



Monday, July 11, 2022

Organizational and Regular Meeting of the New Lebanon Central School Board of Education
7:00pm

Attendance: (P=Present A=Absent)

Mike Brutsch __P__
Bill Buckenroth __A__
John Kalisz __P__
Charleen Kane __A__
Rob Long __P__
Sharon Putnam __P__
Richard Sime __A__

Also in attendance:

Andrew Kourt __P__
Matt Klafehn __A__
Josh Noble __A__
Danielle Brewster __P__

1. MEETING CALLED TO ORDER & PLEDGE OF ALLEGIANCE

The meeting was called to order by Board President Putnam at 7:01pm and opened with the Pledge of Allegiance.

2. OATH OF OFFICE

A. Oath of Office administered to the newly (re)elected Board of Education Members Long and Kalisz. Kane will come in at a later time.

B. Oath of Office administered to the District Clerk Kelly McGivern

C. Oath of Office administered to Superintendent of Schools Andrew Kourt

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

3. ELECTION OF OFFICERS OF THE BOARD OF EDUCATION

A. Michael Brutsch made the motion to elect Sharon Putnam as president. John Kalisz seconded. 4 ayes, 0 nays, 0 abstained.

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

C. The Board President will now conduct the meeting

D. Board President Putnam made the motion to elect Michael Brutsch as Vice President. Board member Long seconded. 4 ayes, 0 nays, 0 abstained.

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

4. ANNUAL APPOINTMENTS

Board President Putnam made the motion to approve items 4A-C. Board Vice President Brutsch seconded. 4 ayes, 0 nays, 0 abstained.

A. Motion to appoint officers and other annual appointments

To appoint officers and others for annual appointments. All appointments to be in effect until the time of the July 2023 Organization Meeting, or until a successor is appointed (whichever occurs first). See list below:

Title	Individual or Firm	Stipend
Asbestos Liaison Designee	RJ Menegio	No stipend
Attendance Supervisors—Elementary and JSHS Nurses	Christina Seyerlein & Jennifer Blenke	No stipend
Bank Courier	Sarah Roblez	\$25.00 per trip (excluding mileage)
Bond Counsel	M. Cornelia Cahill, Esq.	Per Contract
Chemical Hygiene Officer	Glenn Giumarra	No Stipend
Certified Pool Operator	Martin Bachner	\$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
Deputy District Clerk	Danielle Brewster	No stipend
Dignity for All Coordinators (DASA)	Josh Noble (WBH) and Matthew Klafehn (JSHS)	No Stipend
District Clerk	Kelly McGivern	\$2,500.00
District Treasurer	Danielle Brewster	\$10,000.00
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	Andrew Kourt	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	Andrew Kourt	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	No Stipend
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 and Jennifer Morris (alternate)	No stipend
Student Accident Insurance Carrier	Pupil Benefits Plan, Inc.	Per contract
Tax Collector	Lisa Kreutziger	\$5,000.00
Title IX Coordinator	Jennifer Morris	No stipend
Title VI Coordinator	Andrew Kourt	No Stipend
Wellness Coordinator	Andrew Kourt	No Stipend
Workers Compensation Delegate	Danielle Brewster	No Stipend

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

To appoint the following members to the Committees on Special Education:

CSE		CPSE	
Parent Representative(s)	Christina Seyerlein	Parent Representative(s)	Christina Seyerlein
Chairperson	Jennifer Morris	Chairperson	Jennifer Morris
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, 2022 as follows:

- Food Service Helper – 6 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 hours
- Bus Mechanic – 8 hours
- Cook Manager – 7 hours
- Cleaner – 8 hours
- Clerk Typist – 7 hours (WBH)
- Treasurer – 7.5 hours
- Secretary to the Superintendent/District Clerk – 7.5 hours
- Secretary I- 10 Month- 7 hours
- Library Aide- 6.5 hours
- Nurse Aide- 6.5 hours
- Stenographer- 7 hours

5. AUTHORIZATIONS

Board President Putnam made the motion to approve item 5A. Board Vice President Brutsch seconded. 4 ayes, 0 nays 0 abstained.

A. Motion to authorize agents

To authorize agents until the time of the July 2023 Organization Meeting, or until a successor is appointed (whichever occurs first).

Prepare and File Federal Aid Applications	Superintendent of Schools, Andrew Kourt
Certify Payroll	Superintendent of Schools, Andrew Kourt
Approve employee attendance at conferences	Superintendent of Schools, Andrew Kourt
Authorize approval of service contracts and/or repair contracts not to exceed \$10,000	Superintendent of Schools, Andrew Kourt
Petty Cash:	WBH School Principal: \$100.00
	Secretary to the JSHS Principal: \$100.00
	Secretary to the Superintendent: \$100.00
	Bus Garage: \$100.00

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 \$5000 in accordance with Section 1702(L) of the Commissioner's Regulations	Superintendent of Schools, Andrew Kourt
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, Andrew Kourt
Authorization to change orders for capital projects as needed between Board of Education meetings	Superintendent of Schools, Andrew Kourt
Authorization to initiate Section 75 charges between Board of Education meetings	Superintendent of Schools, Andrew Kourt
Authorization to vote for Health Insurance Trustee	Superintendent of Schools, Andrew Kourt

6. DESIGNATIONS

Board President Putnam made the motion to approve item 6A. Board member Long seconded. 4 ayes, 0 nays 0 abstained.

A. Motion to designate agents-

To designate agents until the time of July 2023 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	Andrew Kourt, Superintendent
Budget Hearing Date	May 3, 2023
Budget Vote & Election	May 16, 2023
Designated Education Official	Matt Klafehn
Chief Emergency Officer	Superintendent Kourt
Rensselaer Columbia Greene Workers Compensation Consortium Representative	Business Manager, Danielle Brewster

7. RATES

Board President Putnam made the motion to approve item 7A-B. Board Vice President Brutsch seconded. 4 ayes, 0 nays 0 abstained.

A. Motion to set rates for the 2022-23 school year:

School Breakfast:	\$1.25
School Lunch:	\$2.45
Milk:	\$0.55
Mileage Reimbursement Rate: (as designated by the IRS)	\$0.625 per mile
Meal Allowance:	\$60.00 a day
Tutoring Rate:	\$40.00 per hour
Compensation of Inspectors of Elections	Wage set by Columbia County
NYS Non-Resident Parentally Placed K-12 Tuition Rate	\$5,000 per year
Lifeguard Rate:	\$20 per hour
Cleaner when school is not in session	\$30.00 per hour
Kitchen staff when school is not in session	\$30.00 per hour
Uncertified Teacher/Teaching Assistant Substitute	\$90/day
Certified Teacher Substitute	\$115/day
Long-term substitute	\$256.23/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 per hour
Retired Certified Teacher substitute (Retired with 10 years or more as a teacher)	\$135 per day

B. Motion to establish the Capitalization Threshold

To establish the Capitalization Threshold to be \$1500 for the 2022-23 school year.

8. MISCELLANEOUS

Board President Putnam made the motion to approve item 8A-B. Board Vice President Brutsch seconded. 4 ayes, 0 nays 0 abstained.

A. Motion to re-adopt all Board of Education Policies and Code of Ethics for the 2022-23 school

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 2022-23 school year.

9. ACKNOWLEDGEMENTS/ADMINISTRATIVE COMMENTS

A. WBH update- Andrew Kourt presented on behalf of Josh Noble on hiring and scheduling.

B. JSHS update- Andrew Kourt presented on behalf of Matt Klafehn on graduation, jazz band, hiring and student elective feedback.

C. Business Office update- Danielle Brewster presented on cafeteria grant, closing out the year and buses. Board Vice President Brutsch asked what the cost for free breakfast would be if the district were to cover it as well as an analysis on breakfast needs.

D. Superintendent update given- Mr. Kourt spoke about interviewing, retreats, mentor training, summer curriculum, water system and electric buses. Mr. Brutsch made note he was not in agreement on being first out for electric buses. The board also asked for a regents update and a covid attendance policy update.

10. APPROVAL OF MINUTES

Board President Putnam made the motion to approve item 10A. Board Vice President Brutsch seconded. 4 ayes, 0 nays 0 abstained.

A. Motion to approve the June 8, 2022 Board of Education Meeting minutes

11. CURRICULUM AND INSTRUCTION

A. 2022-23 Professional Development Plan

B. District Wide Safety Plan

Board President Putnam made the motion to approve item 11C-D. Board Vice President Brutsch seconded. 4 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 11 through August 10. 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

D. Motion to adopt the 2022-23 Professional Development Plan

12. FINANCIAL

A. 2021-22 Fourth Quarter Internal Claims Audit Report

Board Vice President Brutsch made the motion to approve items 12 B-K. Board President Putnam seconded. 4 ayes, 0 nays, 0 abstained.

B. Motion to approve the 2021-22 fourth quarter internal claims audit report as submitted by Chris Pallozzi and Sarah Roblez.

C. Motion to authorize Superintendent Kourt to enter into an agreement- To authorize Superintendent Kourt to enter into an agreement with New York School and Municipal Energy Consortium (NYSMEC) purpose of joint bidding of electricity as per attached:

D. Motion to approve the School Resource Deputy Intermunicipal Agreement

E. Motion to approve May 2022 Treasurer's Report

F. Motion to approve the May 2022 grades 6-12 Extra-Curricular Accounts report

G. Motion to approve the June 2022 grades 6-12 extra-curricular accounts report

H. 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:

I. Motion to authorize Superintendent Kourt to enter into an agreement with BPD- To authorize Superintendent Kourt to enter into an agreement with Bernard P. Donegan Municipal Finance as per attached:

J. Motion to approve budget transfers

K. Motion to accept donations

13. PERSONNEL

Board Vice President Brutsch made the motion to approve items 13A-R Board President Putnam seconded. 4 ayes, 0 nays 0 abstained.

A. Motion to appoint a Physical Education Teacher- To appoint, upon the recommendation of Superintendent Kourt, Nicolas Van Vorst to the Physical Education tenure area (probationary) step 7 at a rate of \$56,805 effective September 1, 2022 through September 1, 2026. Eligibility for tenure at the end of the probationary period is dependent on the employee receiving APPR ratings of H or E in 3 of 4 preceding years (and no I rating in final year) (8 NYCRR § 30-1.3[d]).

B. Motion to appoint a summer bus driver- To appoint, upon the recommendation of Superintendent Kourt, Jackie Howe as summer bus driver effective July 1, 2022 at a rate of \$22.39 per hour

C. Motion to approve a Memorandum of Agreement Brynn Padrick as per attached:

D. Motion to approve a Memorandum of Agreement for tuition reimbursement.

E. Motion to appoint advisors and coordinators for the 2022-23 school year:

Class/Club Name	Advisor	Stipend
6th Grade Class Advisor	Chris Bonacquisti	\$305.00
6th Grade Class Advisor	Chelsea Mastin	\$305.00
Class of 2023	Britt Buckenroth	\$1,008.00
Class of 2024	Valene Synakowski	\$411.00
Class of 2024	Brooke Dickson	\$411.00
Class of 2025	Molly Schroeder	\$365.50
Class of 2025	Jimmy Dillon	\$365.50
Class of 2026	Matt Grubler	\$731.00
Class of 2027	Jenna Cupp	\$318.50
Class of 2027	Tricia White	\$318.50
Class of 2028	Koni Davis	\$637.00
JSHS Appetites Anonymous	Britt Buckenroth	\$600.00
JSHS Archery Club	TBD	\$600.00
JSHS Equity and Inclusivity	Jenna Cupp	\$500.00
JSHS Equity and Inclusivity	Aaron Kanofsky	\$500.00
JSHS Fitness Club	Tim Christiansen	\$600.00
JSHS Makerspace	Britt Buckenroth	\$1,800.00
JSHS Spirit Club	Michelle Bienes	\$1,200.00
JSHS Sr. Band	BJ FitzGerald	\$1,500.00
JSHS Sr. Choir	Valene Synakowski	\$1,800.00
JSHS Student Leadership Council	Aaron Kanofsky	\$1,200.00
JSHS Travel Club	Sarah Roblez	\$817.00
JSHS Travel Club	Aaron Kanofsky	\$817.00
JSHS Travel Club	Michelle Bienes	\$816.00
JSHS Yearbook	Michelle Bienes	\$1,500.00
JSHS Yoga Club	Michelle Lagonia	\$600.00
WBH Art Club	Christina Seyerlein	\$300.00
WBH Art Club	Jennifer Blodgett	\$300.00
WBH Board Game Club	Kellie Daino	\$600.00
WBH Drama Club	Claire LaRue	\$900.00

WBH Drama Club	Vicki Ouimet	\$900.00
WBH Minecraft Club	tbd	\$600.00
WBH Science Club	Bridget Rank	\$600.00
WBH Yoga Club	Alex Chandler	New club, no stipend

Curriculum Coordinator	Advisor	Stipend
Math 7-12	Dolores Storey	\$1,000.00
PE K-12	Tim Christiansen	\$1,000.00
SS 7-12	David Knudsen	\$1,000.00
ELA 7-12	Brooke Dickson	\$1,000.00
Music K-12	Valene Synakowski	\$1,000.00
ELA K-6	Kelli Heslin	\$500.00
ELA K-6	Michelle Bruns	\$500.00
Math K-6	Alex Chandler	\$1,000.00
Science K-6	Chris Bonacquisti	\$1,000.00
Social Studies K-6	tbd	\$1,000.00
Continuing Education Coordinator	Michelle Bienes	\$750.00
Continuing Education Coordinator	Britt Buckenroth	\$750.00
WBH Band & Choir	Kellie Daino	\$1,000.00

F. Motion to accept a leave request- To accept a leave request from Emily Reardon as an ELA RTI teacher for the purposes of accepting a long term substitute position.

G. Motion to appoint a long term substitute- To appoint, upon the recommendation of Superintendent Kourt, Emily Reardon as a long term substitute to cover a maternity leave, at a rate of \$256.23, beginning approximately September 14, 2022.

H. Motion to amend an appointment- To amend the appointment of Joe De Sena from a part time teacher's aide to a full time teacher's aide, per student IEP, effective September 1, 2022.
Subject

I. Motion to amend an appointment- To amend the appointment of Brianna Shuhart from a full time teacher's aide per student IEP to a full time teacher's aide, effective September 1, 2022.
Subject

J. Motion to appoint substitutes

To appoint, upon the recommendation of Superintendent Kourt, the following substitutes effective July 1, 2022:

Audrey Nerney	Substitute bus driver	\$24/hour
	Substitute bus monitor	\$14.98/hour

K. Motion to abolish a position

To abolish a .2 Business teacher and .4 Athletic Coordinator position effective June 10, 2022.

L. Motion to create a position

To create an Assistant Principal/Athletic Director position effective July 1, 2022.

M. Motion to accept a resignation from Laura Bolander effective August 31, 2022

N. Motion to appoint a long term substitute- To appoint, upon the recommendation of Superintendent Kourt, Megan Darcy-Godfroy as a long term substitute for the 2022-23 school year at a rate of \$256.23 per day effective September 1, 2022.

O. Motion to accept a resignation from Cassidy Medved effective June 30, 2022.

P. Motion to appoint a Social Studies teacher- To appoint, upon the recommendation of Superintendent Kourt, Jared DeLuca to the 7-12 Social Studies tenure area (probationary), Step 1, with a salary of \$51,247 per year, effective September 1, 2022 through September 1, 2026. Eligibility for tenure at the end of the probationary period is dependent on the employee receiving APPR ratings of H or E in 3 of 4 preceding years (and no I rating in final year) (8 NYCRR § 30-1.3[d]).

Q. Motion to appoint an Athletic Director/Assistant Principal- To appoint, upon the recommendation of Superintendent Kourt, Corey Brown to the probationary tenure position of Assistant Principal, effective August 1, 2022 with a salary of \$73,000.

R. Motion to appoint a Special Education teacher- To appoint, upon the recommendation of Superintendent Kourt, Rachel Fisher as a full time Special Education teacher, effective September 1, 2022- September 1, 2025 step 12 at a rate of \$62,652. Eligibility for tenure at the end of the probationary period is dependent on the employee receiving APPR ratings of H or E in 3 of 4 preceding years (and no I rating in final year) (8 NYCRR § 30-1.3[d]).

14. SUPERINTENDENT

A. Final goals update given by Superintendent Kourt.

15. BOARD OPEN DISCUSSION

A. Designation of Board Members for Board Committees

Committee	2022-23 Members
Audit Committee	Committee of the whole
Visitation Committee	Committee of the Whole
Policy Committee	John Kalisz, Rob Long, Bill Buckenroth
Negotiation Committee	Michael Brutsch, Sharon Putnam, Charleen Kane
Facility Committee	Mike Brutsch, Dick Sime, Sharon Putnam

16. PUBLIC COMMENT

None

17. PROPOSED EXECUTIVE SESSION

Not needed

18. ADJOURNMENT

Board Vice President Brutsch made the motion to adjourn the meeting at 8:20pm. Board President Putnam seconded. 4 ayes, 0 nays, 0 abstained.

Respectfully Submitted,

Kelly McGivern

Kelly McGivern, District Clerk