

**Fort Edward Union Free School District  
Special Meeting of the Board of Education  
August 18, 2022**

**DATE:** August 18, 2022

**TYPE OF MEETING:** Special Meeting

**MEMBERS PRESENT** Amanda Durkee, Christina Durkee, James Donahue, Timothy Clark (Virtual), Taylor Boucher (Virtual)

**MEMBERS ABSENT:** Christopher Miles, Ella Collins, Thomas Roche, John Guglielmo

**OTHERS PRESENT** Richard DeMallie, Keaysie Ferguson, Joyce Long, Erin Russo, Charles Perkins

**I. Call to Order and Pledge of Allegiance Time: 8:05 a.m.**

**II. Presentations: None**

**III. Community Comments: NONE**

*A public comment period not to exceed thirty (30) minutes each shall be provided at each business meeting. In an effort to provide an opportunity for all interested speakers, all speakers shall be limited to three (3) minutes during the public comment period. Community members, who wish to address the Board, are requested to complete the speaker request form and submit it to the Clerk of the Board prior to the meeting. Comments regarding agenda items will be taken first. Speakers are reminded of the three-minute time limit. Should the 30 minute time limit expire additional written comments may be taken prior to the meeting's adjournment. A member of the Board or the Superintendent will respond that the BOE received and reviewed the comments.*

*When members of the public speak to the Board, they shall state their name and address, the name of the organization (if any) which they represent, and the agenda item they wish to comment on. Please be aware that by law individual student information or particular personnel issues cannot be discussed at public sessions of the board. The Board will not permit interruptions, slanderous remarks or "name-calling" by speakers or the audience. We take public comment very seriously and careful notes will be taken. However, the board generally does not respond while the meeting is in public session.*

**IV. Consent Agenda:**

Although Board action is required, it is generally unnecessary to hold discussion on these items. With the consent of all members, they are therefore grouped and approval is given in one motion. In the event a Board member wants to discuss any item, it is moved to an appropriate place on the agenda.

- a. Motion made by Amanda Durkee, second by Christina Durkee to approve items A-D with the exception of a few corrections on the July 11, 2022 minutes that Amanda Durkee sent email to Tobie
  - b. approval of Treasurer Report
  - c. approval of Budget Transfers
  - d. approval of the Warrants and Claims
- Motion carried 5-0.

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**V. Action:**

- a. Motion made by Amanda Durkee, second by Christina Durkee to approve the CSE/CPSE Recommendations as included in the Board Packets. Motion carried 5-0.
- b. Motion made by Amanda Durkee, second by Taylor Boucher the disposal of the fixed assets as listed in the Board packets. Motion carried 5-0.
- c. Motion made by Amanda Durkee, second by Christina Durkee to approve the following resolution:  
**WHEREAS**, the unused class funds from previous graduated classes, accounts are usually inactive (one year) due to lack of student interest or because a graduating class leaves an unused balance, the leftover monies to be transferred to the student council and the class year closed. Motion carried 5-0.
- d. Motion made by Taylor Boucher, second by Amanda Durkee to adopt the following Resolution:  
**RESOLVED**, by the Board of Education of the Fort Edward UFSD that Retention and *Disposition Schedule for New York Local Government Records* (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, hereby adopted for use by all officers is legally disposing of valueless records listed therein.

**FURTHER RESOLVED**, that in accordance with Article 57-A:

- (a) Only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records* (LGS-1), after they have met the minimum retention periods described therein.
  - (b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.  
Motion carried 5-0.
- e. Motion made by Amanda Durkee, second by Christina Durkee to approve the exhibit to the Policy #5410 (in Board Packet)  
Motion carried 5-0.
  - f. Motion made by Christina Durkee, second by Taylor Boucher to approve the Fort Edward UFSD Tax Warrant for the year 2022-2023  
Motion carried 5-0.
  - g. Motion made by Amanda Durkee, second by Taylor Boucher to approve the Draft Fort Edward UFSD Building Level School Emergency Response Plan.  
Motion carried 5-0.

**VI. Personnel:** All appointments are subject to change and compensation proration, pending emergency school closing and required reductions in force. All coaching appointments are made pending completion and verification of all required coaching credentials, with the stipend per FETA contract commensurate with experience and no other salary or benefits. All coaching, extracurricular appointments are subject to reduction and compensation proration, pending final student enrollment numbers, and pending the outcome of any potential mergers and emergency school closings.

- a. Motion made by Amanda Durkee, second by Taylor Boucher to accept the letter of resignation from Jaya Inglee as Cleaner effective August 11, 2022.  
Motion carried 5-0

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- b. Motion made by Christina Durkee, second by Taylor Boucher to accept the letter of resignation from Samantha Markham as Modified Volleyball and Basketball Coaching effective July 22, 2022.  
Motion carried 5-0.
- c. Motion made by Timothy Clark, second by Taylor Boucher to accept the letter of resignation from Noah Rogers, as cleaner, effective July 29, 2022.  
Motion carried 5-0.
- d. Motion made by Christina Durkee, second by Taylor Boucher to accept the letter of resignation from Ann Marie Bilodeau effective August 31, 2022. Christina Durkee commented that Ann Marie Bilodeau has done a nice job with our library.  
Motion carried 5-0.
- e. Motion made by Amanda Durkee, second by Timothy Clark to rescind the appointment made on July 1, 2022 appointing Washington County Real Property Tax Office Personnel as Tax Collector.  
Motion carried 5-0.
- f. Motion made by Taylor Boucher, second by Timothy Clark to appoint Washington County Treasurer as the District's Tax Collector for the 2022-2023 school year.  
Motion carried 5-0.
- g. Motion made by Amanda Durkee, second by Christina Durkee to remove Jane Robinson as Deputy Purchasing Agent effective July 1, 2022.  
Motion carried 5-0.
- h. Motion made by Christina Durkee, second by Taylor Boucher to appoint Joyce Long as Deputy Purchasing Agent effective July 1, 2022-June 30, 2023.  
Motion carried 5-0.
- i. Motion made by Amanda Durkee, second by Taylor Boucher to appoint Debbie Rabine as substitute bus driver effective August 5, 2022 at a rate per FESS Contract. Dr. DeMallie thanked Craig Masten for getting this done.  
Motion carried 5-0.
- j. Motion made by Amanda Durkee, second by Christina Durkee to appoint John Sharkey as full time Cleaner effective August 10, 2022 at a rate per FESS Contract.  
Motion carried 5-0.
- k. Motion made by Amanda Durkee, second by Christina Durkee to appoint Nicole Schilling as mentor for the 2022-2023 school year at a rate of pay per the FETA Contract.  
Motion carried 5-0.
- l. Motion made by Christina Durkee, second by Timothy Clark to appoint Joanna Scotch as mentor for the 2022-2023 school year at a rate of pay per the FETA Contract.  
Motion carried 5-0.

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- m. Motion made by Christina Durkee, second by Amanda Durkee to appoint Nelson Chase as mentor for the 2022-2023 school year at a rate of pay per the FETA Contract.  
Motion carried 5-0.
- n. Motion made by Christina Durkee, second by Amanda Durkee to appoint Hillary Potter as Science Teacher Step 18, at a rate of pay per the FETA Contract, effective September 1, 2022. The Board Members welcomed Hillary.  
Motion carried 5-0.

**VII. Coaching:**

All coaching appointments are made pending completion and verification of all required coaching credentials, with the stipend per FETA contract commensurate with experience and no other salary or benefits. All coaching and extracurricular appointments are subject to reduction pending final student enrollment numbers, and pending the outcome of any potential mergers and emergency school closings.

- a. Motion made by Taylor Boucher, second by Timothy Clark, to appoint Lorinda Huntington and Jeffery Durkee as co-Athletic Advisors at a rate of salary per the FETA Contract, Step 6 effective July 1, 2022  
Motion carried 5-0. Typically Christina Durkee and Amanda Durkee will abstain from voting as they are related to Jeffery Durkee, but for this vote and to move things forward they will vote. It is legal for them to vote.
- b. Motion made by Taylor Boucher, second by Christina Durkee to appoint Courtney Phillips as Volunteer Assistant Cheerleading Coach effective August 15, 2022. Thank you to Courtney.  
Motion carried 5-0.
- c. Motion made by Christina Durkee, second by Timothy Clark to appoint Sophia Lookretis as Modified Volleyball Coach effective August 18, 2022.  
Motion carried 5-0.

**VIII. Reports:**

a. **Board Committee Reports (9 Board Committees)**

- i. **Finance Committee** (met 8/15)- Amanda Durkee spoke to the Board about Taylor, Amanda and Dr. DeMallie met and reviewed information about the surplus funds from the 2021-2022 and closing of the books for 2021-2022 and ESSER 2 and ESSER 3 funds and the plans for trying to move things around so positions that are being funded by ESSER 2 and ESSER 3 are getting funded elsewhere as they are coming to an end, reviewed information about grant spending. Charles and Gregg and Rich are trying to get a handle on certain things that are duplicates and that is good information. Still trying to figure out how to put the pieces together moving forward. Charles Perkins answered a few questions. Dr. DeMallie asked Charles how he is doing? Dr. DeMallie stated that Charles is very dedicated, working on weekends getting things done. Meeting once a week and FEH people came down last week to get things closed up. James Donahue stated that it is a great help having him in the building.

Dr. DeMallie stated that we had talked about the \$400,000 in Transportation Reserve, Dr. DeMallie reached out to Mark Bessen and basically he only expected \$200,000 to go in there and not sure why there is \$400,000. He wanted us to open up a capital reserve, which we shall do. Once we get through one of our capital projects the projection is that we will be starting another one soon. When you have a capital reserve is to pad it enough so there is zero impact on the tax levy. So we need to be looking at opening up the Capital Reserve. This is not anything we need to decide today. You need to have voter approval to open the Capital Reserve and you need voter

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approval to add money to the capital reserve. We may need to put out a stand alone vote or do we put it in the May vote with the budget.

Amanda Durkee asked if that it is a thing to move \$200,000 from Transportation Reserve to Capital Reserve. Dr. DeMallie stated yes. Dr. DeMallie also stated that we are leasing a new bus and the savings on leasing vs. purchase is about \$2,000. Once the 5 years is up we give the bus up and we have no equity. We have had Charles Perkins look into the option of purchasing this bus.

Timothy Clark asked when does the Finance Committee discuss the tax levy? James Donahue stated that there is a detailed calendar which we go by. Amanda Durkee stated that we will see numbers and what the increase would be at the tax cap as they go through the budget process. Dr. DeMallie stated that in December/January we will start looking at this.

- ii. **Personnel, Grievance and Negotiations Committee** met 8/10 (next meeting TBD) Dr. DeMallie stated that they are meeting and things are moving forward. Looking to go to the table early September.
- iii. **Curriculum Committee** (next meeting TBD)
- iv. **Policy Committee** (next meeting-possible Wednesday, August 31, 2022)
- v. **Athletic Committee** (next meeting possible 8/24 or 8/25, 4:00 p.m.)
- vi. **Strategic Planning Committee** (next meeting TBD)
- vii. **Building and Grounds Committee for Health & Safety** (next meeting TBD)
- viii. **Capital Project Committee** (next meeting TBD)

b. **Superintendent Report:**

Dr. DeMallie is happy to say we have an Earth Science person, We are no longer renting space to BEARS (BOCES) but we did pick up an ASL person, from OHM Boces. Looking for space for her. This is being offered as a second language option. She would offer it to some of our students.

Building Walk Through- 26th or 29th. 5:00 p.m. on 29th is better for a few Board members.

Dr. DeMallie thanked Brian Etu from the Superintendent of the Village Highway Department for weed whacking around our football field, our guys are straight out in the building.

Thank you for approving to eliminate some of our desks and other things, a lot of clutter. Thank you to Craig Masten for getting the dumpster. We have a pile of books we are looking to donate. Very old smart boards we are looking to get rid of.

Tetra Tech meeting will be on the 24th. Fall sports season begins on Saturday with our football players heading to Corinth. All the rest of the sports will begin on the 22nd.

Bussing for football players and golf players was discussed. Dr. Demallie stated that they are working on the bussing.

Board Retreat August 25th at 5:00 Dr. Brooks will be here.

Patrick Kenneally is our cafeteria person and he has some great ideas for the kids. He is looking into a coffee program for the students. Board members are not for this. Vending machines are huge revenue

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sources; they come with timers. Dr. DeMallie would recommend only locking during breakfast and lunch times.

The School is getting a new serving line and there is a company coming in to tear the current serving lines out. The hope is our secondary kids won't be going out to get lunch. Walk-in freezer will go into the little nook in the cafeteria. More space and we will not have to do anything with SED. Craig will have to pipe in the new one. Our old walk-in freezer is not good but can be used as a walk-in refrigerator.

Dr. DeMallie did say no to the Saratoga School Boards Association but there are a few events from the Adirondack Area School Boards Association he will share with the Board.

The Annex Building the first official act of us is to close it. Mr. Roche wanted to push this at the next full board meeting.

Richard DeMallie is part of the search committee for the new Chief Technology Officer for the WSWHE BOCES.

We are trying to collect chrome books, our list is not great working with IT on this.

New Website should be launched next week. Dr. DeMallie is working on this with Ryan Herman. Huge shout out to Ryan Herman he has done extensive work on this and thinks you will like the new site.

Are in the midst of purchasing 20 new smart boards for the high school and 80 chrome books for the school.

New Teacher Orientation on the 23rd is an all day event if you would like to come and introduce yourself. We have 3 new staff members Sophia, Hillary and Krista and will be here with their mentors on the 23rd. Keaysie Ferguson, new administrative assistant who is here has been helping Dr. DeMallie to put our school logo on everything that goes out and we are updating documents. Shout out to Keaysie she has done a phenomenal job on this.

Lastly, the letter given to Dr. DeMallie by Maggie Torra at the last meeting. Huge shout out to Corinth, we went over there last week and the short story is at the modified level they have 33 students. They can be solvent without us. We have 56 students altogether. They gave us three days a week to start. The season is 38 days - 6 games gives us 32 practices, 19 practices will be in Corinth and 13 practices will be here in Fort Edward. Every Friday they will be here on film day. We are also merged with Hadley. Dr. DeMallie feels this is a pretty good split. Erin Russo and Dr. DeMallie want to have a Fall Sports parent meeting.

Dr. DeMallie will be in a milking contest at Washington County Fair.

Taylor Boucher wanted to put on record at this meeting according to our Fort Edward School Board Policy #1230 subject line resignation and dismissal states "it will be the duty of the Board to attend all meetings of the Board, and if any member refuses to attend three consecutive meetings of the Board after having been regularly notified and a satisfactory cause for each non-attendance is not shown, the Board will proceed to declare that office vacant." Taylor Boucher wanted to have put on the record that since she has been on the Board at the Re-Organizational meeting on July 1st Christopher Miles has not been in attendance in any of the meetings since. July 1st reorganizational meeting, July 11th meeting and just

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August meeting . She wants this put on the record and would like this discussed. We will put it under discussion for the next meeting. Dr. DeMallie will scan this with his updates to the Board.

**IX. Second Public Comment Period (if needed)-none**

**X. Executive Session: Time: 9:25 a.m.**

Motion made by Amanda Durkee, second by Taylor Boucher to enter into Executive Session to discuss matters referring to negotiations with a specific entity, as well as the employment of specific individuals. Motion carried 5-0.

**XI. Return to Public Session at 9:33 a.m.**

Motion by Amanda Durkee second, by Christina Durkee to return to Public Session. Motion carried 5-0.

**XII. Adjournment at 9:34 a.m.**

Motion by Amanda Durkee, second by Taylor Boucher to adjourn the meeting at 9:34.

All in favor 5, All Opposed 0, Any abstentions 0