



Wednesday, July 12, 2023

Regular Meeting of the New Lebanon Central School Board of Education 7:00pm WBH Library

Attendance: (P=Present A=Absent)

Mike Brutsch __P__
Bill Buckenroth __A__
John Kalisz __P__
Rob Long __P__
Sharon Powers __P__
Thom Rigg __P__

Also in attendance:

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

1. MEETING CALLED TO ORDER & PLEDGE OF ALLEGIANCE

The meeting was called to order by Board Clerk Kelly McGivern at 7:00pm and opened with the Pledge of Allegiance.

2. OATH OF OFFICE

Oath of Office administered to the newly (re)elected Board of Education members

B. Oath of Office administered to the District Clerk

Oath of Office administered to the District Clerk Kelly McGivern

C. Oath of Office administered to Superintendent of Schools

Oath of Office administered to Superintendent of Schools Andrew Kourt.

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

Oath of Office to Deputy District Clerk Danielle Brewster.

3. ELECTION OF OFFICERS OF THE BOARD OF EDUCATION

A. Board member Rigg motioned to appoint Michael Brutsch as President. Board member Kalisz seconded. 6 ayes, 0 nays, 0 abstained.

To elect a President of the Board of Education.

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

C. The Board President will now conduct the meeting

Board President Brutsch made the motion to appoint John Kalisz as Vice President. Board member Long seconded. 6 ayes, 0 nays 0 abstained.

D. Motion to elect a Vice President to the Board of Education

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

4. ANNUAL APPOINTMENTS

Board President Brutsch made the motion to approve items 4A-C. Board member Long seconded. 6 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 Corey Brown (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, Matt Klafehn, Joshua Noble, Jenna Cupp and Jennifer Morris (alternate)	No stipend
Student Accident Insurance Carrier	Gerber Life Insurance	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

- 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 member Powers made the motion to approve item 5A. Board member Kuffel seconded. 6 ayes, 0 nays, 0 abstained.

To authorize agents until the time of the July 2024 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
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, 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 member Long made the motion to approve item 6A. Board Vice President Kalisz seconded. 6 ayes, 0 nays, 0 abstained.

A. Motion to designate agents

To designate agents until the time of July 2024 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 8, 2024
Budget Vote & Election	May 21, 2024
Designated Education Official	Matt Klafehn
Chief Emergency Officer	Superintendent Kourt
Rensselaer Columbia Greene Workers Compensation Consortium Representative	Business Manager, Danielle Brewster

7. RATES

Board member Long made the motion to approve item 7A-C. Board member Powers seconded. 6 ayes, 0 nays, 0 abstained.

A. Motion to set rates for the 2023-24 school year

School Breakfast:	\$1.25
School Lunch:	\$2.45
Milk:	\$0.55

Mileage Reimbursement Rate: (as designated by the IRS)	\$0.65 per mile
Meal Allowance:	\$60.00 a day
Tutoring Rate:	\$40.00 per hour
Compensation of Inspectors of Elections	Wage set by Columbia County
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	\$95/day
Certified Teacher Substitute	\$115/day
Long-term substitute	\$262.26/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
Bus Driver Trainee	\$16.50 per hour

B. Motion to create a rate

To create an off-step rate for Robert Cummings, cleaner, for the 2022-23 school year only, as of March 20, 2023 of \$26.10.

C. Motion to establish the Capitalization Threshold

To establish the Capitalization Threshold to be \$1500 for the 2023-24 school year.

8. MISCELLANEOUS

Board Kuffel made the motion to approve item 8A-B. Board member Powers seconded. 6 ayes, 0 nays, 0 abstained.

A. Motion to re-adopt all Board of Education Policies and Code of Ethics for the 2023-24 school

To re-adopt all Board of Education Policies and Code of Ethics for the 2023-24 school year.

B. Motion to set school day hours

To set the 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 2023-24 school year.

9. ACKNOWLEDGEMENTS/ADMINISTRATIVE COMMENTS

A. WBH update- update given by Superintendent Kourt. Summer school is underway and going well.

B. JSHS update- Matt Klafehn presented on graduation, scheduling, sports clinics and grading practices.

C. Business Office update- Danielle Brewster presented on closing out the year, DePaula Chevrolet delivery and fund balance.

D. Superintendent Update- Information provided on Superintendent Kourt on sports programming, new board members, YMCA daycare interest, board retreat and phase three project.

10. APPROVAL OF MINUTES

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

A. Motion to approve the June 7, 2023 Board of Education meeting minutes
To approve the June 7, 2023 Board of Education meeting minutes.

B. Motion to approve the June 21, 2023 Board of Education meeting minutes
To approve the June 21, 2023 Board of Education meeting minutes

11. PUBLIC COMMENT

None

12. CURRICULUM AND INSTRUCTION

A. 2023-24 Professional Development Plan

B. District Wide Safety Plan

Board Vice President Kalisz made the motion to approve item 12C-D. Board member Long 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 12 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

D. Motion to adopt the 2023-24 Professional Development Plan
To adopt the 2023-24 Professional Development Plan

13. FINANCIAL

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

A. Motion to authorize Superintendent Kourt to enter into an agreement
To authorize Superintendent Kourt to enter into an agreement with Delaware-Chenango-Madison-Otsego BOCES (DCMO) as per attached:

B. Motion to authorize Superintendent Kourt to enter into an agreement
To authorize Superintendent Kourt to enter into an agreement with OMNI 403b as per
[OMNI 403b.pdf \(224 KB\)](#)

C. Motion to approve the 2022-23 fourth quarter internal claims audit report
To approve the 2022-23 fourth quarter internal claims audit report as submitted by Sarah
[4th qtr note.pdf \(45 KB\)](#)
[4th qtr warrants.pdf \(56 KB\)](#)

D. Motion to approve the School Resource Deputy Intermunicipal Agreement

E. Motion to approve the May 2023 grades 6-12 Extra-Curricular Accounts report
To approve the May 2023 grades 6-12 Extra-Curricular Accounts report as submitted by Sarah Roblez, Jr/Sr High School Extra-curricular Accounts Treasurer.

F. 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:

G. Motion to approve budget transfers
To approve the attached budget transfers:

H. Motion to accept donations
To accept donations as per attached:

I. Motion to accept recommendations
To accept administrations recommendations, having given due consideration to the level of service and qualifications of the following service providers; and having reviewed the evaluation and recommendation provided by the Superintendent of Schools and the Business

Official; the New Lebanon CSD will continue the current contract with the following professional service providers, in accordance with District policy 6741.

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.

J. Motion to authorize Superintendent Kourt to enter into an agreement

To authorize Superintendent Kourt to enter into an agreement with Dr. Shailaja Setty for physician services as per attached:

K. Motion to authorize Superintendent Kourt to enter into an agreement

To authorize Superintendent Kourt to enter into an agreement with the YMCA for before and after school care services as per attached:

14. PERSONNEL

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

A. Motion to appoint a summer cleaner

To appoint, upon the recommendation of Superintendent Kourt, Teresa Green as a summer cleaner from June 30-August 31, 2023.

B. Motion to approve a MOA with the CSEA

To approve the attached MOA with the CSEA:

C. Motion to accept a resignation

To accept a resignation from Kelly Smith, effective June 23, 2023.

D. Motion to accept a resignation

To accept a resignation from Joe DeSena, effective June 30, 2023.

E. Motion to appoint substitutes

To appoint, upon the recommendation of Superintendent Kourt, the following substitutes:

Julie Fraad	Substitute TA/Teacher	\$115 per day
Michelle Bienes	Substitute bus monitor	\$15.43/hour
Heather Darcy	Substitute bus monitor	\$15.43/hour

F. Motion to appoint a lifeguard

To appoint, upon the recommendation of Superintendent Kourt, Claudia Stickles as a lifeguard.

G. To appoint the following advisers and coordinators for the 2023-24 school year:

Coordinator	Advisor	Stipend
Math 7-12	Dolores Storey	\$ 1,300.00
Science 7-12	Glenn Giumarra	\$ 1,300.00
PE K-12	Tim Christiansen	\$ 1,300.00
SS 7-12	Aaron Kanofsky	\$ 1,300.00
ELA 7-12	Brooke Dickson	\$ 1,300.00
Music K-12 Coordinator	Valene Synakowski	\$ 1,300.00
ELA K-6	Kelli Heslin	\$ 650.00
ELA K-6	Michelle Bruns	\$ 650.00
JSHS Sr. Band/After Hour Duties	Robert FitzGerald	\$ 1,500.00
JSHS Sr. Choir/After Hour Duties	Val Synakowski	\$ 1,800.00
Math K-6	Alex Chandler	\$ 1,300.00
Science K-6	Chris Bonacquisti	\$ 1,300.00
Social Studies K-6	Kathleen Bove	\$ 1,300.00
Continuing Education Coordinator	Britt Buckenroth & Christina Seyerlein	\$ 1,500.00, shared
WBH Band & Choir/After Hours Duties	Kellie Daino	\$ 1,300.00
Teacher Mentor Coordinator	Kathleen Bove	\$ 1,300.00
ELL/Foreign Language Coordinator	Molly Schroeder and Bridget Lebaron	\$1,300, shared
DEI Coordinator	Aaron Kanofsky and Jenna Cupp	\$2,000, shared
SEM Coordinator	Tricia White	\$ 2,000.00
Student Progress Monitoring and Data	Tylea Gebbie	\$

Coordinator		2,000.00
Technology and Data Security Privacy Coordinator	David Hawkins and Courtney Wheat	\$2,000 shared
Class/Club Name	Advisor	Stipend
Class of 2024	Brooke Dickson, Val Synakowski	\$1008, shared
Class of 2025	Val Synakowski, Brooke Dickson	\$822, shared
Class of 2026	TBD	\$ 731.00
Class of 2027	Jenna Cupp, Tricia White	\$731, shared
Class of 2028	Koni Davis	\$ 637.00
Class of 2029	TBD	\$ 637.00
JSHS Just Food	Britt Buckenroth	\$ 1,200.00
JSHS Archery Club	Andrew Starks	\$ 600.00
JSHS Fitness Club	Tim Christiansen	\$ 600.00
JSHS Literary Arts Club	Brooke Dickson	\$ 600.00
JSHS Makerspace	Britt Buckenroth	\$ 1,800.00
JSHS Outspoken!	Meghan Evans, Jenna Cupp	\$600, shared
JSHS Spirit Club	Britt Buckenroth	\$ 1,200.00
JSHS Student Leadership Council	Brooke Dickson, Aaron Kanofsky	\$1200, shared
JSHS Travel Club Fundraising & Activities	Sarah Roblez, Michelle Bienes, Aaron Kanofsky	\$2450, shared
JSHS Yearbook	Michelle Bienes	\$ 1,500.00
JSHS Yoga Club	Michelle Lagonia	\$ 600.00
Academic Rescue	Corie Noel & Molly Schroeder	\$3500, shared
Credit Rescue	Christine Neumann & Amanda Starks	\$3500, shared

WBH Art Club	Christina Seyerlein and Jennifer Blodgett	\$600, shared
WBH Board Game Club	Kellie Daino and David Hawkins	\$600, shared
WBH Drama Club	Kellie Daino and Vicki Ouimet	\$1800, shared
WBH Minecraft/Gaming Club	David Hawkins and Courtney Wheat	\$600, shared
WBH Science Club	Bridget Rank	\$ 600.00
WBH Yoga Club	Alex Chandler	\$ 600.00
WBG 6th Grade Advisor	Chris Bonacquisti and Chelsea Mastin	\$610, shared
WBH After School RTI ELA	Michelle Bruns and Alex Chandler	\$3500, shared
WBH After School RTI Math	Alex Chandler	\$ 3,500.00

H. Motion to appoint a part time dispatcher

To appoint, upon the recommendation of Superintendent Kourt, Michelle Bienes as a part time dispatcher, effective September 1, 2023, Step 2, at a rate of \$19.87 per hour.

I. Motion to appoint a summer mechanic

To appoint upon the recommendation of Superintendent Kourt, Kirk Dober as a summer mechanic from July 1- August 31, 2023 at a rate of \$19.74 per hour, as needed.

J. Motion to accept a resignation

To accept a resignation from Kim Burns as a bus driver, effective July 7, 2023.

15. SUPERINTENDENT

A. Final goals update

Final 22-23 District Goals with Action Steps.docx (36 KB)

B. 2023-24 Board and District Goals

16. BOARD OPEN DISCUSSION

A. Designation of Board Members for Board Committees

To designate committee members

Committee	2022-23 Members
Audit Committee	Committee of the whole
Visitation Committee	Committee of the Whole
Policy Committee	Bill Buckenroth, John Kalisz, Rob Long
Negotiation Committee	Michael Brutsch, Sharon Putnam
Facility Committee	Michael Brutsch, John Kalisz, Dick Sime
Committee	2023-24 Members
Audit Committee	Committee of the whole
Visitation Committee	Committee of the Whole
Policy Committee	Bill Buckenroth, John Kalisz, Rob Long
Negotiation Committee	Michael Brutsch, Sharon Powers
Facility Committee	Michael Brutsch, John Kalisz and Thom Rigg

17. PROPOSED EXECUTIVE SESSION

Board vice president Kalisz made the motion to enter into Executive Session at 8:28pm for the purpose of discussing the employment history of particular employees. Board member Rigg seconded. 6 ayes, 0 nays, 0 abstained.

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

12. ADJOURNMENT

Board President Brutsch made the motion to adjourn the meeting at 9:30pm. Board Vice President Kalisz seconded. 6 ayes, 0 nays, 0 abstained.

Respectfully Submitted,

Kelly McGivern

Kelly McGivern, District Clerk