

REGULAR MEETING  
OCTOBER 23, 2019

REGULAR MEETING OF THE LITTLE FALLS CITY  
SCHOOL DISTRICT BOARD OF EDUCATION HELD ON WEDNESDAY,  
OCTOBER 23, 2019 AT 6:00 P.M. IN THE MS/HS LIBRARY, 1 HIGH  
SCHOOL RD., LITTLE FALLS, NY 13365.

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

MEMBERS ABSENT: Commissioner Palmer

LATE ARRIVALS: None

EARLY DEPARTURES: None

OTHERS PRESENT: Superintendent Dr. Keith T. Levatino, Director of  
Technology/Business Operations Mr. Ashraf Allam, Assistant  
Superintendent Mr. Bart Tooley, Leeann Dooley, Maria Lindsay, Joe Long,  
Mike Kelly, Adam Hutchinson, BOCES, Jim Garsha, School Safety Advisor  
for BOCES, Chief Petrie, Jennifer Smith and Michelle Gaspa.

CALL TO ORDER

President Hameister called the meeting to order at 5:59 pm.

PLEDGE OF ALLEGIANCE

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

COMMENTS FROM FLOOR

Adam Hutchinson, BOCES Safety Coordinator gave a brief presentation  
about our safety audit and updating our website accordingly.

Chief Petrie discussed our SRO and updating that contract. He thanked the  
school district for actually having an SRO in our school since a lot of area  
schools are not as fortunate as Little Falls District.

STUDENT REP. REPORT  
REPORT

Richie Baylor and Sean Green reported out the following:  
Coins for Connor raised a combined total of \$9,305.61 between Herkimer  
and Little Falls Schools and donated to the "Never Walk Alone" scholarship  
fund. The senior class led with a donation of \$491.83. Total student body  
raised over \$1400.00 toward the cause.

A blood drive was held yesterday in the high school. The goal was 28 units  
and we collected 33.

Mr. Judd accompanied several students last week to a Construction Day at  
the Oneida County DPW and a Manufacturing Day at MVCC.

Two high school art students attended an Honors Program at Herkimer  
BOCES – Magical Mandala Moments. They explored the difference  
between temporary and permanent art installations and use of natural  
landscape while creating a mandala.

17 high school students attended the Farming your Future event at  
Herkimer Co. Fairgrounds on Fri., Oct. 4<sup>th</sup>.

October is National Bullying Prevention Month. Ms. Mercurio asked the  
school community to "Blue Up" by wearing blue on October 7<sup>th</sup> in support  
of "Stomping out Bullying".

10 students participated in a leadership workshop at MVCC on Sunday, Oct.  
20<sup>th</sup> with the Denali Group.

45 students are signed up to go on the Washington DC trip in November.  
65 students took the PSAT's on Oct. 16<sup>th</sup>. This is the largest number of  
students we have ever had take them at one time.

The fall sport season is coming to an end. We had a total of 198 students  
participate this year.

*Football* – Did not make the playoffs but will play in a crossover game.  
*Field Hockey* - is the #3 seed in post season play and will play in the semi-finals vs. Morrisville Eaton at VVS on Sunday at 11 am.  
*Girls Soccer*- #2 see won last night 5-1 in the 1<sup>st</sup> round vs. Sauquoit. Next game is tomorrow vs. #7 seed Tully at Herkimer College at 7 pm.  
*Boys Soccer* – did not make sectionals  
*Cross Country* – is still running with their last meet Saturday at Cato-Meridian  
*Girls Tennis* – did not make sectionals but won their first match in two years.

#### AGENDA REVISIONS

None

#### CONSENT AGENDA

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

- A. Approval of the Minutes of the Regular Meeting of September 4, 2019 and the Special Meeting of October 15, 2019.
- B. Treasurer's Report
- C. Schedule of Claims

Seconded: Commissioner Coulson  
 Ayes All

Motion Carried

#### OTHER FINANCIAL MATTERS

A. Upon the recommendation of Superintendent Dr. Levatino, Commissioner Jodway made a motion to adopt the 2019-20 Tax Warrant as submitted.

Seconded: Commissioner Finkst  
 Ayes All

Motion Carried

B. Upon the recommendation of Superintendent Dr. Levatino, Commissioner Jodway made a motion to approve the list of items to be removed from inventory as submitted.

Seconded: Commissioner Shepardson  
 Ayes All

Motion Carried

#### SUPERINTENDENT'S REPORT

State Ed. Dept. no longer has a commissioner.  
 Exec. Dir. of MORIC reported out about Data Safety/Security and how schools are being invaded by ransomware. Dr. Levatino gave a brief summary of the details of that.

Mr. Allam also commented and gave a brief summary about the ransomware and what measures we are taking to try to prevent it and if it should happen what our role would be.

Mr. Allam also notified Board of new Election Law giving employees a legal leave of up to 3 hours to go vote.

#### PRESIDENT'S REPORT

Jennifer Smith gave the Board an update on our new Mission/Vision Statement.

Jennifer also informed the Board on where we are as far as updating Board Policy.

At BHA, Jennifer has been trying to bridge gaps with UPK and Kindergarten. She is also planning a literacy night in January coupled with the mandatory annual Title I Parent meeting.

Michelle Gaspa updated the Board on 3rd grade piloting science programs.

Mrs. Lindsay discussed computer based testing. They are expanding to 6 and 7<sup>th</sup> grade math this year. They are also going to try 8<sup>th</sup> grade ELA. BHA

will do 3<sup>rd</sup> grade Math and 4<sup>th</sup> grade ELA. It went well last year and they didn't run into any problems. Middle school is using chrome books.

MS just had career day coordinated by Mrs. Salls. They had their walk to school day which the kids love coordinated by Mr. Jodway. They have implemented restorative circles where they are doing a school wide book and having the same discussions. She finds this to be very positive. Middle school musical is November 8<sup>th</sup> and 9<sup>th</sup>. The link for ticket sales is on Facebook and the website.

Mrs. Dooley – Nothing to report.

Mr. Long – 4<sup>th</sup> grade physical education department hiked Bald Mtn. It was a gorgeous day. It went well. Ten teachers volunteered. Nov. 8<sup>th</sup> will be Veterans Day assembly.

Mr. Kelly – Back to full staff. Everything is going well. We are eliminating the third shift so work will be redistributed. No other issues to report.

Mr. Tooley informed the Board that we are having a trainer come in to train teachers on restorative practices on Nov. 12, 13, and 15<sup>th</sup> to become trainers in the future. He also informed the board that staff days have been focusing on curriculum and leadership with the goal to provide a guaranteed and viable curriculum. He feels we are making K-12 progress.

#### PERSONNEL INSTRUCTIONAL

MATERNITY LEAVE  
LAURIE HENNESSY

Upon the recommendation of Superintendent Dr. Levatino, Commissioner Jodway made a motion to approve the maternity leave request from Laurie Hennessy effective October 22, 2019. She would like to extend her leave to take an unpaid amount of leave continuing to the end of the school year (June 2020). She plans to return to work for the start of the 2020-2021 school year.

Seconded by: Commissioner Coulson  
Ayes All

Motion Carried

MATERNITY LEAVE  
ANNMARIE BATOR

Upon the recommendation of Superintendent Dr. Levatino, Commissioner Coulson made a motion to approve the maternity leave request from Annmarie Bator effective around February 28, 2020. Her estimated return date will be around May 18, 2020. She would like to take additional time as unpaid maternity/family leave.

Seconded by: Commissioner Jodway  
Ayes All

Motion Carried

CLASS ADVISOR  
CLASS OF 2023  
JENNIFER LENNOX

Upon the recommendation of Superintendent Dr. Levatino, Commissioner Jodway made a motion to appoint Jennifer Lennox as the Class Advisor for the Class of 2023 with a stipend as per LFTA contract.

Seconded by: Commissioner Coulson  
Ayes All

Motion Carried

NATIONAL HONOR  
SOCIETY ADVISOR  
MANDI WHITE

Upon the recommendation of Superintendent Dr. Levatino, Commissioner Jodway made a motion to appoint Mandi White to the second National Honor Society Advisor position with a stipend as per LFTA contract.

Seconded by: Commissioner Shepardson  
Ayes All

Motion Carried

40 HOURS/WEEK  
CLEANER  
EDWARD CUMMINGS

Upon the recommendation of Superintendent Dr. Levatino, Commissioner Jodway made a motion to appoint Edward Cummings to the 40 hours per week Cleaner position on the 2<sup>nd</sup> shift at the Middle/High School effective November 12, 2019 with a salary as per LFTA contract.

	<p>Seconded by: Commissioner Coulson Ayes All</p> <p>Motion Carried</p>
WINTER COACHING	<p>Upon the recommendation of Superintendent Dr. Levatino, Commissioner Jodway made a motion to appoint Winter Coaches as submitted with salaries as per LFTA contract.</p> <p>Seconded by: Commissioner Shepardson Ayes All</p> <p>Motion Carried</p>
OLD BUSINESS	<p>None</p>
NEW BUSINESS CSE/CPSE RECOMMENDATIONS	<p>Upon the recommendation of Superintendent Dr. Levatino, Commissioner Jodway made a motion to arrange for placement as per the recommendation of the Committee on Special Education as submitted.</p> <p>Seconded by: Commissioner Shepardson Ayes All</p> <p>Motion Carried</p>
SUBSTITUTE LIST #2	<p>Upon the recommendation of Superintendent Dr. Levatino, Commissioner Jodway made a motion to approve the substitute list #2 as submitted for the 2019-20 school year.</p> <p>Seconded by: Commissioner Coulson Ayes All</p> <p>Motion Carried</p>
FIRST READING OF POLICIES	<p>Let the Minutes show the first reading of policies:</p> <ul style="list-style-type: none"> <li>3102 – Assistant Superintendent for Instruction</li> <li>3103 – Director of Athletics</li> <li>4400 – Audit Committee</li> <li>4401 – Annual Audit</li> <li>4402 – Auditing Claim</li> <li>4501 – General Procurement Standards</li> <li>4502 – Competitive Bidding</li> <li>4503 – Non-Bid Purchasing</li> <li>4503.1 – Procurement of Goods and Services Quote Form (Supt. Approval 6/10/19)</li> <li>4504 – Sale of Surplus Property</li> <li>4601 – Use of District Credit Card</li> <li>4602 – Use of District Owned Cell Phones</li> <li>4700 – Gifts and Donations from the Public</li> <li>4701 – Solicitation of Charitable Donations from School Children</li> <li>5001 – District Wide Safety Plans and Building Level Emergency Response Plans</li> <li>7303 – Concussion Management</li> </ul>
THIRD READING OF POLICIES	<p>Let the minutes show the third reading of policies:</p> <ul style="list-style-type: none"> <li>4001 – Fiscal Responsibilities</li> <li>4002 – Reports of Possible Violations of Policy or Law</li> <li>4100 – System of Accounts</li> <li>4101 – Bonding of District Personnel</li> <li>4102 – Periodic Financial Reports</li> <li>4200 – Budget Planning</li> <li>4201 – Budget Publication and Hearing</li> <li>4202 – Budget Transfers</li> <li>4203 – Contingency Budget</li> <li>4204 – Collection of Taxes</li> <li>4301 – Investments</li> <li>4302 – Insurance</li> <li>6300 – Leaves of Absence for Serious Health Conditions or Family Care</li> <li>8505 – Skills and Achievement Commencement Credential</li> </ul>

ADOPTION OF POLICIES

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

4001 – Fiscal Responsibilities

4002 – Reports of Possible Violations of Policy or Law

4100 – System of Accounts

4101 – Bonding of District Personnel

4102 – Periodic Financial Reports

4200 – Budget Planning

4201 – Budget Publication and Hearing

4202 – Budget Transfers

4203 – Contingency Budget

4204 – Collection of Taxes

4301 – Investments

4302 – Insurance

6300 – Leaves of Absence for Serious Health Conditions or Family Care

8505 – Skills and Achievement Commencement Credential

Seconded by: Commissioner

Ayes All

Motion Carried

NEW BUS STOP

Upon the recommendation of Superintendent Dr. Levatino, Commissioner Jodway made a motion to approve the creation of a new regular bus stop at the intersection of Frederick St. and W. Main because a parent has a medical issue which makes it difficult for her to walk her child to the bus stop at Kenyon and W. Main St.

Seconded by: Commissioner Coulson

Ayes All

Motion Carried

INFORMATION AND PROPOSALS

Communications

FUTURE BUSINESS AND MEETINGS:

Regular Meeting: Wednesday, November 13, 2019 at 6 p.m. in the BHA Library

ADJOURNMENT

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

Seconded: Commissioner Coulson

Ayes All

Motion Carried

The meeting was adjourned at 7:05 p.m.

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Clerk