



Regular Board of Education Meeting
October 23, 2023; 6:00 p.m.
Boardroom, Community Resource Center

M-2 10-23-2023 Regular Board Draft Minutes

One Purpose. Your Pathway. Our Promise.

Board of Education:

President, Danielle M. Mullen (2023-2025)
Vice President, Julie Donnelley (2021-2024)
Chuck Barber (2022-2025)
Jennifer A. Klemick (2021-2024)
Joseph J. Palermo (2023-2026)
April Saks (2022-2025)
Jack G. Waugaman III (2023-2026)

Superintendent:

Asst. Supt. for Curr./Inst. & Tech:
District Clerk:

Paul J. Casseri
Heather Lyon, Ph.D.
Marisa I. Barile

DRAFT MINUTES

OUR MISSION

One Purpose. Your Pathway. Our Promise.

OUR VISION

Our **PURPOSE** is to ensure that when students leave Lewiston-Porter they will be ready to face the world with confidence in themselves and what they can contribute. While students are here they will be challenged to grow along their **PATHWAY** and discover their personal best because we **PROMISE** to give them our best.

CALL TO ORDER

Call to Order	The Board President called the meeting to order at 6:00 p.m. with the Pledge of Allegiance.	Ms. Mullen
Acceptance of Agenda	RESOLVED, that the Lewiston-Porter Board of Education accept the Agenda for October 23, 2023. Motion made by Mullen, seconded by Barber to accept the agenda.	Approved, CARRIED, 7-0
Community Comments	Mr. Frank Garcia	

COMMITTEE & BOARD REPORTS

Committee Board Reports	09/27/2023, Fine Arts Council Meeting	J. Donnelley, A. Saks J. Waugaman
	10/05/2023, Communication Committee Meeting	C. Barber, D. Mullen A. Saks
	10/06/2023, Curriculum, Instruction & Assessment Review Council Meeting	D. Mullen, A. Saks J. Waugaman
	10/16/2023, Superintendent Student Advisory Council Meeting	



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	10/16/2023, District Key Communicators Meeting	C. Barber, J. Klemick
	10/17/2023, Environmental Committee Meeting	C.Barber, A. Saks
	TBD, Finance Review Committee Meeting	C. Barber, D. Mullen
Upcoming Committee Meetings	11/08/2023, Athletic Council Meeting	C. Barber, J. Palermo
	10/25/2023, Facilities Planning Committee Meeting	J. Donnelley J. Palermo
	10/25/2023, PTSA Meeting	C. Barber, J. Klemick
	11/02/2023, Policy Review Committee	D. Mullen, J. Klemick J. Waugaman
	11/08/2023, ON BOCES Board Meeting	D. Mullen
	11/13/2023, Work Session Board Meeting	
	11/15/2023, Health & Wellness Committee Meeting	J. Donnelley, J. Palermo
	11/22/2023, Facilities Planning Committee Meeting	J. Donnelley J. Palermo
	11/27/2023, Regular Board Meeting	
Administrative Reports	Administrative Reports (all building reports submitted) Assistant Superintendent for Curriculum, Instruction & Tech. Superintendent <ul style="list-style-type: none"> Claim Audit 	Dr. Lyon Mr. Casseri
PRESENTATIONS/RECOGNITIONS		
Presentation(s)	National Junior Honor Society Service Project Strategic Plan Implementation Presentation	Ms. Zimmerman Mr. Casseri Dr. Lyon Mr. D'Anna Mr. Auer Mrs. Rodriguez



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	Secondary Data Presentation	Ms. Khatib Ms. McLaughlin Ms. Stevener Ms. Neri Mrs. Krecisz Dr. Lyon, Mr. Hill
Recognition	Lewiston-Porter CSD Board of Education Recognition	
BOARD OF EDUCATION INFORMATION		
Board Member Comments		Mr. Barber Ms. Klemick Mr. Palermo Ms. Saks Mr. Waugaman Ms. Donnelley Ms. Mullen
Recess	A short recess was taken from 8:31 p.m. to 8:36 p.m. to recognize the accomplishments of the students and staff.	
DISTRICT OPERATIONS		
Minutes	RESOLVED , that the Lewiston-Porter Board of Education approve the Minutes from the September 25, 2023 Regular Board Meeting, as submitted by the District Clerk. Motion made by Mullen, seconded by Waugaman to approve M-1.	M-1 Approved, CARRIED, 7-0
Minutes	RESOLVED , that the Lewiston-Porter Board of Education approve the Minutes from the, October 2, 2023 Work Session Board Meeting, as submitted by the District Clerk. Motion made by Mullen, seconded by to Donnelley approve M-2.	M-2 Approved, CARRIED, 7-0
Consent Agenda for Financial Operations	RESOLVED , that the Lewiston-Porter Board of Education approve the following, Items NF-1 through NF-5, in the financial consent agenda as submitted by the Administration: Budget Status Reports Treasurer's Report Claims Transfer History Transfers Pending Board Approval Motion made by Mullen, seconded by Klemick to approve NF-1 to NF-5.	NF-1 NF-2 NF-3 NF-4 NF-5 Approved, CARRIED, 7-0



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OLD BUSINESS

No Old Business

NEW BUSINESS - ADMINISTRATION

Policy Revision Acceptance of the First Reading	RESOLVED , at the first reading, that the Lewiston-Porter Board of Education Accept the following policies; Policy 5660, Meal Charging and Prohibition Against Shaming Policy 5661, Wellness Policy 5670, Records Management Policy 5672, Information Security Breach and Notification Policy 5673, Employee Personal Identifying Information Policy 5674, Data Networks and Security Access Policy 5675, Student Grading Information Systems Policy 5676, Privacy and Security for Student Data and Teacher and Principal Data Policy 5680, Safety and Security Motion made by Mullen, seconded by Saks to approve NA-1.	NA-1 Approved, CARRIED, 7-0
Policy Revision Acceptance of the Second Reading	RESOLVED , at the second reading, that the Lewiston-Porter Board of Education accept the following policies; Policy 1510, Regular Board Meetings and Rules (QUORUM AND PARLIAMENTARY PROCEDURE) Policy 5610, Insurance Policy 5620, Inventories and Accounting of Fixed Assets Policy 5631, Hazardous Waste and Handling of Toxic Substances by Employees Policy 5632, Pest Management and Pesticide Use Policy 5633, Gender Neutral Single-Occupancy Bathrooms Policy 5640, Smoking/Tobacco Use/Vaping Policy 5650, Energy Conservation in the Schools Motion made by Mullen, seconded by Saks to approve NA-2.	NA-2 Approved, CARRIED, 7-0
Approval of the External Audit	RESOLVED , upon the recommendation of the Assistant Superintendent for Administrative Services, that the Lewiston-Porter Board of Education approve the External Audit performed by Lumsden and McCormick CPA. Motion made by Mullen, seconded by Barber to approve NA-3.	NA-3 Approved, CARRIED, 7-0
Approval of the Audit Corrective Action Plan	RESOLVED , upon the recommendation of the Assistant Superintendent for Administrative Services, that the Lewiston-Porter Board of Education approve the Corrective Action Plan from the External Audit. Motion made by Mullen, seconded by Saks to approve NA-4.	NA-4 Approved, CARRIED, 7-0



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Approval of the Reserve Fund Allocations	RESOLVED , upon the recommendation of the Assistant Superintendent for Administrative Services, that the Lewiston-Porter Board of Education approve the allocation of funds of various reserve accounts as follows; <ul style="list-style-type: none">• ERS Reserve: \$ 193,419.00• TRS Reserve: \$ 654,787.00• Tax Certiorari: \$ 193,650.00• Bonded Debt: \$ 131,795.00• Capital Reserve: \$ 3,013,711.00• Repair Reserve: \$ 902,998.00• EBLAR: \$ 136,124.00 Motion made by Mullen, seconded by Barber to approve NA-5.	NA-5 Approved, CARRIED, 7-0
Approval of the Superintendent's 2023-2024 Goals	RESOLVED , upon the recommendation of the Superintendent of Schools, that the Lewiston-Porter Board of Education approve the Superintendent's 2023-2024 Goals Motion made by Mullen, seconded by Barber to approve NA-6.	NA-6 Approved, CARRIED, 7-0
PUPIL PERSONNEL		
Recommendations for CSE Placement and Amendments	RESOLVED , upon the recommendation of the Superintendent of Schools, that the Lewiston-Porter Board of Education accept the recommendations and amendments of the Committee on Special Education and approve the authorization of funds to implement the special education programs and services consistent with such recommendations for the following: 2023/2024 School Year: 5/11/23, 5/15/23, 9/8/23, 9/18/23, 9/20/23, 9/22/23, 9/25/23, 9/26/23, 9/27/23, 9/28/23, 10/3/23, 10/4/23, 10/12/23 Motion made by Mullen, seconded by Klemick to approve NP-1.	NP-1 Approved, CARRIED, 7-0
Recommendations for CPSE Placement and Amendments	RESOLVED , upon the recommendation of the Superintendent of Schools, that the Lewiston-Porter Board of Education accept the recommendations and amendments of the Committee on Preschool Special Education and approve the authorization of funds to implement the special education programs and services consistent with such recommendations for the following: 2023/2024 School Year: 9/12/23, 9/18/23, 9/19/23, 9/26/23, 10/3/23, 10/4/23 Motion made by Mullen, seconded by Klemick to approve NP-2.	NP-2 Approved, CARRIED, 7-0



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PERSONNEL - CONSENT AGENDA									
	Motion made by Mullen, seconded by Saks to approve the Personnel Consent Agenda combining items PRNI, PLI, PABBS, PANI, PASI, PACS, PAODOB, PACC, PAANISTM, PAC, PAVC.				Approved, CARRIED, 7-0				
Resignations/ Rescissions - <u>Non-Instructional</u>	RESOLVED , upon the recommendation of the Superintendent of Schools, that the Lewiston-Porter Board of Education accept the consent agenda for resignations/rescissions.				PRNI				
Leaves - <u>Instructional</u>	RESOLVED , upon the recommendation of the Superintendent of Schools, that the Lewiston-Porter Board of Education accept the consent agenda for unpaid leaves of Absence.				PLI				

*amended return date



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<div>Appointments -</div> <div>Building-Based Substitute</div>	<div>RESOLVED, upon the recommendation of the Superintendent of Schools, that the Lewiston-Porter Board of Education accept the consent agenda for building-based substitute appointments, without benefits, except as required by law, to be utilized on an annual basis at the discretion of the Superintendent. Services shall be at-will and at the pleasure of the Board of Education.</div> <table><tr><td>Name:</td><td>Kelsey Jeffs</td></tr><tr><td>Placement:</td><td>Intermediate Education Center</td></tr><tr><td>Position:</td><td>Building-Based Substitute Teacher</td></tr><tr><td>Effective:</td><td>10/10/2023 - 6/30/2024</td></tr><tr><td>Certification:</td><td>Childhood Education, Gr. 1-6</td></tr><tr><td>Degree:</td><td>Master’s</td></tr><tr><td>Salary:</td><td>\$180.00 per day</td></tr></table>	Name:	Kelsey Jeffs	Placement:	Intermediate Education Center	Position:	Building-Based Substitute Teacher	Effective:	10/10/2023 - 6/30/2024	Certification:	Childhood Education, Gr. 1-6	Degree:	Master’s	Salary:	\$180.00 per day	<div>PABBS</div>		
Name:	Kelsey Jeffs																	
Placement:	Intermediate Education Center																	
Position:	Building-Based Substitute Teacher																	
Effective:	10/10/2023 - 6/30/2024																	
Certification:	Childhood Education, Gr. 1-6																	
Degree:	Master’s																	
Salary:	\$180.00 per day																	
<div>Appointments -</div> <div>Non-Instructional</div>	<div>RESOLVED, upon the recommendation of the Superintendent of Schools, that the Lewiston-Porter Board of Education accept the consent agenda for Non-Instructional appointments.</div> <table><tr><td>Name:</td><td>Brigitte Holbert</td></tr><tr><td>Placement:</td><td>Primary Education Center</td></tr><tr><td>Position:</td><td>Sr. Typist</td></tr><tr><td>Effective:</td><td>9/25/2023</td></tr><tr><td>Appointment Type:</td><td>Probationary</td></tr><tr><td>Probationary Period</td><td>9/25/2023 - 3/25/2024</td></tr><tr><td>Step:</td><td>4</td></tr><tr><td>Hourly Salary:</td><td>\$19.00</td></tr></table>	Name:	Brigitte Holbert	Placement:	Primary Education Center	Position:	Sr. Typist	Effective:	9/25/2023	Appointment Type:	Probationary	Probationary Period	9/25/2023 - 3/25/2024	Step:	4	Hourly Salary:	\$19.00	<div>PANI</div>
Name:	Brigitte Holbert																	
Placement:	Primary Education Center																	
Position:	Sr. Typist																	
Effective:	9/25/2023																	
Appointment Type:	Probationary																	
Probationary Period	9/25/2023 - 3/25/2024																	
Step:	4																	
Hourly Salary:	\$19.00																	



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	<table><tr><td>Name:</td><td>Kristina Patti</td></tr><tr><td>Placement:</td><td>District Office</td></tr><tr><td>Position:</td><td>Typist</td></tr><tr><td>Effective:</td><td>10/10/2023</td></tr><tr><td>Appointment Type:</td><td>Probationary</td></tr><tr><td>Probationary Period</td><td>10/10/2023 - 4/08/2024</td></tr><tr><td>Step:</td><td>4</td></tr><tr><td>Hourly Salary:</td><td>\$18.90</td></tr></table> <table><tr><td>Name:</td><td>Angela Muto</td></tr><tr><td>Placement:</td><td>High School</td></tr><tr><td>Position:</td><td>Sr. Typist</td></tr><tr><td>Effective:</td><td>10/10/2023</td></tr><tr><td>Appointment Type:</td><td>Probationary</td></tr><tr><td>Probationary Period</td><td>10/10/2023 - 4/08/2024</td></tr><tr><td>Step:</td><td>4</td></tr><tr><td>Hourly Salary:</td><td>\$19.00</td></tr></table>	Name:	Kristina Patti	Placement:	District Office	Position:	Typist	Effective:	10/10/2023	Appointment Type:	Probationary	Probationary Period	10/10/2023 - 4/08/2024	Step:	4	Hourly Salary:	\$18.90	Name:	Angela Muto	Placement:	High School	Position:	Sr. Typist	Effective:	10/10/2023	Appointment Type:	Probationary	Probationary Period	10/10/2023 - 4/08/2024	Step:	4	Hourly Salary:	\$19.00	
Name:	Kristina Patti																																	
Placement:	District Office																																	
Position:	Typist																																	
Effective:	10/10/2023																																	
Appointment Type:	Probationary																																	
Probationary Period	10/10/2023 - 4/08/2024																																	
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Hourly Salary:	\$18.90																																	
Name:	Angela Muto																																	
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Step:	4																																	
Hourly Salary:	\$19.00																																	
Appointments - <u>Instructional:</u> <u>Non-Certified</u> <u>Substitutes</u>	<p>RESOLVED, upon the recommendation of the Superintendent of Schools, that the Lewiston-Porter Board of Education accept the consent agenda for substitute appointments, without benefits, except as required by law, to be utilized on an as needed basis at the discretion of the Superintendent. Services shall be at-will and at the pleasure of the Board of Education.</p> <table><tr><td>Name</td><td>Date</td><td>Position</td><td>Daily Rate</td></tr><tr><td>Jenna Havens</td><td>10/01/2023</td><td>Non-certified Teacher</td><td>\$125.00</td></tr><tr><td>Tadeus Krupa</td><td>10/16/2023</td><td>Non-certified Teacher</td><td>\$125.00</td></tr></table>	Name	Date	Position	Daily Rate	Jenna Havens	10/01/2023	Non-certified Teacher	\$125.00	Tadeus Krupa	10/16/2023	Non-certified Teacher	\$125.00	PASI																				
Name	Date	Position	Daily Rate																															
Jenna Havens	10/01/2023	Non-certified Teacher	\$125.00																															
Tadeus Krupa	10/16/2023	Non-certified Teacher	\$125.00																															



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Appointments - <u>Clinical Supervision</u>	RESOLVED , upon the recommendation of the Superintendent of Schools, that the Board of Education accept the consent agenda for the following Clinical Supervisor appointment. <table><tr><th>Clinical Supervisor</th><th>Supervision of</th><th>Area</th><th>Period of Supervision</th><th>Stipend</th></tr><tr><td>Emily Brook</td><td>Emily Adamson</td><td>Social Worker</td><td>9/01/2023 - 6/30/2024</td><td>\$950.00</td></tr></table>	Clinical Supervisor	Supervision of	Area	Period of Supervision	Stipend	Emily Brook	Emily Adamson	Social Worker	9/01/2023 - 6/30/2024	\$950.00	PACS
Clinical Supervisor	Supervision of	Area	Period of Supervision	Stipend								
Emily Brook	Emily Adamson	Social Worker	9/01/2023 - 6/30/2024	\$950.00								
Annual Appointment: Instructional Committees - <u>One District One Book</u>	RESOLVED , upon the recommendation of the Superintendent of Schools, that the Board of Education accept the consent agenda for the appointments to the following 2023-2024 Instructional Committees. <table><tr><th>Name</th><th>Appointment</th><th>Salary</th></tr><tr><td>Kelly Dragone</td><td>PEC One District One Book Committee</td><td>\$28.00/hour</td></tr><tr><td>Brianna Zeitz</td><td>IEC One District One Book Committee</td><td>\$15.50/hour</td></tr></table>	Name	Appointment	Salary	Kelly Dragone	PEC One District One Book Committee	\$28.00/hour	Brianna Zeitz	IEC One District One Book Committee	\$15.50/hour	PAODOB	
Name	Appointment	Salary										
Kelly Dragone	PEC One District One Book Committee	\$28.00/hour										
Brianna Zeitz	IEC One District One Book Committee	\$15.50/hour										
Appointments - <u>Co-Curricular & Extra-Curricular</u>	RESOLVED , upon the recommendation of the Superintendent of Schools, that the Lewiston-Porter Board of Education accept the consent agenda for Co-Curricular & Extra-Curricular appointments. <table><tr><th>Name</th><th>Appointment</th><th>Category/Step</th><th>Stipend</th></tr><tr><td>Jennifer Kensinger</td><td>MS Newspaper</td><td>VII-1</td><td>\$1,052.00</td></tr></table>	Name	Appointment	Category/Step	Stipend	Jennifer Kensinger	MS Newspaper	VII-1	\$1,052.00	PACC		
Name	Appointment	Category/Step	Stipend									
Jennifer Kensinger	MS Newspaper	VII-1	\$1,052.00									
Annual Appointments - Non-Instructional: Substitute Transportation Monitors	RESOLVED , upon the recommendation of the Superintendent of Schools, that the Lewiston-Porter Board of Education accept the consent agenda for Teacher Aides to assume the additional responsibilities and duties of a Transportation Monitors appointments for 2023-2024. <table><tr><th>Name</th><th>Effective</th><th>Salary/Stipend</th></tr><tr><td>Tiffany Chandler</td><td>10/04/2023-6/30/2024</td><td>Base salary + \$1.50/hour</td></tr><tr><td>Bonnie Rampado</td><td>10/12/2023-6/30/2024</td><td>Base salary + \$1.50/hour</td></tr></table>	Name	Effective	Salary/Stipend	Tiffany Chandler	10/04/2023-6/30/2024	Base salary + \$1.50/hour	Bonnie Rampado	10/12/2023-6/30/2024	Base salary + \$1.50/hour	PAANISTM	
Name	Effective	Salary/Stipend										
Tiffany Chandler	10/04/2023-6/30/2024	Base salary + \$1.50/hour										
Bonnie Rampado	10/12/2023-6/30/2024	Base salary + \$1.50/hour										



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Appointments - <u>Coaching</u>	RESOLVED , upon the recommendation of the Superintendent of Schools, that the Lewiston-Porter Board of Education accept the consent agenda for Coaching appointments. Winter, 2023-2024 <table><tr><th>Name</th><th>Appointment</th><th>Cat/ Step</th><th>Stipend</th></tr><tr><td>Hannah Olds</td><td>Girls' Mod. Basketball Coach</td><td>V-1</td><td>\$2,212.00</td></tr><tr><td>Joshua Thibeault</td><td>JV Wrestling Head Coach</td><td>II-1</td><td>\$4,005.00</td></tr></table>	Name	Appointment	Cat/ Step	Stipend	Hannah Olds	Girls' Mod. Basketball Coach	V-1	\$2,212.00	Joshua Thibeault	JV Wrestling Head Coach	II-1	\$4,005.00	PAC
Name	Appointment	Cat/ Step	Stipend											
Hannah Olds	Girls' Mod. Basketball Coach	V-1	\$2,212.00											
Joshua Thibeault	JV Wrestling Head Coach	II-1	\$4,005.00											
Appointments - <u>Volunteer Coaches</u>	RESOLVED , upon the recommendation of the Superintendent of Schools, that the Lewiston-Porter Board of Education accept the consent agenda for Volunteer Coach appointments. Fall, 2023-2024 <table><tr><th>Name</th><th>Sport</th></tr><tr><td>James Marshall</td><td>Football</td></tr></table>	Name	Sport	James Marshall	Football	PAVC								
Name	Sport													
James Marshall	Football													
EXECUTIVE SESSION - ADJOURNMENT														
Executive Session	Motion made by Mullen, seconded by Donnelley to enter into Executive Session at 8:49 p.m. to discuss the employment history of a particular person(s). Motion made by Mullen, seconded by Donnelley to adjourn from Executive Session at 9:44 p.m.	Approved, CARRIED, 7-0 Approved, CARRIED, 7-0												
Adjournment	Motion made by Mullen, seconded by Saks to adjourn from Public Session at 9:45 p.m.	Approved, CARRIED, 7-0												

Marisa I. Barile, District Clerk