

LAKE GEORGE CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING
Lake George Elementary School – Little Theatre

MINUTES
(PA) Public Access Document

7:00 P.M.

September 12, 2017

1. ROLL CALL

Tim Collins, Kim Heunemann, James McCabe, Marc Mularz, Courtney Richichi, John Kelleher, Tom Seguljic, Superintendent Lynne Rutnik, Business Manager Kate DuBois, Principal James Conway, Sec. Principal Francis Coccozza, Vice Principal Cody Conley, Athletic Director Kyle Manny, Food Director/Chef Jeff DeStefanis, and approximately 3 staff members and 2 community members.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. BOARD OF EDUCATION MEMBER SHARING

Courtney Richichi reported that she met with Lynne Rutnik and Kate DuBois in August to talk about the policy committee schedule and review the policy backlog. Due to the nature of the backlog of policies, it was discussed that the services of Erie 1 BOCES be explored for the purpose of an audit on our existing policy. After a meeting has been scheduled and Erie 1 services have been reviewed, the policy committee will be brought in to make some decisions on how to move forward and bring out policy manual up to date. The full policy committee will be meeting on October 16 at 5:00 pm.

4. CORRESPONDENCE

Welcome back letter from Sen. Betty Little addressed to each BOE member.

5. REPORTS

a. Cafeteria Report – Jeff DeStefanis reported on the cafeteria condition for 2016-2017. Mr. DeStefanis thanked the BoE, Administration and staff for supporting the food service program. Chef DeStefanis reported that 2016-2017 was a challenging year but he had many positive items to report on. The cafeteria struggled with staffing shortages. Progress was seen moving away from the heat and serve approach with more from scratch alternatives offered. This resulted in positive feedback from students, parents, and staff. The Food Service Department received 2-perfect health inspections at both buildings. 2-staff members received ServSafe certification. We will now have a certified ServSafe person at each building. The department participated in work based programs with Kathy Ashland. The Backpack program increased in 2016-2017. The department ended 2016-2017 with a slight deficit. Some contributing factors may have been 3-fewer days of service and increased labor/benefits costs. In addition, there was a slight decrease in participation which can be attributed to a large graduating class. Some goals for 2017-2018 are to continue to decrease food costs when possible. Increase participation rates by increasing presence at both buildings and attending public events, such as the Fall Festival and by providing samples at said events. Chef DeStefanis plans to meet with the Student Council and Principal Coccozza to gain recommendations. In addition, Chef DeStefanis will be working with Kate DuBois to create an online survey to gain feedback. Chef DeStefanis is continuing to research and develop plans to create a school garden, which will reinforce the educational piece at the high school.

b. Athletic Report – Kyle Manny reported on the following:

- 2017-2018 goals
- Mission Vision Values as it relates to and ties education based athletics and Athletic Vision
- Athletics theme of 37 sports = 1 team
- CREATE - lends itself to the athletic program
- Developing better athletes, better people
- Athletic outcomes for student/athlete success
- Improvement of facilities, increase access to community groups, addition of assistant coaches with modified population, support athletic training services, addition of unified basketball team, addition of Summer strength and conditioning program
- Investigate/increase fitness areas/programming; increase staffing to meet the increasing numbers; provide quality coaching instruction; continue professional training; increase community/parent involvement
- Athletic vision reviewed - seek feedback and inform vision/targets
- Timeframe reviewed
- Reviewed double goal (developing better athletes/better people)
- Reviewed areas of challenge/teacher/non-teacher coach

c. Printed Materials –

- 2017-2018 Elementary Student Handbook
- 2017-2018 Elementary Faculty Handbook
- 2017-2018 Jr.-Sr. High School Student Handbook
- 2017-2018 Jr.-Sr. High School Faculty Handbook
- 2017-2018 Athletics Handbook

LAKE GEORGE CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING
Lake George Elementary School – Little Theatre

MINUTES
(PA) Public Access Document

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September 12, 2017

- d. Audit & Finance Committee Report – Tim Collins reported that the committee met on 8/31. The committee reviewed the June 30 Treasurer’s Report. No discrepancies were noted. Revenues vs. Expenditures was reviewed. State Aid was reviewed. There was an increase in interest earnings. Surplus allocation was reviewed. Reserve plan was reviewed. Tax certiorari reserve was reviewed. The committee reviewed the committee charter with slight modifications recommended. The committee calendar was reviewed.

Resolution #17-148

Motion made by Kim Heunemann and seconded by Courtney Richichi, as recommended by the Superintendent, BE IT RESOLVED that the Board of Education of the Lake George Central School District approve the June 2017 Year End Treasurer’s Report, and July 2017 Treasurer Report, including the extra-classroom activities fund.

Aye: Tim Collins, Kim Heunemann, James McCabe, Marc Mularz, Courtney Richichi, John Kelleher, Tom Seguljic. Nay: None. Abstain: None. Absent: None. Motion carried.

Resolution #17-149

Motion made Kim Heunemann and seconded by Courtney Richichi, as recommended by the Superintendent, BE IT RESOLVED that the Board of Education of the Lake George Central School District approve the amended Audit & Finance Committee Charter. (See: Supplemental File dated 9/12/17).

Aye: Tim Collins, Kim Heunemann, James McCabe, Marc Mularz, Courtney Richichi, John Kelleher, Tom Seguljic. Nay: None. Abstain: None. Absent: None. Motion carried.

Resolution #17-150

Motion made by Tim Collins and seconded by Marc Mularz, BE IT RESOLVED that the Board of Education of the Lake George Central School District hereby appoints Tom Seguljic as Delegate for the Lake George Central School District at the NYSSBA Convention being held in October, 2017.

Aye: Tim Collins, Kim Heunemann, James McCabe, Marc Mularz, Courtney Richichi, John Kelleher, Tom Seguljic. Nay: None. Abstain: None. Absent: None. Motion carried.

- e. Superintendent’s Report – Superintendent Lynne Rutnik reported on the following:
- Thanked the administrative team for smooth opening week
 - Positive feedback has been received regarding opening day
 - 9/25 SPARC meeting to finalize targets and provide measurable targets to the BOE in October
- f. Elementary Update – Principal James Conway reported on the following:
- 9/5 & 9/6 productive Staff Development days
 - Strategic Plan kickoff
 - Pearson Technology
 - Opening day went smoothly
 - Thank you to the Buildings & Grounds Dept. and the Transportation Dept. for seeing that our buildings/grounds were ready for opening day and that our children arrived safely
 - Thanked Superintendent Rutnik for attending opening day for our students
 - Welcome back to students and introduction of new motto
 - 9/12 Cabinet meeting
 - 9/13, 9/14 Let's Get Acquainted nights
 - 9/22 Fall Festival
 - 9/29 Courtyard cleanup day
- g. Secondary Update – Sec. Principal Francis Coccozza reported on the following:
- Day 4 represents full schedule cycle. Smooth start to new year
 - 9/12 Forum meeting. Strategic Plan reviewed
 - Rock Solid program reviewed (forum initiative)
 - 9/29 Senior Give Back Day – the senior class will go out into the community (12-locations) and give back to the community in the form of volunteer service. (Forum initiative)
 - HOD will look at Strategic Plan next week
 - 10/15 Steamboat Company Fundraiser – proceeds to go towards Lake George Teen Center and Nico’s House

6. **PUBLIC COMMENTS**

There were no public comments.

LAKE GEORGE CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING
Lake George Elementary School – Little Theatre

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September 12, 2017

7. OLD BUSINESS (ACTION)

a. Board Meeting Minutes (PA)

Resolution #17-151

Motion made by Kim Heunemann and seconded Courtney Richichi as recommended by the Superintendent, BE IT RESOLVED by the Board of Education of the Lake George Central School District approve the August 7, and August 21, 2017 Meeting Minutes.

Aye: Tim Collins, Kim Heunemann, James McCabe, Marc Mularz, Courtney Richichi, John Kelleher, Tom Seguljic. Nay: None. Abstain: None. Absent: None. Motion carried.

8. NEW BUSINESS (ACTION)

a. Action to Approve the Recommendations of Committee on Special Education

Resolution #17-152

Motion made by Kim Heunemann and seconded by Courtney Richichi as recommended by the Superintendent, BE IT RESOLVED that the Board of Education of the Lake George Central School District hereby approves the September, 2017 recommendations of the Committee on Special Education.

Aye: Tim Collins, Kim Heunemann, James McCabe, Marc Mularz, Courtney Richichi, John Kelleher, Tom Seguljic. Nay: None. Abstain: None. Absent: None. Motion carried.

b. Action to Appoint the Committee on Special Education and Preschool Special Education

Resolution #17-153

Motion made by Kim Heunemann and seconded by Marc Mularz as recommended by the Interim Superintendent, BE IT RESOLVED that the Board of Education of the Lake George Central School District hereby accepts the appointment of the Committee on Special Education and the Committee on Preschool Special Education. (See: Supplemental file dated 9/12/17).

Aye: Tim Collins, Kim Heunemann, James McCabe, Marc Mularz, Courtney Richichi, John Kelleher, Tom Seguljic. Nay: None. Abstain: None. Absent: None. Motion carried.

c. Action to Appoint Surrogate Parents

Resolution #17-154

Motion made by Kim Heunemann and seconded by Marc Mularz as recommended by the Interim Superintendent, BE IT RESOLVED that the Board of Education of the Lake George Central School District hereby accepts the appointment of Surrogate Parents for the School District. (See: Supplemental file dated 9/12/17).

Aye: Tim Collins, Kim Heunemann, James McCabe, Marc Mularz, Courtney Richichi, John Kelleher, Tom Seguljic. Nay: None. Abstain: None. Absent: None. Motion carried.

d. Action to Approve Amended 2017-2018 Volunteer Coaches List (PA)

Resolution #17-155

Motion made by Kim Heunemann and seconded by Courtney Richichi as recommended by the Superintendent, BE IT RESOLVED that the Board of Education of the Lake George Central School District hereby approves the amendments to the 2017-2018 volunteer coaches list.

Aye: Tim Collins, Kim Heunemann, James McCabe, Marc Mularz, Courtney Richichi, John Kelleher, Tom Seguljic. Nay: None. Abstain: None. Absent: None. Motion carried.

e. Action to Approve the Amended 2017-2018 Curriculum List (PA)

Resolution #17-156

Motion made by Kim Heunemann and seconded by Courtney Richichi as recommended by the Superintendent, BE IT RESOLVED that the Board of Education of the Lake George Central School District hereby approves the Amended 2017-2018 Curriculum List to those positions and salaries.

Aye: Tim Collins, Kim Heunemann, James McCabe, Marc Mularz, Courtney Richichi, John Kelleher, Tom Seguljic. Nay: None. Abstain: None. Absent: None. Motion carried.

f. Action to Approve the Modified Districtwide & Building Level Emergency Response Plans

Resolution #17-157

Motion made by Kim Heunemann and seconded by Courtney Richichi as recommended by the Superintendent, BE IT RESOLVED, that the Board of Education of the Lake George Central School District hereby approves the amended Districtwide Emergency Response Plan, and the Building Level Emergency Response Plans for the Elementary and Jr.-Sr. High School.

Aye: Tim Collins, Kim Heunemann, James McCabe, Marc Mularz, Courtney Richichi, John Kelleher, Tom Seguljic. Nay: None. Abstain: None. Absent: None. Motion carried.

g. Action to Accept Monetary Donation

LAKE GEORGE CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING
Lake George Elementary School – Little Theatre

MINUTES
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September 12, 2017

Resolution #17-158

Motion made by Kim Heunemann and seconded by Courtney Richichi as recommended by the Superintendent, BE IT RESOLVED, that the Board of Education of the Lake George Central School District hereby accepts the donation checks from Patricia Dow, Stewart's Shops Corp., the Barnsider, and Lake George RV Park totaling \$2,450.00 for the purpose of defraying costs of the Rock Solid Fieldtrip.

Aye: Tim Collins, Kim Heunemann, James McCabe, Marc Mularz, Courtney Richichi, John Kelleher, Tom Seguljic. Nay: None. Abstain: None. Absent: None. Motion carried.

h. Action to Declare Items a Surplus (PA)

Resolution #17-159

Motion made by Kim Heunemann and seconded by Courtney Richichi as recommended by the Superintendent, BE IT RESOLVED that the Board of Education of the Lake George Central School District hereby declares the surplus list as surplus as the items are obsolete/damaged beyond repair and authorizes the disposal of said items in accordance with board policy and in the best interest of the school district. (See: Supplemental File dated 9/12/17).

Aye: Tim Collins, Kim Heunemann, James McCabe, Marc Mularz, Courtney Richichi, John Kelleher, Tom Seguljic. Nay: None. Abstain: None. Absent: None. Motion carried.

i. Action to Accept SMART Schools Bond Act Plan (PA)

Resolution #17-160

Motion made by Kim Heunemann and seconded by Courtney Richichi as recommended by the Superintendent, BE IT RESOLVED that the Board of Education of the Lake George Central School District hereby approves the Smart Schools Bond Act Plan with an allocation in the amount of \$229,532. (See: Supplemental File dated 9/12/17).

Aye: Tim Collins, Kim Heunemann, James McCabe, Marc Mularz, Courtney Richichi, John Kelleher, Tom Seguljic. Nay: None. Abstain: None. Absent: None. Motion carried.

j. Action to Approve CSEA Memorandum of Understanding (PA)

Resolution #17-161

Motion made by Kim Heunemann and seconded by Courtney Richichi as recommended by the Superintendent, BE IT RESOLVED that the Board of Education of the Lake George Central School District hereby approves the memorandum of agreement by and between the District, the Lake George CSEA and Michele Hansen, dated September 12, 2017, authorizes the Superintendent to execute the agreement and ratifies and approves the payment of money in accordance with the agreement. (See: Supplemental File dated 9/12/17).

Aye: Tim Collins, Kim Heunemann, James McCabe, Marc Mularz, Courtney Richichi, John Kelleher, Tom Seguljic. Nay: None. Abstain: None. Absent: None. Motion carried.

9. CERTIFIED STAFF APPOINTMENTS

a. Appointment of Long-Term Substitute – Katie Chapman

Resolution #17-162

Motion made by Kim Heunemann and seconded by Courtney Richichi as recommended by the Superintendent, BE IT RESOLVED, that the Board of Education of the Lake George Central School District hereby approves the appointment of Katie Chapman to the position of Long-Term Substitute Special Education Teacher commencing September 1, 2017 and ending June 30, 2018 contingent upon obtaining SWD (7-12) certification, and/or an appropriate substitute waiver. Salary – Step 1 Masters, per the LGEA contract.

Aye: Tim Collins, Kim Heunemann, James McCabe, Marc Mularz, Courtney Richichi, John Kelleher, Tom Seguljic. Nay: None. Abstain: None. Absent: None. Motion carried.

10. NON-CERTIFIED STAFF APPOINTMENTS

a. Appointment of Administrative Assistant – Lisa Fox

Resolution #17-163

Motion made by Kim Heunemann and seconded by Courtney Richichi as recommended by the Superintendent, BE IT RESOLVED that the Board of Education of the Lake George Central School District hereby appoints Lisa Fox to the position of Administrative Assistant in the competitive class of the civil service effective August 11, 2017 and that the probationary period be waived. Salary: per the LGSA contract.

Aye: Tim Collins, Kim Heunemann, James McCabe, Marc Mularz, Courtney Richichi, John Kelleher, Tom Seguljic. Nay: None. Abstain: None. Absent: None. Motion carried.

b. Appointment of Permanent Substitute Bus Driver – Antonio Chiaravalle

Resolution #17-164

Motion made by Kim Heunemann and seconded by Courtney Richichi as recommended by the Superintendent, BE IT RESOLVED that the Board of Education of the Lake George Central School District hereby appoints

LAKE GEORGE CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING
Lake George Elementary School – Little Theatre

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September 12, 2017

Antonio Chiaravalle to the position of permanent substitute bus driver in the non-competitive class of the civil service effective September 13, 2017. Salary per the LGTA contract.

Aye: Tim Collins, Kim Heunemann, James McCabe, Marc Mularz, Courtney Richichi, John Kelleher, Tom Seguljic. Nay: None. Abstain: None. Absent: None. Motion carried.

11. PUBLIC COMMENTS

There were no public comments.

12. BOARD OF EDUCATION MEMBER COMMENTS

There were no Board of Education comments.

13. ADJOURNMENT

Motion made by Kim Heunemann and seconded by Courtney Richichi that the September 12, 2017 Board of Education meeting be adjourned.

Aye: Tim Collins, Kim Heunemann, James McCabe, Marc Mularz, Courtney Richichi, John Kelleher, Tom Seguljic. Nay: None. Abstain: None. Absent: None. Motion carried.

Meeting adjourned at 8:20 pm.

Sarah E. Barton, District Clerk