

**Fort Edward Union Free School District  
Meeting of the Board of Education**

**Agenda  
July 7, 2020  
Updated 7/6**

**Board Finance Committee Meeting: None**  
**Reorganizational Board Meeting: 5:30pm by Video-Conference**  
**Regular Board Meeting by Video-Conference immediately following Reorganizational Meeting**

**Due to COVID-19 concerns in-person public access will not be possible.**  
**Public may access the meeting via phone conference call access number or video conference link.**

**Phone Via Google Meet for Public (US)+1 252-922-0096 PIN: 347 142 832#**

**Video Via Google Meet for Public (click link) [meet.google.com/uhb-ucxr-eug](https://meet.google.com/uhb-ucxr-eug) or type link in browser**

**Reorganizational Meeting 5:30pm (District Clerk will call meeting to order)**

**I. Call to Order and Pledge of Allegiance**

**II. Organizational Business**

**A. Motion to appoint Tom Roche as temporary chairperson.**

Motion by \_\_\_\_\_ 2nd by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Abstentions \_\_\_\_\_

**B. Election of Officers**

**1. Nominations for President**

Nomination #1 \_\_\_\_\_ by \_\_\_\_\_ 2nd by \_\_\_\_\_

Nomination #2 \_\_\_\_\_ by \_\_\_\_\_ 2nd by \_\_\_\_\_

Roll Call Vote Nom. #1 TR\_\_ TT\_\_ AT\_\_ CM\_\_ JC\_\_ EC\_\_ JD\_\_ DS\_\_ CD\_\_

Roll Call Vote Nom. #2 TR\_\_ TT\_\_ AT\_\_ CM\_\_ JC\_\_ EC\_\_ JD\_\_ DS\_\_ CD\_\_

a) President 2020-2021 \_\_\_\_\_

(1) President Oath of Office by Clerk

**\*\*President presides over remainder of the meeting\*\***

**2. Nominations for Vice President**

Nomination #1 \_\_\_\_\_ by \_\_\_\_\_ 2nd by \_\_\_\_\_

Nomination #2 \_\_\_\_\_ by \_\_\_\_\_ 2nd by \_\_\_\_\_

Roll Call Vote Nom. #1 TR\_\_ TT\_\_ AT\_\_ CM\_\_ JC\_\_ EC\_\_ JD\_\_ DS\_\_ CD\_\_

Roll Call Vote Nom. #2 TR\_\_ TT\_\_ AT\_\_ CM\_\_ JC\_\_ EC\_\_ JD\_\_ DS\_\_ CD\_\_

(1) Vice President 2020-2021 \_\_\_\_\_

(a) Vice President Oath of Office by Clerk

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## **C. Oath of Office for New Board Members (if needed)**

## **D. Board Committee Assignments (4 members, plus \*alternate if possible)**

1. Budget, Finance and Audit
2. Curriculum and Instruction
3. Policy Review
4. Strategic Planning
5. Athletic
6. Personnel
7. Grievance and Negotiations
8. Health and Safety of Buildings and Grounds
9. Capital Project

## **E. Board Meeting Calendar Adoption**

1. See proposed calendar

## **III. Annual Appointments**

### **A. Appoint the following individual/s as District Treasurer**

1. Sharlene Petro-Durgan

### **B. Appoint the following individual/s as Deputy District Treasurer**

1. Michele Sherwood

### **C. Appoint the following individual/s as Tax Collector**

1. Washington County Real Property Tax Office Personnel

### **D. Appointed the following individual/s as Claims Auditor**

1. Sandy LaRose

### **E. Appoint the following individual as Deputy Claims Auditor**

1. Melaine Farrell

### **F. Appoint the following individual as the School District's Physician**

1. Dr. David Foote

### **G. Appoint the following firms as the School District's Attorney**

1. Girvin and Ferlazzo (General Counsel)
2. Barclay Damon (Bond Counsel)

### **H. Appoint the following firm as the School District's External Auditors**

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1. Marvin and Company, CPAs
  
- I.** Appoint the following individual as the Central Treasurer for Extra-Classroom Accounts
  1. Michele Sherwood
  
- J.** Appoint the following individual as the Assistant Central Treasurer for Extra-Classroom Accounts
  1. Samuel Ratti
  
- K.** Appoint the following individual as the per diem School District Clerk
  1. Tobie Bessette
  
- L.** Appoint the following individual as School District Clerk pro tem as needed
  1. Daniel Ward
  
- M.** Appoint the following individual as the Records Access Officer
  1. Michele Sherwood
  
- N.** Appoint the following entity as the School District Bank Depositories
  1. Glens Falls National Bank
  2. NYCLASS
  
- O.** Appoint the following entity as the School District Bank of Record
  1. Glens Falls National Bank
  
- P.** Appoint the following entity as the School Tax Collection Agent
  1. Washington County
  
- Q.** Appoint the following individual as Purchasing Agent
  1. Daniel Ward
  
- R.** Appoint the following individual as Deputy Purchasing Agent
  1. Jane Robinson
  
- S.** Appoint the following individual as the Data Protection Officer
  1. Daniel Ward
  
- T.** Appoint the following individual as Substance Use Related Services Coordinator
  1. Joanna Scotch
  
- U.** Appoint the following individuals as DASA Coordinators
  1. Joanna Scotch
  2. Deborah LeBarron
  3. Karen Jones
  4. Samuel Ratti
  
- V.** Appoint the following individuals as Civil Rights Compliance Officers
  1. Karen Jones

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2. Samuel Ratti
- W.** Motion to appoint the following individual as the McKinney-Vento Liaison
1. Joanna Scotch
- X.** Motion to appoint the following individuals as Title IX Compliance Officers
1. Karen Jones
  2. Samuel Ratti
- Y.** Motion to appoint the following individual as 504 Compliance Officer
1. Karen Jones
- Z.** Motion to appoint the following individual as Medicaid Compliance Officer
1. Lecia Carpenter
- AA.** Motion to appoint the following individual as Asbestos Designee
1. Craig Masten
- BB.** Motion to appoint the following individual as Pesticide Notification Officer
1. Craig Masten
- CC.** Motion to appoint the following individual as Free/Reduced Lunch Hearing Official
1. Daniel Ward
- DD.** Motion to appoint the following individual as Free/Reduced Lunch Review/Verification Official
1. Michele Sherwood
- EE.** Motion to authorize the Building Principals to suspend students in accordance with Ed. Law
- FF.** Motion to approve the following individuals as a Lead Teacher Evaluators for the 2020-2021 school year.
1. Karen Jones
  2. Samuel Ratti
  3. Daniel Ward
- GG.** Motion to approve the following individual as a Lead Principal Evaluator for the 2020-2021 school year.
1. Daniel Ward
- HH.** Motion to authorize Sharlene Petro-Durgan, District Treasurer, and Michele Sherwood, Deputy Treasurer to execute banking transactions.
- II.** Motion to authorize Sharlene Petro-Durgan, District Treasurer, and Michele Sherwood, Deputy Treasurer to execute banking transactions for all operating bank accounts.
- JJ.** Motion to authorize Michele Sherwood, Central Treasurer, and Samuel Ratti, Assistant Central Treasurer to execute banking transactions for student funds accounts.

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- KK.** Motion to appoint the building principals as Attendance Officers.
- LL.** Motion to authorize the Superintendent to authorize attendance at education conferences and meetings with designated expenses.
- MM.** Motion to authorize the BOE members to attend board related conferences and trainings at District expense.
- NN.** Motion to authorize Daniel Ward to certify payroll beginning July 1 2020, and ending at the 2021-2022 reorganizational meeting.
- OO.** Motion to authorize Daniel Ward to approve budget transfers in accordance with Board policy beginning July 1 2020, and ending at the 2021-2022 reorganizational meeting.
- PP.** Motion to authorize Daniel Ward to apply for grants in aid for the 2020-2021 school year.
- QQ.** Motion to adopt the then current IRS standard mileage rate for business use of personal vehicles.
- RR.** Motion to approve the bonding of all persons and positions required by law or regulations to be bonded in accordance with Public Officers Law, Section 11 and Commissioner's Regulation 8 NYCRR 170.
- SS.** Motion to BE IT RESOLVED; Whereas, the Fort Edward Board of Education desires to protect the Board and all its employees, as defined in the NYS Public Officers Law Section 18, to the fullest extent possible; and Whereas, Section 19 of the NYS Public Officers Law allows the Board to provide for the defense and indemnification of its members and of its employees, pursuant to the terms of that section, and Whereas, it is the intent of the Board to provide such defense and indemnification, to supplement any other defense or indemnification protection conferred by other laws, rules, or regulations; Be it resolved that the BOE hereby adopts all the protections of Section 18 of the NYS Public Officers Law for its board members and employees, as defined therein, subject to the procedural requirements of that section. Be it further resolved that the benefits provided pursuant to Section 18 of the NYS Public Officers Law shall supplement and be available in addition to the defense or indemnification protection conferred by other enactments.
- TT.** Motion to BE IT RESOLVED; that the Fort Edward Board of Education hereby designates Daniel Ward, Superintendent as the representative of the District to make all determinations regarding the eligibility of students to enroll, on a tuition or tuition-free basis, in the schools of the District. This designation affords Daniel Ward, Superintendent all rights and responsibilities pursuant to Part 100.2 of the regulations of the Commissioner of Education.
- UU.** Motion to authorize the Fort Edward UFSD to participate in BOCES and other governmental agencies cooperative bidding.
- VV.** Motion to BE IT RESOLVED; that Whereas, the Board of Education of the Fort Edward UFSD desires to authorize the Washington-Saratoga-Warren-Hamilton-Essex BOCES to enter into a multi-year lease in order to furnish certain services to the District pursuant to Education Law 1950(4)(jj), those services being: CoSer 504 Instructional Technology Services. NOW, THEREFORE, it is RESOLVED, that the Board of Education of the Fort Edward UFSD authorizes the Washington-Saratoga-Warren-Hamilton-Essex BOCES to lease, on the District's behalf, for the provision

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of said services to the District not to exceed budget amounts, as approved by the Superintendent as designee of the Board, plus related borrowing fees, plus yearly support and coordination fees during the term of this lease, subject to the approval of the Commissioner of Education, for a period of no greater than 5 year(s).

**WW.** Motion to set the base non-resident individual tuition rates as follows, additional charges for additional services as allowed and or required by law will affect the final non-resident tuition billed on a case by case basis.

1. K-6 \$6425
2. 7-12 \$6874

**XX.** Motion to BE IT RESOLVED; Whereas, A number of public school districts, which are located outside of Albany-Schoharie-Schenectady- Saratoga County area, have subscribed to the Regional Food Service Management program offered by Albany-Schoharie-Schenectady-Saratoga BOCES (Capital Region BOCES), and as a result require cafeteria commodities to meet the requirements of this program, WHEREAS, The School District named below is desirous of participating with other districts in cooperatively bidding the commodities and/or services mentioned above, as authorized by General Municipal Law, Section 119-o, and WHEREAS, The School District named below is a current client (subscriber) of the Regional Food Service Management program offered by Capital Region BOCES, and WHEREAS, The School District named below wishes to appoint the Capital Region BOCES to advertise for, bid, accept, tabulate and award bids on their behalf; therefore BE IT RESOLVED, That the Board of Education of the School District listed below hereby appoints the Capital Region BOCES to represent it in all matters relating above, and designates the Daily Gazette Newspaper as the legal publication for all related Cooperative Purchasing bid notifications, and, BE IT FURTHER RESOLVED, That the Board of Education of the school district listed below authorizes the Capital Region BOCES to represent it in all matters leading up to and including the entering into a contract for the purchase of the above mentioned commodities and services, and, BE IT FURTHER RESOLVED, That the Board of Education of the School District listed below agrees to (1) abide by majority decisions of the participating districts; (2) abide by the Award of the BOCES Board; (3) and that after the award of the bid it will conduct all negotiations directly with the successful bidder(s).

**YY. Adjournment**

**Time:**\_\_\_\_\_

**Motion by**\_\_\_\_\_ **2nd by**\_\_\_\_\_ **Ayes**\_\_\_\_\_ **Nays**\_\_\_\_\_ **Abstentions**\_\_\_\_\_

# **Fort Edward Union Free School District Meeting of the Board of Education**

## **Regular Board Meeting (Immediately Following Reorganizational Meeting)**

### **I. Call to Order and Pledge of Allegiance**

### **II. Community Comments:**

Community members, who wish to address the Board, are requested to complete the speaker request form and submit it to the Board President prior to the meeting. Comments regarding agenda items will be taken first. Speakers are reminded of the five-minute time limit. The Board of Education reserves the right to limit this portion of comments to 30 minutes in order to complete its public business in an efficient fashion. Additional comments may be taken prior to adjournment.

### **III. Recognition of Successes:**

- a. Graduates
- b. Retirees

### **IV. Presentations:**

- a. None

### **V. Reports:**

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

- i. Finance Committee (next meeting TBD)
- ii. Grievance and Negotiations Committee (Need mtg, next meeting TBD)
- iii. Curriculum Committee (next meeting late Fall)
- iv. Policy Committee (next meeting TBD)
- v. Athletic Committee (next meeting TBD)
- vi. Strategic Planning Committee (next meeting TBD)
- vii. Personnel Committee (next meeting TBD)
- viii. Building and Grounds Committee for Health & Safety (next meeting TBD)
- ix. Building Project Committee (next meeting TBD)

#### **b. Superintendent Report:**

- i. Staffing/Duty Update

#### **c. Treasurer Report**

#### **d. Elementary Principal Report**

#### **e. High School Principal Report**

#### **f. Buildings and Grounds Report**

### **VI. Discussion Items:**

- a. Budget ReVote
- b. Budget Timelines
- c. Finance Meeting

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### **VII. 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. Approval of Minutes for the June 8, 2020 regular meeting
- b. Approval of Warrants and Claims for June 2020
- c. Approval of Treasurer Report for **May** 2020
- d. Approval of the Budget Transfers

### **VIII. Action:**

- a. Motion to approve the CSE/CPSE Recommendations as included in the Board Packets.
- b. Motion to approve the continued lease of building space between the Fort Edward UFSD and Newmeadow School for the 2020-2021 school year with terms to be negotiated.
- c. Motion to approve the creation of three new sub-accounts within NYCLASS for the three remaining Reserves: Unemployment \$54,921.49, Workers Comp \$30,000, and EBALR \$246,000.00. (This allows the reserves to accrue compartmentalized interest)
- d. Motion to approve the contract between the Fort Edward UFSD and Washington County for School Tax Collection Services for the 2020-2021 school year.
- e. Motion to approve the contract between the Fort Edward UFSD and St. Anne's Institute for Educational Services for the 2020-2021 school year.
- f. Motion to approve the contract between the Fort Edward UFSD and Four Winds for Educational Services for the 2020-2021 school year.
- g. Motion to approve the ESY contract between the Fort Edward UFSD and Oakhill School for Educational Services for the 2020-2021 school year.
- h. Motion to approve the regular school year contract between the Fort Edward UFSD and Oakhill School for Educational Services for the 2020-2021 school year.
- i. Motion to approve the use of the Employee Benefits Accrued Liability Reserve (EBALR) per the following resolution:
  - i. WHEREAS, the Board of Education of the Fort Edward Union Free School District, Washington County, NY desires to increase the appropriation set forth in the 2020-21 School Budget to fund contingent expense of payment for sick leave for Michael Shaver, Cathy Halloran, Sharon Flexon, Kimberly Rivers up to \$27,000.00 per person (\$108,000.00 total) and to fund contingent expense of payment for sick leave for John Brown and Valarie Zeno up to \$25,000 per person (\$50,000.00 total) to fund contingent expense of payment for sick leave for Michele Sherwood up to \$27,000 (\$27,000.00 total) and for vacation leave for Michele Sherwood up to \$408.70 and to fund contingent expense of payment for vacation leave for John Brown up to \$6,254.07 and, WHEREAS, a Board of Education is empowered to appropriate whatever additional amounts are necessary to pay contingent expenses when the amount in the approved budget is inadequate; NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of the School District as follows:



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Section 1. The budgetary appropriation for the following contingent expense is hereby increased (up to) as follows:

A 9089.8 Employee Benefits – Other \$191,662.77

Section 2. The increase in the appropriation listed in Section 1 of this resolution shall be funded by the following:

A 830.00 Reserve for Employee Benefits and Accrued Liabilities \$191,662.77

- IX. Personnel:** 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 to appoint Shauna Brown as interim tutor for ESY for a specific student, at a rate of pay per the FETA Contract.
  - b. Motion to appoint Jeff Tully as Varsity Football Coach for the 2020-2021 school year at a rate of pay per contractual rate.
  - c. Motion to appoint Michael Sullivan as Assistant Varsity Football Coach for the 2020-2021 school year at a rate of pay per contractual rate.
  - d. Motion to appoint Jeffery Durkee as Modified Football Coach for the 2020-2021 school year at a rate of pay per contractual rate.
  - e. Motion to appoint Christina Durkee as Varsity Volleyball Coach for the 2020-2021 school year as an unpaid volunteer coach.
  - f. Motion to appoint Amelia Taylor as Junior Varsity Volleyball Coach for the 2020-2021 school year at a rate of pay per contractual rate.
  - g. Motion to appoint Keith Maziejka as Golf coach for the 2020-2021 school year at a rate of pay per contractual rate.
  - h. Motion to appoint Andrew Kopf as Marching Band Advisor for the 2020-2021 school year at a rate of pay per contractual rate.
  - i. Motion to appoint Andrew Kopf as Drama Club Advisor for the 2020-2021 school year at a rate of pay per contractual rate.
  - j. Motion to appoint Ryan Herman as STEM Club Advisor for the 2020-2021 school year at a rate of pay per contractual rate.
  - k. Motion to appoint Lisa Corlew as High School Student Council Advisor for the 2020-2021 school year at a rate of pay per contractual rate.
  - l. Motion to appoint Debbie LeBarron as Elementary Student Council Advisor for the 2020-2021 school year at a rate of pay per contractual rate.
  - m. Motion to appoint Joanna Scotch and Ryan Herman as National Honor Society co- advisors for the 2020-2021 school year at a rate of salary per contractual rate.
  - n. Motion to appoint Nelson Chase and Marianne Stark as Co-Yearbook Advisor for the 2020-2021 school year at a rate of pay per contractual rate.
  - o. Motion to appoint Nicole Schilling as Football Cheerleading Advisor for the 2020-2021 school year at a rate of pay per contractual rate.
  - p. Motion to appoint Jeff Tully, Jeff Durkee, and Keith Maziejka as Weight Training Co-Advisors for the 2020-2021 school year at a rate of pay per contractual rate.

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- q. Motion to appoint John Boucher and Ryan Herman as Sophomore Class Advisors for the 2020-2021 school year at a rate of pay per contractual rate.
- r. Motion to appoint Maggie Torra, and Debi DeLisle as Junior Class Co-Advisors for the 2020-2021 school year at a rate of pay per contractual rate.
- s. Motion to appoint Keith Maziejka, Nicole Schilling, Merry Monahan and Jessica Smatko as Elementary Enrichment Co-Teachers for the 2020-2021 school year at a rate of pay per contractual rate.
- t. Motion to appoint Keith Maziejka and Nancy Williams as Co-Advisors for Ski Club at a rate of pay per contractual rate.
- u. Motion to appoint Jason Finn as Outing Club Advisor for the 2020-2021 school year at a rate of pay per contractual rate.
- v. Motion to appoint Ryan Herman as Trap Club Advisor for the 2020-2021 school year at a rate of pay per contractual rate

**X. Second Public Comment Period (if needed)**

**XI. Executive Session:**

I need a motion to enter into Executive Session to discuss matters referring to \_\_\_\_\_

Motion by \_\_\_\_\_ 2nd by \_\_\_\_\_  
Any Discussion?

Board of Education Members and other individuals invited into executive session are reminded that all matters discussed during executive session must be kept in the strictest confidence.

As I see that there is no further discussion we will vote.  
All in favor \_\_\_\_\_ All Opposed \_\_\_\_\_ Any abstentions \_\_\_\_\_

Time: \_\_\_\_\_

**XII. Return to Public Session** Time: \_\_\_\_\_

Motion by \_\_\_\_\_ 2nd by \_\_\_\_\_

All in favor \_\_\_\_\_ All Opposed \_\_\_\_\_ Any abstentions \_\_\_\_\_

**XIII. Adjournment** Time: \_\_\_\_\_

Motion by \_\_\_\_\_ 2nd by \_\_\_\_\_

All in favor \_\_\_\_\_ All Opposed \_\_\_\_\_ Any abstentions \_\_\_\_\_