

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

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**MINUTES**  
**BOARD OF EDUCATION ORGANIZATIONAL MEETING**  
**Tuesday, July 10, 2007**  
**District Office – 7:00 p.m.**

**1. CALL TO ORDER**

The organizational meeting of the South Colonie Central School Board of Education was called to order by District Clerk Joyce Gay at 7:00 p.m.

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

The oath of office was administered to newly elected Board of Education Members **Leonard Motto** and **Richard Dunn** by District Clerk Joyce Gay.

**3. BOARD OF EDUCATION ROLL CALL**

Brian Casey	<u>Present</u>	Robert Domenici	<u>Present</u>	Richard Dunn	<u>Present</u>
Vernon Fonda	<u>Excused</u>	Paul Gordon	<u>Present</u>	Shelle Jaquish	<u>Excused</u>
Neil Johanning	<u>Present</u>	Leonard Motto	<u>Present</u>	James T. Ryan	<u>Present</u>

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

The oath of office was administered to the Superintendent of Schools, Michael J. Marcelle.

**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. Johanning, seconded by Mr. Ryan, and carried unanimously (7-0), that the above stated appointment be approved as per attached sheet, and Mrs. Gay was administered the oath of office.

**6. ELECTION OF OFFICERS**

**A. President**

Motion made by Mr. Gordon, seconded by Mr. Johanning, and carried unanimously (7-0), that Mr. Ryan be appointed President of the Board of Education, and Mr. Ryan was administered the oath of that office.

**B. Vice-President**

Motion made by Mr. Domenici, seconded by Mr. Motto, and carried unanimously (7-0), that Mr. Casey be appointed Vice President of the Board of Education, and Mr. Casey was administered the oath of that office.

**7. HEALTH INSURANCE REGULATIONS**

The Superintendent recommended that the **2007-08** Health Insurance Regulations **as attached** be adopted for the **2007-08** fiscal year.

Motion made by Mr. Casey, seconded by Mr. Gordon, and carried unanimously (7-0), that the above

item be approved.

**8. Meeting Time and Place**

The Superintendent recommended approval of the schedule of the 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 recess periods.

<u>2007</u>		<u>2008</u>	
July	10	January	8
		January	22
August	14	February	12
September	4	March	4
September	18	March	18
October	2	April	8
October	16	April	22
October	18	Bus Proposition Vote	
November	6	May	6
November	20	May	20
		May	27
December	11	June	3
		June	17
		June	30
			5:00 p.m.
		May	20
			Budget Vote/Board Election

Motion made by Mr. Gordon, seconded by Mr. Domenici, and carried unanimously (7-0), 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, 2007 through June 30, 2008**. These services shall be billed on a **\$120** per hour basis with an annual retainer of **\$1,800**.
- C. Purchasing Agent - **Beverly Miller**
- 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  
Lisha Kill Middle School

**Joann Murray**  
**Betty-Jo Grande**

Sand Creek Middle School

**Marge Schanz**

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| <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>Fran Coccozza</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>Joseph Guardino</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>Madonna Katsares</b><br/> <b>Jane Sullivan</b></p>                         |
| <p><b>L.</b> <u>LEA Asbestos Designee (AHERA)</u></p>  | <p><b>Steve Benedict</b></p>   |
| <p><b>M.</b> <u>Retiree Health Plan Administrator</u></p>  | <p><b>Rose &amp; Kiernan, Inc.</b></p>   |
| <p><b>N.</b> <u>Trustee for CASHIC (Capital Area School Health Insurance Consortium)</u></p>   | <p><b>Beverly K. Miller</b></p>  |
| <p><b>O.</b> <u>Designated Privacy Official HIPPA</u></p>  | <p><b>David Seaver</b></p>   |
| <p><b>P.</b> <u>AED Coordinator</u></p>  | <p><b>Beverly K. Miller</b></p>  |
| <p><b>Q.</b> <u>AED Medical Coordinator</u></p>  | <p><b>Dr. Warren Silverman</b></p>   |
| <p><b>R.</b> <u>Designated 504 Coordinator</u></p>   | <p><b>Hal Sauter</b></p>   |
| <p><b>S.</b> <u>Designated District Representative for South Colonie Dollars for Scholars Chapter</u></p>  | <p><b>Joyce Gay</b></p>  |

Motion made by Mr. Johanning, seconded by Mr. Motto, and carried unanimously (7-0), that the above item be approved.

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

The superintendent recommended the following appointment for medical services for the **2007-08** school year:

An agreement with **Access Health Systems** to provide student physicals and working paper examinations as required by the District for the **2007-08** school year, effective **July 1, 2007** at a cost of **\$45** per physical exam.

A contract with **Occupational Medical Services, P.C.**, to provide employee physicals as required by the District for the **2007-08** school year, effective **July 1, 2007**, at a cost of **\$62** per physical exam and **\$11** per tine test.

Motion made by Mr. Casey, seconded by Mr. Domenici, and carried unanimously (7-0), 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:

**Beverly Miller, Assistant Superintendent for Management Services**  
**Anjelieque Martinez, District Treasurer**  
**Steve Benedict, 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, Senior Keyboard Specialist (Secretary to the District Treasurer)**  
**Cindy Lupe, Senior Keyboard Specialist (Buildings and Grounds)**

Motion made by Mr. Gordon, seconded by Mr. Domenici, and carried unanimously (7-0), 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 to sign applications and reports for the Federal School Meals Program.

Motion made by Mr. Motto, seconded by Mr. Johanning, and carried unanimously (7-0), that the above item be approved.

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

The Superintendent recommended 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.

Motion made by Mr. Gordon, seconded by Mr. Motto, and carried unanimously (7-0), that the above item be approved.

**14. AUTHORIZATION TO CERTIFY PAYROLLS**

The Superintendent recommended authorizing Mrs. Beverly Miller, Assistant Superintendent for Management Services, to certify payrolls.

Motion made by Mr. Casey, seconded by Mr. Domenici, and carried unanimously (7-0), 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 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. Motto, seconded by Mr. Domenici, and carried unanimously (7-0), 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. Johanning, seconded by Mr. Gordon, and carried unanimously (7-0), that the above item be approved.

**17. AUTHORIZATION TO PARTICIPATE IN CASHIC**

Authorization to participate in CASHIC (Capital Area School Health Insurance Consortium) for the **2007-08** school year.

Motion made by Mr. Johanning, seconded by Mr. Dunn, and carried unanimously (7-0), that the above item be approved.

**18. ADOPTION OF PAYROLL CALENDAR**

The Superintendent recommended the adoption of payroll calendar for the **2007-08** school year **as attached.**

Motion made by Mr. Motto, seconded by Mr. Gordon, and carried unanimously (7-0), that the above item be approved.

**19. DESIGNATION OF BANK DEPOSITORIES**

The Superintendent recommended authorizing official depositories for school funds for the **2007-08** 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**
- Capital 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**

**H. HSBC  
Investment Earning Account**

Motion made by Mr. Casey, seconded by Mr. Domenici, and carried unanimously (7-0), 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. Gordon, seconded by Mr. Johanning, and carried unanimously (7-0), 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>David Foust</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>	100.00
Forest Park	<b>Patrick Gunner</b>	100.00
Forest Park	<b>Librarian</b>	75.00
Gate Receipts Change Fund	<b>Joann Murray</b>	400.00
Lisha Kill Middle School	<b>Francis Coccozza</b>	100.00
Lisha Kill Middle School	<b>Joseph Guardino</b>	100.00
Lisha Kill Middle School	<b>Librarian</b>	75.00
Roessleville	<b>Suzanne Moore</b>	100.00
Roessleville	<b>Librarian</b>	75.00
S.A.P.A. Supplies	<b>Joann Murray</b>	100.00
Saddlewood	<b>Ernest Casile</b>	100.00
Saddlewood	<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-Elementary	<b>OPEN</b>	100.00
Shaker Road	<b>William Dollard</b>	100.00
Shaker Road	<b>Librarian</b>	75.00
Veeder	<b>Kathleen Gottschalk</b>	100.00
Veeder	<b>Librarian</b>	75.00

<b>B. <u>From the School Lunch Fund - Petty Cash</u></b>		
District	Renee Hanks	\$100.00
<b>C. <u>From the School Lunch Fund - Cash Register Change</u></b>		
CCHS Main Cafeteria		\$161.00
CCHS West Wing Cafeteria		218.00
Sand Creek Middle School		160.00
Lisha Kill Middle School		155.00
CALC		20.00
Forest Park		10.00
Roessleville		10.00
Saddlewood		10.00
Shaker Road		10.00
Veeder		10.00

Motion made by Mr. Casey, seconded by Mr. Motto, and carried unanimously (7-0), that the above item be approved.

**22. ATTENDANCE CLERKS**

The Superintendent recommended approval of the following people as Attendance Clerks for the **2007-08** school year:

Colonie Central High School	<b>Patricia Santandrea</b>
Lisha Kill Middle School	<b>Cindy Herderich</b>
Sand Creek Middle School	<b>Mary Ann Clark, Laurie Powalyk</b>
CALC	<b>Catherine Carney</b>
Forest Park Elementary School	<b>Jodie Gay</b>
Roessleville Elementary School	<b>Patrice O'Brien</b>
Saddlewood Elementary School	<b>Catherine Campbell</b>
Shaker Road Elementary School	<b>Theresa Capobianco</b>
Veeder Elementary School	<b>Diane Darling</b>

Motion made by Mr. Johanning, seconded by Mr. Gordon, and carried unanimously (7-0), that the above item be approved.

**23. FEE AND REIMBURSEMENT SCHEDULE**

The Superintendent recommended approval of the attached fee and reimbursement schedule for the **2007-08** school year.

Motion made by Mr. Johanning, seconded by Mr. Motto, and carried unanimously (7-0), that the above item be approved.

**24. ADJOURN**

Motion made by Mr. Gordon, seconded by Mr. Casey, and carried unanimously (7-0), that the organizational meeting be adjourned at 7:25 p.m.

Respectfully submitted,

Joyce Gay  
District Clerk