

**Hamilton Central School District**  
**BOARD OF EDUCATION REGULAR MEETING**  
Tuesday, April 16, 2024

BOARD MEMBERS PRESENT: Michelle Jacobsen, Jennifer Jones, Amanda Phillips,  
Sung Choe, Cory Duclos  
and Tinsae Chiarello (*Student*)

ADMINISTRATORS PRESENT: William Dowsland, Matt Crumb, Heather Thomas, Kevin Ellis, Mark  
Arquiett, and Christopher Rogers  
Jodi Shantal, District Clerk

VISITORS: Amanda Coger, Meg Rose, Kathleen Palmer, Erin Conway, Tori Kowalski, Renee Merkt and  
SEL students.

**1.0 CALL TO ORDER**

*Call to Order*

1.1 The regular meeting of the Hamilton Central School District Board of Education was held in the Dave McKay Board of Education Room/Large Group Instruction Room, 47 West Kendrick Ave, Hamilton, New York. Michelle Jacobsen, President, called the meeting to order at 6:00 p.m. The following items of business were conducted.

1.2 Pledge of Allegiance

*Pledge of Allegiance*

**2.0 PRELIMINARY ACTION**

*Preliminary Action*

2.1 Amendments to the Agenda  
The agenda is as presented.

*Amendments to the Agenda*

2.2 Approval of the Agenda  
BE IT RESOLVED that the agenda for the April 16, 2024, regular meeting be approved as submitted.

*Approval of Agenda*

Moved by: Jones  
Seconded by: Choe  
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

2.3 Approval of Minutes  
BE IT RESOLVED that the minutes of the regular meeting on March 14, 2024 and the budget workshop on April 3, 2024 be approved as submitted.

*Approval of Minutes*

Moved by: Duclos  
Seconded by: Phillips  
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

**3.0 DISTRICT PRESENTATION**

*District Presentation*

3.1 Renee Merkt – SEL Room (*Students spoke as well.*)

**4.0 CONSENT AGENDA**

*Consent  
Agenda*

BE IT RESOLVED to approve the consent agenda (4.1 through 5.1) as recommended by the Superintendent as follows:

Moved by: Phillips  
Seconded by: Duclos  
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

***Business Operations***

4.1 Treasurer’s Report  
BE IT RESOLVED that the Treasurer’s Report be accepted as submitted.

*Treasurer’s  
Report*

4.2 Consideration of Claims  
BE IT RESOLVED to approve the consideration of claims and authorize the District Treasurer to pay the submitted warrants totaling \$209,973.43 for the general fund, \$45,225.77 for the HBus fund, \$11,762.69 for the federal fund, and \$12,308.73 for the capital fund.

*Consideration  
of Claims*

4.3 Transportation Report  
BE IT RESOLVED to accept the transportation report as submitted.

*Transportation  
Report*

4.4 Cafeteria Report  
BE IT RESOLVED to accept the Cafeteria Report as submitted.

*Cafeteria  
Report*

**5.0 OLD BUSINESS**

*Old Business*

5.1 Policies – 2<sup>nd</sup> Reading and Approval  
BE IT RESOLVED to approve the following policies as recommended by the Policy Committee and Superintendent.

*Policies – 2<sup>nd</sup>  
Reading*

- #2031 – Annual District Meeting and Election
- #4210 – Budget Planning
- #4220 – Budget Publication and Hearing
- #4511 – Procurement: Uniform Grant Guidance for Federal Awards

*That concludes the consent agenda.*

**6.0 COMMUNITY PARTICIPATION**

*Community  
Participation*

- 6.1 General Public
- Kathleen Palmer – Pre-K
  - Erin Conway – Pre-K

**7.0 NEW BUSINESS**

*New Business*

7.1 Personnel  
A) Resignation

*Personnel*

*Resignation*

**Shelby Penner**  
BE IT RESOLVED to accept the resignation of Shelby Penner, teacher aide, effective April 2, 2024 as recommended by the Superintendent with sincere appreciation for their services rendered to the district.

Moved by: Choe  
Seconded by: Duclos  
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

**Devin Clive**

BE IT RESOLVED to accept the resignation of Devin Clive, math teacher, effective June 30, 2024 as recommended by the Superintendent with sincere appreciation for their services rendered to the district.

Moved by: Jones  
Seconded by: Choe  
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

**Kris Alsup**

BE IT RESOLVED to accept the resignation of Kris Alsup, science teacher, effective July 1, 2024 as recommended by the Superintendent with sincere appreciation for their services rendered to the district.

Moved by: Choe  
Seconded by: Duclos  
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

**Lynda O’Keeffe**

BE IT RESOLVED to approve the resignation, for the purpose of retirement, of Lynda O’Keeffe as an OAI effective June 27, 2025 as recommended by the Director of PPS and the Superintendent. This approval is with sincere appreciation for services rendered to the district and well wishes for retirement.

Moved by: Duclos  
Seconded by: Phillips  
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

B) Appointments

*Appointments*

**Sonja Furner**

BE IT RESOLVED to approve Sonja Furner as a long-term substitute, effective April 17, 2024 through June 13, 2024, as recommended by the Director of PPS and the Superintendent.

Moved by: Duclos  
Seconded by: Phillips  
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

7.2 Donations

*Donations*

BE IT RESOLVED to accept the following monetary donations, with sincere appreciation, and to increase the budget by these amounts as recommended by the Business Manager and Superintendent.

- First Baptist Church Deacon’s Fund - \$100.00 (*S.E.L. Program*)
- Hamilton Central School PTO – \$425.00 (*Bounce house for field day*)

Moved by: Duclos  
Seconded by: Jones  
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

7.3 Committee on Special Education and Preschool Special Education

*CSE/CPSE*

BE IT RESOLVED to approve the recommendation of the Committees on Special Education and Preschool Special Education.

Moved by: Duclos  
Seconded by: Phillips  
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

<p><b>7.4 Destruction of Ballots</b>  BE IT RESOLVED to approve the destruction of the ballots, blank and completed, from the 2023-2024 budget vote/election as recommended by the District Clerk and Superintendent.</p> <p>Moved by: Duclos  Seconded by: Phillips  Ayes: 5 Nays: 0 Absent: 0 Motion carried.</p>	<p><i>Destruction of Ballots</i></p>
<p><b>7.5 Transportation Requests for 2024-2025</b>  BE IT RESOLVED to approve the 2024-2025 non-public transportation requests, per the April 1<sup>st</sup> deadline, as recommended by the Superintendent.</p> <p>Moved by: Jones  Seconded by: Duclos  Ayes: 5 Nays: 0 Absent: 0 Motion carried.</p>	<p><i>Transportation Requests</i></p>
<p><b>7.6 Annual School Budget Vote/Board Election Inspectors and Chairperson</b></p> <p><b>Appoint Inspectors</b>  BE IT RESOLVED to appoint the following for the Annual School Budget Vote/Board Election on Tuesday, May 21, 2024 as recommended by the Superintendent:  Sue Marks – Chief Election Inspector/Poll Worker  Sue McVaugh, Gary Weeks, Anne Marie Weeks, and Jodi Shantal – Election Inspectors/Poll Workers  Matthew Crumb – Alternate Election Inspectors/Poll Workers</p> <p>Moved by: Duclos  Seconded by: Choe  Ayes: 5 Nays: 0 Absent: 0 Motion carried.</p> <p><b>Appoint Chairperson</b>  BE IT RESOLVED to appoint Cory Duclos as Chairperson of the Annual School Budget Vote/Board Election on Tuesday, May 21, 2024.</p> <p>Moved by: Jones  Seconded by: Choe  Ayes: 5 Nays: 0 Absent: 0 Motion carried.</p>	<p><i>School Budget Vote/Board Election Inspectors and Chairperson</i></p>
<p><b>7.7 2024-2025 Budget</b>  Mr. Dowsland and Mr. Crumb presented the 2024-2025 budget to the Board.</p> <p><b>2024-2025 Budget</b>  BE IT RESOLVED to adopt the 2024-2025 Proposed Budget with an expenditure plan not to exceed fifteen million, six hundred and seventy-two thousand, seventy-one dollars (\$15,672,071), which included all projected BOCES services.</p> <p>Moved by: Jones  Seconded by: Duclos  Ayes: 5 Nays: 0 Absent: 0 Motion carried.</p>	<p><i>2024-2025 Budget</i></p>
<p><b>7.8 Property Tax Report Card</b>  BE IT RESOLVED to approve the 2024-2025 property tax report card as provided and as recommended by the Business Manager and Superintendent.</p> <p>Moved by: Duclos  Seconded by: Jones  Ayes: 5 Nays: 0 Absent: 0 Motion carried.</p>	<p><i>Property Tax Report Card</i></p>

**7.9 Madison-Oneida BOCES Administrative Budget**

*MO BOCES  
Administrative  
Budget*

BE IT RESOLVED, the Hamilton Central School District (approves) the 2024-2025 tentative administrative budget of the Madison-Oneida Board of Cooperative Educational Services in the amount of \$7,290,325 (funded by \$1,240,840 in expense by components plus \$6,049,485 in earned interest and other miscellaneous revenue) and shall so allocate as a contingent expense its share of said administrative budget as apportioned in accordance with Section 1950 of the New York State Education Law.

*The 2023-2024 administrative budget expense for all components was \$1,222,502.  
The 2024-2025 administrative budget expense for all components is estimated at \$1,240,840 for a change of 1.5 %*

Moved by: Duclos  
Seconded by: Phillips  
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

**7.10 Madison-Oneida BOCES Board of Education Election**

*MO BOCES  
Board of  
Education  
Election*

Board Resolution - Seat currently held by Douglas Gustin, Canastota CSD

BE IT RESOLVED, the Hamilton Central School District Board of Education authorizes the Clerk to submit and certify its ballot in the name of Douglas Gustin of the Canastota Central School District to serve as a member of the Madison-Oneida Board of Cooperative Educational Services of the Sole Supervisory District of Madison & Oneida Counties for the term of July 1, 2024 through June 30, 2027 for the seat currently held by Mr. Douglas Gustin, Canastota, New York. The ballot will be submitted to the clerk of the Madison-Oneida BOCES on April 17, 2024.

Moved by: Duclos  
Seconded by: Jones  
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

Board Resolution - Seat currently held by Michelle Jacobsen, Hamilton CSD

BE IT RESOLVED, the Hamilton Central School District Board of Education authorizes the Clerk to submit and certify its ballot in the name of Cris Amann of the Hamilton Central School District to serve as a member of the Madison-Oneida Board of Cooperative Educational Services of the Sole Supervisory District of Madison & Oneida Counties for the term of July 1, 2024 through June 30, 2027 for the seat currently held by Mrs. Michelle Jacobsen, Hamilton, New York. The ballot will be submitted to the clerk of the Madison-Oneida BOCES on April 17, 2024.

Moved by: Jones  
Seconded by: Duclos  
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

Board Resolution - Seat currently held by Joseph Monfiletto, Stockbridge Valley CSD

BE IT RESOLVED, the Hamilton Central School District Board of Education authorizes the Clerk to submit and certify its ballot in the name of Joseph Monfiletto of the Stockbridge Valley Central School District to serve as a member of the Madison-Oneida Board of Cooperative Educational Services of the Sole Supervisory District of Madison & Oneida Counties for the term of July 1, 2024 through June 30, 2027 for the seat currently held by Joseph Monfiletto, Munnsville, New York. The ballot will be submitted to the clerk of the Madison-Oneida BOCES on April 17, 2024.

Moved by: Jones  
Seconded by: Phillips  
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

**7.11 Pay Schedule**

BE IT RESOLVED to approve the pay schedule for 2024-2025 as proposed and as recommended by the Business Administrator and Superintendent.

Moved by: Duclos  
Seconded by: Choe  
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

*Pay Schedule*

**7.12 Policies/Regulations**

**1<sup>st</sup> Reading - Policies**

- #2047 – Committees of the Board
- #3012 – Use of Committees
- #5202 – Meal Modification Policy
- #7402 – Educational Neglect
- #8002 – Guidance Program
- #8603 – Response to Intervention

***Informational only***

- #5202.1 – Meal Modification – Medical Statement
- #8603.1 – Response to Intervention/Academic Intervention Service

*Policies and Regulations*

**8.0 INFORMATION AND CORRESPONDENCE**

- 8.1 Superintendent’s Report
- 8.2 Administrative Reports
- 8.3 Athletics Update
- 8.4 Business Manager Report
- 8.5 Student Board Member Report
- 8.6 SEL Report
- 8.7 Knowledge Sharing
  - Elementary Steering Committee
  - Secondary Steering Committee
  - Inclusivity Committee
- 8.8 Advocacy Update
- 8.9 Board Update
  - March 1<sup>st</sup> - Petitions were available for Board of Education candidates. Please contact Jodi Shantal for more information.
  - April 22<sup>nd</sup> - Petitions are due to the District Clerk.
  - May 14<sup>th</sup> – Public Budget Hearing at 6:00 PM and Meet the Candidates at 7:00 PM, if needed
  - May 21<sup>st</sup> – Vote from 12:00 PM – 8:00 PM in the Bus Garage

*Information and Correspondence*

**9.0 COMMUNITY PARTICIPATION**

There wasn’t any community participation at this time.

*Community Participation*

**10.0 EXECUTIVE SESSION**


BE IT RESOLVED upon the recommendation of the Board President to adjourn to Executive Session at 6:58 p.m. to discuss employment history of particular individuals.

A 10-minute recess was given to the Board of Education.

Moved by: Jones  
Seconded by: Choe  
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

*Executive Session*

Respectfully submitted,



Jodi E. Shantal  
District Clerk

BE IT RESOLVED upon the recommendation of the Board President to reconvene the regular meeting at 7:19 p.m.

Moved by: Duclos  
Seconded by: Phillips  
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

**11.0 ADJOURNMENT**

BE IT RESOLVED upon the recommendation of the Board President to adjourn the regular meeting at 7:20 p.m.

Moved by: Duclos  
Seconded by: Choe  
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

Respectfully submitted,



William Dowsland  
Superintendent

*Adjournment*