

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

**MINUTES
ORGANIZATIONAL MEETING
Monday, July 1, 2008
District Office – 5:15 p.m.**

1. CALL TO ORDER

The organizational meeting of the South Colonie Central Schools Board of Education was called to order by District Clerk Joyce Gay at 5:15 p.m.

2. OATH OF OFFICE, BOARD OF EDUCATION MEMBERS

The oath of office was administered to newly elected Board of Education Member **Shelle Jaquish** by District Clerk Joyce Gay. Robert Domenici was absent and will be administered the oath of office at a subsequent meeting.

3. BOARD OF EDUCATION ROLL CALL

Brian Casey	<u>Present</u>	Robert Domenici	<u>Excused</u>	Richard Dunn	<u>Present</u>
Vernon Fonda	<u>Absent</u>	Paul Gordon	<u>Excused</u>	Shelle Jaquish	<u>Present</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 A. Gay** as Clerk of the District. Motion made by Mr. Ryan, seconded by Ms. Jaquish, and carried unanimously (6-0), 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. Johanning, seconded by Mr. Dunn, and carried unanimously (6-0), that James T. Ryan be appointed President of the Board of Education. Mr. Ryan was administered the oath of that office.

B. Vice-President

Motion made by Ms. Jaquish, seconded by Mr. Johanning, and carried unanimously (6-0), that Brian T. Casey be appointed Vice President of the Board of Education. Mr. Casey was administered the oath of that office.

7. HEALTH INSURANCE REGULATIONS

The Superintendent recommends that the **2008-09** Health Insurance Regulations **as attached** be adopted for the **2008-09** fiscal year.

Motion made by Mr. Motto, seconded by Mr. Dunn, and carried unanimously (6-0), that the above item be approved.

8. Meeting Time and Place

The Superintendent recommends 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>2008</u>			<u>2009</u>	
July	1	Organizational Mtg.	January	6
July	22		January	20
August	12		February	10
September	2		March	3
September	16		March	17
October	7		April	7
October	21		April	21
October	23	Bus Proposition Vote		
November	4		May	5
November	18		May	19
			May	26
December	2		June	2
December	16		June	16
			June	30
				6:00 p.m.

Motion made by Mr. Casey, seconded by Mr. Dunn, and carried unanimously (6-0), 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, 2008 through June 30, 2009**. These services shall be billed on a **\$125** 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	Joann Murray
Lisha Kill Middle School	Betty-Jo Grande
Sand Creek Middle School	Marge Schanz

- | | |
|--|---|
| <p>H. <u>Extra Classroom Activities Account Faculty Advisors</u>
 Colonie Central High School
 Lisha Kill Middle School
 Sand Creek Middle School</p> | <p>David Wetzel
 Joseph Guardino
 David Perry</p> |
| <p>I. <u>Extra Classroom Activities Account Auditors</u>
 Colonie Central High School
 Lisha Kill Middle School
 Sand Creek Middle School</p> | <p>Ernestine Miller
 William Boardman
 Jill Penn</p> |
| <p>J. <u>Extra Classroom Activities District Auditor</u></p> | <p>Anjelieeque Martinez</p> |
| <p>K. <u>Internal Claims Auditor</u>
 <u>Deputy Internal Claims Auditor</u></p> | <p>Madonna Katsares
 Jane Sullivan</p> |
| <p>L. <u>LEA Asbestos Designee (AHERA)</u></p> | <p>Steve Benedict</p> |
| <p>M. <u>Retiree Health Plan Administrator</u></p> | <p>Rose & Kiernan, Inc.</p> |
| <p>N. <u>Chemical Hygiene Officer</u></p> | <p>Greg Bearup</p> |
| <p>O. <u>Trustee for CASHIC (Capital Area School Health Insurance Consortium)</u></p> | <p>Beverly K. Miller</p> |
| <p>P. <u>Designated Privacy Official HIPAA</u></p> | <p>David Seaver</p> |
| <p>Q. <u>AED Coordinator</u></p> | <p>Beverly K. Miller</p> |
| <p>R. <u>AED Medical Coordinator</u></p> | <p>Dr. Warren Silverman</p> |
| <p>S. <u>Designated 504 Coordinator</u></p> | <p>Hal Sauter</p> |
| <p>T. <u>Designated District Representative for</u>
 <u>South Colonie Dollars for Scholars Chapter</u></p> | <p>Joyce A. Gay</p> |

Motion made by Ms. Jaquish, seconded by Mr. Johanning, and carried unanimously (6-0), that the above item be approved.

10. AUTHORIZATION FOR MEDICAL AGREEMENTS/CONTRACTS

The Superintendent recommends the following appointment for medical services for the **2008-09** school year:

An agreement with **Access Health Systems** to provide student physicals and working paper examinations as required by the District for the **2008-09** school year, effective **July 1, 2008** at a cost of **\$50.00** per physical exam.

A contract with **Occupational Medical Services, P.C.**, to provide employee physicals as required by the District for the **2008-09** school year, effective **July 1, 2008**, at a cost of **\$62** per physical exam and **\$11** per tine test.

Motion made by Mr. Casey, seconded by Mr. Motto, and carried unanimously (6-0), 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:

- Beverly Miller, Assistant Superintendent for Management Services**
- Anjelieeque 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, Secretary II (Secretary to the District Treasurer)**
- Cindy Lupe, Senior Keyboard Specialist (Buildings and Grounds)**

Motion made by Mr. Dunn, seconded by Mr. Johanning, and carried unanimously (6-0), 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.

Motion made by Mr. Motto, seconded by Mr. Casey, and carried unanimously (6-0), 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 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 Ms. Jaquish, seconded by Mr. Dunn, and carried unanimously (6-0), that the above item be approved.

14. AUTHORIZATION TO CERTIFY PAYROLLS

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

Motion made by Ms. Jaquish, seconded by Mr. Motto, and carried unanimously (6-0), 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.

Motion made by Mr. Dunn, seconded by Mr. Casey, and carried unanimously (6-0), 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.

Motion made by Mr. Johanning, seconded by Mr. Dunn, and carried unanimously (6-0), 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 **2008-09** school year.

Motion made by Mr. Casey, seconded by Mr. Motto, and carried unanimously (6-0), that the above item be approved.

18. ADOPTION OF PAYROLL CALENDAR

The Superintendent recommends the adoption of payroll calendar for the **2008-09** school year **as attached.**

Motion made by Mr. Dunn, seconded by Mr. Motto, and carried unanimously (6-0), that the above item be approved.

19. DESIGNATION OF BANK DEPOSITORIES

The Superintendent recommends authorizing official depositories for school funds for the **2008-09** 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. Dunn, seconded by Mr. Johanning, and carried unanimously (6-0), 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.**

Motion made by Mr. Casey, seconded by Mr. Motto, and carried unanimously (6-0), 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	David Foust	\$ 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	Librarian	100.00
District Offices	Anjelieeque Martinez	150.00
Forest Park	Patrick Gunner	100.00
Forest Park	Librarian	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	Librarian	75.00
Roessleville	Suzanne Moore	100.00
Roessleville	Librarian	75.00
S.A.P.A. Supplies	Carol Carter	100.00
Saddlewood	Ernest Casile	100.00
Saddlewood	Librarian	75.00
Sand Creek Middle School	David Perry	100.00
Sand Creek Middle School	Jill Penn	100.00
Sand Creek Middle School	Librarian	75.00
Science Supplies-Elementary	Carol Carter	100.00
Shaker Road	William Dollard	100.00
Shaker Road	Librarian	75.00
Veeder	Kathleen Gottschalk	100.00
Veeder	Librarian	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		\$297.00
CCHS West Wing Cafeteria		336.00
Sand Creek Middle School		200.00
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
District Office		20.00

Motion made by Ms. Jaquish, seconded by Mr. Johanning, and carried unanimously (6-0), that the above item be approved.

22. ATTENDANCE CLERKS

The Superintendent recommends approval of the following people as Attendance Clerks for the **2008-09** school year:

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

Motion made by Mr. Dunn, seconded by Mr. Motto, and carried unanimously (6-0), that the above item be approved.

23. FEE AND REIMBURSEMENT SCHEDULE

The Superintendent recommends approval of the attached fee and reimbursement schedule for the **2008-09** school year.

Motion made by Mr. Motto, seconded by Mr. Casey, and carried unanimously (6-0), that the above item be approved.

24. DISTRICT CREDIT CARDS

The Superintendent recommends that the following people be assigned and approved to use District credit cards: Superintendent Michael J. Marcelle, Assistant Superintendent for Instruction Timothy Backus, Assistant Superintendent for Management Services Beverly K. Miller.

Motion made by Mr. Dunn, seconded by Mr. Johanning, and carried unanimously (6-0), that the above item be approved.

25. ADJOURN

Motion made by Mr. Johanning, seconded by Mr. Dunn, and carried unanimously (6-0), that the meeting be adjourned at 5:50 p.m.

Joyce A. Gay
District Clerk

7/22/2008
Attachments