

REGULAR MEETING
May 8, 2019

REGULAR MEETING OF THE LITTLE FALLS CITY
SCHOOL DISTRICT BOARD OF EDUCATION HELD ON WEDNESDAY,
May 8, 2019 AT 6:00 P.M. IN THE BENTON HALL ACADEMY LIBRARY,
15 PETRIE STREET, LITTLE FALLS, NY 13365.

MEMBERS PRESENT: Commissioners Coulson, Finkst, Hameister,
Jodway, Mendl, Palmer and Shepardson

MEMBERS ABSENT: None

LATE ARRIVALS: Commissioner Finkst

EARLY DEPARTURES: None

OTHERS PRESENT: Superintendent Dr. Keith T. Levatino, Director of
Technology/Business Operations Mr. Ashraf Allam, Benton Hall Academy
Principal Mr. Joe Long, Middle School Principal Mrs. Maria Lindsay, High
School Principal Mrs. Leeann Dooley, Director of Pupil Personnel/School
Safety Mr. Brian Coleman, Director of Facilities Mr. Michael Kelly and an
audience of 21.

CALL TO ORDER

President Palmer called the meeting to order at 6:03 p.m.

PLEDGE OF ALLEGIANCE

President Palmer led the Commissioners and those present in the Pledge of
Allegiance.

AGENDA REVISIONS

X.A.6. – Physical Education Teacher
XII.F. – Facility Use Request
XII.G. – Election inspectors/coordinators

COMMENTS FROM FLOOR

Mrs. Gaspa and Miss Macrina along with six of their students presented the
Board/Audience with a brief presentation of their Legacy Now group
emphasizing character education and leadership. They also shared a short
video. The presentation was excellent.

STUDENT REP. REPORT
REPORT

None

CONSENT AGENDA

Upon the recommendation of Superintendent Dr. Levatino,
Commissioner Hameister made a motion the Board approve the following
agenda items:

- A. Approval of the Minutes of the Regular Meeting of April 10, 2019 and
Special Board Meeting of April 25, 2019.
- B. Treasurer's Report
- C. Schedule of Claims

Seconded: Commissioner Shepardson
Ayes All

Motion Carried

OTHER FINANCIAL
MATTERS

Upon the recommendation of Superintendent Dr. Levatino, Commissioner
Palmer made a motion that the Board accept the findings of the Audit by
the Office of the State Comptroller and approve the Corrective Action Plan
proposed by the District as presented.

Seconded: Commissioner Finkst
Ayes All

Motion Carried

**SUPERINTENDENT'S
REPORT**

Mr. Mike Kelly informed the Board that the geotechnical work is complete at all buildings. They are still in the process of reviewing drawings.

Mr. Brian Coleman gave a brief summary of how his CSE report is broken down and reported out to the Board each month. He also advised the Board that BHA had an unannounced fire drill on May 7, 2019.

Mr. Joe Long reported that all is well at BHA.

Mrs. Maria Lindsay reported that the Middle School survived Math and ELA assessments.

Mrs. Leeann Dooley informed the Board that the High School is doing well and preparing for finals/graduation.

Mrs. Jennifer Smith gave the Board an update on where the district is as far as policy reviews.

PRESIDENT'S REPORT

None

PERSONNEL INSTRUCTIONAL

**APPOINTMENT
SHELLEY POTTER**

Upon the recommendation of Superintendent Dr. Levatino, Commissioner Hameister made a motion to appoint Shelley Potter to the Teacher Assistant – Special Education position effective September 1, 2019 with a salary as per LFTA contract.

Seconded by: Commissioner Coulson

Ayes: Coulson, Finkst, Hameister, Jodway, Mendl, Shepardson

No: Palmer

Motion Carried

**BHA/MS/HS LIBRARY
TEACHER ASSISTANT
RACHEL PETKOVSEK**

Upon the recommendation of Superintendent Dr. Levatino, Commissioner Hameister made a motion to appoint Rachel Petkovsek to the BHA/MS/HS Library Teacher Assistant position effective May 13, 2019 at a salary as per LFTA.

Seconded by: Commissioner Coulson

Ayes: Coulson, Finkst, Hameister, Jodway, Mendl, Shepardson

No: Palmer

Motion Carried

**ELEMENTARY TEACHER
DAWN SHEA**

Upon the recommendation of Superintendent Dr. Levatino, Commissioner Coulson made a motion to appoint Dawn Shea to the Elementary Teacher position with a three-year probationary period on Step 7 of the LFTA contract with an effective date of September 1, 2019.

Seconded by: Commissioner Shepardson

Ayes All

Motion Carried

**SUBSTITUTE CSE CHAIR
BART TOOLEY**

Upon the recommendation of Superintendent Dr. Levatino, Commissioner Hameister made a motion to appoint Bart Tooley to the Substitute CSE Chairperson position effective immediately.

Seconded by: Commissioner Shepardson

Ayes All

Motion Carried

ADMIN. INTERNSHIP
MICHELLE GASPA

Upon the recommendation of Superintendent Dr. Levatino, Commissioner Shepardson made a motion to approve Michelle Gaspa to the unpaid administrative internship position for the 2019-20 school year. No substitute will be required. Mrs. Gaspa will continue with her current duties and responsibilities. This will be effective September 1, 2019.

Seconded by: Commissioner Jodway
Ayes All

Motion Carried

PHYS. ED. TEACHER
DENISE SCAPARO

Upon the recommendation of Superintendent Dr. Levatino, Commissioner Hameister made a motion to appoint Denise Scaparo to the Physical Education Teacher position with a three-year probationary period on Step 12 of the LFTA contract with an effective date of September 1, 2019.

Seconded by: Commissioner Shepardson
Ayes All

Motion Carried

NON-INSTRUCTIONAL
APPOINTMENT
SENIOR BUS DRIVER
DEBORAH TAYLOR

Upon the recommendation of Superintendent Dr. Levatino, Commissioner Jodway made a motion to appoint Deborah Taylor to the Senior Bus Driver position effective July 1, 2019 with a salary as per CSEA contract.

Seconded by: Commissioner Hameister
Ayes: Coulson, Finkst, Hameister, Jodway, Palmer, Shepardson
Abstain: Mendl

Motion Carried

ESTABLISH BUS DRIVER/
MECHANIC

Upon the recommendation of Superintendent Dr. Levatino, Commissioner Hameister made a motion to establish the position of Bus Driver/Mechanic position at a salary as per CSEA contract.

Seconded by: Commissioner Shepardson
Ayes All

Motion Carried

OLD BUSINESS

None

NEW BUSINESS
CSE/CPSE
RECOMMENDATIONS

Upon the recommendation of Superintendent Dr. Levatino, Commissioner Hameister made a motion to arrange for placement as per the recommendation of the Committee on Special Education as submitted.

Seconded by: Commissioner Shepardson
Ayes All

Motion Carried

SUBSTITUTE LIST #7

Upon the recommendation of Superintendent Dr. Levatino, Commissioner Hameister made a motion to approve substitute list #7 for the 2018-19 school year as submitted.

Seconded by: Commissioner Shepardson
Ayes All

Motion Carried

FIRST READING OF
POLICIES

Let the Minutes show the second reading of policies:
#5102 – NYSDOH Registered Opioid Overdose Prevention Program
#7200 – Reporting Possible Child Abuse or Maltreatment
#7201 – Child Abuse in an Educational Setting
#7400 – Student Complaints and Grievances
#7500 – Education Records

THIRD READING OF

Let the Minutes show the third reading of policies:

POLICIES

#0010 – Code of Ethics for All District Personnel
#0020 – Drug-Free Workplace Policy
#0021 – Tobacco, Nicotine and E-Cigarette Use Prohibited
#1101 – Records Management
#1101.1 – Public Access to Records
#3001 – Renumber/Revise 3200 – General Principles of Admin. Operations
#3002 – Renumber/Revise 3410 – Annual Report
#3100 – Renumber/Revise 3111, 3120 – Superintendent of Schools
#3101 – Renumber/Revise 3250, 3250.1 – Principals
#4501 – General Procurement Standards
#5400 – Idling Prohibition for Buses and Other School Vehicles
#6300.2 – Notice of Eligibility and Rights & Responsibilities (Family & Medical Leave Act)
#6300.3 – Certification of Health Care Provider for Employee's Serious Health Condition (Family & Medical Leave Act)
#6300.4 – Certification of Qualifying Exigency for Military Family Leave (Family & Medical Leave Act)
#6300.5 – Certification of Health Care Provider for Family Member's Serious Health Condition (Family & Medical Leave Act)
#7006 – Student Attendance
#7103 – Student Alcohol and Drug Abuse
#7104 – Pediculosis

ADOPTION OF POLICIES

Upon the recommendation of Superintendent Dr. Levatino, Commissioner Jodway made a motion to adopt the following policies:

#0010 – Code of Ethics for All District Personnel
#0020 – Drug-Free Workplace Policy
#0021 – Tobacco, Nicotine and E-Cigarette Use Prohibited
#1101 – Records Management
#1101.1 – Public Access to Records
#3001 – Renumber/Revise 3200 – General Principles of Admin. Operations
#3002 – Renumber/Revise 3410 – Annual Report
#3100 – Renumber/Revise 3111, 3120 – Superintendent of Schools
#3101 – Renumber/Revise 3250, 3250.1 – Principals
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#6300.5 – Certification of Health Care Provider for Family Member's Serious Health Condition (Family & Medical Leave Act)
#7006 – Student Attendance
#7103 – Student Alcohol and Drug Abuse
#7104 – Pediculosis

Seconded by: Commissioner Shepardson
Ayes All

Motion Carried

FACILITY USE REQUEST PTC COLOR RUN/WALK

Upon the recommendation of Superintendent Dr. Levatino, Commissioner Coulson made a motion to approve the request from Jessica Synenski on behalf of the PTC to hold a color run/walk at BHA on June 1, 2019. The event will start at 10 am and end at 1 pm.

Seconded by: Commissioner Hameister
Ayes All

Motion Carried

ELECTION INSPECTORS/
COORDINATORS

Upon the recommendation of Superintendent Dr. Levatino, Commissioner Hameister made a motion to approve the following election inspectors/coordinators for the 2019 Budget vote on May 21, 2019.

Election Inspectors:

Joan Vogt
Deanna Shaver
Tony DeLuca

Election Coordinators:

Joanne Miller
Stormee Shepardson

Seconded by: Commissioner Jodway
Ayes All

Motion Carried

INFORMATION AND
PROPOSALS

- A. Herkimer County BOCES Minutes
- B. BOCES Board 2 Board

EXECUTIVE SESSION

At 6:25 p.m. Commissioner Jodway made a motion the Board go into executive session to discuss the medical, financial, credit or employment history of a particular person or corporation or matters leading to the appointment, employment, promotion, demotion, resignation, discipline, suspension or removal of a particular person or corporation.

Seconded by: Commissioner Hameister
Ayes All

Motion Carried

RETURN TO
REGULAR SESSION

At 7:27 p.m. Commissioner Jodway made a motion the Board return to Regular Session.

Seconded by: Commissioner Hameister
Ayes All

Motion Carried

FUTURE BUSINESS
AND MEETINGS:

Regular Meeting: Wednesday, June 12, 2019 at 6 p.m. in the BHA library.

ADJOURNMENT

With no further business at hand, Commissioner Hameister moved to adjourn the meeting.

Seconded: Commissioner Jodway
Ayes All

Motion Carried

The meeting was adjourned at 7:27 p.m.

Clerk