

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

**MINUTES
ORGANIZATIONAL MEETING
Tuesday, July 12, 2011 – 7:00 p.m.**

1. CALL TO ORDER

The meeting was called to order by District Clerk Joyce Gay

2. OATH OF OFFICE, BOARD OF EDUCATION MEMBERS

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

3. BOARD OF EDUCATION ROLL CALL

Brian Casey	<u>Present</u>	Robert Domenici	<u>Present</u>	Richard Dunn	<u>Excused</u>
Shelle Jaquish	<u>Present</u>	Neil Johanning	<u>Present</u>	David Kiehle	<u>Present</u>
Leonard Motto	<u>Present</u>	James T. Ryan	<u>Present</u>	Edward Sim	<u>Present</u>

4. OATH OF OFFICE – SUPERINTENDENT OF SCHOOLS

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

5. APPOINTMENT OF DISTRICT CLERK AND OATH OF OFFICE

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

Motion made by Mr. Casey, seconded by Mr. Ryan, and carried unanimously (8-0), that the above stated appointment be approved and Mrs. Gay be administered the oath of office.

6. ELECTION OF OFFICERS

A. President:

Mr. Ryan nominated Leonard Motto for the office of President; seconded by Mr. Domenici. Nominations were closed. Vote was taken and Mr. Motto was elected (8-0) President of the Board of Education for 2011-12. Mr. Motto was administered the Oath of Office.

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

B. Vice-President:

Mr. Casey nominated Mr. Ryan for the office of Vice President; seconded by Ms. Jaquish. Nominations were closed. Vote was taken and Mr. Ryan was elected (8-0) Vice President of the Board of Education for 2011-12. Mr. Ryan was administered the Oath of Office.

7. HEALTH INSURANCE REGULATIONS

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

Motion made by Mr. Johanning, seconded by Mr. Domenici, and carried unanimously (8-0), that the Health Insurance Regulations be approved.

8. MEETING TIME AND PLACE

The Superintendent recommended 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

Motion made by Mr. Casey, seconded by Ms. Jaquish, and carried unanimously (8-0), that the above meeting dates be approved.

9. APPOINTMENTS

The Superintendent recommended 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	Joann Murray
Lisha Kill Middle School	Betty-Jo Grande
Sand Creek Middle School	Marge Schanz

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

Motion made by Mr. Johanning, seconded by Ms. Jaquish, and carried unanimously (8-0), that the above appointments be approved.

10. AUTHORIZATION FOR MEDICAL AGREEMENTS/CONTRACTS

The Superintendent recommended 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**.

Motion made by Mr. Casey, seconded by Mr. Ryan, and carried unanimously (8-0), that the above item

be approved.

11. AUTHORIZATION TO OPEN BIDS

The Superintendent recommended 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 & Strategic Planning
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)
DeNeen Bogdanowicz, Secretary II (Secretary to the District Treasurer)
Cindy Lupe, Senior Keyboard Specialist (Buildings and Grounds)

Motion made by Mr. Johanning, seconded by Mr. Ryan, and carried unanimously (8-0), that the above item be approved.

12. AUTHORIZATION FOR FEDERAL SCHOOL MEALS PROGRAM

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

Motion made by Ms. Jaquish, seconded by Mr. Ryan, and carried unanimously (8-0), 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 & 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 874.

Motion made by Mr. Johanning, seconded by Mr. Casey, and carried unanimously (8-0), that the above item be approved.

14. AUTHORIZATION TO CERTIFY PAYROLLS

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

Motion made by Mr. Ryan, seconded by Mr. Domenici, and carried unanimously (8-0), that the above item be approved.

15. AUTHORIZATION TO INVEST

The Superintendent recommended approval of the following authorizations to invest:

A. General Fund Monies

Authorization for the Assistant Superintendent for Management Services & Strategic Planning 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.

Motion made by Mr. Johanning, seconded by Ms. Jaquish, and carried unanimously (8-0), that the above item be approved.

16. SINGLE SIGNATURE CHECK

The Superintendent recommended 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.

Motion made by Mr. Kiehle, seconded by Mr. Ryan, and carried unanimously (8-0), that the above item be approved.

17. AUTHORIZATION TO PARTICIPATE IN CASHIC

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

Motion made by Mr. Johanning, seconded by Mr. Casey, and carried unanimously (8-0), that the above item be approved.

18. ADOPTION OF PAYROLL CALENDAR

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

Motion made by Mr. Johanning, seconded by Mr. Kiehle, and carried unanimously (8-0), that the above item be approved.

19. DESIGNATION OF BANK DEPOSITORIES

The Superintendent recommended 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

Motion made by Mr. Casey, seconded by Mr. Domenici, and carried unanimously (8-0), that the above item be approved.

20. DISSEMINATING AGENT

The Superintendent recommended 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.**

Motion made by Mr. Ryan, seconded by Mr. Johanning, and carried unanimously (8-0), that the above item be approved.

21. PETTY CASH AND CAFETERIA CHANGE FUNDS

The Superintendent recommended 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	William Higgins	\$ 75.00
Bus Garage	Peter Tunny	75.00
CALC	Randy Rench	100.00
Colonie Central High School	David Wetzel	100.00
Colonie Central High School	Jeff Dutcher/Barbara Brown	100.00
District Offices	Anjelieeque Martinez	150.00
Forest Park Elementary School	Patrick Gunner	100.00
Forest Park Elementary School	Elaine Luizzi	75.00
Gate Receipts Change Fund	Joann Murray	400.00
Lisha Kill Middle School	Joseph Guardino	100.00
Lisha Kill Middle School	William Boardman	100.00
Lisha Kill Middle School	Jeanne Bush	75.00
Roessleville Elementary School	Marybeth Tedisco	100.00
Roessleville Elementary School	Kim 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	Jill Penn	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 Marinucci	75.00
Veeder Elementary School	Kathleen Gottschalk	100.00
Veeder Elementary School	Claudia Crandall	75.00

B. <u>From the School Lunch Fund - Petty Cash</u>		
District	Renee Hanks	\$100.00
C. <u>From the School Lunch Fund - Cash Register Change</u>		
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

Motion made by Mr. Kiehle, seconded by Ms. Jaquish, and carried unanimously (8-0), that the above item be approved.

22. ATTENDANCE CLERKS

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

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

Motion made by Mr. Kiehle, seconded by Mr. Sim, and carried unanimously (8-0), that the above item be approved.

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.

Motion made by Mr. Kiehle, seconded by Mr. Ryan, and carried unanimously (8-0), that the above item be approved.

24. FEE AND REIMBURSEMENT SCHEDULE

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

Motion made by Mr. Ryan, seconded by Ms. Jaquish, and carried unanimously (8-0), 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

Motion made by Mr. Kiehle, seconded by Mr. Johanning, and carried unanimously (8-0), that the above item be approved.

26. DISTRICT CREDIT CARDS

The Superintendent recommended 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 & Strategic Planning Sherri Fisher.

Motion made by Ms. Jaquish, seconded by Mr. Johanning, and carried unanimously (8-0), that the above item be approved.

27. DESIGNATION OF OFFICIAL NEWSPAPERS

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

Motion made by Mr. Kiehle, seconded by Mr. Casey, and carried unanimously(8-0), 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).

Motion made by Mr. Kiehle, seconded by Mr. Ryan, and carried unanimously (8-0), that the above stated 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).

Motion made by Mr. Ryan, seconded by Mr. Domenici, and carried unanimously (8-0), that the above Cooperative Purchasing Resolution be approved.

30. ADJOURN

Motion made by Mr. Casey, seconded by Mr. Domenici, and carried unanimously (8-0), that the organizational meeting be adjourned at 7:51 p.m.