

**ROMULUS CENTRAL SCHOOL**  
**ROMULUS, NY 14541**  
**BOARD OF EDUCATION REGULAR MEETING MINUTES**  
**TUESDAY, JUNE 18, 2024**

**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 Hayden, Caroline Hamelin, Linda Mastellar, Elizabeth Houghton, Kerilynn Wasney, Amanda Pundt, Jackie McCann, Brian McCann, Kerri Mount, Sierra Swanson, Zach Webb, Xavier Godwin, and Catherine Buisch

**1. OPENING AND MINUTES**

**1.1 Call to Order**

**1.1.1 Pledge of Allegiance**

**1.1.2 Public Comment-** Mrs. Kerri Mount addressed the Board with concerns of tuition being charged to out of district students and the negative impact of not having her children attend Romulus. She commented on her dismay of untimely response from the Board to her previously emails outlining her concerns with tuition and computer technology for her children. President Bateman thanked Mrs. Mount for her input and addressed her concerns regarding the need for tuition to strike a balance in keeping the responsibility to the taxpayers as well as the wellbeing of all students. The Non-District Student Policy is under review with the school legal counsel.

Mrs. Amanda Pundt addressed the Board with concerns of the current administration turnover and her impression of the climate of the faculty and staff that are left hopeless, confused, mad and upset. She offered her perspectives and hopes that the new administration will put the past behind and will positively move forward.

**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 May 28, 2024 (a) and the Special Meeting of June 11, 2024 (b).

Moved: Mrs. Rath                      Seconded: Mrs. Wolverton

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: Mr. Karlsen

Approved unanimously 7/0.

**1.4 Announcements and Reports**

**1.4.1** The next meeting of the Board of Education on Tuesday, July 9, 2024, at 6:30pm in the Board of Education Conference Room. This is the Annual Re-Organizational Meeting.

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- Mrs. Bateman reminded that the 2024 Graduation Ceremony would be held on Saturday, June 22, 2024 at 11:30am. She congratulated Mr. Rotz on his retirement and thanked him for his 26 years of service to the District. She presented him with a plaque and a duplicate one will be on display in the front foyer.

3.2.2 Board Members Forum- Mrs. Wolverton mentioned that the June edition of the Onboard newsletter had some great information. Mrs. Brewer would like to look into a Communication plan and Code of Conduct for the Board for the upcoming school year. A thank you went out to our 2 board members (Beth Bulkley and Alicia Rath) for their participation on the Board.

3.2.3 Superintendent's Report – Mr. Rotz thanked the Faculty, Students and Staff for the last-minute changes in schedules due to the heat indexes. He appreciated the flexibility of families to adjust the early dismissals. While the maximum allowances have not been signed into law- the district felt it was in the best interest to limit Elementary class time this week.

Capital project plumbing work has started in the basement and classrooms are being packed up and items to be moved into storage. Once all the students and faculty are done for this school year- the project will begin work in all areas.

Mr. Rotz thanked the Board for their support over the years and looks forward to his retirement. There was a brief intermission towards the end of the meeting to celebrate his retirement and the Yearbook slideshow was shown during this time.

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 Extra Class Monthly Statement from May 2024

4.1.1.2 Approved to enter into the Cooperative Bid for purchases of commodities and/or services through WFLBOCES effective July 1, 2024 for the 24-25 school year.

**LIABILITY RESERVE FUND ESTABLISHED**

4.1.1.3 **BE IT RESOLVED**, by the Board of Education (the "Board") of the Romulus Central School District (the "School District"), pursuant to Section 1709(8-c) of the Education Law, as follows:

1. The Board hereby establishes a reserve fund to be known as the Liability Reserve Fund;

2. The source of funds for such Liability Reserve Fund shall be such amounts as may be provided therefore by budgetary appropriation or other sources authorized by law;
3. The Treasurer is hereby authorized and directed to deposit and invest the monies of such Fund in accordance with Sections 10 and 11 of the General Municipal Law and other applicable law;
4. The sum of up to \$300,000 being no more than three percent, exclusive of any planned balance presently authorized (and in combination with the sum appropriated to any Property Loss Reserve Fund), from the unreserved fund balance of the 2023-24 budget, is hereby appropriated to such fund; and
5. This Resolution shall take effect immediately.

4.1.1.4 Based on the recommendations of the Superintendent and the board of Education the amendment to the 2024-25 budget and increases appropriations code A2020.150-22-0000 by \$148,000 code A9030.800-33-0000 by \$12,000, code A9060.800-33-0000 by \$27,000, code A9089.800-33-0000 by \$5,000, code A9088.800-33-0000 by \$3,000 and code A1420.400-33-0000 by \$25,000 to be fund from an appropriation of the Liability reserve increasing the A-862 appropriated reserve code in the amount of \$220,000.

**APPROVAL FOR THE YEAR-END FUNDING FOR RESERVE ACCOUNTS**

- 4.1.1.5 Upon the recommendation of the Superintendent, the Board of Education of the Romulus Central School District authorizes 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, 2024
- 4.1.1.6 Upon the recommendation of the Superintendent, the Board of Education of the Romulus Central School District authorizes 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, 2024
- 4.1.1.7 Upon the recommendation of the Superintendent, the Board of Education of the Romulus Central School District authorizes 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, 2024
- 4.1.1.8 Upon the recommendation of the Superintendent, the Board of Education of the Romulus Central School District authorizes 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, 2024
- 4.1.1.9 Upon the recommendation of the Superintendent, the Board of Education of the Romulus Central School District authorizes 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, 2024
- 4.1.1.10 Upon the recommendation of the Superintendent, the Board of Education of the Romulus Central School District authorizes 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, 2024

Moved: Mrs. Brewer                      Seconded: Mr. Wilson

Approved unanimously 7/0.

4.2 Announcements and Reports

- 4.2.1 Accounts "A" General Fund dated 5/01/24 to 5/31/24; Warrant No. 99 for Accounts "A" General Fund dated 5/2/24 in the amount of \$209,074.80; Warrant No. 100 for Accounts "A" General Fund dated 5/9/24 in the amount of \$20,116.06; Warrant No. 101 for Accounts "A" General Fund dated 5/16/24 in the amount of \$7,652.09; Warrant No. 104 for Accounts "A" General Fund dated 5/23/24 in the amount of \$150,703.22; Warrant No. 105 for Accounts "A" General Fund dated 5/30/24 in the amount of \$4,073.54.
- 4.2.2 Accounts "C" Cafeteria Fund dated 5/01/24 to 5/31/24; Warrant No. 32 for Accounts "C" Cafeteria Fund dated 5/2/24 in the amount of \$2,017.88; Warrant No. 33 for Accounts "C" Cafeteria Fund dated 5/9/24 in the amount of \$3,340.63; Warrant No. 34 for Accounts "C" Cafeteria Fund dated 5/16/24 in the amount of \$3,687.40; Warrant No. 35 for Accounts "C" Cafeteria dated 5/23/24 in the amount of \$4,693.04; Warrant No. 36 for Accounts "C" Cafeteria dated 5/30/24 in the amount of \$3,760.56.
- 4.2.3 Accounts "CM1" Special Revenue Fund dated 5/01/24 to 5/31/24; Warrant No. 1 for Accounts "CM1" in the amount of \$666.96.
- 4.2.4 Accounts "F" Federal Funds dated 5/01/24 to 5/31/24; Warrant No. 36 for Accounts "F" Federal Fund dated 5/2/24 in the amount of \$3,393.19; Warrant No. 37 for Accounts "F" Federal Funds dated 5/9/24 in the amount of \$20,516.47; Warrant No. 38 for Accounts "F" Federal Funds dated 5/16/24 in the amount of \$808.15; Warrant No. 39 for Accounts "F" Federal Funds dated 5/23/24 in the amount of \$60.00; Warrant No.40 for Accounts "F" Federal Funds dated 5/30/24 in the amount of \$700.57.

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:

**OVERNIGHT CONFERENCE REQUEST APPROVED FOR JAMI THOMPSON**

6.1.1.1 Approved the overnight conference of Jami Thompson July 18 through July 19, 2024 for the Ag Xplore Middle School in Silver Spring, PA at a cost not to exceed \$1,000 for travel, accommodations and registration. (This is partially funded through the Ag Incentive Grant)

6.1.1.2 Appointed Marty Rotz as DASA Coordinator effective May 30, 2024 through June 30, 2024.

**APPOINTED JACYLN MCCANN AS ELEMENTARY SPECIAL EDUCATION TEACHER**

6.1.1.3 Appointed Jaclyn McCann of Fayette, NY as an Elementary Special Education Teacher on July 1, 2024, who holds a Professional New York Certification that will permit her to teach as an Elementary Special Education Teacher in the public schools of New York State to a Full-Time probationary position commencing on July 1, 2024 and ending on June 30, 2028. Tenure is subject to the provisions in the revised NY School Law 3020 effective July 1, 2015. Mrs. McCann will have a starting salary of \$51,500 with all rights and benefits as per the RFA negotiated contract.

**MACKENZIE WOODARD APPOINTED AS DAILY BUILDING SUBSTITUTE TEACHER**

6.1.1.4 Appointed Mackenzie Woodard as Itinerant Substitute Teacher (Daily Building Substitute) for the 2024-2025 school year for up to 5 days per week at a daily rate of \$145.60 as per the RFA Contractual increase. She is eligible for the High/High Deductible Health Insurance plan effective July 1, 2024 and will be pro-rated 1 sick day per month.

**ERICA MURRAY APPOINTED AS DAILY BUILDING SUBSTITUTE TEACHER**

6.1.1.5 Appointed Erica Murray as Itinerant Substitute Teacher (Daily Building Substitute) for the 2024-2025 school year for up to 5 days per week at a daily rate of \$145.60 as per the RFA contractual increase. She is eligible for the High/High Deductible Health Insurance plan effective July 1, 2024 and will be pro-rated 1 sick day per month.

6.1.1.6 Approved the 2024-2025 salary for Jennifer Bartlett-Prati at \$100,447 plus longevity per the RASA 2023- 2026 Contract

6.1.1.7 Approved the 2024-2025 salary for Edward Ninestine at \$116,693 plus longevity per the School District Treasurer's 2023-2026 Contract

6.1.1.8 Approved the 2024-2025 salary for Suzanne Nicholson at \$76,283 plus longevity per the Confidential Secretary 2022-2026 Contract.

6.1.1.9 Approved the 2024-2025 salary for Jennifer Hayden at \$150,000 per the Superintendent 2024 Contract.

Moved: Mrs. Brewer                      Seconded: Mr. Wilson

Approved Unanimously 7/0.

6.2 Resolutions in Regard to Support Staff

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

**MATTHEW THOMAS APPOINTED AS NETWORK ADMINISTRATOR**

6.2.1.1 In accordance with the Seneca County Civil Service Certification of Eligibles timeline, to again approve the appointment of Matthew Thomas of Auburn, NY as Network Administrator effective July 1, 2024 as stated on the May 14, 2024

Moved: Mr. Wilson                      Seconded: Mrs. Rath

Approved Unanimously 7/0.

6.3 Resolutions, Other

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

~~6.3.1.1 To approve Sharon Stuck as Substitute Teacher Aide/Support Staff as needed per diem effective June 19, 2024 at an hourly rate of \$17.75. Tabled~~

Moved: Mrs. Brewer                      Seconded: Mrs. Wolverton

Approved Unanimously 7/0.

6.4 Announcements and Reports- At this time we would like to thank Beth Bulkley and Alicia Rath for their service to the Board of Education and Marty Rotz for his 26 years here at Romulus as a Teacher, Administrator and Superintendent. A short intermission was held for refreshments.

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 May 15, 2024 (Student Number #67577); from the meeting dated May 20, 2024 (Student Number #66903); from the meeting dated May 29, 2024 (Student Number #67467); from the meeting dated May 30, 2024 (Student Number #67395); from the meeting dated May 31, 2024 (Student Number #67041); from the meeting dated June 7, 2024 (Student Number #67510); from the meeting dated June 12, 2024 (Student Numbers #67387 and #67287).

7.1.1.2 Approved the placement of the Committee on Preschool Special Education from the meeting dated May 22, 2024 (Student Number #67544); from the meeting dated June 11, 2024 (Student Number #67543); from the meeting dated June 14, 2024 (Student Number #67589).

Moved: Mrs. Bateman      Seconded: Mr. Karlsen

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

10. **EXECUTIVE SESSION** – was needed to discuss the employment history on for a particular person with no other actions being taken this evening. Motioned at 7:28pm by Mr. Wilson and Seconded by Mr. Karlsen.

Approved Unanimously 7/0.

Motion to adjourn the executive session at 8:31pm Motioned by Mr. Wilson and seconded by Mr. Karlsen.

Approved Unanimously 7/0.

## 11. ADJOURNMENT

A motion was offered to adjourn at 8:32pm

BOE Mtg. 06/18/24

Moved: Mrs. Rath                      Seconded: Mrs. Bateman

Approved Unanimously 7/0.

13. **DISTRIBUTIONS**

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

Respectfully submitted,

Suzanne Nicholson

District Clerk