

**SOUTH COLONIE CENTRAL SCHOOLS
BOARD OF EDUCATION**



A G E N D A

**Re-Organizational Meeting
July 9, 2013
District Office**



7:00 pm

CoRe VaLueS

We Believe :

- * That all children can learn.
- * In educating the whole child so he/she can meet the District's Standards.
- * In focusing on student achievement.
- * In providing a comprehensive and enriched curriculum for all students reflecting the needs and available resources of the community.
- * That the combined commitment of the Board of Education, staff, families, students, and community is the key to educational success.

Mission Statement

Preparing successful contributing citizens of the world through school, family and community partnerships, while addressing the diverse needs of all students.

CALL TO ORDER

The meeting of the South Colonie Board of Education will be called to order by District Clerk, Jamie Mroczko.

1. OATH OF OFFICE – BOARD OF EDUCATION MEMBERS

The Oath of Office will be administered to newly elected Board of Education members Shelle Jaquish and Christine Mele.

2. ROLL CALL – BOARD OF EDUCATION MEMBERS

_____ Brian Casey	_____ Neil Johanning	_____ Leonard Motto
_____ Rose Gigliello	_____ David Kiehle	_____ James T. Ryan
_____ Shelle Jaquish	_____ Christine Mele	_____ Edward Sim

3. OATH OF OFFICE – SUPERINTENDENT OF SCHOOLS

The Oath of Office will be administered to Superintendent of Schools, Jonathan W. Buhner.

4. APPOINTMENT OF DISTRICT CLERK & OATH OF OFFICE

The Superintendent recommends the appointment of Jamie Mroczko as Clerk of the District.

Motion made by _____, seconded by _____, that the above stated appointment be approved and Ms. Mroczko be administered the Oath of Office.

_____ Yes _____ No _____ Abstain Carried:

5. ELECTION OF BOARD OF EDUCATION OFFICERS

A. President

Nominations will be accepted for the office of President of the Board of Education.

Motion made by _____, seconded by _____, that _____ be appointed as President of the Board of Education and be administered the Oath of that Office.

_____ Yes _____ No _____ Abstain Carried:

The newly elected Board President will assume the Chair and conduct the Meeting.

B. Vice President

Nominations will be accepted for the office of Vice President of the Board of Education.

Motion made by _____, seconded by _____, that _____ be appointed as Vice President of the Board of Education and be administered the Oath of that Office.

_____ Yes _____ No _____ Abstain Carried:

6. BOARD OF EDUCATION MEETING SCHEDULE

The Superintendent recommends the adoption of the schedule of regular Board of Education meetings which was approved at the meeting of June 18, 2013. Meetings are scheduled to be held the first and third Tuesday of each month at 7:00 pm at the District Offices, located at 102 Loralee Drive, Albany, New York per schedule below. Some exceptions are made to avoid conflicts with holy days of various religious groups, state and national conferences, or extended school recess periods.

<u>2013</u>			<u>2014</u>		
July	9	<i>Re-Organizational Meeting</i>	January	7	
		<i>Regular Board Meeting</i>		21	
August	6		February	11	
	27	<i>Meeting at 5:30 pm</i>	March	4	
September	3			18	
	17		April	1	
October	1			22	<i>CR BOCES Administrative</i>
	9	<i>Bus Proposition Vote</i>			<i>Budget Vote</i>
	15		May	6	
November	5			20	
	19		June	3	<i>CCHS Library</i>
December	3			17	
	17			24	<i>Meeting at 5:30 pm</i>

If the Board approves, the following suggested motion is in order: Motion made by _____, seconded by _____, that the above stated Board of Education Meeting Schedule be adopted.

_____ Yes _____ No _____ Abstain Carried:

7. HEALTH INSURANCE REGULATIONS

The Superintendent recommends that the 2013-2014 Health Insurance Regulations as attached be adopted for the 2013-2014 fiscal year.

If the Board approves, the following suggested motion is in order: Motion made by _____, seconded by _____, that the above stated Health Insurance Regulations be adopted.

_____ Yes _____ No _____ Abstain Carried:

8. APPOINTMENTS

The Superintendent recommends approval of the following appointments as indicated:

A. District Treasurer – Anjelieeque Martinez

B. Deputy District Treasurer – Beverly Limmer

C. School Attorney

Appointment of the law firm of Tabner, Ryan and Keniry, LLP, 18 Corporate Woods Boulevard, Suite 8, Albany, NY 12211, as School Attorneys effective July 1, 2013 through June 30, 2014. These services shall be billed at the hourly rate of \$140.00 with an annual retainer in the amount of \$1,800.00.

D. Purchasing Agent – Sherri Fisher

E. Records Access Officer – David Seaver

F. Records Management Officer – Anjelieeque Martinez

G. School Physician – Access Health Systems (Warren Silverman, M.D.)

H. Extra Classroom Activities Account Treasurers

Colonie Central High School – Joann Murray
Lisha Kill Middle School – Catherine Campbell
Sand Creek Middle School – Marge Schanz

I. Extra Classroom Activities Account Faculty Advisors

Colonie Central High School – David Wetzel
Lisha Kill Middle School – Joseph Guardino
Sand Creek Middle School – David Perry

J. Extra Classroom Activities Account Auditors

Colonie Central High School – Thomas Kachadurian
 Lisha Kill Middle School – William Boardman
 Sand Creek Middle School – Thomas Nicholson

K. Extra Classroom Activities District Auditor – Anjelieeque Martinez**L. Internal Claims Auditor – Steven Clikeman****M. Deputy Internal Claims Auditor – Madonna Katsares****N. LEA Asbestos Designee (AHERA) – Michael O’Neil****O. Retiree Health Plan Administrator – Amsure, Inc.****P. Chemical Hygiene Officer – David Pace****Q. Trustee for CASHIC (Capital Area School Health Insurance Consortium) – Sherri Fisher****R. Designated Privacy Official HIPPA – David Seaver****S. AED (Automated External Defibrillator) Coordinator – Sherri Fisher****T. Title IX Coordinator – David Seaver****U. Medical Director for School District – Dr. Warren Silverman****V. Designated 504 Coordinator – Patrick Gunner****W. Designated District Representative for Dollars for Scholars – South Colonie Chapter**

Jonathan Buhner, Superintendent of Schools
 Jamie Mroczko, District Clerk

If the Board approves, the following suggested motion is in order: Motion made by _____, seconded by _____, that the above stated Appointments be approved.

_____ Yes _____ No _____ Abstain Carried:

9. AUTHORIZATION FOR MEDICAL AGREEMENTS

The Superintendent recommends the following appointments for medical services for the 2013-2014 school year:

A. Access Health Systems

An agreement with Access Health Systems to provide student physicals and working paper examinations as required by the South Colonie Central School District for the 2013-2014 school year, effective July 1, 2013, at a cost of \$60.00 per basic physical examination.

B. Occupational Health Centers of New York

An agreement with Occupational Health Centers of New York to provide employee physicals as required by the South Colonie Central School District for the 2013-2014 school year, effective July 1, 2013, at a cost of \$62.00 per physical examination and \$11.00 per tine test.

C. Ellis Works – The Center for Occupational Health

An agreement with Ellis Works – The Center for Occupational Health to provide services as required by the South Colonie Central School District for the 2013-2014 school year, effective July 1, 2013, at a cost of \$45.00 per drug screening (DOT and/or Non-DOT) and \$20.00 per breath alcohol screening.

If the Board approves, the following suggested motion is in order: Motion made by _____, seconded by _____, that the above stated Authorization for Medical Agreements be approved.

_____ Yes _____ No _____ Abstain Carried:

10. AUTHORIZATION TO OPEN BIDS

The Superintendent recommends that the following people be authorized to open bids and prepare summaries for submission to the Board of Education:

DeNeen Bogdanowicz, Secretary II/District Registrar
 Jennifer Casabonne, Account Clerk (Food Services)
 Sherri Fisher, Assistant Superintendent for Management Services & Strategic Planning
 Renee Hanks, Director of Food Services
 Beverly Limmer, Secretary II (Secretary to District Treasurer)
 Cynthia Lupe, Senior Keyboard Specialist (Buildings and Grounds)
 Anjelieeque Martinez, District Treasurer
 Michael O'Neil, Assistant Superintendent for Buildings and Grounds
 JoAnne Taylor, Account Clerk (Food Services)
 Peter Tunny, Director of Transportation
 John Yetto, Supervisor of Custodial Services
 JoElla Ziele, Senior Account Clerk/Typist (Purchasing)

If the Board approves, the following suggested motion is in order: Motion made by _____, seconded by _____, that the above stated Authorization to Open Bids be approved.

_____ Yes _____ No _____ Abstain Carried:

11. AUTHORIZATION FOR FEDERAL SCHOOL MEALS PROGRAM

The Superintendent recommends authorizing the Superintendent and the Assistant Superintendent for Management Services & Strategic Planning to sign applications and reports for the Federal School Meals Program.

If the Board approves, the following suggested motion is in order: Motion made by _____, seconded by _____, that the above stated Authorization for Federal School Meals Program be approved.

_____ Yes _____ No _____ Abstain Carried:

12. AUTHORIZATION TO FILE FEDERAL GRANT APPLICATIONS

The Superintendent recommends authorizing the Superintendent, Assistant Superintendent for Instruction and the Assistant Superintendent for Management Services & Strategic Planning to file Grant Applications under E.C.I.A. and N.D.E.A. Titles, the Transition Program for Refugee Children, Chapter 720, Students with Limited English Proficiency, and to sign all applications under Public Law 81-874.

If the Board approves, the following suggested motion is in order: Motion made by _____, seconded by _____, that the above stated Authorization to File Federal Grant Applications be approved.

_____ Yes _____ No _____ Abstain Carried:

13. AUTHORIZATION TO CERTIFY PAYROLL

The Superintendent recommends authorizing the Assistant Superintendent for Management Services & Strategic Planning, to certify payroll.

If the Board approves, the following suggested motion is in order: Motion made by _____, seconded by _____, that the above stated Authorization to Certify Payroll be approved.

_____ Yes _____ No _____ Abstain Carried:

14. AUTHORIZATIONS TO INVEST

The Superintendent recommends approval of the following authorizations to invest:

A. General Fund Monies

Authorization for the Assistant Superintendent for Management Services & Strategic Planning and District Treasurer to invest General Fund monies and Food Services monies not immediately needed in government securities in accordance with Section 1604a and 123a of the Education Law.

B. Capital Fund Monies

Authorization for the Assistant Superintendent for Management Services & Strategic Planning and District Treasurer to invest Capital Fund monies, on behalf of the Board of Education, not immediately needed in government securities in accordance with Section 165 of the Local Finance Law.

If the Board approves, the following suggested motion is in order: Motion made by _____, seconded by _____, that the above stated Authorizations to Invest be approved.

_____ Yes _____ No _____ Abstain Carried:

15. AUTHORIZATION FOR SINGLE SIGNATURE CHECKS

The Superintendent recommends authorizing a single signature check signed by the District Treasurer or Deputy District Treasurer for the school district disbursements in accordance with the Education Law and the use of the check signing machine for the signing of checks for all funds.

If the Board approves, the following suggested motion is in order: Motion made by _____, seconded by _____, that the above stated Authorization for Single Signature Checks be approved.

_____ Yes _____ No _____ Abstain Carried:

16. AUTHORIZATION TO PARTICIPATE IN CASHIC

The Superintendent recommends authorization to participate in CASHIC (Capital Area School Health Insurance Consortium) for the 2013-2014 school year.

If the Board approves, the following suggested motion is in order: Motion made by _____, seconded by _____, that the above stated Authorization to Participate in CASHIC be approved.

_____ Yes _____ No _____ Abstain Carried:

17. ADOPTION OF PAYROLL CALENDAR

The Superintendent recommends the adoption of the payroll calendar for the 2013-2014 school year as attached.

If the Board approves, the following suggested motion is in order: Motion made by _____, seconded by _____, that the above stated Payroll Calendar be adopted.

_____ Yes _____ No _____ Abstain Carried:

18. DESIGNATION OF BANK DEPOSITORIES

The Superintendent recommends authorizing official depositories for school funds for the 2013-2014 school year as follows:

A. First Niagara Bank

General Fund Account
Payroll Account
Capital Fund Account
Special Aid Fund Account
Investment Earning Accounts
Workers Compensation Account
Memorial Fund Account
Food Service Fund Account
Student Activity Fund Accounts

B. Chase Bank

Investment Earnings Account
General Fund Account

C. Key Bank

Investment Earnings Account

D. M & T Bank

Investment Earnings Account

E. First Niagara Bank

Investment Earnings Account

F. TD Bank North, NY

Investment Earnings Account

G. Pioneer Commercial Bank

Investment Earnings Account

If the Board approves, the following suggested motion is in order: Motion made by _____, seconded by _____, that the above stated Designation of Bank Depositories be approved.

_____ Yes _____ No _____ Abstain Carried:

19. DISSEMINATING AGENT

The Superintendent recommends the appointment of Fiscal Advisors and Marketing, Inc. as a Disseminating Agent for filing financial and operating data with the proper repositories in accordance with U.S. Securities and Exchange Commission Rule 15C2-12 – fee \$2,000 with \$1,000 of this fee waived when an updated Final Official Statement is completed by Fiscal Advisors and Marketing, Inc. during the year.

If the Board approves, the following suggested motion is in order: Motion made by _____, seconded by _____, that the above stated Disseminating Agent be approved.

_____ Yes _____ No _____ Abstain Carried:

20. ATTENDANCE CLERKS

The Superintendent recommends approval of the following individuals as Attendance Clerks for the 2013-2014 school year:

- | | |
|--------------------------------|----------------------------|
| Colonie Central High School | TBD (Vacant Position) |
| Lisha Kill Middle School | Linda Betkowski |
| Sand Creek Middle School | MaryAnn Clark (Grades 5-6) |
| | Lauri Powalyk (Grades 7-8) |
| Forest Park Elementary School | Gail Allen |
| Roessleville Elementary School | Patrice O'Brien |
| Saddlewood Elementary School | Laurie Walsh |
| Shaker Road Elementary School | Constance Crawford |
| Veeder Elementary School | Deborah Cuoccio |

If the Board approves, the following suggested motion is in order: Motion made by _____, seconded by _____, that the above stated Attendance Clerks be approved.

_____ Yes _____ No _____ Abstain Carried:

21. FEE AND REIMBURSEMENT SCHEDULE

The Superintendent recommends approval of the attached fee and reimbursement schedule for the 2013-2104 school year.

If the Board approves, the following suggested motion is in order: Motion made by _____, seconded by _____, that the above stated Fee and Reimbursement Schedule be approved.

_____ Yes _____ No _____ Abstain Carried:

22. PETTY CASH & CAFETERIA CHANGE FUNDS

The Superintendent recommends authorization of petty cash accounts for the various schools and school lunch change funds as follows:

A. From the General Fund – Petty Cash

Athletic Director	Jason Semo	\$ 75.00
Bus Garage	Peter Tunny	\$ 75.00
Colonie Central High School	David Wetzel	\$ 100.00
Colonie Central High School	Jeffrey Dutcher	\$ 100.00
Colonie Central High School	Joann Murray	\$ 100.00
District Office	Anjelieeque Martinez	\$ 100.00
Forest Park Elementary School	Jill Penn	\$ 100.00
Forest Park Elementary School	Colleen Kuno	\$ 75.00
Lisha Kill Middle School	Joseph Guardino	\$ 100.00
Lisha Kill Middle School	William Boardman	\$ 100.00
Lisha Kill Middle School	Elaine Luizzi	\$ 75.00
Roessleville Elementary School	Marybeth Tedisco	\$ 100.00
Roessleville Elementary School	Kimberly Ringer	\$ 75.00
Saddlewood Elementary School	Michael Marohn	\$ 100.00
Saddlewood Elementary School	Debra Gara	\$ 75.00
Sand Creek Middle School	David Perry	\$ 100.00
Sand Creek Middle School	Tom Nicholson	\$ 100.00
Sand Creek Middle School	Anne Conway	\$ 75.00
Science Supplies	Carol Carter	\$ 100.00
Shaker Road Elementary School	William Dollard	\$ 100.00
Shaker Road Elementary School	Lisa Berner	\$ 75.00
Veeder Elementary School	Kathleen Gottschalk	\$ 100.00
Veeder Elementary School	Claudia Crandall	\$ 75.00

B. From the School Lunch Fund – Petty Cash

District	Renee Hanks	\$ 100.00
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C. From the School Lunch Fund – Cash Register Change

CCHS Main Cafeteria	\$ 386.00
CCHS West Wing Cafeteria	\$ 336.00
Sand Creek Middle School	\$ 200.00
Lisha Kill Middle School	\$ 155.00
Forest Park Elementary School	\$ 10.00
Roessleville Elementary School	\$ 10.00
Saddlewood Elementary School	\$ 10.00
Shaker Road Elementary School	\$ 10.00
Veeder Elementary School	\$ 20.00
District Office	\$ 20.00

D. From the General Fund – Gate Receipts Change

Gate Receipts Change Fund	Lorraine Minnisale	\$ 500.00
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If the Board approves, the following suggested motion is in order: Motion made by _____, seconded by _____, that the above stated Petty Cash and Cafeteria Change Funds be approved.

_____ Yes _____ No _____ Abstain Carried:

23. STANDARD WORK DAY & REPORTING RESOLUTIONS

A. *BE IT RESOLVED*, that the South Colonie Central School District hereby establishes the attached Resolution, labeled as Attachment A, which lists the standard work days for elected and appointed officials and will report those days worked to the New York State and Local Employees’ Retirement System based on the record of activities maintained and submitted by these officials to the Clerk of this body.

B. *BE IT RESOLVED*, that the South Colonie Central School District hereby establishes the attached Resolution, labeled as Attachment B, which lists the standard work days for employees of the District and will report those days worked to the New York State and Local Employees’ Retirement System.

If the Board approves, the following suggested motion is in order: Motion made by _____, seconded by _____, that the above stated Standard Work Day and Reporting Resolutions be approved.

_____ Yes _____ No _____ Abstain Carried:

24. MEDICAID COMPLIANCE COMMITTEE

The Superintendent recommends the appointment of the following people as members of the Medicaid Compliance Committee for the 2013-2014 school year:

Anjelieeque Martinez, Business Office Representative
 Patrick Gunner, Pupil Personnel Services Representative
 Kristine Isaksen, Pupil Personnel Services Secretary
 TBD, Board of Education President

If the Board approves, the following suggested motion is in order: Motion made by _____, seconded by _____, that the above stated Medicaid Compliance Committee be approved.

_____ Yes _____ No _____ Abstain Carried:

25. DISTRICT CREDIT CARDS

The Superintendent recommends that the following people be assigned and approved to use District credit cards:

Jonathan W. Buhner, Superintendent of Schools
 Timothy Backus, Assistant Superintendent for Instruction
 Sherri Fisher, Assistant Superintendent for Management Services & Strategic Planning

If the Board approves, the following suggested motion is in order: Motion made by _____, seconded by _____, that the above stated District Credit Card assignments be approved.

_____ Yes _____ No _____ Abstain Carried:

26. DESIGNATION OF OFFICIAL NEWSPAPERS

The Superintendent recommends that Albany *Times Union* and Schenectady *Daily Gazette* be designated as the official newspapers of the school district.

If the Board approves, the following suggested motion is in order: Motion made by _____, seconded by _____, that the above stated Designation of Official Newspapers be approved.

_____ Yes _____ No _____ Abstain Carried:

27. COOPERATIVE BIDDING – 2013-2014

WHEREAS, the Cooperative Bidding (Purchasing) Service is a plan of a number of public school districts in the Board of Cooperative Educational Services of Albany-Schoharie-Schenectady-Saratoga Counties area (Capital Region BOCES) in New York, to bid jointly equipment, supplies and contractual items, and

WHEREAS, the South Colonie Central School District is desirous of participating with other districts in the Capital Region BOCES in the joint bidding of the items mentioned above as authorized by General Municipal Law, Section 119-o, and

WHEREAS, this resolution shall not preclude the South Colonie Central School District from separately bidding equipment, supplies and contractual items in those instances where only a single school district is seeking to make a purchase, and

WHEREAS, the South Colonie Central School District may at its option notify the Capital Region BOCES that it elects not to participate in a particular bid, and

WHEREAS, the South Colonie Central School District wishes to appoint the Capital Region BOCES to advertise for bids, accept bids, tabulate bids and award bids on their behalf; therefore

BE IT RESOLVED, that the Board of Education of the South Colonie Central School District hereby appoints the Capital Region BOCES to represent it in all matters relating above, and designates the *Daily Gazette* Newspaper as the legal publication for all related Cooperative Purchasing bid notifications, and,

BE IT FURTHER RESOLVED, that the Board of Education of the South Colonie Central School District authorizes the Capital Region BOCES to represent it in all matters leading up to and including the entering into a contract for the purchase of the above mentioned commodities and services, and,

BE IT FURTHER RESOLVED, that the Board of Education of the South Colonie Central School District agrees to:

- 1) assume its equitable share of the costs of the Cooperative Bidding;
- 2) abide by majority decisions of the participating districts;
- 3) abide by the award of the BOCES Board; and
- 4) that after the award of the bid it will conduct all negotiations directly with the successful bidder(s).

If the Board approves, the following suggested motion is in order: Motion made by _____, seconded by _____, that the above stated Cooperative Bidding be approved.

_____ Yes _____ No _____ Abstain Carried:

28. FOOD & CAFETERIA SUPPLIES COOPERATIVE PURCHASING – 2013-2014

WHEREAS, the Cooperative Purchasing Service is a plan of a number of public school districts in the Board of Cooperative Educational Services of Albany-Schoharie-Schenectady-Saratoga Counties area (Capital Region BOCES) in New York, to bid jointly cafeteria supplies, including but not limited to, food, beverages and paper items, and

WHEREAS, the South Colonie Central School District is desirous of participating with other districts in the Capital Region BOCES in the joint bidding of the items mentioned above as authorized by General Municipal Law, Section 119-o, and

WHEREAS, the South Colonie Central School District wishes to appoint the Capital Region BOCES to advertise for bids, accept bids, tabulate bids and award bids on their behalf; therefore

BE IT RESOLVED, that the Board of Education of the South Colonie Central School District hereby appoints the Capital Region BOCES to represent it in all matters relating above, and designates the *Daily Gazette* Newspaper as the legal publication for all related Cooperative Purchasing bid notifications, and

BE IT FURTHER RESOLVED, that the Board of Education of the South Colonie Central School District authorizes the Capital Region BOCES to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned commodities, and

BE IT FURTHER RESOLVED, that the Board of Education of the South Colonie Central School District agrees to:

- 1) assume its equitable share of the costs of the Cooperative Bidding;
- 2) abide by majority decisions of the participating districts;
- 3) abide by the award of the BOCES Board; and
- 4) that after the award of the bid it will conduct all negotiations directly with the successful bidder(s).

If the Board approves, the following suggested motion is in order: Motion made by _____, seconded by _____, that the above stated Food and Cafeteria Supplies Cooperative Purchasing be approved.

_____ Yes _____ No _____ Abstain Carried:

29. ADJOURN MEETING

If the Board approves, the following suggested motion is in order: Motion made by _____, seconded by _____, that the Re-Organizational meeting of the Board of Education be adjourned.

Time: _____

_____ Yes _____ No _____ Abstain Carried: