

The Regular Meeting of the Roxbury Central School District was held on September 12, 2018.

Present: Board President: Ed Fersch  
Board Vice President: Kelli Winnie  
Trustees: Denise Johnston  
Dawn Kalleberg  
Superintendent: Thomas J. O'Brien  
Principal: Jill Ten Eyck  
Treasurer: Wendy Sprague  
Secretary: Marianne Schor

Absent: Trustee: Ed Dalski

A Public Listening Session was held prior to the Regular Meeting.

President Fersch called the meeting to order at 7:01 PM.

William Schryver, the summer Driver's Education teacher, gave a report on the Driver Ed program that ran in August. He discussed how the course was run, where the students drove, and passed out binders containing projects the students worked on. A discussion followed on the program and its future. Mr. O'Brien stated that he will be talking to Gilboa about sharing the class in the summer of 2019 to give our students more flexibility to fit the course into their summer schedule.

**Summer Driver's  
Ed Wrap-up**

Additions to agenda:

1. Executive session at the end of the meeting to discuss an employee histories, contracts and a legal issue.

Kelli Winnie moved, seconded by Denise Johnston to approve the treasurer's report for August, 2018. Motion approved unanimously.

**Treas. Report**

Procurement Policy 5410 and Investment Policy 5220 were reviewed.

**Review Procurement &  
Investment Policies**

Wendy Sprague gave an update of the status of the State Aid Forms.

**State Aid Forms Update**

The STAR program was reviewed.

**STAR Review**

Kelli Winnie moved, seconded by Dawn Kalleberg, to approve the budget transfers to be effective 9/11/18 in the amount of \$49,084.70. Motion approved unanimously.

**Budget Transfers**

Denise Johnston moved, seconded by Kelli Winnie, to approve the tax adjustment for 2017-2018 in the amount of \$240.08. Motion approved unanimously.

**Tax Adjustment**

The bills and the Claims Auditor's Report for August were reviewed.

**Bills & Claims**

Kelli Winnie moved, seconded by Dawn Kalleberg to approve the extra-classroom activity fund report for August, 2018. Motion approved unanimously.

**Extra-Classroom  
Activity Fund**

Kelli Winnie moved, seconded by Dawn Kalleberg to approve the minutes from the regular meeting on August 8, 2018 as written, the August 27, 2018 as corrected and the August 31, 2018 minutes as corrected. Motion approved unanimously.

**Minutes**

President's Report:

1. The building walkthrough was scheduled for October 10, 2018. There will be both outside and inside walkthroughs this year, and board members will meet at the Bus Garage at 6:00 PM.
2. Denise Johnston moved, seconded by Kelli Winnie, to approve the following resolution:

**Building Walkthrough  
Scheduled**

**Tax Rate Resolution**

**RESOLVED**, that the Board of Education authorizes the Superintendent of Schools and the Board President to send a letter to the Delaware County Board of Supervisors stating:

1. The District's displeasure in the difficulty it had getting the tax rates since the late delivery of these rates has caused the District to delay the collection of taxes and created confusion among the taxpayers.
2. The District's request that the Board of Supervisors create a process to ensure that the tax rates are established in time for school districts to approve the tax warrant in accordance with its statutory responsibilities.

Motion approved unanimously.

Superintendent's Report:

1. Mr. O'Brien read a letter he had written to the Board stating his intent to retire on July 1, 2020. He stated he was giving early notice to give the board and community ample time to figure out their search criteria. Mr. Fersch thanked Mr. O'Brien for his years of service and for giving the district extra time to conduct their search.
2. Mr. O'Brien stated that the Emergency Management Plan is due on October 15<sup>th</sup> and is in the process of being updated. He added that the state police are launching a program in two counties in New York,

**O'Brien Intent  
To Retire Letter**

**EMP Review**

Delaware and Essex, where they will be coming in and taking a 3D movie of our building for emergency purposes.

Principal's Report:

1. Ms. Ten Eyck stated that Opening Day went very well. Every staff member wore their orange Roxbury Staff t-shirt which not only was a great welcome and showed unity among staff members, but also identified staff members to new students and made it easy for them to find people to ask questions. Ms. Ten Eyck stated there were assemblies for all age groups, and the atmosphere was very positive and students seem very happy. Ms. Ten Eyck thanked the PTSA for supplying the t-shirts, and Mrs. Kalleberg thanked Heather Slauson for all the work she did putting the decals on the shirts. Mr. Fersch asked Mr. O'Brien how the Superintendent's Conference Days went, and Mr. O'Brien stated they were very successful. He discussed the presentations by the Anti-Defamation League (ADL) that were done in preparation for the No Place For Hate program, which will have its first committee meeting next week. Mr. O'Brien also stated that Open House will be October 4<sup>th</sup>, and the committee is working on the format for that.

**Opening Days**

Board Committee Reports:

1. RCM Committee:  
Mrs. Kalleberg state that the team will have their next meeting on Tuesday.
2. Board Goals Committee:  
Mrs. Kalleberg referred to a document she had given the Board with a draft goal regarding the Superintendent search criteria. A discussion followed. Mrs. Kalleberg stated she would meet with Mr. Dalski to write a final version to be adopted next month.
3. Policy Committee:  
Mr. Fersch stated that the Policy Committee will be meeting soon.

**RCM Committee**

**Board Goals Committee**

**Policy Committee**

Board Comments and Questions:

Mrs. Kalleberg suggested that there should be a system for following up on discussions and comments that happen at the board meetings. She listed several things that have been discussed over the last few months and stated that it would be beneficial to have a procedure in place to see the progress on the topics discussed. One topic of discussion was Part 200 in the special education regulations, which

Mrs. Kalleberg is very familiar with. Mr. Fersch asked if she would be able to give the board a presentation on it. Mrs. Kalleberg agreed and would tentatively do it in November. There was also a discussion about updates on test refusals and reaching out to the public regarding taking the tests, and possibly forming a committee to address this issue.

Old Business: None

New Business:

A. SUPERINTENDENT'S RECOMMENDATIONS:

1. Kelli Winnie moved, seconded by Dawn Kalleberg, to approve the following Emergency Repair Resolution:

**Emerg. Boiler Repair**

**WHEREAS**, a water heater located in the Roxbury Central School District's boiler room has unexpectedly failed; and,

**WHEREAS**, it is vital to the health and safety of students and employees to have the water heater operational;

**NOW THEREFORE BE IT RESOLVED** as follows:

1. The Board of Education hereby finds pursuant to the Education Law, the replacement of the water heater located in the Roxbury Central School District's boiler room is necessary to preserve the health and safety of students and staff and for the protection of the school property.
2. The maximum estimated cost of the project is not to exceed \$15,000 to be taken out of the district's established repair reserve.
3. The Superintendent of Schools and all officers and employees of the School District are hereby authorized and directed to take all steps reasonably necessary or appropriate to complete the project and to carry out the intent of this Resolution and to apply for any eligible state building aid and to recover the insurance proceeds.
4. This Resolution shall take effect immediately.

Motion approved unanimously.

B. PERSONNEL:

Dawn Kalleberg moved, seconded by Kelli Winnie, to approve the following personnel items:

**Personnel**

1. Approve an additional 1 teaching period per day for Gregory Funk beginning 9/4/18 through 6/26/19 to provide additional math services at 1/10<sup>th</sup> of his salary per the RTA contract.
2. Approve a request for a leave of absence for Heather Walts retroactive to September 10, 2018.

**Funk Add'l  
Period**

**Walts LOA**

3. Approve Janice Sawyer, 251 John Shultis Rd., Roxbury, NY as a substitute teacher K-12 pending fingerprint clearance.
4. Approve Laura O'Brien as a substitute teacher K-12.
5. Approve Homework Help Instructors effective 9/18/17 per RTA contract as follows:

Grades 7-12, 4 days a week, 2 hours per day:

- Amanda George
- Stephanie Shapiro
- Neil Snedeker
- Tina Peters
- Rachel Andrews
- Brian Kuhnau

Grades 4-6, 4 days a week, 1 hour per day:

- Catherine Schuman
- Stacey Vasta
- Karen Bramley
- Barbara Cella
- Laurie Andrews
- Joan Kemp
- Rachel Andrews
- Katherine Leahy

6. Approve the following CROP personnel:

- ***Site Coordinator:***
  - Kristi Hadden
- ***Substitute Site Coordinator:***
  - Cherylann Hadden
  - Joan Kemp
- ***Activity Leaders:***
  - Cherylann Hadden
  - Barbara Cella
  - Hope Tone-Pah-Hote
  - Nelta Miller
- ***Substitute Activity Leaders:***
  - Joan Kemp
  - Susan George
  - Karli Tait
- ***Peer Leaders:***
  - Donald Fahrenkopf
  - Rebeka Stern
- ***Substitute Peer Leaders:***
  - Joseph Stern

**Sawyer Sub K-12**

**L. O'Brien Sub  
HWH Teachers**

**CROP Personnel**

7. Approve appointment of mentors as follows: **Mentors**
- Jo Hinkley                      Mentor Coordinator    \$1,013
  - Jessica Boyer                Level I Mentor            \$3,037  
    (mentoring Mary Ann Orin)
  - Greg Funck                    Level I Mentor            \$3,037  
    (mentoring Rene Giuditta)
  - Laurie Andrews            Level II Mentor            No Stipend  
    (mentoring Jessica Young)
  - Stephanie Shapiro        Level II Mentor            No Stipend  
    (mentoring Amanda George & Yvette Goldman)
  - Lisa Faraci                    Level II Mentor            No Stipend  
    (mentoring Karli Tait)
  - Greg Muehl                  Level II Mentor            No Stipend  
    (mentoring Brien Kuhnau)
8. Approve the following Science Olympiad Coaches as per the RTA contract:
- Jessica Boyer – Advisor and High School Head Coach
  - Neil Snedeker – Junior High School Head Coach
  - Joan Kemp – Full Time Assistant Coach
  - Brian Kuhnau – Full Time Assistant Coach
9. Approve Nichole Shultis, 126 Slauson Trailer Park Rd., Roxbury, NY as a substitute teachers aide pending fingerprint clearance and substitute bus driver pending fingerprint clearances and certification.  
Motion approved unanimously.

A. Other:

Denise Johnston moved, seconded by Dawn Kalleberg, to approve the following items:

1. Approve trip to the 2018 Catskills Youth Climate Summit at Frost Valley October 9-10, 2018.
2. Approve the following charter club application:
  - Class of 2019
  - Class of 2023

Motion approved unanimously.

Public Comments: A member of the audience commented on the Driver's Ed presentation, and a discussion followed on the flexibility and communication regarding student conflicts.

Kelli Winnie moved, seconded by Denise Johnston, to go into executive session at 8:05 pm to discuss employee histories, contracts and a legal issue. Motion approved unanimously.

**Into Exec.  
Session**

Kelli Winnie moved, seconded by Dawn Kalleberg, to come out of executive session at 9:08 pm. Motion approved unanimously.

**Out of Exec.  
Session**

Dawn Kalleberg moved, seconded by Kelli Winnie to adjourn the meeting at 9:08 pm. Motion approved unanimously.

**Adjourn**

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Marianne Schor, Secretary

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Ed Fersch, BOE President

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Thomas J. O'Brien, Superintendent