

DOLGEVILLE CENTRAL SCHOOL
Dolgeville, NY 13329

Approved 12-17-19

Tuesday, November 19, 2019

Regular Meeting

James A. Green School

PRESENT:

S. Hongo, President
T. Prestigiacomio, VP
J. Williams
J. Schmid
M. Huddleston
J. Izzo
R. Maxwell

ABSENT:

None

OTHERS PRESENT:

L. Rhone
C. Chrisman
R. Leavitt
J. Radley
Hannah Stack (Student BOE member)

PRESIDING OFFICER:

Scott Hongo, President

The regular meeting was called to order at 6:00 p.m. in the high school cafeteria.

Call to Order

Mr. Hongo asked everyone to rise and recite the Pledge of Allegiance.

Pledge to the
Flag

The following government students were in attendance: Becca Grossman, Alexis Smith, Charity Vogt, Jesse Dykeman, Delyla Daley, Rebecca Daley, Nate Lanoux, Anna Bowers, AnnaMae Nellis, Sam Weber, Karli Miller, Braelynn Lasher, Taylor Holdridge, and Hannah Stack.

Government
Students
Attending

MINUTES

Motion by Mr. Maxwell, second by Mrs. Izzo, to approve the minutes of September 17, 2019 (regular meeting) as presented and to accept the audit committee meeting minutes of September 17, 2019 attached.

Appr. Min.
9/17/19
Accpt. Audit
Comm. Min.
9/17/19

Ayes All – Motion Carried 7:0

EXECUTIVE SESSION

Motion by Mrs. Williams, second by Mrs. Huddleston, to enter executive session at 6:00 p.m. to discuss items related to the medical, financial, credit or employment history of a particular person or matters leading to the appointment, employment, promotion, demotion, discipline suspension, dismissal or removal of a particular person.

Enter
Executive
Session

Ayes All – Motion Carried 7:0

At 6:00 p.m. the board members and Mrs. Rhone left the high school cafeteria and went to the Superintendent's conference room.

Move to Conf.
Room

At 6:04 p.m. the board members and Mrs. Rhone left the superintendent's conference room and returned to the high school cafeteria.

Return to HS
Cafeteria

Motion by Mrs. Williams, second by Mrs. Prestigiacomio, to return to regular session at 6:04 p.m.

Return to
Regular
Session

Ayes All - Motion Carried 7:0

MINUTES

Motion by Mr. Maxwell, second by Mrs. Izzo, to approve the minutes of October 15, 2019 (regular meeting) as presented and to approve the minutes of October 29, 2019 (special meeting) as presented.

Appr. Min
10/15/19
10/29/19

Ayes All – Motion Carried 7:0

Motion by Mrs. Izzo, second by Mrs. Williams, to accept the audit committee meeting minutes of October 15, 2019, as attached and to accept the facilities committee meeting minutes of October 23, attached.

Accpt. Min.
Audit
10/15/19
Facilities
10/23/19

Ayes All – Motion Carried 7:0

CORRESPONDENCE

- a. Letter from Soccer Coach, Mark Lewandowski.
- b. Letter from DTA President, Brandi Mosenthin.

Correspond.

FINANCIAL

Motion by Mr. Schmid, second by Mrs. Huddleston, that General Fund Schedule #A-19 in the sum of \$28,881.93; General Fund Schedule #A-21 in the sum of \$807,869.49; School Lunch Fund Schedule #C-4 in the sum 28,017.24 and Capital Fund Schedule #HB-1 in the sum of \$13,090.00 be approved and ordered paid pursuant to review of claims auditor, Jacqueline Hill.

Financial
Approve
Payment of
Warrants

Ayes All – Motion Carried 7:0

Motion by Mrs. Williams, second by Mr. Maxwell, to accept the Treasurer's Report for October 2019 as presented.

Accpt. Treas.
Rept. 10/19

Ayes All – Motion Carried 7:0

Motion by Mrs. Williams, second by Mrs. Izzo, to adopt the following resolution for the 2019 School Tax Collector's Report:

Adopt
Resolution
Tax Collect.

RESOLVED that Scott Hongo, II, President of the Board of Education of the Dolgeville Central School District, in the Towns of Manheim, Salisbury, Stratford, Oppenheim and Ephratah, Counties of Herkimer and Fulton, NY, be and he hereby is authorized, empowered and directed to sign on behalf of said Board of Education of said District the Certificate of the Board of Education of said District attached to the "School Collector's Return to County Treasurer" of unpaid taxes of said District, which return is for the unpaid taxes assessed upon the lands in said District in the tax list made out and delivered to the Collector on the 1st day of September, 2019 and which return is dated and made on the 1st day of November, 2019.

Ayes All – Motion Carried 7:0

Motion by Mrs. Izzo, second by Mrs. Prestigiacomio, to accept the 1st Quarter Extraclassroom Activity Report for 2019-2020 as presented.

Accpt 1st Q.
Extraclass.
Report

Ayes All – Motion Carried 7:0

The Expenditure Analysis and Revenue Analysis Reports for 10/31/19 were distributed for information.

Expend/Rev.
Reports

PRESENTATION - DEAN OF STUDENTS / ATHLETIC DIRECTOR - Mr. Daniel Zilkowski
Presentation as attached.

Dean / AD
Presentation

REPORTS

Elementary School Report – Mrs. Chrisman – Attached
Thank you to DCS Staff and STPA for collecting \$1,120 (cash) and \$550 (gift cards) respectively for our DCS families impacted by the flooding.

Reports
Elem. Rept.

High School Report – Mrs. Leavitt - Attached
Staff have been involved in “Leader in Me” workshops and activities.

HS Rept.

Dean of Students/Athletic Director Report – Mr. Zilkowski – Attached
Congratulations to our fall athletes on a great season. We will now begin winter sports.

Dean/AD
Report

Buildings & Grounds Report – Mr. Redmond - Attached

Build/Grounds

Transportation Report – Mr. Stack - Attached
Kudos to Mr. Stack for quickly coordinating the bus re-routing schedules following the flooding on 11/1/19.

Transport.

Evacuation Drill - Mrs. Rhone
Mrs. Rhone reported that it has been several years since our last evacuation drill. During our drill conducted on October 24, 2019, the students moved quickly to their designated off site locations without any problems. However, dismissal from the offsite locations did not go as well and the procedure will need to be modified. Another evacuation drill is being planned for the spring.

Evacuation
Drill 10/24/19
Report

Motion by Mrs. Prestigiacombo, second by Mrs. Maxwell, to accept the above reports as presented.

Approve
Bldg. Reports

Ayes All – Motion Carried 7:0

PRIVILEGE OF THE FLOOR

Mr. Hongo invited the government students to introduce themselves and share something that they learned at tonight’s meeting.

Privilege of
the Floor

DTA President, Brandi Mosenthin, thanked the board for considering a letter distributed to them this evening dated November 18, 2019.

OLD BUSINESS

Old Business

a. Update – SRO Contract
Mrs. Rhone and the Village of Dolgeville Mayor continue to work to finalize the SRO Contract. Mrs. Rhone noted that the district is required to file the contract with the New York State Education Department.

Update
SRO
Contract

b. Update – Facilities
Mrs. Rhone reported that the facilities committee met twice and are setting priorities and developing ideas for future projects. The committee anticipates presenting a proposal to the board at the December meeting.

Update
Facilities
Comm.

- c. Adopt BOE Policies
Motion by Mrs. Williams, second by Mrs. Prestigiaco, to adopt the board policy, Admission of Non-Resident Students. Adopt Policy Adm. Of Non Resid.

Ayes All – Motion Carried 7:0

- Motion by Mrs. Prestigiaco, second by Mr. Maxwell, to adopt the board policy, Patient Protection and Affordable Care Act. Adopt Policy ACA

Ayes All – Motion Carried 7:0

- Motion by Mrs. Izzo, second by Mrs. Prestigiaco, to adopt the board policy, Leave of Absence for Serious Health Conditions or Family Care. Adopt Policy Leave of Absence

Ayes All – Motion Carried 7:0

NEW BUSINESS

New Business

- a. Corrective Action Plan 2018-2019 Financial Audit
Motion by Mrs. Williams, second by Mr. Maxwell, to approve the following Corrective Action Plan dated October 24, 2019, for the 2018-19 Financial Audit: Corrective Action Plan 2018-19 Audit

Each item noted below is to be corrected no later than June 30, 2020. The responsible party for each correction is the Business Manager, Jessica Radley.

Current Year Findings:

1. Extraclassroom Activity Funds Condition: It is recommended that the District and all clubs review NYS Pamphlet #2 and ensure that all of Extraclassroom Activity Funds are in compliance with these regulations. Corrective action: Dolgeville CSD will identify the clubs that need review and create a corrective action plan to be acted upon by June 30, 2020.
2. Segregation of Duties Condition: During the audit, it was noted that the person processing payroll is the same person responsible for HR functions. Corrective action: Dolgeville CSD will review the duties of the offices and create a corrective action plan that will be in place in the 2019-2020 school year.

Previous Year Findings:

All previous year findings have been corrected as of June 30, 2019.

Ayes All – Motion Carried 7:0

- b. Budget Development Calendar for 2020-2021
Motion by Mr. Maxwell, second by Mrs. Williams, to adopt the 2020-2021 Budget Development Calendar as attached. Adopt 2020-21 Budget Calendar

Ayes All – Motion Carried 7:0

- c. DCS Reserve Annual Report
Motion by Mrs. Williams, second by Mrs. Prestigiaco, to approve the DCS Reserve Annual Report as attached, showing balances as of June 30, 2019. DCS Reserve Annual Report

Ayes All – Motion Carried 7:0

- d. Discussion – Proposal to Amend PT Shared Office Worker to FT Shared Office Worker
In order to move forward with a corrective action plan for the Segregation of Duties condition noted in the 2018-19 audit (above), Mrs. Radley discussed with the board the concept to amending the position of PT shared office worker to a FT shared office worker position. Discussion PT Shared Office Position

- e. Create Temp. PT Teacher Aide position
Motion by Mr. Maxwell, second by Mrs. Huddleston, upon the recommendation of the superintendent, to create a Temporary Part Time Teacher Aide position as attached, effective November 12, 2019.

Ayes All – Motion Carried 7:0

- f. Board Policies for Review
The following board policies were distributed for review – 1st Reading Board Policies For Review
 - 1) Investments
 - 2) General Procurement Standards
 - 3) School Wellness Policy
 - 4) Internet Safety Policy
 - 5) Complaints and Grievances by Employee
 - 6) Education of Homeless Children

- g. Accept Donations
Motion by Mrs. Williams, second by Mrs. Prestigiaco, to accept the following donations: Accept Donations
 - 1) Golden Artist Colors, Inc. – Paint for HS Art Department - \$1,500.00
 - 2) DESPTO – Slide for elementary playground - \$1,689.95
 - 3) Mr. and Mrs. Huddleston – Venus brand flute - Negligible
 - 4) Motor’s Inn – 5 display cases - \$1,250.00
 - 5) Dolgeville Basketball Program – 2 sets of dumbbells (10 and 15 lbs.) - \$65.542
 - 6) Dolgeville Basketball Program – 1 chair cart cover - \$168.00
 - 7) Dolgeville Basketball Program – 1 water cooler cart - \$375.00

Ayes All – Motion Carried 7:0

- h. Items for Disposal
Motion by Mr. Schmid, second by Mrs. Huddleston, to declare the following items as excess and to be disposed of at the discretion of the district as attached: Items for Disposal

Football jerseys (213) which have been in storage for at least 10 to 40 years will be turned over to the Dolgeville Football Club.

Ayes All – Motion Carried 7:0

INFORMATION ONLY

Information
Only

- a. Building Use Requests approved by Superintendent
 - 1) Christine Reynolds (Dolgeville Forward) – Use Gym 2 – Billy Miller Circus Fundraiser – 4/2/2020 – Charge: \$193.75
 - 2) Amber Kraszewski (Pop Warner) – Use HS Cafeteria – Pop Warner Closing Ceremony – 11/5/19 – Charge: \$20.00
 - 3) Pia Nichols (Girl Scouts) – Use Elem. Cafeteria – Plant a Christmas Tree Event – 11/10/19 – Charge: \$7.50
 - 4) Pat Gracey (Volleyball) – Use Gym 2 – Volleyball Scrimmage Tournament – 11/30/19 – Charge: \$625.00
 - 5) Maria Randall (Cub Scouts Pack 18) – Use HS Cafeteria – Cub Scout Meeting – 11/20/19 – Charge: \$5.00
- b. Health Department Food Service Establishment Inspection Summary Report – 10/16/19
- c. Connected Community Schools – Rome City School District
- d. Please Note: Finance Committee Meeting – Tuesday 11/26/19 – 6:00 p.m. HS Conf. Rm. 173

BOARD FORUM

Board Forum

The board members offered the following comments during Board Forum:

- Thank you to the DCS staff for the generous donations made to our flood victims
- All students did a great job during the evacuation drill
- Veterans’ Program was great
- Congratulations to the Art students – Wonderful exhibit at the Dolgeville Manheim Library
- Congratulations to Pauline Williams on her retirement
- Congratulations to fall athletes
- Thank you to our administration, faculty and staff for their hard work
- Thank you to Joe Stack for his work in re-routing all bus runs following the flood
- Thank you for all of the donations and for the slide for our elementary playground
- Thank you to Mrs. Mosenthin for the letter from the DTA
- Sorry that the *Didgeradoo Down Under* program sponsored by Dolgeville Manheim Library was cancelled
- Thank you for attending tonight’s meeting – government students/teachers/community members

EXECUTIVE SESSION

Enter
Executive
Session

Motion by Mr. Schmid, second by Mrs. Williams, to enter executive session at 8:13 p.m. to discuss items related to the medical, financial, credit or employment history of a particular person or matters leading to the appointment, employment, promotion, demotion, discipline suspension, dismissal or removal of a particular person and to discuss student issues.

Ayes All – Motion Carried 7:0

Motion by Mrs. Williams, second by Mrs. Huddleston, to return to regular session at 9:50 p.m.

Return to
Regular
Session

Ayes All - Motion Carried 7:0

CSE/CPSE MINUTES AND RECOMMENDATIONS - None

CSE/CPSE
Min. & Rec,

PERSONNEL

Motion by Mrs. Williams, second by Mr. Maxwell, upon the recommendation of the Superintendent of Schools, to accept the following retirements, resignations and leaves:

Personnel
Actions

To accept the retirement of Pauline Williams as School Lunch Manager effective November 1, 2019, and to approve the employment of Pauline Williams after November 1, 2019, (as needed for the purpose of assisting the new Food Service Director), on a per deim basis at her current hourly rate of \$24.91.

Acpt. Retire
P. Williams
Hire Per Diem

To accept the resignation of Tiffany Rutkowski as Girls Modified Basketball B Coach effective November 20, 2019.

Acpt. Resign
T. Rutkowski

To accept the resignation of Misty Bowen as Teaching Assistant effective November 15, 2019.

Acpt. Resign
M. Bowen

To approve the leave request of Rebecca VanBuren, Elementary Teacher, for the period November 18, 2019 through January 2, 2020.

Approve Lv.
R. VanBuren

Ayes All – Motion Carried 7:0

Motion by Mr. Schmid, second by Mrs. Huddleston, upon the recommendation of the Superintendent of Schools, to approve the following appointments:

Personnel
Actions

To approve, upon recommendation of the Superintendent of Schools, that Michael Borst be granted a permanent appointment as Auto Mechanic Helper effective November 23, 2019.

Appr. Perm.
Appt. M.Borst

To approve, upon recommendation of the Superintendent of Schools, that Sherry Gross be granted a permanent appointment as Bus Driver effective November 23, 2019.

Appr. Perm.
Appt. S.Gross

To approve the appointment of Wendy Seeley to the following position:

Appr. Appt.
W. Seeley
LT Sub.
Teacher

Name: **Wendy Seeley**
Position: Long Term Substitute Teacher
Reason: Fill leave of A. Harter
Tenure Area: NA
Certification: Uncertified, BS Human Services (Social Services/Early Childhood Services)
Effective Date: Approx. 11/4/19 – 12/26/19
Rate of Pay: 1/200th of Step 1 of the DTA Salary Schedule (\$215.54/day) plus other DTA benefits as eligible

To approve the appointment of Zoey Smith to the following position:

Appr. Appt.
Z. Smith
LT Sub.
Teacher

Name: **Zoey Smith**
Position: Long Term Substitute Teacher
Reason: Fill leave of R. VanBuren
Tenure Area: NA
Certification: Uncertified, BS Inclusive Early Childhood Education pending
Effective Date: Approx. 11/14/19 – 1/2/2020
Rate of Pay: 1/200th of Step 1 of the DTA Salary Schedule (\$215.54/day) plus other DTA benefits as eligible

To approve the appointment of Sandra Gonyea as substitute Teacher/TA

Appr. Appt.
S. Gonyea

To approve the appointment of Olivia Davies as substitute Teacher/TA. Appr. Appt.
O. Davies

To approve the appointment of Eileen Foster as substitute study hall/lunch monitor. Appr. Appt.
E. Foster

To approve the appointment of Christy Yost as substitute nurse. Appr. Appt.
C. Yost

To approve the appointment of Amanda Broughton to the following position (*created at this BOE meeting*): Appr. Appt.
A. Broughton
Temp. PT
Tea. Aide

Name:**Amanda Broughton**

Position:Temporary Part Time Teacher Aide

Type:.....Hourly

Effective Date..... 11/12/19

Probationary Period:.....None

Certification:NA

Salary:\$11.80/hour

Ayes All – Motion Carried 7:0

FUTURE MEETINGS

Future
Meetings

- Regular Meeting – December 17, 2019 – Art Department
- Regular Meeting – January 21, 2020 – Maintenance/Transportation Departments
- Regular Meeting – February 11, 2020 – DCS Budget Presentation – BOCES Budget/Remington Purchase
- Regular Meeting – March 17, 2020 – Budget – Music Department
- BOCES Remington Vote – Tuesday, March 31, 2020 – 12:00-8:00 p.m. – HS Lobby

ADJOURNMENT

Adjournment

Motion by Mrs. Prestigiacomio, second by Mrs. Williams, to adjourn at 9:52 p.m.

Ayes All – Motion Carried 7:0

Sandra L. Allen
District Clerk