



Wednesday, July 8, 2020

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

Attendance: (P=Present A=Absent)

Tim Lambert __P__
Mike Brutsch __P__
Bill Buckenroth __P__
John Kalisz __P__
Rob Long __A__
Sharon Putnam __P__
Richard Sime __A__

Also in attendance:

Leslie Whitcomb __P__
Matt Klafehn __P__
Andrew Kourt __P__
Josh Noble __P__
Kevin Fottrell __P__

1. MEETING CALLED TO ORDER & PLEDGE OF ALLEGIANCE

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

2. OATH OF OFFICE

A. Oath of Office administered to the newly elected Board of Education Members Sime and Putnam.

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

C. Kelly McGivern, District Clerk, administered the Oath of Office to Superintendent Whitcomb.

D. Kelly McGivern, District Clerk, administered the Oath of Office to Kevin Fottrell, Deputy District Clerk.

E. Kelly McGivern, District Clerk, administered the Oath of Office to Celeen Lawrence, District Treasurer.

3. ELECTION OF OFFICERS OF THE BOARD OF EDUCATION

A. Board Vice President Brutsch made the motion to elect Tim Lambert as President of the Board of Education. Board member Putnam seconded. 5 ayes, 0 nays, 0 abstained.

B. Oath of Office administered to the President of the Board of Education
Kelly McGivern, District Clerk, will administer the Oath of Office to the President of the Board of Education.

C. The Board President now conducts the meeting.

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

E. Oath of Office administered to the Vice President of the Board of Education
 Kelly McGivern, District Clerk, will administer the Oath of Office to the Vice President of the Board of Education.

4. ANNUAL APPOINTMENTS

Board President Lambert made the motion to approve items 4A-D. Board Vice President Brutsch seconded. 5 ayes, 0 nays, 0 abstained.

A. Motion to appoint a student representative

To appoint Winter Exley to the position of Student Ex-Officio non-voting member of the school board for the 2020-21 school year.

B. 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 2021 Organization Meeting, or until a successor is appointed (whichever occurs first). See list below:

Title	Individual or Firm
Asbestos Liaison Designee	Business Administrator
Attendance Supervisors—Elementary and JSHS Nurses	Christina Seyerlein & Cheryle Rice
Bank Courier	Sarah Roblez
Bond Counsel	M. Cornelia Cahill, Esq.
Chemical Hygiene Officer	Glenn Giumarra
Clerk of the Annual Meeting and District Vote/Chief Inspector	Kelly McGivern
Commercial Insurance Carrier	Utica National Insurance Group
Deputy District Clerk	Business Administrator
Dignity for All Coordinators (DASA)	Josh Noble (WBH) and Andrew Kourt (JSHS)
District Clerk	Kelly McGivern
District Treasurer	Celeen Lawrence
External Auditors	Raymond G. Preusser
Grades 6-12 Extra-Curricular Activities Treasurer	Sarah Roblez, Jr/Sr High School
Health & Safety Coordinator	Matthew Klafehn
Hearing Officer	Leslie Whitcomb (Andrew Kourt as of 10/1/2020)
Hearing Officer Alternate	Susan DiDonato
HIPPA Privacy Official	Business Administrator
McKinney-Vento Homeless Liaison	Matthew Klafehn
MSDS Officer	Business Administrator
Purchasing Agent	Leslie Whitcomb (Andrew Kourt as of 10/1/2020)
Receiver of Taxes	NERIC
Records Access Officer	Kelly McGivern
Records Management Officer	Kelly McGivern

School Architect	Mosaic Associates Architects
School Attorney	Whiteman, Osterman & Hanna
School Lunch Hearing Officer	Business Administrator
School Physician	TBD
Section 504 Officers	Patricia White , Tylea Gebbie and Jennifer Morris (alternate)
Student Accident Insurance Carrier	Pupil Benefits Plan, Inc.
Tax Liaison	Celeen Lawrence
Title VI and IX Compliance Officer	Leslie Whitcomb (Andrew Kourt as of 10/1/2020)
Wellness Coordinator	Leslie Whitcomb (Andrew Kourt as of 10/1/2020)
Workers Compensation Delegate	Business Administrator

C. Motion to appoint members to the Committee on Special Education

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

Parent Representative(s)	Christina Seyerlein
Chairperson	Jennifer Morris
Alternate Chair	Josh Noble Matthew Klafehn Tylea Gebbie Patricia White
Parent of Child	TBD
Regular Education Teacher	TBD
Special Education Teacher of Child	TBD
Child (When appropriate)	TBD

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

D. Motion to Certify Standard Workdays

BE IT RESOLVED that the Board of Education establish the following Standard Work Day for employees whose titles are reported to Employees' Retirement System (ERS), as required by the NYS and Local Retirement System, effective July 1, 2020 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 – 4 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 hours

Secretary to the Superintendent/District Clerk – 7 hours
 Secretary I- 10 Month- 7.5 hours

5. AUTHORIZATIONS

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

A. To authorize agents. All authorizations will be in effect until the time of the July 2021 Organization Meeting, or until a successor is appointed (whichever occurs first). See list below.

Prepare and File Federal Aid Applications	Superintendent of Schools, Leslie Whitcomb (Andrew Kourt as of 10/1/20)
Certify Payroll	Superintendent of Schools, Leslie Whitcomb (Andrew Kourt as of 10/1/20)
Approve employee attendance at conferences	Superintendent of Schools, Leslie Whitcomb (Andrew Kourt as of 10/1/20)
Authorize approval of service contracts and/or repair contracts not to exceed \$10,000	Superintendent of Schools, Leslie Whitcomb (Andrew Kourt as of 10/1/20)
Petty Cash:	WBH School Principal: \$100.00 Secretary to the JSHS Principal: \$100.00 Secretary to the Superintendent: \$100.00 Bus Garage Dispatcher: \$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 Administrator
Authorize approved budget transfers up to \$5000 in accordance with Section 1702(L) of the Commissioner’s Regulations	Superintendent of Schools, Leslie Whitcomb (Andrew Kourt as of 10/1/20)
Authorization to invest surplus funds in accordance with Accepted Investment Practices and Board Policy	Business Administrator
Authorization to hire personnel between Board of Education meetings	Superintendent of Schools, Leslie Whitcomb (Andrew Kourt as of 10/1/20)
Authorization to change orders for capital projects as needed between Board of Education meetings	Superintendent of Schools, Leslie Whitcomb (Andrew Kourt as of 10/1/20)
Authorization to initiate Section 75 charges between Board of Education meetings	Superintendent of Schools, Leslie Whitcomb(Andrew Kourt as of 10/1/20)
Authorization to vote for Health Insurance Trustee	Superintendent of Schools, Leslie Whitcomb(Andrew Kourt as of 10/1/20)

6. DESIGNATIONS

Board President Lambert made the motion to approve item 6A. Board Vice President Brutsch seconded. 5 ayes, 0 nays, 0 abstained.

A. To designate agents. All designations will be in effect until the time of July 2021 Organization Meeting, or until a successor is appointed (whichever occurs first). See list below.

Official Depository of School Funds	Bank of Greene County and NYLAF
Official Publications for Legal Notices	The Columbia Paper, The Eastwick Press
Signature of all District checks	District Treasurer, Celeen Lawrence
Alternate Signature of all District checks	Business Administrator
Budget Hearing Date	May 5, 2021
Budget Vote & Election	May 18, 2021
Designated Education Official	Matt Klafehn
Chief Emergency Officer	Leslie Whitcomb
Rensselaer Columbia Greene Workers Compensation Consortium Representative	Business Administrator

7. RATES

Board President Lambert made the motion to approve item 7A-B. Board Vice President Brutsch seconded. 5 ayes, 0 nays, 0 abstained.

A. Motion to set rates for the 2020-21 school year

To set the following rates:

School Breakfast:	\$1.25
School Lunch:	\$2.35
Mileage Reimbursement Rate: (as designated by the IRS)	\$0.575 per mile
Meal Allowance:	\$60.00 a day
Tutoring Rate:	\$30.00 per hour
Compensation of Inspectors of Elections	Wage set by Columbia County
NYS Non-Resident Parentally Placed K-12 Tuition Rate	\$4,000 per year
Lifeguard Rate:	\$20 per hour
Cleaner when school is not in session	\$23.50 per hour
Kitchen staff when school is not in session	\$21.00 per hour
Uncertified Teacher/Teaching Assistant	\$85/day
Certified Teacher	\$100/day
Long-term substitute	\$246.29/day

B. Motion to establish the Capitalization Threshold

To establish the Capitalization Threshold to be \$1500 for the 2020-21 school year.

8. MISCELLANEOUS

Board member Putnam made the motion to approve item 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

To re-adopt all Board of Education Policies and Code of Ethics for the 2020-21 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 2020-21 school year.

9. ACKNOWLEDGEMENTS/ADMINISTRATIVE COMMENTS

A. Healthy Kids presentation- RaeAnne Nocera provided information on universal PreK.

B. WBH update- Andrew Kourt presented on planning for next year.

C. JSHS update- Matt Klafehn presented on graduation.

D. District Wide Safety Plan- [2020-6 Proposed District-Wide School Safety Plan.pdf \(253 KB\)](#)

Board President Lambert made the motion to approve items 9E-F. Board member Putnam seconded. 5 ayes, 0 nays, 0 abstained.

E. 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 8 through August 8. Written comments must be sent to the attention of Superintendent Leslie Whitcomb at:

lwhitcomb@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

F. 2020-21 Professional Development Plan- [2020-21 PDP.pdf \(435 KB\)](#)

Board President Lambert made the motion to approve item 9G. Board member Putnam seconded. 5 ayes, 0 nays, 0 abstained.

G. Motion to adopt the 2020-21 Professional Development Plan

To adopt the 2020-21 Professional Development Plan

10. APPROVAL OF MINUTES

Board President Lambert made the motion to approve items 10A. Board member Putnam seconded. 5 ayes, 0 nays, 0 abstained.

A. Motion to approve the June 2, 2020 Board of Education Meeting minutes
To approve the June 2, 2020 Board of Education Meeting minutes.

11. FINANCIAL

A. 2019-20 Fourth Quarter Internal Claims Audit Report

Information given by Chris Pallozzi

[2019-2020 - Q4 - Memorandum to the Board of Education.docx \(488 KB\)](#)

[2019-2020 - Q4 - Warrants Approved.pdf \(218 KB\)](#)

[Audit Q4- 2019-2020 Docs - Jul 3 2020 - 7-35 AM.pdf \(23,275 KB\)](#)

Board President Lambert made the motion to approve items 10B-I. Board Vice President Brutsch seconded. 5 ayes, 0 nays, 0 abstained.

B. Motion to approve the 2019-20 fourth quarter internal claims audit report

To approve the 2019-20 fourth quarter internal claims audit report as submitted by Chris Pallozzi.

C. Motion to approve May 2020 Treasurer's Report

D. Motion to approve the May 2020 grades 6-12 Extra-Curricular Accounts report

To approve the May 2020 grades 6-12 Extra-Curricular Accounts report as submitted by Sarah Roblez, Jr/Sr High School Extra-curricular Accounts Treasurer.

E. 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 Whitcomb to dispose of the items as attached:

Item #	Description
Café 1	Dishwasher
Café 2	Counter w Sink Garbage Disposal
Café 3	Counter 2 sinks
Café 4	2 Steam Kettles
Café 5	Market Forge Steamer
Café 6	Hobart Food Shredder
Café 7	Rolling Table
Café 8	Double Decker Convection Oven
Café 9	Counter with Triple Sink
Café 10	Electric Stove
Café 11	Warmer/ Cooler
Café 12	Pizza Oven
Café 13	Small Sink Counter
Café 14	Counter w 2 Outlets
Café 15	Serving Counter
Café 16	Soup Kettle

Bus #127 (Suburban)

Bus #130 (Van)
 Motorola CDM 1550 radio 1-Com F5021 radio
 19 radios
 18 radios 2 base stations
 1 base station 13 mounting brackets 16 mounting brackets
 19 microphones
 18 microphones 2 portable walkie
 4 power stations talkies/with bases
 31 assorted sized antennas

F. Motion to approve budget transfers

To approve budget transfers as per attached:

[Budget Transfer.pdf \(70 KB\)](#)

G. Motion to approve the revenue status report

To approve the revenue status report as per attached:

File Attachments

[Revenue status report.pdf \(500 KB\)](#)

H. Motion to approve the budget status report

To approve the budget status report as per attached:

[Budget status report.pdf \(448 KB\)](#)

I. Motion to approve a resolution

Resolved, the Board Education hereby authorizes the use of fund balance in the amount of \$319,425 as of June 30, 2020 to be appropriated to cover anticipated revenue shortfalls in state aid in the 2020-2021 budget, due to the COVID pandemic.

12. PERSONNEL

Board President Lambert made the motion to approve item 12A. Board Vice President Brutsch seconded. 4 ayes, 0 nays, 1 abstained (Buckenroth).

A. Motion to appoint advisors and coordinators

To appoint the following advisors and coordinators for the 2020-21 school year:

Club:	Adviser(s)	Stipend
Banking Courier	Sarah Roblez	\$25/trip
Certified Pool Operator	Chris Pallozzi, Will O'Connell	\$750 each
Continuing Education Coordinator	Michelle Bienes, Lisa Kreutziger	\$1500, shared
English PreK-6	Kelli Heslin, Michelle Bruns	\$1,000
English 7-12	Brooke Dickson	\$1,000
Grade 10 Adviser	Kelsey Dano	\$731
Grade 11 Adviser	Michelle Bienes, Michelle Lagonia	\$822, shared
Grade 12 Adviser	Eileen Evans	\$1,088
Grade 6 Adviser	Chris Bonacquisti, Kelly Smith	\$610, shared
Grade 7 Adviser	Matt Grubler	\$637

Grade 8 Adviser	Molly Schroeder	\$637, shared
Grade 9 Adviser	Valene Synakowski, Brooke Dickson	\$731, shared
Grades 5 & 6 Coordinator	Katie Simmons	\$1,000
Grades 6-12 Extra-Curriculum Accounts Treasurer	Sarah Roblez	\$2,000
Internal Claims Auditor	Chris Pallozzi	\$3,000
JSHS Appetites Anonymous Food Club	Britt Buckenroth, Michelle Lagonia	\$1200, shared
JSHS Archery Club	TBD	\$600
JSHS Backstage Club	Not to be offered	\$950
JSHS Band	BJ Fitzgerald	\$1,500
JSHS Business & Entrepreneur Club	Chris Pallozzi	no stipend
JSHS Choir	Valene Synakowski	\$2,100
JSHS Drama Club	Not to be offered	\$1,200
JSHS Environmental Club	TBD	\$600
JSHS Fitness Club	TBD	\$600
JSHS Intramural Swim	TBD	\$1,200
JSHS Literary Arts Club	Donna Covert	\$600
JSHS Makerspace Club	Britt Buckenroth	\$1,800
JSHS Minecraft Club	James Dillon	\$600, shared
JSHS National Honor Society	No Longer a Club	\$600
JSHS SADD/Outspoken!	Patricia White, Meghan Evans	600, shared
JSHS Spanish Club	Bridget LeBarron	\$600
JSHS Spirit Club	Britt Buckenroth, Michelle Bienes	\$1,200
JSHS Student Leadership Council	Brooke Dickson, Aaron Kanofsky	\$600
JSHS Swim Club	TBD	\$1,200
JSHS Technology Club	Kelsey Dano	\$950
JSHS Travel Club Activities Advisor	Sarah Roblez	\$950
JSHS Travel Club Fundraising Advisor	Michelle Bienes	\$1,500
JSHS Yearbook	Michelle Bienes	\$1,500
JSHS Yoga Club	TBD	2020 year 1
Math 7-12	Dolores Storey	\$1,000
Math PreK-6	Alex Chandler	\$1,000
Music PreK-12	Valene Synakowski	\$1,000
Physical Education/Health PreK-12	Tim Christiansen	\$1,000
Science 7-12	Glenn Giumarra	\$1,000
Science PreK-6	Chris Bonacquisti	\$1,000
Social Studies 7-12	David Knudsen	\$1,000
Social Studies PreK-6	Kelly Smith	\$1,000
Technology Committee Coordinator	David Hawkins	\$1,000
WBH Art Club	Jennifer Blodgett, Christina Seyerlein	\$600, shared
WBH Back Stage Drama Club	TBD	\$950

WBH Band & Choir	TBD	\$1,500
WBH Board Game Club	David Hawkins, Deb Gallucci	\$600, shared
WBH Culture Club	Rachel Cira, Brynn Padrick	\$600
WBH Environmental Club	TBD	\$600, shared
WBH Intramural Club	Bridget Rank, Ashley Schaible	\$600, shared
WBH Minecraft Club	David Hawkins, Ethan Race	\$600, shared
WBH On Stage Drama Club	Claire LaRue, Vicki Ouimet	\$1800, shared
WBH Running Club	TBD	\$600
WBH Science Club	Bridget Rank	\$600

Board President Lambert made the motion to approve item 12B-H. Board member Putnam seconded. 5 ayes, 0 nays, 0 abstained.

B. Motion to appoint a summer bus cleaner

To appoint, upon the recommendation of Superintendent Whitcomb, Dawn Felter as a summer bus cleaner effective July 1, 2020-August 31, 2020 at a rate of \$13.42 per hour.

C. Motion to appoint a summer clerk/typist

To appoint, upon the recommendation of Superintendent Whitcomb, Mindy Keegan as summer clerk/typists effective July 1, 2020 August 31, 2020 at a rate of \$17.64 per hour

D. Motion to accept a resignation

To accept a resignation from Maria Sime effective June 30, 2020.

E. Motion to appoint coaches

To appoint Aaron Kanofsky as girls varsity soccer coach and Brittany DiPalma as girls modified soccer coach for the 2020-21 school year.

F. Motion to appoint a 7-12 Social Studies Teacher

To appoint, upon the recommendation of Superintendent Whitcomb, Cassidy Medved to the 7-12 Social Studies tenure area (probationary), Step 1, with a salary of \$49,257 per year, effective September 1, 2020 through September 1, 2024. 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]).

Executive File Attachments

[Cassidy Medved application.pdf \(161 KB\)](#)

G. Motion to accept a resignation

To accept a resignation from Kevin Fottrell effective August 7, 2020.

H. Motion to accept a resignation

To accept a resignation from Kim Miller effective August 31, 2020.

13. SUPERINTENDENT

A. Final progress report on goals the 2019-20 school year- Superintendent Whitcomb presented.

Board President Lambert made the motion to approve item 13B. Board member Putnam seconded. 5 ayes, 0 nays, 0 abstained.

B. Motion to approve the June 9, 2020 budget vote results- To approve the attached budget vote results.

14. BOARD OPEN DISCUSSION

A. Designation of Board Members for Board Committees

To designate committee members

Committee	2019-20 Members
Audit Committee	Committee of the whole
Visitation Committee	Committee of the Whole
Policy Committee	Bill Buckenroth, Rob Long John Kalisz
Negotiation Committee	Tim Lambert, Rob Long
Facility Committee	Mike Brutsch, Dick Sime, Tim Lambert, April Land

Committee	2020-21 Members
Audit Committee	Committee of the whole
Visitation Committee	Committee of the Whole
Policy Committee	
Negotiation Committee	
Facility Committee	

15. PROPOSED EXECUTIVE SESSION

Board President Lambert made the motion to approve item 15A. Board member Buckenroth seconded. 5 ayes, 0 nays, 0 abstained.

A. Motion to enter into Executive Session- for the purpose of discussing pending litigation.

Board Vice President Brutsch made the motion to approve item 15B. Board member Putnam seconded. 5 ayes, 0 nays, 0 abstained.

B. Motion to appoint Superintendent Whitcomb as Clerk Pro-Tem.

16. ADJOURNMENT

Board Vice President Brutsch made the motion to adjourn the meeting at 8:30pm. Board Vice President Brutsch seconded. 5 ayes, 0 nays, 0 abstained.

Respectfully Submitted,

Kelly McGivern

Kelly McGivern, District Clerk