

**BOARD OF EDUCATION  
SOUTH COLONIE CENTRAL SCHOOLS  
102 Loralee Drive  
Albany, NY 12205**

---

**A G E N D A  
ORGANIZATIONAL MEETING  
Tuesday, July 12, 2011  
District Office – 7:00 p.m.**

**1. CALL TO ORDER**

The meeting will be called to order by District Clerk Joyce Gay

**2. OATH OF OFFICE, BOARD OF EDUCATION MEMBERS**

The oath of office will be administered to newly elected Board of Education member **Edward F. Sim**.

**3. BOARD OF EDUCATION ROLL CALL**

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

**4. OATH OF OFFICE – SUPERINTENDENT OF SCHOOLS**

The oath of office will be administered to the Superintendent of Schools Jonathan W. Buhner.

**5. APPOINTMENT OF DISTRICT CLERK AND OATH OF OFFICE**

The Superintendent recommends the appointment of **Mrs. Joyce Gay** as Clerk of the District.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, that the above stated appointment be approved and Mrs. Gay be administered the oath of office.

**6. ELECTION OF OFFICERS**

**A. President: Nominations will be accepted for this office.**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, that \_\_\_\_\_ be appointed President of the Board of Education, and be administered the oath of that office.

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

**B. Vice-President: Nominations will be accepted for this office.**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, that \_\_\_\_\_ be appointed Vice President of the Board of Education, and be administered the oath of that office.

**7. HEALTH INSURANCE REGULATIONS**

The Superintendent recommends that the **2011-12** Health Insurance Regulations **as attached** be adopted for the **2011-12** fiscal year.

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

**8. MEETING TIME AND PLACE**

The Superintendent recommends approval of the schedule of regular Board of Education meetings to be held the first and third Tuesday of each month at 7:00 p.m. at the District Offices, 102 Loralee Drive, Albany, New York as indicated 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>2011</u>			<u>2012</u>	
July	12	Organizational Mtg. & Regular Meeting	January	3
			January	17
			January	31
August	9			
August	29	@ 5:30 p.m.	February	14
September	6		March	6
September	20		March	20
October	4			
October	12	Bus Proposition Vote	April	3
October	18		April	17
November	1		May	1
November	15		May	15
			May	22
December	6		June	5
December	20		June	19
			June	28
				@ Colonie Central High School Library
				6:00 p.m.

If the Board approves, the following suggested motion is in order: Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, that the above meeting dates be approved.

**9. APPOINTMENTS**

The Superintendent recommends approval of the following appointments as indicated:

- A. District Treasurer - **Anjelieeque Martinez**  
Deputy District Treasurer – **DeNeen Bogdanowicz**
- B. School Attorney - Appointment of the law firm of **Tabner, Ryan and Keniry, 18 Corporate Woods Boulevard, Albany NY 12211**, as school attorneys effective **July 1, 2011 through June 30, 2012**. These services shall be billed on a **\$140** per hour basis with an annual retainer of **\$1,800**.
- C. Purchasing Agent – **Sherri Fisher**
- D. Records Access Officer – **David Seaver**
- E. Records Management Officer - **Anjelieeque Martinez**
- F. School Physician - **Access Health Systems (Warren Silverman, M.D.)**
- G. Extra Classroom Activities Account Treasurers  

Colonie Central High School	<b>Joann Murray</b>
Lisha Kill Middle School	<b>Betty-Jo Grande</b>
Sand Creek Middle School	<b>Marge Schanz</b>

- |  |   |
|--|---|
| <p><b>H.</b> <u>Extra Classroom Activities Account Faculty Advisors</u><br/>                 Colonie Central High School<br/>                 Lisha Kill Middle School<br/>                 Sand Creek Middle School</p> | <p><b>David Wetzel</b><br/> <b>Joseph Guardino</b><br/> <b>David Perry</b></p>    |
| <p><b>I.</b> <u>Extra Classroom Activities Account Auditors</u><br/>                 Colonie Central High School<br/>                 Lisha Kill Middle School<br/>                 Sand Creek Middle School</p>         | <p><b>Ernestine Miller</b><br/> <b>William Boardman</b><br/> <b>Jill Penn</b></p> |
| <p><b>J.</b> <u>Extra Classroom Activities District Auditor</u></p>  | <p><b>Anjelieeque Martinez</b></p>  |
| <p><b>K.</b> <u>Internal Claims Auditor</u><br/> <u>Deputy Internal Claims Auditor</u></p>   | <p><b>Steven Clikeman</b><br/> <b>Madonna Katsares</b></p>                        |
| <p><b>L.</b> <u>LEA Asbestos Designee (AHERA)</u></p>  | <p><b>Michael O’Neil</b></p>  |
| <p><b>M.</b> <u>Retiree Health Plan Administrator</u></p>  | <p><b>Amsure, Inc.</b></p>  |
| <p><b>N.</b> <u>Chemical Hygiene Officer</u></p>   | <p><b>Greg Bearup</b></p>   |
| <p><b>O.</b> <u>Trustee for CASHIC</u><br/> <u>(Capital Area School Health Insurance Consortium)</u></p>   | <p><b>Sherri Fisher</b></p>   |
| <p><b>P.</b> <u>Designated Privacy Official HIPAA</u></p>  | <p><b>David Seaver</b></p>  |
| <p><b>Q.</b> <u>AED Coordinator</u></p>  | <p><b>Sherri Fisher</b></p>   |
| <p><b>R.</b> <u>AED Medical Coordinator</u></p>  | <p><b>Dr. Warren Silverman</b></p>  |
| <p><b>S.</b> <u>Designated 504 Coordinator</u></p>   | <p><b>Tim Backus</b></p>  |
| <p><b>T.</b> <u>Designated District Representative for</u><br/> <u>South Colonie Dollars for Scholars Chapter</u></p>  | <p><b>Joyce Gay</b></p>   |

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

**10. AUTHORIZATION FOR MEDICAL AGREEMENTS/CONTRACTS**

The Superintendent recommends the following appointments for medical services for the **2011-12** school year:

An agreement with **Access Health Systems** to provide student physicals and working paper examinations as required by the District for the **2011-12** school year, effective **July 1, 2011** at a cost of **\$60.00** per basic physical exam.

A contract with **Occupational Health Centers of New York** to provide employee physicals as required by the District for the **2011-12** school year, effective **July 1, 2011**, at a cost of **\$62** per physical exam and **\$11** per tine test.

An agreement with **Ellis Works, The Center for Occupational Health**, 110 Nott Street, Schenectady NY, to provide the following services for the **2011-12** school year, effective **July 1, 2011**: Drug Screening (DOT and/or Non-DOT) - **\$45.00**; Breath Alcohol Screening - **\$20.00**.

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

**11. 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:

**Sherri Fisher, Assistant Superintendent for Management Services**  
**Anjelieeque Martinez, District Treasurer**  
**Michael O'Neil, Assistant Superintendent of Buildings and Grounds**  
**Peter Tunny, Director of Transportation**  
**Renee Hanks, Food Service Director**  
**Joella Ziele, Senior Account Clerk/Typist (Purchasing)**  
**Beverly Limmer, Senior Keyboard Specialist (Food Service)**  
**DeNene Bogdanowicz, Secretary II (Secretary to the District Treasurer)**  
**Cindy Lupe, Senior Keyboard Specialist (Buildings and Grounds)**

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

**12. AUTHORIZATION FOR FEDERAL SCHOOL MEALS PROGRAM**

The Superintendent recommends authorizing the Superintendent and the Assistant Superintendent for Management Services 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 item be approved.

**13. AUTHORIZATION TO FILE FEDERAL GRANT APPLICATIONS**

The Superintendent recommends authorizing the Superintendent, Assistant Superintendent for Instruction and the Assistant Superintendent for Management Services 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 874.

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

**14. AUTHORIZATION TO CERTIFY PAYROLLS**

The Superintendent recommends authorizing Mrs. Sherri Fisher, Assistant Superintendent for Management Services, to certify payrolls.

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

**15. AUTHORIZATION TO INVEST**

The Superintendent recommends approval of the following authorizations to invest:

**A. General Fund Monies**

Authorization for the Assistant Superintendent for Management Services and the District Treasurer to invest General Fund monies, and Food Service 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 President of the Board of Education to invest Capital Fund monies 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 item be approved.

**16. SINGLE SIGNATURE CHECK**

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 item be approved.

**17. AUTHORIZATION TO PARTICIPATE IN CASHIC**

The Superintendent recommends authorization to participate in CASHIC (Capital Area School Health Insurance Consortium) for the **2011-12** school year.

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

**18. ADOPTION OF PAYROLL CALENDAR**

The Superintendent recommends the adoption of payroll calendar for the **2011-12** school year **as attached.**

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

**19. DESIGNATION OF BANK DEPOSITORIES**

The Superintendent recommends authorizing official depositories for school funds for the **2011-12** school year as follows:

**A. Citizens 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 Earning Account
- E. **First Niagara Bank**  
Investment Earning Account
- F. **TD Bank North, NY**  
Investment Earning Account
- G. **Pioneer Commercial Bank**  
Investment Earning Account

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

**20. DISSEMINATING AGENT**

The Superintendent recommends 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 **\$1,800 with \$1,000 of this fee waived when an updated Final Official Statement is completed by Fiscal Advisors during the year.**

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

**21. PETTY CASH AND 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	<b>William Higgins</b>	\$ 75.00
Bus Garage	<b>Peter Tunny</b>	75.00
CALC	<b>Randy Rench</b>	100.00
Colonie Central High School	<b>David Wetzel</b>	100.00
Colonie Central High School	<b>Librarian</b>	100.00
District Offices	<b>Anjelieeque Martinez</b>	150.00
Forest Park Elementary School	<b>Patrick Gunner</b>	100.00
Forest Park Elementary School	<b>Librarian</b>	75.00
Gate Receipts Change Fund	<b>Joann Murray</b>	400.00
Lisha Kill Middle School	<b>Joseph Guardino</b>	100.00
Lisha Kill Middle School	<b>William Boardman</b>	100.00
Lisha Kill Middle School	<b>Librarian</b>	75.00
Roessleville Elementary School	<b>Marybeth Tedisco</b>	100.00
Roessleville Elementary School	<b>Librarian</b>	75.00
Saddlewood Elementary School	<b>Michael Marohn</b>	100.00
Saddlewood Elementary School	<b>Librarian</b>	75.00
Sand Creek Middle School	<b>David Perry</b>	100.00
Sand Creek Middle School	<b>Jill Penn</b>	100.00
Sand Creek Middle School	<b>Librarian</b>	75.00

Science Supplies	<b>Carol Carter</b>	100.00
Shaker Road Elementary School	<b>William Dollard</b>	100.00
Shaker Road Elementary School	<b>Librarian</b>	75.00
Veeder Elementary School	<b>Kathleen Gottschalk</b>	100.00
Veeder Elementary School	<b>Librarian</b>	75.00

**B. From the School Lunch Fund - Petty Cash**

District	<b>Renee Hanks</b>	\$100.00
----------	--------------------	----------

**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
CALC		20.00
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

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

**22. ATTENDANCE CLERKS**

The Superintendent recommends approval of the following individuals as Attendance Clerks for the **2011-12** school year:

Colonie Central High School	<b>Donna Murphy</b>
Lisha Kill Middle School	<b>Catherine Campbell</b>
Sand Creek Middle School	<b>Mary Ann Clark, Laurie Powalyk</b>
CALC	<b>Regina Agneta</b>
Forest Park Elementary School	<b>Kristi Hoffman</b>
Roessleville Elementary School	<b>Patrice O'Brien</b>
Saddlewood Elementary School	<b>Laurie Walsh</b>
Shaker Road Elementary School	<b>Samantha Manion</b>
Veeder Elementary School	<b>Allison Jeffers</b>

**23. STANDARD WORK DAY AND REPORTING RESOLUTION**

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.

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

**24. FEE AND REIMBURSEMENT SCHEDULE**

The Superintendent recommends approval of the attached fee and reimbursement schedule for the 2011-12 school year.

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

**25. MEDICAID COMPLIANCE COMMITTEE**

The Superintendent recommends the appointment of the following people as members of the Medicaid Compliance Committee for the 2011-12 school year:

Anjelieeque Martinez, Business Office Representative  
Tim Backus, Pupil Personnel Services Representative  
Kristine Isaksen, Pupil Personnel Services Secretary  
Leonard Motto, Board of Education Representative

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

**26. DISTRICT CREDIT CARDS**

The Superintendent recommends that the following people be assigned and approved to use District credit cards: Superintendent Jonathan W. Buhner, Assistant Superintendent for Instruction Timothy Backus, Assistant Superintendent for Management Services Sherri Fisher.

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

**27. 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 item be approved.

**28. COOPERATIVE BIDDING – School Year 2011-12**

**WHEREAS**, the Cooperative Bidding (Purchasing) Service is a plan of a number of public school districts in the Capital Region BOCES Area 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 bid, accept, 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 Cooperative Bidding resolution be approved.

**29. FOOD & CAFETERIA SUPPLIES COOPERATIVE PURCHASING – 2011-12**

**WHEREAS**, the Cooperative Purchasing Service is a plan of a number of public school districts in the Capital Region BOCES Area 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 bid, accept, 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 Resolution be approved.

**30. Adjourn**

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