

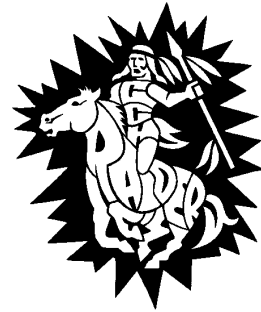
**SOUTH COLONIE CENTRAL SCHOOLS  
BOARD OF EDUCATION**



**MINUTES**

**October 1, 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 Regular meeting of the South Colonie Board of Education was called to order by Board President, Mr. Ryan at 7:00 pm.

**1. ROLL CALL**Members Present:

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

Also Present:

Jonathan Buhner, Superintendent of Schools  
 Tim Backus, Assistant Superintendent for Instruction  
 Sherri Fisher, Assistant Superintendent for Management Services & Strategic Planning  
 David Seaver, Director of Human Resources  
 Jamie Mroczko, District Clerk

**2. PLEDGE TO THE FLAG**

Mr. Ryan led the pledge to the flag.

**3. APPROVAL OF MINUTES**

A motion was made by Mr. Johanning and seconded by Ms. Gigliello, that the minutes of the Regular meeting on September 17, 2013, be approved.

  9   Yes        0   No        0   Abstain

**Vote Carried: 9 – 0 – 0**

**4. COMMUNICATIONS****A. Correspondence/Board Activities**Mr. Ryan

- Attended CreekFest at the Sand Creek Middle School for a short time; the event was well attended. Supervisor Mahan, Mr. Buhner and Mr. Backus were in attendance as well for the ribbon cutting and dedication of the crosswalk.
- Extended congratulations to Mr. Buhner and Mr. Semo for the District being selected as a recipient of the Carol M. White Physical Education Program (PEP) Grant in the amount of \$1.7 million.

Mr. Johanning

- Attended the Girls' Volleyball game.
- Attended CreekFest at Sand Creek. The event was very well attended and very well planned. There were more booths for younger children this year. The raffle for a ride in a fire truck was a big success.
- Attended the PTA Council meeting.

Mr. Motto

- Attended the Boys' Volleyball game against Niskayuna. South Colonie won three games to two; very well played.

Ms. Gigliello

- Attended the Homecoming Football game.
- Attended the PTA Council meeting. Reminder that the NYS PTA event will be held on October 17<sup>th</sup> at 7:00 pm at Shenendehowa High School.

Mr. Sim

- Extended his congratulations to Mr. Semo for the District being selected as a recipient of the PEP Grant.

Mr. Casey

- Attended CreekFest at Sand Creek. He had a good time at the event with his grandson who enjoyed seeing the former Miss New York State.

Mr. Kiehle

- Attended the Girls' Soccer game.

Ms. Mele

- Attended the Homecoming Football game.
- Attended CreekFest at Sand Creek.
- Attended the Shaker Road welcome back picnic.

Ms. Jaquish

- Attended Open House at Roessville Elementary and Lisha Kill Middle School; both events were well attended.
- Attended the PTA Council meeting; it was a good start to the school year.

**B. Requests to Speak:** There were no requests to speak.

## **5. REPORTS FOR INFORMATION AND STUDY**

### **A. Internal Audit Report**

Michael Wolff from the Rensselaer City School District reported on the 2012-2013 internal audit results. The focus areas were payroll and risk assessment. Mr. Wolff reported that it was a relatively clean audit with a few minor findings.

**B. External Audit Report**

Paul Cuda from Cusack & Company reported on the 2012-2013 external audit results. Mr. Cuda reported that it was a very clean audit with minor findings and no critical comments. He also stated that the State Comptroller reported only two insignificant comments.

**C. Annual Goals/Targets/Management Statements**

Mr. Buhner presented a report on the District's annual goals and targets. He reviewed the Master Operational Plan, the Strategic Plan and the Administrative Management Plans, which are all connected and cascading. The 2013-2014 Management Plans from District Administrators were provided to the Board for review. Mr. Buhner also briefly discussed the plans to implement "Colonie 2020" which is a long-range plan/initiative for the District.

Mr. Motto thanked Mr. Buhner and the team on a job well done and recognized the hard work that went into aligning and connecting all of these plans.

**D. Board Committee Reports**

Ms. Gigliello provided report on the Academic Achievement Committee meeting which was held on September 17, 2013.

Mr. Sim provided a report on the District Communications Committee meeting which was held on September 18, 2103.

**6. REPORTS AND RECOMMENDATIONS FOR ACTION**

The Superintendent recommends approval of the following:

**A. Committee on Special Education**

Placements as indicated on the attached sheets.

**B. In-Service Courses**

1. One-half (0.5) in-service credit for participation in and completion of the 7.5 contact hours course, "Fall Study Group 2013: Grade 4 – Aligning the Reading Workshop (Unit 2) to the Common Core" (#13-14-50), sponsored by the South Colonie Central School District. The course will be held on October 2, 2013, October 9, 2013 and October 15, 2013 from 4:00 pm to 6:30 pm at the Roessleville Elementary School Library. Participants must attend all three sessions to receive credit. Maureen Flaherty (Roessleville Elementary School) is the contact person.

2. Two (2.0) in-service credits for participation in and completion of the 30.0 contact hours course, “Reading for Pleasure Still Matters: A Year-Long Study Group of New Books for Grades 4-12 (2013-2014)” (#13-14–51), sponsored by the Greenville Central School District. The course will be held on September 30, 2013, October 18, 2013, November 25, 2013, January 13, 2014, February 10, 2014, March 10, 2014, April 28, 2014 and June 2, 2014; snow date, June 9, 2014 from 4:30 pm to 7:30 pm at the Greenville High School Library. Participants must attend all sessions to receive credit. Tamora Hanley (Lisha Kill Middle School) is the contact person.
3. Two (2.0) in-service credits for participation in and completion of the 30.0 contact hours course, “Reading for Pleasure Still Matters: A Year-Long Study Group of New Books for Grades 4-12 (2013-2014)” (#13-14–52), sponsored by the Capital Region BOCES. The course will be held on October 7, 2013, November 4, 2013, December 9, 2013, January 27, 2014, March 3, 2014, April 7, 2014, May 5, 2014 and June 3, 2014; snow date, June 10, 2014 from 4:00 pm to 7:00 pm at the Lisha Kill Middle School. Participants must attend all sessions to receive credit. Tamora Hanley (Lisha Kill Middle School) is the contact person.

#### **C. Seminar on Educational Issues**

1. Three (3.0) contact hours of credit for participation in “STEM Education Teacher Workshop on Motion” (SD2013-14–#21), sponsored by miSci (formerly the Schenectady Museum). The workshop may be attended on November 7, 2013 from 4:00 pm to 7:00 pm at miSci. Stacey Sebert (Sand Creek Middle School) is the contact person.
2. Six (6.0) contact hours of credit for participation in “Reading and Writing Workshop Conference” (SD2013-14–#22), sponsored by the Columbia University Teachers College, NYC. The Workshop may be attended on October 19, 2013 from 9:00 am to 3:00 pm at the Columbia University Teachers College, NYC. Jennifer Szpila (Roessleville Elementary School) is the contact person.

#### **D. Student Trips**

Group: Grade 8 Jedi Knights & Super Nova (200 students & 25 chaperones)  
School: Sand Creek Middle School  
Destination: Faneuil Hall & Surrounding Areas, Boston, MA  
Date: Friday, May 16, 2014  
Responsible: Shaunna Reinisch, Brian Czerpak  
Transportation: Chartered Bus

**E. Contracts**

1. Approval of an agreement with Pitney Bowes Global Financial Services, 4 Dennis Drive, Clifton Park, NY, pursuant to NJPA State and Local Term Rental, Contract #0403012-PIT8, for the rental of a mail machine for a 60 month term at a cost of \$440.03 per month.
2. Acceptance of a proposal from Repeat Business Systems, 4 Fritz Boulevard, Albany, NY for Group 1 and Group 2 digital network printers/copiers pursuant to an RFQ response received on August 2, 2013. Fifteen (15) digital network printers/copiers and maintenance will be acquired through an Eastern Suffolk BOCES cooperative bid per cross-contract with Capital Region BOCES/NERIC. Expenses will be eligible for BOCES Aid.
3. A contract with Vanderheyden, P.O. Box 219, Wynantskill, NY 12198 to provide educational services for one (1) South Colonie resident student. The current rate for a ten (10) month period of September 6, 2013 through June 27, 2014 is \$34,373.00 per student (based on certified rates issued by the New York State Education Department). Upon receipt of new certified tuition rates, retroactive billing will be processed resulting in either owing additional funds or receiving a refund.
4. Contract with Parsons Child & Family Center, 60 Academy Road, Albany, NY 12208 and South Colonie Central School District to provide Special Education services to five (5) South Colonie resident students. The current rate for a ten (10) month period of September 6, 2013 through June 27, 2014 is \$34,481.00 per student (based on certified rates issued by the New York State Education Department). Upon receipt of new certified tuition rates, retroactive billing will be processed resulting in either owing additional funds or receiving a refund.

*(Note: the six-week Summer, 2013 component of this contract was approved by the Board of Education at its meeting of August 6, 2013).*

**F. Health Insurance Contract**

1. Approval of a health insurance contract with Capital District Physicians' Health Plan Inc., CDPHP Universal Benefits, Inc., 500 Patroon Creek Boulevard, Albany, NY for the period July 1, 2013 through June 30, 2014 at the following monthly premium rates:

Individual	\$ 439.29
Two Person	\$ 878.54
Family	\$1,171.81

**G. Tax Refunds**

1. Approval of a 2013-2014 tax refund payable to Joseph DiScipio in the amount of \$602.30. The property is located at 401 Taurus Road, Schenectady, NY 12304 (Tax Map #60.15-1-18.2).

2. Approval of a 2013-2014 tax refund payable to Robert and Mary Steinbach in the amount of \$521.00. The property is located at 2 Robert Drive, Albany, NY 12205 (Tax Map #41.16-1-39).
3. Approval of a 2013-2014 tax refund payable to Bradley and Susan Benac in the amount of \$172.08. The property is located at 740 Hampshire Seat, Niskayuna, NY 12309 (Tax Map #61.13-1-27).
4. Approval of a 2013-2014 tax refund payable to Christine McCann in the amount of \$516.25. The property is located at 2464 Cambridge Drive, Niskayuna, NY 12309 (Tax Map #61.13-1-35).
5. An application RP-554 for Corrected Taxes for the 2013 tax roll on property owned by Robert and Kathleen Yeager and located at 39 Lincoln Avenue, Albany, NY 12205 (Tax Map #41.12-2-50). No refund will be made as the Town of Colonie will correct the tax bill prior to payment being made by taxpayer.

#### **H. Donations**

1. Donation from Colonie Central High School Class of 2013 in the amount of \$5,400.00 to purchase several iPads to be used as a portable computer lab for the entire school.  

The Board would like to make special mention and recognize the CCHS Class of 2013 for the sizeable donation indicated above.
2. Donation from Colonie Central High School Boys Volleyball Booster Club in the amount of \$255.00 to pay the 2013 entry fees for the Burnt Hills/Ballston Lake Boys Volleyball Tournament.
3. Donation from Colonie Central High School Track & Field Booster Club in the amount of \$65.00 to pay for the 2013 entry fees.
4. Donation from South Colonie Friends of Music, Inc., PO Box 5195, Colonie, NY, 12205 in the amount of \$200.00 as a thank you to Lisha Kill Middle School.

#### **I. Re-Appropriation of 2013-2014 Budget**

Re-appropriation of the 2013-2014 budget in the amount of \$5,920.00. The total re-appropriated Budget is \$92,340,249.

#### **J. Internal Claims Auditor Quarterly Report – July 1, 2013 to September 30, 2013**

#### **K. Clerk & Treasurer's Reports – August, 2013**

A motion was made by Mr. Motto and seconded by Ms. Gigliello, that the above stated Reports and Recommendations be approved.

9 Yes      0 No      0 Abstain

**Vote Carried: 9 – 0 – 0**

**7. PERSONNEL – INSTRUCTION**

A motion was made by Mr. Casey and seconded by Mr. Sim, that the Instructional Personnel changes listed on the attached sheets dated October 1, 2013 be approved.

9 Yes      0 No      0 Abstain

**Vote Carried: 9 – 0 – 0**

**8. PERSONNEL – SUPPORT**

Item C-2 was tabled until after the Executive Session to be held for the purpose of discussing employment matters.

A motion was made by Mr. Motto and seconded by Mr. Johanning, that the Support Personnel changes listed on the attached sheets dated October 1, 2013, with the exception of Item C-2, be approved.

9 Yes      0 No      0 Abstain

**Vote Carried: 9 – 0 – 0**

**9. 2012-2013 INTERNAL AUDIT REPORT**

A motion was made by Ms. Jaquish and seconded by Ms. Gigliello, that the 2012-2103 Internal Audit Report, as presented by Michael Wolff, be approved.

9 Yes      0 No      0 Abstain

**Vote Carried: 9 – 0 – 0**

**10. 2012-2013 EXTERNAL AUDIT REPORT**

A motion was made by Ms. Gigliello and seconded by Ms. Mele, that the 2012-2103 External Audit Report, as presented by Cusack & Company, be approved.

9 Yes      0 No      0 Abstain

**Vote Carried: 9 – 0 – 0**

Mr. Motto noted that the District generally receives clean audits, which would confirm that the processes that have been put in place are working. He would like to recognize and thank the staff for the good work they are doing.



**11. CHANGE ORDERS**

1. Approval of Change Order #GC-02A for Titan Roofing, Inc. in the amount of (\$2,090) to credit the District for unused contract allowance at Colonie Central High School. Contract sum is reduced from \$1,209,403.00 to \$1,207,313.00.
2. Approval of Change Order #GC-02B for Titan Roofing, Inc. in the amount of (\$1,644) to credit the District for unused contract allowance at Sand Creek Middle School. Contract sum is reduced from \$1,207,313.00 to \$1,205,669.00.

A motion was made by Mr. Casey and seconded by Mr. Kiehle, that the above stated Change Orders be approved.

  9   Yes        0   No        0   Abstain

**Vote Carried: 9 – 0 – 0**

**12. CSE/CPSE ADDITIONAL PARENT MEMBER VOLUNTEERS**

Approval of Additional Parent Member volunteers, for the Committee for Special Education/ Committee for Pre-School Special Education (CSE/CPSE) pursuant to Education Law §§ 207, 3214, 4403, 4404 and 4410, Part 200 – Students with Disabilities, for the 2013-2014 school year.

Susan Bredice	Ashmini Maharaj
Herschel Gornbein	Kenia Oliveras
Diana Grugan-Duvall	Kathleen Snyer
Greg Jensen	Kim Stey
Jackie Jensen	Jane Ann Worlock-Peer

A motion was made by Mr. Sim and seconded by Ms. Gigliello, that the above stated CSE/CPSE Additional Parent Member Volunteers be approved.

  9   Yes        0   No        0   Abstain

**Vote Carried: 9 – 0 – 0**

**13. RESOLUTION APPOINTING ELECTION PERSONNEL**

WHEREAS, the Board of Education of the South Colonie Central School District, Albany County, New York, has called a Special District Meeting of the qualified voters of said School District to be held on the 9<sup>th</sup> day of October, 2013; and

WHEREAS, it is now desired to provide for the appointment of Inspectors of Election and Assistant Clerks for said Special District Meeting at each polling place;

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of the South Colonie Central School District, Albany County, New York, as follows:

Section 1: The following named duly qualified voters of said School District are hereby appointed to act as Inspectors of Election and/or Assistant Clerks at said Special District Meeting:

Amanda Bernier	Courtney Kerin
Emma Drelinger	Brian Krosky
Austin Dudley	Rachel McQuade
Gillian French	William Snow
Jessica Hitt	

Section 2: Each Inspector of Election and Assistant Clerk appointed for said Special District Meeting, as herein provided, shall serve without compensation. The Clerk of said School District is hereby authorized and directed to give written notice of appointment to the persons herein respectively appointed as Inspectors of Election and Assistant Clerks for said Special District Meeting.

A motion was made by Mr. Johanning and seconded by Ms. Jaquish, that the above stated Resolution for the Appointment of Election Personnel be approved.

9 Yes      0 No      0 Abstain      **Vote Carried: 9 – 0 – 0**

#### **14. RESOLUTIONS**

National School Lunch Week – October 14-18, 2013  
 National Health Education Week – October 21-25, 2013  
 School Bus Safety Week – October 21-25, 2013

A motion was made by Mr. Motto and seconded by Mr. Kiehle, that the above stated Resolutions be approved.

9 Yes      0 No      0 Abstain      **Vote Carried: 9 – 0 – 0**

#### **15. FUTURE MEETINGS**

- **October 1**      Audit & Finance Committee – 6:00 pm – District Office  
 Board of Education Meeting – 7:00 pm – District Office
- **October 9**      Transportation Vehicle Proposition Vote – 11:00 am to 9:00 pm
- **October 15**      Transportation Committee – 6:00 pm – District Office  
 Board of Education Meeting – 7:00 pm – District Office
- **October 17**      Facilities Committee – 7:30 am – Delma’s Diner
- **October 28**      Policy Committee – 6:00 pm – District Office

A motion was made by Mr. Johanning and seconded by Mr. Sim, to **enter** Executive Session to discuss employment matters relating to particular persons.

  9   Yes        0   No        0   Abstain

**Vote Carried: 9 – 0 – 0**

The Board entered into Executive Session at 7:44 pm.

Mr. Johanning left the Board meeting at 8:40 pm.

A motion was made by Mr. Kiehle and seconded by Mr. Casey, to **adjourn** Executive Session to discuss employment matters relating to particular persons.

  8   Yes        0   No        0   Abstain

**Vote Carried: 8 – 0 – 0**

The Board adjourned Executive Session at 8:45 pm.

The Board returned to Public Session at 8:46 pm.

#### **8. PERSONNEL – SUPPORT**

A motion was made by Mr. Kiehle and seconded by Mr. Casey, that Support Personnel change Item C-2, listed on the attached sheets dated October 1, 2013, be approved.

  6   Yes        2   No        0   Abstain

**Vote Carried: 6 – 2 – 0**

#### **16. ADJOURN MEETING**

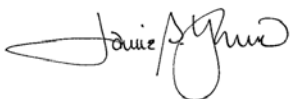
A motion was made by Mr. Casey and seconded by Mr. Sim, that the Regular meeting be adjourned.

The Regular meeting of the Board of Education was adjourned at 8:48 pm.

  8   Yes        0   No        0   Abstain

**Vote Carried: 8 – 0 – 0**

Respectfully Submitted,



Jamie S. Mroczko  
District Clerk

## 7. **PERSONNEL – INSTRUCTION**

### A. **Substitute Teachers**

Approval of substitute teachers on the attached list for regular, conditional or emergency conditional appointments.

### B. **Audio Visual Coordinators– 2013-2014 School Year**

**Approve** per Policy 9290:

Sand Creek	Daniel DeMarco
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### C. **Athletic Equipment Managers– 2013-2014 School Year**

**Approve** per Policy 9290:

Sand Creek	Greg Lanni
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### D. **Lunch Supervision for the 2013-2014 School Year**

**Rescind** the following previously approved position:

#### **Saddlewood Elementary School**

Susan Kelly

**Appoint** the following previously approved positions at the approved rate of compensation:

#### **Saddlewood Elementary School**

Stephanie Cobart	.50
Judith Glasser	.50

### E. **Co-Curricular – 2013-2014 School Year**

**Rescind** the following previously approved position:

#### **Sand Creek Middle School**

Engineering Competition-Coed	Charles Nagel
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**Appoint** the following previously approved positions at the approved rate of compensation:

#### **Sand Creek Middle School**

Engineering Competition-Coed	Mark Sheffer
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## 8. PERSONNEL – SUPPORT

### A. Appointments

1. Name: Marisa Lotano  
Address: 23 Tokay Lane, Schenectady, NY 12309  
Position: School Monitor Substitute  
Effective: September 6, 2013  
Salary: \$10.00 per hour
  
2. Name: Theresa Roemer  
Address: 14 Bauer Drive, Albany, NY 12205  
Position: Food Service Helper Substitute  
Effective: September 30, 2013  
Salary: \$9.75 per hour
  
3. Name: Dorothy McGann  
Address: 13 Vics Court, Albany, NY 12205  
Position: Food Service Helper Substitute  
Effective: September 30, 2013  
Salary: \$9.75 per hour

### B. Change of Hours/Location:

#### Effective September 1, 2013 to June 30, 2014:

Joseph Micare                      School Monitor      6.75 to 7.25 hours per day      BG/SW

### C. Excessed Personnel

#### Rescind the following excessed support staff:

1. One custodial worker has been re-instated. The following staff will be re-instated to a custodial worker position effective September 28, 2013.

John Mlynarick

2. One automotive mechanic has been re-instated. The following staff will be re-instated to an automotive mechanic position effective October 2, 2013.

Edward Goedtel