

SCHALMONT CENTRAL SCHOOL DISTRICT

MINUTES

Meeting of the Schalmont Board of Education
Monday, November 25, 2024; 7:00 PM; Middle School LGI

CALL TO ORDER & ROLL CALL - The meeting was called to order at 7:08 PM.

Members Present

Mr. Angelo Santabarbara, President
Mr. David Lawrence, Vice President
Ms. Patricia Dowse
Mrs. Jean Hanson
Mr. William Mau
Mr. Kevin Thompson

Members Absent

None

Others Present

Dr. Thomas Reardon, Superintendent of Schools
Mrs. Brenda Leitt, School Business Administrator
Mr. Kyle Larabee, Student Representative
Miss Angelina Riccio, Student Representative

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA – Motion made by Mrs. Hanson, seconded by Ms. Dowse, that the agenda for the November 25, 2024 meeting of the Schalmont Board of Education be approved.

Motion carried 6-0.

STUDENT REPRESENTATIVE REPORT

Mr. Larabee and Miss Riccio reported at the High School that we have had historically successful sports seasons this year. Boys Soccer made won sectionals, lost final round of state; Girls Soccer won sectionals again lost first round; Girls swim won sectionals, did “good” at states; Cross country won sectionals, Carter Flower won states, fifth at federation, going to Nike cross nationals in like Oregon. The HS Craft fair was November 2. The Homecoming Dance was November 8. The HS Play was November 14-16. The HS had Tri-M inductions last week. Congrats to Arianna Ellwood, Madelyn Erschen, Alexandra Middelkoop, Jack Moyer, Aleena Ramsudh, and Jonathan Tanner. EHS went to the elementary school last week to read to children. It was fun. The First quarter honor roll came out. The HS Marching band had Veterans Day and holiday parades. They were cold, but not too cold. Thanksgiving break coming up! At the Middle School, the Environmental Club planted apple trees in the school courtyard by donations from Gade Farm. Eighth graders celebrated Day of the Dead in Spanish classes by creating skeleton key chains using bead art. The Chess Club is a new addition to the Middle School, where they met for the first time in November with nearly 20 students. As well as Board Game Club, meeting each month to learn new games and encourage sportsmanship. Sabre Nation Club visited the Elementary School for Mindfulness Wednesday, where they helped the elementary students create calming jars, colored and played games together. The Veterans Day Celebration was held where they honored veterans through a ceremony and breakfast, and had a walk through with students cheering in the hallways with the special help from Student Council. At Jefferson Elementary, first graders created pumpkins based on their favorite storybook for Halloween. The fourth graders from Ms. Edick’s class collaborated with Mrs. DiPiazza’s 2nd grade class for Halloween, the fourth graders created pastel ghosts and used their knowledge to help the 2nd graders create their one. Preschoolers from Our Lady Queen of Peace met with fourth grade class Mrs. Bennett to take part in their annual Buddy program where the students colored and read together.

SUPERINTENDENT’S REPORT

Fall Updates and Accolades- Dr. Reardon

CONSENT AGENDA –Motion made by Mr. Mau, seconded by Mr. Lawrence, that the consent agenda consisting of the following items be approved:

- ✓ Board of Education Meeting Minutes: October 28, 2024
- ✓ Financial Reports October 2024: Treasurer Report; HS/MS Extracurricular
- ✓ CSE/CPSE Recommendations: Oct. 30, 31, Nov. 6, 7, 8, 12, 13, 14, 18, 19, 20, 2024
- ✓ Personnel Matters

• **Instructional Personnel Matters**

2024-25 Winter Coaching Appointments (Stipend in accordance with STA Agreement)

Paul Brosious, JV Boys Basketball, Step 8
 Brennan Vendetti, Boys Basketball Program Assistant (shared)
 Nicholas Muller, Varsity Wrestling Assistant, Step 2

Appointments: Middle School Advisors 2024-2025 - Stipends in accordance with STA Agreement

Cornelius Bradt, Maker Space (to replace Coding Club)

BOCES Substitute Teacher Appointments

Packet #5 – Sarah Brock, John Daniels, Shelby Doren, Abigail Gregory, Rina Ko, Sarah Mills, Dylan Murphy
 Packet #6 – Brooke Marino, Nicholas Palazeke, Erin Sloan
 Packet #7 – Iyal Basen, Russell Decker, Audrea Din, Carol Walker

• **Non Instructional Personnel Matters (All hourly pay rates as per SSRPA Agreement)**

<u>Appointment</u>	<u>Position</u>	<u>Location</u>	<u>Effective</u>	<u>Hours</u>	<u>Step</u>
Michelle Hanna	Cleaner	District Wide	11/18/24	3pm-11:30pm	1
Marybeth Smith	Monitor	Jefferson	11/26/24	11:15am-2:15pm	1

<u>Resignation</u>	<u>Position</u>	<u>Location</u>	<u>Effective</u>
Cole Gregg	Cleaner	Jefferson	11/07/24

<u>Substitute Appointments</u>	<u>Position</u>	<u>Location</u>	<u>Effective</u>	<u>Hours</u>
Vanesa McDonough	Monitor	Jefferson	12/02/24	as needed
Vanesa McDonough	Typist	Jefferson	12/02/24	as needed

<u>Substitute Resignations</u>	<u>Position</u>	<u>Location</u>	<u>Effective</u>
Michelle Hanna	Cleaner	District Wide	11/17/24

<u>Removal from Service</u>	<u>Position</u>	<u>Location</u>	<u>Effective</u>
F. Michael Kruger	Substitute Bus Attendant	Transportation	11/01/24
Ronald McLaughlin	Substitute Bus Driver	Transportation	11/01/24
Jason Nemet	Substitute Bus Driver	Transportation	11/01/24

Motion carried 6-0.

NEW BUSINESS

Budget Calendar: Motion made by Mr. Thompson, seconded by Ms. Dowse, that the Board of Education approve the 2025-26 budget calendar.

Motion carried 6-0.

First Read/Board Policies: Motion made by Mrs. Hanson, seconded by Mr. Mau, that the Board of Education approve the first read of the following School Board policies.

1120 School District Records

Motion carried 6-0.

Tenure Recommendation: Motion made by Mr. Lawrence, seconded by Ms. Dowse, that the Board of Education approve the following tenure appointment:

<u>Employee</u>	<u>Tenure Area</u>	<u>Effective</u>
Colleen Monaco	Reading	11/28/24

Motion carried 6-0.

PROBATION EXTENSION: Motion made by Mr. Thompson, seconded by Mrs. Hanson, WHEREAS, Morgan Tripp was appointed to a four-year probationary period as an Elementary Teacher effective September 1, 2021 which expires on August 31, 2025; and, WHEREAS, Morgan Tripp and the Superintendent of Schools have agreed to an extension of the probationary period to August 31, 2026. IT IS THEREFORE RESOLVED THAT, upon the recommendation of the Superintendent of Schools, the probationary period of Morgan Tripp is extended to August 31, 2026 and the Agreement between Morgan Tripp and the Superintendent of Schools dated November 11, 2024 extending her probationary period is hereby approved.

Motion carried 6-0.

BOARD ITEMS

- Mr. Santabarbara – Congratulations to all the sports teams and the players.
- Mr. Lawrence – Congratulations to Dr. Monaco.
- Ms. Dowse – Diversity at our school.
- Mr. Thompson – We support our clubs and students.
- Mr. Mau – Shout out to PTO Clubs. Great job to all sports teams!

ADJOURNMENT – Motion made by Mrs. Hanson, seconded by Mr. Lawrence, that the November 25, 2024 meeting of the Board of Education be adjourned at 7:28 PM for Executive Session, not to reconvene.

Motion carried 6-0.

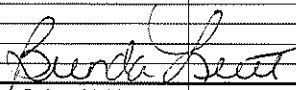
Respectfully submitted,

Mrs. Brenda Leitt
Clerk of the Board

TREASURER
REPORT
November
2024

Submitted by:
Brenda Leitt

MONTHLY FINANCE
November 30, 2024

	Capital Fund Checking 4085	Federal Checking 4093	General Checking 4089	General Tax Account 6884	School Lunch Checking 4077	Payroll Account 4107
Available Cash Balance as Reported at the End of Preceding Month	H200	F200	A200	A200TAX	C200	A209
	78,757.05	11,065.13	29,346,105.13	5,869,235.23	913,268.28	-
Add:						
Receipts By Source:						
Real Property Taxes/PILOTS			268,472.68	39,394.27		
Cafeteria Sales					9,422.86	
State & Federal Aid			75,293.52		118,049.00	
Transfers In		21,582.80	5,892,711.83			2,168,038.21
Interest Earnings	226.56		92,444.02	3,616.21	2,750.99	
Non Resident Tuition			19,673.60			
Miscellaneous			5,298.70		372.00	
Continuing Education						
Admissions						
Insurance (Cobra, Amsurs)			38,837.97			
Total Receipts	226.56	21,582.80	6,412,732.32	43,010.48	130,594.85	2,168,038.21
Less:						
Disbursements:						
Check		3,647.49	4,865,737.69		37,018.95	90,226.66
Wire transfers - Payroll/Other		17,935.31			56,841.21	2,077,811.55
Wire transfer - Anthem/Sales Tx			46,766.57			
Internal Transfer			40,499.05	5,800,000.00		
Total Disbursements	-	21,582.80	4,953,003.31	5,800,000.00	93,860.16	2,168,038.21
Available Cash Balance At EoM	78,983.61	11,065.13	30,805,834.14	112,245.71	950,002.97	-
Bank Reconciliation						
Bank Balance	78,983.61	11,257.96	30,882,501.32	112,245.71	970,342.91	21,783.29
Deposits in Transit			19,053.10		(20,246.94)	
Outstanding Checks		(192.83)	(95,720.28)		(93.00)	(21,783.80)
Adjustments						0.51
Book Balance	78,983.61	11,065.13	30,805,834.14	112,245.71	950,002.97	0.00
	-	-	-	0.00	-	(0.00)
Other Investment Accounts:						
		General Fund Savings Accounts				
Opening balance		14,644,144.30	406.55	5,799,865.12		
Add:						
Transfers In						
Interest Earnings		42,126.99	1.53	21,737.69		
Total Receipts		42,126.99	1.53	21,737.69		
Less:						
Transfers Out						
Available Cash Balance At End of Month		14,686,271.29	408.08	5,821,602.81		
	Account Code:	A203F	A203I	(NY CLASS) A203		
I certify that the above balances are in agreement with the bank statements, as reconciled.			 Business Administrator	12-3-24 Date		

SCHALMONT CSD

Trial Balance Report From 7/1/2024 - 11/30/2024



Account	Description	Debits	Credits	Balance
A 200	CASH IN CHECKING	50,832,260.28	20,026,426.14	30,805,834.14
A 200-DB	General Fund Debit Card Account	13,896.36	9,129.42	4,766.94
A 200TAX	CASH TAX ACCOUNT	25,912,245.71	25,800,000.00	112,245.71
A 203	NYCLASS ACCOUNT	5,821,602.81	0.00	5,821,602.81
A 203F	NBT MMA	14,686,271.29	0.00	14,686,271.29
A 203I	NBT - ICS Promontory	408.08	0.00	408.08
A 210	PETTY CASH	115.24	0.00	115.24
A 380-AR	ACCOUNTS RECEIVABLE-BILLING	3,827,140.21	3,789,897.97	37,242.24
A 391	DUE FROM OTHER FUNDS	3,627,712.11	383,451.15	3,244,260.96
A 410	STATE & FEDERAL AID RECEIVABLE	418,333.40	348,744.40	69,589.00
A 440	DUE FROM OTHER GOVERNMENTS	655,478.87	0.00	655,478.87
A 510	ESTIMATED REVENUE	57,880,777.00	0.00	57,880,777.00
A 511	APPROPRIATED RESERVE	5,000,050.00	0.00	5,000,050.00
A 521	ENCUMBRANCES	54,453,723.48	21,232,380.52	33,221,342.96
A 522	EXPENDITURES	20,500,083.55	606,170.98	19,893,912.57
A 599	APPROPRIATED FUND BALANCE	197,412.77	0.00	197,412.77
A 600	ACCOUNTS PAYABLE	241,262.88	299,892.93	58,630.05 CR
A 630	DUE TO OTHER FUNDS	412,340.19	2,613,744.79	2,201,404.60 CR
A 632	DUE TO TEACHERS RET. SYSTEM	57.59	3,961,633.68	3,961,576.09 CR
A 637	DUE TO EMPLOYEES RETIREMENT SYSTEM	0.00	196,663.98	196,663.98 CR
A 718ERS	ERS RETIREMENT	41,538.05	43,021.98	1,483.93 CR
A 720D	DENTAL INSURANCE	21,632.95	21,632.94	0.01
A 720FLEX	FLEXIBLE SPENDING	0.00	13.08	13.08 CR
A 720H	HEALTH INSURANCE	307,941.43	307,940.71	0.72
A 720V	VISION INSURANCE	4,045.47	4,266.24	220.77 CR
A 721	NYS INCOME TAX	358,066.36	357,920.55	145.81
A 722	FEDERAL INCOME TAX	761,467.13	761,170.59	296.54
A 726FICA	FICA TAX	989,388.94	983,134.45	6,254.49
A 726MED	MEDICARE TAX	231,444.62	229,981.95	1,462.67
A 815	RESERVE FOR UNEMPLOYMENT INSURANCE	0.00	300,000.00	300,000.00 CR
A 821	RESERVE FOR ENCUMBRANCES	21,232,380.52	54,453,773.21	33,221,392.69 CR
A 827	RESERVE FOR RETIREMENT CONTRIBUTIONS	0.00	2,571,391.32	2,571,391.32 CR
A 828	RESERVE FOR TEACHERS RETIREMENT	0.00	1,042,667.00	1,042,667.00 CR
A 864	RESERVE FOR TAX CERTIORARI	0.00	1,148,683.67	1,148,683.67 CR
A 867	RESERVE FOR EE BENEFITS & ACCRUED LIAB	107,775.00	1,670,008.68	1,562,233.68 CR
A 909	FUND BALANCE, UNRESERVED	305,111.30	27,654,700.53	27,349,589.23 CR
A 914	ASSIGNED APPROPRIATED FUND BALANCE	0.00	4,800,689.00	4,800,689.00 CR
A 960	APPROPRIATIONS	0.00	58,078,189.10	58,078,189.10 CR
A 980	REVENUES	100,443.85	35,245,086.48	35,144,642.63 CR
A Fund Totals:		268,942,407.44	268,942,407.44	0.00
C 200	CASH IN CHECKING	1,165,299.87	215,296.90	950,002.97
C 210	PETTY CASH	50.00	0.00	50.00
C 211	CASH ON HAND - CHANGE	130.00	0.00	130.00
C 380	ACCOUNTS RECEIVABLE	5,198.28	4,657.32	540.96
C 391	DUE FROM OTHER FUNDS	0.00	270.00	270.00 CR
C 410	STATE & FEDERAL AID RECEIVABLE	364,643.00	268,650.00	95,993.00

SCHALMONT CSD

Trial Balance Report From 7/1/2024 - 11/30/2024



Account	Description	Debits	Credits	Balance
C 445	INVENTORY OF MAT'L & SUPPLIES	2,512.20	0.00	2,512.20
C 446	FOOD INVENTORY	27,498.33	0.00	27,498.33
C 510	ESTIMATED REVENUE	1,060,000.00	0.00	1,060,000.00
C 521	ENCUMBRANCES	731,295.87	254,419.59	476,876.28
C 522	EXPENDITURES	215,058.11	0.00	215,058.11
C 630	DUE TO OTHER FUNDS	117,601.93	634,876.18	517,274.25 CR
C 631	DUE TO OTHER GOVTS-SALES TAX	0.00	409.60	409.60 CR
C 726FICA	FICA TAX	0.00	6,254.49	6,254.49 CR
C 726MED	MEDICARE TAX	0.00	1,462.67	1,462.67 CR
C 806	NONSPENDABLE FUND BALANCE	0.00	30,010.53	30,010.53 CR
C 821	RESERVE FOR ENCUMBRANCES	254,419.59	731,295.87	476,876.28 CR
C 909	FUND BALANCE, UNRESERVED	0.00	384,053.08	384,053.08 CR
C 960	APPROPRIATIONS	0.00	1,060,000.00	1,060,000.00 CR
C 980	REVENUES	70.59	352,121.54	352,050.95 CR
C Fund Totals:		3,943,777.77	3,943,777.77	0.00
F 200	CASH IN CHECKING	315,193.56	304,128.43	11,065.13
F 391	DUE FROM OTHER FUNDS	2,345,094.79	314,658.14	2,030,436.65
F 410	STATE & FEDERAL AID RECEIVABLE	2,147,605.00	2,143,374.79	4,230.21
F 510	ESTIMATED REVENUE	1,115,018.00	0.00	1,115,018.00
F 521	ENCUMBRANCES	1,541,214.27	1,188,278.66	352,935.61
F 522	EXPENDITURES	304,128.43	0.00	304,128.43
F 630	DUE TO OTHER FUNDS	255,849.22	2,393,895.10	2,138,045.88 CR
F 821	RESERVE FOR ENCUMBRANCES	1,188,278.66	1,541,214.27	352,935.61 CR
F 909	FUND BALANCE, UNRESERVED	0.59	0.00	0.59
F 915	ASSIGNED UNAPPROPRIATED FUND BALANCE	0.00	10,095.13	10,095.13 CR
F 960	APPROPRIATIONS	0.00	1,115,018.00	1,115,018.00 CR
F 980	REVENUES	0.00	201,720.00	201,720.00 CR
F Fund Totals:		9,212,382.52	9,212,382.52	0.00
H 200	CASH IN CHECKING	319,637.31	240,653.70	78,983.61
H 391	DUE FROM OTHER FUNDS	0.00	87,412.05	87,412.05 CR
H 410	STATE & FEDERAL AID RECEIVABLE	338,720.00	0.00	338,720.00
H 522	EXPENDITURES	240,653.70	0.00	240,653.70
H 599	APPROPRIATED FUND BALANCE	393,262.46	0.00	393,262.46
H 630	DUE TO OTHER FUNDS	0.00	330,290.91	330,290.91 CR
H 909	FUND BALANCE, UNRESERVED	152,608.11	393,262.46	240,654.35 CR
H 960	APPROPRIATIONS	0.00	393,262.46	393,262.46 CR
H Fund Totals:		1,444,881.58	1,444,881.58	0.00
K 101	LAND	953,400.00	0.00	953,400.00
K 102	BUILDINGS	56,748,394.30	0.00	56,748,394.30
K 103	IMPROVEMENTS OTHER THAN BUILDINGS	1,335,530.56	0.00	1,335,530.56
K 104	EQUIPMENT	5,137,181.91	0.00	5,137,181.91
K 105	CONSTRUCTION WORK IN PROGRESS	0.00	0.21	0.21 CR
K 107	OTHER CAPITAL ASSETS-VEHICLES	4,779,011.46	0.00	4,779,011.46
K 108	NET PENSION ASSET-PROPORTIONATE SHARE	0.00	2,547,778.00	2,547,778.00 CR
K 112	ACCUM DEPRECIATION-BLDGS	0.00	17,712,356.53	17,712,356.53 CR
K 113	ACCUM DEPRECIATION-OTHER THAN BLDG	0.00	1,193,745.82	1,193,745.82 CR

SCHALMONT CSD

Trial Balance Report From 7/1/2024 - 11/30/2024



Account	Description	Debits	Credits	Balance	
K 114	ACCUM DEPRECIATION-EQUIPMENT	0.00	3,234,978.95	3,234,978.95	CR
K 117	ACCUM DEPRECIATION-OTHER ASSETS	0.00	2,925,652.52	2,925,652.52	CR
K 151	NET CAPITAL ASSETS	0.00	97,121,245.20	97,121,245.20	CR
K 496	DEFERRED OUTFLOWS OF RESOURCES-PENSION	55,782,239.00	0.00	55,782,239.00	
K Fund Totals:		124,735,757.23	124,735,757.23	0.00	
TE 200	CASH IN CHECKING	19,554.56	0.00	19,554.56	
TE 909.12	CLASS 62'	0.00	3,139.89	3,139.89	CR
TE 909.14	JANICE DOLHY MEMORIAL SCHOLARSHIP	0.00	744.13	744.13	CR
TE 909.16	ROTTERDAM KIWANIS SCHOLARSHIP	0.00	3,757.44	3,757.44	CR
TE 909.2	BRUCE BOUCK SCHOLARSHIP	0.00	3,143.25	3,143.25	CR
TE 909.3	PAULA SELKIS SCHOLARSHIP	0.00	6,345.40	6,345.40	CR
TE 909.9	SANDRA STRYJEK SCHOLARSHIP	0.00	2,424.45	2,424.45	CR
TE Fund Totals:		19,554.56	19,554.56	0.00	
W 125	AMTS TO BE MADE IN FUTURE BUDGET	232,713,213.07	0.00	232,713,213.07	
W 628	BONDS PAYABLE	0.00	802,500.00	802,500.00	CR
W 683	OTHER POST EMPLOYMET BENEFIT	0.00	145,715,913.00	145,715,913.00	CR
W 686	JUDGEMENTS AND CLAIMS	0.00	683,923.87	683,923.87	CR
W 687	COMPENSATED ABSENCES	0.00	1,646,837.20	1,646,837.20	CR
W 697	DEFERRED INFLOWS OF RESOURCES-PENSION	0.00	83,864,039.00	83,864,039.00	CR
W Fund Totals:		232,713,213.07	232,713,213.07	0.00	
Grand Totals:		641,011,974.17	641,011,974.17	0.00	

Required
 Local
 Notice

SCHOOL DISTRICT RECORDS

It's the policy of the Board of Education to inform members of the public about the administration and operation of public schools in accordance with the Freedom of Information Law of the State of New York.

The Superintendent of Schools shall develop regulations ensuring compliance with the Freedom of Information Law and setting forth the procedures to be followed to obtain access to district records, and submit such regulations to the Board for approval. Such regulations will address ensuring applicable confidentiality and security of district information, including the protection of student and teacher/principal personally identifiable information in conformance with state EdLaw 2-d and regulations 8 NYCRR Part 121. The Superintendent shall designate, with Board approval, a Records Access and Records Management Officer, pursuant to law.

Retention and Destruction of Records

The Board hereby adopts the Records Retention and Disposition Schedule LGS-1 issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, which contains the legal minimum retention periods for district records. In accordance with Article 57-A, the district will dispose of only those records described in the schedule after they have met the minimum retention periods set forth in the schedule. The district will dispose of only those records that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond the established legal minimum periods.

The manner of destruction will be determined by the format of the record (i.e., paper, digital, etc.). In addition, destruction will be appropriately documented.

As required by Public Officers Law §87, the District will notify current and former employees in writing that the District has responded to a Freedom of Information Law request for their disciplinary records with five working days after the District provides information in response to the request. For former employees, the District will send notification to the last known address or email address, and if current contact information cannot be found, the district will document its attempts.

For purposes of this policy, the district defines "disciplinary records" as any record created in furtherance of a disciplinary proceeding (i.e., any investigation and subsequent hearing or disciplinary action conducted by the District), including but not limited to:

1. The complaints, allegation, and charges against an employee;
2. The name of the employee complained of or charged;
3. The transcript of any disciplinary hearing, including any exhibits introduced at such hearing;
4. The disposition of any disciplinary proceeding, and
5. The final written opinion or memorandum supporting the disposition and discipline imposed including the district's complete factual findings and its analysis of the conduct and appropriate discipline of the employee.

Litigation-Hold

The Superintendent will establish procedures in the event that the school district is served with legal papers. The Superintendent will communicate with applicable parties, including the school attorney and the records management official, to ensure that, when appropriate, a litigation-hold is properly implemented. The litigation-hold is intended to prevent the destruction or disposal of records that may need to be produced as part of discovery. It is the intention

of the Board of Education to comply with applicable rules and regulations regarding the production of necessary documents, data, files, etc. The Board directs the Superintendent to institute such procedures to implement this policy.

The Superintendent or his/her designee, with assistance from the Records Management Officer, shall be responsible for developing and disseminating department-specific retention schedules and guidance to staff, as necessary, to ensure adherence to this policy.

Ref: Public Officers Law §84 *et seq.* (Freedom of Information Law)
Education Law §2116
Arts and Cultural Affairs Law §57.11
Local Government Records Law, Article 57-A
Federal Rules of Civil Procedure, 16, 26
8 NYCRR 185.15 (8 NYCRR Appendix L) – Records Retention and Disposition Schedule LGS-1 for New York Local Government Records

Adoption date: