

PLATTSBURGH CITY SCHOOL DISTRICT
Plattsburgh, New York

Minutes of the Meeting of the
Board of Education Regular Meeting
May 18, 2021 – 7:00 p.m. – Duken Building

ROLL

Board of Education

Leisa Boise (President) – present
Amelia Goerlitz – present
Robert Hall, Jr. – present
Thomas Lacey – present
Ronald Marino – present
Clayton Morris – present
Roderick Sherman – present
Fred Wachtmeister – present

Others

Jay C. Lebrun (Superintendent of Schools) – present
Carrie Harvey-Zales –(Ass't. Supt. for Curriculum & Instruction) – present
Dawn Stetz (District Clerk - Host) – present
Glenn Hurlock - (Director of Special Education) - excused
Norbert Nedierer (Director of Bldng. & Grounds) – present

PRO TEM CLERK: It was moved by Mrs. Goerlitz, seconded by Mr. Lacey to appoint Mrs. Zael as Pro Tem Clerk.
Motion Carried: 7-0

PLEDGE OF ALLEGIANCE: Mrs. Leisa Boise led the pledge of allegiance.

CALL TO ORDER/EXECUTIVE SESSION: At 7:03 p.m., it was moved by Mr. Wachtmeister, seconded by Mrs. Goerlitz to call the meeting to order and enter into Executive Session to discuss matters as provided for inboard Policy 2330; the employment history of particular personnel.
Motion Carried: 7-0

Mr. Morris entered Executive Session at 7:04 p.m.

RECONVENE: At 8:31 p.m., it was moved by Mr. Marino, seconded by Mr. Hall to reconvene to Regular Session.
Motion Carried: 8-0

Public Comment: Mrs. Gervich spoke regarding summer programming.

Consent Agenda Items

It was moved by Mr. Hall, seconded by Mrs. Goerlitz to recommend the Board of Education approve the consent agenda items.

Minutes

Recommend the Board approve the minutes for the meeting held on May 5, 2021.

Adoption of the Agenda

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

CSE, CPSE and 504 Plan Recommendations

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

Personnel

Probationary/Miscellaneous Appointments

Probationary Appointments

Recommend the Board of Education appoint the following probationary/Miscellaneous appointments:

EMPLOYEE	POSITION/TENURE AREA	GRADES/ DEPT.	EFFECTIVE DATE	PAY RATE	COMMENTS
Brooke Lushia	School Monitor	Oak	May 19, 2021	\$12.64/hour	2.25 hours/day
Lilith Henshaw	School Monitor	Oak	May 19, 2021	\$12.64/hour	2.25 hours/day

Sandra Verity	2 nd Grade Talent Show Club Advisor	Glasgow	2020-2021 School Year	Stipend of \$1,000	
Sandra Verity	5 th Grade Talent Show Club Advisor	Oak	2020-2021 School Year	Stipend of \$1,000	

2) **Summer Hours**

Recommend the Board of Education approve the following summer hours for 2021:

Building	Topic	Staff Member	Hourly Wage	Number of hours/days
Special Education	TOSA work	Nina Cole	Per Negotiated Contract for Non-Contact Hours	20 days
Momot	Clerical	MaryJo Jubert	Per Negotiated Contract for Contact and Non-Contact Hours	37.5 hours
Glasgow	Pre-K/K screening	Karen Rock, Erin Moriarity, Sarah Burleigh, Stephanie Lasher, Sandy Miller, April Myers, Marcia Newcombe, Shasta Whitford, Beth Dumas, Catherine Conway	Per Negotiated Contract for Contact and Non-Contact Hours	12 hours each
SMS	School Counseling	Grace Prue, Janet Hankins, Christina Santella	Per Negotiated Contract for Non-Contact Hours	12 days each
SMS	Clerical	Jeri Hebert	Per Negotiated Contract for Non-Contact Hours	75 hours
District	Sports Clearance and Physicals	Sandy Miller, Kari Scott, Valerie Butler, Lynne Sheehan, Cassie Sellars, Jackie Bracey, Cheryl Maggy	Per Negotiated Contract for Contact and Non-Contact Hours	Miller and Scott = 50 hours each Butler – 30 hours Sheehan = 45 hours Sellars = 60 hours Bracey = 84 hours Maggy = 85 hours
PHS	School Counseling	Alan Feazelle, Amy Tisdale and Rory LaPage	Per Negotiated Contract for Non-Contact Hours	20 days each
Athletics	Prep for fall sports	Christopher Hartmann	Per Negotiated Contract for Non-Contact Hours	30 hours
PHS	Clerical	Gabrielle Rose	Per Negotiated Contract for Non-Contact Hours	75 hours
District	K-5 Literacy Advisors – Literacy Survival Kit	Susan Higgins, Andrea Dufrain, Amy Moore, Lindsey Frakes, Lori Darst and Melissa Caraballo	Per Negotiated Contract for Non-Contact Hours	8 hours each

Building	Topic	Staff Member	Hourly Wage	Number of hours/days
District	Ci3T Math - Connecting Math Concepts Training	Jessica Dunn Williams, Meagan Duquette, Angel Frechette, Catherine Devins, Daniel Devins, Laura Buck, Kari Herkalo, Kristen Walker, Lisa Frechette, Jessica Colburn, Beth Flynn, Kelly Flax, Brittani Philips, Betty Frady, Cara Meyer, Beth Christion, Katie Babbie, Brenda Bieber, Jody Flora, Sarah Myers, Shawn Farrell, Joe Lancellotti, Alexis Facticeau, Todd Bailey, Gabe Girard,	Per Negotiated Contract for Non-Contact Hours	6 hours each

		Jenna Hayden, William Corcoran, Laura DuBray, Jayme Keable, Brandy Ducatte, Shannon Rabideau, Jessica Gilbo, Michele McCloud, Kristy Clark, Joanne Scott, Tracy Hosler, Anne Martin, Elizabeth Church, Katie Bradford, Nicole Rock, Sarah Favro		
District	CI3T Social/Emotional SEL Planning	Lindsey Frakes, Jennifer McCoy, Jessica Colburn, Rory LaPage, Stephanie Lasher, Tracey Giroux, Kelly Cooper, Sabrina Hamilton, Alexis Facticeau, Chesney Weeden, Tracie McCarthy, Kristy Clark, Sunshine Quinn, JD DeBella, Tim Mulligan, Jenna Hayden and Janet Hankins	Per Negotiated Contract for Non-Contact Hours	6 hours each
District	Writing Coaches planning/creating writing PD	Susan Higgins, Kristin Brannon, Lori Darst, Alicia DuBray, Emily Owens, Sarah McCarty, Rosemary Manchester and Jennifer Slattery	Per Negotiated Contract for Non-Contact Hours	6 hours each
District	SEL Training	All PreK-Grade 12 Classroom Teachers, Special Education Teachers, AIS providers, Related Service Providers, Student Support Services and Teaching Assistants	Per Negotiated Contract for Non-Contact Hours	2 hours each
District	Easy CBM Progress Monitoring Training	Sheldon Cullen, Garret McLean, Laura DuBray, Kari Herkalo, Tracie McCarthy, Samantha Trudeau, Michelle Walpole, Bethany LeClair, Susan Higgins	Per Negotiated Contract for Non-Contact Hours	3 hours each
District	Ci3T Literacy Planning of Tier 1	Bethany LeClair, Brandy Ducatte, Brenda Bieber, Catherine Devins, Daniel Devins, Jayme Keable, Jennifer Jolicoeur, Jennifer McCoy, Jessica Gilbo, Joanne Scott, Kari Herkalo, Kristen Walker, Kyle LaBrake, Laura DuBray, Lisa Frechette, Michelle Walpole, Paul Cole, Samantha Trudeau, Shasta Whitford, Sheldon Cullen, Sunshine Quinn, Tracie McCarthy	Per Negotiated Contract for Non-Contact Hours	6 hours each
District	Instructional Integrationists	Danielle Jackson, Susan Levaque	Per Negotiated Contract for Contact and Non-Contact Hours	Danielle – 20 days Sue - 15 days
District	Technology Training	All PreK-Grade 12 Classroom Teachers, Special Education Teachers, AIS providers, Related Service Providers, Student Support Services and Teaching Assistants	Per Negotiated Contract for Non-Contact Hours	2 hours each
Momot	Coordination of all easyCBM measures and benchmarking information.	Kari Herkalo	Per Negotiated Contract for Non-Contact Hours	6 hours
Momot	Pre-K/K screenings	Tracie McCarthy, Amanda Cota, Daniel Devins, Kari Scott, Kate Gagnier	Per Negotiated Contract for Non-Contact Hours	8 hours each

Building	Topic	Staff Member	Hourly Wage	Number of hours/days
Momot	Data Team to work through the initial steps to determine an action plan for 2021-2022 and back map work for the upcoming year.	Kari Herkalo, Tracie McCarthy, Kelly Cooper, Krystyn Walsh, Jen Jolicoeur, Jessica Dunn-Williams, Kristen Walker	Per Negotiated Contract for Non-Contact Hours	3 hours each
Momot	Universal Team to complete necessary work to address social/emotional needs and those outlined in	Tracie McCarthy, Kelly Cooper, Jessica Dunn-Williams, Erin Castine Lindsey Frakes, Jessica Rafferty, Alyssa Manning	Per Negotiated Contract for Non-Contact Hours	6 hours each

	Ci3T Behavior Protocol in preparation for 2021-2022 school year.			
Glasgow	Data Team Duties for school year kick off	Sheldon Cullen, Tracey Giroux, Jessica Charland, Shasta Whitford, Beth Dumas, Lisa Frechette, Jennifer Stone	Per Negotiated Contract for Non-Contact Hours	6 hours each
Glasgow	Universal Team to update re-entry plan based on safety recommendations and considerations for the kick off of the first week of school.	Tracey Giroux, Jessica Colburn, Jen Stone, Cara Meyers, Justin Hart, Stephanie Lasher, Sheldon Cullen	Per Negotiated Contract for Non-Contact Hours	6 hours each
Glasgow	Writer's Workshop – prep of mini-lessons	Susan Higgins, Jennifer Rocque, Hannah Charland, Sarah Burleigh, Stephanie Lasher, Erin Moriarity, Karen Rock, Kylie McLean, Jessica Charland, Mary Herbst	Per Negotiated Contract for Non-Contact Hours	6 hours each
PHS	Ci3T Behavioral Team prepare for opening day, plan behavior teaching stations and final preparation for SEL	James DeBella, Jen McCoy, Jen Slattery, Stephanie Boutin, Sunshine Quinn, Susan Fresn, Tim Mulligan, Rory LaPage	Per Negotiated Contract for Non-Contact Hours	6 hours each
PHS	AIS Placement and Ci3T Literacy – coordination of scheduling, entering data into Clear track, and preparing materials for providers.	Bethany LeClair	Per Negotiated Contract for Non-Contact Hours	6 hours each
SMS	Coordination of Ci3T Literacy	Samantha Trudeau	Per Negotiated Contract for Non-Contact Hours	12 hours
SMS	Universal Team to coordinate PBIS for start of school year	Janet Hankins, Christina Santella, Grace Prue, Kelly Billow, Pat Shaughnessy, Shae Laporte, Jenna Hayden and Alexis Facticeau, Kathleen Sciole	Per Negotiated Contract for Non-Contact Hours	3 hours each
SMS	Writing Coaches	Sarah McCarty and Emily Owens	Per Negotiated Contract for Non-Contact Hours	3 hours ach
SMS	Coordination of Math Ci3T	Sarah Myers	Per Negotiated Contract for Non-Contact Hours	12 hours
Oak Street	Universal Team – to update and align building with PBIS/Ci3T social/emotional work. Plan for PBIS kickoff.	Chesney Weeden, Kristy Clark, Garret McLean, Sabrina Hamilton, Anne Martin	Per Negotiated Contract for Non-Contact Hours	8 hours each
Oak Street	Data Team – Review of data and trends, procedures & protocols, govern data process in building, review assess. tools and map out 2020-2021 school year	Laura DuBray, Jayme Keable, Brandy Ducatte, Kristin Branon, Amanda Madore, Amy Moore, Jessica Gilbo	Per Negotiated Contract for Non-Contact Hours	12 hours each
Building	Topic	Staff Member	Hourly Wage	Number of hours/days
Special Education	TCI Training	Sheldon Cullen, Tracie McCarthy	Per Negotiated Contract for Non-Contact Hours	24 hours each
Special Education	TCI Training	Kelly Bilow, Janet Hankins and Cassie Sellars		18 hours each
Special Education	Creation of CT Handbook	Brittani Philips, Kylie McLean, Kristy Clark, Andrea Dufrein, Michele McCloud, Amy Moore, Jenny Walker, Kristy Hulbert, Lisa Kelley, Beth O'Neil, Aimee McLane, Erin Stepowany, Jenna Hayden, Sarah McCarty, Jerri	Per Negotiated Contract for Non-Contact Hours	12 hours each

		Charlebois, Hannah Bouayadi, Whitney Lacroix and Carrie Bednarz		
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Leave of Absence

Recommend the Board of Education approve an unpaid leave of absence for Emily Owens from May 12, 2021 through June 25, 2021.

Corrective Appointment

Recommend the Board of Education approve the following resolution correcting a tenure appointment:

BE IT RESOLVED, that the Board of Education of the Plattsburgh City School District, upon the recommendation of the Superintendent of Schools, does hereby appoint Grace Prue (Fox) to a four-year probationary appointment as School Guidance Counselor in the School Guidance Counselor tenure area, effective retroactive to September 1, 2018 and ending August 31, 2022. This resolution corrects Grace Prue’s original, July 2, 2018 appointment, which erroneously provided for a three-year probationary appointment contrary to the requirements of the Education Law and Regulations.

Business

Reports for Board of Education Information

The following are presented for Board of Education information:

- 1) Middle School Extraclassroom Activity Report (April 2021)
- 2) High School Extraclassroom Activity Fund Report (April 2021)
- 3) Summary of Budget Transfers for the month ending April 2021 under \$25,000
- 4) Summary of Monthly Wire Transfers (April 30, 2021)
- 5) Food Service Profit & Loss Statement (April 2021)
- 6) Budget Status Report (April 30, 2021)
- 7) Revenue Status Report (April 30, 2021)

Treasurer’s Report

Recommend the Board of Education accept the April 30, 2021 Treasurer’s Report as presented in *Appendix II*.

Tax Certiorari

Recommend the liquidation from the Tax Certiorari Reserve in the amount of \$267,823.06 which represents the Georgia Pacific Settlement and further liquidate up to \$874,147.79 and re-establish the reserve at \$379,615.53.

Workers’ Compensation

Recommend the liquidation from the Workers’ Compensation Reserve of \$155,786.73 and re-establish the Workers’ Compensation Reserve fund in an amount up to \$176,071.

Employee Benefit Accrued Liability Reserve (EBALR)

Recommend the liquidation from the EBALR Reserve in the amount of \$7,515.20 and re-establish the reserve up to \$262,847.

Retirement Reserve (ERS)

Recommend the re-establishment of the Retirement Reserve (ERS) up to \$716,507; an increase of \$13,600(interest earned).

Retirement Reserve(TRS Sub-fund)

Recommend the liquidation from the Retirement Reserve(TRS Sub-Fund) up to the amount of \$9,623 and re-establish the reserve at \$341,293.

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
5564	Optiplex 980	5572	Optiplex 980
5565	Optiplex 980	5570	Optiplex 980
5561	Optiplex 980	5434	Optiplex 980
5557	Optiplex 980	5571	Optiplex 980
5122	Optiplex 980	5550	Optiplex 980
5542	Optiplex 980	5554	Optiplex 980
5549	Optiplex 980	5562	Optiplex 980
5563	Optiplex 980	5568	Optiplex 980
5560	Optiplex 980	5574	Optiplex 980
5573	Optiplex 980	5551	Optiplex 980
5559	Optiplex 980	5415	Optiplex 980
5567	Optiplex 980	5123	Optiplex 980
5565	Optiplex 980	5553	Optiplex 980
5129	Optiplex 980	5417	Optiplex 980
5427	Optiplex 980	2991	Optiplex 760
5428	Optiplex 980	5400	Optiplex 980
5760	HP 6005	5761	HP 6005

Motion Carried: 8-0

New Business

Business

Memorandum of Agreement (MOA) – Teaching Assistant Compensation

It was moved by Mrs. Goerlitz, seconded by Mr. Marino to recommend the Board of Education authorize the Superintendent of Schools to execute a MOA with the Plattsburgh Teachers' Association establishing a flat-rate pay differential of \$50/day for Teachings Assistants who serves as substitute teachers.

Motion Carried: 8-0

Summer School Program

It was moved by Mr. Morris, seconded by Mr. Marino to recommend the Board of Education authorize the Superintendent to begin student and staff recruitment for Plattsburgh Progress Summer program 2021.

Motion Carried: 8-0

Concluding Reports and Remarks

Superintendent Reports

Superintendent Lebrun reported there will be: a June 21st early release day, the June 24th board meeting will be rescheduled for June 10th or 17th and that graduation is June 25th at PHS outdoors, with a rain date of June 26th.

Board Member Reports/Remarks:

Mr. Hall expressed his thanks for the summer program.

Mr. Wachtmeister stated Federal monies will be put to good use – will be an opportunity for innovative programming. We Will want to sustain much of this if possible. We will identify what is most meaningful.

Mr. Lacey congratulated new board members.

Mr. Marino approves arts program and summer offerings.

Mr. Sherman reported he had a discussion with Senator Steck about educational funding. He passed out an obituary of a teacher (Thelma Douglas) and was hoping that the District would name the footbridge after her.

Mr. Morris stated the summer programming needs to be supported and needs to be marketed. He expressed good wishes to the new board members.

Mrs. Boise thanked everyone for their work on the summer programming and extended learning programs. She wished the new board members good luck.

Public Comment: There were no public comments.

Tentative Budget Vote and Board Member Election Results

The District Clerk reported the following, tentative results:

Budget Vote passed with 820 YES votes and 347 NO votes

Nikki Burdo	793 votes	3-year term – 7/1/21-6/30/21
Amy Gervich	792 votes	3-year term – 7/1/21-6/30/21
Brigitte Phillips	590 votes	3-year term – 7/1/21-6/30/21
Derek Rosenbaum	575 votes	1-year (plus) term – 5/19/21-6/30/22

ADJOURNMENT: At 9:16 p.m., it was moved by Mr. Marino, seconded by Mr. Wachtmeister to reconvene to adjourn.
Motion Carried: 6-0

Respectfully,

Dawn Stetz
District Clerk

Carrie Zales
Pro Tem Clerk