

**ROMULUS CENTRAL SCHOOL**  
**ROMULUS, NY 14541**  
**BOARD OF EDUCATION REGULAR MEETING MINUTES**  
**TUESDAY, APRIL 9, 2024**  
**5:30PM BUDGET COMMITTEE MEETING**  
**6:30 PM-BOARD OF EDUCATION CONFERENCE ROOM**

The Budget committee met at 5:30pm to discuss the final budget figures and review the proposed tax levy and use of reserves. The following were in attendance: Rachelle Bateman, Kimberly Wolverton, Teneille Brewer, Beth Bulkley, Thomas Wilson, Edward Ninestine, Marty Rotz, Suzanne Nicholson and Erik Karlsen arrived at 6:00pm. The group was hopeful that the State Aid would be restored which would greatly improve the district's financial outlook. The committee gave suggestions for the presentation to outline the state aid issues. The committee adjourned at 6:10pm.

**PRESENT:** Rachelle Bateman-President, Teneille 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, Kate Smith, Gina Lynch, Stacy Merrill, Liz Houghton, Kerilynn Wasney, Zen Smith, Aidan Jones, Michael Gill Jr., Sierra Swanson, Elliot Morgan, and Felix Flores

**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 March 26, 2024(a) and Special Meeting of March 27, 2024(b).

Moved: Mrs. Brewer                      Seconded: Mr. Karlsen

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

Moved: Mrs. Bateman                      Seconded: Mrs. Wolverton

Approved Unanimously 7/0.

1.4 Announcements and Reports

1.4.1 The next regular meeting of the Board of Education on Wednesday, April 24, 2024, at 6:30pm in the Board of Education Conference Room (BOCES Annual Vote). There will be a special meeting as an executive session at 7:00pm to discuss matters of contractual and personnel in the Board Conference Room on April 17, 2024.

1.5 Other Items

## 2. INTERSCHOOL ACTIVITIES

### 2.1 Romulus Student Forum

### 2.2 Resolutions

#### **POLICY REVISIONS ADOPTED**

2.2.1 Adopted the revisions to Policy #7132 Non-Resident Students

2.2.2 Adopted the revisions to Policy #1510 Regular Board Meetings and Rules (Quorum and Parliamentary Procedure)

2.2.3 Adopted the revisions to Policy # 6121 Workplace Violence Prevention

Moved: Mrs. Brewer                      Seconded: Mrs. Rath

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

3.2.1 President's Report- President Bateman reported the search is down to 2 finalists and on April 17<sup>th</sup> both candidates will be coming to the district to meet with the focus group members, tour the facilities and present their entry plan. She has been in contact with our school attorney to start the contract process. The Board was pleased with the quality of the candidates and the BOCES led process.

3.2.2 Board Members Forum- Mrs. Brewer reported on the Budget Committee meeting held earlier this evening. The Budget figures are set and the committee hopes the state will restore the State Aid to the State's budget.

3.2.3 Superintendent's Report- Mr. Rotz outlined the current and anticipated vacancies for the upcoming school year. He will be looking to fill the IT Network Administrator position within the month and will post for the other anticipated vacancies. He reported back the Modified Softball numbers which the team would like another week to make a final decision if there is a need to split the team. Currently there are 14 students from Romulus and 8 from South Seneca.

### 3.3 Other Items

## 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 Treasurer's report for February 2024

#### **2024-2025 BUDGET FIGURES ADOPTED**

4.1.1.2 Adopted the proposed Budget figure amount of \$12,894,389 for the 2024-2025 school year.

#### **PROPERTY TAX CARD ADOPTED**

4.1.1.3 Adopted the School Property Tax Report Card figures for the 2024-2025 school year.

#### **CAPITAL PROJECT CO-OP CONTRACTS AWARDED**

4.1.1.4 Authorized the Award Co-op Proposal contracts for the capital improvement construction project

**WHEREAS**, the Board of Education of the Romulus Central School District (the “Board of Education”) solicited proposals from prime contractors for construction services in conjunction with its 2023 Capital Improvement Project (the “Project”); and

**WHEREAS**, the Project Architect and Construction Manager reviewed the proposals and the contractors’ qualifications for the Project, and by letter dated March 27, 2024, recommend award of contracts as set forth herein; and

**WHEREAS**, the Board of Education has determined that it is in the best interest of the School District to contract with the contractors listed in the March 27, 2024, recommendation letter (“Contractor” or “Contractors”) under the terms and conditions of the various proposals (“Cooperative Purchasing Contract or Contracts” or “NYS Contract or Contracts”) and the related proposals submitted by the Contractors (“Proposal” or “Proposals”) for the purchase of equipment, the related installation, materials, and services in connection with its 2023 Capital Improvement Project (the “Project”); and

**WHEREAS**, the Board of Education has determined that the Cooperative Purchasing Contracts, the NYS Contracts, and the related Proposals qualify for an exemption from competitive bidding requirements under the authority of NYS law and comply with the School District’s procurement policies and procedures; and

**WHEREAS**, the School District’s Superintendent has recommended acceptance of the Proposals as being in the best interest of the School District, a copy of the Proposals have been shared with the Board;

**NOW, THEREFORE**, be it resolved as follows:

1. The Board of Education accepts the Proposals from the Contractors and authorizes entering into the Cooperative Purchasing Contracts and/or NYS Contracts as follows:
  - a. Casework Construction – NEIS Collective, proposal dated March 18, 2024, \$555,395.38.
  - b. Auditorium Seating – Wenger Corporation, proposal dated February 6, 2024, \$135,586.38
  - c. Asbestos Abatement - Tips Construction, proposal dated February 11, 2024, \$270,179.55
  - d. Mechanical Construction – Gordian – HVAC John W. Danforth Company proposal dated March 21, 2024, 558,091.11
  - e. Mechanical Controls – Day Automation, proposal dated February 28, 2024, \$147,999.59
  - f. Plumbing Construction - Gordian – Plumbing- John W. Danforth Company proposal dated March 21, 2024, \$674,469.39
  - g. Electrical Construction - Gordian – Upstate Companies I, LLC, proposal dated March 27, 2024, \$835,678.07
2. The Board of Education hereby authorizes the President of the Board or the Superintendent of Schools to enter into the Cooperative Purchasing Contracts and/or NYS Contracts on behalf of the Board of Education with such modifications, additions, and revisions (other than a material change to the scope of the work or the fees and expenses listed in the Proposals) as may be approved by the Superintendent of Schools, which approval shall be conclusively shown by the execution thereof and take all actions necessary or convenient to proceed under the Cooperative Purchasing Contracts and/or

the NYS Contracts in connection with the Project and to comply with all applicable law, regulations, and executive orders relating to the Cooperative Purchasing Contracts, the NYS Contracts, or the Project, and to do all other acts as may be necessary or proper to effectuate the purposes of the foregoing Resolution.

3. Upon Board of Education approval, this Resolution shall take effect immediately.

**CAPITAL PROJECT PRIME CONTRACT BIDS AWARDED**

4.1.1.5 Authorized Contractor bids for the capital improvement construction project

**WHEREAS**, the Board of Education of the Romulus Central School District (the "Board of Education") solicited bids from prime contractors for construction services in conjunction with its 2023 Capital Improvement Project (the "Project"); and

**WHEREAS**, bids were received and publicly opened on March 21, 2024; and

**WHEREAS**, the Project Architect and Construction Manager reviewed the bids and bidders' qualifications for the Project, discussed the Project with the lowest responsible bidders and by letter dated March 27, 2024, recommend award of contracts as set forth herein; and

**WHEREAS**, the Board of Education accepts the recommendation of the Project Architect and the Construction Manager and determines that it is in the best interest of the School District to accept the bids and award the contracts as set forth herein;

**NOW THEREFORE**, the Board of Education hereby resolves to award the following contracts for the Project:

1. Prime Contract No. 1: Roofing Construction to New Britain Roofing Co., Inc.:  
Base Bid: \$1,965,622.00  
Contract Amount: \$1,965,622.00
2. Prime Contract No. 2: General Construction contract to: Iversen Construction Corporation.  
Base Bid: \$4,722,000.00  
Contract Amount: \$4,722,000.00
3. The Board hereby authorizes its President or the Superintendent of Schools to execute contracts and related documents in compliance with this Resolution with such provisions other than a material increase in the scope of the work or the approved amounts contained in the contractors' bids as may be approved by the Superintendent of Schools and the District's legal counsel, which approval shall be conclusively shown by the execution thereof and take all actions necessary or convenient to proceed under the contracts in connection with the Project and to comply with all applicable law, regulations, and executive orders relating to the contracts or the Project, and to do all other acts as may be necessary or proper to effectuate the purposes of the foregoing Resolution.
4. Upon approval by the Board of Education, this Resolution shall take effect immediately.

Moved: Mr. Wilson                      Seconded: Mrs. Rath

Approved Unanimously 7/0.

**4.2 Announcements and Reports**

- 4.2.1 Accounts "A" General Fund dated 3/01/24 to 3/31/24; Warrant No. 81 for Accounts "A" General Fund dated 3/7/24 in the amount of \$210,322.79; Warrant No. 82 for Accounts "A" General Tax Fund dated 3/14/24 in the amount of \$23,178.13; Warrant No. 85 for

Accounts "A" General Fund dated 3/21/24 in the amount of \$17,447.23; Warrant No. 86 for Accounts "A" General Fund dated 3/28/24 in the amount of \$348,362.55.

4.2.2 Accounts "C" Cafeteria Fund dated 3/01/24 to 3/31/24; Warrant No. 25 for Accounts "C" Cafeteria Fund dated 3/7/24 in the amount of \$3,192.20; Warrant No. 26 for Accounts "C" Cafeteria Fund dated 3/14/24 in the amount of \$8,832.99; Warrant No. 27 for Accounts "C" Cafeteria Fund dated 3/21/24 in the amount of \$3,489.66; Warrant No.28 for Accounts "C" Cafeteria Fund dated 3/28/24 in the amount of \$3,701.29.

4.2.3 Accounts "F" Federal Funds dated 3/01/24 to 3/31/24; Warrant No. 28 for Accounts "F" Federal Fund dated 3/7/24 in the amount of \$3,643.52; Warrant No. 29 for Accounts "F" Federal Funds dated 3/14/24 in the amount of \$70.63; Warrant No. 30 for Accounts "F" Federal Funds dated 3/21/24 in the amount of \$1,889.64; Warrant No. 31 for Accounts "F" Federal Funds dated 3/28/24 in the amount of \$5,527.63.

4.2.4 Accounts "H" Capital Funds dated 3/01/24 to 3/31/24; Warrant No. 16 for Accounts "H" Capital Fund dated 3/7/24 in the amount of \$140,949.00; Warrant No. 17 for Accounts "H" Federal Fund dated 3/14/24 in the amount of \$315.00; Warrant No. 18 for Accounts "H" Federal Funds dated 3/21/24 in the amount of \$6,428.28; Warrant No 19 for Accounts "H" Federal Funds dated 3/28/24 in the amount of \$24,985.12.

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:

**RESIGNATION OF BRIANNA ORSHAL AS ELEMENTARY TEACHER ACCEPTED**

6.1.1.1 Accepted the resignation of Brianna Orshal as Elementary Teacher effective June 30, 2024,

**RETIREMENT RESIGNATION OF BABETTE BENNETT AS SCHOOL NURSE ACCEPTED**

6.1.1.2 Accepted the retirement resignation of Babette Bennett as School Nurse effective January 1, 2025. Mrs. Bennett is entitled to the retirement benefits provisions as per the negotiated RFA contact.

**CHANGE IN ASSIGNMENT FOR ELIZABETH HOUGHTON AUTHORIZED**

6.1.1.3 Authorized the change in teaching assignment for Elizabeth Houghton for the remainder of the 2023-2024 school year at a stipend of \$4,320 effective April 9, 2024.

**FMLA FOR MELISSA LILYEA APPROVED**

6.1.1.4 Approved the Family Medical Leave for Melissa Lilyea effective April 9, 2024 through April 21, 2024. She will use her accumulated leave time as needed.

Moved: Mrs. Brewer                      Seconded: Mrs. Bulkley

Approved Unanimously 7/0.

6.2 Resolutions in Regard to Support Staff

6.3 Resolutions, Other

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 March 19, 2024 (Student Numbers #67511); from the meeting dated March 20, 2024 (Student Numbers #06787 and #66890); from the meeting dated March 21, 2024 (Student Numbers #67041, #67051 and #67395); from the meeting dated March 22, 2024 (Student Numbers #67208, #66753, and #66909); from the meeting dated March 25, 2024 (Student Numbers #67576, #67230, #67018 and #66824); from the meeting dated March 27, 2024 (Student Number #67574).

7.1.1.2 Approved the placement of the Committee on Preschool Special Education from the meeting dated March 22, 2024 (Student Numbers #67586 and #67587).

7.1.1.3 ~~To approve the placement of the Section 504 Meeting Minutes-~~ No meetings were scheduled this month.

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

9.2 Announcements and Reports

9.3 Other Items

**EXECUTIVE SESSION HELD**

10. **EXECUTIVE SESSION** – At 6:45pm, President Bateman requested the need of an executive session to discuss a specific contractual personnel item with no further action being taken this evening. School Attorney Allison Marley and Mr. Rotz would be joining this session.

Moved: Mrs. Brewer                      Seconded: Mr. Wilson

Approved Unanimously 7/0.

Motion to adjourn the executive session at 8:15pm and return to the open session by Mrs. Brewer and was seconded by Mrs. Bateman

Approved Unanimously 7/0.

**11. ADJOURNMENT**

A motion was offered to adjourn at 8:16pm

BOE Mtg. 04/09/24

Moved: Mrs. Bateman            Seconded: Mr. Karlsen

Approved Unanimously 7/0.

13. **DISTRIBUTIONS**

14. **NEGOTIATIONS COMMITTEE MEETING**- not needed

Respectfully submitted,

Suzanne Nicholson

District Clerk