

**Altmar - Parish - Williamstown Central School District  
Regular Business Meeting (Thursday, February 9, 2023)**

*APW District Office Conference Room*

**Members present**

Shawn Clark, Michael Hale, Mark Mattison, Karen Oakes, David Starkey, Brad Tanner, Jamie Eipp

**Others Present**

Naomi Ryfun, Superintendent; Autumn Hardy District Clerk; Lorrie Burrows, Assistant Superintendent of Operations and Finance; Patrick Vrooman, Director of Personnel and Instruction; Dawn Cooley, Elementary Principal; Danielle Wheeler, Elementary Assistant Principal; Erin Dupree; Shawn Dupree; Stephanie Allen; Jason Doner

**Meeting called to order at 5:00 PM**

**1. VISION, MISSION, & CORE VALUES**

**1.01 Vision, Mission & Core Values**

**APW Vision Statement:**

- Every learner prepared for their individual chosen path

**APW Mission Statement:**

- Because we believe in the potential of each student, we provide diverse opportunities and a competitive education for all learners

**Our Core Values are:**

- Integrity
- Achievement
- Care & Compassion
- Continuous Growth
- Safety for All

**2. CALL TO ORDER, PLEDGE OF ALLIGIANCE, ROLL CALL**

**2.01 Call to Order & Roll Call**

**Roll Call:**

Shawn Clark	P
Jamie Eipp	P
Michael Hale	P
Mark Mattison	P
Karen Oakes	P
David Starkey	P
Brad Tanner	P

**3. EXECUTIVE SESSION**

**3.01 Adjourn into Executive Session**

Entered Exec Session at 5:01PM

BE IT RESOLVED, that the Board of Education enter into Executive Session to discuss:

Superintendent Hearing Appeal

Motion by Karen Oakes, second by Michael Hale.

Final Resolution: Motion Carries

Yea: Shawn Clark, Michael Hale, Mark Mattison, Karen Oakes, David Starkey, Brad Tanner, Jamie Eipp

**3.02 Executive Session Adjourned**

Exec Session Adjourned at 6:24PM

RESOLVED, that the Board of Education reconvene from Executive Session to the General Session of the Regular Board of Education Meeting.

Motion by Michael Hale, second by Mark Mattison.

Final Resolution: Motion Carries

Yea: Shawn Clark, Michael Hale, Mark Mattison, Karen Oakes, David Starkey, Brad Tanner, Jamie Eipp

### 3.03 Reconvene to Regular Meeting

Regular Meeting start time 6:27PM

RESOLVED, that the February 9, 2023 Regular Board of Education Meeting reconvene.

Motion by David Starkey, second by Brad Tanner.

Final Resolution: Motion Carries

Yea: Shawn Clark, Michael Hale, Mark Mattison, Karen Oakes, David Starkey, Brad Tanner, Jamie Eipp

## 4. RECOGNITION

### 4.01 Bright Spots

Elementary - Dawn Cooley and Danielle Wheeler

Young Men's Academy and Empowering Young Women groups

### 4.02 Retiree Recognition

The Board of Education recognizes and commends the following retiring staff member(s) for their dedication and years of service to the APW School District:

	Name	Effective	Position	Years of Service
1.	Patti Thomas	July 3, 2023	Custodian	10 Years
2.	Brian Kovalchik	June 30, 2023	Teacher	26 Years
3.	Laurie Radley	August 19, 2023	Custodian	27 Years
4.	Rita Mowers	August 25, 2023	Bus Driver	40 Years
5.	Penni Clark	August 25, 2023	Typist	39 Years

A combined total of 142 years of service to the district. Thank you!

## 5. PRESENTATIONS & BOARD LEADERSHIP REPORTS

### 5.01 Superintendent & Board Leadership Reports

#### Board Leadership Reports:

Superintendent's Report	Naomi Ryfun
Board Officers' Report	Shawn Clark
ESA Committee Report	Karen Oakes
Athletic Committee	Brad Tanner
Finance Committee	Mark Mattison
Long Range Planning	Shawn Clark
Ex Officio Board Member	Julliana Phillips

Shawn Clark - NYSBBA Lobby Day in Albany. No virtual options. Citi Annual Meeting 4/12/23 at 6:45PM

## 6. FLOOR TO PUBLIC

### 6.01 Public Comment Section

Erin Dupree and Shawn Dupree - Admin response from emails sent.

Stephanie Allen - Information on which committee she should attend to express her concerns.

## 7. CONSENT AGENDA

### 7.01 Minutes of Regular Business Meeting

BE IT RESOLVED, that the Board of Education hereby approves the minutes of the Regular Business Meeting of January 12, 2023.

Motion by Karen Oakes, second by Mark Mattison.

Final Resolution: Motion Carries

Yea: Shawn Clark, Michael Hale, Mark Mattison, Karen Oakes, David Starkey, Brad Tanner, Jamie Eipp

**7.02 Treasurer's Reports**

BE IT RESOLVED, that the Board of Education, upon the presentation and recommendation of the Superintendent of Schools, hereby accepts the December 2022 Treasurer's Reports as presented.

1. December 2022 Treasurer's Report
2. December 2022 Supplementary Report

Motion by Karen Oakes, second by Mark Mattison.

Final Resolution: Motion Carries

Yea: Shawn Clark, Michael Hale, Mark Mattison, Karen Oakes, David Starkey, Brad Tanner, Jamie Eipp

**7.03 Budget Transfers**

BE IT RESOLVED, that the Board of Education, upon the presentation and recommendation of the Superintendent of Schools, hereby approves the following Budget Transfers for the Accounting Period 2022-2023:

1. Budget Transfer for the 2022-2023 Fiscal Year

Motion by Karen Oakes, second by Mark Mattison.

Final Resolution: Motion Carries

Yea: Shawn Clark, Michael Hale, Mark Mattison, Karen Oakes, David Starkey, Brad Tanner, Jamie Eipp

**7.04 Committee on Special Education Recommendations**

BE IT RESOLVED, that the Board of Education, hereby accepts the recommendations of the Committee(s) on Special Education for program implementation (CSE, CPSE)

Committee	Meeting Date	Student ID	Committee	Meeting Date	Student ID	Committee	Meeting Date	Student ID
CPSE	01/11/2023	631001101	CPSE	01/11/2023	631001499	CPSE	01/18/2023	631001154
CPSE	01/18/2023	631000964	CPSE	01/25/2023	631001079	CPSE	01/25/2023	631001332
CSE	01/10/2023	631001437	CSE	01/10/2023	631000438	CSE	01/10/2023	631001209
CSE	01/10/2023	631000255	CSE	01/10/2023	631000396	CSE	01/12/2023	610379803
CSE	01/13/2023	610408862	CSE	01/17/2023	610368546	CSE	01/17/2023	631000176
CSE	01/17/2023	631001051	CSE	01/19/2023	631001208	CSE	01/24/2023	631001447
CSE	01/24/2023	631000607	CSE	01/24/2023	631001000	CSE	01/25/2023	631001132
CSE	01/26/2023	610394060	CSE	01/26/2023	610331040	CSE	01/30/2023	631000034
CPSE	02/01/2023	631001362	CSE	01/30/2023	610379803	CSE	01/31/2023	610368546
CSE	01/31/2023	610418450	CSE	02/01/2023	631000468	CSE	02/01/2023	631001381
CSE	02/02/2023	610397137	CSE	02/07/2023	610408304			

Motion by Karen Oakes, second by Mark Mattison.

Final Resolution: Motion Carries

Yea: Shawn Clark, Michael Hale, Mark Mattison, Karen Oakes, David Starkey, Brad Tanner, Jamie Eipp

**8. PERSONNEL****8.01 Non-Instructional Personnel Items**

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent of Schools, does hereby approve the following Non-Instructional Personnel Items:

Item	Name	Action	Position	Rate and Term	Notes
1	Cassie Bush	Permanent Appointment	Elementary Teacher Aide	Effective 02/01/23	
2	June Castor	Permanent Appointment	Elementary Teacher Aide	Effective 02/01/23	
3	Kaitlyn Bright	Resignation	JSBS Main Office Typist	Effective 09/30/22	Resignation was not on the 9/8 agenda or any following meetings
4	Pauline Birmingham	Permanent Appointment	Food Service Helper	Effective 02/14/23	
5	Shelly Bzdick	Permanent Appointment	Cook Manager	Effective 02/01/23	
6	Cindy Emmi	Permanent Appointment	Senior Food Service Helper	Effective 02/01/23	

7	Cassandra Orton	Permanent Appointment	Elementary Teacher Aide	Effective 02/01/23	
8	Sara White	Termination of Employment	JSHS Teacher Aide	Effective 02/07/23	

Motion by Michael Hale, second by Brad Tanner.

Final Resolution: Motion Carries

Yea: Shawn Clark, Michael Hale, Mark Mattison, Karen Oakes, David Starkey, Brad Tanner, Jamie Eipp

### 8.02 Extra-Curricular/ Co-Curricular Items

BE IT RESOLVED, that the Board of Education, upon the presentation and recommendation of the Superintendent of Schools, does hereby approve the following 2022-2023 Extra-Curricular Assignments to be paid in accordance with the APW Faculty Association Agreement:

Item	Name	Club/Activity	Contract Rate	Notes
1	Richard Haynes	Marching Band Director	\$7,100.00	Replacing William Patterson
2	Richard Haynes	Tri-M	\$1,750.00	\$100 yearly Fee \$300 Start up materials
3	Michele Madden	Marching Band Asst. Director		Rescind Appointment
4	Michelle Kelley	ELEM Talent Show	\$1,750.00	Up to 40hrs
5	Krista Alsworth	ELEM Talent Show	\$1,750.00	Up to 40hrs
6	Jill Parker	ELEM Talent Show	\$437.50	10hrs
7	William Patterson	ELEM Talent Show	\$350.00	8hrs
8	Madalyn Muckey	Battle of the Books	\$525.00	
9	Kaylee Spack	Battle of the Books	\$525.00	
10	Mary Faulkner	Battle of the Books	\$525.00	
11	Samantha Foland	Battle of the Books	\$525.00	
12	Nolan Ostrowski	Marching Band Assistant Director	\$3,150.00	Replacing Michele Madden

Motion by Michael Hale, second by Karen Oakes.

Final Resolution: Motion Carries

Yea: Shawn Clark, Michael Hale, Mark Mattison, Karen Oakes, David Starkey, Brad Tanner, Jamie Eipp

**8.02 Item 1** Motion to table for next meeting, for more information. Mark Mattison - We need more clarification to see if Richard Haynes can hold Marching Band Director and Summer Color Guard Instructor at the same time.

Motion by Mark Mattison, second by Jamie Eipp.

Final Resolution: Motion Carries

Yea: Shawn Clark, Michael Hale, Mark Mattison, Karen Oakes, David Starkey, Brad Tanner, Jamie Eipp

BE IT RESOLVED, that the Board of Education, upon the presentation and recommendation of the Superintendent of Schools, does hereby approve the following 2022-2023 Extra-Curricular Assignments to be paid in accordance with the APW Faculty Association Agreement:

Motion by Karen Oakes, second by Brad Tanner.

Final Resolution: Motion Carries

Yea: Shawn Clark, Michael Hale, Mark Mattison, Karen Oakes, David Starkey, Brad Tanner, Jamie Eipp

**8.02 Item 2** Motion to table for next meeting to reflect correct time frame.

Mark Mattison would like this to be updated to pro-rate pay for the school year.

Motion by Mark Mattison, second by David Starkey.

Final Resolution: Motion Carries

Yea: Shawn Clark, Michael Hale, Mark Mattison, Karen Oakes, David Starkey, Brad Tanner, Jamie Eipp

## 9. NEW BUSINESS

### 9.01 Policy- 1st Reading

BE IT RESOLVED, that the Board of Education, upon the presentation and recommendation of the Superintendent of Schools, hereby approves the 1st reading of the following Board Policies; and further approves the revision/renumbering and/or replacement of said policies as indicated:

8702 - Animals in School (Therapy) - Removal of specific staff member position and name highlighted in the policy.

6220 - Temporary Personnel - Incorporate new language under Substitute Teachers section

8202 - Instructional Programs - 8202 Replace/Renumber 8240

8203 - Career and Technical Occupational Education - 8203 Replace 8220

8206 - Curriculum Development Resources and Evaluation - 8206 Revise/Renumber 8110

BE IT FURTHER RESOLVED, that the Board of Education, upon the presentation and recommendation of the Superintendent of Schools, hereby approves the deletion of the following policies, waiving the 2nd reading.

8250 - Evaluation of the Instructional Program  
 7202 - Replaced by NEW 0015 Prohibition of Discrimination  
 7203 - Replaced by NEW 0015 Nondiscrimination in Educational Services  
 6005 - Replaced by NEW 0015 Prohibition of Discrimination and Harassment (Including Sexual Harassment) in Employment  
 0015 - Replaced by NEW 0015 Nondiscrimination in Public Accommodations

Motion by Michael Hale, second by Brad Tanner.

Final Resolution: Motion Carries

Yea: Shawn Clark, Michael Hale, Mark Mattison, Karen Oakes, David Starkey, Brad Tanner, Jamie Eipp

### **9.02 Disposal Request**

BE IT RESOLVED, that the Board of Education, hereby accepts the recommendations of the Superintendent, to dispose of the following equipment according to the district policy:

IT Disposal Request

Buildings & Grounds Disposal Request

Motion by Michael Hale, second by Brad Tanner.

Final Resolution: Motion Carries

Yea: Shawn Clark, Michael Hale, Mark Mattison, Karen Oakes, David Starkey, Brad Tanner, Jamie Eipp

### **9.03 New Course Approval**

BE IT RESOLVED, that the Board of Education, upon the presentation and recommendation of the Superintendent of Schools, hereby approves the proposal for the new courses as presented.

1. Work Based Learning (Registered Work Based Learning GEWEP or CO-OP program)
2. Freshman Seminar

Motion by Michael Hale, second by Brad Tanner.

Final Resolution: Motion Carries

Yea: Shawn Clark, Michael Hale, Mark Mattison, Karen Oakes, David Starkey, Brad Tanner, Jamie Eipp

### **9.04 Request for Approval - Varsity Baseball Trip**

Approval of APW Varsity Baseball Team for an overnight trip to participate in a Baseball Tournament in Myrtle Beach, SC from April 3-7, 2023.

1. Varsity Baseball trip to Myrtle Beach, SC

Motion by Michael Hale, second by Brad Tanner.

Final Resolution: Motion Carries

Yea: Shawn Clark, Michael Hale, Mark Mattison, Karen Oakes, David Starkey, Brad Tanner, Jamie Eipp

### **9.05 Request for Approval - Student Government Field Trip**

Approval of APW HS Student Government for overnight trip to attend the NYS Council on Leadership and Student Activities Conference in Niagara Falls, NY.

Motion by Michael Hale, second by Brad Tanner.

Final Resolution: Motion Carries

Yea: Shawn Clark, Michael Hale, Mark Mattison, Karen Oakes, David Starkey, Brad Tanner, Jamie Eipp

Mark Mattison - Requests for approvals need to be put on the Board Agenda allowing us time to look them over before the board meetings.

### **9.06 Phase 1 - Capital Project Bid Proposals**

Attached please find the information and documents related to the award recommendation by GYMO Construction Management for a Project Special Inspections Firm for Phase 1 of the Capital Project. Based on the information and comparison, GYMO recommends hiring CME Associates based on their proposed labor rates, testing rates and experience with the firms of completing projects of a similar nature.

Special Inspections (Steel, Concrete, Asphalt, Compaction, etc)

- CME
- Atlantic Testing
- QA/QC Laboratories

Attached please find the information and documents related to the award recommendation by GYMO Construction Management for a Project Air Monitor for Phase 1 of the Capital Project. Based on the information and comparison, GYMO recommends hiring Energy & Environment based on their proposed labor rates, testing rates and knowledge of the district and project scope.

Air Monitoring

- Atlantic Testing
- Energy & Environment (Firm that completed design)
- ECMC

Roll Call:

Jamie Eipp Y  
Michael Hale Y  
Mark Mattison Y  
Karen Oakes Y  
David Starkey Y  
Brad Tanner Y  
Shawn Clark Y

BE IT RESOLVED, that the Board of Education, upon the presentation and recommendation of the Superintendent of Schools, hereby approves the following Resolution to award the Bid Proposals for Phase 1 - 2021 Capital Project to:

Motion by Mark Mattison, second by Karen Oakes.

Final Resolution: Motion Carries

Yea: Shawn Clark, Michael Hale, Mark Mattison, Karen Oakes, David Starkey, Brad Tanner, Jamie Eipp

### **9.07 Capital Project Bid Award - Approve Contract**

1. CME Associates, Inc. - Special Inspection

2. Energy & Environment - Project Air Monitor

Roll Call:

Jamie Eipp Y  
Michael Hale Y  
Mark Mattison Y  
Karen Oakes Y  
David Starkey Y  
Brad Tanner Y  
Shawn Clark Y

BE IT RESOLVED, that the Board of Education, upon the presentation and recommendation of the Superintendent of Schools, hereby approves the following Resolution to award the Bid Proposals for Phase 1 - 2021 Capital Project to:

Motion by Brad Tanner, second by Karen Oakes.

Final Resolution: Motion Carries

Yea: Shawn Clark, Michael Hale, Mark Mattison, Karen Oakes, David Starkey, Brad Tanner, Jamie Eipp

### **9.08 RFP - External Audit**

BE IT RESOLVED, that the Board of Education, upon the presentation and recommendation of the Superintendent of Schools, hereby approves the following Resolution to award the Bid to:

1. Mengel Metzger Barr

Motion by Karen Oakes, second by Mark Mattison.

Final Resolution: Motion Carries

Yea: Shawn Clark, Michael Hale, Mark Mattison, Karen Oakes, David Starkey, Brad Tanner, Jamie Eipp

## 10. BUDGET ASSUMPTIONS AND GUIDANCE

### 10.01 Budget Development Information (Reports/Proposals)

1. Budget Development

## 11. DISCUSSION

### 11.01 Board Discussion Items

1. Moving Regular Board Meetings into the District Office Conference Room (*all agreed. Add possible folding chairs instead of the bigger chairs. The Library will be used for meeting that have large community participation*)
2. Code of Conduct Committee (*Is set to be held on February 28th at 6pm*)
3. Reschedule Committee Meetings (*All meetings to be canceled except for ESA*)

## 12. INFORMATION ONLY

### 12.01 Business Office-Financial Reports

1. Claims Auditor Report - January 2023
2. Warrants 50, 51

### 12.02 Information Only

- Enrollment Reports - January 2023
- Cafeteria Reports - January 2023

### 12.03 Upcoming Meetings/Announcements

#### Committee Meetings February 16th (ESA ONLY)

#### All are welcome and encouraged to participate!

Committee	Start Time	End Time	Location	Board Members
Policy	4:00 p.m.	5:15 p.m.	JSHS Room 108	Brad Tanner, David Starkey, Jamie Eipp
Athletic	5:30 p.m.	6:15 p.m.	District Office	Brad Tanner, David Starkey, Jamie Eipp
ESA	4:30 p.m.	5:15 p.m.	District Office	Karen Oakes, Jamie Eipp, Michael Hale Jr.
Long Range Planning	5:30 p.m.	6:15 p.m.	JSHS Library	Shawn Clark, Mark Mattison, Michael Hale Jr.
Finance	6:30 p.m.	7:15 p.m.	District Office	Shawn Clark, Mark Mattison
Code of Conduct	5:30 p.m.			

#### Regular Meeting of the Board of Education

- March 9, 2023 Meeting at 6:00 p.m. - District Office Conference Room

## 13. EXECUTIVE SESSION

### 13.01 Adjourn to Executive Session

Adjourn into Exec Session at 7:47PM

The Board of Education will vote to enter executive session for the purpose of discussion:

1. Discuss personnel
2. Appoint Clerk Pro Tem

BE IT RESOLVED, that the Board of Education enter into Executive Session to discuss:

Motion by Karen Oakes, second by Michael Hale.

Final Resolution: Motion Carries

Yea: Shawn Clark, Michael Hale, Mark Mattison, Karen Oakes, David Starkey, Brad Tanner, Jamie Eipp

### 13.02 Reconvene from Executive Session to Regular Session of the Board of Education Meeting

Exec Session adjourned at 10:07PM

RESOLVED, that the Board of Education reconvene from Executive Session to the General Session of the Regular Board of Education Meeting.

Motion by Karen Oakes, second by Jamie Eipp.

Final Resolution: Motion Carries

Yea: Shawn Clark, Michael Hale, Mark Mattison, Karen Oakes, David Starkey, Brad Tanner, Jamie Eipp

Clerk Pro Temp - Sue Thorp or Penni Clark for the 3/9/23 Regular Board Meeting

Motion by Jamie Eipp, second by Brad Tanner.

Motion Carries

Yea: Shawn Clark, Michael Hale, Mark Mattison, Karen Oakes, David Starkey, Brad Tanner, Jamie Eipp

### **13.03 Regular Meeting Adjournment**

Adjourned at 10:08PM

RESOLVED, that the February 9, 2023 Regular Board of Education Meeting be adjourned.

Motion by Karen Oakes, second by Jamie Eipp.

Final Resolution: Motion Carries

Yea: Shawn Clark, Michael Hale, Mark Mattison, Karen Oakes, David Starkey, Brad Tanner, Jamie Eipp

Respectfully Submitted by,

Autumn Hardy, District Clerk