



**Fort Edward Union Free School District
Regular Meeting of the Board of Education
October 10, 2023 6:30pm
Board of Education Minutes**

Members Present: Thomas Roche, Ella Collins, John Guglielmo, Timothy Clark, Taylor Boucher, Audra Aul

Others Present: Richard DeMallie, Keaysie Ferguson, Greg Weeks, Erin Russo, Joyce Long, Christopher Rayder, Ashton Legodais, Hannah Schaaf, Elizabeth Tholl, Sarah Buschynski, Amanda Rabine, Jessica Smatko

I. Call to Order and Pledge of Allegiance - Time 6:30pm

II. Recognition of Successes:

- A. **Castleton Honors Band Festival:** Ollie Cutler, Gabriel Glass, Ashton LeGodais, Addison Perkins
- B. **2023 New England Student Leadership Conference:** Maharet Monroe
- C. **Winning Design of Character Education T-Shirts:** Hannah Schaaf

III. Special Recognition

- A. **Frank Munoff of Adirondack Operation Santa Claus:** Donation of mittens, scarves, and hats

IV. Community Comments:

Thomas Roche read the following: *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.

Elizabeth Tholl, residing at 53 Broadway, Fort Edward, NY 12828, asked the board of education if she could speak at the meeting as her concern did pertain to students and/or personnel. Thomas Roche asked that she give a general reason why she was in front of the board without naming students and/or name or titles or personnel. Elizabeth Tholl stated that she has a concern with the way that special education laws are being handled and certain things are being carried out. She stated that she felt bringing it forward to the board was the next step. She also noted that she sent an email to the board regarding the specifics. Thomas Roche responded that the board of education had received and read her email. He also noted that there is a special education audit in process right



**Fort Edward Union Free School District
Regular Meeting of the Board of Education
October 10, 2023 6:30pm
Board of Education Minutes**

now. Thomas Roche added that the board wants to work with her and make sure that she is satisfied and that Richard DeMallie will get back to Ms. Tholl.

Elizabeth Tholl lastly noted that a big concern for her is that her situation has nothing to do with her children. She stated that she got an email saying that “we just want your children to have a great time”. She lastly noted that her situation should not affect her children or their school day.

The board of education thanked Ms. Tholl for her time.

V. Presentations

A. Patrick Kenneally = Presenting updated grant information concerning the cafeteria

1. Used access funds from 2022-23 cafeteria fund = New cafeteria furniture and seating in mezzanine
2. No Kids Hungry Grant advertising funds = Vinyl wrapping the cooler doors, kitchen hood and walk in freezer
3. USDA Healthy Meal Incentive Grant = small and rural school to help improve the quality of meals
 - a) Lower sugar for breakfast meals
 - b) Lower sodium for lunch meals
 - c) More cooking from scratch
 - d) Awarded \$117,000 to be implemented over next 2 years
 - e) \$70,000 for new equipment
 - (1) Portable salad bar
 - (2) Fresh fruit and vegetable bar
 - (3) Charlie cart (mobile self-contained kitchen) to push into classrooms to do culinary and nutrition education, highlighting different produce and cooking techniques. Also comes with 95 lesson plans so any teacher can take and utilize it in their classroom. The cart will be purchased in the second year of the grant.
 - f) \$33,000 for training
 - (1) Training is pooled with Hartford and Cambridge, which Patrick Kenneally also oversees. We will be receiving \$100,000 worth of training for 1/3 of the cost.
 - (2) Consulting with a chef in Minneapolis for cultural meals in school. Today’s offering was scratch made Filipino Adobo Chicken.
 - (3) There are nine different virtual culinary trainings. The school district is being recognized across the state for this as we will be offering for any school district across the state to sign up for the training as well. This is because the training can hold 1000 and Patrick Kenneally has 25 employees across the three districts that he serves. This will help push for scratch made meals in schools across the state.
 - (4) Five-day training at Culinary Institute of America in August; staff will test over 250 recipes.

VI. Reports:



**Fort Edward Union Free School District
Regular Meeting of the Board of Education
October 10, 2023 6:30pm
Board of Education Minutes**

A. Board Committee Reports

1. Budget, Finance and Audit Committee
 - a) Met tonight
2. Personnel, Grievance and Negotiations Committee
 - a) Met 9/27 = notes included in the BOE packet
3. Curriculum and Instruction Committee
4. Policy Review Committee
5. Athletic Committee
 - a) Met 10/2 = notes included in the BOE packet
 - b) Richard DeMallie will send out an email to try and get another athletic committee date scheduled
6. Strategic Planning Committee
7. Health & Safety of Buildings & Grounds
8. Capital Project Committee
 - a) Meeting scheduled for 10/23

B. Superintendent Report

1. Increase in cyber security has been going well with the multi-factor authentication
2. Richard DeMallie walked through with Needham on the building maps; they are working on updating the orientation of each emergency exit map
3. Gaming club started this week
4. Bocce game happened this week
5. Large substitute shortage and many staff sick
 - a) Richard DeMallie has currently allowed teachers to double up (i.e. 2nd Grade teacher takes all students in cohort. Typically, we only allow teachers to cover for other teachers twice a day during their plan and prep periods. Doubling up is not optimal and will be used as a last resort. Intent is to ensure that we do not leave classrooms without teachers.)
 - b) We are getting special education requests for our programs; there currently is a request from Lake George
6. Staff Vacancy
 - a) Spanish = Still looking for a full time
 - b) Psychologist = Still looking for a full time but, a .4 will be coming on at next meeting
 - c) Teacher Aide = will be offering a candidate the position this week
 - (1) If accepted, this will make us fully staffed
 - d) Special Patrol = Part Time through November and then Full Time after that (included in the board packets for approval tonight)
 - e) Varsity Girls Basketball
 - (1) We have one person who may be interested but we may not have enough players to field a team
 - (2) John Guglielmo said that we may not have numbers to field a team and may look at only have a JV team



Fort Edward Union Free School District
Regular Meeting of the Board of Education
October 10, 2023 6:30pm
Board of Education Minutes

- (3) Richard DeMallie noted that we had to tell the league in May and if we create a team, it would be an independent team and have to schedule independent games for this team. Having a JV team will allow program to grow and allow girls to play in league scheduled games
 - f) JV Boys Basketball
 - (1) We have two potential applicants but we may not have enough players to field a team
 - g) Shot Clock and Scoreboard Operators
- 7. Schoolhouse and TetraTech meeting 10/12/23 to go over drafting, scoping review
- 8. Re-Branding = meetings set up with Ryan Herman (Public Information Officer), marketing teams and BOCES
- 9. NYSERDA Clean Green Initiative = Applied for initiative on 8/4/23. The cost of the initial survey is \$100,000, if approved, it is then no cost to the district. Although they have requested additional items, they have already requested a date for onsite work; this leads Richard DeMallie to be 90% sure that this will be approved.
- 10. Senior Class = Fundraiser 10/28 Haunted Hallway; there will be an age limit for the hallway but there will be a free movie playing for the younger crowd.
- 11. Richard DeMallie went to a professional development at Minnowbrook with area Superintendent's. One thing to note from the information he learned at this was that any job vacancy posted by the school district must now include a salary range.
- 12. Girls Volleyball = This week they beat Hartford, lost to Lake George but the first set was very competitive. Pink Out Tournament (all day tournament) in Queensbury they won the Silver Bracket. The volleyball senior game tomorrow. Congratulations to them and to Coach Christina Durkee.
- 13. Football senior game is Saturday 10/14/23 against Ichabod Crane in Hudson Falls.
- 14. Independent Audit Thursday and Friday for Special Education = hoping to present the results of this at the November board meeting
- 15. Special Education Investigation is currently happening = Hired Attorney Dominic D'Impero regarding special education allegations and he has been interviewing staff, parents and others involved
- 16. Hang Up and Drive Assembly 10/31
- 17. Winter Sports will be starting up by the time board meets again
- 18. Timothy Clark attended the Technology Committee. He noted that Sandy Wagner has started this back up, the meeting seemed really productive and that teachers are slated to get new computers.

C. Building Principal Report

- 1. Staff shortage = Working hard to rectify this issue; Erin Russo covered 5th grade PE the other day
- 2. Have had 3 fire drills to date with improvements each time
- 3. Circus is coming 10/27 = PARP Fundraiser
- 4. Positivity Project is underway
 - a) Students get a 10-15 minute lesson each day in social emotional learning
 - b) Students learn that we are respectful, responsible, safe and other people matter



**Fort Edward Union Free School District
Regular Meeting of the Board of Education
October 10, 2023 6:30pm
Board of Education Minutes**

- c) Students are talking about it
 - d) Positivity Project and character traits are discussed within discipline referrals
 - e) These lessons really are tied into everything, discipline referrals
 - f) Some staff attending a free Positivity Project Summit in Mechanicville in November
- 5.NED Show Assembly PK-5 10/12 was virtual last year but will be in-person this year
- 6.Hang Up and Drive and Jacy Good Presentation on 10/31 for Grades 9-12 on distracted driving
- 7.Attendance
- a) 94% since Day 1
 - b) Every grade level = 90% or better
 - c) Looking to re-write the wording of the letters to not be as punitive/negative
 - d) Someone coming to talk about legalities of missing classes
- 8.Discipline
- a) 61 write-ups to date this year
 - b) Last year was 136 at this time so it is ½ of what it was
 - c) Cannot say Positivity Project is causation but think it is a major factor with discussions of character traits all year
- 9.Observations are underway
- a) This year the observations were split differently = Joyce Long is doing announced observations with special education and related service providers and Erin Russo is doing announced observations for general education teachers. They will then swap to do the unannounced observations for these groups. Ricard DeMallie remains the second announced observation for non-tenured staff only.
10. School Spirit
- a) Cheerleading will now occur in the winter = they will be planning a pep rally and homecoming dance
 - b) Volleyball interested in fall sport recognition event = they have created a spirit week, will have a fun event 10/20 (without taking away from the annual cheerleading pep rally event). Erin Russo commends the volleyball team for advocating for this.
11. Erin Russo thanked the board of education for approving the Teacher on Special Assignment, Special Patrol Officer and the Clerk for the PK-12 Office. She thinks that these positions are going to allow in-depth things to be worked on rather than just putting out fires.
12. John Guglielmo noted that he likes that the electronic sign on the front lawn has the character trait of the week on it. It ties in the theme that students are learning with the community.

D. Pupil Services Report

- 1.10/5 = Bi-Annual Driver's Test; all passed
- 2.Special Education Audit = Thursday and Friday
- 3.10/19 = Disciplinary Change in Placement Workshop



**Fort Edward Union Free School District
Regular Meeting of the Board of Education
October 10, 2023 6:30pm
Board of Education Minutes**

- a) There are major changes to students that need a manifestation meeting = student stays in classroom until the manifestation meeting occurs
- 4. Due for another review in November = State Performance Plan (SPP13) Career Readiness; have been working with BOCES on this already
- 5. Out of District Placement = looking at an opportunity to bring on a contract from Lake George
- 6. Stronger Connection Grant = applied for \$1,300,000; will provide updates when they are available

E. Building Maintenance Report

- 1. Pictures of pipes to boilers = \$11,000 fix and PO has been signed; hoping to have done by the end of the month
- 2. Working with TBS to get heaters fixed in vestibule behind gyms that have not been working for years
- 3. Steve Neron has been finding things that are not working and has been actively getting the parts and fixing these issues. Steve Neron is now working with Christopher Rayder, Charles Perkins and Richard DeMallie to stay within budget and prioritize these issues. Thomas Roche noted that next year's budget may be higher for maintenance as these issues were not addressed in the past, but it should stabilize as time goes on.
- 4. Working with Janelle Rose at the Village of Fort Edward as our water usage seems to be quite high. Steve is taking pictures and tallying usage daily. This may have been attributed to the flushing of the new boilers.
- 5. Steve Neron has had to pick up bus runs in emergencies for field trips and sports runs
- 6. Gearing up for winter = looking at equipment and ordering salt, etc.
- 7. Working with cleaners to encourage them and raise the bar for cleanliness

VII. Discussion Items:

- A. Board of Education Retreat
 - 1. 10/16 or 10/26; Richard DeMallie will get with Tom Caccio and let the Board know
- B. Dissolution of certain committees
 - 1. Curriculum and Instruction
 - 2. Strategic Planning
 - 3. Health & Safety of Buildings & Grounds
 - 4. Will set a resolution to remove this for November meeting
- C. Purchasing Board Docs
 - 1. Richard DeMallie noted that we have to wait a long time from the policy audit to getting printed policy manuals and that resolutions are created through a lawyer and that BoardDocs has the capability of searching resolutions.
 - 2. Keaysie Ferguson added that BoardDocs comes with standard resolutions that allow "plug and play" when creating an agenda. She added that it also has a MetaSearch that allows searches of other schools BoardDocs to see what policies and/or resolutions they have done on certain topics. Keaysie Ferguson stated that the agenda and minutes are simply posted on our website but that none of the packet information is included and that BoardDocs has the capability of linking documents to agenda items for transparency with



**Fort Edward Union Free School District
Regular Meeting of the Board of Education
October 10, 2023 6:30pm
Board of Education Minutes**

the public. Keaysie Ferguson noted that Policy Services works with BoardDocs and that it can be a faster turnaround to have them update that rather than paper versions of our policy manual. She further noted that there is a cost savings to not having the policy manual printed as well as not having the board packets printed and delivered each month. Keaysie Ferguson stated that there are two versions, BoardDocs Pro (approximately \$11,000 annually) and BoardDocs LT (approximately \$3,000 annually). She noted that this is aidable. Lastly she noted that BoardDocs will upload 3-5 years of historical data for the district but that it does take 2-3 months to get up and running.

3. John Guglielmo asked if the LT version would be sufficient for the district's needs.

Keaysie Ferguson stated that the LT version would be sufficient.

4. The board asked that the different versions be looked at in order to determine that the LT version is sufficient and that the business office inquires about the aid percentage and presents it to the board.

D. Becoming a member of the NYS School Boards Association

1. Thomas Roche spoke highly of the association and recommends any school being a part of it as he learned a lot from their conventions and training. He noted that he felt it was a valuable resource.

2. Richard DeMallie added that there are other opportunities for the board and the school to bond and work together through NYSSBA. He noted that this may be beneficial to pass to add to the budget starting next year, July 1.

3. The board asked that the pricing of this be presented to the board.

VIII. 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. Approve the minutes for the Board Meeting held September 11, 2023.

B. Approve the minutes for the Finance Committee Meeting held September 11, 2023.

C. Approve the minutes for the Personnel, Grievance and Negotiations Committee Meeting held September 27, 2023.

D. Approve the minutes for the Athletic Committee Meeting held October 2, 2023.

E. Approve the Treasurer Reports for September as included in the Board packets.

F. Approve the Budget Transfers for September as included in the Board packets.

G. Approve the Warrants and Claims for September as included in the Board packets.

H. Approve the CSE/CPSE Recommendations for September as included in the Board packets

Motion made by John Guglielmo, seconded by Taylor Boucher to approve items A-H. Motion carried 6-0.

IX. Action:

A. Motion made by Audra Aul, seconded by Taylor Boucher to approve the calendar for the 2024-25 budget development. Motion carried 6-0.



**Fort Edward Union Free School District
Regular Meeting of the Board of Education
October 10, 2023 6:30pm
Board of Education Minutes**

Motion made by John Guglielmo, seconded by Timothy Clark to approve items B, C & D.
Motion carried 6-0.

- B. Approve the contract between the Fort Edward UFSD and Schoolhouse Construction Services, LLC, for capital project management services.
- C. Approve the updated Exhibit B from Schoolhouse Construction Services, LLC, dated August 8, 2023.
- D. Approve the contract for special education services between the Fort Edward UFSD and Mayfield Central School District for the 2023-2024 school year.
- E. Motion made by John Guglielmo, seconded by Ella Collins 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 Teachers' Association, dated September 27, 2023 to add Pep Band to the Collective Bargaining Agreement, dated July 1, 2021 through June 30, 2024.

Motion made by Audra Aul, seconded by Taylor Boucher to approve items F-I. Motion carried 6-0.

- F. 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 Teachers' Association, dated September 27, 2023 to add Football Cheer Coach and Winter Game Day/Competitive Cheer coach to the Collective Bargaining Agreement, dated July 1, 2021 through June 30, 2024.
- G. 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 Teachers' Association, dated September 27, 2023 to add eSports/Gaming Club Advisor to the Collective Bargaining Agreement, dated July 1, 2021 through June 30, 2024.
- H. Approve the following resolution:
RESOLUTION to approve the agreement between the Fort Edward Union Free School District and the County of Washington for the provision for Part Time Special Patrol Officer or Deputy Sheriff Services effective October 10, 2023 through November 10, 2023.
- I. Approve the following resolution:
RESOLUTION to approve the agreement between the Fort Edward Union Free School District and the County of Washington for the provision for Full Time Special Patrol Officer or Deputy Sheriff Services effective November 9, 2023 through June 30, 2024.
- J. Motion made by Ella Collins, seconded by Taylor Boucher to approve the following resolution:
RESOLUTION to approve the tax refund of \$7,870.65 to National Grid as per Form RP556 from Washington County Office of Real Property.
Defined in Real Property Tax Law Section 550 paragraph 7(e). New York State approved the



**Fort Edward Union Free School District
 Regular Meeting of the Board of Education
 October 10, 2023 6:30pm
 Board of Education Minutes**

equalization rate at 91.55%. This franchise amount was calculated using a rate of 100%. Motion carried 6-0.

- K. Motion made by Audra Aul, seconded by Taylor Boucher to approve the following resolution: **RESOLUTION** to approve the issuance of new tax bills in the amounts on the following chart, as per Form RP554 from Washington County Office of Real Property. Defined in Real Property Tax Law Section 550 paragraph 7(e). New York State approved the equalization rate at 91.55%. This franchise amount was calculated using a rate of 100%.

Name	Parcel	Tax Bill Amount	Corrected Tax Bill Amount
Time Warner	500.-50-1	\$957.14	\$876.26
Verizon	500.-60-3	\$4,683.86	\$4,288.08
First Light Fiber	500.-71-1	\$547.57	\$501.29
First Light Fiber	500.-73-1	\$223.64	\$204.75

Motion carried 6-0.

- L. Motion made by Timothy Clark, seconded by John Guglielmo to approve the following resolution: **RESOLUTION** to approve the issuance of new tax bills in the amounts on the following chart, as per Form RP554 from Washington County Office of Real Property. Defined in Real Property Tax Law Section 550 paragraph 2(a). An assessment clerical error values were not updated on the RPSV4 system.

Parcel ID	Correct Assessed Value	Tax Bill Amount	Corrected Tax Bill Amount
163.17-4-29	13,200	\$2,395.40	\$239.54
163.17-4-35	25,600	\$4,645.63	\$464.56
163.17-4-35.1	26,800	\$4,808.95	\$486.34
163.17-4-36	24,400	\$4,427.86	\$442.79

Motion carried 6-0.

- M. Motion made by Ella Collins, seconded by Taylor Boucher to approve the following resolution: **RESOLUTION** to approve the issuance of a new tax bill to Jay and Pamela Jablonski, located at tax map number 171.10-3-10, in the amount of \$2,648.13, as per Form RP554 from Washington County Office of Real Property. Defined in Real Property Tax Law Section 550 paragraph 2(c). A clerical error received Basic STAR exemption and the owner is entitled to the Enhanced STAR. Motion carried 6-0.



**Fort Edward Union Free School District
Regular Meeting of the Board of Education
October 10, 2023 6:30pm
Board of Education Minutes**

X. 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 Timothy Clark to approve items A-G. Motion carried 6-0.

- A. Appoint Krista Britt as Weight Room Advisor, effective September 1, 2023, at a stipend rate of pay of \$1549 ($\frac{1}{3}$ of Scale B, Year 5), as per the FETA contract. Jeff Durkee and Jeff Tully were appointed on July 1, 2023 as co-advisors; this will now be split and each will receive $\frac{1}{3}$ of the stipend.
- B. Appoint Sarah Taylor as Drama Club Advisor, effective September 1, 2023, at a stipend rate of pay of \$581 ($\frac{1}{2}$ of the stipend), as per the FETA contract. Marianne Stark was appointed on July 1, 2023 as the sole advisor; this will now be split and each will receive $\frac{1}{2}$ of the stipend.
- C. Appoint Susan Holzschuh as Enrichment Teaching Assistant for Session 1, Session 2 and Session 3, effective October 11, 2023, at a rate of pay of \$17.79 per hour, as per the FESS contract.
- D. Appoint Mia Seeley as Enrichment Teaching Assistant for Session 1, Session 2 and Session 3, effective October 11, 2023, at a rate of pay of \$21.91 per hour, as per the FESS contract.
- E. Appoint Meredith Hazelton as Enrichment Teacher for Session 1, Session 2 and Session 3, effective October 11, 2023, at a rate of pay of \$37 per hour, as per the FETA contract.
- F. Appoint Nelson Chase as Enrichment Teacher for Session 3, effective October 11, 2023, at a rate of pay of \$37 per hour, as per the FETA contract.
- G. Appoint Christopher Terry as Enrichment Teacher for Session 2, effective October 11, 2023, at a rate of pay of \$37 per hour, as per the FETA contract.

XI. Coaching - None

XII. Second Public Comment Period - None

XIII. Executive Session

Motion made by Taylor Boucher, seconded by Timothy Clark to enter into Executive Session at 7:46pm. Thomas Roche 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 6-0.

XIV. Return to Public Session

Motion made by John Guglielmo, seconded by Taylor Boucher to return to Public Session at



**Fort Edward Union Free School District
Regular Meeting of the Board of Education
October 10, 2023 6:30pm
Board of Education Minutes**

8:33pm. Motion carried 6-0.

XV. Adjournment

Motion made by Taylor Boucher, seconded by John Guglielmo to adjourn the meeting at 8:35pm.
Motion carried 6-0.