

DOLGEVILLE CENTRAL SCHOOL
Dolgeville, NY 13329

Approved 7-19-2022

Tuesday, July 12, 2022

Special Meeting
BOE Workshop

James A. Green School

PRESENT:
S. Hongo, President
J. Williams, V. President
J. Schmid
C. Williams
C. Spofford
J. Izzo

ABSENT:
None

OTHERS PRESENT:
J. Gilfus
T. Rutkowski, guest

PRESIDING OFFICER:
Scott Hongo, President

The special meeting BOE Workshop was called to order at 3:30 p.m. in the high school library.

Call to Order

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

Pledge to
the Flag

WORKSHOP – POLICY REVIEW – District Code of Conduct and Athletic Code of Conduct

Mr. Gilfus and the board members discussed the **District Code of Conduct for 2022-23**, highlighting the following revisions:

- Under **VI. Prohibited Student Conduct**
 - A. Engage in conduct that is disorderly or disruptive**
 - 8. The addition of **cellular phones** to the list of disorderly or disruptive conduct along with more restricted possession and use in instructional areas.

- Under **VIII. Disciplinary Consequences, Procedures & Referrals**
 - A. “Discipline Chart”** will be added, outlining firm, fair and consistent consequences for inappropriate student behavior.
 - B. Procedures**
 - 4. **After School Detention** – The addition of a **1-hour detention and 3-hour detention**

- Under **IX. IX. Discipline Guidelines and Prohibited Conduct**
 - 9.2 Drugs**
 - a. Distribution and Selling of Drugs – change wording to reflect “**will** be suspended”
 - b. Possession of Drugs – change wording to reflect “**will** result in detention or suspension”

Other areas of the code discussed included Dress Code, Plagiarism, Cheating and Use of Electronic Devices.

Mr. Gilfus and the board members discussed the **Athletic Code of Conduct for 2022-23**, highlighting the following revisions:

- Under **Part VI: Team Travel Rules**

The addition of **Any and All charter busses “outside” requests are discouraged and will not be approved by the district**

- Under **Part X: Training Rules and Team Discipline**
 - A. Training Rules** – **Language needs to be added regarding Tryouts**

- Under **Part XI: Penalties for Athletic Code Infractions** (regarding tobacco, alcohol and drug use)

Athlete **will be required** to attend drug/alcohol counseling

Other areas of the code discussed included attendance at school in order to participate in a practice and/or game and changing the way notification of athletes failing subjects is disseminated.

A public hearing will be scheduled for the August 16, 2022 regular meeting to discuss the District Code of Conduct and the Athletic Code of Conduct.

The workshop concluded at 5:30 p.m.

Adjourn

Sandra L. Allen

District Clerk

DOLGEVILLE CENTRAL SCHOOL
Dolgeville, NY 13329

Approved 7-19-2022

Tuesday, July 12, 2022

Reorganization Meeting

James A. Green School

PRESENT:
S. Hongo, President
J. Williams, V. President
J. Schmid
C. Williams
C. Spofford
T. Rutkowski

ABSENT:
J. Izzo

OTHERS PRESENT:
J. Gilfus
J. Radley

PRESIDING OFFICER:
Scott Hongo, President

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

Call to Order

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

Pledge to
the Flag

Motion by Mr. Spofford, second by Mrs. J. Williams, to nominate Scott Hongo as Temporary Chairperson for the reorganization meeting.

Temporary
Chairperson

Ayes All – Motion Carried 6:0

Mrs. Allen administered the Oath of Office to Tiffany Rutkowski, newly elected board member.

Adm. Oath
T.Rutkowski

Motion by Mr. Schmid, second by Mr. Spofford, to enter executive session at 6:01 p.m. to discuss the recommended personnel appointments.

Enter
Executive
Session

Ayes All – Motion Carried 6:0

Motion by Ms. C. Williams, second by Mr. Schmid, to return to regular session at 6:24 p.m.

Return to
Regular
Session

Ayes All – Motion Carried 6:0

Motion by Mrs. J. Williams, second by Mr. Spofford, to appoint Sandra Allen as District Clerk for the 2022-2023 school year.

S. Allen
Dist.Clerk

Ayes All – Motion Carried 6:0

Motion by Mr. Schmid, second by Mr. Spofford, to elect Scott Hongo as President of the Board of Education for the 2022-2023 school year.

Elect
S. Hongo
President

Ayes All – Motion Carried 6:0

Motion by Mr. Spofford, second by Ms. C. Williams, to elect Jennifer Williams as Vice President of the Board of Education for the 2022-2023 school year.

Elect
J.Williams
V. President

Ayes All – Motion Carried 6:0

Motion by Ms. C. Williams, second by Mr. Schmid, to approve the following appointments:

Approve
Appoints.

Appoint Joseph Gilfus as deputy district clerk for the 2022-2023 school year at no extra salary.

Deputy
Dist.Clerk

Appoint Sara Martyniuk as district treasurer for the 2022-2023 school year.

S.Martyniuk
Treasurer

Appoint Katelin Palmeter as deputy treasurer for the 2022-2023 school year.	K. Palmeter Dep.Treas.
Appoint Jennifer Winkler and the Counties of Herkimer and Fulton as tax collectors for the 2022-2023 school year.	J.Winkler Herk/Fulton Counties Tax Collect.
Appoint Mary Metott (Nurse Practitioner in Family Health) for medical services as School Physician for school year 2022-2023.	Sch. Physician
Designate M&T Bank (Little Falls Branch), Adirondack Bank, and Metropolitan Commercial Bank as the official depositories of all district monies for the 2022-2023 school year.	Official Deposit.
Designate the Times Telegram as the official newspaper for the 2022-2023 school year.	Official Newspaper
Appoint Paula Mosher as census enumerator for the 2022-2023 school year.	P. Mosher Census
Appoint members for the Committee on Special Education/Pre-School for the 2022-2023 school year as attached.	CSE/CPSE Committee
Appoint the BOCES Occupational Advisory Committee to serve as the committee for the Dolgeville Central School for the 2022-2023 school year.	Occ.Adv. Committee
Appoint Paula Mosher as Attendance Officer for Grades K-6 and Ellen Lewandowski as Attendance Officer for Grades 7-12 for the 2022-2023 school year.	P. Mosher E.Lewandowski Attendance
Appoint Sandra Allen as Central Treasurer of the Extraclassroom Funds for the 2022-2023 school year.	S.Allen Extracc. Treas.
Appoint Joseph Gilfus and Jessica Radley as purchasing agents for the 2022-2023 school year at no extra salary.	J.Gilfus J. Radley Purchasing
Appoint Jessica Radley as Records Management Officer for the 2022-2023 school year at no extra salary.	J. Radley Rec.Manage.
Appoint Sandra Allen as Records Access Officer for the 2022-2023 school year at no extra salary.	S. Allen Rec.Access
Appoint Jessica Radley as investment officer for the 2022-2023 school year at no extra salary.	J. Radley Invest. Off.
Appoint Michelle Primeau as Review and Verification Officer and Joseph Gilfus as Hearing Officer for the 2022-2023 free and reduced lunch/breakfast program at no extra salary.	Rev.&Ver. Hear.Off. Lunch/Break
Appoint Joseph Gilfus as Payroll Certification Officer for the 2022-2023 school year at no extra salary.	J. Gilfus Pay.Cert.
Appoint William VanGorder/NBT Insurance Agency as Insurance Consultant for the 2022-2023 school year.	VanGorder NBT Agenc. Ins. Consult.

Appoint the Herkimer-Fulton-Hamilton-Otsego BOCES Safety Service as the Asbestos Inspection / Management planner (LEA Asbestos Designee) for the 2022-2023 school year.	Asbestos Inspect./Mgr.
Appoint the Herkimer-Fulton-Hamilton-Otsego BOCES Safety Service for Lead Inspection services for the 2022-2023 school year.	Lead Inspect. Services
Appoint Michelle Primeau and Daniel Guenthner as Equal Opportunity/Compliance/Title IX Coordinators for the 2022-2023 school year.	M.Primeau D.Guenthner EO/Complia. Title IX
Appoint Michelle Primeau as 504 Coordinator for the 2022-2023 school year at no extra salary.	M. Primeau 504 Coord.
Appoint board members, Scott Hongo, James Schmid and Jennifer Williams, to serve on the Audit/Finance for the 2022-2023 school year. Adam Minor-Swartz and Carine Madison will serve as the community representatives.	Audit/Finance Committee
Appoint Jennifer Williams to serve as School Board Institute Executive Committee Representative for the 2022-2023 school year, with an Alternate to be determined.	SBI Represent.
Appoint Jacqueline Hill as Claims Auditor for the 2022-2023 school year and to appoint Jennifer Winkler as Deputy Claims Auditor for the 2022-2023 school year.	Claims Auditor
Appoint Michelle Primeau as Medicaid Compliance Officer for the 2022-2023 school year at no extra salary.	Medicaid Comp. Off.
Appoint the Herkimer-Fulton-Hamilton-Otsego BOCES Safety Service as the Integrated Pest Management (IMP) Coordinator for the 2022-2023 school year.	IPM Coord.
Appoint Jessica Radley as faculty auditor for Extraclassroom Accounts for the 2022-2023 school year at no extra salary.	Faculty Auditor Extracc.
Appoint Daniel Guenthner as District Data Coordinator for the 2022-2023 school year.	District Data Coordinator
Appoint Mirella Pazzaglia as Dignity Act Coordinator (Grades PreK-12) for the 2022-2023 school year at no extra salary.	Dignity Act Coordinator
Appoint Michelle Primeau as CDOS (Career Development and Occupational Studies) Coordinator for the 2022-2023 school year.	CDOS Coordinator
Appoint Jessica Radley as the Madison Oneida Herkimer Workers' Compensation Board Representative for the 2022-2023 school year.	MOH Workers' Comp. Rep.
Appoint Joseph Gilfus as Chief Emergency Officer for the 2022-2023 school year.	Chief Emerg. Officer
Appoint Justin Daukontas as Chemical Hygiene Officer for the 2022-2023 school year.	Chemical Hygiene Off.

Appoint the following persons to the District Safety Team for the 2022-2023 school year:

- | | |
|--|--|
| Bruce Risley, Health/Safety Team | Bethany Straney, Jr. Sr. HS Nurse |
| Joseph Gilfus, Superintendent of Schools | Jessica Radley, Business Manager |
| Ruth Leavitt, Jr.Sr.HS Principal | Wayne Congdon, Custodial |
| Crystal Chrisman, Elem. Principal | Joseph Stack, Transportation |
| Tiffany Rutkowski, BOE | Anthony Dupuis, Food Service |
| Lee Gonyea, Elem. Teacher | David Jaquay, Dolgeville Fire Department |
| Daniel Guenther, Guidance | School Patrol Officer |
| Linda Hemmerich, Elem. Nurse | |

District-wide
School
Safety
Team

Appoint the following persons to the Building Level Emergency Response Team (Elementary) for the 2022-2023 school year:

- | | |
|-----------------------|-------------------|
| Joseph Gilfus | Mirella Pazzaglia |
| Crystal Chrisman | Daniel Guenther |
| Lynne Licari | Linda Hemmerich |
| School Patrol Officer | |

Building
Level Emerg.
Response
Team (Elem)

Appoint the following persons to the Building Level Emergency Response Team (Secondary) for the 2022-2023 school year:

- | | |
|-----------------------|-------------------|
| Joseph Gilfus | Mirella Pazzaglia |
| Ruth Leavitt | Daniel Guenther |
| Lynne Licari | Bethany Straney |
| School Patrol Officer | |

Building
Level Emerg.
Response
Team
(Secondary)

Appoint Jennifer Williams as Legislative Advocate for NYSSBA for the 2022-2023 school year.

Legislative
Advocate
NYSSBA

Appoint Jessica Radley as Data Protection Officer for the 2022-2023 school.

Data Protect.
Officer

Ayes All – Motion Carried 6:0

Mrs. Allen administered the Oath of Office to Scott Hongo as Board President.

Oath of Off.
President

Mrs. Allen administered the Oath of Office to Jennifer Williams as Board Vice President.

Oath of Off.
V. President

Motion by Mrs. J. Williams, second by Mr. Schmid, to authorize District Treasurer, Sara Martyniuk, to sign checks and withdrawals.

Sign Checks/
Withdrawals

Ayes All – Motion Carried 6:0

Motion by Ms. C. Williams, second by Mr. Schmid, that the Board of Education meeting dates have been set for the third Tuesday of each month at 6:00 p.m. (unless otherwise announced) as approved at the June 21, 2022 Board of Education meeting.

BOE Mtg.
Dates for
2022-2023

Ayes All – Motion Carried 6:0

Motion by Mrs. Williams, second by Mr. Spofford, that the Audit/Finance Committee meetings have been set for the following dates: 9/20/2022; 10/13/2022; 2/9/2023; and 4/13/2023, as approved at the June 21, 2022 Board of Education meeting.

Audit/Fin.
Dates for
2022-2023

Ayes All – Motion Carried 6:0

<p>Motion by Mrs. J. Williams, second by Mr. Spofford, to establish the 2022 tax collection period as follows:</p> <p style="padding-left: 40px;">September 1 – September 30, 2022 -- No Penalty October 1 – October 31, 2022 – With 2% Penalty November 1 -- County Collects</p>	<p>Tax Collect. Period</p>
<p>Ayes All – Motion Carried 6:0</p>	
<p>Motion by Ms. C. Williams, second by Mr. Spofford, to authorize payment of \$.625 per mile for use of private vehicles on school business based on the current IRS mileage rate. All mileage rate adjustments for 2022-2023 shall be based on the IRS mileage rate in effect.</p>	<p>Mileage Rates</p>
<p>Ayes All – Motion Carried 6:0</p>	
<p>Motion by Ms. C. Williams, second by Mr. Spofford, to establish petty cash funds as follows:</p> <p style="padding-left: 40px;">High School: Mrs. Sandra Allen - \$100.00 Bus Garage: Mr. Joseph Stack - \$200.00</p>	<p>Petty Cash Funds</p>
<p>Ayes All – Motion Carried 6:0</p>	
<p>Motion by Mrs. J. Williams, second by Mr. Spofford, to authorize the posting of annual financial statements for year ending June 30, 2022.</p>	<p>Auth.Posting Annual Fin. Statements</p>
<p>Ayes All – Motion Carried 6:0</p>	
<p>Motion by Mrs. J. Williams, second by Mr. Spofford, to authorize Joseph Gilfus, Superintendent to approve attendance at conferences.</p>	<p>Appr. Conferences</p>
<p>Ayes All – Motion Carried 6:0</p>	
<p>Motion by Ms. C. Williams, second by Mr. Spofford, to authorize the use of facsimile signatures of Board President and Treasurer.</p>	<p>Authorize Facsimile Signatures</p>
<p>Ayes All – Motion Carried 6:0</p>	
<p>Motion by Mrs. J. Williams, second by Mr. Spofford, to authorize the Elementary and Secondary School Principals to suspend pupils according to established policies.</p>	<p>Authorize Principals to Suspend</p>
<p>Ayes All – Motion Carried 6:0</p>	
<p>Motion by Ms. C. Williams, second by Mr. Spofford, to authorize the Superintendent, in an emergency, to appoint employees on a temporary basis (with prior notification to the board members) with the understanding that the Board of Education will make the final determination at the next subsequent Board of Education meeting.</p>	<p>Supt. to hire employees temporarily</p>
<p>Ayes All – Motion Carried 6:0</p>	
<p>Motion by Mr. Schmid, second by Mr. Spofford, to authorize the providing of refreshments at Board of Education meetings.</p>	<p>Authorize Refresh at BOE Mtgs.</p>
<p>Ayes All – Motion Carried 6:0</p>	
<p>Motion by Mrs. J. Williams, second by Mr. Spofford, to approve the Board Policy Manual for 2022-2023 with revisions to be made throughout the year.</p>	<p>Bd. Policy Manual</p>
<p>Ayes All – Motion Carried 6:0</p>	

COMMENCEMENT NOTES

Commence.
Notes

Mr. Gilfus congratulated the Class of 2022 on a job well done. The ceremony was lovely and the keynote speaker, Dr. Michael Martinez (Class of 1987), delivered a great message to our seniors. Mr. Gilfus thanked the board members who were able to attend the ceremony.

NEW BUSINESS

New
Business

a. Authorize Budget Transfers

Supt. to
Approve
Budget
Transfers

Motion by Mrs. J. Williams, second by Mr. Spofford, to authorize the Superintendent to approve budget transfers during school year 2022-2023.

Ayes All – Motion Carried 6:0

b. Approve Minutes

Approve
Minutes
6/21/2022

Motion by Ms. C. Williams, second by Mr. Schmid, to approve the minutes of June 21, 2022 (regular meeting) as presented.

Ayes All – Motion Carried 6:0

c. Resignations/Appointments

Resignations
& Appts.

Motion by Ms. C. Williams, second by Mrs. J. Williams, to accept and approve, upon the recommendation of the Superintendent of Schools, the following resignations and appointments:

To approve the re-appointment of Daniel Zilkowski to the following position:

Appr.Appt.
D.Zilkowski
TOSA:
Dean of
Students/AD

Name:.....**Daniel Zilkowski**
Position:.....Teacher on Special Assignment as Dean of Students/Athletic Director
Tenure Area:.....Elementary Education
Type:11 Month
Effective Date:.....7/1/22 – 6/30/2023
Probationary Period:None – Currently tenured in Elementary Education
Certification:.....Permanent Certification PreK, K and Grades 1-6 – 9/1/1999
Salary:.....Step 25 DTA Salary Schedule - \$83,132.00 + 2,100.00 = 85,232.00
+ 11th Month and AD Stipend

To approve the appointment of Brianna Yaghy to the following position, replacing L. Kubica:

Appr.Appt.
B. Yaghy
Music

Name:.....**Brianna Yaghy**
Position:.....PreK-12 Music Teacher
Tenure Area:.....Music
Type:10 Month
Effective Date:.....8/31/2022
Probationary Period:4 Year ending 8/31/2026
Certification:.....Initial Certificate – Music – 6/28/2022-8/31/2027
Salary:.....Step 1 DTA Salary Schedule - \$44,697.00
Ayes All – Motion Carried 6:0

ADJOURNMENT

Adjournment

Motion by Mr. Spofford, second by Mr. Schmid, to adjourn the meeting at 6:37 p.m.

Ayes All – Motion Carried 6:0

Sandra L. Allen
District Clerk