

ROMULUS CENTRAL SCHOOL
ROMULUS, NY 14541
BOARD OF EDUCATION REGULAR MEETING MINUTES
TUESDAY, DECEMBER 10, 2024
6:30 PM-BOARD OF EDUCATION CONFERENCE ROOM

PRESENT: Tenneille Brewer-President, Rachelle Bateman, Caroline Hamelin, Erik 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 Curriculum and Instruction, Daniel Doore-Principal, Kathy Stuck Director of Pupil and Personnel Services, Zoe Perry-School Social Worker Intern, Brian Barlow and Bill Christensen of Tamco, John Fowler, Amy Nearpass and Stephanie Moll

1. OPENING AND MINUTES

1.1 Call to Order at 6:30pm 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 Approval of the Minutes of the Board of Education Regular Meeting of November 12, 2024.

Moved: Mrs. Mastellar 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 with addendum items (6.2.1.6, 6.2.1.7, 6.3.1.1.9, 6.3.1.1.10, 6.3.1.5, 6.3.1.6 and 6.3.1.7)

Moved: Mr. Karlsen Seconded: Mrs. Bateman

Approved unanimously 7/0.

1.4 Announcements and Reports

1.4.1 The next regular meeting of the Board of Education on Tuesday, January 14, 2025, at 6:30pm in the Board of Education Conference Room.

CAPITAL PROJECT UPDATE

1.5 Other Items- Capital Project update from Tampco was given by Brian Barlow and Bill Christensen. The work in the auditorium is progressing on time and the scaffolding will be starting to come down this week. The flooring and seating have been scheduled to be done starting February 24 which is great news! The brick on the outside of the library is being installed currently. Over winter break the classroom punch lists will be reviewed and completed.

2. INTERSCHOOL ACTIVITIES

2.1 Romulus Student Forum

2.2 Resolutions

OVERNIGHT TRANSPORTATION CONFERENCE REQUEST APPROVED (WERNER/KIME)

- 2.2.1 Approved the overnight NYSTEA (NYS Theatre Education Association student conference) in Callicoon, NY at the Roma Villa Resort January 10-12, 2025 with Chaperones Ms. Katherine Smith and Mrs. Caelin Kordziel and 15 students from grades 10-12. (Majority of the costs of the trip would be funded through the RFEO grant previously accepted.)

Moved: Mr. Wilson Seconded: Mrs. Mastellar

Approved unanimously 7/0.

2.3 Other Items

#5661 Wellness Policies Adopted

- 2.3.1 2nd Read and to adopt revisions to Policy #5661 – Wellness

Moved: Mrs. Brewer Seconded: Mrs. Wolverton

Discussion: Mr. Karlsen inquired about how the new policy would be communicated with the community and requested that detailed information be sent out to all the parents with details on the state mandates for the revision. Mrs. Hayden assured him that would be done.

Approved unanimously 7/0.

POLICIES UNDER REVIEW

- 2.3.2 1st Read of Policy #3430 Diversity, Equity, and Inclusion in the District
- 2.3.3 1st Read of Policy #1110 School District and Board of Education Legal Status and Authority
- 2.3.4 1st Read of Policy #1120 Board of Education: Qualifications, Numbers and Terms of Office
- 2.3.5 1st Read of Policy #1210 Board Members: Nomination and Election
- 2.3.6 1st Read of Policy #1220 Reporting of Expenditures and Contributions
- 2.3.7 1st Read of Policy #1230 Resignations and Vacancies on the Board
- 2.3.8 1st Read of Policy #1310 Powers and Duties of the Board
- 2.3.9 1st Read of Policy #1320 Nomination and Election of Board Officers and Duties of the President and Vice President
- 2.3.10 1st Read of Policy #1330 Appointments and Designations by the Board
- 2.3.11 1st Read of Policy #1331 Duties of the District Clerk
- 2.3.12 1st Read of Policy #1332 Duties of the District Treasurer
- 2.3.13 1st Read of Policy #1333 Duties of the Tax Collector
- 2.3.14 1st Read of Policy #1334 Duties of the External (Independent) Auditor
- 2.3.15 1st Read of Policy #1335 Appointment of the Claims Auditor
- 2.3.16 1st Read of Policy #1336 Duties of the Extraclassroom Activity Fund Central Treasurer and Faculty Auditor
- 2.3.17 1st Read of Policy #1337 Duties of School Attorney
- 2.3.18 1st Read of Policy #1338 Duties of School Physician/Nurse Practitioner
- 2.3.19 1st Read of Policy #1339 Duties of the Internal Auditor
- 2.3.20 1st Read of Policy #1410 Policy and Administrative Regulations
- 2.3.21 1st Read of Policy #1510 Regular Board Meetings and Rules (Quorum and Parliamentary Procedure)
- 2.3.22 1st Read of Policy #1520 Special Meetings of the Board

2.3.23 1st Read of Policy #1530 Minutes

3. REPORTS TO THE BOARD

3.2 Announcements and Reports

3.2.1 President's Report- President Brewer commented on the SuperEval program and account information for access has been updated. She reminded the Board that this will be used for the Superintendent's evaluation and it also can be used for the Administrative Staff and BOE for self-evaluations. Mrs. Brewer thanked the Board members for their support and dedication and wished everyone a very Merry Christmas and Happy Holidays!

3.2.2 Board Members' Forum- Policy Committee Update from Mrs. Wolverton. She commented on the Policy review project and the set of policies under review as the 1st read are very legal forward and very few changes. The colors to note the revisions on the policies will be changed to make it easier for members to read once printed.

3.2.3 Superintendent's Report – Mrs. Hayden reported on the Regionalization Study that was originally mandated for all to send in information has now been classified as optional. The board agreed that the district should continue to engage in the study to gain useful insight and information. She also reported that the Rockefeller Institute has announced their recommendations to the Governor, yet the final calculations are not published yet. Everyone is still waiting to see what the Governor will decide on how and what recommendations to implement. With the Resignation of the HS Office Typist, she inquired if the Board would support the new posting be increased from a 10-month position to a 12-month position due to the summer workflow. She also inquired if the Board would support a Public Relations person through BOCES to assist the district in special projects, monthly newsletters and social media postings. This would be about a 1 day per week position with funding aide through BOCES. The Board were in support of both possibilities. In January, she will be working with stakeholder groups to work on the strategic plan of the district. Lastly, she reminded that her Royal Roundtable is scheduled for December 18th at 6:00pm.

3.3 Other Items - Jennifer Bartlett-Prati presented on the 2022-2023 School Report Card data and reviewed how information is used within the district. The 2023-2024 data is currently being under review by State Ed and will be released in upcoming months.

- Mr. Edward Ninestine updated the Board with the current issues in the Cafeteria and what has been done to date and what is needed. The Cafeteria staff is being aided by current employees in other roles within the school and substitute staff helping when and where they can. There are open positions with very few applications coming in. Most are not interested due to the current hourly rates and limited hours. Additional training of the staff will be offered over the holiday break with area district managers offering to assist but scheduling is another hurdle. The department is not running out of food, there has been changes in the companies being used and changes to the menu to streamline the food service process. The department is working hard and does care about the students'

nutritional intake while following the federal mandates. Mr. Karlsen wants to make sure that the tools are there to hire people at a competitive salary and get the department back to being fully operational and effective.

4. BUSINESS OFFICE REPORTS

4.1 Resolutions

4.1.1 Accepted the Treasurer's Report of October 2024

4.1.2 Accepted the Student Activities Monthly Report for October 2024

Moved: Mrs. Brewer

Seconded: Mr. Wilson

Approved unanimously 7/0.

4.2 Announcements and Reports

4.2.1 Accounts "A" General Fund dated 11/01/24 to 11/30/24;

Warrant No. 37 dated 11/07/24 in the amount of \$286,781.72;

Warrant No. 38 dated 11/14/24 in the amount of \$11,825.71;

Warrant No. 41 dated 11/21/24 in the amount of \$181,030.19.

4.2.2 Accounts "C" Cafeteria Fund dated 11/01/24 to 11/30/24;

Warrant No. 12 dated 11/14/24 in the amount of \$147.94;

Warrant No. 13 dated 11/21/24 in the amount of \$11,147.14.

4.2.3 Accounts "F" Federal Funds dated 11/01/24 to 11/30/24;

Warrant No. 15 dated 11/14/24 in the amount of \$2,867.90.

4.2.4 Accounts "H" Capital Funds dated 11/01/24 to 11/30/24;

Warrant No. 10 dated 11/07/24 in the amount of \$247,066.50;

Warrant No. 11 dated 11/21/24 in the amount of \$14,276.61.

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:

JACLYN MCCANN APPROVED AS JV GIRLS BASKETBALL COACH

6.1.1.1 Accepted the resignation as Varsity Girls Basketball Assistant Coach and approve Jaclyn McCann as JV Girls Basketball Coach at a stipend of \$4,112 for the 2024-2025 season.

HOLLY STEKL APPOINTED AS SKI CLUB ADVISOR

6.1.1.2 Appointed Holly Stekl as Ski Club Advisor at a stipend of \$473 for the 2024-2025 school year.

STEPHANIE MOLL APPOINTED AS ASSISTANT PRINCIPAL

6.1.1.3 Appointed Stephanie Moll of Waterloo, NY as Assistant Principal effective December 23, 2024 who holds a Professional School Building Leader NYS Certification This probationary position commencing on December 23, 2024 and ending on December 22, 2028. Tenure is subject to the provision in the revised NY School Law 3020 effective July 1, 2015. Ms. Moll will have a starting pro-rated salary of \$83,000 with all rights and benefits as per the RASA contract.

ALISON LAHR'S MATERNITY LOA APPROVED

6.1.1.4 Approved the Maternity LOA for Alison Lahr tentatively March 10, 2025 through an estimated return date of May 5, 2025 as released from her attending physician. Mrs. Lahr will utilize all sick/personal leave banks. Once leave banks have become depleted the remainder of the leave will be an unpaid leave of absence. Bi-monthly payments will be re-calculated by the Central Business Office upon returning to work.

FELICITY FINN'S RESIGNATION AS SPECIAL EDUCATION TEACHER APPROVED

6.1.1.5 Accepted the resignation of Felicity Finn as Special Education Teacher effective January 17, 2025.

REDACTED AND RESCINDED FELICITY FINN AS HS MUSICAL HELPER

6.1.1.6 Redacted and rescinded the appointment of Felicity Finn as HS Musical Helper for the 2024-2025 season. (7/23/24 BOE meeting).

ANGELA CALABRESE APPROVED AS CHORAL MUSIC DIRECTOR

6.1.1.7 Approved Angela Calabrese as Choral Music Director for the 2024-2025 school year at a stipend of \$300.

CURRICULUM LEADERSHIP COUNCIL MEMBERS APPROVED

6.1.1.8 Approved the following staff members to serve on the Curriculum Leadership Council at \$30 per hour up to 20 hours (\$600) funded through Title IIA):

6.1.1.8.1 Tara Davis

6.1.1.8.2 Laura Feligno

6.1.1.8.3 Heather Higby

6.1.1.8.4 Vickie Janto

6.1.1.8.5 Michelle Lapp

6.1.1.8.6 Stacy Merrill

6.1.1.8.7 Amanda Pundt

6.1.1.8.8 Holly Stekl

6.1.1.8.9 Kerilynn Wasney

SUZANNE NICHOLSON APPROVED AS ATHLETIC EVENT CHAPERONE/WORKER

6.1.1.9 Approved Suzanne Nicholson as an Athletic Event Chaperone/Worker as needed for the 2024-2025 school year.

STACY MERRILL APPROVED AS HS MUSICAL HELPER

6.1.1.10 Appointed Stacy Merrill as HS Musical Helper at a stipend of \$750 for the 2024-2025 Production.

Moved: Mr. Karlsen Seconded: Mrs. Mastellar

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 issues:

ABIGAIL MATTEY APPROVED AS BUILDING SUBSTITUTE TEACHER

6.2.1.1 Accepted the resignation of Abigail Mattey as Teacher Aide effective December 15, 2024 and to approve her as the Building Substitute Teacher for the 2024-2025 school year at a daily rate of \$145.60 effective December 16, 2024. She is eligible for insurance plans under the RFA contract and will be pro-rated 1 sick day per month.

APPOINTED JASMIN LAWTON AS UNIVERSAL SCHOOL AIDE

6.2.1.2 Appointed Jasmin Lawton as the Universal School Aide effective December 11, 2024. This probationary one-year appointment of Universal School Aide beginning December 11, 2024 and ending December 10, 2025. This 10-month position will carry a salary of \$15.00 up to 7.5 hours per day for the 2024/2025 school year. You are eligible for all rights and benefits under the CSEA negotiated contract.

MINIMUM WAGE INCREASE APPROVED

6.2.1.3 Approved the increase of the hourly rate to reflect the new minimum wage amount as \$15.50 effective January 1, 2025 for the following personnel:

- 6.2.1.3.1 Christine Charron (Cleaner)
- 6.2.1.3.2 Charles Costello (Bus Monitor)
- 6.2.1.3.3 Michal DePasacreta (Teacher Aide)
- 6.2.1.3.4 Joyce Dixon (Teacher Aide)
- 6.2.1.3.5 Christinia Goodliff (Food Service Worker)
- 6.2.1.3.6 Beth Huff (Teacher Aide)
- 6.2.1.3.7 Jasmin Lawton (Universal Aide)

MARSHA BURLES APPROVED AS ATHLETIC EVENT CHAPERONE/WORKER

6.2.1.4 Approved Marsha Burlew as an Athletic Event Chaperone/Worker as needed for the 2024-2025 school year.

MEDICAL LOA FOR PAM MCDONALD APPROVED

6.2.1.5 Approved the Medical Leave of Absence for Pauline (Pam) McDonald December 20, 2024 through an estimated return date of January 17, 2025 as released from her attending physician. Ms. McDonald will utilize all sick/personal leave banks. Once leave banks have become depleted the remainder of the leave will be an unpaid leave of absence. Bi-monthly payments will be re-calculated by the Central Business Office upon returning to work.

OVERNIGHT TRANSPORTATION CONFERENCE REQUESTS APPROVED FOR JAMES WERNER AND JENNIFER KIME

*6.2.1.6 Approved the overnight conference request of James Werner and Jennifer Kime to attend the NYAPT Winter Workshop in Albany, NY February 20-21, 2025 at a cost not to exceed \$2,100 which includes accommodations, registrations, food and mileage.

ACCEPTED RESIGNATION OF PAIGE SALMON AS TYPIST

*6.2.1.7 Accepted the resignation of Paige Salmon as Typist and Assistant to the Data Coordinator (Registrar) effective December 29, 2024.

Moved: Mr. Wilson Seconded: Mrs. Hamelin

Approved unanimously 7/0.

6.3 Resolutions, Other

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

APPROVED SCHOOL VOLUNTEERS

6.3.1.1 Approved the following as school volunteers:

- 6.3.1.1.1 Linda Mastellar

- 6.3.1.1.2 Melinda Covey
- 6.3.1.1.3 Jason Poyneer
- 6.3.1.1.4 Kate Mager
- 6.3.1.1.5 Cynthia Meckley
- 6.3.1.1.6 Walter Meckley
- 6.3.1.1.7 Maira Aguilera
- 6.3.1.1.8 Rachelle Bateman
- *6.3.1.1.9 Thomas Poormon
- *6.3.1.1.10 Maria Fowler

APPROVED KATHRINE BUISCH AS NON-CERTIFIED SUBSTITUTE TEACHER

6.3.1.2 Approved Kathrine Buisch as a non-certified Substitute Teacher (PreK-8th) as needed per diem effective December 11, 2024 at a daily rate of \$110 for the 2024-2025 school year. Pending fingerprint clearance.

APPROVED JESSICA LONCOSKY AS NON-CERTIFIED SUBSTITUTE TEACHER

6.3.1.3 Approved Jessica Loncosky as a non-certified Substitute Teacher as needed per diem effective December 11, 2024 at a daily rate of \$110 for the 2024-2025 school year. Pending fingerprint clearance.

APPROVED EMMA SALAFIA AS NON-CERTIFIED ELEMENTARY SUBSTITUTE TEACHER

6.3.1.4 Approved Emma Salafia as non-certified Elementary Substitute Teacher PreK-5 and Support Staff worker as needed per diem effective December 11, 2024 at a daily rate of \$110 (Sub Teacher) / \$17.75 per hour (Support Staff duties) for the 2024-2025 school year. Pending fingerprint clearance.

APPOINTED MARIAH SCHRADER AS MUSIC DIRECTOR OF THE HS MUSICAL PRODUCTION

*6.3.1.5 Appointed Mariah Schrader as Music Director for the HS Musical Production at a stipend of \$3,213 for the 2024-2025 Production.

APPROVED LC COLLINS AS SUBSTITUTE FOOD SERVICE HELPER/SUPPORT STAFF DUTIES

*6.3.1.6 Approved LC Timantha Collins as a substitute Food Service Helper and other Support Staff duties at an hourly rate of \$17.75 as needed per diem for the 2024-2025 school year effective December 11, 2024. Pending Fingerprint clearance.

APPROVED JOYLIN SIMMONS AS SUBSTITUTE FOOD SERVICE HELPER

*6.3.1.7 Approved Joylin Simmons as a substitute Food Service Helper at an hourly rate of \$17.75 as needed per diem for the 2024-2025 school year effective December 11, 2024. Pending Fingerprint clearance.

Moved: Mr. Karlsen Seconded: Mrs. Wolverton

Approved unanimously 7/0.

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:

November 7, 2024 (Student Number #67518)

November 13, 2024 (Student Number #66839)
November 15, 2024 (Student Number #67137)
November 22, 2024 (Student Number #67557)
November 25, 2024 (Student Number #67049)
December 3, 2024 (Student Number #67356)

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

November 18, 2024 (Student Number #67529)
November 25, 2024 (Student Number #67652)

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

December 2, 2024 (Student Numbers #06859 and #06501)
December 3, 2024 (Student Number #67356)

7.1.1.4 Be it Resolved that the Board of Education approved the recommended special education services and IESP for a particular home-school student.

Moved: Mrs. Fletcher Seconded: Mrs. Hamelin

Approved unanimously 7/0.

8. BUILDING AND GROUNDS

9. TRANSPORTATION

10. EXECUTIVE SESSION if needed

11. ADJOURNMENT

A motion was offered to adjourn at 8:03pm

Moved: Mrs. Brewer Seconded: Mr. Wilson

Approved unanimously 7/0.

12. DISTRIBUTIONS

13. NEGOTIATIONS

Respectfully Submitted,

Suzanne Nicholson

District Clerk