

STILLWATER CENTRAL SCHOOL DISTRICT  
ORGANIZATIONAL AND REGULAR MEETING OF THE BOARD OF EDUCATION

STILLWATER, NEW YORK  
JULY 11, 2017

**PRESENT:** K. Greene, T. Hems, V. Masterson, M. Toleman, S. Valigorsky, B. McNeil, D. Giso, W. Callanan

**ABSENT:** J. Mueller

**ALSO PRESENT:** Superintendent P. Morris, M. Sgambati, Business Administrator M. Methe, Assistant Principal C. Froschauer, Director of Pupil Personnel Services R. Collins, Middle School Principal T. Hulihan, Elementary Principal P. Morcone, community member

Mrs. Morris called the Organizational Meeting of the Board of Education to order at 6:00 p.m.

Mrs. Morris led those present in the Pledge of Allegiance.

Mrs. Morris noted the location of exits, reminded everyone that smoking is not permitted on school grounds, and asked those in attendance to mute or turn off their cell phones.

I. The Oath of Office was administered by Mrs. Morris to re-elected Board member Brian McNeil, and recently elected Board members David Giso and William Callanan, whose terms expire 6/30/2020. Oaths – Board of Education Members

II. Mrs. Morris opened the floor for nominations for President of the Board of Education for the fiscal year 2106-17. President of the Board of Education

V. Masterson nominated Timothy Hems for President of the Board of Education.

There were no other nominations for President of the Board of Education.

On the motion to elect Timothy Hems as President of the Board of Education:

Ayes 8 Motion Carried  
Nays 0

Mrs. Morris administered the oath of office to President Hems.

III. President Hems opened the floor for nominations for Vice President of the Board of Education. Vice President of the Board of Education

S. Valigorsky nominated Valerie Masterson for Vice President of the Board of Education.

There were no other nominations for Vice President of the Board of Education.

On the motion to elect Valerie Masterson as Vice President of the Board of Education:

Ayes 8 Motion Carried  
Nays 0

- IV. On a motion by S. Valigorsky, seconded by B. McNeil, to approve the following appointments of officers as presented: (see supplemental minutes) Appointment of Officers

School District Clerk - Mary Sgambati  
Deputy Clerk – Patti DeCota  
District Treasurer – Mark Methe  
Deputy Treasurer – Michael Bartis  
District Tax Collector – Renee Price

Ayes 8 Motion Carried  
Nays 0

Mrs. Morris noted that the officers would take their oaths at a later time.

- V. On a motion by J. Butler, seconded by M. Toleman, to approve the following appointments: Other Appointments

- A. Physician – Dr. Stephen Sgambati, Jr.
- B. Auditor – Bonadio Group
- C. School Attorneys – Girvin & Ferlazzo
- D. Treasurer of Extra-Curricular Activity Funds – Donna Muir
- E. Claims Auditor – Dawn Mellon
- F. Deputy Claims Auditor – Marla Scarchilli
- G. Purchasing Agent – Business Administrator
- H. Deputy Purchasing Agent – Superintendent of schools
- I. Committee on Special Education (Chairperson & Committee) and Committee on Pre-School Special Education (Chairperson & Committee)  
Chairpersons: Ryan Collins, Kerri Klinowski, Mikal Benamati  
School Psychologists: Kerri Klinowski, Mikal Benamati  
Child's Teacher: All Stillwater general education instructional staff or BOCES/private school instructional staff  
Supervisor/Providers: Michael Johnson, Paul Morcone, Timothy Hulihan, BOCES and private administrative staff, all Stillwater special education instructional and related service staff, BOCES special education instructional and related service staff  
Parent member – Diana Miller  
Physician: Dr. Stephen Sgambati, Jr.
- J. Records Retention & Disposition Officer and Records Access Officer –
- K. Title IX Compliance Officer – Patricia Morris, Michael Johnson
- L. Dignity Act Coordinators (DAC) – Mike Johnson, Paul Morcone, Tim Hulihan
- M. Establish Audit Committee for 2017-18, comprised by entire Board of Education
- N. Attendance Office – Patricia Morris
- O. Asbestos Designee – Mike Kinisky
- P. Approve District Safety Committee

Ayes 8 Motion Approved  
Nays 0

- VI. On a motion by S. Valigorsky, seconded by V. Masterson, to adopt the proposed Board of Education meeting calendar, which establishes meetings on Tuesday evenings, beginning at 6:00 p.m. (see supplemental minutes) Board Meeting Schedule

Ayes 8 Motion Carried  
Ayes 0

- VII. On a motion by B. McNeil, seconded by M. Toleman, to designate the following as official banks: Official Banks
- A. Ballston Spa National Bank
  - B. JP Morgan Chase Bank
  - C. School Systems Federal Credit Union
- And the following as official newspapers: Official Newspapers
- A. Gazette
  - B. Saratogian

Yes 8 Motion Carried  
Nays 0

- VIII. On a motion by M. Toleman, seconded B. McNeil, to approve the following authorizations: Authorizations

- A. Chief School Officer to Certify Payroll
- B. Treasurer or Deputy Treasurer to endorse all checks as necessary
- C. Chief School Officer to sign lunch reports
- D. Establish a Petty Cash Fund of \$100 with Michael Bartis as Treasurer
- E. Establish Change Fund of \$65 - Cafeteria
- F. Establish a Petty Cash Fund of \$400 for ticket sales with Michael Bartis as Treasurer
- G. Chief School Officer to borrow funds necessary to operate district with Board approval
- H. Participation in BOCES Bids for food & paper supplies
- I. Chief School Officer to sign handicapped forms on behalf of the Board of Education
- J. Chief School Officer to grant attendance of all school personnel at conferences, conventions and workshops
- K. Chief School Officer to approve Health Service Contracts with neighboring school districts
- L. Chief School Officer to apply for Grants in Aid
- M. Chief School Officer to make non-resident tuition agreements
- N. Establish Non-Resident Regular Education Student Tuition Rate of \$4,500/year
- O. Accept NYSED Non-Resident Special Education Student Tuition Rate
- P. Washington-Saratoga-Warren BOCES to be designated as the Occupational Education Advisory Council for Stillwater Central School
- Q. To readopt all current Board of Education policies for 2017-2018 school year
- R. Establish the mileage reimbursement rate at IRS rate (currently \$.535/mile)

Ayes 8 Motion Carried  
Nays 0

- IX. *Board members received copies of the school district's insurance binder, and reviewed the procedures outlined by the school attorneys that must be followed in the event of legal action against a Board member. They were reminded that should they be served with legal notice of any claims or lawsuits in their capacity as Board members, they need to immediately notify Mrs. Morris. (see supplemental minutes)* Indemnification

*On a motion by S. Valigorsky, seconded by M. Toleman, to accept the insurance binder and approve the following resolution:*

*WHEREAS the Board of Education of the Stillwater Central School District wishes to protect the District, the members of the Board of Education and any school district officers in actions brought against them or in any action or proceeding touching any district property or involving its rights or interests; and*

*WHEREAS, the Board of Education of the Stillwater Central School District wishes to protect its superintendent, principals, members of the teaching or supervisory staff, member of a committee on special education or subcommittee thereof, surrogate parent, as defined in the regulations of the commissioner of education, any member of the board of education or non-instructional employee in any action or proceeding, other than a criminal prosecution or an action or proceeding brought against him by the District, including*

*proceedings before the commissioner of education, arising out of the exercise of his powers or the performance of his duties; and*

*WHEREAS, the Board of Education of the Stillwater Central School District wishes to protect its members, employees, officers, authorized volunteers or any other person holding a position by election, appointment or employment in the service of the school district, whether or not compensated, in any civil action or proceeding, state or federal, arising out of any alleged act or omission which occurred or allegedly occurred while the employee was acting within the scope of his employment or duties with the District,*

*BE IT RESOLVED, that the benefits and protections afforded provided pursuant to §3811 of the Education Law, shall be available, subject to the procedural requirements set forth therein and,*

*BE IT FURTHER RESOLVED, that the benefits and protections provided pursuant to § 18 of the New York State Public Officers Law shall supplement and be available in addition to any defense or indemnification protection conferred by other statutes, rules or regulation, including but not limited to, the protections provided pursuant to Education Law 93811, 93023 and N3028, subject to the procedural requirements set forth therein.*

*Ayes 8 Motion Carried*  
*Nays 0*

- X. *There was no public input.*
- XI. *On a motion by S. Valigorsky, seconded by V. Masterson, to approve the following items on the Consent Agenda:*

- *The minutes of the 6/6/2017 regular meeting of the Board of Education (see supplemental minutes)* Minutes – 6/6/2017 BOE Mtg.
- *General Warrant #27 in the amount of \$111,908.35 (see supplemental minutes)* General Warrant #27
- *Cafeteria Warrant #13 in the amount of \$5,499.15 (see supplemental minutes)* Cafeteria Warrant #13
- *Capital Warrant #9 in the amount of \$174,573.00 (see supplemental minutes)* Capital Warrant #9
- *Federal Warrant #8 in the amount of \$26,582.50 (see supplemental minutes)* Federal Warrant #8
- *Capital Warrant #8 in the amount of \$23,544.90 (see supplemental minutes)* Capital Warrant #8
- *Cafeteria Warrant #12 in the amount of \$5,224.64 (see supplemental minutes)* Cafeteria Warrant #12
- *General Warrant #26 in the amount of \$214,514.24 (see supplemental minutes)* General Warrant #26
- *CSE/CPSE recommendations dated 7/3/17 (see supplemental minutes)* CSE/CPSE Recommendations
- *List of employees who have district-provided cell phones (see supplemental minutes)* District Cell Phones

*Approve the following Extended School Year program staffing:*

*ESL Program Staffing*

- *Resignation – Emma Reichart, Aide*
- *Resignation – Mari Becker – Occupational Therapist*
- *Appointment – Eileen Callahan, Aide (3 hrs/day/30 days @ \$12.32/hour)*
- *Appointment – Danielle Coffey, Occupational Therapist (2 days/week @ 3.5 hours/day)*

Ayes 8      Motion Carried  
Nays 0

XII. *Mrs. Morris updated the Board on the turf, noting that Chenango Sports recommended more frequent grooming in the sports seasons, as well as Gmax testing, and plan for replacement of the field in 2019 budget. She also mentioned that there were water issues with the baseball field on Palmer Street.* Superintendent's Report

XIII. *The Board of Education received a Fund Balance Projection and Condition of Accounts dated 6/28/2017, and Treasurer's Reports for February, March and April 2017. (see supplemental minutes)* Financial Reports

XIV. *On a motion by B. McNeil, seconded by M. Toleman, to approve the Schedule B appointments as presented, with the exception of the appointment of Joe Greene as an assistant football coach. (see supplemental minutes)* Schedule B Appointments

Ayes 8      Motion Carried  
Nays 0

XV. *On a motion by V. Masterson, seconded by S. Valigorsky, to appoint Alicia Werner as 5<sup>th</sup> grade instructional leader, at the stipend of \$2,000.* Instructional Leader

Ayes 8  
Nays 0

- XVI. On a motion by V. Masterson, seconded by S. Valigorsky, to appoint Rebecca Ellsworth-Wlazlo to a probationary term in the tenure area of Childhood Education, Grades 1-6, effective 9/1/2017. Ms. Ellsworth-Wlazlo holds a professional certification in the area of Childhood Education, Grades 1-6. Ms. Ellsworth-Wlazlo will be placed on MA Step 14 of the salary schedule, with additional graduate hours, for a total salary of \$58,625.00. (see supplemental minutes)
- Appointment – R. Ellsworth-Wlazlo, Childhood Ed, Grades 1-6

Ayes 8 Motion Carried  
Nays 0

- XVII. On a motion by S. Valigorsky, seconded by B. McNeil, to appoint Heidi Giebel to a probationary term in the tenure area of Visual Arts, effective 9/1/2017. Ms. Giebel holds a professional certification in the area of Visual Arts. Ms. Giebel will be placed on MA Step 3 of the salary schedule, for a total salary of \$42,625.00. (see supplemental minutes)
- Heidi Giebel – Visual Arts

Ayes 8 Motion Carried  
Nays 0

- XVIII. On a motion by V. Masterson, seconded by S. Valigorsky, to accept the following teacher resignations, effective 6/30/2017:
- Diane Bakay-Talbot - Elementary
  - Courtney Sayward - Math
  - Cassandra Rosselle - Reading
  - Amelia Pesez – Elementary
- Resignations

Ayes 8 Motion Carried  
Nays 0

- XIX. On a motion by S. Valigorsky, seconded by B. McNeil, to accept art teacher Sue Salmon's resignation for retirement effective 6/30/2017. (see supplemental minutes)
- Retirement – S. Salmon

Ayes 8 Motion Carried  
Nays 0

- XX. On a motion by S. Valigorsky, seconded by B. McNeil, to appoint Gerald Mehan as a part-time custodian at the rate of \$24.44/hour, effective 6/7/2017.
- Appointment – G. Mehan, Part-time Custodian

Ayes 8 Motion Carried  
Nays 0

- XX. On a motion by V. Masterson, seconded by S. Valigorsky, to adopt the 2017-18 Codes of Conduct and Attendance Policies as presented. (see supplemental minutes)
- 2017-18 Codes of Conduct and Attendance Policies

Ayes 8 Motion Carried  
Nays 0

- XXI. On a motion by S. Valigorsky, seconded by B. McNeil, to approve the Agreement By and Between the Superintendent of Schools of the Stillwater CSD and Cindy Meers as presented. (see supplemental minutes) Contract Approval – C. Meers
- Ayes 8 Motion Carried  
Nays 0
- XXII. On a motion by S. Valigorsky, seconded by V. Masterson, to extend the contract with Leonard Bus Sales, Inc, as presented for the 2017-18 school year. (see supplemental minutes) Contract Approval – Leonard Bus Sales, Inc.
- Ayes 8 Motion Carried  
Nays 0
- XIII. On a motion by S. Valigorsky, seconded by M. Toleman, to establish the Kathryn Peacock Nursing Scholarship for a graduating senior in accordance with the family's wishes. (see supplemental minutes) Kathryn Peacock Nursing Scholarship
- Ayes 8 Motion Carried  
Nays 0
- XIV. On a motion by B. McNeil, seconded by V. Masterson, to adopt the following resolution: Concession Stand/Snack Bar Authorization
- WHEREAS**, the Board of Education of the Stillwater Central School District (the "District") desires to explore the feasibility of constructing a concession stand/snack bar near or about the location of its turf field for the benefit and convenience of the District and its visitors; and
- WHEREAS**, at this early juncture it will be necessary for the District to consult with its architect, engineer, legal counsel, and/or the New York State Education Department regarding such project; and
- WHEREAS**, the Board desires that the Superintendent of Schools contact the appropriate person(s) and/or agency to discuss such project and determine its feasibility and, if feasible, its anticipated cost and timeframe for completion and report the same to the Board.
- THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE STILLWATER CENTRAL SCHOOL DISTRICT AS FOLLOWS:**
1. The Superintendent of Schools is hereby authorized to consult with the District's architect, engineer, legal counsel, and/or the New York State Education Department regarding the feasibility of constructing a concession stand/snack bar near or about the location of the District's turf field and is further authorized to file any necessary and proper paperwork with the New York State Education Department as may be required to fully explore the feasibility of such project. The Superintendent of Schools will provide the Board of Education with her findings as such information becomes available.
- Ayes 8 Motion Carried  
Nays 0

XV. On a motion by S. Valigorsky, seconded by M. Toleman, to approve the following changes to Schedule B positions:

<b>Current</b>	<b>Proposed</b>	<b>Advisor Recommendations 17-18</b>
Link Crew – two positions	Link Crew – one position	
Senior Class Advisor – one position	Senior Class Advisor – two positions (1 Lead Senior Class Advisor, 1 Senior Class Advisor)	Kim Cook – Lead Senior Class Advisor position  Cindy Meers/Kelly Baily – split one Senior Class Advisor

<b>Establish</b>	<b>Stipend</b>	<b>Advisor Recommendations 17-18</b>
Unified Basketball Coach Position	\$1,200	Ian Lewis
Youth Activation Committee Advisor	\$200	Lisa Miller

Board members noted that a \$1,000 grant is expected for Special Olympics to help support the Unified Basketball program for 2017-18.

Schedule B Changes

Ayes 8      Motion Carried  
Nays 0

XVI. On a motion by V. Masterson, seconded by S. Valigorsky, to increase all meal prices (breakfast and lunch, student and adult) by \$.10.

Increase in Meal Prices

Ayes 8      Motion Carried  
Nays 0

XVII. On a motion by S. Valigorsky, seconded by V. Masterson, to authorize the Vision Setting Action Plan proposal in the amount of \$9,000. (see supplemental minutes)

Vision Setting Action Plan Proposal

Ayes 8      Motion Carried  
Nays 0

XVIII. On a motion by M. Toleman, seconded by B. McNeil, to authorize a pay increase for substitute bus drivers to \$16.96/hour, effective 7/1/2017, and substitute bus monitors to \$11.00/hour, effective 9/1/2017.

Pay Increase – Substitute Bus Drivers and Substitute Bus Monitors

Ayes 8      Motion Carried  
Nays 0

XIX. On a motion by S. Valigorsky, seconded by V. Masterson, to authorize an increase in the School Sytems district credit card limit to \$2,000. (see supplemental minutes)

School District Credit Card

Ayes 8      Motion Carried  
Nays 0

XX. On a motion by S. Valigorsky, seconded by B. McNeil, to



authorize the superintendent to begin the application process to establish a mental health clinic in the district to provide services to enrolled students and their families.

*Mental Health Clinic*

XXI. Board members discussed the drainage problems at the baseball field on Palmer Street after reviewing concerns expressed by the baseball coach and others. They agreed to ask Athletic Director Mr. Kinney to research options for improving conditions on the baseball field.

*Palmer Street Baseball Field*

XXII. Board members stated that the graduation ceremonies were very well done.

*Board Items of Interest*

V. Masterson requested information on the results on Regents exams and this year's standardized tests.

XXIII. On a motion by V. Masterson, seconded by S. Valigorsky, to adjourn to executive session to discuss negotiations at 7:14 p.m.

*Executive Session*

Ayes 8 Motion Carried  
Nays 0

XXIV. On a motion by S. Valigorsky, seconded by V. Masterson, to reconvene the meeting at 7:52 p.m.

*Reconvene*

Ayes 8 Motion Carried  
Nays 0

XXV. On a motion by M. Toleman, seconded by B. McNeil, to adjourn the meeting at 7:53 p.m.

*Adjournment*

Ayes 8 Motion Carried  
Nays 0

*Mary Sgambati, District Clerk*