administration Updates- Mr. Puylara reported that the family nights are sparsely attended, and he had 6 families come in to watch the Rudolph Movie. Midterm testing schedules will be out next week and the Holiday Concert is scheduled for tomorrow night (12/13/23). Mrs. Bartlett-Prati reviewed the Wellness Team activities which facilitates health and well-being for our staff. Activities range from Biometric screenings to participation in the Wonderful Run, Wreath making, Goodlife Challenge and Fresh Fruit Fridays. The LIFT project had 31 staff participating this year. Mrs. Parisian noted that the Holiday Season kicked off with Holiday Wear- a different theme for each day. She highlighted the Online-Speech program and was excited to note that the program is exceeding their

expectations, and the students love their online teacher. There is a teacher aide (Mr. Pezzulo) in the room monitoring the progress of each student at each session. She thanked the IT staff for the quick response and set up to make the smooth transition for our students.

1.3.1.2 Executive Session will be needed at the end of the meeting for the discussion of particular personnel items.

Moved: Mrs. Brewer                      Seconded: Mrs. Rath

Approved unanimously 6/0.

1.4 Announcements and Reports

1.4.1 The next regular meeting of the Board of Education on Tuesday, January 9, 2024, at 6:30pm in the Board of Education Conference Room

1.5 Other Items

**2. INTERSCHOOL ACTIVITIES**

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

2.2 Resolutions

**REVISED POLICY #7450 FUNDRAISING BY STUDENTS**

2.2.1 Adopted the revisions to Policy #7450 Fundraising by Students

**REVISED POLICY #3271 SOLICITATION OF CHARITABLE DONATIONS**

2.2.2 adopted the revisions to Policy #3271 Solicitation of Charitable Donations

**REVISED POLICY #8260 TITLE I PARENT INVOLVEMENT**

2.2.3 Adopted the revisions to Policy #8260 Title I Parent Involvement (based on recommendations from the NYSED desk audit)

**RFEO GRANT COURAGEOUS PACER PROGRAM ACCEPTED**

2.2.4 Accepted the Courageous Pacer Weightlifting RFEO Grant in the amount of \$100.00 as written by Mrs. Elizabeth Rhinehart.

**RFEO GRANT FREEZE DRYER AMOUNT INCREASED ACCEPTED**

2.2.5 Accepted the \$100.00 increase to the previous RFEO Grant for the purchase of the Freeze Dryer Bundle written by Mrs. Jami Thompson. (New Total \$2,395)

Moved: Mrs. Bateman                      Seconded: Mrs. Brewer

Approved unanimously 6/0.

2.3 Announcement and Reports

2.4 Other Items

**3. REPORTS TO THE BOARD**

3.1 Resolutions

3.2 Announcements and Reports

**SUPERINTENDENT SEARCH UPDATE**

3.2.1 President's Report - Update on Superintendent Search Consultant

Mrs. Bateman commented the Consultant Interviews that were held on December 7, 2023 with NY State Leadership Group and Wayne Finger Lakes BOCES. There were 13 letters sent out to various Consultants with 3 proposals being returned. The Board concluded after the interviews that they would like to enter into the agreement with WFLBOCES to have them conduct the Hybrid Superintendent Search and would be setting up a planning

meeting on December 19, 2023 at 6:00pm. The board will have stakeholder groups involved in developing a Candidate profile. BOCES will draft the vacancy postings and school profile then will solicit candidates to apply and screen possible candidates. BOCES will assist the board in preparing interviews. Once a pool of candidates has been vetted and screened, the board will then conduct interviews. We are looking for a July 1, 2024 start for the newly appointed Superintendent. Mrs. Bateman also brought up at this time she would like to investigate revising the meeting agendas and would like feedback from the board.

3.2.2 Board Members Forum- Mrs. Brewer reported that the Facilities Committee met at 5:00pm with SWBR and Tampco. The committee decided to completely remove the dust collection system from the project and will alternatively select a portable duct collector. The timeline to start construction is right after graduation. She also commented the Middle Level Musical was a great show! Congratulations to all who were involved in the show. Mrs. Wolverton stated that the Bowling team is currently undefeated. Mr. Karlsen and Mrs. Rath both remarked that the new basketball uniforms look sharp!

3.2.3 Superintendent's Report – Mr. Rotz reviewed the proposed administrative structure for next year and requested the BOE to support an Assistant Superintendent, PreK-5 Principal, 6-12 Principal and a part-time Athletic Director. Mrs. Rath was opposed to this request and would like more information on duties and responsibilities of each position and actual budget figures which would impact the General Fund. She feels that we are heavy on Administration. The discussion would be moved into an executive session later in the meeting. Mr. Ninestine would gather figures and Mr. Rotz would get the detailed list of duties/responsibilities for this session. Mr. Rotz also asked the board to prioritize scope of work for additional projects outside the Capital Project. The Board supported the purchase of the Baseball Scoreboard, Lights and Lightboard for the auditorium along with the scrim and screen for the stage area. The work on the Schoolhouse would not be a high priority at this time.

### 3.3 Other Items

~~3.3.3 Further discussion regarding Contracting proposal for the one room schoolhouse repairs. (Norcott Contracting, Newcomb Painting and Patchen and Son Contracting)~~

~~3.3.3.1 To approve the \_\_\_\_\_ proposal for repairs to the one room schoolhouse in an amount not to exceed \$ \_\_\_\_\_. (Tabled from 11/14/23 and again tabled 12/12/23)~~

## 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 November 2023

4.1.1.2 Accepted the Treasurer's Report for October 2023

#### **EXTRA CLASS EXTERNAL AUDIT REPORT ACCEPTED**

4.1.1.3 Accepted the External Auditor's Extra Class Report for 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.

**EXTRA CLASS 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 Extra Class Audit report written by Mengel, Metzger, Barr & Co., LLP

**WFL BOCES APPROVED AS SUPERINTENDENT SEARCH CONSULTANT**

- 4.1.1.5 Approved to move ahead with utilizing Wayne Finger Lakes BOCES for the upcoming Superintendent Vacancy Search for 2023-2024 at a cost not to exceed \$10,000. (Previously tabled from 11/14/23)

**SURPLUS BID ACCEPTED**

- 4.1.1.6 Awarded Roger Coyle with a bid of \$1,112.50 to purchase the Glow Forge laser printer and all parts, supplies and stand as surplus equipment.

**SWBR NYSERDA GRANT PROPOSAL APPROVED**

- 4.1.1.7 Approved the SWBR NYSERDA Grant Proposal in the amount of \$76,245.00

Moved: Mrs. Brewer                      Seconded: Mrs. Wolverton

Discussion: Mr. Ninestine reported that the External Extra Class Audit had no findings however we will be submitting a corrective action plan to continue to monitor inactive accounts.

Approved unanimously 6/0.

4.2 Announcements and Reports

- 4.2.1 Accounts "A" General Fund dated 11/01/23 to 10/30/23; Warrant No. 39 for Accounts "A" General Fund dated 11/02/23 in the amount of \$14,509.67; Warrant No. 42 for Accounts "A" General Fund dated 11/08/23 in the amount of \$4,793.33; Warrant No. 43 for Accounts "A" General Fund dated 11/16/23 in the amount of \$244,776.54; Warrant No. 50 for Accounts "A" General Fund dated 11/30/23 in the amount of \$182,415.25.
- 4.2.2 Accounts "C" Cafeteria Fund dated 11/01/23 to 11/30/23; Warrant No. 13 for Accounts "C" Cafeteria Fund dated 11/02/23 in the amount of \$11,661.65; Warrant No. 14 for Accounts "C" Cafeteria Fund dated 11/08/23 in the amount of \$3,867.73; Warrant No. 15 for Accounts "C" Cafeteria Fund dated 11/16/23 in the amount of \$8,066.35.
- 4.2.3 Accounts "F" Federal Funds dated 11/01/23 to 11/30/23; Warrant No. 14 for Accounts "F" Federal Fund dated 11/02/23 in the amount of \$1,060.00; Warrant No. 15 for Accounts "F" Federal Funds dated 11/08/23 in the amount of \$224.34; Warrant No. 16 for Accounts "F" Federal Funds dated 11/16/23 in the amount of \$4,284.80, Warrant No. 17 for Accounts "F" Federal Funds dated 11/30/23 in the amount of \$1,328.72.
- 4.2.4 Accounts "H" Capital Funds dated 11/01/23 to 11/30/23; Warrant No. 10 for Accounts "H" Capital Funds dated 11/16/23 in the amount of \$21,477.13.

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 of the Superintendent to approve the following:

**NOAH WEINMAN APPOINTED AS SKI CLUB ADVISOR**

6.1.1.1 Approved Noah Weinman as Ski Club Advisor at a stipend of \$400.

**REVISED LOA FOR JACLYN MCCANN APPROVED**

6.1.1.2 Revised the 60-day leave of absence for Jacyn McCann as Teacher Assistant effective December 4, 2023 through March 13, 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 14, 2024.

**SUZANNE NICHOLSON APPOINTED AS DISTRICT COORDINATOR FOR DIGITAL RECORDS CONVERSION**

6.1.1.3 Appointed Suzanne Nicholson as District Coordinator for Digital Records Conversion at a stipend of \$2,000 for the 2023-2024 school year.

**APPROVED STAFF FOR EXTRA DUTY DIGITAL RECORDS CONVERSION**

6.1.1.4 Approved the following staff with extra duty hours (\$17.75 per hour) as needed for Digital Records Conversion with additional mileage as approved through June 30, 2024: (Funding through the Records Archive Grant – not to exceed \$2,000 for each person)

6.1.1.4.1 Carlene Augustine

6.1.1.4.2 Gina Lynch

6.1.1.4.3 Vicky McCusker

6.1.1.4.4 Stacy Merrill

6.1.1.4.5 Jenna Murphy

6.1.1.4.6 Suzanne Nicholson

6.1.1.4.7 Edward Ninestine

6.1.1.4.8 Edward Oldfield

6.1.1.4.9 Brianna Orshal

6.1.1.4.10 Sean Sweeney

Moved: Mrs. Rath                      Seconded: Mr. Karlsen

Approved unanimously 6/0.

6.2 Resolutions in Regard to Support Staff

**INCREASE HOURLY RATE TO NYS REQUIRED \$15.00 MINIMUM WAGE**

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

6.2.1.1 Increased the hourly rate for the following employees to \$15.00 per hour to keep in line with the minimum wage requirements for NYS effective January 1, 2024.

6.2.1.1.1 Beth Huff

6.2.1.1.2 Thomas Pezzulo

6.2.1.1.3 Christina Goodliff

\*6.2.1.1.4 Charles Costello

**ACCEPTED THE RETIREMENT RESIGNATION OF RICHARD OLSON**

6.2.1.2 Accepted the retirement resignation of Richard Olson as School Bus Driver effective June 25, 2024. Richard will be eligible for the retirement incentive through the CSEA contract.

**AIDAN COSTELLO APPOINTED AS SCHOOL BUS DRIVER**

6.2.1.3 Appointed Aidan Costello as School Bus Driver effective December 13, 2023 at an hourly rate of \$18.37. The one-year probationary period begins December 13, 2023 and will end on December 12, 2024. He is eligible for all rights and benefits under the CSEA Contract. (This appointment will open the Driver Trainee position previously held)

**THOMAS FALSEY APPOINTED AS SCHOOL BUS DRIVER**

6.2.1.4 Appointed Thomas Falsey as School Bus Driver effective December 13, 2023 at an hourly rate of \$18.37. The one-year probationary period begins December 13, 2023 and will end on December 12, 2024. He is eligible for all rights and benefits under the CSEA Contract. (This appointment will open the Driver Trainee position previously held)

\*6.2.1.5 Approved the overnight conference request of Jennifer Kime to attend the NYAPT Winter Workshop February 22 and 23, 2024 at a cost not to exceed \$600 including travel, accommodations and registration expenses.

Moved: Mr. Karlsen                      Seconded: Mrs. Rath

Discussion: Mr. Ninestine thanked Richard Olson for his service to the district and congratulated Mr. Costello, Mr. Falsey and Mr. Goodliff for their perseverance in obtaining their Bus Driver Licenses. Mrs. Bateman reiterated the sincere thank you from the Board of Education for Mr. Olson's service to the district.

Approved unanimously 6/0.

6.3 Resolutions, Other

**BASKETBALL PROGRAM VOLUNTEERS APPROVED**

\*6.3.1.1 Approved the following volunteers as statisticians for the basketball program 2023-2024 season.

\*6.3.1.1.1 Cliff Irwin

\*6.3.1.1.2 Jennifer Salone

Moved: Mrs. Brewer                      Seconded: Mrs. Bateman

Approved unanimously 6/0.

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 November 13, 2023 (Student Number #67447); from the meeting dated November 14, 2023 (Student Number #66715); from the meeting dated November 15, 2023 (Student Number #67231); from the meeting dated November 17, 2023 (Student Number #66839); from the meeting dated November 21, 2023 (Student Number #06786); from the meeting dated November 30, 2023 (Student Number #67577); from the meeting dated December 1, 2023 (Student Number #66931); from the meeting dated December 4, 2023 (Student Number #67576) from the meeting dated December 5, 2023 (Student Number #67557); from the meeting dated December 6, 2023 (Student Number #67401).

7.1.1.2 Approved the placement of the Committee on Preschool Special Education from the meeting dated November 14, 2023 (Student Number #67483); from the meeting dated November 27, 2023 (Student Number #67543).

7.1.1.3 Approved the placement of the Section 504 Meeting Minutes- from the meeting dated November 14, 2023 (Student Number #66916); from the meeting dated December 6, 2023 (Student Numbers #67356 and #66871).

Moved: Mr. Wilson                      Seconded: Mrs. Wolverton

Approved unanimously 6/0.

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

### DECLINED OUT OF DISTRICT TRANSPORTATION REQUEST

9.1.1 The Board declined 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 from 11/14/23)

Moved: Mr. Karlsen                      Seconded: Mrs. Rath

Discussion: Mr. Ninestine reported that the family is aware of the possible issues that may arise with this transport. Mrs. Wolverton, Mrs. Rath and Mrs. Brewer were all not in favor of offering our transportation services at this time. Mrs. Wolverton would like to have them complete the application request for next year.

Defeated: 4/2 (Mrs. Bateman, Mrs. Rath, Mrs. Wolverton and Mrs. Brewer Disapproved the motion, Mr. Wilson and Mr. Karlsen were in favor.)

9.2 Announcements and Reports

9.3 Other Items

### EXECUTIVE SESSION HELD

10. **EXECUTIVE SESSION** will be needed at the end of the meeting for the discussion of particular personnel items. This was requested by President Bateman at 8:12pm with Mr. Rotz and Mr. Ninestine invited to remain. There would be further action taken.

Moved: Mrs. Rath                      Seconded: Mr. Wilson

Approved unanimously 6/0.

Motion to adjourn the executive session and return to the open session at 10:00pm.

Moved: Mr. Wilson                      Seconded: Mrs. Brewer

Approved unanimously 6/0.

11. **PUBLIC COMMENT 2<sup>nd</sup> Session**- none offered

## 12. ADJOURNMENT

Without any further actions a motion was offered to adjourn at 10:01pm

BOE Mtg. 12/12/23

Moved: Mrs. Bateman          Seconded: Mrs. Brewer

Approved unanimously 6/0.

**13. DISTRIBUTIONS**

**14. NEGOTIATIONS COMMITTEE MEETING-** was held prior to the start of the regular meeting.

Respectfully Submitted,

Suzanne Nicholson

District Clerk