



**Fort Edward Union Free School District
Regular Meeting of the Board of Education
January 8, 2024 6:00pm
Board of Education Minutes**

Members Present: John Guglielmo, Timothy Clark, Taylor Boucher, Audra Aul
Thomas Roche entered the meeting at 6:30pm.

Members Absent: Ella Collins, Sarah Buschynski

Others Present: Richard DeMallie, Keaysie Ferguson, Christopher Rayder, Steve Neron, Greg Weeks, Mallory Lansley, Ashton Legodais, Jean Legodais, Jessica Smatko, Laurie Desourdy

- I. Call to Order and Pledge of Allegiance**
John Gugliemlo called the meeting to order at 6:03pm.
- II. Acceptance of the Agenda**
Motion made by Timothy Clark, seconded by Audra Aul to accept the agenda as presented. Motion carried 4-0.
- III. Executive Session**
Motion made by Taylor Boucher, seconded by Timothy Clark to enter into Executive Session at 6:04pm. John Guglielmo stated that Board of Education members and other individuals invited into executive session are reminded that all matters discussed during executive session must be kept in strict confidence. Motion carried 4-0.
- IV. Return to Public Session**
Motion made by Audra Aul, seconded by John Guglielmo to return to Public Session at 6:30pm. Motion carried 4-0.
- V. Community Comments - None**
- VI. Presentations**
 - A. Budget Workshop #1
 1. Christopher Rayder presented a powerpoint
 - a) Goal = provide business direction through transparency and detail
 - b) Staffing
 - (1) 3 Administrators
 - (2) 43 Support Staff
 - (3) 53 Teachers
 - c) Number projections = based on historical baselines, consultation with team and business costs
 - d) Estimated salaries
 - (1) Administrative Assistant elimination = -35% change
 - (2) Cleaning staff addition = 24% change
 - (3) Supervision non-instructional = 63% change
 - (4) Sub Teachers = 21% change



Fort Edward Union Free School District
Regular Meeting of the Board of Education
January 8, 2024 6:00pm
Board of Education Minutes

- (5) Sub non-teacher = 25% change
 - (6) Guidance = 501% change
 - (7) SWD-Instructional = 34% change
 - (8) Christopher Rayder noted that items that were in red on the presentation are covered under other funds (i.e. grants, cafeteria fund, etc.); this included PT cafeteria staff, TA for PreK, PreK Instructional, AIS-Reading Elementary, and Math Resource
 - e) Benefits
 - (1) Medical and Dental = 12% increase in WSWHE Consortium
 - (2) Retirement (ERS 12% change & TRS 10% change) = 6.484% change
 - (3) Social Security, Workers Comp and Unemployment = 6.501% change
 - (4) Summary = 11.814% change
 - f) SPED = -4.81%
 - g) BOCES
 - (1) School Food Service Management XC Cap = 546.984%
 - (a) In the past, we have not budgeted with the monies that we get back for food service, but it is best practice to include the total number, prior to the revenue so that change is reflective of included the total estimated cost
 - (2) SPED tuition = (\$107,700) / -9.75% change
 - h) Debt Service
 - (1) Repayment due to Washington County
 - (2) Refunding of 2010 Serial Bonds
 - (3) Building Bond for Project #0005-011
 - (4) Total change = (\$2,900 / -0.30%)
 - i) Interfund Transfers
 - (1) Transfer to lunch fund
 - (2) Transfer to special aid fund
 - (3) Total change = 0%
2. Fiscal Health as of 1/8/24
- a) Estimated Fund Balance
 - (1) 2023 Interest YTD = \$111,916.22
 - (2) Estimated Savings ICS Account = \$2,550,000
 - (3) Estimated Inflow Emergency Boilers = \$490,000
 - (4) ESSER 3 - Surplus = \$537,000
 - (5) Projected Savings with extra special education classroom = \$110,000
 - (6) Projected Income with extra special education classroom = \$89,646
 - (7) Estimated Income New Meadow = \$85,872
 - (8) Appropriated Fund Balance 23/24 Budget = **(\$361,463.16)**
 - (9) \$3,612,971.06 in estimated unassigned fund balance
 - (10) 2023-24 Budget = \$12,449,626



**Fort Edward Union Free School District
Regular Meeting of the Board of Education
January 8, 2024 6:00pm
Board of Education Minutes**

- (11) Fund Balance = 29.02%
- b) Funding received since 12/11/23
 - (1) Bullet Aid Grant = \$75,000
- c) Reserves
 - (1) Unemployment = \$58,617.68
 - (2) Workers Comp = \$31,968.57
 - (3) Employee Benefit = \$876,986.85
 - (4) Retirement ERS = \$184,566.63
 - (5) Retirement TRS = \$154,971.66
 - (6) Insurance = \$28,766.81
 - (7) Debt Service = \$269,525.59
 - (8) Transportation = \$384,357.63
 - (9) Estimated total = \$1,989,761.42

B. Capital Project Presentation

- 1. Richard DeMallie presented the pre-referendum timeline
- 2. Richard DeMallie presented the Draft Capital Project Scope Development document
 - a) Original project was hoped to be \$12.5 mil
 - b) The priority #1 needs are mostly infrastructure that are necessary, however, they total closer to \$17.5 mil
 - c) Priority #1 items include
 - (1) Paving
 - (2) Sidewalk replacement
 - (3) Reconstruct existing water line/source at football field
 - (4) Additional Pole Site Lighting
 - (a) If there is a way for this to be covered under the NYSERDA energy study, the scope will be re-adjusted
 - (5) Scoreboard
 - (6) Playground surfacing
 - (7) Sprinkler system
 - (8) Reconstruct front exterior stairs at MS-HS
 - (9) Masonry wall repointing
 - (10) Replace Select Exterior Doors
 - (11) Southeast corner of MS-HS exterior wall condition @ first floor tech and second floor science rooms.
 - (12) Roof replacement
 - (13) Main gym floor refinish
 - (14) Flooring - Replace 1924 Vintage Classrooms and select Corridors
 - (15) Main Gym replace Wall Pads and painting
 - (16) Art Room HVAC improvements
 - (17) Tech room air handler
 - (18) Tech Room Dust Collector



**Fort Edward Union Free School District
Regular Meeting of the Board of Education
January 8, 2024 6:00pm
Board of Education Minutes**

- (19) Air Conditioning in Elementary School = 45 classrooms, mostly 2nd floor
 - (20) Air Conditioning in MS-HS = 2 classrooms
 - (21) Air Conditioning in Main Gym
 - (22) Standby generator
 - (a) Budgeted for the more expensive option, but could have savings if we used diesel vs. natural gas, etc.
 - (23) Enhance exterior building lighting
 - (24) Reconfigure Main Office - Option 2, includes secure visitor waiting vestibule
 - (25) "Bank" window to Main Office
3. Christopher Rayder noted that although the scope of the project increased, there would be no impact to the taxpayers. He further noted that the capital project would be 96% aid money that would come back to the school. He also stated that currently, any fixes that are being per
4. Richard DeMallie noted that if the board members saw any priority #2 or #3 items or if the public had any items that they felt were necessities, to bring them forward to the capital projects committee members (John Guglielmo, Timothy Clark, Sarah Buschynski or Thomas Roche) and they could be discussed.

VII. Reports:

A. Board Committee Reports

- 1. Budget, Finance and Audit Committee
 - a) Met tonight
- 2. Personnel, Grievance and Negotiations Committee
 - a) Scheduled for 1/25/24 at 5:30pm
- 3. Policy Review Committee
 - a) Scheduled for 1/24/24 at 5:30pm
- 4. Capital Project Committee
 - a) Scheduled for 1/11/24 at 6:00pm

B. Superintendent Report

- 1. EV Bus Discussion = This year one of our leases is expiring so we will need to discuss a proposition vote for a bus (will be a diesel bus). Mandate for electric buses is 2035; however, you will not be able to purchase diesel after 2027. Buses typically last 10 years, so the diesel bus would take us right up to the mandated year. NYSERDA study will look into how and if we could have the infrastructure to charge EV buses. Richard DeMallie noted that he is not certain who would be able to service the new technology of an EV bus. Taylor Boucher noted that mandates change frequently and she would like to see Fort Edward School wait to purchase any electric vehicles until it is necessary. Richard DeMallie stated that our district may be a prime candidate for an EV bus since our district is within such a small radius. Taylor Boucher noted, however, our buses typically are used for travel to sporting events and those locations are rural areas that are not prime locations for electric vehicles. John Guglielmo brought forth many questions, including:



Fort Edward Union Free School District
Regular Meeting of the Board of Education
January 8, 2024 6:00pm
Board of Education Minutes

how long can the battery last with the weight of passengers; do batteries come with heaters for the cold weather; how does the cold weather affect the life of the battery; and how long does the battery need to be charged. Richard DeMallie asked that if the board had any other questions, that they forward them to him and he will work on obtaining answers.

2. Board Docs = Keaysie Ferguson will be undergoing training on 1/10; the board may need to be a part of the executive level training after that
3. Positivity Project = Article in Post-Star highlighting our P2 movement
4. The IT Department has been looking at our school internet e-mail = there are blocks on outside agencies emailing in, this included colleges not being able to get through to students. IT has to allow each domain access individually; since discovering this issue, they have allowed all SUNY schools to get through the filter and select schools that were brought to their attention. Since students will not always have access to their school's email domain (after graduation), Erin Russo would like to work with the guidance department in order to assist students in creating personal email addresses.
5. Lead Testing = will be done 1/11
6. Workplace Violence policy needs to be updated = a policy committee meeting has been scheduled that would help address this
7. Congratulations to Christopher Rayder, who passed a civil service test for Business Executive I = would like to move him forward to Business Executive I position
8. Coaches vs. Cancer JV Girls game 1/31 = fundraiser will include basket raffles, concessions, etc.
9. AASBA 2/8 on Student Mental Health and Wellness = if any board members are interested, please let Keaysie Ferguson know
10. Have to inspect Annex to get a certificate of occupancy = Chris Jones coming to inspect 1/9. Still waiting on transfer of property = property lines have been drawn.
11. Keaysie Ferguson will be working with BOCES Director of Personnel Development to update our TEACH system. Although we are doing a great job of onboarding new personnel, there are other reporting items that are required for staff that we were not aware of with the transition to a new Secretary to the Superintendent. She will be learning how to handle the maintenance side of TEACH on 1/18.

C. Building Principal Report - None

D. Pupil Services Report - None

E. Building Maintenance Report

1. Working with Greenwood for roofing and got a hold of Firestone on some warranty work.
2. Working on organizing project files and blueprints to assist with dates and potential for warranties on other things that may arise.
3. DLL just got a major upgrade to their equipment through BOCES (two new 80" TVs)
4. DLL heating/cooling not set up properly and looking into how we can adjust this
5. Lead water testing = last year there were 5 sinks out of compliance; this is due to the sinks not being utilized. He intends to flush these sinks and place signs stating that the sinks need to be flushed at a designated frequency. Some of these sinks are in our Life



**Fort Edward Union Free School District
Regular Meeting of the Board of Education
January 8, 2024 6:00pm
Board of Education Minutes**

Skills classroom and will become a task for the students in the class to do.

VIII. Discussion Items

A. Senior class overnight trip

1. Ashton Legodais, President of the Class of 2024, presented on behalf of the senior class to request that the board of education consider allowing the senior class to go on an overnight trip to Ocean City, Maryland. The class would like to go the second weekend in June. Laurie Desourdy, senior class advisor, noted that the class had fundraised and they hoped that the fundraising would fund the trip. Richard DeMallie noted that they would like at least one chaperone per every five students. Laurie Desourdy further noted that they also planned on chaperones staying up and monitoring the hotel hallways at night to ensure that students were not leaving their rooms unattended. The board has asked that the class provide them with the cost per student, any students that might not be able to pay the cost, and a behavioral contract.

IX. 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.

Motion made by John Guglielmo, seconded by Audra Aul to approve items A-E. Motion carried 5-0.

- A. Approve the minutes for the Board Meeting held December 11, 2023.
- B. Approve the Treasurer Reports for December as included in the Board packets.
- C. Approve the Budget Transfers for December as included in the Board packets.
- D. Approve the Warrants and Claims for December as included in the Board packets.
- E. Approve the CSE/CPSE Recommendations for December as included in the Board packets

X. Action:

Motion made by Taylor Boucher, seconded by John Guglielmo to approve items A & B. Motion carried 5-0.

- A. Approve the 2023 Single Audit Report.
- B. Approve the 2023 Single Audit Corrective Action Plan.

- C. Motion made by Audra Aul, seconded by Timothy Clark to accept the donation of two pieces of artwork from the studio of Elizabeth “Betty” O’Brien, on behalf of her husband, Dave O’Brien. Motion carried 5-0.

- D. Motion made by Taylor Boucher, seconded by Audra Aul to approve the following resolution:
District Level Administrative Coverage
BE IT RESOLVED, that the Board of Education recognizes that there may be occasions when



**Fort Edward Union Free School District
Regular Meeting of the Board of Education
January 8, 2024 6:00pm
Board of Education Minutes**

the Superintendent of Schools is unavailable or unable to perform the day-to-day responsibilities of his position due to injury or illness.

BE IT RESOLVED, that if the Superintendent of Schools is temporarily absent due to injury or illness, all authority under New York State law, Board policy, District procedure, and any other statutory or Board delineated authority to perform day-to-day operations of the school district shall be temporarily transferred to the Building Principal.

BE IT RESOLVED, that if the Superintendent of Schools and the Building Principal are unable or unavailable to perform said duties, delineated authority to perform day-to-day operations of the school district shall be temporarily transferred and delegated to the Director of Pupil Services.

BE IT FURTHER RESOLVED, that the Board of Education shall approve this resolution annually at its reorganizational meeting, and make any adjustments as necessary.

Motion carried 5-0.

- E. Motion made by Taylor Boucher, seconded by Audra Aul to approve the following resolution: **RESOLUTION** to approve the Memorandum of Agreement by and between the Fort Edward Union Free School District and the Fort Edward Union Free School District Administrative Association, dated December 22, 2023, authorize the District to assign the duties of Transportation Supervisor, as outlined in the Collective Bargaining Agreement, dated July 1, 2022 through June 30, 2025, to be assigned to a non-bargaining unit member until such a time as a qualified bargaining member expresses interest in performing the duties of Transportation Supervisor.
Motion carried 5-0.
- F. Motion made by Audra Aul, seconded by Timothy Clark to approve the following resolution: **RESOLUTION** to approve the Memorandum of Agreement by and between the Fort Edward Union Free School District and the Deputy Treasurer, dated January 8, 2024.
Motion carried 5-0.

XI. 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.

Motion made by John Guglielmo, seconded by Taylor Boucher to approve items A-F. Motion carried 5-0.

- A. Appoint Allison Dix as Enrichment Teacher for Session 2, effective January 9, 2024, at a rate of pay of \$37 per hour, as per the FETA contract.
- B. Appoint Sabrina Sinagra as Enrichment Teacher for Session 3, effective January 9, 2024, at a rate of pay of \$37 per hour, as per the FETA contract.
- C. Appoint Zackary Smatko as Enrichment Teacher for Session 2, effective January 9, 2024, at a rate of pay of \$37 per hour, as per the FETA contract.



**Fort Edward Union Free School District
Regular Meeting of the Board of Education
January 8, 2024 6:00pm
Board of Education Minutes**

- D. Appoint Natalya Lakhtakia as 1.0 Speech-Language Pathologist, tenure track, effective January 9, 2024 at a rate of \$56,853, Step 9 MA30, as per the FETA Contract.
- E. Appoint Mallory Lansley as Director of Pupil Services, effective February 12, 2024 at a rate of \$90,000, as per the FEAA Contract.
- F. Appoint Marie Carter as Bus Aide/Cafeteria Aide, effective January 9, 2024, at a rate of pay of \$15.35 per hour, as per the FESS contract.

Motion made by Taylor Boucher, seconded by Timothy Clark to approve items G-V. Motion carried 5-0.

- G. Appoint Candi Dixon as Substitute/Part Time Cleaner, effective January 9, 2024, at a rate of pay of \$15.81 per hour, as per the FESS contract.
- H. Appoint Michael Colvin as Full-Time Cleaner, effective January 9, 2024, at a salaried rate of pay of \$31,545.09, as per the FESS contract, pending fingerprinting clearance.
- I. Appoint Christopher Rayder as Transportation Supervisor, effective January 9, 2024, at a stipend rate of pay of \$3,000, prorated, as per the FEAA contract.
- J. Appoint Jason Carden as Substitute Bus Aide, effective December 12, 2023, at a rate of \$15.35 per hour, as per the FESS Contract.
- K. Appoint Susan Holzschuh as Substitute Bus Aide, effective September 1, 2023.
- L. Appoint Sherri Genier as Substitute Bus Aide, effective September 1, 2023.
- M. Appoint Julie Terrio as Substitute Bus Aide, effective September 1, 2023.
- N. Appoint Kathy Trainor as Substitute Bus Aide, effective September 1, 2023.
- O. Appoint Steve Neron as Substitute Bus Aide, effective September 1, 2023.
- P. Appoint Mike Sharkey as Substitute Bus Aide, effective September 1, 2023.
- Q. Appoint Deborah Lebarron as Substitute Bus Aide, effective September 1, 2023.
- R. Appoint Dawn Barrett as Substitute Bus Aide, effective September 1, 2023.
- S. Appoint Paul Aiken as Substitute Bus Aide, effective September 1, 2023.
- T. Appoint Katlyn Singleton as Substitute Bus Aide, effective September 1, 2023.
- U. Appoint Richard DeMallie as Substitute Bus Aide, effective September 1, 2023.
- V. Appoint Erin Russo as Substitute Bus Aide, effective September 1, 2023.

XII. Coaching - None

XIII. Second Public Comment Period - None

XIV. Executive Session

Motion made by John Gugliemlo, seconded by Timothy Clark to enter into Executive Session at 8:14pm. Motion carried 5-0.

XV. Return to Public Session

Motion made by John Gugliemlo, seconded by Timothy Clark to return to Public Session at 8:37pm. Motion carried 5-0.



**Fort Edward Union Free School District
Regular Meeting of the Board of Education
January 8, 2024 6:00pm
Board of Education Minutes**

XVI. Adjournment

Motion made by John Guglielmo, seconded by Taylor Boucher to adjourn the meeting at 8:39pm.
Motion carried 5-0.

DRAFT