



Wednesday, July 10, 2024

Regular Meeting of the New Lebanon Central School Board of Education - WBH Library- 7pm

**Attendance: (P=Present A=Absent)**

Mike Brutsch            \_\_P\_\_  
Bill Buckenroth        \_\_P\_\_  
John Kalisz             \_\_P\_\_  
Kyle Kuffel             \_\_A\_\_  
Rob Long                \_\_P\_\_  
Sharon Powers         \_\_P\_\_  
Thom Rigg               \_\_P 7:18pm

**Also in attendance:**

Andrew Kourt            \_\_P\_\_  
Matt Klafehn            \_\_A\_\_  
Josh Noble               \_\_A\_\_  
Danielle Brewster      \_\_P\_\_  
Corey Brown             \_\_A\_\_

**1. MEETING CALLED TO ORDER & PLEDGE OF ALLEGIANCE- 7:05pm**

**2. OATH OF OFFICE**

A. Oath of Office administered to the newly (re)elected Board of Education Members Brutsch and Buckenroth.

B. Oath of Office administered to the District Clerk

C. Oath of Office administered to Superintendent of Schools

D. Oath of Office administered to the Deputy District Clerk & Treasurer

**3. ELECTION OF OFFICERS OF THE BOARD OF EDUCATION**

A. Board member Buckenroth made the motion to elect Mike Brutsch as President of the Board of Education. Board member Kalisz seconded. 5 ayes, 0 nays, 0 abstained.

B. Oath of Office administered to the President of the Board of Education

C. The Board President will now conduct the meeting

D. Board member Powers made the motion to elect John Kalisz as Vice President to the Board of Education. Board President Brutsch seconded. 5 ayes, 0 nays, 0 abstained.

E. Oath of Office administered to the Vice President of the Board of Education

#### 4. ANNUAL APPOINTMENTS

Board member Long made the motion to approve items 4A-C. Board member Buckenroth seconded. 5 ayes, 0 nays, 0 abstained.

##### A. Motion to appoint officers and other annual appointments

<b>Title</b>	<b>Individual or Firm</b>	<b>Stipend</b>
Asbestos Liaison Designee	RJ Menegio	No stipend
Attendance Supervisors—Elementary and JSHS Nurses	Christina Seyerlein & Jackie Seeger	No stipend
Bank Courier	Sarah Roblez	\$30.00 per trip (excluding mileage)
Bond Counsel	M. Cornelia Cahill, Esq.	Per Contract
Chemical Hygiene Officer	Glenn Giumarra	No Stipend
Certified Pool Operator	Joe Dengler (upon certification)	\$750.00
Clerk of the Annual Meeting and District Vote/Chief Inspector	Kelly McGivern	No Stipend
Commercial Insurance Carrier	Utica National Insurance Group	Per contract
Communications Specialist	Dallas Carr	\$12,000.00
Data Protection Officer	Superintendent	No stipend
Deputy District Clerk	Danielle Brewster	No stipend
Dignity for All Coordinators (DASA)	Josh Noble (WBH) and Corey Brown (JSHS)	No Stipend
District Clerk	Kelly McGivern	\$2,600.00
District Treasurer	Danielle Brewster	\$10,816.00
External Auditors	The Bonadio Group	Per contract
Grades 6-12 Extra-Curricular Activities Treasurer	Sarah Roblez	\$2,000.00
Health & Safety Coordinator	Matthew Klafehn	No stipend
Hearing Officer	Andrew Kourt	No stipend
Hearing Officer Alternate	Whiteman, Osterman & Hanna	Per contract
HIPPA Privacy Official	Superintendent	No stipend
Internal Claims Auditor	Sarah Roblez	\$3,000.00
McKinney-Vento Homeless Liaison	Matthew Klafehn	No stipend
MSDS Officer	RJ Menegio	No stipend
Payroll Services	Management Advisory Group (MAG)	Per contract
Purchasing Agent	Superintendent	No stipend
Receiver of Taxes	Bank of Greene County	Per contract
Records Access Officer	Kelly McGivern	No stipend
Records Management Officer	Kelly McGivern	No stipend
Registrars	Lisa Kreutziger, Sarah Roblez	<b>No Stipend</b>
School Architect	Mosaic Associates Architects	Per contract
School Attorney	Whiteman, Osterman & Hanna	Per contract
School Lunch Hearing Officer	Danielle Brewster	No stipend
School Physician	Dr. Shailajan Setty	Per contract
Section 504 Officers	Tricia White, Tylea Gebbie, Matt Klafehn, Joshua Noble, Jenna Cupp and CSE Chair (alternate)	No stipend

Student Accident Insurance Carrier	Gerber Life Insurance	Per contract
Tax Collector	Lisa Kreutziger	\$5,000.00
Title IX Coordinator	CSE Chair	No stipend
Title VI Coordinator	Superintendent	No Stipend
Wellness Coordinator	Superintendent	No Stipend
Workers Compensation Delegate	Danielle Brewster	No Stipend

**B. Motion to appoint members to the Committees on Special Education**

<b>CSE</b>		<b>CPSE</b>	
Parent Representative(s)	Christina Seyerlein	Parent Representative(s)	Christina Seyerlein
Chairperson	Jennifer Morris/Chair	Chairperson	Jennifer Morris/Chair
Alternate Chairperson	Josh Noble Matthew Klafehn Tylea Gebbie Patricia White	Alternate Chairperson	Tylea Gebbie Andrew Kourt
Parent of Child	TBD	Parent of Child	TBD
Regular Education Teacher	TBD	Regular Education Teacher	TBD
Special Education Teacher of Child	TBD	Special Education Teacher of Child	TBD
Child (When appropriate)	TBD	Child (When appropriate)	TBD

TBD - These change with each meeting depending on whom the meeting is about.

**C. Motion to Certify Standard Workdays**

BE IT RESOLVED that the Board of Education establish the following Standard Work Day for New Lebanon Central School District employees whose titles are reported to Employees' Retirement System (ERS), as required by the NYS and Local Retirement System, effective July 1, 2024 as follows:

- Food Service Helper – 6.5 hours
- Laborer – 8 hours
- Building Maintenance Worker – 8 hours
- Bus Aide – 6 hours
- Network Systems Engineer – 8 hours
- Bus Dispatcher – 6 hours
- Bus Driver – 6 hours
- Registered Nurse – 7.5 hours
- Licensed Practical Nurse- 7 hours
- Secretary I – 7.5 hours
- Bus Mechanic – 8 hours
- Cook Manager – 7 hours
- Cleaner – 8 hours

Clerk Typist – 7 hours (WBH)  
 Treasurer – 8 hours  
 Secretary to the Superintendent/District Clerk – 7.5 hours  
 Secretary I- 10 Month- 7.5 hours  
 Library Aide- 6.5 hours  
 Nurse Aide- 6.5 hours Stenographer- 7 hours

**5. AUTHORIZATIONS**

Board Vice President Kalisz made the motion to approve item 5A. Board member Powers seconded. 5 ayes, 0 nays, 0 abstained.

A. Motion to authorize agents

Prepare and File Federal Aid Applications	Superintendent of Schools
Certify Payroll	Superintendent of Schools
Approve employee attendance at conferences	Superintendent of Schools
Authorize approval of service contracts and/or repair contracts not to exceed \$10,000	Superintendent of Schools
Authorize Bonding of District Treasurer, Tax Collector, Extra-Curricular Activities Fund Treasurers, Claims auditor	Board of Education
Authorization to pay utilities, petty cash and postage per the claims audit review	Business Manager, Danielle Brewster
Authorize approved budget transfers up to \$5,000 in accordance with Section 1702(L) of the Commissioner’s Regulations	Superintendent of Schools
Authorization to invest surplus funds in accordance with Accepted Investment Practices and Board Policy	Business Manager, Danielle Brewster
Authorization to hire personnel between Board of Education meetings	Superintendent of Schools
Authorization to change orders for capital projects as needed between Board of Education meetings	Superintendent of Schools
Authorization to initiate Section 75 charges between Board of Education meetings	Superintendent of Schools
Authorization to vote for Health Insurance Trustee	Superintendent of Schools

**6. DESIGNATIONS**

Board Vice President Kalisz made the motion to approve item 6A. Board member Buckenroth seconded. 5 ayes, 0 nays, 0 abstained.

A. Motion to designate agents- To designate agents until the time of July 2025 Organization Meeting, or until a successor is appointed (whichever occurs first).

Official Depository of School Funds	Bank of Greene County, NYLAF and Metropolitan Commercial Bank
Official Publications for Legal Notices	The Columbia Paper, The Eastwick Press
Signature of all District checks	Business Manager, Danielle Brewster
Alternate Signature of all District checks	Superintendent
Budget Hearing Date	May 7, 2025
Budget Vote & Election	May 20, 2025
Law Enforcement Unit	Columbia County Sheriffs and NYS Police
Designated Education Official	Matt Klafehn
Chief Emergency Officer	Superintendent Kourt
Rensselaer Columbia Greene Workers Compensation Consortium Representative	Business Manager, Danielle Brewster

## 7. RATES

Board Vice President Kalisz made the motion to approve items 7A-B. Board member Powers seconded. 5 ayes, 0 nays, 0 abstained.

A. Motion to set rates for the 2024-25 school year

### Public Content

School Breakfast:	\$1.25
School Lunch:	\$2.50
Milk:	\$0.65
Mileage Reimbursement Rate: (as designated by the IRS)	\$0.67 per mile
Meal Allowance:	\$60.00/day
Tutoring Rate:	\$40.00/hour
Compensation of Inspectors of Elections	Wage set by Columbia County
Lifeguard Rate:	\$20/hour
Cleaner when school is not in session	\$30.00/hour
Kitchen staff when school is not in session	\$30.00/hour
Uncertified Teacher/Teaching Assistant Substitute	\$100/day
Certified Teacher Substitute	\$120/day
Long-term substitute	\$268.42/day
CSEA position substitutes	Step 1 of CSEA contract, by position
Retired Bus Driver substitute (Retired with 10 years or more as a school bus driver)	\$24/hour
Retired Certified Teacher substitute (Retired with 10 years or more as a teacher)	\$135/day
Bus Driver Trainee	\$16.50/hour
Pool Deck Monitor	\$20/hour

B. Motion to establish the Capitalization Threshold be \$1500 for the 2024-25 school year.

## **8. MISCELLANEOUS**

Board Vice President Kalisz made the motion to approve item 5A. Board member Buckenroth seconded. 5 ayes, 0 nays, 0 abstained.

A. Motion to re-adopt all Board of Education Policies and Code of Ethics for the 2024-25 school year

B. Motion to set school day hours for the Walter B. Howard Elementary School to be from 8:25 am to 3:25 pm and the Jr/Sr High School from 7:30 am to 2:30 pm for the 2024-25 school year.

## **9. ACKNOWLEDGEMENTS/ADMINISTRATIVE COMMENTS**

A. Business Office update- Danielle Brewster presented on cafeteria fund.

B. Superintendent Update-Superintendent Kourt presented on graduation, facilities projects, employment opportunities.

## **10. APPROVAL OF MINUTES**

Board member Buckenroth made the motion to approve item 10A. Board member Powers seconded. 6 ayes, 0 nays, 0 abstained.

A. Motion to approve the June 5, 2024 Board of Education meeting minutes

## **11. PUBLIC COMMENT**

None

## **12. CURRICULUM AND INSTRUCTION**

A. 2024-25 Professional Development Plan

B. District Wide Safety Plan

Board Vice President Kalisz made the motion to approve item 12C-D. Board member Buckenroth seconded. 6 ayes, 0 nays, 0 abstained.

C. Resolution to open public comment period on the District-Wide School Safety Plan

Resolved: The Board of Education is considering amendments to the District-Wide School Safety Plan and will accept written comments on this amended Plan as follows:

The public comment period will be July 7 through August 9. Written comments must be sent to the attention of Superintendent Andrew Kourt at:

akourt@newlebanoncsd.org

or

New Lebanon CSD

14665 State Route 22

New Lebanon, NY 12125

The Board directs that notice of the comment period and the proposed amendments be posted on the District website: [www.newlebanoncsd.org](http://www.newlebanoncsd.org)

D. Motion to adopt the 2024-25 Professional Development Plan

### **13. FINANCIAL**

Board member Buckenroth made the motion to approve item 13A-L. Board member Vice President Kalisz seconded. 6 ayes, 0 nays, 0 abstained.

A. Motion to approve the 2023-24 fourth quarter internal claims audit report

B. Motion to approve May 2024 Treasurer's Report

C. Motion to approve the School Resource Deputy Inter-municipal Agreement

D. Motion to authorize Superintendent Kourt to enter into an agreement with OMNI 403b

E. Motion to authorize Superintendent Kourt to enter into an agreement with Twin County Recovery

F. Motion to approve the May 2024 grades 6-12 Extra-Curricular Accounts report

G. Motion to declare items excess- To approve the sale or disposal of the following surplus and obsolete items to the highest bidder and to give the District Clerk authority to advertise the sale of said items and if unable to find a buyer, to authorize Superintendent Kourt to dispose of the items as attached: Vans # 137 & 138, Library Weeding Log 2023-2024.xlsx , Excess 2024 - ELA - Sheet1.pdf (32 KB), Items for Disposal - Sheet1.pdf (58 KB), wbh weeding log.pdf (2,792 KB)

H. Motion to approve budget transfers

I. Motion to approve a tax reserve transfer in the amount of \$10,000.00 to pay for the Loves assessment.

J. Motion to accept recommendations

School Physician-Dr. Shaila Shetty

Central Office Services- Management Advisory Group

Bond Council- Cornelia Cahill- Barclay Damon, LLP

Architects- Mosaic Architects Associates

District Council- Whiteman, Osterman & Hanna

Pupil Benefits- Utica National

Financial Advisor- Bernard P. Donegan, Inc.

K. Motion to approve an agreement with Advanced Therapy

L. Motion to approve an accounting service agreement with Management Advisory Group

#### **14. PERSONNEL**

Board Vice President Kalisz made the motion to approve item 14A-G,I. Board member Long seconded. 6 ayes, 0 nays, 0 abstained.

Board member Powers made the motion to approve item 14H. Board member Buckenroth seconded. 5 ayes, 0 nays, 1 abstained (Kalisz).

##### A. Motion to appoint a summer staff

To appoint, upon the recommendation of Superintendent Kourt, the following summer staff from June 30-August 31, 2024.

Dawn Felter Summer bus cleaner per contract

Teresa Green Summer cleaner per contract

Mindy Keegan Summer clerical per contract

##### B. Motion to accept a resignation from Claire LaRue, effective August 31, 2024.

C. Motion to accept a resignation from Lisa Kreutziger for the purpose of retirement effective September 20, 2024.

D. Motion to accept a resignation from Alex Chandler for the purpose of retirement effective July 1, 2024.

E. Motion to accept a resignation from Alexis McLaughlin effective June 27, 2024.

F. Motion to accept a resignation from Andrew Kourt, effective October 8, 2024 as per attached:

G. Motion to create a club- To create the Future Farmers of America Club, with Brandon Trinkle as the advisor for the 2024-25 school year, no stipend (first year).

H. Motion to appoint summer program staff- Swim Program Volunteers and Employees  
Viv Powers, Alanna Zuke, Cadence Ward, Julia Stickles, Grace Kalisz, Vincenza Dechamps,  
Maddy Prusky, Eben Donohue, George Lamphere-Webster

I. Motion to approve a MOA

#### **15. SUPERINTENDENT**

A. Final goals update

B. 2024-25 Board and District Goals

#### **16. BOARD OPEN DISCUSSION**

A. Designation of Board Members for Board Committees



B. Discussion on date for next meeting

**17. PROPOSED EXECUTIVE SESSION**

Board member Powers made the motion to enter into executive session at 8:20pm for discussing the employment history of particular employees. Board Vice President Kalisz seconded. 6 ayes, 0 nays, 0 abstained.

Board President Brutsch made the motion to appoint Superintendent Kourt as Clerk Pro-Tem. Board member Buckenroth seconded. 6 ayes, 0 nays, 0 abstained.

**18. ADJOURNMENT**

Board President Brutsch made the motion to adjourn the meeting at 9:00pm. Board member Buckenroth seconded. 6 ayes, 0 nays, 0 abstained.

Respectfully Submitted,

*Kelly McGivern*

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Kelly McGivern, District Clerk