

**ROMULUS CENTRAL SCHOOL  
ROMULUS, NY 14541  
BOARD OF EDUCATION MEETING MINUTES  
REORGANIZATION MEETING  
JULY 9, 2024  
6:30 PM – BOARD CONFERENCE ROOM**

**PRESENT:** Rachelle Bateman, Tenneille Brewer, Caroline Hamelin, Eril Karlsen, Linda Mastellar, Thomas Wilson and Kimberly Wolverton

**OTHERS PRESENT:** Suzanne Nicholson-District Clerk, Jennifer Hayden-Superintendent, Edward Ninestine-School District Treasurer, Jennifer Bartlett-Prati Assistant Superintendent of Instruction and Curriculum, Kerilynn Wasney, Tim Wolverton and Bill Christensen of TamCo.

**1. OPENING AND MINUTES**

1.1 Call to Order- at 6:31pm by Suzanne Nicholson-District Clerk

1.1.1 Pledge of Allegiance

1.1.2 Mrs. Nicholson swore in Board Members elect (Tenneill Brewer, Linda Mastellar and Caroline Hamelin)

1.1.2.1 All newly elected Board Members signed their Oath of Office Cards

1.1.3 Election of President of Board of Education for 2024-2025

1.1.3.1 Nominations for Board President were received. Mrs. Wolverton nominated Mrs. Tenneille Brewer and Mr. Thomas Wilson nominated Mrs. Rachelle Bateman. Mrs. Bateman declined the nomination for president but would entertain being the Vice-President. A vote was taken and the Board unanimously elected Mrs. Tenneille Brewer.

The nomination for Mrs. Rachelle Bateman as Vice-President was received from Mr. Thomas Wilson. A vote was taken and was unanimous in selecting Mrs. Bateman.

1.1.3.2 Both Mrs. Brewer and Mrs. Bateman were sworn in and signed their Oath of Office Cards. At this time, Mrs. Nicholson turned over the meeting to Mrs. Brewer.

1.1.4 Mr. Thomas Wilson was selected as the Voting Delegate and Alternate to the New York State School Boards Association Convention (if Board of Education elects to attend NYSSBA Conference).

1.2 Resolution to Approve Minutes

1.2.1 Resolution to approve the following:

1.2.1.1 Approved the Minutes of the regular Board of Education meeting of June 18, 2024

Moved: Mrs. Bateman           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 with Addendum items.

Moved: Mr. Karlsen           Seconded: Mrs. Wolverton

Approved Unanimously 7/0.

1.3.2 Acted upon the recommendation of the Superintendent to designate and appoint the following officers and school district officials for 2024-2025, effective July 1, 2024 and approve the following District Issues.

1.3.2.1 Appointment of Officers for 2024-2025

1.3.2.1.1 District Clerk

1.3.2.1.1.1 Suzanne Nicholson

1.3.2.1.2 Clerk Pro Tem

1.3.2.1.2.1 Jennifer Hayden

1.3.2.1.3 Deputy Treasurer

1.3.2.1.3.1 Phylis Moore

1.3.2.1.4 Deputy Treasurer

1.3.2.1.4.1 Emily McNeil

1.3.2.1.5 Tax Collector

1.3.2.1.5.1 Linda Wadhams (Stipend \$600)

1.3.2.1.5.2 Five Star Bank as depository for tax collection

1.3.2.1.6 Claims Auditor

1.3.2.1.6.1 Cathy Ross (\$62.50 per day- up to 48 days)

1.3.2.1.7 Payroll Approval

1.3.2.1.7.1 Ed Ninestine

1.3.2.1.8 In the absence of Ed Ninestine for payroll approval

1.3.2.1.8.1 Jennifer Hayden

1.3.2.1.9 Independent Auditor

1.3.2.1.9.1 Mengel, Metzger, Barr & Co., LLP

1.3.2.1.10 Audit Committee

1.3.2.1.10.1 Audit committee- Rachele Bateman, Chairperson, Kimberly Wolverton and Linda Mastellar

1.3.2.1.11 Treasurer, Extra Classroom Activity Fund

1.3.2.1.11.1 Suzanne Nicholson

1.3.2.1.11.2 Alternate Treasurer, Jennifer Hayden

1.3.2.1.12 Purchasing Agent

1.3.2.1.12.1 Ed Ninestine

1.3.2.1.13 In the Absence of Ed Ninestine for purchasing

1.3.2.1.13.1 Jennifer Hayden

1.3.2.1.14 Federal Funds Coordinator

1.3.2.1.14.1 Jennifer Bartlett-Prati

1.3.2.1.15 School Attorney

1.3.2.1.15.1 Ferrara and Fiorenza P.C Law Firm up to \$235.00 per hour.

1.3.2.1.15.2 Cayuga-Onondaga BOCES Legal Services through BOCES Cross Contract

1.3.2.1.16 Records Access and Records Management Officer

1.3.2.1.16.1 Suzanne Nicholson

1.3.2.1.17 Records Access Appeal Officer

- 1.3.2.1.17.1 Jennifer Hayden
- 1.3.2.1.18 Insurance Carrier
  - 1.3.2.1.18.1 NYSIR (Eastern Shores)
- 1.3.2.1.19 AHERA Inspector
  - 1.3.2.1.19.1 Edward Oldfield/ BOCES service
- 1.3.2.1.20 Chemical Hygiene Officer
  - 1.3.2.1.20.1 Ed Oldfield
- 1.3.2.1.21 Medicaid Compliance Officer
  - 1.3.2.1.21.1 Edward Ninestine
- 1.3.2.1.22 Data Warehouse Coordinator
  - 1.3.2.1.22.1 Vicky McCusker
- 1.3.2.1.23 To approve the membership to Rural Schools Association (RSA) in the amount of \$850 for the 2024-2025 school year.
- 1.3.2.1.24 Attendance Officer
  - 1.3.2.1.24.1 Principal TBA
- 1.3.2.1.25 Auditor Activity Accounts
  - 1.3.2.1.25.1 BOE President Elect Mrs. Tenneille Brewer
- 1.3.2.1.26 Alternate Auditor Activity Accounts
  - 1.3.2.1.26.1 Jennifer Hayden
- 1.3.2.1.27 Federal Officer for Federal Meal Program
  - 1.3.2.1.27.1 Jennifer Hayden
- 1.3.2.1.28 Bank Courier
  - 1.3.2.1.28.1 Edward Ninestine or his designee
- 1.3.2.1.29 Copyright Officer
  - 1.3.2.1.29.1 Jennifer Hayden
- 1.3.2.1.30 Recording Secretary BOE Audit Committee
  - 1.3.2.1.30.1 Suzanne Nicholson
- 1.3.2.1.31 Appointment of the STAC Coordinator
  - 1.3.2.1.31.1 Kathy Stuck
- 1.3.2.1.32 LEA Coordinator
  - 1.3.2.1.32.1 Jennifer Hayden
- 1.3.2.1.33 ADA Coordinator
  - 1.3.2.1.33.1 Kathy Stuck
- 1.3.2.1.34 Title IX Coordinator
  - 1.3.2.1.34.1 Jennifer Hayden
  - 1.3.2.1.34.2 Jennifer Bartlett-Prati
- 1.3.2.1.35 Section 504 Coordinator / CSE Chairperson / CPSE Chairperson
  - 1.3.2.1.35.1 Section 504 Coordinator Kathy Stuck
    - 1.3.2.1.35.1.1 Alternate Jennifer Bartlett-Prati
    - 1.3.2.1.35.1.2 Alternate Steve Dolan
  - 1.3.2.1.35.2 CSE Chairperson Kathy Stuck
    - 1.3.2.1.35.2.1 Alternate Jennifer Bartlett-Prati

- 1.3.2.1.35.2.2 Alternate Steve Dolan
- 1.3.2.1.35.3 CPSE Chairperson Kathy Stuck
  - 1.3.2.1.35.3.1 Alternate Jennifer Bartlett-Prati
  - 1.3.2.1.35.3.2 Alternate Steve Dolan
- 1.3.2.1.36 Transition Coordinator
  - 1.3.2.1.36.1 Kathy Stuck
- 1.3.2.1.37 Home Instruction Coordinator
  - 1.3.2.1.37.1 Jennifer Hayden
- 1.3.2.1.38 DASA Coordinator (District/Building)
  - 1.3.2.1.38.1 Jennifer Hayden (District)
  - 1.3.2.1.38.1 TBA Principal (Building)
- 1.3.2.1.39 District Communications Coordinator to the Library System
  - 1.3.2.1.39.1 Stacy Merrill
- 1.3.2.1.40.1 Lead Evaluators
  - 1.3.2.1.40.1 Approved Jennifer Hayden as lead evaluator for the 2024-2025 school year. Jennifer has met the requirements of 8NYCRR 30-2.9 and the Romulus Central School District Annual Professional Performance Review Plan (APPR) for certification as Lead Evaluator of teachers.
  - 1.3.2.1.40.2 Approved Jennifer Bartlett-Prati as lead evaluator for the 2024-2025 school year. Jenn has met the requirements of 8NYCRR 30-2.9 and the Romulus Central School District Annual Professional Performance Review Plan (APPR) for certification as Lead Evaluator of teachers.
- 1.3.2.1.41 Homeless Coordinator
  - 1.3.2.1.41.1 Vicky McCusker
- 1.3.2.1.42 Safety Committee Appointments
  - 1.3.2.1.42.1 Jennifer Hayden
  - 1.3.2.1.42.2 TBA-Principal
  - 1.3.2.1.42.3 TBA- Athletic Director
  - 1.3.2.1.42.4 Jennifer Bartlett-Prati
  - 1.3.2.1.42.5 Babette Bennett
  - 1.3.2.1.42.6 Vicky McCusker
  - 1.3.2.1.42.7 Steve Dolan
  - 1.3.2.1.42.8 Katie Harris-Maxwell
  - 1.3.2.1.42.9 Ed Oldfield
  - 1.3.2.1.42.10 Grace Lipker
  - 1.3.2.1.42.11 Suzanne Nicholson
  - 1.3.2.1.42.12 Matt Thomas
  - 1.3.2.1.42.13 Lisa Bush
  - 1.3.2.1.42.14 Edward Ninestine
  - 1.3.2.1.42.14 Linda Mastellar
- 1.3.2.1.43 Data Protection Officer
  - 1.3.2.1.43.1 Jennifer Bartlett-Prati

1.3.2.1.43.2 Matthew Thomas

Designations:

- 1.3.2.1.44 Monthly meetings will be held twice a month (2<sup>nd</sup> and 4<sup>th</sup> Tuesdays) at 6:30pm in the public meeting room for the Board of Education's regular meetings for the 2024-2025, except as indicated on the scheduled calendar.
- 1.3.2.1.45 Designated the Finger Lakes Times as the official school newspaper for 2024-2025.
- 1.3.2.1.46 Designated the following as Official Depositories for the General Fund, School Lunch Fund, Federal Fund, Capital Fund, Trust and Agency Fund and Payroll Fund for 2024-2025 with the maximum amount which can be maintained on deposit at each financial institution: Five Star Bank (\$20,000,000), Lyons National Bank (\$5,000), M&T Bank (\$5,000), J.P Morgan Chase (\$10,000,000) and NYCLASS (\$20,000,000)
- 1.3.2.1.47 Established Petty Cash funds for 2024-2025
  - 1.3.2.1.47.1 General Petty Cash \$100 to Suzanne Nicholson
  - 1.3.2.1.47.2 Transportation Petty Cash \$500 to Edward Ninestine
  - 1.3.2.1.47.3 Cafeteria Petty Cash \$100 to Edward Ninestine
  - 1.3.2.1.47.4 Cafeteria Start Up cash \$200 to Edward Ninestine
- 1.3.2.1.48 Approved the blanket insurance coverage for all pupils with the Pupil Benefits Plan for 2024-2025 (RFP through BOCES)
- 1.3.2.1.49 Authorized the Treasurer to invest cash balance during 2024-2025
- 1.3.2.1.50 Authorized the Treasurers to make electronic transfers during 2024-2025
- 1.3.2.1.51 Approved the Deputy Treasurers' Bond (\$1,000,000), Tax Collector Bond (\$1,000,000), Romulus School Treasurer's Bond (\$1,000,000) and the Extra Classroom Activity Fund Treasurer's Bond (\$1,000,000), for 2024-2025
- 1.3.2.1.52 Re-affirmed for 2024-2025 all Board policies and Code of Ethics in effect on June 30, 2024.
- 1.3.2.1.53 Approved IRS rate per mile reimbursement for the 2024-2025 school year for the Board of Education and school personnel when using a personal vehicle for school related business and no district vehicle is available. (current rate \$.67 per mile)
- 1.3.2.1.54 Established the following dates of May 13, 2025 for the Public Hearing on the 2025-2026 Budget and May 20, 2025 as the date for the Annual Meeting (Budget Vote).
- 1.3.2.1.55 Authorized membership and dues for New York State School Boards Association (NYSSBA) for 2024-2025
- 1.3.2.1.56 Established substitute teachers' daily salary (per diem) of \$140 for certified personnel, \$120 for uncertified personnel, and \$145 for Romulus Central School veteran teacher daily substitutes. \$120 for Substitute Teacher Assistant per day.

- 1.3.2.1.57 Established substitute teachers' salary (LTS) of \$170 per day when substituting for 20 consecutive days or more and less than 90 days. 90+ Consecutive day at a rate of \$240 per day.
- 1.3.2.1.58 Established the following substitute salaries for support personnel:
  - 1.3.2.1.58.1 Substitute cleaner- \$17.75 per hour
  - 1.3.2.1.58.2 Substitute teacher aide- \$17.75 per hour
  - 1.3.2.1.58.3 Substitute food service helper- \$17.75 per hour
  - 1.3.2.1.58.4 Substitute typist- \$17.75 per hour
  - 1.3.2.1.58.5 Substitute Building Maintenance worker- \$17.75 per hour
  - 1.3.2.1.58.6 Substitute Bus Drivers
    - 1.3.2.1.58.6.1 Morning Run (in District) \$48.00
    - 1.3.2.1.58.6.2 Afternoon Run (in District) \$48.00
    - 1.3.2.1.58.6.3 Out of District Run \$22.00 per hour
  - 1.3.2.1.58.7 Substitute monitors \$17.75 per hour
  - 1.3.2.1.58.8 Substitute Registered Nurse- \$25.00 per hour
- 1.3.2.1.59 Authorized the district's tuition charge as stated in Policy #7132 Non-Resident Students for the 2024-2025 school year. (\$500 per student)
- 1.3.2.1.60 Established a separate tuition for International students (F-1 Visa) at an annual rate of \$7,000.
- 1.3.2.1.61 Designated the Superintendent of Schools to authorize expenses and attendance at professional meetings and conferences.
- 1.3.2.1.62 Authorized the Superintendent and Romulus School Treasurer to make transfers within the function unit of appropriations, providing the aggregate amount does not exceed \$25,000.
- 1.3.2.1.63 Approved the following committee on Preschool Special Education (CPSE) members: (1) parent(s) of a child; (2) one general education teacher, (3) child's special education teacher of the student or special education provider, (4) district representative, Kathy Stuck (CPSE Chairperson), (5) an individual who can interpret the instructional implications of evaluation results who may already serve on the committee; (6) other individuals who have knowledge or special expertise regarding the child, at the discretion of the district or parent; (7) for a child's transition from early intervention programs, the appropriate licensed or certified professional from the County Early intervention Program; and (8) an appropriately certified or licensed professional from the municipality, whose attendance is not required for a quorum.
- 1.3.2.1.64 Approved the following Committee on Special Education (CSE) members: (1) the parent(s) of the student; (2) one general education teacher of the student; (3) child's special education teacher, or one special education provider of the student; (4) school district representative to Kathy Stuck, (CSE Chairperson); (5) individual who can interpret the instructional implications of evaluation results; (6) whenever appropriate, the student with a disability; (7) school psychologist;

(8) school physician, FL Community Health, upon request; and (9) additional parent member upon request.

- 1.3.2.1.65 Authorized CSE/CPSE Committees Parent member representative and CSE/CPSE Committees Surrogate Parent member representative
  - 1.3.2.1.65.1 Kari Veeder
- 1.3.2.1.66 Authorized CSE/CPSE Committees Surrogate Parent Member Representative
  - 1.3.2.1.66.1 Kari Veeder
- 1.3.2.1.67 Authorization of the 2024-2025 List of Impartial Hearing Officers certified in New York State to conduct Hearings in Seneca County.
- 1.3.2.1.68 Established compensation rate for state approved Impartial Hearing Officers, not to exceed \$100 per hour.
- 1.3.2.1.69 Utilize the most current listing, in sequence, as disseminated by the New York State Education Department's Impartial Hearing Reporting System (IHRS), when an Impartial Hearing is initiated by a parent/guardian/district regarding a student with disabilities.
- 1.3.2.1.70 Authorized the President of the Board of Education to appoint independent Hearing Officers as necessary.
- 1.3.2.1.71 Empowered the Superintendent to require any person employed by the Board of Education to submit to a medical examination in order to determine the physical or mental competency of such person to perform his/her duties.
- 1.3.2.1.72 Established bus mileage reimbursement rate for 2024-2025 for Romulus CSD organizations, clubs, class, group trips, including the Romulus Foundation for Educational Opportunities @\$ .50 per mile and \$24.00 per hour for the Bus Driver.
- 1.3.2.1.73 Established bus mileage reimbursement rate for the 2024-2025 for the use of a Romulus CSD bus by outside groups @ \$2.70 per mile and \$28.00 for bus driver.
- 1.3.2.1.74 Approved \$16.00 per hour for outside groups to pay for non-custodial hours, or if overtime is required \$24.00 per hour.
- 1.3.2.1.75 Established rate to be charged for requests to copy/reproduce documents for FOIL, FEPA, etc. will be \$.50 per page.
- 1.3.2.1.76 Authorized the President of the Board of Education to sign the Certification of Acceptance for Free and Reduced Price Meal or Special Milk Program.
- 1.3.2.1.77 Authorized the use of the Deputy Treasurer's signature on all School District checks.
- 1.3.2.1.78 Authorized Deputy Treasurer, in an emergency, to issue RCS checks drawn on any Fund up to \$10,000.
- 1.3.2.1.79 Authorized payment to staff members to supervise Individual Fine Arts Events on a per event basis at the negotiated extra duty hourly rate per the RFA contract.
- 1.3.2.1.80 Approved the contract amount of \$4,760 for Student Accident Policy through Smola Consulting for the 2024-2025 school year.

Moved: Mr. Wilson

Seconded: Mrs. Wolverton

Discussion: Mr. Wilson questioned if the Board was going to seek an RFP for School Attorney Services. Mrs. Bateman would be looking into this item.

Approved Unanimously 7/0.

1.4 Announcements and Reports

1.4.1 The next regular meeting of the Board of Education will be held on July 23, 2024 at 6:30pm in the Board Conference Room.

1.5 Other Items

**2. INTERSCHOOL ACTIVITIES**

2.1 Romulus School Forum

2.2 Resolutions

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

2.2.1.1 Approved the following individuals to work at athletic events for the 2024-2025 seasons: Christine Burke, Babette Bennett, Melody Collinsworth, Angela Fox, Lindsay Guy, Elizabeth Houghton, Michael Kaufman, Michael Lichak, Paul Matthey, Bryan McCann, Kerilynn Wasney, and James Werner.

2.2.1.2 Authorized rate of pay for game event supervisors, scorekeepers, and timekeepers at a rate of \$60.00 per daily event. (one rate for both JV/Varsity games combined)

Moved: Mrs. Bateman      Seconded: Mr. Wilson

Approved Unanimously 7/0.

2.3 Announcement and Reports

2.4 Other Items

**3. REPORTS TO THE BOARD**

3.1 Resolutions

3.1.1 Acted upon the recommendation of the Superintendent to accept the following:

3.1.1.1 Organizational chart for the 2024-2025 school year.

3.1.1.2 Adopted the BOE meeting schedule for the 2024-2025 school year

3.1.1.3 Adopted BOE Committee Assignments for the 2024-2025 school year with the changes as discussed.

Moved: Mrs. Bateman      Seconded: Mr. Wilson

Discussion: Vacancies on the BOE committees were filled and some members chose to be on different Committees for the upcoming school year.

Policy: Kimberly Wolverton (Chair), Tenneille Brewer and Rachelle Bateman

Technology/Long Range Planning: Thomas Wilson (Chair), Erik Karlsen and Caroline Hamelin

Negotiations: Rachelle Bateman (Chair), Caroline Hamelin and Erik Karlsen

Facilities/Safety/Insurance: Tenneille Brewer (Chair), Erik Karlsen and Linda Mastellar

Audit: Rachelle Bateman (Chair), Kimberly Wolverton and Linda Mastellar

Budget: Thomas Wilson (Chair), Rachelle Bateman and Tenneille Brewer

RCS Foundation Representative: Linda Mastellar

BOCES Liaison: Kimberly Wolverton

Approved Unanimously 7/0.

3.2 Announcements and Reports

3.2.1 President's Report- President Brewer welcomed the new Board members. She reported that She, Mrs. Bateman, Mrs. Hayden and the two new Board members met last week for as an orientation meeting, getting them set up with their email accounts and a brief overview of expectations. There are two Board retreat workshops coming up that will be beneficial to all members. She also noted that the construction work has been started and is moving forward- she encouraged the members to walk through the school to see the demolition that has taken place to date.

3.2.2 Board Members Forum

3.2.3 Superintendent's Report – Mrs. Hayden reported to the Board that her Administrative team will be joining her at the Leadership Conference at FLCC Wednesday and Thursday. Elementary summer rec and summer school programs have begun with 36 students attending. Middle Level and HS summer school is being hosted in Waterloo this summer and we have 21 student attending. Lastly, she reported there will be a change to the approval occasional drivers starting this school year. Anyone who is transporting students will need to have a CDL-C passenger endorsement to their license. Anyone driving a school vehicle (without students) will need to have their drivers' license verified through the transportation department based on conversations with our insurance carrier. Mr. Ninestine will be drafting notices to the staff previously approved as an occasional driver. Mrs. Hayden introduced Mr. Bill Christensen from TamCo who gave a current project update. Mr. Christensen was very pleased with the workers on site and the amount of work already completed to date. The roof area above the District Offices has been removed and being replaced. During the demolition, they found that there was another roof underneath, and they are making sure that any issues are fixed before the new roof is installed. The classrooms and auditorium areas are ready for the abatement process which will begin next week. Brian Barlow is on site daily and will continue to follow up with Superintendent Hayden as needed should immediate issues arise.

3.3 Other Items- Mr. Timothy Wolverton addressed the Board regarding a Community Festival event scheduled on September 14, 2024. He is seeking permission to use the school property for a 5K/Fun Run. This event is in the early stages of planning with other sites in the hamlet of Romulus being utilized. He is working on securing insurance for this event. More information will be forthcoming.

**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 Approved the Erie 1 BOCES Policy service renewal as a BOCES Cross Contract in the amount of \$1,250 (Level 1 Policy and Administrative update)

4.1.1.2 Approved the Services Agreement with US Omni for the period of July 1, 2024 through June 30, 2025 at an amount of \$1,752

4.1.1.3 Approved the Intermunicipal Agreement with South Seneca for SLP services (Speech and Language Provider supervision and signature purposes of Medicaid reimbursable instruction) at a cost of \$1,400 for the 2024-2025 school year plus mileage as needed.

4.1.1.4 Approved the Treasurer's Report for May 2024

- 4.1.1.5 Authorized the Superintendent to sign the Agreement and MOU with Seneca County Division of Human Services regarding Educational Neglect on behalf of Romulus Kidsafe program.

Moved: Mr. Wilson                      Seconded: Mrs. Bateman

Approved Unanimously 7/0.

4.2 Announcements and Reports

4.2.1 Accounts "A" General Fund dated 06/01/24 to 06/30/24; Warrant No. 108 for Accounts "A" General Fund dated 06/06/24 in the amount of \$15,791.60; Warrant No. 109 for Accounts "A" General Fund dated 06/20/24 in the amount of \$351,729.64; Warrant No. 112 for Accounts "A" General Fund dated 06/27/24 in the amount of \$169,322.12.

4.2.2 Accounts "C" Cafeteria Fund dated 06/01/24 to 06/30/24; Warrant No. 37 for Accounts "C" Cafeteria Fund dated 06/06/24 in the amount of \$246.03; Warrant No. 38 for Accounts "C" Cafeteria Fund dated 06/20/24 in the amount of \$10,465.42; Warrant No. 39 for Accounts "C" Cafeteria Fund dated 06/27/24 in the amount of \$7,085.16.

4.2.3 Accounts "F" Federal Funds dated 06/01/24 to 06/30/24; Warrant No. 41 for Accounts "F" Federal Fund dated 06/06/24 in the amount of (\$75.00) Voided check; Warrant No. 43 for Accounts "F" Federal Fund dated 06/27/24 in the amount of \$630.00.

4.2.4 Accounts "H" Capital Funds dated 06/01/24 to 06/30/24; Warrant No. 22 for Accounts "H" Capital Funds dated 06/20/24 in the amount of \$99,701.99.

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:

6.1.1.1 Approved the following individuals as advisors for the 2024-2025 school year

6.1.1.1.1 7<sup>th</sup> Grade Advisors

6.1.1.1.1.1 Felicity Finn (\$217)

6.1.1.1.1.2 Vacant

6.1.1.1.2 8<sup>th</sup> Grade Advisors

6.1.1.1.2.1 Karen Zona (\$217)

6.1.1.1.2.2 Katharine Smith (\$217)

6.1.1.1.3 9<sup>th</sup> Grade Advisors

6.1.1.1.3.2 Katie Jordan (\$616)

6.1.1.1.3.2 Megan Zanfordino (\$616)

6.1.1.1.4 10<sup>th</sup> Grade Advisors

6.1.1.1.4.1 Melissa Lilyea (\$831)

6.1.1.1.4.2 Paul Matthey (\$651)

6.1.1.1.5 11<sup>th</sup> Grade Advisors

6.1.1.1.5.1 Carlene Augustine (\$1,638)

- 6.1.1.1.5.2 Scarlet Travis (\$1,489)
- 6.1.1.1.6 12<sup>th</sup> Grade Advisor
  - 6.1.1.1.6.1 Carlene Augustine (\$2,048)
  - 6.1.1.1.6.2 Scarlet Travis (\$1,862)
  - \*6.1.1.1.7 AED Coordinator- Babette Bennett through December 31, 2024 (\$550) Full year stipend (\$1,100)
- 6.1.1.1.8 Afternoon Pick Up Supervisors
  - 6.1.1.1.8.1 Lisa Freier (\$500)
  - 6.1.1.1.8.2 Heidi Burke (\$500)
  - 6.1.1.1.8.3 Kathy Craig (\$500)
- 6.1.1.1.9 Art Club Advisors
  - 6.1.1.1.9.1 Melanie Shoebridge-Bloom (\$440)
  - 6.1.1.1.9.2 Stephen Presutti (\$400)
- 6.1.1.1.10 Arts in Education Coordinator- Karen Zona (\$629)
- 6.1.1.1.11 Assistant to the Data Coordinator- Paige Salmon (Stipend \$2,500)
- 6.1.1.1.12 Choral Music Director- Vacant
- 6.1.1.1.13 Clay Target League Advisors
  - 6.1.1.1.13.1 Charlie Baker (\$775)
  - 6.1.1.1.13.2 Dallis Gable Jr. (\$775)
  - 6.1.1.1.13.3 Jami Thompson (\$775)
- 6.1.1.1.14 Coffee Shop Advisor- Vacant (may not be filled for 2024-2025)
- 6.1.1.1.15 Color Guard Advisor – Vacant (TBA depending on participation)
- 6.1.1.1.16 Costume Coordinator (Drama/Musical Department)- Autumn Twist (\$750)
- 6.1.1.1.17 Elementary Newspaper Advisor- Vacant
- 6.1.1.1.18 Elementary Student Council Advisor- Heather Higby (\$1,000)
- 6.1.1.1.19 Envirothon Advisor- Holly Stekl (\$500)
- 6.1.1.1.20 Executive Directors
  - 6.1.1.1.20.1 Elementary Musical Production- Vacant
  - 6.1.1.1.20.2 Middle Level Musical Production- Caelin Kordziel (\$3,851)
  - 6.1.1.1.20.3 Secondary Musical Production- Caelin Kordziel (\$3,851)
  - 6.1.1.1.20.4 HS Drama Production- Vacant
- 6.1.1.1.21 FFA Advisor- Jami Thompson (\$2,000)
- 6.1.1.1.22 Honor Society Advisor- Laura Feligno (\$1,859)
- 6.1.1.1.23 HS Musical Choreographer- Bonnie Stathis (\$750)
- 6.1.1.1.24 HS Student Council Advisor- Vacant
- 6.1.1.1.25 International Travel Club Advisor- Holly Stekl (\$961)
- 6.1.1.1.26 Marching Band Director- Caelin Kordziel (\$2,520)
- 6.1.1.1.27 Mastermind Advisor-Karen Zona (\$750)
- 6.1.1.1.28 Music Directors
  - 6.1.1.1.28.1 Elementary Production- Autumn Twist (\$2,448)
  - 6.1.1.1.28.2 Middle Level Production- Vacant
  - 6.1.1.1.28.3 HS Production- Vacant

- 6.1.1.1.29 Musical Helpers
  - 6.1.1.1.29.1 Elementary Production- Vacant
  - 6.1.1.1.29.2 Middle Level Production- Vacant
  - 6.1.1.1.29.3 HS Production- Vacant
- 6.1.1.1.30 RCS Publicity Officers
  - 6.1.1.1.30.1 Facebook/Media- Suzanne Nicholson (\$1,250)
  - 6.1.1.1.30.2 Parent Square- Jennifer Gillan (\$1,250)
- 6.1.1.1.31 Run Club/Fit Club Coordinators-
  - 6.1.1.1.31.1 Amanda Pundt (\$400)
  - 6.1.1.1.31.2 Sean Sweeney (\$400)
- 6.1.1.1.32 Ski Club Advisors
  - 6.1.1.1.32.1 Coordinator- Holly Stekl (\$528)
  - 6.1.1.1.32.2 Advisor- Jennifer Gillan (\$473)
  - 6.1.1.1.32.3 Advisor- Vacant
- 6.1.1.1.33 Stage and Lighting Director- Matt Thomas (\$300)
- 6.1.1.1.34 Technical Directors
  - 6.1.1.1.34.1 Elementary Musical Production- Vacant
  - 6.1.1.1.34.2 Middle Level Musical/Drama Production- Vacant
  - 6.1.1.1.34.3 HS Musical Production- Vacant
  - 6.1.1.1.34.4 HS Drama Production- Vacant
- 6.1.1.1.35 Webpage Coordinator- Stacy Merrill (\$1,952)
- 6.1.1.1.36 Weightroom Coordinator- Michael Kaufman (\$5,776)
- 6.1.1.1.37 Yearbook Advisor- Vacant
- \*6.1.1.2 Granted Kerilynn Wasney a one-year LOA as Reading Teacher and to appoint her as Chemistry Teacher effective July 1, 2024 at a salary of \$56,428 plus longevity with an additional \$4,316 stipend teaching outside her tenure area. (Includes the salary increase per the RFA contract (4.0%), She is also eligible for longevity which is not included in these figures.) Mrs. Wasney is eligible for all rights and benefits as per the current RFA contract Career Advancement Clause Article XXIII Section B.
- 6.1.1.3 Appointed Edward Ninestine as Transportation and Food Service Supervisor for the 2024-2025 school year effective July 1, 2024 per the terms and conditions of the current negotiated contract.
- 6.1.1.4 Approved Amanda Pundt as the Creating Healthy School Liaison at a stipend of \$2,500 which is paid through Seneca County for the 2024-2025 school year
- 6.1.1.5 Appointed Lindsay Guy as Wellness Coordinator/Healthy Rewards Ambassador through Excellus Blue Cross/Blue Shield at a stipend of \$1,400. (This is funded through Excellus)
- 6.1.1.6 Appointed Tara Davis as Wellness Coordinator/Plant Based Coach at a stipend of \$1,400 for the 2024-2025 school year (This is funded through Excellus)
- 6.1.1.7 Approved Katie Harris-Maxwell as LIFT Program Coordinator at a stipend of \$400 which is paid through Excellus

- 6.1.1.8 Appointed Katie Harris-Maxwell as SEL Coordinator (3 trainings @ \$500) for the 2024-2025 school year paid through the STOP Grant.
- 6.1.1.9 Sources of Strength Advisors through Title IV for the 2024-2025 school year.
  - 6.1.1.9.1 Katie Harris-Maxwell (\$500)
  - 6.1.1.9.2 Gina Lynch (\$500)
  - \*6.1.1.9.3 Angela Fox (\$500) (Deleted)
  - 6.1.1.9.4 Lindsay Guy (\$500)
  - 6.1.1.9.5 Scarlet Travis (\$500)
- 6.1.1.10 Approved Scarlet Travis as Power Club Co-Advisor not to exceed \$500 for the 2024-2025 school year.
- 6.1.1.11 Approved Power Club Angela Fox as Co-Advisor not to exceed \$500 for the 2024-2025 school year.
- 6.1.1.12 Approved Kate Smith as Gaming Club Co-Advisor not to exceed \$500 for the 2024-2025 school year
- 6.1.1.12 Approved Felicity Finn as Gaming Club Co-Advisor not to exceed \$500 for the 2024-2025 school year.
- 6.1.1.13 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, 2024 for the 2024-2025 school year at a salary of \$97,067 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 XXIII Section B.
- \*6.1.1.14 Approved the creation of an Interim PreK-12 Principal position for the 2024-2025 school year.

Moved: Mr. Wilson                      Seconded: Mrs. Bateman

Discussion: Mrs. Wolverton inquired about the Coffee Shop if it was to remain an active student activity- Mrs. Hayden reported that there were no students requiring the CDOS credential this year. The vacancy will be posted to see if there would be an interest by both students and an advisor to have it open again this school year.

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 personnel items:
  - 6.2.1.1 Approved extra duty hours for the following personnel as needed with approval of their direct supervisor at their current contractual rate of pay for the 2024-2025 school year.
    - 6.2.1.1.1 Shyanne Bennett
    - 6.2.1.1.2 Marsha Burlew
    - 6.2.1.1.3 Lisa Bush
    - 6.2.1.1.4 Kathy Craig
    - 6.2.1.1.5 Jennifer Fowler
    - 6.2.1.1.6 Jennifer Gillan

- 6.2.1.1.7 Christine Lichak
- 6.2.1.1.8 Abigail Matthey
- 6.2.1.1.9 Pam McDonald
- 6.2.1.1.10 Mary Moore
- 6.2.1.1.11 TJ Pezzulo
- 6.2.1.1.12 Paige Salmon
- 6.2.1.1.13 Mary Ann Wingler

Moved: Mrs. Bateman          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 personnel issues:

- 6.3.1.1 Approved the current substitute staff listing for the 2024-2025 school year.
- 6.3.1.2 Approved Terry Moore as a substitute School Bus Driver effective July 1, 2024 as needed per diem for the 2024-2025 school year.
- 6.3.1.3 Approved Richard Olson as a substitute School Bus Driver effective July 1, 2024 as needed per diem for the 2024-2025 school year.

Moved: Mr. Karlsen          Seconded: Mr. Wilson

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 CSE Meeting minutes- none offered.
- 7.1.1.2 Approved the placement of the Committee Pre-School Special Education meeting minutes dated June 21, 2024 (Student Number #67529).
- 7.1.1.3 Section 504 Meeting minutes- none offered.

Moved: Mrs. Brewer          Seconded: Mrs. Bateman

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 –not needed**

**12. ADJOURNMENT**

A motion was offered to adjourn at 7:25pm

Moved: Mr. Wilson                      Seconded: Mr. Karlsen

Approved Unanimously 7/0.

**13. DISTRIBUTIONS**

13.1 BOE Member listing

**14. NEGOTIATIONS COMMITTEE MEETING- if needed**

Note: Items added to the Agenda after it was first distributed (i.e., addendum items) are marked with an asterisk [\*] preceding the outline number.

Respectfully Submitted,

Suzanne Nicholson

District Clerk