

**PISECO COMMON SCHOOL DISTRICT**  
**1722 ROUTE 8, POST OFFICE BOX 7**  
**PISECO, NEW YORK 12139**

**Minutes from the July 8, 2024 School Board Meeting**

**Members in Attendance: Chris Michienzi, Sue Casey, Jaime Parslow**

**Others in Attendance: Richard Rose, Vickie Orr**

1. **Call to Order:** The meeting was called to order at 5:15pm by President Chris Michienzi.
2. **Public Comment**
3. **Approval of Minutes:** A motion was made by Chris Michienzi and seconded by Sue Casey to approve the minutes from the June 12, 2024 School Board Meeting, all in favor.
4. **Financial Reports:**  
WHEREAS, the financial reports have been presented by the Superintendent of Schools and reviewed by the Board of Education;  
THEREFORE, upon a motion by Chris Michienzi and seconded by Sue Casey, all in favor, the Treasurer's Report for May of 2024 is accepted; the financial reports for the period June 1 through June 30 consisting of the appropriation status report, the revenue status report and the trial balance and the warrants, have been reviewed; and General Fund warrant number A-46 dated June 14, 2024 in the amount of \$18,247.31, General Fund warrant number A-47 dated June 28, 2024 in the amount of \$11,020.28 and Capital Fund Warrant number HCR-9 dated June 14, 2024 are approved for payment.
5. **Workplace Violence Prevention Policy:** A motion was made by Chris Michienzi and seconded by Sue Casey, all in favor, to approve the Workplace Violence Prevention Policy. Attached
6. **FAM FUND Request:** A motion was made by Chris Michienzi and seconded by Sue Casey, all in favor, to approve the request from Lake Pleasant School, for \$300 for the 6<sup>th</sup> grade seaplane ride. The money will come from the FAM FUND.
7. **BOCES Services Contract:** A motion was made by Chris Michienzi and seconded by Sue Casey to approve the BOCES Services Contract for 2024-25, all in favor.
8. **Fitness Center Rules:** The Fitness Center Rules are being revised and a final copy will be ready for review at the August 8, 2024 Board Meeting.
9. **Stair Steppers:** A motion was made by Chris Michienzi and seconded by Sue Casey to declare the 2 stair steppers in the Fitness Room surplus, all in favor.
10. **Employee Use of the Fitness Center:** A motion was made by Chris Michienzi and seconded by Jaime Parslow to grant all PCSD employees Fitness Center privileges, all in favor.
11. **TOA Youth Recreation Request:** The Town of Arietta has asked if we would once again split 50/50 the cost of some Youth Recreation Programs that are sponsored by LP Youth

Recreation. This 50/50 split would only be for our students. A motion to approve was made by Chris Michienzi and seconded by Jaime Parslow, all in favor.

**12. Executive Session:** A motion was made, by Chris Michienzi and seconded by Sue Casey, all in favor, to go into Executive Session for Employee Contracts.

**13. Regular Session:** A motion was made by Chris Michienzi and seconded by Jaime Parslow to go back in Regular Session, all in favor.

**14. Employee Contracts:**

BE IT RESOLVED that the Board of Trustees of the Piseco Common School District hereby extends the appointment and employment of Richard Rose as Superintendent of Schools to December 31, 2028, approves the changes set forth in the addendum dated January 14, 2021 and authorizes the Board President to execute the addendum to the contract. A motion to approve was made by Chris Michienzi and seconded by Sue Casey, all in favor.

BE IT RESOLVED that the Board of Trustees of the Piseco Common School District hereby extends the appointment and employment of Victoria Orr as the District Clerk to June 30, 2025. A motion to approve was made by Chris Michienzi and seconded by Sue Casey, all in favor.

BE IT RESOLVED that the Board of Trustees of the Piseco Common School District hereby extends the appointment and employment of Jennifer Phelan as Secretary to the Superintendent to June 30, 2025, and approves the changes set forth in the addendum. A motion to approve was made by Chris Michienzi and seconded by Sue Casey, all in favor.

**15. Next Meeting: Thursday, August 8, 2024 @5pm**

**16. Adjourn:** A motion to adjourn was made by Chris Michienzi and seconded by Sue Casey, all in favor.

**Victoria Orr 7/15/2024**

**Piseco Common School  
Monthly Cash Balances  
May 31, 2024**

	Balance 5/1/2024	Deposits	Disbursements	Balance 5/31/2024
<b>General Fund:</b>				
Checking	23,582.38	1,681.00	58,228.18	(32,964.80)
Unemployment	25,588.40	0.44	-	25,588.84
Retirement	51,169.84	0.89	-	51,170.73
Property Loss	15,355.00	0.27	-	15,355.27
Employee Benefit	25,593.15	0.44	-	25,593.59
Repair	100,540.44	1.75	-	100,542.19
<b>Total Reserves</b>	<b>218,246.83</b>	<b>3.79</b>	<b>-</b>	<b>218,250.61</b>
<b>Total General Fund Checking</b>	<b>241,829.20</b>	<b>1,684.79</b>	<b>-</b>	<b>185,285.81</b>
3-Month Fixed CD	92,640.51	361.67	-	93,002.18
10-Month Promo CD	92,524.56	361.22	-	92,885.78
Checking-Trust & Agency	1,218.16	12,916.88	12,916.84	1,218.20
Checking-Payroll	4,441.58	8,722.82	8,722.82	4,441.58
General NYLAF ***	608,677.30	2,226.71	-	610,904.01
Capital Reserve	995,000.00	-	-	995,000.00
<b>Total NYLAF</b>	<b>1,603,677.30</b>	<b>2,226.71</b>	<b>-</b>	<b>1,605,904.01</b>
<b>Total General Fund</b>	<b>1,851,166.24</b>	<b>25,551.20</b>	<b>21,639.66</b>	<b>1,796,849.60</b>
<b>Capital Fund:</b>				
Checking	35,183.07	-	-	35,183.07
<b>Expendable Trusts:</b>				
Educ. Enhancement Fund	-	-	-	-
Lynn Billington Memorial Fund	791.42	2.02	-	793.44
Investment Account-FAM FUND	57,406.05	-	-	57,406.05

Piseco Common School  
Summary of Warrants

July 8, 2024

<u>Number</u>	<u>Date</u>	<u>Fund</u>	<u>Amount</u>
A-46	6/14/24	General	\$ 18,247.31
A-47	6/28/24	General	\$ 11,020.28
HCR-9	6/14/24	Capital	\$ 2,718.58



**January 2, 2024**

## **Workplace Violence Prevention Policy Statement**

Piseco Common School is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, and clients.

Workplace Violence is defined as any physical assault or act of aggressive behavior occurring where a public employee performs any work-related duty in the course of his or her employment including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm; intentional and wrongful physical contact with a person without his or her consent that entails some injury; or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

Acts of violence against any of our employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, including involving law enforcement authorities when warranted. All employees are responsible for helping to create an environment of mutual respect as well as clients and visitors, following all policies, procedures, and practices, and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of New York State Labor Law Art. 2 §27-b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law includes a workplace evaluation that is designed to identify the risks of workplace violence to which our employees could be exposed. Authorized Employee Representative(s) will, at a minimum, be involved in:

- evaluating the physical environment;
- developing the Workplace Violence Prevention Program; and
- reviewing workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any, and reviewing the effectiveness of the mitigating actions taken.

All employees will participate in the annual Workplace Violence Prevention Training Program. The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. All personnel are responsible for notifying the contact person designated below of any violent incidents or threatening behavior.

**Designated Contact Person:** Richard Rose

**Title:** Superintendent

**Phone:** 518-548-7555

**E-mail:** [rose@hfmbooces.org](mailto:rose@hfmbooces.org)