

**SOUTH COLONIE CENTRAL SCHOOLS  
BOARD OF EDUCATION**



**A G E N D A**

**August 9, 2011  
District Office**



**7:00 p.m.**

# 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, parents, students, and community is the key to educational success

## **Mission Statement**

Preparing World Class Citizens for the 21<sup>st</sup> Century through school and community partnerships while addressing the diverse needs of all students

1. **CALL TO ORDER**

**Roll Call**

Brian Casey	_____	Robert Domenici	_____	Richard Dunn	_____
Shelle Jaquish	_____	Neil Johanning	_____	David Kiehle	_____
Leonard Motto	_____	James T. Ryan	_____	Edward Sim	_____

**Also present:** Superintendent Jonathan Buhner, Assistant Superintendent for Instruction Tim Backus, Assistant Superintendent for Management Services & Strategic Planning Sherri Fisher, District Clerk Joyce Gay.

2. **PLEDGE TO FLAG**

3. **APPROVAL OF MINUTES**

If the Board approves, the following suggested motion is in order: Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, that the minutes of the **organizational** and **regular** meetings on **July 12, 2011**, be approved.

4. **COMMUNICATIONS**

A. **Correspondence/Board Activities**

B. **Requests** to speak on agenda or non-agenda items should be made on the forms available at the door and should be given to the Clerk of the Board prior to the start of the meeting. This information will be passed on to the meeting chairperson so that sufficient time will be allotted. Persons wishing to address the Board on agenda topics will be provided time when the agenda topic is discussed. Time is provided during the **PUBLIC COMMENTS** section of the agenda for discussion of **non-agenda topics**.

5. **REPORTS FOR INFORMATION AND STUDY**

A. **NYS Tax Cap Summary**

Assistant Superintendent Sherri Fisher will present an overview of the Real Property Tax Cap Summary enacted under Chapter 97 of the Laws of 2011.

B. **Transportation Fleet Report**

The 2011 transportation proposition for bus replacement will be reviewed, including fleet replacement schedule.

C. **BOCES Special Education**

Rose Gigliello and John Fitzpatrick will present an overview of the special education classes taught at BOCES.

**D. Board Committee Reports**

The Transportation Committee meeting was held on Monday, August 8, 2011, and an oral and written report will be given.

**6. REPORTS AND RECOMMENDATIONS FOR ACTION**

The Superintendent recommends approval of the following:

**A. Committee on Special Education**

1. Placements as indicated on the attached sheets.

**B. In-Service Courses**

1. One and one-half (1.5) in-service credits for participation in and completion of the 25-contact hour course "Getting Started in Finale Music Notation" (#11-12-23), sponsored by and held at Central Connecticut State University on July 11-15, 2011. Joel Miller (CCHS) is the contact person.
2. One (1.0) in-service credit for participation in and completion of the 15-contact hour course "The GLOBE Carbon Cycle Project (#11-12-24), sponsored by the National Science Foundation to be held at University of New Hampshire, Durham, NH. The workshop will be held August 15-17, 2011 from 8:30 a.m. to 4:30 p.m. each day. James Brown (Sand Creek) is the contact person.
3. One (1.0) in-service credit for participation in and completion of the 15-contact hour course "Low Back Disorders #CC073" (#11-12-25). The online course is sponsored by Exercise, Etc. and will be held at varied times on varied dates. Kurt Pfaffenbach (Forest Park) is the contact person.
4. One (1.0) in-service credit for participation in and completion of the 15-contact hour course "The Global Leadership Summit" (#11-12-26), sponsored by Willowcreek Association. The conference will be held August 11 & 12, 2011, from 10 a.m. to 6 p.m. each day in Clifton Park, NY. Terri Korb (Sand Creek) is the contact person.
5. Three (3.0) in-service credits for participation in and completion of the 45-contact hour course "Poetry for Children K-8 – LIT908" (#11-12-27). The online course is sponsored by Fresno Pacific University and will be held at varied times on varied dates. Danielle Hurley (Forest Park) is the contact person.

**C. Seminar on Educational Issues**

1. Three (3) contact hours of credit for participation in "More Smartboards for Librarians" (SD#2011-12-02), sponsored by Washington-Saratoga-Warren-Hamilton-Essex BOCES School Library System. The workshop will be held on Wednesday, August 10, 2011, from 12:30 to 3:00 p.m. at WSWHE BOCES. Debra Gara (Saddlewood) is the contact person.

2. Three (3) contact hours of credit for participation in “New Teacher Orientation Anti-Harassment Training” (SD#2011-12-03), sponsored by South Colonie. The workshop will be held on Tuesday, August 16, 2011, from 12:30 to 3:30 p.m. at Lisha Kill. David Seaver is the contact person.

**D. Transportation Contracts**

1. A contract extension for Route #14E with Star & Strand Transportation Inc, 415 Fulton Street, Troy, NY 12180, for transportation to Questar BOCES in Rensselaer for July and August 2011. The total cost of the contract shall be \$3,903.69.
2. A transportation contract with Chalet Services Inc., 3206 Rt # 81, Surprise, NY 12176, for transportation from the Merrillac Shelter to Colonie Central High School at a cost of \$65.00 per diem. Transportation will begin July 21, 2011 and end August 16, 2011. The total anticipated cost of the contract shall be \$1,235.00.

**E. Contracts & Agreements**

1. A preliminary contract with the Board of Cooperative Services of Albany-Schoharie-Schenectady-Saratoga Counties for the 2011-12 school year totaling \$2,253,262.62.
2. An amended contract with the Board of Cooperative Services of Albany-Schoharie-Schenectady-Saratoga Counties for the 2010-11 school year totaling \$2,376,787.03
3. Agreement with the Colonie Youth Center, Inc. 21 Aviation Road, Colonie, NY 12205, for operation of the Before- and After-School Care Programs for students in kindergarten through eighth grade residing in the South Colonie School District, to be located at Forest Park, Veeder, Saddlewood, Shaker Road, and Roessleville Elementary Schools, and Sand Creek and Lisha Kill Middle Schools. The agreement is effective September 8, 2011, through June 22, 2012, on those days in which the district schools are in session.
4. A contract between Crossroads Center for Children, Inc., 1136 N. Westcott Road, Suite 100, Schenectady NY 12306, and South Colonie Central Schools to provide Special Education services for two (2) South Colonie students from July 11 to August 19, 2011.
7. A contract with Wildwood Programs to provide educational services to five (5) South Colonie resident students for July and August 2011 at the interim rate of \$7,181.00 per student. The total cost of this contract shall be \$35,905.00.
8. A contract with the CDPHP Universal Benefits, Inc. (Capital District Physician’s Health Plan) for the CDPHP EPO health care program for eligible and enrolled members. The term of the contract shall be July 1, 2011 through June 30, 2012.

9. Contracts with St. Catherine's Center for Children to provide educational services for South Colonie School District students placed with that Agency. Tuition costs for the summer session 2011 shall be \$2,744.50 per month. In the event a child is enrolled at a time after September, such tuition shall be charged on a per diem basis during the first month of enrollment and monthly thereafter.

**F. Petty Cash and Cafeteria Change Funds**

**1. From the General Fund – Petty Cash**

- Gate Receipts Change Fund: Lorraine Minnisale \$400.00  
(changed from Joann Murray)
- Colonie Central High School Joann Murray \$200.00  
(new account)

**G. Tax Refunds**

Approval of RP-556 for corrected 2010 tax roll for property located at 101 Waterman Avenue (Tax Map #17.14-1-18) because the Basic Star was not applied to the 2010 assessment roll. The school tax lien was satisfied by payment to Albany County on May 31, 2011, in the amount of \$2,602.24. As defined in Real Property Tax Law (RPTL Section 550-2H), the clerical error is to be corrected and the re-levied school tax lien to be adjusted on the 2011 Town of Colonie property tax bill resulting in a corrected Colonie tax bill of \$3,602.61. Since the incorrect tax amount of \$4,175.03 was received on May 31, 2011, a refund in the amount of \$572.42 is recommended.

**H. Railroad Crossings, Back-Up and Turn-Around Points**

**RAILROAD CROSSINGS**

South Colonie buses will cross railroad tracks on Fuller Road at Railroad Avenue, on Lincoln Avenue at Fox Run Estates, Morris Road and Cordell Road. All crossings are guarded crossings.

**BACK-UP AND TURN-AROUND POINTS**

Fox Run Estates off Lincoln Avenue  
 Karner Road at railroad tracks  
 Morris Road at Roadway Trucking  
 Sunset Boulevard at Linda Drive  
 Consaul Road at Town Golf Course  
 Sand Creek Road at Colonie Community Reformed Church  
 Sand Creek Road at National Grid Power Station

**I. Student Trips**

Group: Freshman Advisory Team (35)  
 Destination: Shiloh's Edge Challenge Course, Halfmoon NY  
 Date: Thursday, August 18, 2011  
 Responsible: Chris Robilotti, Kristin Mesick  
 Transportation: School Bus  
 Cost: District (\$2,700.00)

**J. Bid Awards - FOOD SERVICE DEPARTMENT**

Awards from August 1, 2011, to June 30, 2012, to low bidders meeting specifications as follows:

**1. Paper Goods and Disposables****Lusco Paper Co., Inc., 1401 5<sup>th</sup> Avenue, Troy, NY 12180.**

Items: 11010, 11040, 11080, 12005, 12010, 12030, 12180, 12192, 12205, 12220, 12313, 12316, 12335, 12367, 12610, 12630, 12633

**Sysco Food Service of Albany, One Liebich Lane, Halfmoon, NY 12065.**

Items: 11020, 12120, 12188, 12189, 12225, 12230, 12271, 12290, 12310, 12311, 12341, 12342, 12343, 12360, 12375, 12380, 12385, 12390, 12410, 12430, 12450, 12460, 12470, 12480, 12495, 12500, 12505, 12530, 12531, 12575, 12640, 12645

**Hill & Markes, Inc., Edson Street, Amsterdam, NY 12010.**

Items: 11030, 11050, 12020, 12035, 12125, 12130, 12150, 12179, 12190, 12191, 12193, 12195, 12210, 12216, 12240, 12260, 12275, 12280, 12300, 12312, 12320, 12340, 12350, 12365, 12368, 12370, 12660

**Central Poly, 18 Donaldson Place, Linden, NJ 07036.**

Items: 12050, 12105, 12700

**2. Canned, Frozen Foods & Grocery Items, Meats, Cheeses & Snacks****Robert's Foods, 17 Metzger Road, Red Hook, NY 12571**

Items: 14055, 14081, 14205, 14451, 14600

**Sysco Food Service of Albany, One Liebich Lane, Halfmoon, NY 12065.**

Items: 10183, 10184, 10195, 10255, 14005, 14045, 14057, 14250, 14260, 14285, 14305, 14401, 14405, 14445, 14460, 14480, 14495, 14530, 16055, 16060, 16070, 16100, 16120, 16590, 16605, 16611, 20070, 20090, 20100, 20170, 30010, 30020, 30030, 30060, 30065, 30070, 30075, 30080, 30095, 30116, 30117, 40010, 40020, 49997, 50035, 50045, 50050, 50053, 50055, 50200, 50705, 50730, 50912, 50930, 50950, 50955, 51001, 51002, 51015, 55935, 55966, 55968, 55973, 55974, 55991, 56006, 56010, 56011, 56012, 56013, 56014, 56015, 56016, 56017, 56018, 60110, 60120, 60130, 70040, 70050, 70075, 70130, 70210, 70223, 70225, 70342, 70370, 70371, 70395, 70410, 70435, 70451, 70455, 80010, 80075, 80080, 80086, 80087, 80088, 80100, 80120, 80180, 80250, 80254, 80260, 80261, 80360

**Quandt's Foodservice, P.O. Box 700, Amsterdam, NY 12010.**

Items: 13300, 14000, 14015, 14340, 14470, 14515, 14555, 16080, 16085, 16505, 16551, 20010, 20011, 20020, 20040, 20050, 20065, 20105, 20115, 20116, 20117, 20190, 20197, 20205, 20207, 20211, 20215, 20230, 40040, 49999, 50007, 50035, 50070, 50920, 55967, 55990, 56007, 70150, 70340, 70380, 70460, 80040, 80055, 80095, 80130, 80140, 80170, 80205, 80210, 80215, 80220, 80225, 80300, 80335, 80340, 80370, 80395, 80420

**Ginsberg's Institutional Foods, Inc., PO Box 17, Rte 66, Hudson, NY 12534.**

Items: 10180, 10245, 14054, 14062, 14063, 14065, 14214, 14260, 14275, 14540, 14600, 14601, 16030, 16031, 16035, 16037, 16050, 16514, 16635, 20030, 20060, 20181, 20185, 20199, 20245, 50701, 50731, 50967, 51000, 53971, 56005, 56009, 60140, 70010, 70020, 70035, 70060, 70070, 70076, 70080, 70100, 70140, 70170, 70180, 70190, 70227, 70385, 70390, 80030, 80060, 80090, 80112, 80165, 80380, 80383, 80405

**US Food Services, 755 Pierce Road, Clifton Park, NY 12065.**

Items: 14002, 14087, 14255, 14257, 14290, 14330, 14435, 14450, 14475, 14490, 16033, 16040, 16061, 16063, 16610, 16655, 30100, 30103, 30104, 40030, 50000, 50006, 50600, 50605, 50745, 56008, 70211, 70300, 70320, 70330, 70365, 70449, 70453, 80160, 80185, 80255, 80315, 80330, 80333, 80400

3. **Cafeteria Sanitation Services**

**SFS of New England, Inc., PO Box 600, Hubbardston, MA 01452**

**K. Declare as Surplus**

1. One (1) Dell P1130, 21-inch Trinitron Computer Monitor, Gray, Serial #MX06D251-47741-343-70WJ. Item is located at the Office of Pupil Personnel Services/Special Education Department. Item is outdated and no longer in use.
2. One (1) Panasonic Monitor/Player, Serial #18MD01516. Item is located at the Office of Pupil Personnel Services/Special Education Department. Item is outdated and no longer in use.

**L. Clerk's & Treasurer's Reports for June 2011**

If the Board approves, the following suggested motion is in order: Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, that the above stated **REPORTS AND RECOMMENDATIONS** as recommended by the Superintendent be approved.

**7. PERSONNEL – INSTRUCTION**

If the Board approves, the following suggested motion is in order: Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Instructional Personnel changes recommended by the Superintendent as listed on the attached sheets dated August 9, 2011, be approved.

**8. PERSONNEL – SUPPORT**

If the Board approves, the following suggested motion is in order: Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Support Personnel changes recommended by the Superintendent as listed on the attached sheets dated August 9, 2011, be approved.

**9. POLICIES****Policy 4110 – School Calendar - REVISION****Policy 4112 – Teacher and Pupil Day 2011-12**

If the Board approves, the following suggested motion is in order: Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, that the policies listed above be adopted.

**10. CLASSROOM RENTAL AND ANCILLARY SERVICES AGREEMENT**

Approve the Classroom Rental and Ancillary Services Agreement with the Capital Region BOCES for the 2011-12 school year as follows:

- \$12,000 per classroom paid to the District for the rental of classrooms at Lisha Kill Middle School (1) and Shaker Road Elementary School (2).
- Ancillary Services Base fees of \$14,250 paid to the District in conjunction with the classroom rental.
- Additional Base Fees for multiple classes in the district of \$7,500 and in a building of \$7,000.

These contracts reflect the reimbursement charges agreed upon by the District Superintendent's Special Education Committee and the component school superintendents. The term of this agreement shall be for a period of one year commencing July 1, 2011 and ending June 30, 2012.

If the Board approves, the following suggested motion is in order: Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Classroom and Ancillary Services Agreement be approved.

**11. AUDIT-FINANCE COMMITTEE**

Establishment of the Board of Education Audit-Finance Committee for 2011-12 in accordance with Chapter 263 of the Laws of New York 2005, whose purpose will be to act in an advisory capacity over the annual financial audit with the external auditor and will include recommendations, review, and assistance in the development of a corrective action plan for audit findings. The committee members for 2011-12 are David Kiehle, Brian Casey, and Edward Sim.

If the Board approves, the following suggested motion is in order: Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Audit Finance Committee be established for 2011-12 as stated above.

**12. RESOLUTION**

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

Section 1 - That a special district meeting of the qualified voters of said School District shall be held at the polling places hereinafter set forth in the notice of said special district meeting, on the **12<sup>th</sup> day of October 2011**, at 11:00 o'clock a.m., Prevailing Time, for the purpose of voting by machine upon the propositions hereinafter set forth. Polls for the purpose of voting will be kept open between the hours of 11:00 o'clock a.m. and 9:00 o'clock p.m., Prevailing Time.

Section 2 - That the School District Clerk is hereby authorized to amend the notice of the special district meeting hereinafter set forth from time to time as, in his or her discretion, such amendment may be required.

Section 3 - That the notice of said special district meeting, including the propositions to be voted upon, shall be in substantially the following form, to-wit:

**NOTICE OF SPECIAL DISTRICT MEETING  
AND REGISTRATION OF VOTERS  
South Colonie Central School District  
Albany County, New York**

The Board of Education of South Colonie Central School District, Albany County, New York, HEREBY GIVES NOTICE that a special district meeting of the qualified voters of said School District will be held at the places hereinafter set forth on the 12<sup>th</sup> day of October 2011, at 11:00 o'clock a.m., Prevailing Time, for the purpose of voting by machine upon the proposition hereinafter set forth. Polls for the purpose of voting will be kept open between the hours of 11:00 o'clock a.m. and 9:00 o'clock p.m., Prevailing Time.

**Proposition**

Shall the following resolution be adopted, to wit:

**RESOLVED**, that the Board of Education of South Colonie Central School District, Albany County, New York, is hereby authorized to purchase buses, at a maximum estimated cost of **\$630,000**; and that such sum, or so much thereof as shall be necessary, shall be raised by the levy of a tax upon the taxable property of said School District and collected in annual installments as provided by Section 416 of the Education Law; and, in anticipation of such tax, obligations of said School District shall be issued.

**NOTICE IS HEREBY FURTHER GIVEN** that the aforesaid proposition will appear on the ballot labels of the voting machines used at such special district meeting in the following abbreviated form:

**ABBREVIATED FORM OF PROPOSITION**

Shall the proposition set forth in the notice of this meeting authorizing the purchase of buses, at a maximum estimated cost of **\$630,000**; and providing that such sum, or so much thereof as shall be necessary, shall be raised by a tax levy to be collected in annual installments, with District obligations to be issued in anticipation thereof, be approved?

**NOTICE IS ALSO HEREBY GIVEN** that absentee ballots shall be made available in accordance with the provisions of Section 2018-a of the Education Law and that applications for such absentee ballots may be applied for at the office of the School District Clerk no earlier than thirty days prior to the vote. Any such application must be received by the District Clerk at least seven days before the date of the aforesaid Special District Meeting if the ballot is to be mailed to the applicant, or the day before such Special District Meeting, if the ballot is to be delivered personally to the applicant.

**NOTICE IS FURTHER GIVEN** that the Board of Education shall make a list of all persons to whom absentee voter’s ballots shall have been issued and such list shall be filed in the office of the School District Clerk where it shall be available for public inspection during regular office hours until the date of the aforesaid Special District Meeting. In addition, such list shall also be posted in a conspicuous place or places during the hours of such Special District Meeting, and any qualified voter may challenge the acceptance of the absentee voter’s ballot of any person on such list by making his or her challenge and the reasons therefore known to the inspectors of election before the close of the polls.

The polling places where said Special District Meeting will be held as follows:

Shaker Road Elementary School	512 Shaker Road
Saddlewood Elementary School	100 Loralee Drive
Roessleville Elementary School	100 California Avenue
Veeder Elementary School	25 Veeder Drive
Forest Park Elementary School	100 Forest Drive

Qualified voters may cast a ballot at any of the polling places.

The question of the adoption of the foregoing resolution shall be duly put to a vote on roll call: Motion by \_\_\_\_\_, seconded by \_\_\_\_\_.

Brian Casey	_____	Shelle Jaquish	_____	David Kiehle	_____
Robert Domenici	_____	Neil Johanning	_____	Leonard Motto	_____
Rick Dunn	_____	Edward Sim	_____	James T. Ryan	_____

**13. PUBLIC COMMENTS**

**Note:** The Board will entertain comments from the public on any issue with a time limit of three (3) minutes per person and a maximum of 15 minutes per issue.

**14. FUTURE MEETINGS**

- August 29, 2011 – Board of Education Meeting – 5:30 p.m., District Office
- August 30, 2011 – Facilities Committee –7:30 a.m. – District Office
- September 6, 2011 – Regular Board of Education Meeting – 7:00 p.m. – District Office
- September 13, 2011 – Academic Achievement Committee – 7:30 a.m. – District Office
- September 13, 2011 – Academic Recognition at Colonie High School – 6:30 p.m.
- September 14, 2011 – Information Technology Committee – 7:30 a.m. – District Office
- September 20, 2011 – District Communications Committee – 7:30 a.m. – District Office
- September 20, 2011 – Regular Board of Education Meeting – 7:00 p.m. – District Office  
*includes Tenured Teacher Reception @ 6:30 pm*
- September 26, 2011 – Policy Committee – 6:00 p.m. – District Office

**15. EXECUTIVE SESSION**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to **enter** closed session to discuss the Superintendent’s annual evaluation at \_\_\_\_\_ p.m.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to **adjourn** closed session at \_\_\_\_\_ p.m.

**16. ADJOURN**

If the Board approves, the following suggested motion is in order: Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, that the regular meeting be adjourned at \_\_\_\_\_ p.m.

JWB/jg  
8/5/2011

**A. Leaves of Absence**

1. Name: Danielle DeISanto-Snyder  
Position: Reading Teacher  
Type: Childcare Leave Extension  
Location: Veeder Elementary School  
Effective Date: July 1, 2011  
Ending Date: January 30, 2012
  
2. Name: Thomas Kachadurian  
Position: English Teacher  
Type: Personal Leave  
Location: Colonie Central High School  
Effective Date: July 1, 2011  
Ending Date: June 30, 2012

**B. Appointments**

1. Name: Joseph P. Coleman  
Address: 925 Watervliet-Shaker Road, Latham, NY 12110  
Type: 3 Year Probationary  
Teaching Area: Special – Teaching Assistant  
Location: Lisha Kill Middle School  
Effective Date: August 31, 2011  
End of Probationary Period: August 30, 2014  
Salary: According to the SCTA Teaching Assistant contract  
Certification Status: Initial in Mathematics (7-12)
  
2. Name: Donna Davidson  
Address: 21 Hartwood Street, Albany, NY 12205  
Type: 3 Year Probationary  
Teaching Area: School Social Worker  
Location: Sand Creek Middle School  
Effective Date: August 31, 2011  
End of Probationary Period: August 30, 2014  
Salary: Salary Schedule III, Step 2  
Education: B.S. from Ithaca College, M.S. from SUNY Albany  
Certification Status: Provisional School Social Worker

3. Name: Darcie Donahue  
Address: 1 Mary Hadge Drive, Niskayuna, NY 12309  
Type: 3 Year Probationary  
Teaching Area: Elementary Education  
Location: Roessleville Elementary School  
Effective Date: July 1, 2011  
End of Probationary Period: June 30, 2014  
Salary: Salary Schedule II, Step 4  
Education: B.A. from SUNY Oneonta, M.S. from SUNY Albany  
Certification Status: Professional in Early Childhood Education (Birth-Grade 2)
4. Name: Thomas Kachadurian  
Address: PO Box 674, Altamont, NY 12009  
Type: Temporary  
Teaching Area: Administrative Intern  
Location: Colonie Central High School  
Effective Date: July 1, 2011  
Ending Date: June 30, 2012  
Salary: According to the SCTA Teachers contract  
Certification Status: Permanent in English 7-12
5. Name: Matthew Maes  
Address: 84 Dane Court, Latham, NY 12110  
Type: 3 Year Probationary  
Teaching Area: Special – Teaching Assistant  
Location: Lisha Kill Middle School  
Effective Date: August 31, 2011  
End of Probationary Period: August 30, 2014  
Salary: According to the SCTA Teaching Assistant contract  
Certification Status: Initial in Childhood Education (1-6)
6. Name: Aine Masterson  
Address: 587 Broadway Apt. Q15, Menands, NY 12204  
Type: 1 Year Probationary  
Teaching Area: Remedial Reading  
Location: Roessleville Elementary School  
Effective Date: August 31, 2011  
End of Probationary Period: August 30, 2012  
Salary: Schedule II, Step 4  
Education: B.A. from SUNY Oswego; M.A. from SUNY Albany  
Certification Status: Initial in Literacy (Birth-6)

7. Name: Rene Papa  
Address: 15 Sturbridge Court, Voorheesville, NY 12186  
Type: 3 Year Probationary  
Teaching Area: Special – Teaching Assistant  
Location: Roessleville Elementary School  
Effective Date: August 31, 2011  
End of Probationary Period: August 30, 2014  
Salary: According to the SCTA Teaching Assistant contract  
Certification Status: Permanent in Elementary Education (1-6)
8. Name: Jason P. Semo  
Address: 25 Birch Road, Grahamsville, NY 12740  
Type: 3 Year Probationary  
Tenure Area: Administrator  
Location: Colonie Central High School  
Effective Date: August 15, 2011  
End of Probationary Period: August 14, 2014  
Salary: As per attached confidential sheet  
Certification Status: Permanent as School District Administrator
9. Name: Timothy J. Stockton  
Address: 82 Mt. Pleasant Avenue, Troy, NY 12180  
Type: 2 Year Probationary  
Teaching Area: Special Education  
Location: Colonie Central High School  
Effective Date: August 31, 2011  
End of Probationary Period: August 30, 2013  
Salary: Salary Schedule II, Step 6  
Education: B.A. from SUNY Geneseo, M.S. from Nazareth College  
Certification Status: Professional in Students with Disabilities (Grades 7-12)
10. Name: Franco A. Walls  
Address: 11 Renaissance Lane, Gansevoort, NY 12831  
Type: 2 Year Probationary  
Teaching Area: Special Education  
Location: Christian Brothers Academy  
Effective Date: August 31, 2011  
End of Probationary Period: August 30, 2013  
Salary: Salary Schedule III, Step 10  
Education: B.S. and M.S. from Nazareth College  
Certification Status: Permanent in Special Education

11. Name: Brian Zajesky  
Address: 50 Parkwood Drive, Albany, NY 12205  
Type: 3 Year Probationary  
Teaching Area: Special – Teaching Assistant  
Location: Colonie Central High School  
Effective Date: August 31, 2011  
End of Probationary Period: August 30, 2014  
Salary: According to the SCTA Teaching Assistant contract  
Certification Status: Teaching Assistant Level I, Initial in Social Studies (7-12)

### **C. Temporary Part-Time Appointments**

1. Name: Thomas Alexander  
Address: 8 Bloomer Road, Voorheesville, NY 12186  
Type: Temporary Part-Time (.60)  
Teaching Area: English  
Location: Colonie Central High School  
Effective Date: July 1, 2011  
Ending Date: June 30, 2012  
Salary: Salary Schedule II, Step 10  
Education: B.A. and M.A. from SUNY Albany  
Certification Status: Permanent in English 7-12
2. Name: Paul Martin  
Address: 30 Round Table Road, Saratoga Springs, NY 12866  
Type: Temporary Part-time (.60)  
Teaching Area: Industrial Arts (Technology)  
Location: Lisha Kill Middle School  
Effective Date: July 1, 2011  
Ending Date: June 30, 2012  
Salary: Salary Schedule II, Step 9 (pro-rated)  
Education: B.S. from St. Rose; M.S. from SUNY Plattsburgh  
Certification Status: Permanent in Technology Education

### **D. Long-Term Replacements**

1. Name: Michael Carpentieri  
Address: 15 Meadow Street, Cohoes, NY 12047  
Type: Long Term Replacement  
Teaching Area: School Counselor  
Location: Lisha Kill Middle School  
Effective Date: August 22, 2011  
Ending Date: June 30, 2012  
Salary: Salary Schedule II, Step 8  
Education: B.A. from College of St. Rose; M.S. from Sage Grad School  
Certification: Permanent as School Counselor

2. Name: Rachel DeTeso-Mathis  
Address: 2110 Van Wormer Road, Schenectady, NY 12303  
Type: Long Term Replacement  
Teaching Area: English  
Location: Colonie Central High School  
Effective Date: July 1, 2011  
Ending Date: June 30, 2012  
Salary: Salary Schedule II, Step 9  
Education: B.A. from SUNY Albany; M.S. from College of St. Rose  
Certification Status: Permanent in English 7-12
  
3. Name: Carla Nolan  
Address: 77 Weatherwax Road, Poestenkill, NY 12140  
Type: Long Term Replacement  
Teaching Area: Elementary Education  
Location: Roessleville Elementary School  
Effective Date: August 31, 2011  
Ending Date: June 30, 2012  
Salary: Salary Schedule II, Step 10  
Education: B.S. from Siena College; M.S. from SUNY Albany  
Certification Status: Permanent in Nursery, Kindergarten & Grades 1-6
  
4. Name: Kristina Oliver  
Address: 44 Lenox Avenue, Albany, NY 12203  
Type: Long Term Replacement  
Teaching Area: Science - Chemistry  
Location: Colonie Central High School  
Effective Date: July 1, 2011  
Ending Date: June 30, 2012  
Salary: Salary Schedule II, Step 8  
Education: B.S. from SUNY Buffalo; M.S. from Capella University  
Certification: Permanent in General Science 7-12, Permanent in Chemistry 7-12
  
5. Name: Rosemary Soltis  
Address: 5950 Mariaville Road, Schenectady, NY 12306  
Type: Long Term Replacement  
Teaching Area: School Counselor  
Location: Lisha Kill Middle School  
Effective Date: August 22, 2011  
Ending Date: June 30, 2012  
Salary: Salary Schedule III, Step 10  
Education: B.A. from Kean University; M.S. from Russell Sage College  
Certification: Permanent as School Counselor

- 6. Name: Susan Weiss
- Address: 5560 Gardner Road, Altamont, NY 12009
- Type: Long Term Replacement
- Teaching Area: Remedial Reading
- Location: Veeder Elementary School
- Effective Date: August 31, 2011
- Ending Date: January 30, 2012
- Salary: Salary Schedule II, Step 5
- Education: B.S. from Saint Rose; M.S. from SUNY Albany
- Certification: Permanent in Reading

**E. Audio Visual Coordinators– 2011-12 School Year**

**Approval per Policy 9290**

Lisha Kill

Calvin Pitts

**F. Lunch Supervision for the 2011-12 School Year**

**Colonie Central High School**

Appointment of the following previously approved positions at the approved rate of compensation:

- |                     |                     |
|---------------------|---------------------|
| Michael Ambrosio    | Deidre Locke        |
| Kerri Audino        | Brigham McCutcheon  |
| Jason Blind         | Raymond Molloy      |
| Katie Bovee (Greco) | Andrew Monin        |
| Laura Burton        | Kim Moutray         |
| Gianelo Duca        | Thomasa Nielsen     |
| Jill Durant         | Cheryl Nunamacher   |
| Christopher Dunne   | Kristi Picard       |
| Lindsay Henner      | Christopher Schultz |
| Cheryl Jemison      | Charles Spangler    |

**Lisha Kill Middle School**

Creation of the following additional lunch supervision positions for the 2011-12 school year:

**5.0 Lunch Supervisors for Lisha Kill Middle School**

Appointment of the following previously approved positions at the approved rate of compensation:

- |                    |                  |    |
|--------------------|------------------|----|
| Anne Grab          | Andrea Bourgeois |    |
| Linda Gresens      | Brook Bourgeois  |    |
| Michelle Malatesta | Brooke Brady     |    |
| Dawn Peplowski     | Wendy Kelley     |    |
| Joe Repko          | Paul Martin      |    |
| Todd Thornton      | Christina Norris | .5 |
| Mike Trimarchi     | Pete Paquette    | .5 |
| Calvin Pitts       |                  |    |

**G. Study Hall Supervision for the 2011-12 School Year**

Creation of the following additional study hall supervisors for the 2011-12 school year:

**22.0 Study Hall Supervisors for Colonie Central high School**

Appointment of the following previously approved positions at the approved rate of compensation:

**Colonie Central High School**

Eric Boham	Douglas Kilmer
James Boland	Michelle Krawiecki
Megan Carlin	Erin Lasky
Thomas Casey	Christina Mathieu
Michael Chapski	Charlene Nagel
Maribel Crespo-Ortega	Timothy Nimmer
Rachel DeTeso-Mathis	David Norkun
Sergio Diana	Catherine Olsen
Melissa Dunn (Vecchio)	Suzanne Pedone
Shawn Durant	John Preston
Stacy Evans (Carroll)	Colette Richardson
Terri Fay	Todd Rockmore
John Gehres	Michelle Roehr
Debra Gerlach	Douglas Rosenberg
Julie Hecht	Kevin Ruane
Juli Hutchins	Patrick Russo
Jennifer Jette (Petersen)	Robert Shafer

**Lisha Kill Middle School**

Dave Conway	Joan Lipscomb
Stephanie Copeland	Sherri Long
Jackie Frank	John Meurs
Rosanna Futia	Eric Obermayer
Kellie Gaffney	Eric Rouleau
Jessica LaFex	Brian Scalzo

**H. Co-Curricular – 2011-12 School Year**

Appointment of the following previously approved positions at the approved rate of compensation:

**Colonie Central High School**

Art Club	Christina Mathieu	
Athletic Trainer - Fall	Kurt Pfaffenbach	
Athletic Trainer - Winter	Kurt Pfaffenbach	
Athletic Trainer - Spring	Kurt Pfaffenbach	
Band (9 <sup>th</sup> Grade)	Andrew Hearn	
Class Dean (Freshman)	Erin Botta	.5
Class Dean (Freshman)	Michelle Papa	.5

Class Dean (Sophomore)	Kerri Audino	.5
Class Dean (Sophomore)	Shawn Durant	.5
Class Dean (Junior)	Julie Hecht	
Class Dean (Senior)	Rachel DeTeso-Mathis	.5
Class Dean (Senior)	Julie Hutchins	.5
Chorus (Chamber Singers)	Carol Ann Weeks	
Chorus (Mixed)	Carol Ann Weeks	
Computer – Mathematics Club	Douglas Rosenberg	
DECA Advisor	Kevin Fottrell	
Foreign Language Club	Cynthia Paulding	.5
Foreign Language Club	Monica Trabold	.5
Gourmet Food Club	Monica Trabold	
<u>Intramurals:</u>		
Season I – Weight Training	Andrew Monin	
Season II – Weight Training	Kevin Halburian	
Season III – Weight Training	Michael Ambrosio	
Season IV – Weight Training	Michael Ambrosio	.5
Season IV – Weight Training	Robert Manny	.5
Key Club Advisor	Courtney Bellouny	
National Honor Society	Coleen Clayton	
Orchestra	Peter Cannistraci	
Orchestra (9 <sup>th</sup> Grade)	Laurinda Halliday	
Photography Club	Joel Scism	
<u>Productions:</u>		
Line & Cue Advisor	Jaclyn Lupe	
Producer	Jaclyn Lupe	
Director	Jaclyn Lupe	
Vocal Director	Carol Ann Weeks	
Conductor	Peter Cannistraci	
Choreographer	Cheryl Beckmann	
Robotics Club Coordinator	Thomas Casey	
Robotics Club Mentor	Joel Scism	
S.A.D.D. Advisor	Thomas Holb	
School Senate	Lindsay Henner	.5
School Senate	Robert Shafer	.5
Science Club	Michele Famoso	
<u>Small Performing Music Groups (Grades 9-12) {2}</u>		
Chamber Group-Orchestra	Peter Cannistraci	
Jazz Band	Joel Miller	
Symphonic Band	Joel Miller	
Technical/AV Producers	Lisa Eichholzer	
Wind Ensemble	Lonsdale Walker	
Yearbook Advisor	Katie Bovee	
Yearbook Advisor	Joel Scism	
<u><b>Lisha Kill Middle School</b></u>		
Art Club (5-6)	Christina Norris	
Art Club (7-8)	Betsy Ryan	

Chorus (7-8)	Pat Fatato	
General Activity – Recycling Club	Barbara Winters	
<u>Intramurals:</u>		
Season I – Girls Lacrosse (5-6)	Andrea Bourgeois	
Season I – Boys Lacrosse (5-8)	Joe Repko	
Season II – Boys Wrestling (5-8)	Joe Repko	
Season II – Boys Basketball (5-6)	Eric Obermeyer	
Season II – Weight Training (7-8)	Eric Obermeyer	
Season III – Girls Indoor Soccer (5-6)	Brooke Brady	
Season III – Weight Training (7-8)	Eric Rouleau	
Orchestra (7-8)	Mark Lewis	
Peer Leader Club	Shana Mara	.5
Peer Leader Club	Roxana Tassie	.5
School Store	Shana Mara	
Student Council	Roxana Tassie	
<b><u>Sand Creek Middle School</u></b>		
Art Club (5-8)	Kathryn Chandler	
Band (7-8)	Terri Korb	
Bike Club	Justin Ryan	.5
Bike Club	Greg Sulz	.5
Chorus (7-8)	Julie Jenne	
Computer Club	Jane Albanese	
DJ Club	Marc Mostransky	
Engineering Competition-Coed	Charles Nagel	
General Activity – Germinators I	Mark Sheffer	
General Activity – Talent (5-8)	Kathy Duval	.5
General Activity - Wellness Club	Stacey Beattie	.5
General Activity - Wellness Club	Tracy Johnas	.5
<u>Intramurals:</u>		
Season I – Girls Basketball (5-6)	Karen Bonitatibus	.5
Season I – Girls Basketball (5-6)	Heather Fiore	.5
Season I – Girls Lacrosse (5-6)	Suzanne Pedone	
Season I – Boys Lacrosse (5-6)	William Luke	
Season II – Boys Wrestling (5-8)	Gary Bohl	
Season II – Boys Basketball (5-6)	Greg Lanni	
Season III – Coed Indoor Soccer (5-6)	Lisa McGee	
Season III – Coed Indoor Soccer (5-6)	Marc Mostransky	
Orchestra (7-8)	Michelle Williams	
School Yearbook	Greg Sulz	.5
Small Performing Group-Fall MP Director	DeLynn Wickham	
Small Performing Group –Fall Musical Producer	Cathy Vigars	
Small Performing Group-Fall Musical Producer	Ruth Brady	.5
Small Performing Group-Fall Musical Producer	Raymond Szczerba	.5
Small Performing Group-Fall Technical Director	Crystal Hilton	
Small Performing Group-Spring MP Director	DeLynn Wickham	
Small Performing Group-Spring Musical Director	Julie Jenne	
Small Performing Group-Spring Musical Producer	Cathy Vigars	

Small Performing Group-Spring Musical Producer	Ruth Brady	.5
Small Performing Group-Spring Musical Producer	Raymond Szczerba	.5
Small Performing Group-Spring Technical Director	Crystal Hilton	
Student Council	Katherina Duval	.5
Student Council	Jessica Maguire	.5
Variety Show Coordinator (5-6)		

**I. Interscholastics for Fall – 2011-12 School Year**

Appointment of the following previously approved positions at the approved rate of compensation:

**Colonie Central High School**

Coach Boys Bowling	Dan Ahl	
Coach Girls Bowling	Owen Grugan	
Coach Winter 9 <sup>th</sup> Grade Cheerleading	Rachel Blaine	
Coach Girls Indoor Track	Frank Myers	
Assistant Coach Girls Indoor Track	Michael Caccuitto	.2
Assistant Coach Girls Indoor Track	Canaan Harvey	.8
Assistant Coach Girls Indoor Track	Jason Willis	.3
Coach Varsity Girls Lacrosse	Mary Lou Vosburgh	
Assistant Coach Varsity Girls Lacrosse	Allison Abdelnour	
Coach 9 <sup>th</sup> Grade Girls Softball	Nicole Welch	
Assistant Coach Girls Track & Field	Frank Myers	
Assistant Coach Girls Track & Field	Michael Caccuitto	.05
Assistant Coach Girls Track & Field	Canaan Harvey	.5
Assistant Coach Boys Track & Field	Canaan Harvey	.5
Assistant Coach Boys Track & Field	Jason Willis	.5
Assistant Coach Varsity Wrestling	Matthew Stenglein	.5
Assistant Coach Junior Varsity Wrestling	Mathew Stuart	

**Lisha Kill Middle School**

- Coach Cross Country
- Coach Football
- Assistant Coach Football
- Coach Boys Soccer
- Coach Girls Soccer

**Sand Creek Middle School**

- Coach Cross Country
- Coach Cross Country
- Coach Football
- Assistant Coach Football
- Coach Boys Soccer
- Coach Girls Soccer

**J. Rescind Appointment**

*Rescind the following previously approved appointment for the 2011-12 school year:*  
 Rachel DeTeso-Mathis                      0.60                      Temporary Part-Time English                      HS

**A. Creation of Positions**

*Effective September 1, 2011 – June 30, 2012*

(3) .75 (6.0 hour) Temporary School Monitors - FP

*Effective August 20, 2011:*

(1) 1.00 (8.0) School Bus Driver / Custodial Worker - BG

**B. Resignations**

1. Name: Tracey Stammel  
Position: Keyboard Specialist - HS  
Effective: August 24, 2011  
Reason: Accepted another position within the District
  
2. Name: Kathleen Moro  
Position: Permanent School Monitor - HS  
Effective: August 1, 2011  
Reason: Personal

**C. Rescind Summer School Appointments**

Summer Bus Garage Laborers

Richard Gavigan Summer Laborer \$14.50 per hour

**D. Summer School Appointments**

Substitute School Bus Drivers/Monitors

James Kochan Sub Driver  
Richard Gilligan Sub Driver  
Wayne Dragon Sub Driver  
Stephen Vangelder Sub Driver  
Christopher Gilligan Sub Driver

Bus Garage Laborers

James Kochan Summer Laborer \$11.50 per hour  
Richard Gavigan Summer Laborer \$11.50 per hour

**E. Appointments**

1. Name: Stephen LaMere  
Address: 3 Martingale Drive, Albany, NY 12205  
Position: Break-In School Bus Driver  
Effective: July 13, 2011  
Salary: Not paid during training

- 
2. Name: Thomas Morris, Jr.  
Address: 2169 Grand Blvd., Niskayuna, NY 12309  
Position: Break-In School Bus Driver  
Effective: July 14, 2011  
Salary: Not paid during training
  3. Name: Kimberly Demoor  
Address: 64-66 Bonner Avenue, Schenectady, NY 12304  
Position: Break-In School Bus Driver  
Effective: July 14, 2011  
Salary: Not paid during training
  4. Name: Matthew Press  
Address: 12 Maywood Avenue, Albany, NY 12205  
Position: Break-In School Bus Driver  
Effective: July 14, 2011  
Salary: Not paid during training
  5. Name: Alexander Rinaldi  
Address: 15 Toronado Drive, Latham, NY 12110  
Position: School Bus Driver Substitute  
Effective: January 11, 2011  
Salary: \$16.30 per hour
  6. Name: Laurie Brantigan  
Address: 12 Pateman Circle, Albany, NY 12204  
Position: School Bus Driver Substitute  
Effective: February 7, 2011  
Salary: \$16.30 per hour
  7. Name: Carman Mirabile  
Address: 2 Surfwood Drive, Albany, NY 12205  
Position: School Bus Driver Substitute  
Effective: April 13, 2011  
Salary: \$16.30 per hour
  8. Name: Gerald Kallner  
Address: 13 Hartwood Street, Albany, NY 12205  
Position: Probationary School Bus Driver  
Effective: August 10, 2011  
Salary: \$16.91 per hour, per CSEA contract  
Hours: 4.5 hours per day  
Current Location: Bus Garage  
Probationary Period: September 1, 2011 through March 1, 2012

9. Name: Richard Danz  
Address: 30 Mordella Road, Albany, NY 12205  
Position: Custodial Worker Substitute  
Effective: August 10, 2011  
Salary: \$10.50 per hour
10. Name: Sharon Lupe  
Address: 22 Wertman Lane, Albany, NY 12205  
Position: School Monitor Substitute  
Effective: August 10, 2011  
Salary: \$9.50 per hour
11. Name: Kathleen Moro  
Address: 5 Winslow Drive, Schenectady, NY 12309  
Position: School Monitor Substitute  
Effective: September 1, 2011  
Salary: \$9.50 per hour
12. Name: Barbara LaPoint  
Address: 18 Rondack Road, Albany, NY 12205  
Position: Clerk Typist I – Part Time (Substitute)  
Effective: September 1, 2011  
Salary: \$10.25 per hour
13. Name: Barbara Fritz  
Address: 117 Vly Road, Albany, NY 12205  
Position: Probationary School Monitor  
Effective: September 1, 2011  
Salary: \$10.84 per hour, per Teamsters Contract  
Hours: 2.5 hours per day  
Current Location: Roessleville Elementary School  
Probationary Period: September 1, 2011 through March 1, 2012
14. Name: Tracey Stammel  
Address: 95 Locust Park, Albany, NY 12205  
Position: Probationary Senior Keyboard Specialist  
Effective: August 25, 2011  
Salary: Schedule C, Step 5, per CSEA Contract  
Hours: 7.0 hours per day  
Current Location: Colonie Central High School  
Probationary Period: August 25, 2011 through February 27, 2012

**F. Change of Hours***Effective July 26, 2011:*

William Molesky      Bus Driver      6.0 hours per day to 4.5 hours per day      BG

*Effective July 27, 2011:*

Rudi Gerstenberger      Bus Driver      4.5 hours per day to 5.0 hours per day      BG

**Revised Effective Date – September 2, 2011:**

John F. Krug, IV                      Bus Driver      6.0 hours per day to 8.0 hours per day      BG

**Revised Effective Date - September 5, 2011:**

Rea Jones                              Bus Driver      6.0 hours per day to 8.0 hours per day      BG

**Revised Effective Date – September 6, 2011:**

Dominick Ragone                      Bus Driver      4.5 hours per day to 8.0 hours per day      BG

**Effective August 29, 2011:**

Christine Guidarelli      Keyboard Spec      4.0 hours per day to 6.0 hours per day      DO

**G. Change of Title**

1.    Name:                              Catherine Carney  
       Address:                          22 Glennon Road, Latham, NY 12110  
       Position Change:              Senior Keyboard Specialist to Account Clerk – 12 mo.  
       Effective:                          August 10, 2011  
       Salary:                              Schedule D, Step 9  
       Hours:                                7.5 hours per day  
       Current Location:              Pupil Services

**H. Salary Adjustments**

1.    Name:                              Jane Cuddeback  
       Address:                          14 Algonquin Road, Clifton Park, NY 12065  
       Position:                            Senior Computer Programmer  
       Effective:                          August 10, 2011  
       Base Salary Change:            As per attached confidential sheet  
       Hours:                                7.5 hours per day  
       Current Location:              District Office
2.    Name:                              Timothy Wright  
       Address:                          40 Dunning Avenue, Albany, NY 12205  
       Position:                            Senior Computer Programmer  
       Effective:                          August 10, 2011  
       Base Salary Change:            As per attached confidential sheet  
       Hours:                                7.5 hours per day  
       Current Location:              District Office
3.    Name:                              Matthew Veino  
       Address:                          5 Meadow Street, Cohoes, NY 12047  
       Position:                            Applications Developer  
       Effective:                          August 10, 2011  
       Base Salary Change:            As per attached confidential sheet  
       Hours:                                7.5 hours per day  
       Current Location:              District Office

- 
4. Name: David Stark  
Address: 22 Lafayette Park, Green Island, NY 12183  
Position: Computer Operator  
Effective: August 10, 2011  
Base Salary Change: As per attached confidential sheet  
Hours: 7.5 hours per day  
Current Location: District Office
5. Name: James Haughney  
Address: 2610 Lavin Court, Troy, NY 12180  
Position: Network Administrator  
Effective: August 10, 2011  
Base Salary Change: As per attached confidential sheet  
Hours: 7.5 hours per day  
Current Location: Colonie Central High School
6. Name: Steve Oare  
Address: 480 Van Antwerp Road, Johnstown, NY 12095  
Position: Network Administrator  
Effective: August 10, 2011  
Base Salary Change: As per attached confidential sheet  
Hours: 7.5 hours per day  
Current Location: Colonie Central High School
7. Name: Lee Ann Dunn  
Address: 19 Campagna Drive, Albany, NY 12205  
Position: Senior Keyboard Specialist  
Effective: August 10, 2011  
Base Salary Change: As per attached confidential sheet  
Hours: 7.5 hours per day  
Current Location: District Office