

**ROMULUS CENTRAL SCHOOL  
ROMULUS, NY 14541  
BOARD OF EDUCATION REGULAR MEETING MINUTES  
TUESDAY, OCTOBER 8, 2024  
6:30 PM-BOARD OF EDUCATION CONFERENCE ROOM**

**PRESENT:** Tenneille Brewer-President, Erik Karlsen, 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 Curriculum and Instruction, Daniel Doore-Principal, Brian Barlow-Tamco, Rachel Gillan and Brian Whitelaw

**ABSENT:** Rachelle Bateman-President, Caroline Hamelin and Linda Mastellar

**1. OPENING AND MINUTES**

1.1 Call to Order at 6:37pm by President Brewer

1.1.1 Pledge of Allegiance

1.1.2 Public Comment- none offered

1.2 Resolution to Approve Minutes

1.2.1 Approved the Minutes of the Board of Education Regular Meeting of September 10, 2024.

Moved: Mr. Wilson                      Seconded: Mr. Karlsen

Approved unanimously 4/0.

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. Brewer                      Seconded: Mr. Karlsen

Approved unanimously 4/0.

1.4 Announcements and Reports

1.4.1 The next regular meeting of the Board of Education on Tuesday, October 22, 2024, at 6:30pm in the Board of Education Conference Room. There is a need for the Audit Committee to meet at 6:00pm

1.5 Other Items

**2. INTERSCHOOL ACTIVITIES**

2.1 Romulus Student Forum- Rachel Gillan and Brian Whitelaw presented current events from the HS Student Council- highlighting the Middle Level Fall Ball and the upcoming Honor Roll Donut party and Give Back Week before the Thanksgiving break.

Capital Project update:

Mr. Brian Barlow of Tamco reported on the status of the capital project. He stated that the final casework in the classrooms is being completed and the roof inspections will be finalized. All the duct work and lighting circuits in the auditorium have been completed and are working on the structure supports which are a bit delayed. Overall, he is pleased with the progress of the project.

## 2.2 Resolutions

### **RFEO PEER TO PEER MENTORING GRANT ACCEPTED**

2.2.1 Accepted the RFEO Peer to Peer Mentoring Grant in the amount of \$1,000 as written by Katie Harris-Maxwell and Heather Higby

### **RFEO NYSTEA THEATRE GRANT ACCEPTED**

2.2.2 Accepted the RFEO NYSTEA Student Conference Grant in the amount of \$5,720 by Ms. Katharine Smith (Original amount was reduced by the Annual Membership Fee of \$80)

### **PTCC BUILDING USE REQUEST APPROVED**

2.2.3 Approved the Building Use Request by the PTCC for the annual Halloween/Pumpkin Walk scheduled for October 25, 2024.

### **FFA TRIP TO THE NATIONAL CONVENTION APPROVED**

2.2.4 Approved the overnight FFA National Convention trip to Indianapolis, IN October 20, 2024 through October 27, 2024. (3 students and Mrs. Jami Thompson-Advisor at an estimated cost of \$780 per person)

Moved: Mr. Wilson                      Seconded: Mr. Karlsen

Discussion: Mr. Karlsen and Mrs. Wolverton was pleased to see the FFA group attending the National Convention.

Approved unanimously 4/0.

## **3. REPORTS TO THE BOARD**

### 3.2 Announcements and Reports

3.2.1 President's Report- Mrs. Brewer presented the Board Norms that were discussed at the Board retreat and will act as the Board's Code of Conduct. She also discussed ad Committee Realignment with only 3 active committees moving forward. Policy, Budget/Audit and Facilities. She asked the members present to think about which committee they would like to participate on and would need to have chairperson for each committee. Actual committee selections will be completed at the next meeting.

### 3.2.2 Board Members' Forum

3.2.3 Superintendent's Report – Mrs. Hayden proposed adding an Assistant Principal position at a starting salary of \$75K based on experience and asked for the support of the Board to move forward with posting an anticipated vacancy. Mr. Ninestine discussed the financial backing for this position. The Board also heard from Principal Doore his concerns and thoughts supporting this new position.

### **APPROVED ANTICIPATED VACANCY FOR ASSISTANT PRINCIPAL**

Mrs. Brewer made the motion to proceed with making an Anticipate Vacancy for an Assistant Principal.

Mr. Karlsen moved and Mrs. Wolverton seconded the motion. This was approved unanimously 4/0.

3.3 Other Items- Mrs. Jennifer Bartlett-Prati reported on the Blue Ribbon Commission and Portrait of a Graduate recommendations coming from NY State Education Department highlighting the four priority areas of multiple pathways, assessment flexibility, lifer-ready credentials and culturally responsive curriculum. More details will follow from the Board of Regents.

## **4. BUSINESS OFFICE REPORTS**

### 4.2 Announcements and Reports

- 4.2.1 Accounts "A" General Fund dated 9/01/24 to 9/30/24;
  - Warrant No. 20 dated 9/05/24 in the amount of \$12,522.72;
  - Warrant No. 21 dated 9/12/24 in the amount of \$69,759.76;
  - Warrant No. 24 dated 9/19/24 in the amount of \$20,537.89;
  - Warrant No. 25 dated 9/26/24 in the amount of \$183,131.62.
- 4.2.2 Accounts "C" Cafeteria Fund dated 9/01/24 to 9/30/24;
  - Warrant No. 5 dated 9/05/24 in the amount of \$300.00;
  - Warrant No. 6 dated 9/12/24 in the amount of \$5,310.21;
  - Warrant No. 7 dated 9/19/24 in the amount of \$3,034.83;
  - Warrant No. 8 dated 9/26/24 in the amount of \$4,131.00.
- 4.2.3 Accounts "F" Federal Funds dated 9/01/24 to 9/30/24;
  - Warrant No. 7 dated 9/05/24 in the amount of \$1,223.00;
  - Warrant No. 8 dated 9/12/24 in the amount of \$8,214.00;
  - Warrant No. 9 dated 9/19/24 in the amount of \$917.70.
- 4.2.4 Accounts "H" Capital Funds dated 9/01/24 to 9/30/24;
  - Warrant No. 5 dated 9/12/24 in the amount of \$94,562.80;
  - Warrant No. 6 dated 9/19/24 in the amount of \$40,797.50;
  - Warrant No. 7 dated 9/26/24 in the amount of \$242,366.48.

## 5. COMMUNICATIONS

## 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 personnel issues:

**ANGELA CALABRESE APPROVED AS MUSIC DIRECTOR OF THE ML MUSICAL PRODUCTION**

- 6.1.1.1 Approved Angela Calabrese as Music Director of the Middle Level Musical Production at a stipend of \$2,448.

**ELEMENTARY CHARACTER EDUCATION ADVISORY BOARD APPROVED**

- 6.1.1.2 Approved the following faculty members to the Elementary Character Education Advisory Board at a stipend of \$300 (Title Grant Funded):

- 6.1.1.2.1 Stacy Merrill
- 6.1.1.2.2 Autumn Twist
- 6.1.1.2.3 Jenna Murphy

**TUTOR LIST APPROVED**

- 6.1.1.3 Approved the following faculty as Tutors as needed at their contractual hourly rate of \$30 per hour. (Elementary 2 hours per day/Secondary 3 hours per day)

- 6.1.1.3.1 Amanda Pundt (Elementary)
- 6.1.1.3.2 Heather Higby (Elementary)
- 6.1.1.3.3 Mackenzie Woodard (All Levels)
- 6.1.1.3.4 Katie Poormon (All Levels)
- 6.1.1.3.5 Katie Jordan (Secondary)
- 6.1.1.3.6 Holly Stekl (Secondary)
- 6.1.1.3.7 Carlene Augustine (Secondary)

**MATTHEW MCCUSKER AS LEGO LEAGUE ADVISOR APPROVED**

6.1.1.4 Approved Matthew McCusker as Lego League Advisor at a stipend of \$400 for the 2024-2025 school year. (Title Grant Funded)

**EVENT CHAPERONES APPROVED**

6.1.1.5 Approved event additional chaperones for the 2024-2025 school year (\$60 per event).

6.1.1.5.1 Heather Higby

6.1.1.5.2 Amanda Pundt

6.1.1.5.3 Autumn Twist

6.1.1.5.4 Holly Stekl

6.1.1.5.5 Carlene Augustine

**JENIFER DECKER RESIGNS AS BUILDING SUBSTITUTE TEACHER**

6.1.1.6 Accepted the resignation of Jenifer Decker as Building Substitute Teacher effective November 26, 2024.

**KATHY STUCK APPOINTED TO THE SAFETY COMMITTEE**

6.1.1.7 Appointed Kathy Stuck to the Safety Committee for the 2024-2025 school year.

**RASA MOA APPROVED**

6.1.1.8 Approved the RASA MOA for Compensation Benefits for Daniel Doore

**RFA MOA APPROVED**

6.1.1.9 Approved the RFA MOA to establish Science Teacher Tenure Dates for Kerilynn Wasney

Moved: Mr. Wilson                      Seconded: Mr. Karlsen

Approved unanimously 4/0.

6.2 Resolutions in Regard to Support Staff

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

**PAM MCDONALD RESIGNS AS COFFEE SHOP ADVISOR**

6.2.1.1 Accepted the resignation of Pam McDonald as Coffee Shop Advisor effective September 26, 2024

**JOYCE DIXON APPOINTED AS TEACHER AIDE**

6.2.1.2 Appointed Joyce Dixon of Romulus, NY as Teacher Aide effective October 9, 2024.

This probationary position begins October 9, 2024 and ends on October 8, 2025. Ms.

Dixon will have an hourly rate of \$15.00 and is eligible for all rights and benefits through the CSEA contract.

**EVENT CHAPERONES APPROVED**

6.2.1.3 Approved event additional chaperones for the 2024-2025 school year.

6.2.1.3.1 Jennifer Gillan

6.2.1.3.2 Dusty Babcock

Moved: Mr. Wilson                      Seconded: Mr. Karlsen

Approved unanimously 4/0.

6.3 Resolutions, Other

6.3.1 Acted upon the recommendation for the Superintendent to approve the following personnel issues:

**NANCY GALUSHA REINSTATED AS SUBSTITUTE TEACHER**

6.3.1.1 Reinstated to the substitute teaching list Nancy Galusha of Seneca Falls, NY as a Certified Substitute Teacher (Retired RCS) as needed per diem for the 2024-2025 school year at a daily rate of \$145 effective September 27, 2024.

Moved: Mr. Wilson                      Seconded: Mr. Karlsen

Approved unanimously 4/0.

**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 meetings dated:

September 4, 2024 (Student Number #66828)

September 5, 2024 (Student number #67645)

September 11, 2024 (Student number #67136)

September 17, 2024 (Student Number#67018)

September 18, 2024 (Student number #66726)

September 19, 2024 (Student number #67041)

September 23, 2024 (Student numbers #67634 and #67586)

September 25, 2024 (Student numbers #67231 and #67403)

September 26, 2024 (Student numbers #67557, #67645, #66828, #66715 and #67293)

September 30, 2024 (Student number #67467)

7.1.1.2 Approved the placement of the Committee on Preschool Special Education from the meetings dated:

September 23, 2024 (Student number #67596)

7.1.1.3 Approved the placement of the Section 504 Meeting Minutes dated:

September 17, 2024 (Student number #06413)

September 24, 2024 (Student number #67600)

Moved: Mrs. Brewer                      Seconded: Mr. Wilson

Approved unanimously 4/0.

**8. BUILDING AND GROUNDS**

**9. TRANSPORTATION**

**EXECUTIVE SESSION HELD**

10. **EXECUTIVE SESSION-** At 8:12pm, Mrs. Brewer announced there was a need for an executive session for a legal issue discussion with no further action being taken this evening.

Moved: Mr. Karlsen                      Seconded: Mr. Wilson

Approved unanimously 4/0.

Motion to adjourn the executive session and return to the open session at 8:48pm

Moved: Mr. Wilson                      Seconded: Mrs. Wolverton

Approved unanimously 4/0.

**11. ADJOURNMENT**

A motion was offered to adjourn at 8:49pm

Moved: Mr. Wilson                      Seconded: Mr. Karlsen

Approved unanimously 4/0.

**12. DISTRIBUTIONS**

**13. NEGOTIATIONS**

Respectfully Submitted,

Suzanne Nicholson

District Clerk