

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

**MINUTES
ORGANIZATIONAL MEETING
Tuesday, July 6, 2010
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 7:00 p.m.

2. OATH OF OFFICE, BOARD OF EDUCATION MEMBERS

The oath of office was administered to newly elected Board of Education Member **Brian T. Casey**.

3. BOARD OF EDUCATION ROLL CALL

Brian Casey	<u>Present</u>	Robert Domenici	<u>Present</u>	Richard Dunn	<u>Present</u>
Paul Gordon	<u>Present</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>

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 by Mr. Johanning, seconded by Ms. Jaquish, and carried unanimously (9-0), that the above stated appointment be approved and Mrs. Gay was administered the oath of office.

6. ELECTION OF OFFICERS

A. President

Motion made by Mr. Ryan, seconded by Mr. Domenici, and carried unanimously (9-0), that Mr. Casey be appointed President of the Board of Education. Mr. Casey was administered the oath of that office.

B. Vice-President

Motion made by Ms. Jaquish, seconded by Mr. Johanning, and carried unanimously (9-0), 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 **2010-11** Health Insurance Regulations **as attached** be adopted for the **2010-11** fiscal year.

Motion made by Mr. Ryan, seconded by Mr. Dunn, and carried unanimously (9-0), 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 school recess periods.

<u>2010</u>			<u>2011</u>	
July	6	Organizational Mtg. & Regular Meeting	January	4
			January	18
August	10		February	1
August	31	6:00 p.m.	February	15
September	7		March	1
September	21		March	15
October	5			
October	13	Bus Proposition Vote	April	5
October	19		April	25 (Monday w/BOCES Vote)
November	2		May	3
November	16		May	17 Budget Vote/Board Election
			May	24
December	7		June	7
December	21		June	21
			June	30 6:00 p.m.

Motion made by Mr. Johanning, seconded by Mr. Gordon, and carried unanimously (9-0), 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, 2010 through June 30, 2011**. These services shall be billed on a **\$135** 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>
 Deputy Internal Claims Auditor</p> | <p>Madonna Katsares
 Jane Sullivan</p> |
| <p>L. <u>LEA Asbestos Designee (AHERA)</u></p> | <p>Michael O’Neil</p> |
| <p>M. <u>Retiree Health Plan Administrator</u></p> | <p>Amsure, 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. Ryan, seconded by Mr. Dunn, and carried unanimously (9-0), that the above appointments be approved.

10. AUTHORIZATION FOR MEDICAL AGREEMENTS/CONTRACTS

The Superintendent recommended the following appointments for medical services for the **2010-11** school year:

An agreement with **Access Health Systems** to provide student physicals and working paper examinations as required by the District for the **2010-11** school year, effective **July 1, 2010** 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 **2010-11** school year, effective **July 1, 2010**, at a cost of **\$62** per physical exam and **\$11** per tine test.

Motion made by Mr. Motto, seconded by Mr. Gordon, and carried unanimously (9-0), that the above items 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**
- 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. Motto, seconded by Mr. Johanning, and carried unanimously (9-0), 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 Ms. Jaquish, seconded by Mr. Gordon, and carried unanimously (9-0), that the above authorization 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. Ryan, seconded by Mr. Motto, and carried unanimously (9-0), that the above authorization 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. Dunn, seconded by Mr. Johanning, and carried unanimously (9-0), 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. Ryan, seconded by Mr. Motto, and carried unanimously (9-0), that the above authorizations 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. Ryan, seconded by Ms. Jaquish, and carried unanimously (9-0), 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 **2010-11** school year.

Motion made by Mr. Motto, seconded by Mr. Dunn, and carried unanimously (9-0), that the above authorization be approved.

18. ADOPTION OF PAYROLL CALENDAR

The Superintendent recommends the adoption of payroll calendar for the **2010-11** school year **as attached.**

Motion made by Mr. Gordon, seconded by Mr. Motto, and carried unanimously (9-0), that the above item be approved.

19. DESIGNATION OF BANK DEPOSITORIES

The Superintendent recommended authorizing official depositories for school funds for the **2010-11** school year as follows:

A. Citizens Bank

**General Fund Account
Capital Fund Account
Investment Earning Accounts
Memorial Fund Account
Student Activity Fund Accounts**

**Payroll Account
Special Aid Fund Account
Workers Compensation Account
Food Service Fund Account**

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
- H. **HSBC**
Investment Earning Account

Motion made by Mr. Johanning, seconded by Mr. Gordon, and carried unanimously (9-0), 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. Dunn, seconded by Mr. Motto, and carried unanimously (9-0), 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. <u>From the General Fund - Petty Cash</u>		
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	Marybeth Tedisco	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. <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 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 Mr. Ryan, seconded by Mr. Gordon, and carried unanimously (9-0), that the above item be approved.

22. ATTENDANCE CLERKS

The Superintendent recommended approval of the following people as Attendance Clerks for the **2010-11** school year:

Colonie Central High School	Donna Murphy
Lisha Kill Middle School	Catherine Campbell
Sand Creek Middle School	Mary Ann Clark, Lauri 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	OPEN
Veeder Elementary School	Allison Jeffers

Motion made by Mr. Johanning, seconded by Mr. Motto, and carried unanimously (9-0), 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. Dunn, seconded by Mr. Gordon, and carried unanimously (9-0), that the above item be approved.

24. FEE AND REIMBURSEMENT SCHEDULE

The Superintendent recommended approval of the attached fee and reimbursement schedule for the 2010-11 school year.

Motion made by Mr. Kiehle, seconded by Mr. Johanning, and carried unanimously (9-0), that the above item be approved.

25. MEDICAID COMPLIANCE COMMITTEE

The Superintendent recommended the appointment of the following people as members of the Medicaid Compliance Committee for the 2010-11 school year:

- Anjelieeque Martinez, Business Office Representative
- Hal Sauter, Pupil Personnel Services Representative
- Kristine Isaksen, Pupil Personnel Services Secretary
- Paul Gordon, Board of Education Representative

Motion made by Mr. Kiehle, seconded by Mr. Gordon, and carried unanimously (9-0), 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 Beverly K. Miller.

Motion made by Ms. Jaquish, seconded by Mr. Johanning, and carried unanimously (9-0), that the above item be approved.

27. ADJOURN

Motion made by Mr. Ryan, seconded by Mr. Motto, and carried unanimously (9-0), that the meeting be adjourned at 7:29 p.m.

Joyce Gay
District Clerk
7/7/2010
Attachments