



Wednesday, July 9, 2025
Special Meeting of the New Lebanon Central School Board of Education
WBH Library 7pm

Attendance: (P=Present A=Absent)

Mike Brutsch	__P__
Bill Buckenroth	__P__
Racheal Chubb	__A__
John Kalisz	__P__
Rob Long	__A__
Alex Polacinski	__P__
Sharon Powers	__P__

Also in attendance:

Chris Harper	__P__
Matt Klafehn	__P__
Josh Noble	__P__
Danielle Brewster	__P__
Corey Brown	__A__

1. MEETING CALLED TO ORDER & PLEDGE OF ALLEGIANCE

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

2. OATH OF OFFICE

- A. Oath of Office administered to the District Clerk
- B. Oath of Office administered to Superintendent of Schools
- C. Oath of Office administered to the Deputy District Clerk & Treasurer

3. ELECTION OF OFFICERS OF THE BOARD OF EDUCATION

- A. Board Vice President Kalisz made the motion to elect Michael Brutsch as President of the Board of Education. Board member Powers seconded. 4 ayes, 0 nays, 1 abstained (Brutsch).
- B. Oath of Office administered to the President of the Board of Education
- C. The Board President will now conduct the meeting
- D. Board President Brutsch made the motion to elect John Kalisz as Vice President to the Board of Education. Board member Powers seconded. 4 ayes, 0 nays, 1 abstained (Kalisz).
- E. Oath of Office administered to the Vice President of the Board of Education

4. ANNUAL APPOINTMENTS

Board member Buckenroth made the motion to approve items 4A-C. Board Vice President Kalisz seconded. 5 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 2026 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 & 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), Tim Christiansen	\$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	Superintendent	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	Mindy Keegan, 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 CSE Chair (alternate)	No stipend
Student Accident Insurance Carrier	Gerber Life Insurance	Per contract
Tax Collector	Sarah Roblez	\$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

CSE		CPSE	
Parent Representative(s)	Christina Seyerlein	Parent Representative(s)	Christina Seyerlein
Chairperson	Kathy Johnston/Chair	Chairperson	Kathy Johnston/Chair
Alternate Chairperson	Josh Noble Matthew Klafehn Tylea Gebbie Patricia White	Alternate Chairperson	Tylea Gebbie Superintendent
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, 2025 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 Buckenroth made the motion to approve item 5A. Board member Powers seconded. 5 ayes, 0 nays, 0 abstained

A. Motion to authorize agents

To authorize agents until the time of the July 2025 Organization Meeting, or until a successor is appointed (whichever occurs first).

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 2026 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
Signature of all District checks	Business Manager, Danielle Brewster
Alternate Signature of all District checks	Superintendent
Budget Hearing Date	May 6, 2026
Budget Vote & Election	May 19, 2026
Law Enforcement Unit	Columbia County Sheriffs and NYS Police
Designated Education Official	Matt Klafehn
Chief Emergency Officer	Superintendent
Rensselaer Columbia Greene Workers Compensation Consortium Representative	Business Manager, Danielle Brewster

7. RATES

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

A. Motion to set rates for the 2025-26 school year

School Breakfast:	\$1.35
School Lunch:	\$2.60
Milk:	\$0.65
Mileage Reimbursement Rate: (as designated by the IRS)	\$0.70 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	\$120/day
Certified Teacher Substitute	\$140/day
Long-term substitute	\$274.73/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)	\$155/day
Bus Driver Trainee	\$16.50/hour
Pool Deck Monitor	\$20/hour
Chaperone (sports)	\$30 per game

B. Motion to establish the Capitalization Threshold

To establish the Capitalization Threshold to be \$1500 for the 2025-26 school year.

8. MISCELLANEOUS

Board member Powers made the motion to approve items 8A-B. 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 2025-26 school year

To re-adopt all Board of Education Policies and Code of Ethics.

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 2025-26 school year.

9. PUBLIC COMMENT

None

10. CURRICULUM AND INSTRUCTION

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

A. District Wide Safety Plan

[2025-26 District-Wide School Safety Plan.pdf \(329 KB\)](#)

B. 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 9 through August 12. Written comments must be sent to the attention of Superintendent Christopher Harper at:

charper@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.newlebanoncsc.org

C. Motion to approve CSE/CPSE recommendations

11. POLICY

Board President Brutsch made the motion to approve item 11A. Board Vice President Kalisz seconded. 5 ayes, 0 nays, 0 abstained Subject

A. Motion to approve a policy (second read)

[Policy 5695.pdf \(157 KB\)](#)

12. FINANCIAL

Board Vice President Kalisz made the motion to approve items 12A-H. Board member Buckenroth seconded. 5 ayes, 0 nays, 0 abstained Subject

A. Motion to approve the 2025-26 fourth quarter internal claims audit report

B. Motion to approve the April 2025 Treasurer's Report

C. Motion to approve May 2025 Treasurer's Report

D. Motion to approve the May 2025 grades 6-12 Extra-Curricular Accounts report

E. Motion to approve an agreement with Whiteman, Osterman and Hanna

F. 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.

G. Motion to approve budget transfers

H. Motion to accept donations

- Ender 3 Pro 3D printer
- 2 Rival Crock Pots
- 2 Kitchen Aid Stand Mixers
- 1 Black and Decker Toaster
- 1 Dash No-Drip Waffle Maker

13. PERSONNEL

Board Vice President Kalisz made the motion to approve items 13A-E, G. Board member Powers seconded. 5 ayes, 0 nays, 0 abstained. Board Vice President Kalisz made the motion to approve item 13F. Board member Powers seconded. 4 ayes, 0 nays, 1 abstained (Buckenroth)

A. To accept a resignation from Martin Bachner, effective June 6, 2025.

B. To accept a resignation from Tammy Groat-Messick effective June 26, 2025.

C. To accept a resignation from Molly Schroeder effective August 30, 2025.

D. Motion to appoint a Senior Account Clerk

To appoint, upon the recommendation of the Superintendent, Brady Bicknell as a Senior Account Clerk (provisional), at a rate of \$20.50 per hour, effective May 19, 2025 and to approve the attached terms and conditions.

[2025-27 Brady Bicknell Terms and Conditions.pdf \(136 KB\)](#)

E. Motion to appoint summer kitchen staff

Candy McCarty

Substitutes: Heather Darcy and Jannelle Johnson

F. Motion to appoint community education staff

Water Safety Instructors to approve: (@ \$25/hour)

Britt Buckenroth

Swim Lesson Assistants (@ \$15.50/hour)

Lucy Fougere

Liz Brown

Lifeguard (@ \$22/hour)

Cadence Ward

G. Motion to appoint summer school substitutes

Deb Gallucci, Kathleen Bove, Vicki Ouimet

14. BOARD OPEN DISCUSSION

A. Designation of Board Members for Board Committees

Committee	2024-25 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, Kyle Kuffel
Facility Committee	Michael Brutsch, John Kalisz, Thom Rigg
Committee	2025-26 Members

Audit Committee	Committee of the whole
Visitation Committee	Committee of the Whole
Policy Committee	
Negotiation Committee	
Facility Committee	

B. Board Retreat Date Discussion

16. ADJOURNMENT

Board member Powers made the motion to adjourn the meeting at 7:41 pm. Board Vice President Kalisz seconded. 5 ayes, 0 nays, 0 abstained.

Respectfully Submitted,

Kelly McGivern

Kelly McGivern, District Clerk