

ICHABOD CRANE CENTRAL SCHOOL

Board of Education

April 4, 2023

MINUTES

A Regular Meeting of the Ichabod Crane Board of Education was held on Tuesday, April 4, 2023 at 7:00 p.m. in the High School Library.

Board Members Present:

Jennifer Allard	Elaine Berlin	Kelly Firmbach	Meghan Lafferty-Brown
Matthew Nelson	Elizabeth Phillips	Anne Schaefer	Jared Widjeskog ( <i>left at 9:30pm</i> )

Board Members Absent: John Chandler

School Officials Present:

Suzanne Guntlow, Superintendent, Lucas Christensen, Assistant Superintendent, Michael Brennan, Business Manager, Marcella Sanchez, High School Assistant Principal, Anthony Marturano, Middle School Co-Principal, Andrea Williams, Primary School Principal, Peg Warner, Special Education Director, Dave Ames, Athletic Director and Mindy Potts, District Clerk

Board President Matthew Nelson called the meeting to order at 7:02 p.m.

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

Board member Kelly Firmbach 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 NELSON      2ND FIRMBACH

To approve the agenda as presented

Carried, 8-0

MOTION NELSON      2ND PHILLIPS

To approve the following meeting minutes:

- March 7, 2023- Regular Meeting Minutes
- March 16, 2023 - Executive Session Meeting Minutes
- March 22, 2023 - Executive Session Meeting Minutes
- March 23, 2023 - Executive Session Meeting Minutes
- April 3, 2023 - Executive Session Meeting Minutes

Carried, 8-0

## Public Participation

Four members of the public addressed the Board on the following topics:

- Safety
- PBS television

In the interest of staying on the topic of safety, Superintendent Guntlow gave her presentation on Safety which had been scheduled for later in the meeting. Topics included:

- Portions of the School Safety Plan are not public
- Swatting incidents and law enforcement collaboration
- Lockdown vs Lockout procedures
- Needham Risk Management and improvements made since consulting with this group

## Board Discussion

- Superintendent Search Update

Board President Matthew Nelson gave an update on the Superintendent search and thanked members of the stakeholder committee who spent three nights preparing for and interviewing candidates.

- Committee Meetings

Board Member Jennifer Allard reported to the Board on the Facilities Committee Meeting held on March 7

Board President Matthew Nelson reported on the Budget Committee Meeting held on March 27

- Policy Committee - no meeting

The following policies are considered to have had a second reading. Consideration of adoption of these policies are under the Consent Agenda:

- 9520.2 Family Medical Leave Act Policy and Regulation - revised
- 4327 Homebound Instruction - revised
- 9645 Disclosure of Wrongful Conduct - revised
- 1050 Annual District Meeting - revise and rename
- 1125 Access to Public Records Pursuant to FOIL - rescind
- 1150 School Budget and Bond Referenda Information - rescind
- 1210 Citizens Advisory Committees- rescind

## Reports

- Athletics, Winter

Athletic Director Dave Ames reported to the Board on the winter sports and accomplishments and plans for a Rider Pride Day.

## Superintendent's Report

Superintendent Suzanne Guntlow reported to the Board on the following:

- Tenure Appointments which are for Board consideration later in the meeting. Those receiving tenure and present at the meeting were recognized.
- Field Trips on the agenda for Board consideration

Student Board Member Report

Student Board Member Krzysztof Swieton reported on events happening around the district including the Crane Acting Troupe's performance and Wall of Fame inductees.

Business Office Report

Business Manager Michael Brennan reported to the Board on the following topics:

- 2023-2024 Budget Development Update
- Donations for Board Consideration

The Board had a lengthy discussion regarding the repair of the tennis courts.

Board member Jared Widjeskog left the meeting at 9:30 p.m.

Consent Agenda

MOTION NELSON 2ND FIRMBACH

To approve the following items contained under the Consent Agenda:

11(A) CONSIDERATION FOR ACCEPTANCE

To accept the resignation for the purpose of retirement of Katherine Gulisane, clerk-typist, effective July 15, 2023

11(B) CONSIDERATION FOR ACCEPTANCE (Full Report in the Supplemental File)

To accept the Treasurer's Report for February 2023 including Warrants, Revenues, Appropriations and Transfers as presented

11(C) CONSIDERATION FOR ACCEPTANCE

To accept the CPSE and CSE Recommendations for the 2022-2023 and 2023-2024 school years as follows: Meeting Dates of: 2/3; 2/7; 2/8; 2/9; 2/10; 2/14; 2/16; 3/1; 3/3; 3/6; 3/7; 3/8; 3/9; 3/13; 3/14; 3/15; 3/16; 3/20; 3/21; 3/23

11(D) CONSIDERATION FOR APPOINTMENT

To appoint, upon the recommendation of Superintendent Suzanne Guntlow, Amy Kneller as Deputy Purchasing Agent, effective March 8, 2023

11(E) CONSIDERATION FOR APPOINTMENT

To appoint the following additions to the non-teaching substitute listing for 2022-2023 school year:

<b>Name</b>	<b>Position</b>	<b>Effective</b>
Kayla Poulter	Substitute Attendant	3/20/23
Laura Zimmerman	Substitute Driver	3/28/23

11(F) CONSIDERATION FOR APPOINTMENT

To appoint the following additions to the teaching substitute listing for 2022-2023 school year:

<b>Name</b>	<b>Position</b>	<b>Effective</b>
Madison Slovak	Uncertified Teacher and TA Substitute	4/5/23
Hannah Meredith	Uncertified Teacher and TA Substitute	4/5/23
Katherine Marotta	Uncertified Teacher and TA Substitute	4/5/23
Haley Salvagione	Uncertified Teacher and TA Substitute	4/5/23

11(G) CONSIDERATION FOR APPOINTMENT AND APPROVAL (attached)

To to appoint upon the recommendation of Suzanne Guntlow, Superintendent, the following additional Extraclass Appointments and/or Annual Appointments for the 2022-23 school year:

<b>Staff</b>	<b>Assignment</b>
Courtney Dobkins	Mentor

11(H) CONSIDERATION FOR APPOINTMENT

To appoint, upon the recommendation of Suzanne Guntlow, Superintendent, the following Interscholastic Coaches for the 2022-2023 school year:

<b>Position</b>	<b>Name</b>	<b>Step</b>
JV Softball Head Coach	JJ Suafoa	Step 1

11(I) CONSIDERATION FOR APPOINTMENT

To appoint, upon the recommendation of Superintendent Suzanne Guntlow, Carolyn Barone as a short term substitute to fill the position held by Victoria Boor who is on a LOA from her Math teaching position. Ms. Barone's appointment will be effective on or about May 7, 2023 and, provided she renders satisfactory service, is intended to continue but no later than June 23, 2023 No term of employment is conferred by this resolution of appointment and Ms. Barone's employment may be terminated at any time.

11(J) CONSIDERATION FOR APPROVAL AND APPOINTMENT

To appoint Mindy Potts as Chairman of the 2023 Vote and Elections on May 16, 2023; and To approve the 8 Board of Elections workers as designated by the Columbia County Board of Elections; and

To appoint Dell Potts as Assistant Clerk for the May 16 Budget Vote and Election at a rate of \$18.50/hr

11(K) CONSIDERATION FOR APPROVAL

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

DESTINATION: Fort Johnson

DATE: June 20, 2023

PARTICIPANTS: 7th grade with Karen Brink and 6 Chaperones

11(L) CONSIDERATION FOR APPROVAL

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

DESTINATION: New York City

DATE: May 20, 2023

PARTICIPANTS: 25-30 Spanish Club Students with Lisa Duffek and 4-5 Chaperones

11(M) CONSIDERATION FOR APPROVAL (Printed Calendar in the Supplemental File)

To approve the 2023-2024 school year calendar as presented

11(N) CONSIDERATION FOR ADOPTION

To adopt the following policies pursuant to Board Policy #2410 – Formulation, Adoption and Amendment of Policies:

- 9520.2 Family Medical Leave Act Policy and Regulation - revised
- 4327 Homebound Instruction - revised
- 9645 Disclosure of Wrongful Conduct - revised
- 1050 Annual District Meeting - revise and rename
- 1125 Access to Public Records Pursuant to FOIL - rescind
- 1150 School Budget and Bond Referenda Information - rescind
- 1210 Citizens Advisory Committees - rescind

11(O) CONSIDERATION FOR APPROVAL & AUTHORIZATION (Full Agreement in the Supplemental File)

To approve a 2022-2023 Health Services Contract in accordance with Education Law Section 912, with the North Greenbush Common School District for one student attending a private school within the district (LaSalle) in the amount of \$2,475 and to authorize the president of the Board to execute the contract

11(P) CONSIDERATION FOR APPROVAL AND AUTHORIZATION

To approve and authorize the Superintendent to make the following budget transfers

Budget Code	Transfer In	Transfer Out
A2610.460-00-000 Book Purchasing	\$6,284	
A2610.521-00-3200 Supply		\$1,438
A2610.522-00-3200 Periodicals		\$91
A2610.527-00-3200 Film/Video		\$2,300
A2610.523-00-3200 Ref Books		\$2,455

Budget Code	Transfer In	Transfer Out
A1620.423-00-0000 heating		\$3,750
A1620.466-00-7001 non cap	\$3,750	
A1621.550-00-0000 supplies		\$6,500
A1621.556-00-0000 grounds	\$6,500	

11(Q) CONSIDERATION FOR ACCEPTANCE

To accept, per Board Policy #1800 Gifts from the Public, a donation to Ichabod's Table of \$200 from Catherine Kennedy into the following Appropriation Code:

- CM2989.400-05-0002 - in the amount of \$200

11(R) CONSIDERATION FOR ACCEPTANCE

To accept a donation of a Cricut Maker and Accessories to the Art Department from Catherine Kennedy

11(S) CONSIDERATION FOR ACCEPTANCE (Full Report in the Supplemental File)

To accept the High School and Middle School Extra-classroom Activity Fund Reports as of the following date(s):

AS OF 2/28/22

Account Balance: \$ 140,010.78

11(T) CONSIDERATION FOR ACCEPTANCE (Full Report in the Supplemental File)

To accept the Internal Claims Auditor Report for March 2023 as presented

End of Consent Agenda

Carried, 7-0

Tenure Appointments

MOTION NELSON 2ND BERLIN

To dispense with the reading of each individual item and adopt in block each recommendation for items 12(A)-12(H):

12(A) CONSIDERATION FOR APPOINTMENT ON TENURE

Whereas Denise Holzhauer commenced probationary service on October 21, 2019 as a probationary professional educator, and

Whereas Denise Holzhauer's probationary appointment will expire on October 20, 2023, and

Whereas Denise Holzhauer holds a valid New York State Public School Teacher Certificate in the certification area(s) Teaching Assistant III

Whereas Suzanne Guntlow, Superintendent of the Ichabod Crane Central School District, recommends Denise Holzhauer'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 Denise Holzhauer effective October 21, 2023, to the position of professional educator in the tenure area(s) of Teaching Assistant.

12(B) CONSIDERATION FOR APPOINTMENT ON TENURE

Whereas Marcela Mason commenced probationary service on August 28, 2019 as a probationary professional educator, and

Whereas Marcela Mason's probationary appointment will expire on August 27, 2023, and

Whereas Marcela Mason holds a valid New York State Public School Teacher Certificate in the certification area(s) Spanish 7-12 and French 7-12

Whereas Suzanne Guntlow, Superintendent of the Ichabod Crane Central School District, recommends Marcela Mason'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 Marcela Mason effective August 28, 2023, to the position of professional educator in the tenure area(s) of Academic Foreign Language/Spanish and French.

12(C) CONSIDERATION FOR APPOINTMENT ON TENURE

Whereas Timothy McErlean commenced probationary service on October 30, 2020 as a probationary professional educator, and

Whereas Timothy McErlean's probationary appointment will expire on October 29, 2023, and

Whereas Timothy McErlean holds a valid New York State Public School Teacher Certificate in the certification area(s) Chemistry 7-12, and Biology 7-12

Whereas Suzanne Guntlow, Superintendent of the Ichabod Crane Central School District, recommends Timothy McErlean'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 Timothy McErlean effective October 30, 2023, to the position of professional educator in the tenure area(s) of Academic Science.

12(D) CONSIDERATION FOR APPOINTMENT ON TENURE

Whereas Jessica Porter commenced probationary service on August 28, 2019 as a probationary professional educator, and

Whereas Jessica Porter's probationary appointment will expire on August 27, 2023, and

Whereas Jessica Porter holds a valid New York State Public School Teacher Certificate in the certification area(s) Biology 7-12

Whereas Suzanne Guntlow, Superintendent of the Ichabod Crane Central School District, recommends Jessica Porter'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 Jessica Porter effective August 28, 2023, to the position of professional educator in the tenure area(s) of Academic Science.

12(E) CONSIDERATION FOR APPOINTMENT ON TENURE

Whereas Alessandra Shellard commenced probationary service on August 28, 2019 as a probationary professional educator, and

Whereas Alessandra Shellard's probationary appointment will expire on August 27, 2023, and

Whereas Alessandra Shellard holds a valid New York State Public School Teacher Certificate in the certification area(s) Music

Whereas Suzanne Guntlow, Superintendent of the Ichabod Crane Central School District, recommends Alessandra Shellard'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 Alessandra Shellard effective August 28, 2023, to the position of professional educator in the tenure area(s) of Music.



12(F) CONSIDERATION FOR APPOINTMENT ON TENURE

Whereas Scott Stafiej commenced probationary service on August 28, 2019 as a probationary professional educator, and

Whereas Scott Stafiej's probationary appointment will expire on August 27, 2023, and

Whereas Scott Stafiej holds a valid New York State Public School Teacher Certificate in the certification area(s) French 7-12

Whereas Suzanne Guntlow, Superintendent of the Ichabod Crane Central School District, recommends Scott Stafiej'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 Scott Stafiej effective August 28, 2023, to the position of professional educator in the tenure area(s) of Foreign Language.

12(G) CONSIDERATION FOR APPOINTMENT ON TENURE

Whereas Mallory Urbanski commenced probationary service on August 28, 2019 as a probationary professional educator, and

Whereas Mallory Urbanski's probationary appointment will expire on August 27, 2023, and

Whereas Mallory Urbanski holds a valid New York State Public School Teacher Certificate in the certification area(s) Students With Disabilities Grades 7-12 - Generalist

Whereas Suzanne Guntlow, Superintendent of the Ichabod Crane Central School District, recommends Mallory Urbanski'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 Mallory Urbanski effective August 28, 2023, to the position of professional educator in the tenure area(s) of Special Education.

12(H) CONSIDERATION FOR APPOINTMENT ON TENURE

Whereas Sarah Warren commenced probationary service on September 1, 2020 as a probationary professional educator, and

Whereas Sarah Warren's probationary appointment will expire on August 31, 2023, and

Whereas Sarah Warren holds a valid New York State Public School Teacher Certificate in the certification area(s) Students With Disabilities Grades 7-12 - Generalist and Students With Disabilities Grades 7-12 - Mathematics

Whereas Suzanne Guntlow, Superintendent of the Ichabod Crane Central School District, recommends Sarah Warren'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 Sarah Warren effective September 1, 2023, to the position of professional educator in the tenure area(s) of Special Education.

Carried, 7-0

Public Participation

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

Meetings

Special Meeting April 17, 2023 at 5:00 pm - Superintendent Search-Q3

Special Meeting April 18, 2023 at 7:00 pm - Board Meeting

Special Meeting April 25, 2023 at 7:00 pm - Questar III Vote

Budget Hearing and Regular Meeting May 2, 2023 at 7:00 pm

Committee Meetings

Academic Committee - April 25 at 5:30pm

Audit Committee - May 2 at 5:45pm

Budget Development Meetings	
03/30/23	Petition Packets Available for Board Member Candidates
04/04/23	Board Meeting Presentation - Draft Budget
04/17/23	Petitions for Board Member Candidates Due 5pm
04/18/23	Board Meeting Presentation - Final Budget and Anticipated Adoption
05/02/23	Budget Hearing and Regular Board Meeting
05/16/23	Vote and Election

Executive Session

MOTION NELSON      2ND FIRMBACH

To adjourn to Executive Session at 9:43 p.m. to discuss pending or current litigation  
Carried, 7-0

MOTION NELSON      2ND PHILLIPS

To appoint Elaine Berlin as Clerk Pro Tem  
Carried, 7-0

Others present in Executive Session  
Superintendent Suzanne Guntlow  
Special Education Director Peg Warner  
District Counsel Tara Moffet

The District Clerk left the meeting

The meeting was reconvened in open session at 11:12 p.m.

MOTION NELSON      2ND FIRMBACH

To adjourn the meeting at 11:13 p.m.  
Carried, 7-0