

**PLATTSBURGH CITY SCHOOL DISTRICT  
Plattsburgh, New York**

Minutes of the Meeting of the  
**Board of Education Regular Meeting**  
**August 1, 2019 – 6:00 p.m. – Duken School Building**

**ROLL**

Board of Education

Leisa Boise (President) – excused  
 Amelia Goerlitz – present  
 Robert Hall, Jr. – present  
 Steve Krieg – present  
 Ronald Marino – present  
 Clayton Morris – excused  
 Tracy Rotz – (Vice-president) – present (excused at 8:26 p.m.)  
 Roderick Sherman – present  
 Fred Wachtmeister – present (arrived at 6:12 p.m.)

Others

Jay C. Lebrun (Superintendent of Schools) – present  
 Carrie Harvey-Zales – (Ass’t. Supt. for Curriculum & Instruction) – present  
 David Baroody (Ass’t. Supt. for Business) – present  
Dawn Stetz (District Clerk) – present

**PLEDGE OF ALLEGIANCE:** Mr. Rotz led the pledge of allegiance.

**CALL TO ORDER/EXECUTIVE SESSION:** At 6:04 a.m., it was moved by Mr. Marino, seconded by Mr. Sherman to call the meeting to order and enter into Executive Session to discuss matters as provided for in Board Policy 2330; possible litigation and the employment history of particular personnel  
**Motion Carried: 6-0**

At 6:12, Mr. Wachtmeister entered Executive Session.

**RECONVENE:** At 7:34, it was moved by Mr. Hall, seconded by Mr. Krieg to reconvene to Regular Session.

**Motion Carried: 7-0**

**Public Comment** – Parents/Coaches spoke on behalf of the Girl’s Lacrosse program.

**Consent Agenda Items**

It was moved by Mr. Marino, seconded by Mr. Hall to recommend the Board approve the consent agenda items.

Minutes

Recommend the Board approve the minutes for the meeting held on July 1, 2019.

Adoption of the Agenda

Recommend the Board adopt the agenda for the meeting being held today.

CSE, CPSE and 504 Plan Recommendations

Recommend the Board approve the Committee on Preschool Special Education, Committee on Special Education and Committee on 504 Plan recommendations as presented in *Appendix I*.

Personnel

Appointments

Probationary/Miscellaneous Appointments

Recommend the Board appoint the following probationary/Miscellaneous appointments:

EMPLOYEE	POSITION/TENU RE AREA	GRADES/ DEPT.	EFFECTIVE DATE	PAY RATE	COMMENTS
Ian Stiles	Science Teacher	SMS	September 1, 2019	Salary of \$48,640 (step 3 +M)	4-year probationary appointment
Cheryl Pecore	Teaching Assistant	TBD	September 1, 2019	Salary of \$24,288 (step 1)	4-year probationary appointment

EMPLOYEE	POSITION/TENURE AREA	GRADES/ DEPT.	EFFECTIVE DATE	PAY RATE	COMMENTS
Karen Everleth	Teaching Assistant	District Wide	September 1, 2019	Salary of \$24,288 (step 1)	4-year probationary appointment
Nicole Dutton	Principal's Secretary	PHS	TBD	Salary of \$33,419 prorated (Level 4)	52-week probationary period 7.5 hours/day, PENDING CIVIL SERVICE APPROVAL
Heather Malpass	Typist (11-month)	PHS	August 2, 2019	Salary of \$28,927 prorated (Level 1)	52-week probationary period 7.5 hours/day
Susan Brinson	Senior Typist	Special Education Office	August 2, 2019	Salary of \$37,693 (prorated) Level 5	52-week probationary period 7.5 hours/day
Cindy Arnold	School Bus Monitor	District Wide	September 3, 2019	\$12.18/hour Level I	52-week probationary period 4 hours/day

### **Summer Work – Curriculum and Instruction**

Recommend the Board of Education approve the following summer hours for Curriculum and Instruction Work - Summer 2019.

District	Classroom management training – PBIS coaches to assist in review of presentation	Sunshine Turner, Tracey Giroux	\$32.80/hour as per contract –	3 hours each
Oak Street	Universal Team – alignment of Oak Street with District initiative, code of conduct, family handbook, Focus School visit.	Sarah Favro	\$29.37/hour TA payment as per contract	3 hours each

### **Summer Work – Changes/Additions**

#### **a. Bailey Summer Work**

Recommend the Board approve the following changes in staff (at Bailey) for summer work that has already been approved.

Lisa Frechette	Math training total 6 hours (using Julie Bullis' hours from Universal meeting previously approved at the May 9, 2019 board meeting).
Sheldon Cullen	Universal Team meeting - 6 hours (using Kathy Miller's hours previously approved at the May 9 <sup>th</sup> , 2019 board meeting).
Sarah Burleigh	Replacing Sue Higgins for Math training 6 hours, previously approved at the May 9, 2019 board meeting.
Beth Flynn	Replacing Erin Moriarity previously approved at May 21, 2019 board meeting for K registration, previously approved at the May 9, 2019 board meeting.
Sue Higgins	Already approved 6 hours as TBD for 2 <sup>nd</sup> grade WW work, previously approved at the May 9, 2019 board meeting.

No additional hours of work have been added. The above individuals are replacing members that were not able to attend building work that was previously approved (NOTE: Cara Myers, Justin Hart, Kathy Miller and Julie Bullis did not attend the universal meeting on July 10<sup>th</sup>). If you have any questions, please let me know. Thank you for your support.

#### **b. Consultant Teacher Planning**

Recommend the Board approved the following changes/additions in staff (Consultant Teacher Planning) for summer work that has already been approved at the July 1, 2019 board meeting:

Lisa Kelley/Nicole Adams	– Nicole is replacing Abby Leonard
Lisa Kelley/Carla Ensel	– TBD will be replacing Carla
Kristie Hulbert/Jen LeCuyer	– Kristie is the TBD approved previously

Kristie Hulbert/Jenny Walker – Kristie is the TBD approved previously  
 Jessica Dunn Williams/Beth O’Neil – Beth is replacing Melissa Bistro-Cross  
 Whitney LaCroix/Pamela Frederick – Pam is replacing Carrie Bednarz

The following staff are additions: Jessica Dunn Williams/Abby Leonard  
 Jennifer McCoy/Jordan Oshier  
 Joseph Lancellotti/Sarah Myers  
 Gabriel Girard/Wendy Parker  
 Brenda Bieber/Parker Carpenter  
 Brenda Bieber/Sarah McCarty  
 Aimee McLane/Andrew Ducharme

The following staff will not be working summer hours previously approved:  
 Heather Sullivan/Carrie Bednarz

**PHS PBIS Universal Team**

Recommend the Board approve summer work for the following members to the Plattsburgh High School PBIS Universal Team to develop an implementation plan for the roll-out of the C13T Behavioral/Emotional initiative at the start of the new school year:

Faculty Member	Job Title:	Hours:
DeBella, James	School Psychologist	Up to 5 hours
LaPage, Rory	School Counselor	Up to 5 hours
Martin, Alexa	Teacher	Up to 5 hours
McCoy, Jennifer	Teacher	Up to 5 hours
Turner, Sunshine	School Psychologist	Up to 5 hours

The Board approved up to 6 hours for all members of the PHS Data Team to work in July. The group only used 2 hours, so this is a re-purposing of hours that were already approved in the budget, rather than a request for new money.

**Additional Clerical Support for the Summer of 2019**

- a. Recommend the Board appoint Cristina Sferlazza to provide additional clerical support for the summer of 2019, not to exceed 15 hours at a rate of \$20.25/hour.
- b. Recommend the Board approves 5 days for Kimberly Gilmore @ \$23.42/hour and 5 days TBD, funded by the Title I Improvement Grant (Focus Review), not to exceed \$1,756.70 for the 2019-2020 school year.

**AUGUST REGENTS’ PROCTORS**

Recommend the Board approve the following to proctor the August Regents examinations at Plattsburgh High School on August 13-14 (hours are based on assignments with students as well as mandatory training for all proctors):

Faculty Member:	Job Title:	Hours:
Baker, Donna	Teacher	Up to 8 hours
Bieber, Fran	Teaching Assistant	Up to 10 hours
Boule, Chris	Teacher	Up to 10 hours
Hartmann, Chris	Teacher	Up to 18 hours
LaHart, Anna	Teacher	Up to 16 hours
LaPierre, Susan	Teacher	Up to 8 hours
LaRose, Chris	Teacher	Up to 10 hours
Madore, Amanda	Teacher	Up to 12 hours
Manchester, Rosemary	Teacher	Up to 6 hours
Oshier, Jordan	Teacher	Up to 16 hours

Patel-Dame, Sonal	Teacher	Up to 12 hours
Raugi, Valeri	Teaching Assistant	Up to 14 hours
Relation, Kate	Teacher	Up to 16 hours
Sholtis, Amy	Teacher	Up to 12 hours
Sponable, Dave	Teacher	Up to 12 hours
Wells-Bruce, Piper	Teacher	Up to 12 hours
Willett-Thatcher, Lorri	Teacher	Up to 8 hours

**Intramurals**

Recommend the Board approve the appointments the following staff listed below as intramural coaches for the 2019-2020 school year at a stipend per negotiated agreement at the maximum sessions per negotiated agreement. Stafford Middle School - Shae LaPorte, Joseph Tolosky and Patrick Shaughnessy.

**Fall Coaches**

Recommend the Board appoint the following Fall coaches for the 2019-2020 school year:

SPORT	POSITION	RECOMMENDATION	STIPEND
Football	JV Ass't. Coach	Bill Chapman*	\$3,163
	JV Volunteer	John DeAngelo*	N/A
Girls' Soccer	JV Volunteer	Molly Flynn	N/A
Boys' Soccer	Modified Volunteer	Meghan Sullivan	N/A

\*Pending fingerprinting clearance

**Substitute/Temporary On Call (TOC) Appointments** - Recommend the Board approve the appointments and rates of pay as presented.

Name	Certification	Rate	Position (Subs)	Fingerprint Status
Suzanne Alger	N/A	\$12.40/hour	Cook Manager	N/A

**Leave of Absence - FMLA**

Recommend the Board approve Grace Prue's request for unpaid, FMLA, effective September 3, 2019 through December 2, 2019.

**Retirement/Resignation**

Recommend the Board accept Schuyler Hammond's letter of retirement as Custodial Worker for Stafford Middle School, effective August 3, 2019.

Recommend the Board accept Denise Kennedy's letter of retirement as Principal's Secretary for Plattsburgh High School, effective August 6, 2019.

Recommend the Board accept Emily Burnham's letter of resignation as Registered Nurse at Stafford Middle School, effective August 31, 2019.

Recommend the Board accept Maria Cristina Sferlazza's letter of resignation as Typist for the Special Education Office, effective June 30, 2019.

**Business**

**CVES Adult Education Sponsorship Agreement**

Recommend the Board authorize the Superintendent of Schools to sign the CVES Adult Education Sponsorship Agreement for the 2019-2020 school year as presented in *Appendix II*. This agreement covers all CVES Adult Education Courses CO-SER 103.

**Budget Transfers over \$25,000**

Recommend the Board authorize the following budget transfers as presented:

The following details budgetary transfers of \$25,000 or more requiring Board approval.

The total amount of the transfers listed is: \$1,182,358.81

AMOUNT	FROM	DESCRIPTION	TO	DESCRIPTION
\$ 164,200.00	A9060-800-0000	Health Insurance	A1983-490-4100	BOCES Shared Service Capital
\$ 352,400.00	A9020-800-0000	Teacher’s Retirement System	A1983-490-4100	BOCES Shared Service Capital
\$ 183,400.00	A9030-800-0000	Social Security	A1983-490-4100	BOCES Shared Service Capital
\$ 246,000.00	A2250-490-4100	Special Education Salaries	A1983-490-4100	BOCES Shared Service Capital

*To fund partial payment to BOCES for their capital project which each component school must contribute to.*

\$ 135,000.26	A9060-800-0000	Health Insurance	A9901-960-0000	Transfer to Debt Service
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*To cover interest/principal payment made on BAN*

\$ 26,097.00	A9060-800-0000	Health Insurance	A9060-801-0000	Retiree/Medicare Reimbursement
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*To cover cost of reimbursement*

\$ 40,000.00	A2110-130-4200	Secondary Salaries	A2110-140-4200	Substitute Salaries
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*To cover excessive absences*

\$ 35,261.55	A9020-800-0000	Teacher’s Retirement	A2250-471-4800	Students w/Disability – Med. Eligible
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**Surplus Equipment**

Recommend the Board approve the disposal of the following surplus equipment, in the most effective manner as determined by the District’s Purchasing Agent.

Serial	Model	Serial	Model
2565	Optiplex 755	5206	Optiplex 380
5429	Optiplex 380	5258	Optiplex 380
5257	Optiplex 380	5256	Optiplex 380
Serial	Model	Serial	Model
2541	Optiplex 755	5235	Optiplex 755
2547	Optiplex 755	2523	Optiplex 755
2522	Optiplex 755	2520	Optiplex 755
2525	Optiplex 755	2531	Optiplex 755
2524	Optiplex 755	2540	Optiplex 755
2530	Optiplex 755	2685	Optiplex 755
2687	Optiplex 755	2691	Optiplex 755
2635	Optiplex 755	5716	Optiplex 745
5704	Optiplex 745	2686	Optiplex 755
2672	Optiplex 755	2560	Optiplex 755
5713	Optiplex 745	5441	Optiplex 380
5216	Optiplex 380	5216	Optiplex 380
5218	Optiplex 380	5223	Optiplex 380
5213	Optiplex 380	5203	Optiplex380
5204	Optiplex 380	5210	Optiplex 380
5208	Optiplex 380	5214	Optiplex 380
5215	Optiplex 380	2680	Optiplex 755
2698	Optiplex 755	5898	Mitsubishi 550U
2504	HP CLJ 2820	2451	iMac
0060	Optiplex GX620	2843	Optiplex 760
2862	Optiplex 760	2897	Optiplex 760
2562	Optiplex 755	6053	Dell 1420X
CNBH89759	HP LJ 1200	5304	Optiplex 380
5303	Optiplex 380	2826	Optiplex 755
6079	Mitsubishi EX241U	5921	Dell 1410X Projector

**Motion Carried: 7-0**

At 8:26, Mr. Rotz was excused.

**Old Business (► Indicates item to be discussed.)**

**Retirement Reserve – TRS Sub Fund – CORRECTION TO MINUTES**

It was moved by Mr. Marino, seconded by Mr. Hall to recommend the Board of Education approve a correction to the June 20, 2019 minutes, (New Business) 11.1.H Retirement Reserve – TRS Sub Fund to read as follows:

*Recommend the Board approve the increase of up to \$344,256 from the TRS Sub Retirement Reserve fund.*

**Motion Carried: 6-0**

**New Business**

**Business**

**Tax Certiorari Settlement**

It was moved by Mr. Marino, seconded by Mr. Hall to recommend that the Board of Education approve a property tax refund for Charles Racette in the amount of \$9,203.68 in satisfaction of a recently-settled tax certiorari proceeding.

**Motion Carried: 6-0**

**Instructional**

**New Club – Equalocity**

It was moved by Mr. Hall, seconded by Mrs. Goerlitz to recommend the Board approve the creation of a new club at Plattsburgh High School based on the approval from the PHS SIP Committee. The committee is in support of the creation of a club for students in the LGBTQ community to be called Equalocity. James DeBella has agreed to advise the club and this club will replace the former Gay-Straight Alliance club.

**Motion Carried: 6-0**

**Public Comment** – There were no public comments.

**Concluding Reports and Remarks**

**Superintendent’s Reports/Remarks**

- ISAB (I Stand Against Bullying) – Youth Empowerment Video - The Superintendent congratulated the District’s students who received the ISAM award and recognized their fine work.
- PILOT –Superintendent Lebrun informed the Board that he sent an opposition letter regarding the VILAS property.
- NYSSBA Convention – October 24 – 26, 2019 – Board members were asked to let the District Clerk know if they plan on attending.
- Tax Bills – Superintendent Lebrun stated that the District’s tax bills were sent out with an error – the date was incorrect and that there will be a press notification to follow. He noted this was not the District’s error.

It was moved by Mr. Marino, seconded by Mr. Hall to recommend the Board approved the following resolution opposing to granting of a PILOT to the VILAS Home.

Resolved, that the Board of Education of the Plattsburgh City Schools District is opposed to the granting of the proposed PILOT to the VILAS home as outlined in a recent correspondence to the Industrial Development Agency sent by the Superintendent of Schools.

**Motion Carried: 6-0**

**Board Member Reports/Remarks**

Mr. Sherman congratulated retirees.

Mr. Marino recommend the Board review the ISAB video. Very well done.

Mr. Krieg inquired about the ISAB award. Superintendent Lebrun and Assistant Superintendent Zales it is a regional contest organized by BOCES and the Plattsburgh City S.D. has received several awards.

Mr. Wachtmeister commented on the PILOTS – recognizing the Board has taken an important stand and thanked the Board for stepping up.

**ADJOURNMENT**

At \_\_\_\_\_ a.m., it was moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to adjourn.

**Motion Carried: 6-0**

Respectfully,

Dawn Stetz  
District Clerk