

**Hamilton Central School District**  
**BOARD OF EDUCATION REGULAR MEETING**  
Wednesday, November 14, 2024

BOARD MEMBERS PRESENT: Michelle Jacobsen, Jennifer Jones, Amanda Phillips, Sung Choe, Cory Duclos

BOARD MEMBERS ABSENT: Colin Olsen as Ex-Officio Member (Absent)

ADMINISTRATORS PRESENT: William Dowsland and Matthew Crumb  
Jodi Shantal, District Clerk

VISITORS: Summer curriculum presenters and guests, Jen Briggs, Madison DeAngelis

**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

**2.0 PRELIMINARY ACTION**

*Preliminary Action*

2.1 Amendments to the Agenda

Jessica LaFrance's resignation date should be updated to October 25, 2024, and her appointment date to October 28, 2024, to align with payroll.

*Amendments to the Agenda*

2.2 Approval of the Agenda

BE IT RESOLVED that the agenda for the November 14, 2024, regular meeting be approved as amended.

*Approval of Agenda*

Moved by: Jones

Seconded by: Phillips

Ayes: 5 Nays: 0 Absent: 0 Motion carried.

2.3 Approval of Minutes

BE IT RESOLVED that the minutes of the regular meeting on October 9, 2024 be approved as submitted.

*Approval of Minutes*

Moved by: Phillips

Seconded by: Duclos

Ayes: 5 Nays: 0 Absent: 0 Motion carried.

**3.0 CONSENT AGENDA**

*Consent Agenda*

BE IT RESOLVED to approve the consent agenda (3.1 through 4.1) as recommended by the Superintendent as follows:

Moved by: Duclos

Seconded by: Choe

Ayes: 5 Nays: 0 Absent: 0 Motion carried.

***Business Operations***

3.1 Treasurer's Report

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

*Treasurer's Report*

3.2 Consideration of Claims

BE IT RESOLVED to approve the consideration of claims and authorize the District Treasurer to pay the submitted warrants totaling \$348,116.45 for the general fund and \$449.39 for the capital fund.

*Consideration of Claims*

3.3 Transportation Report

BE IT RESOLVED to accept the transportation report as submitted.

*Transportation Report*

3.4 Cafeteria Report

BE IT RESOLVED to accept the cafeteria report as submitted.

*Cafeteria Report*

3.5 2025-2026 Budget Calendar

BE IT RESOLVED to approve the 2025-2026 Budget Calendar as recommended by the Business Manager and Superintendent.

*2025-2026 Budget Calendar*

3.6 Tax Collector's Report

BE IT RESOLVED to accept the Tax Collector's Report and file the required copies with state and local agencies. The resolution was approved as amended to address an NSF check received.

*Tax Collector's Report*

**4.0 OLD BUSINESS**

*Old Business*

4.1 Policies - 2<sup>nd</sup> Reading and Approval

BE IT RESOLVED to approve the following policies

#5200 – School Wellness

#6400 – Drug and Alcohol Testing (Transportation)

#6404 – Rights of Nursing Employees to Express Breast Milk

*That concludes the consent agenda.*

**5.0 KNIGHT LIGHT**

*Knight Light*

5.1 Mr. Arquiett and Ms. Thomas presented the Knight Light awards to the following individuals:

- o Robin Dunadee, Speech
- o Caitlin Hertzendorf, Speech
- o Lauren Reynolds, Physical Education

5.2 Mr. Arquiett recognized the soccer teams for their outstanding achievements this season.

**6.0 DISTRICT PRESENTATIONS**

*District Presentations*

6.1 Summer Curriculum Presentations

- o Tori Kowalski & Victoria Pustay  
*NYSED IAAP Individual Arts Assessment Pathway*
- o Mike Jones & Tori Kowalski  
*Arts & History Overnight Trip*
- o Tanya Vaillancourt  
*Earth & Space Sciences Curriculum Adaptation*
- o Celia Marhefka, Vicki Smith, & Tanya Vaillancourt  
*MS Science Curriculum Alignment*

**7.0 COMMUNITY PARTICIPATION**

*Community Participation*

**7.1 General Public**

There were no comments from the public.

**8.0 NEW BUSINESS**

*New Business*

**8.1 Personnel**

*Personnel*

**A. Resignations**

*Resignations*

**Heather Vergara**

BE IT RESOLVED to approve the resignation of Heather Vergara as Attendance Aide, effective October 24, 2024, as recommended by the Superintendent. This is with sincere appreciation for services rendered to the district.

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

**Jessica LaFrance**

BE IT RESOLVED to approve the resignation of Jessica LaFrance as Teacher Aide, effective October 25, 2024, as recommended by the Superintendent. This resignation is contingent upon the approval of her new role as Attendance Aide, effective October 28, 2024. This is being approved as amended to align with payroll.

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

**B. Appointments**

*Appointments*

**Volunteer**

BE IT RESOLVED to approve the volunteer as presented and as recommended by the administrative team and Superintendent.

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

**Substitute List**

BE IT RESOLVED to approve Ruth Stillwaggon as an addition to the substitute list and authorizing her to volunteer as desired, as recommended by the administrative team and Superintendent.

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

**Jessica LaFrance**

BE IT RESOLVED to approve the appointment of Jessica LaFrance as a probationary full-time Attendance Aide (1.0 FTE), effective October 28, 2024, as outlined in the recommendation form and as recommended by the Superintendent. This was approved as amended to include a date change and clarification of full-time status.

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

**Sonja Furner**

BE IT RESOLVED to approve the appointment of Sonja Furner as a probationary part-time Teacher Aide/Bus Aide (.9 FTE), effective November 15, 2024, as outlined in the recommendation form and as recommended by the Director of PPS and Superintendent.

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

**Sara Garcia**

BE IT RESOLVED to approve the appointment of Sara Garcia as a probationary part-time Teacher Aide/Bus Aide (.43 FTE, equivalent to three hours per day), effective November 15, 2024, as outlined in the recommendation form and as recommended by the Director of PPS and Superintendent.

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

**Olivia Caroli**

BE IT RESOLVED to approve the appointment of Olivia Caroli as a long-term substitute school counselor, with tentative effective dates from December 9, 2024, through June 22, 2025, as recommended by the Secondary Principal and Superintendent.

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

**Karli Murray**

BE IT RESOLVED to approve the appointment of Karli Murray as a long-term substitute physical education teacher, with tentative effective dates from December 16, 2024 through March 10, 2025, as recommended by the Secondary Principal and Superintendent.

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

**8.2 Committee on Special Education and Preschool Special Education**

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

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

**8.3 Combined Sports**

BE IT RESOLVED to approve Hamilton’s participation in the following combined sports programs for the 2024-2025 school year, as recommended by the Athletic Coordinator and Superintendent.

- Girls’ Varsity Lacrosse with Cazenovia (*tentatively 1 student*)
- Swimming with Sherburne-Earlville (*tentatively 2 student*)

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

CSE/CPSE

Combined Sports

**8.4 Indoor Varsity Track**

BE IT RESOLVED to approve Hamilton's partnership with Waterville CSD for the 2024-2025 indoor varsity track season, as recommended by the Athletic Coordinator and Superintendent. The Hamilton team will practice and attend meets with Waterville under the supervision of Mr. Andrew Ford as the volunteer coach. *(tentatively 4 students)*

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

Indoor Varsity  
Track  
Partnership

**8.5 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 Deacons Fund - \$150.00 *(S.E.L. Program)*
- HCS P.T.O. - \$513.00 *(Bounce house)*

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

Donations

**8.6 Disposal of Fixed Assets**

BE IT RESOLVED to surplus excess equipment, as provided, that is deemed unusable and to discard items that cannot be sold through public sale, as recommended by the Business Manager and Superintendent.

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

Disposal of  
Fixed Assets

Board Policies

**8.7 Overnight Trip**

BE IT RESOLVED to approve the SUNY Brockport dual credit course: Natural Disasters (ESC 195) overnight trip, scheduled for Friday, February 7, 2025 to Sunday, February 9, 2025, as provided and recommended by the Secondary Principal and Superintendent. The Board of Education reserves the right to cancel the trip if circumstances arise concerning the safety of the students.

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

Overnight Trip

**9.0 INFORMATION AND CORRESPONDENCE**

- 9.1 Superintendent's Report
- 9.2 Administrative Reports
- 9.3 Athletic Report
- 9.4 Business Manager Report
- 9.5 Student Board Member Report – *will be verbal*
- 9.6 Knowledge Sharing
  - Elementary Steering Committee
  - Secondary Steering Committee
  - Inclusivity Committee
- 9.7 Advocacy Update

Information &  
Correspondence



**10.0 COMMUNITY PARTICIPATION**

*Community Participation*

There was no community participation at this time.

**11.0 EXECUTIVE SESSION**

*Executive Session*

BE IT RESOLVED upon the recommendation of the Board President to adjourn to Executive Session at 7:41 p.m. to motion to discuss matters pertaining to Collective negotiations pursuant to Article 14 of the Civil Service Law for both non-instructional and instructional bargaining units, Current (ongoing) litigation, and the employment history of a particular person(s).

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

The Board of Education had a 5-minutes recess, entering Executive Session at 7:46 p.m.

Respectfully submitted,

Jodi Shantal, District Clerk

BE IT RESOLVED upon the recommendation of the Board President to reconvene the regular meeting at 8:20 p.m.

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

**11.0 ADJOURNMENT**

*Adjournment*

BE IT RESOLVED upon the recommendation of the Board President to adjourn the regular meeting at 8:20 p.m.

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

Respectfully submitted,

William Dowsland, Superintendent