

**PROPOSED  
MINUTES  
of the**

**APPROVED MINUTES  
October 18, 2023  
REGULAR MEETING of the BOARD OF EDUCATION  
of the  
SUSQUEHANNA VALLEY CENTRAL SCHOOL DISTRICT  
Held in the Senior High School, Room 11  
Conklin, New York, County of Broome**

**MEMBERS PRESENT:** Mrs. Mary Haskell  
Mr. Jack Bell  
Mrs. Johanna Burkhardt  
Ms. Kelly Howe  
Mr. Mark Leighton  
Mr. Ryan Remza  
Mrs. Suzanne Vimislik

MOTION Bell  
SECONDED Burkhardt  
APPROVED 11/15/23

**MEMBERS  
ABSENT:**

**ALSO PRESENT:** Mrs. Natalie Brubaker, Superintendent  
Ms. Catherine Kacyvenski, Assistant Superintendent  
Ms. Karen Mullins, District Clerk  
Mr. Ethan Berry, Business Executive  
Dr. Jill Rich, Donnelly Principal  
Ms. Jessica Bowerman, Brookside Principal  
Mr. Zach Tarnowski, HS Asst. Principal  
Ms. Jessica Bowerman, Brookside Principal  
Mr. Ralph Schuldt, Director of Facilities  
Ms. Shannon Hogan, SVTA Representative  
Ms. Laura Karlson  
25 Students

Mrs. Mary Haskell, Board President, called the meeting to order at 6:00 pm.

**RECORD OF ATTENDANCE** – Mr. Remza made a motion, seconded by Mr. Leighton, to accept into record the attendance for the October 18, 2023, Regular Meeting of the Board of Education. Upon vote the motion was approved unanimously. (7 yeses)

**APPROVAL OF MINUTES** – Mrs. Vimislik made a motion, seconded by Mrs. Burkhardt to approve the minutes of the September 20, 2023, Regular Meeting of the Board of Education. Upon vote the motion was approved unanimously. (7 yeses)

**VOICE OF THE PUBLIC #1** – No Comments

**NEW BUSINESS** – No Report

**FINANCIAL REPORT** – Mr. Bell made a motion, seconded by Mr. Remza, that the Board acknowledges receipt of the September financial reports. Upon vote the motion was approved unanimously. (7 yeses)

**SUPERINTENDENT’S REPORT** – Mrs. Brubaker reported that with the current bus driver shortage, SV will have a bus driver finder’s fee for all employees. If an employee finds a driver with a current CDL, they will receive a finder’s fee of \$1000; \$500 if they do not have a CDL and we have to train them. She stated that they would receive half of the fee after six months, and the other half after one year of the driver’s employment.

**Presentation** – Peaceful School Bus Program – Jessica Bowerman  
Mrs. Bowerman reported that Brookside and Donnelly started using the Peaceful School Bus Program approximately three weeks ago. She said that the *Peaceful School Bus Program* was developed by an elementary school principal and

a certified trainer of the *Olweus Bullying Prevention Program*. Like *OBPP*, the *Peaceful School Bus Program* isn't a curriculum or a discipline program, nor is it a training program for bus drivers. It is a whole-school program that's designed to decrease inappropriate behavior on buses while creating a climate of respect and cooperation. Teachers, administrators, and students take part in school bus route meetings. At these meetings the students: take part in team-building exercises, talk about bullying - and what behavior is and is not acceptable, and get to personally know their driver, who is present at the meetings. The students are rewarded for good behavior on the bus.

**Resolutions** – Mrs. Vimislik made a motion, seconded by Mr. Leighton, to approve the following resolutions:

Resignations – that the following resignations be approved:

| <u>Name</u>      | <u>Position/Location</u> |                | <u>Effective Date</u> |
|------------------|--------------------------|----------------|-----------------------|
| Richard Newton   | Bus Driver               | Transportation | 9/29/23               |
| Cheryl Salisbury | Teacher Aide             | Brookside      | 10/8/23               |

Leaves of Absence –

- The Superintendent recommends that Lorraine Buckley, High School teacher, be granted a medical leave of absence from November 15, 2023, until February 15, 2024.
- The Superintendent recommends that Jennifer Potter, High School teacher, be granted a medical leave of absence from December 8, 2023, until January 3, 2024.

Appointment RTS Middle School Principal – that Laura Karlson be appointed to the position of Principal, current assignment at RTS Middle School, effective November 27, 2023, with a salary as per contract, with a four-year probationary period, and is eligible for tenure August 27, 2027.

Non-Instructional Appointments – that the following non-instructional appointments be approved:

| <u>Name</u>    | <u>Position / Location</u> |                | <u>Rate of Pay</u> | <u>Effective Date</u> |
|----------------|----------------------------|----------------|--------------------|-----------------------|
| Jordan Parsons | Maintenance Mechanic       | Facilities     | As Per Contract    | 10/23/23              |
| Richard Quick  | Bus Driver                 | Transportation | As Per Contract    | 10/19/23              |

Instructional Substitute Appointments – that the following instructional substitute appointments be approved:

| <u>Name</u>        | <u>Position</u>                    | <u>Rate of Pay</u> | <u>Effective Date</u> |
|--------------------|------------------------------------|--------------------|-----------------------|
| Michelle Schneider | Substitute Teacher – Certified     | As Per Contract    | 10/19/23              |
| Stephanie Rush     | Substitute Teacher – Non-Certified | As Per Contract    | 10/19/23              |
| Jillian Spordone   | Substitute Teacher – Non-Certified | As Per Contract    | 10/19/23              |
| Patrick Schwartz   | Substitute Teacher – Non-Certified | As Per Contract    | 10/19/23              |

Non-Instructional Substitute Appointment – that the following non-instructional substitute appointment be approved:

| <u>Name</u>        | <u>Position</u>         | <u>Rate of Pay</u> | <u>Effective Date</u> |
|--------------------|-------------------------|--------------------|-----------------------|
| Theresa Prozeralik | Substitute Teacher Aide | As Per Contract    | 9/20/23               |

2023-24 Contract Leadership Positions – that the following personnel be appointed for the 2023-24 school year:

| <u>Name</u> | <u>Position</u> | <u>Building</u> | <u>Rate of Pay</u> |
|-------------|-----------------|-----------------|--------------------|
| Kara Giblin | Literacy Leader | Brookside       | As Per Contract    |

2023-24 Activity Advisors – that the following 2023-24 activity advisor appointments be approved:

| <u>Name</u> | <u>Activity</u> | <u>Stipend</u>  |
|-------------|-----------------|-----------------|
| Karen Lyke  | Yearbook        | As Per Contract |
| Dana Zietz  | Yearbook        | As Per Contract |

Tenure – that the following personnel be granted tenure in the respective tenure area on the effective date indicated:

| <u>Name</u>   | <u>Tenure Area</u> | <u>Building</u> | <u>Effective Date</u> |
|---------------|--------------------|-----------------|-----------------------|
| Lauren Gagnon | Math 7-12          | High School     | 11/3/23               |
| Kelsey Tkach  | Early Child Ed B-2 | Brookside       | 11/3/23               |

|  |                   |               |
|--|-------------------|---------------|
| <u>Budget Transfer</u> – that the following budget transfer be approved: : |                   |               |
| <u>From</u>  | <u>To</u>         | <u>Amount</u> |
| A 2250.490-99-400  | A 2280.490-99-990 | \$16,000.00   |

Donations – that the Board of Education accept a donation from Visions Federal Credit Union in the amount of \$500.00 for the Visions Loves Educators Grant at the Middle School and hereby appropriates the amount into the General Fund as follows:

Use: \$500.00 to A 2810.450-05-452 (MS Guidance – Materials & Supplies)

Source: \$500.00 to A2705 (Revenue – Gifts and Donations)

Upon vote the motion was approved unanimously. (7 yeses)

**External Audit Report** – Mr. Leighton made a motion, seconded by Mr. Remza, that the 2022-23 External Audit Report submitted by Insero & Co. CPA's, LLP, and the associated Corrective Action Plan be accepted by the Susquehanna Valley Board of Education. Upon vote the motion was approved unanimously. (6 yeses)  
Upon vote the motion was approved unanimously. (6 yeses)

**ASSISTANT SUPERINTENDENT'S REPORT** – Ms. Kacyvenski reported that the after-school program partnership with Healthy Kids hasn't gone as expected with the principals having to step up recently with issues with the program. She stated that unfortunately, the company has decided to pull out and will end on October 31. She will continue to look at other options. Ms. Kacyvenski also reported that the recent two-hour delay for professional development went very well.

**BOARD OF EDUCATION DEVELOPMENT REPORT** – None

**VOICE OF THE ADMINISTRATORS** –

Mr. Tarnowski reported that they finished the first ten weeks of school, and they held College Day with 40 area colleges participating. He said that the pep rally and homecoming dance was a huge success with over 300 of our students attending. He said that yesterday they had Michael DeLeon from Steered Straight speak to the students on the dangers of vaping for almost an hour and a half and kept the kid's attention the whole time. Mr. Tarnowski said that the program was so successful that he had almost a dozen students turn in their vapes afterwards. He stated that the Chem-Free Post Prom Golf Tournament was a big success with 17 teams participating and raised just over \$3000. He said that there were 25 local businesses who donated hole sponsorships, for a total of over 40 signs, which were also donated by 3i Graphics. He thanked all of those businesses and student volunteers. Mr. Tarnowski stated that he received information today that there is a considerable decrease in the number of students failing multiple classes, particularly in our freshman students. He stated that last year, 32 percent of our freshman were failing multiple classes; with only 7 percent this year. He thanked the freshman teachers for their hard work.

Dr. Rich reported that Donnelly has completed all of their fall evacuation drills with much success. She said that they recently held the annual Curriculum and AIS Night, and the fall Book Fair and Ice Cream Social will be held on Friday. She said that last weekend they participated in the Making Strides for Breast Cancer Walk and the SV team brought in \$600 for the event. She announced that on the 10/27, the fourth and fifth graders will meet with Lockheed Martin where they will build robots and learn to code them.

Mrs. Bowerman said ditto to much of what Dr. Rich reported on. She discussed the mental health and social and emotional work that they are working on and said that they will be doing yoga on Tuesday. She said that they will be doing their evacuation drill and will be getting the Peer Tutors up and running next month.

Mr. Schuldt reported that the capital project is under architect review with SED reviewing the engineering. They hope to get the bids out in December with construction starting in the spring.

**VOICE OF THE PUBLIC #2** – None

**Executive Session** – Mrs. Burkhardt made a motion, seconded by Mrs. Howe, that the Board of Education meet in Executive Session to discuss personnel. Upon vote the motion was approved unanimously. (7 yeses)

At 6:40 p.m. the Board recessed  
At 6:42 p.m. the Board met in Executive Session  
At 7:09 p.m. the Board returned to Regular Session

**MOTION TO ADJOURN** – Mr. Leighton made a motion, seconded by Mrs. Howe, that the meeting be adjourned.  
Upon vote the motion was approved unanimously. (6 yeses)

There being no further business, Mrs. Haskell adjourned the meeting at 7:10 p.m.

Respectfully submitted,



Karen A. Mullins  
School District Clerk