

ICHABOD CRANE CENTRAL SCHOOL

BOARD OF EDUCATION

June 4, 2019

MINUTES

A Regular meeting of the Ichabod Crane Board of Education was held on Tuesday, June 4, 2019 at 7:00 p.m. in the High School Library.

Board Members Present:

John Antalek	Jessica Berner	Daniel Cohn	Matthew Nelson
Jeffrey Ouellette	Susan Ramos	Regina Rose	Anthony Welcome
Olivia Chandler – Student Member on the Board			

Board Members Absent: Tammy Crawford

School Officials Present: Suzanne Guntlow, Acting Superintendent, Michael Brennan, Business Manager, Craig Shull, High School Principal, Anthony Marturano, Assistant High School Principal, Tim Farley, Middle/Elementary School Principal, Marcella Sanchez, Middle/Elementary School Assistant Principal, Andrea Williams, Primary School Principal, Peg Warner, Special Education Director, Steve Marotta, Director of Facilities, Todd DiGrigoli, Food Service Director, Ingrid Monaghan, Administrative Intern, and Mindy Potts, District Clerk

Board President Matthew Nelson called the meeting to order at 7:05 p.m.

Board President Matthew Nelson announced the fire exits and conducted the Pledge of Allegiance.

Board Vice-President Anthony Welcome read the District Mission Statement:

*"The Ichabod Crane Central School District is dedicated to preparing students to become contributing members of society in an ever-changing world by valuing diversity; providing a safe environment; and promoting unique talents, a desire for life-long learning, a strong spirit of community, and Rider pride."*

MOTION COHN            2<sup>ND</sup> ANTALEK

To approve the agenda with modifications as presented

Carried, 8-0

MOTION ROSE            2<sup>ND</sup> ANTALEK

To approve the minutes of the following meetings:

- 05/07/19 – Regular Board Meeting
- 05/21/19 – Budget Vote and Election

Carried, 8-0

Meeting Open For Public Participation

No one from the public wished to address the Board at this time.

### Recognition of Retirees

The Board recognized faculty and staff who had retired during the 2018-2019 school year, inclusive of those faculty who announce retirements during the 2017-2018 school year with effective dates of June 30, 2019.

### Board Discussion

- Policy Committee

The Policy Committee met on May 22 and reviewed the policies listed below. Board President Matthew Nelson reported briefly and answered questions.

First readings (and annual Review):

- 2160 & 2160-R School Board Member Code of Ethics Policy (reviewed – no changes)
- 6700 Purchasing (reviewed – no changes)
- 5100 Attendance (reviewed – no changes)
- 6240 Investment (revised)
- 4600 Counseling Programs(revised)
- 5275 Athletic Code of Conduct (revised)
- 4321.12 and 4321.12-R Use of Time Out Rooms and Physical Restraints (revised policy & new regulations)
- 5305 Eligibility for Extracurricular Activities (revised policy & new regulations)
- 5140 Attendance Age (revised)
- 5310 Code of Conduct (reviewed – revision for July meeting)

- Audit Committee

Board member Dan Cohn briefly reported on the Audit Committee meeting (held prior to the Regular Board meeting) Which was held to discuss the Internal Auditor’s Report. The full Board will see the report and the corrective action plan at the July Regular meeting.

- Eagle Scout Project

Eagle Scout candidate Alex Regan, after consultation with school authorities, proposed building a bridge over a small stream on the cross country trail behind the Middle School

MOTION RAMOS

2<sup>ND</sup> ROSE

To approve the Eagle Scout Project of Alex Regan

Carried, 8-0

### Reports

Patrick Paratore – Safety Plan *(plan contained in the Supplemental File)*

Safety Guru Patrick Paratore briefly presented on the District-wide Safety Plan which are consistent with statewide plans and recommended by the NYS police. The plan is posted on the district website and will be presented to the Board for consideration for approval at the next Board meeting.

Student Board Member Report

Student Board member Olivia Chandler gave her final report to the Board on student activities and events including Spring Sports, the Prom, Athletic and Senior Awards, Senior Walk-Through and Graduation.

Incoming student Board member, Anna O'Shea, and Alternate representative, Trevor Wolfe were introduced to the Board.

MOTION WELCOME 2<sup>ND</sup> BERNER

To appoint, in accordance with policy #2245, Anna O'Shea to serve as Student Representative to the Board of Education for the 2019-2020 school year and;

To appoint Trevor Wolfe to serve as an Alternate Student Representative to the Board of Education for the 2019-2020 school year

Carried, 8-0

Board Clerk administered the Oath of Office to the newly appointed Student Board Members

Superintendent's Report – Administrator's Comments

- Board Member Recognition

The Board recognized outgoing Board member and current Vice-President, Anthony Welcome who completes his 12 year in office on June 30, 2019.

- Teacher Leader Restructuring

Acting Superintendent Suzanne Guntlow updated the Board and answered questions regarding the team and curriculum leaders for the upcoming school year.

- Summer Board meetings

The Board discussed meetings to be held over the summer: organizational meeting on July 9 and the Regular August meeting on August 20. One additional brief meeting would need to be held before the end of the 2018-2019 school year. Additionally, the Board will hold a Board Retreat/Workshop on July 30. To solidify the retreat/workshop topics, an ad hoc committee of Regina Rose, Jeffrey Ouellette and Susan Ramos was created.

- Ad Hoc Interim/Superintendent Search Committee

The Ad Hoc Interim Superintendent Search Committee met on May 28, and will be finalizing information to be put out to the community to solicit members of a community stakeholders group regarding the Superintendent Search.

Business Office Report

Business Manager Michael Brennan gave a general overview of the end-of-year activities as the office prepares for the start of the new school year and the upcoming annual audit.

Consent Agenda

MOTION COHN 2<sup>ND</sup> BERNER

To approve the following items contained under the Consent Agenda:

- 11(A) CONSIDERATION FOR ACCEPTANCE *(full report contained in the Supplemental File)*  
To accept the Treasurer’s Report and Warrants as presented

- 11(B) CONSIDERATION FOR ACCEPTANCE  
To accept the CPSE and CSE Recommendations for the 2019-2020 school years as follows:  
Meeting Dates of: 03/05/19, 04/11/19, 04/12/19, 04/15/19, 04/17/19, 04/30/19, 05/07/19, 05/08/19, 05/14/19, 05/21/19, 05/29/19 and 06/03/19

- 11(C) CONSIDERATION FOR APPOINTMENT  
To appoint the following additions to the NON-teaching substitute listing for 2018-2019 school year:

Name	Position	Effective
Kara Udwyar	Substitute Cleaner	05/06/19
Sarah Blasi	Substitute Clerk Typist	05/01/19

- 11(D) CONSIDERATION FOR APPOINTMENT  
To appoint the following additions to the teaching substitute listing for 2018-2019 school year:

Name	Position	Effective
Marie Donato	Certified Substitute Teacher and TA	06/04/19
Maria Funk	Uncertified Substitute Teacher and TA	06/04/19
Pace Abrams	Tutor	06/04/19
Rosemary Sotherden	Certified Substitute Teacher and TA	06/04/19

- 11(E) CONSIDERATION FOR APPROVAL  
To approve 2019 Seasonal Maintenance Staff, *(conditionally, pending SED safety clearance):*

Name	Position
Margaret Bortugno	Seasonal Summer Cleaner
Garrett Kilcer	Seasonal Summer Cleaner
Heather Espinoza	Seasonal Summer Cleaner
Darlene Smith	Seasonal Summer Cleaner
Eugene Ringwood	Seasonal Summer Cleaner
Kolbi Smith	Seasonal Summer Cleaner
Michele Webb	Seasonal Summer Cleaner

11(F) CONSIDERATION FOR APPROVAL

To approve STUDENT TEACHERS/INTERNS for the period of time listed as follows:

Name	Assignment	Dates
Amanda Young	Steve Leader	August 28 - October 18, 2019

11(G) CONSIDERATION FOR APPOINTMENT

To appoint the following Interscholastic Coaches for the 2019-2020 school year:

Position	Name	Step
Varsity Golf Head Coach	Dan Funk	10
Varsity Boys Cross Country Head Coach	Devyn Fernandez	3
Varsity Girls Cross Country Head Coach	Abigail Kilcer	1
Varsity Football Head Coach	Tom Call	2
Football Assistant Coach	Ken Schultz	4
Football Assistant Coach	Michael Smith	3
Varsity Girls Volleyball Head Coach	Adam Vooris	10
Varsity Girls Soccer Head Coach	Sean Dugan	3
Varsity Boys Soccer Head Coach	Michael Young	10
Varsity Girls Tennis Head Coach	Megan Yeats	10
Varsity Field Hockey Head Coach	Phil Leader	2
JV Girls Volleyball Head Coach	Sean Connors	10
Modified Boys Soccer Head Coach	Robert Hanna	6
Modified Girls Soccer Head Coach	Tahnee Heins-Bickerton	7
Modified Cross Country Head Coach	Alanna Moss	3
Modified Girls Volleyball Head Coach	Kolbi Smith	3
Fall Cheerleading Advisor	Shameeka Pompey	-
Unpaid Varsity Boys Soccer Assistant Coach	Scott Swere	-
Unpaid Varsity Boys Soccer Assistant Coach	Len Bates	-

11(H) CONSIDERATION FOR ACCEPTANCE

To accept the resignation of Shawnah Mitchison, Food Service Helper, effective June 10, 2019

11(I) CONSIDERATION FOR APPOINTMENT

To appoint Shawnah Mitchison to the probationary position of Clerk-Typist, Step 1, effective June 10, 2019

11(J) CONSIDERATION FOR APPOINTMENT

Whereas Scott Stafiej who is eligible for a New York State Public School Teacher Certificate in the certification area(s) of Earth Science

Whereas Suzanne Guntlow, Acting Superintendent of the Ichabod Crane Central School District, recommends Scott Stafiej be appointed to a probationary position, conditionally, pending New York State Education Department certification and safety clearance, now therefore

Be it resolved that the Board of Education of the Ichabod Crane Central School District in compliance with Education Law 3012 and 8 NYCRR Part 30.3 does hereby appoint Scott Stafiej to the position of professional educator in the tenure area(s) of Academic Science 7 - 12 for a probationary period of four (4) years with one year prior credit and one year credit from tenure in a previous district to commence on July 1, 2019 and to expire on June 30, 2021

11(K) CONSIDERATION FOR APPOINTMENT

Whereas Kristina Labarge who is eligible for a New York State Public School Teacher Certificate in the certification area(s) of Childhood Education 1 - 6

Whereas Suzanne Guntlow, Acting Superintendent of the Ichabod Crane Central School District, recommends Kristina Labarge be appointed to a probationary position, conditionally, pending New York State Education Department certification and safety clearance, now therefore

Be it resolved that the Board of Education of the Ichabod Crane Central School District in compliance with Education Law 3012 and 8 NYCRR Part 30.3 does hereby appoint Kristina Labarge to the position of professional educator in the tenure area(s) of Elementary Education K - 6 for a probationary period of three (3) years to commence on August 28, 2019 and to expire on August 27, 2022.

11(L) CONSIDERATION FOR APPOINTMENT

Whereas Katherine Gardner who is eligible for a New York State Public School Teacher Certificate in the certification area(s) of Childhood Education 1 - 6

Whereas Suzanne Guntlow, Acting Superintendent of the Ichabod Crane Central School District, recommends Katherine Gardner be appointed to a probationary position, conditionally, pending New York State Education Department certification and safety clearance, now therefore

Be it resolved that the Board of Education of the Ichabod Crane Central School District in compliance with Education Law 3012 and 8 NYCRR Part 30.3 does hereby appoint Katherine Gardner to the position of professional educator in the tenure area(s) Remedial Reading for a probationary period of four (4) years to commence on July 1, 2019 and to expire on June 30, 2023.

11(M) CONSIDERATION FOR APPOINTMENT

BE IT RESOLVED, that the Board of Education of the Ichabod Central School District hereby appoints Lisa Small as a short term substitute to fill the position held by Christina Bailey who is out on a leave of absence. Ms. Small's appointment will be effective on May 28, 2019 and, provided she renders satisfactory service, is intended to continue no later than June 25, 2019. No term of employment is conferred by this resolution of appointment and Ms. Small's employment may be terminated at any time.

11(N) CONSIDERATION FOR APPOINTMENT

BE IT RESOLVED, that the Board of Education of the Ichabod Central School District hereby appoints Emma Cremo as a short term substitute to fill the position held by Tara Patterson who is out on a leave of absence. Ms. Cremo's appointment will be effective on May 30, 2019 and, provided she renders satisfactory service, is intended to continue no later than June 25, 2019. No term of employment is conferred by this resolution of appointment and Ms. Cremo's employment may be terminated at any time.

11(O) CONSIDERATION FOR APPOINTMENT

Whereas Rukan Khondker who is eligible for a New York State Public School Teacher Certificate in the certification area(s) of Music K - 12

Whereas Suzanne Guntlow, Acting Superintendent of the Ichabod Crane Central School District, recommends Rukan Khondker be appointed to a probationary position, conditionally, pending New York State Education Department certification and safety clearance, now therefore

Be it resolved that the Board of Education of the Ichabod Crane Central School District in compliance with Education Law 3012 and 8 NYCRR Part 30.3 does hereby appoint Rukan Khondker to the position of professional educator in the tenure area(s) Music for a probationary period of four (4) years to commence on July 1, 2019 and to expire on June 30, 2023.

11(P) CONSIDERATION FOR APPOINTMENT

To appoint Julianne Rulison as in Instructional Support Specialist (.5 FTE) effective August 28, 2019 and ending June 30, 2020

11(Q) CONSIDERATION FOR APPROVAL *(full plan contained in the Supplemental File)*

To approve the Professional Development Plan as presented

11(R) CONSIDERATION FOR APPROVAL

To approve a transportation lease agreement request submitted by OK Kids for use of one (1) school bus for various field trips to be taken during the summer 2019

11(S) CONSIDERATION FOR APPROVAL

To approve the following field trip request and chaperones per Board Policy #4531:

DESTINATION: Washington DC

DATE: October 22-25, 2019

PARTICIPANTS: approx. 120 Grade 8 Students

CHAPERONES: 13 (including DC Club Advisor Lara Marotta)

11(T) CONSIDERATION FOR APPROVAL & AUTHORIZATION *(Agreement contained in the Supplemental File)*

To approve a 2018-2019 Health Services Contract in accordance with Education Law Section 912, with the North Colonie Central School District for 4 students attending a private school within the district (Loudonville Christian and St. Pius) in the amount of \$2,729.16 and to authorize the president of the Board to execute the contract

11(U) CONSIDERATION FOR APPROVAL & AUTHORIZATION *(Agreement contained in the Supplemental File)*

To approve a 2018-2019 Health Services Contract in accordance with Education Law Section 912, with the Albany City School District for 14 students attending a private school within the district (Albany Academies and Holy Names) in the amount of \$12,088.58 and to authorize the president of the Board to execute the contract

- 11(V) CONSIDERATION FOR ACCEPTANCE  
 To accept, per Board Policy #1800 Gifts from the Public, a donation to the Ichabod Crane Schools of \$800 from ICC PTA (Arts in Education) and approve an increase in the 2018-2019 budget from \$40,201,241 to \$40,202,041 into the following Appropriation Codes:
- A2110.490-00-0000 - in the amount of \$800

- 11(W) CONSIDERATION FOR ACCEPTANCE *(report contained in the Supplemental File)*  
 To accept the Internal Claims Auditor Report as presented

- 11(X) CONSIDERATION FOR APPROVAL  
 To award bid #2019-01 Maintenance and Cleaning Supplies Bid to the lowest responsible bidders, with amounts as follows: *(per the bid opening held on 05/23/19)*

COMPANY NAMES	TOTAL
Hill & Markes, Inc.	\$ 8,154.27
CCP Industries	\$ 1,872.62
Passonno Paints	\$ 6,349.32
Northeast Auto Parts, Inc.	\$ 500.28
LJC Janitorial Distributors	\$ 134.80
E.A. Morse & Co., Inc.	\$ 18,336.52
<b>Total</b>	<b>\$ 35,347.81</b>

- 11(Y) CONSIDERATION FOR APPROVAL  
 To award bid #2019-02 Electric Supply Bid the lowest responsible bidders, with amounts as follows: *(per the bid opening held on 05/23/19)*

COMPANY NAME(S)	TOTAL
Nutech Electric	\$ 4152.26
Share Corp.	\$ 395.46
<b>Total</b>	<b>\$ 4,547.72</b>

- 11(Z) CONSIDERATION FOR ACCEPTANCE  
 To award bid #2019-03 Garbage and Recycling Bid to the lowest responsible bidder, County Waste in the amount of \$26,400 for the 2019-2020 school year *(per the bid opening held on 05/23/19)*

- 11(AA) CONSIDERATION FOR ACCEPTANCE  
 To award bid #2019-04 Propane Bid to the lowest responsible bidder, Main Care, at a fixed rate, in the amount of \$1.180 per gallon for the 2019-2020 heating season. *(per the bid opening held on 05/23/19)*

- 11(BB) CONSIDERATION FOR ACCEPTANCE  
 To award bid #2019-05 Fuel Oil Bid to the lowest responsible bidder, Valley Energy, with a bid amount of \$2.3125 per gallon (fixed rate) for the 2019-2020 school year *(per the bid opening held on 05/23/19)*



11(CC) CONSIDERATION FOR ACCEPTANCE

To award bid #2019-06 Paving Bid to the lowest responsible bidder, DelSignore Paving, with a bid of \$125,602.20 (*per the bid opening held on 05/23/19*)

11(DD) CONSIDERATION FOR APPROVAL

To approve the date of the 2019-2020 Organizational meeting as July 9, 2019

11(EE) CONSIDERATION OF APPROVAL

To approve, upon the recommendation of Suzanne Guntlow, Acting Superintendent, 2019 summer hours for the district effective June 27, 2019 through August 27, 2019

11(FF) CONSIDERATION FOR APPROVAL AND APPOINTMENT

To approve the 2019 Driver Education Program, to be held during the summer of 2019 and to appoint Linda Renken as the instructor with such appointment to take effect if there is sufficient enrollment to offer the courses of study to which a teacher is appointed

11(GG) CONSIDERATION FOR APPROVAL

To approve the 2019 Summer Programs pending sufficient enrollment:

- Invitations and Special Education Program at the Primary School, July 8 – August 1
- Middle Summer School and High School Apex at the High School, July 8-August 8

11(HH) CONSIDERATION FOR APPROVAL

To approve Services for Summer 2019 to be performed by the following staff members:

<b>Name</b>	<b>Service</b>	<b>Duration</b>	<b>Rate</b>
Ashley Mitchell	Special Education Teacher	15 hours per week for 6 weeks	\$32 per hour
Maxine Seaman Dara Rexhouse	Teacher Assistant	15 hours per week for 6 weeks	\$16 per hour
Laura Sarno Beth Ruiz Erin Tyrol Kelly Bins	Psychologists- evaluations and CSE meetings	No more than 24 days between 4 psychologists	Contractual
Danielle Desmonie	Speech Therapist- CPSE Testing	No more than 6 days	Contractual
Andrew Mead	Special Education Teacher	6 hours per week for 6 weeks	Contractual

End of Consent Agenda  
Carried, 8-0

MOTION ROSE 2<sup>ND</sup> BERNER

WHEREAS Blair Pantoja commenced probationary service on August 4, 2015 as a probationary teaching assistant, and

WHEREAS Blair Pantoja’s probationary appointment will expire on August 28, 2019, and

WHEREAS Blair Pantoja holds a valid New York State Public School Teacher Certificate in the certification area(s) of Teaching Assistant

WHEREAS Suzanne Guntlow, Acting Superintendent of the Ichabod Crane Central School District, recommends Blair Pantoja’s appointment to tenure, now therefore

BE IT RESOLVED that the Board of Education of the Ichabod Crane Central School District in compliance with Education Law 3012 and 8 NYCRR Part 30.3 does hereby grant and appoint on tenure Blair Pantoja effective August 29, 2019, to the position of teaching assistant in the tenure area(s) of Teaching Assistant.

Carried, 8-0

Public Participation

One Member of the public addressed the Board:

- Jim DiGioia – public hearing

Executive Session

MOTION ROSE 2<sup>ND</sup> WELCOME

To adjourn to Executive Session at 9:35 p.m. to discuss the employment history of a particular individual

Carried, 8-0

MOTION NELSON 2<sup>ND</sup> COHN

To appoint Anthony Welcome as Clerk Pro Tem

Carried, 8-0

Board members Susan Ramos and Tammy Crawford were not in attendance at Executive Session.

The District Clerk left the meeting.

The meeting was reconvened at 10:45 p.m.

MOTION NELSON 2<sup>ND</sup> ANTALEK

To adjourn the meeting at 10:46 p.m.

Carried, 7-0

X

\_\_\_\_\_  
Anthony Welcome  
Clerk Pro Tem

X

\_\_\_\_\_  
Mindy M. Potts  
District Clerk