

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

**MINUTES
ORGANIZATIONAL MEETING
Tuesday, July 7, 2009
District Office – 7:00 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 7:05 p.m.

2. OATH OF OFFICE, BOARD OF EDUCATION MEMBERS

The oath of office was administered to newly elected Board of Education Member **James T. Ryan** by District Clerk Joyce Gay.

3. BOARD OF EDUCATION ROLL CALL

Brian Casey	<u>Present</u>	Robert Domenici	<u>Excused</u>	Richard Dunn	<u>Present</u>
Paul Gordon	<u>Excused</u>	Shelle Jaquish	<u>Present</u>	Neil Johannning	<u>Present</u>
David Kiehle	<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 Jonathan W. Buhner.

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

6. ELECTION OF OFFICERS

A. President

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

Vice-President

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

7. HEALTH INSURANCE REGULATIONS

The Superintendent recommended that the **2009-10** Health Insurance Regulations **as attached** be adopted for the **2009-10** fiscal year.

Motion made by Mr. Dunn, seconded by Mr. Ryan, and carried unanimously (7-0), that the **2009-10** Health Insurance Regulations as attached 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 school recess periods.

<u>2009</u>			<u>2010</u>	
July	7	Organizational Mtg. & Regular Meeting	January	5
			January	19
August	11		February	9
August	27	(Set Tax Rates)		
September	8		March	2
September	22		March	16
			March	30
October	6			
October	14	Bus Proposition Vote	April	20
October	20		April	26
				BOCES Budget Vote
November	3		May	4
November	17		May	18
			May	25
				Budget Vote/Board Election
December	1		June	1
December	15		June	15
			June	30
				6:00 p.m.

Motion made by Mr. Motto, seconded by Mr. Johanning, 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, 2009 through June 30, 2010**. These services shall be billed on a **\$130** 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.)**

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| <p>G. <u>Extra Classroom Activities Account Treasurers</u>
 Colonie Central High School
 Lisha Kill Middle School
 Sand Creek Middle School</p> | <p>Joann Murray
 Betty-Jo Grande
 Marge Schanz</p> |
| <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</u>
 <u>(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 Gay</p> |

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

10. AUTHORIZATION FOR MEDICAL AGREEMENTS/CONTRACTS

The Superintendent recommends the following appointments for medical services for the **2009-10** school year:

An agreement with **Access Health Systems** to provide student physicals and working paper examinations as required by the District for the **2009-10** school year, effective **July 1, 2009** at a cost of **\$55.00** per physical exam.

A contract with **Occupational Medical Services, P.C.**, to provide employee physicals as required by the District for the **2009-10** school year, effective **July 1, 2009**, at a cost of **\$62** per physical exam and **\$11** per tine test.

Motion made by Mr. Kiehle, seconded by Mr. Johanning, and carried unanimously (7-0), that the above agreements/contracts 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, Secretary II (Secretary to the District Treasurer)
Cindy Lupe, Senior Keyboard Specialist (Buildings and Grounds)

Motion made by Mr. Motto, seconded by Ms. Jaquish, and carried unanimously (7-0), that the above authorizations 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. Johanning, seconded by Mr. Dunn, and carried unanimously (7-0), that the above authorizations 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 Ms. Jaquish, seconded by Mr. Kiehle, and carried unanimously (7-0) that the above authorizations 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. Kiehle, seconded by Mr. Ryan, and carried unanimously (7-0), that the above authorization 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. Dunn, seconded by Mr. Johanning, and carried unanimously (7-0), that the above item be approved.

16. SINGLE SIGNATURE CHECK AUTHORIZATION

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. Ryan, seconded by Mr. Motto, that the above authorization be approved.

17. AUTHORIZATION TO PARTICIPATE IN CASHIC

The Superintendent recommended authorization to participate in CASHIC (Capital Area School Health Insurance Consortium) for the **2009-10** school year.

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

18. ADOPTION OF PAYROLL CALENDAR

The Superintendent recommends the adoption of payroll calendar for the **2009-10** school year **as attached**.

Motion made by Mr. Ryan, seconded by Ms. Jaquish, and carried unanimously (7-0), that the 209-10 payroll calendar be approved.

19. DESIGNATION OF BANK DEPOSITORIES

The Superintendent recommended authorizing official depositories for school funds for the **2009-10** 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. Johanning, seconded by Mr. Motto, and carried unanimously (7-0), that the above designations of bank depositories 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. Kiehle, seconded by Mr. Dunn, and carried unanimously (7-0), that the above disseminating agent 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	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 Elementary Sch	Patrick Gunner	100.00
Forest Park Elementary Sch	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 Elementary Sch	OPEN	100.00
Roessleville Elementary Sch	Librarian	75.00

S.A.P.A. Supplies	Carol Carter	100.00
Saddlewood Elementary Sch	Ernest Casile	100.00
Saddlewood Elementary Sch	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 Elementary Sch	William Dollard	100.00
Shaker Road Elementary Sch	Librarian	75.00
Veeder Elementary School	Kathleen Gottschalk	100.00
Veeder Elementary School	Librarian	75.00

B. From the School Lunch Fund - Petty Cash

District	Renee Hanks	\$100.00
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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 Sch	10.00
Roessleville Elementary Sch	10.00
Saddlewood Elementary Sch	10.00
Shaker Road Elementary Sch	10.00
Veeder Elementary School	20.00
District Office	20.00

Motion made by Ms. Jaquish, seconded by Mr. Ryan, and carried unanimously (7-0), that the above petty cash and cafeteria change funds be approved.

22. ATTENDANCE CLERKS

The Superintendent recommended approval of the following people as Attendance Clerks for the **2009-10** school year:

Colonie Central High School	Donna Murphy
Lisha Kill Middle School	Cindy Herderich
Sand Creek Middle School	Mary Ann Clark, Laurie Powalyk
CALC	Regina Agneta
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	Allison Jeffers

Motion made by Mr. Dunn, seconded by Mr. Johanning, and carried unanimously (7-0), that the Attendance Clerks for 2009-10 be approved.

23. FEE AND REIMBURSEMENT SCHEDULE

The Superintendent recommended approval of the attached fee and reimbursement schedule for the **2009-10** school year.

Motion made by Mr. Kiehle, seconded by Mr. Johanning, and carried unanimously (7-0), that the 2009-10 fee and reimbursement schedule be approved.

24. 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 Beverly K. Miller.

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

25. ADJOURN

Motion made by Mr. Ryan, seconded by Mr. Johanning, and carried unanimously (7-0), that the meeting be adjourned at 7:30 p.m.

Joyce Gay
District Clerk
8/7/2009
Attachments