

*IT IS THE MISSION OF THE SCHODACK CENTRAL SCHOOLS
to develop our students to become "...active, reflective, creative learners. In our schools, they will engage in rewarding work and practice behaviors that are intelligent in both an academic and a practical sense. Students will develop the attitudes, skills and understandings that will allow them to fulfill their potential and to function successfully in their individual and social roles."*

SCHODACK CENTRAL SCHOOL DISTRICT
1216 Maple Hill Road, Castleton, New York 12033-1699

July 10, 2014

Maple Hill High School Library

BOARD OF EDUCATION MINUTES – REGULAR

1. Meeting called to order by Superintendent Horan at 6:06 p.m.
2. Superintendent Horan asked everyone to stand for the Pledge of Allegiance to the Flag
3. Michael Hiser moved for approval of present agenda, Bruce Romanchak seconded. All present in favor.
4. Michael Hiser elected Superintendent Horan as temporary chairperson. Bruce Romanchak seconded. All present in favor.
5. Oath of Office read by Michele Reickert, District Clerk.
6. Bruce Romanchak moved to elect Michael Hiser as President for the 2014-15 school year, Jeanne Strazza seconded. All present in favor.
7. Bruce Romanchak moved to elect Michael Charsky as Vice-President for the 2014-15 school year, Michael Hiser seconded. All present in favor.
8. Michael Hiser signed his Oath of Office as the elected President.
9. Reports:
 - a. NONE
10. Board Discussion: Mr. Horan talked about the upcoming Board Retreat and potential dates for a follow up retreat in August. Mr. Horan and Mr. Agostinoni discussed the School Report Card and how data is submitted and the results compared to other area schools. The board requested a report in August or September to show the board where our students stand, are they graduating with the knowledge they need to move into the profession they are pursuing. Mr. Olsen asked if the district has process in place to poll or survey the graduated students to see if they were ready for college or what the district can do different. The board and administrators explained a process where the district invites graduates back to talk to teachers and students about the areas they felt prepared and areas they felt they lacked. There was discussion about where Phase II of the capital project stands and if we are on track. Mr. Horan expressed that the process is going in

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accordance with the timeline. The footprint will be presented to State Ed., once they give their approval, then a cost is put on the project and it is presented to the board. There was discussion about communication with the public and how to explain to the public why going from 3 buildings to 2 buildings while expanding the footprint of one so it makes sense that the project needs to take place. Monica Kim expressed to the board that the Golf Course Tax abatement has settled. There was discussion about incubator companies and how do we teach our students about business, how to grow a business, how to get funding, investors, and how to invest.

11. Meeting open for public discussion: None.
12. 2014-15 Reorganization
 - a. Bruce Romanchak moved to approve the following appointments, effective July 1, 2014 through June 30, 2015:
 1. Clerk of the Board of Education – Michele Reickert – per M/C agreement
 2. District Treasurer – Jill Filkins - \$4,800 annual stipend
 3. Deputy Treasurer – Monica C. Kim - \$0 annual stipend
 4. Central School Treasurer – Monica C. Kim - \$0 annual stipend
 5. Claims Auditor – Sandra Hall – per M/C agreement
 6. Student Activity Auditor – Sandra Hall - \$0 annual stipend
 7. External Auditor – Marvin and Company, PC
 8. Tax Collector – Town of Schodack, Receiver of Taxes
 9. Attendance Officer – Michael Bennett - \$0 annual stipend
 10. Health and Safety Officer – Matt LaClair - \$0 annual stipend
 11. School Physician – William Kostun
 12. School Attorney – Whiteman, Osterman & Hanna, Attorneys-at-Law
 13. Insurance Agent – Rose & Kiernan, Inc.
 14. Insurance Carrier – Utica National Insurance Group & Pupil Benefits Plan, Inc.
 15. Risk Management Consultant – Needham Risk Management Resource Group
 16. Bond Counsel – Fiscal Advisors. George Warner seconded. All present in favor.
 - b. Bruce Romanchak moved to approve the designation of official newspapers for the school district – presently the Albany Times Union and the Troy Record. George Warner seconded. All present in favor.
 - c. Bruce Romanchak moved to approve the designation of depository banks for the school district – presently Key Bank of Eastern New York, NA (maximum deposit \$15,000,000), MBIA Class (maximum deposit amount \$15,000,000). George Warner seconded. All present in favor.
 - d. Bruce Romanchak moved to approve the designation of time and date for all regular business meetings: present date – third Thursday of each month; present time – 6:00 p.m. Prevailing Time. George Warner seconded. All present in favor.

- e. Bruce Romanchak moved for the authorization of Superintendent to certify payroll to Treasurer for payment – present incumbent is Robert Horan. George Warner seconded. All present in favor.
- f. Bruce Romanchak moved for the authorization of District Treasurer or Deputy Treasurer to sign School Lunch Claims and Reports – present incumbents are Jill Filkins and Monica C. Kim. George Warner seconded. All present in favor.
- g. Bruce Romanchak moved for the authorization of District Treasurer or Deputy Treasurer to sign Form SA300, Federal Commodities – present incumbents are Jill Filkins and Monica C. Kim. George Warner seconded. All present in favor.
- h. Bruce Romanchak moved for the authorization of District Treasurer or Deputy Treasurer to sign district checks with facsimile signatures – present incumbents are Jill Filkins and Monica C. Kim. George Warner seconded. All present in favor.
- i. Bruce Romanchak moved for the authorization of District Treasurer or Deputy Treasurer to execute transfers of funds by telephone among authorized district bank accounts – present incumbents are Jill Filkins and Monica C. Kim. George Warner seconded. All present in favor.
- j. Bruce Romanchak moved for the authorization of Director of Business and Support Services to approve hand drawn payments – present incumbent is Monica C. Kim. George Warner seconded. All present in favor.
- k. Bruce Romanchak moved to approve the designation of signatures on checks: Jill Filkins, District Treasurer, or Monica C. Kim, Director of Business and Support Services, or Robert Horan, Superintendent. George Warner seconded. All present in favor.
- l. Bruce Romanchak moved for the authorization of Superintendent to approve budget transfers – present incumbent is Robert Horan. George Warner seconded. All present in favor.
- m. Bruce Romanchak moved for the authorization of Director of Business and Support Services as purchasing agent – present incumbent is Monica C. Kim. George Warner seconded. All present in favor.
- n. Bruce Romanchak moved for the authorization of Director of Business and Support Services as Records Management Officer – present incumbent is Monica C. Kim. George Warner seconded. All present in favor.
- o. Bruce Romanchak moved for the authorization of Superintendent as Records Access Officer – present incumbent is Robert Horan. George Warner seconded. All present in favor.
- p. Bruce Romanchak moved for the authorization of Superintendent to approve attendance at conferences, conventions, workshops, etc. – present incumbent is Robert Horan. George

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Warner seconded. All present in favor.

- q. Bruce Romanchak moved for the authorization of Assistant Superintendent of Curriculum, Instruction and Pupil Personnel Services as Title IX Officer – present incumbent is Michael Bennett. George Warner seconded. All present in favor.
- r. Bruce Romanchak moved for the authorization of Superintendent of Buildings and Grounds as LEA (Local Educational Agency) Asbestos Designee – present incumbent Matt LaClair. George Warner seconded. All present in favor.
- s. Bruce Romanchak moved for the authorization of Superintendent of Buildings and Grounds as Toxic Substances Coordinator – present incumbent is Matt LaClair. George Warner seconded. All present in favor.
- t. Bruce Romanchak moved for the authorization of Superintendent of Buildings and Grounds as Integrated Pest Management (IPM) Coordinator – present incumbent is Matt LaClair. George Warner seconded. All present in favor.
- u. Bruce Romanchak moved for the approval of annual resolution to establish standard workday for appointed employees for reporting to NYS Employees' Retirement System and New York State Teachers' Retirement System. George Warner seconded. All present in favor.
- v. Bruce Romanchak moved for the establishment of 2014-15 mileage reimbursement rate for use of personally owned vehicles while on official business at IRS rate, currently \$.56 per mile. George Warner seconded. All present in favor.
- w. Bruce Romanchak moved for the authorization of petty cash allotments and custodians as follows:
 - 1) \$100 for district office – Michele Reickert (Shelli)
 - 2) \$100 for high school office – E. Lisa Nichols
 - 3) \$100 for middle school office – Janis Clarke
 - 4) \$100 for elementary school office – Ruth Gregware
 - 5) \$100 for MHMS Community Charities Account – James Derby. George Warner seconded. All present in favor.
- x. Bruce Romanchak moved for the approval of \$100,000 (per employee) and \$1,000,000 (for Treasurer, Claims Auditor, Tax Collector and Director of Business and Support Services) Faithful Blanket Bond for the 2014-15 school year. George Warner seconded. All present in favor.
- y. Bruce Romanchak moved for the authorization of job titles requiring district-owned cellular telephones per list. George Warner seconded. All present in favor.

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- z. Bruce Romanchak moved for the approval to grant the following district employees a monthly cell phone reimbursement for the purpose of conducting school district business:
- | | |
|--------------------|--|
| Robert Horan | \$50.00 |
| Jason Chevrier | \$40.00 |
| Ron Agostinoni | \$40.00 |
| Matt LaClair | \$40.00 |
| Mary Mabb | \$40.00 |
| Jim Yox | \$40.00 |
| Matthew Purificato | \$40.00 |
| Monica Kim | \$40.00 |
| James Derby | \$40.00 |
| Mark Bubniak | \$40.00 |
| Michael Bennett | \$40.00. George Warner seconded. All present in favor. |
- aa. Bruce Romanchak moved for the authorization of 403(b) vendors for the 2014-15 school year: American Fund/Capital Guardian; AXA Equitable Life Insurance Company; Cadaret, Grant & Co.; Columbia Mutual Life Ins. Co.; Fidelity Management Trust Co.; Hartford Life Ins. Co.; ING National Trust-NY; Mass Mutual VA; MetLife; MetLife of CT (Travelers); Oppenheimer Shareholder Svcs.; Primerica Financial Services; Putnam Investments; RiverSource Life Insurance Co. of NY; Thrivent Financial for Lutherans; Union Central Life; Vanguard Fiduciary Trust Co.; Waddell & Reed Inc. George Warner seconded. All present in favor.
- bb. Bruce Romanchak moved for approval of annual resolution authorizing district to participate in cooperative bidding arrangements as approved by purchasing agent. George Warner seconded. All present in favor.
- cc. Bruce Romanchak moved for approval of tentative non-resident tuition rates for 2014-15 per 1.0 FTE as follows: Grades K-6 - \$9,804; Grades 7-12 - \$11,498; Special Ed. K-6 - \$32,356; Special Ed. 7-12 - \$34,050. George Warner seconded. All present in favor.
- dd. Bruce Romanchak moved for approval of 2014-15 rates for substitutes, chaperones, scorekeepers and timers, sports officials, election officials, continuing education instructors, tutors, mentors, summer school, curriculum development, photo copier use and extension of regular work duties beyond teacher contract day based on rate list. George Warner seconded. All present in favor.
- ee. Bruce Romanchak moved to re-adopt of all policies and codes of ethics in effect during 2013-14. George Warner seconded. All present in favor.
- ff. Bruce Romanchak moved to re-adopt of all academic curriculum in effect during 2013-14. George Warner seconded. All present in favor.
- gg. Bruce Romanchak moved to re-adopt of all textbook series in effect during 2013-14. George

Warner seconded. All present in favor.

- hh. Bruce Romanchak moved for the appointment of members of Board of Education to committees and task forces

- CES Building Planning Team Paul Puccio
- MS Building Planning Team Michael Charsky
- HS Building Planning Team Christian Olsen
- Professional Development Planning Bruce Romanchak
- District Technology Committee Bruce Romanchak and Christian Olsen
- NYSSBA Legislative Liaison Paul Puccio
- Health and Safety / SAVE Committee Jeanne Strazza and Victoria Adler
- Audit Committee Christian Olsen and Daniel Grandinetti
- Policy Committee Bruce Romanchak and Michael Hiser

George Warner seconded. All present in favor.

- ii. Approval of resolution to designate Board and Community members to serve on the Internal Audit Committee, effective July 1, 2014 as required by statute: Christian Olsen, Daniel Grandinetti, Mary Yurista, Christine DiGiulio, Scott Schulz, Christopher Stephens as committee members. George Warner seconded. All present in favor.

- jj. Appointment of Michael Bennett and Mark Bubniak as District-wide Dignity Officer; Jason Chevrier, James Derby, and Ron Agostinoni as Building Dignity Officers. George Warner seconded. All present in favor.

13. Bruce Romanchak moved for approval of minutes of regular meeting June 18, 2014. Jeanne Strazza seconded. All present in favor.

14. Policies:

- a. Competitive Bidding – 2nd Reading. Bruce Romanchak moved to move to 3rd reading and adoption, Christian Olsen seconded. All present in favor. Moved by consensus to 3rd reading.

15. Consent agenda

- a. Bruce Romanchak moved for acceptance of the Treasurer's Report for the month of May 2014. Victoria Adler seconded. All present in favor.
- b. Bruce Romanchak moved for acceptance of the Claims Auditor's report for the month of May 2014. Victoria Adler seconded. All present in favor.
- c. Bruce Romanchak moved for approval of members of Committees on Pre-School Education for the 2014-15 school year: Parents of the preschool child; Not less than one regular education teacher of the student whenever the student is or may be participating in the regular education environment; Not less than one special education teacher or special education

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provider of the student; CPSE Chairperson: Michael Bennett; Additional Parent Members: Patricia McKnight, Melanie Teliska, Linda Siatkowski, Diana Ferreira; An individual who can interpret the instructional implications of evaluation results; Other persons having knowledge or special expertise regarding the student; For a child in transition from early intervention to CPSE, the appropriate professional designated by the agency that has been charged with the responsibility for the preschool child; and Special Education Coordinator for Rensselaer County (invited – not required) Anne Hansen. Victoria Adler seconded. All present in favor.

- d. Bruce Romanchak moved for approval of members of Subcommittees on Special Education for the 2014-15 school year: Parents of the student; Not less than one regular education teacher of the student whenever the student is or may be participating in the regular education environment; Not less than one special education teacher or special education provider of the student; Sub-CPSE and Sub-CSE Chairperson: Michael Bennett, Lauren Simon-Friedfel, Jennifer Delaney; a school psychologist, whenever a new psychological evaluation is reviewed or a change to a more intensive staff/student ratio; an individual who can interpret the instructional implications of evaluation results; other persons having knowledge or special expertise regarding the student; and if appropriate, the student. Victoria Adler seconded. All present in favor.
- e. Bruce Romanchak moved for approval of members of Committee on Special Education for the 2014-15 school year: Parent or persons in parental relationship to the student; Not less than one regular education teacher of the student whenever the student is or may be participating in the regular education environment; Not less than one special education teacher or special education provider of the student: Rebekah De Massio, Laura Eaton, Andrea Hanna, Florence Heeder, Jacqueline Hill, Mary Mosher, Wendy Nolan, Sarah Loszynski, Tammy Seres, Zenia Skalij, Lucas Ashby, Sandra Silva, Erica Zampella, Stacy Herron, Kerry Kakule, Jamie Colloton, Lauren MacDonald; School Psychologist: Lauren Simon-Friedfel, Jennifer Delaney; CSE Chairperson: Michael Bennett; An Individual who can interpret the instructional implications of evaluation results; School Physician, if requested: Community Care Physicians, P.C.; Additional Parent Members: Patricia McKnight, Carol Nato, Linda Siatkowski, Diana Ferreira; Other persons having knowledge or special expertise regarding the student; and if appropriate, the student. Victoria Adler seconded. All present in favor.
- f. Bruce Romanchak moved for approval of Committee on Special Education Surrogate Parents for 2014-15: Father Thomas Krupa, Sacred Heart Church, Castleton; Barbara Gershman, Castleton; Reverend of Emmanuel Reformed Trinity Lutheran Church. Victoria Adler seconded. All present in favor.
- g. Bruce Romanchak moved for approval of Independent Evaluators: Dr. Alan J. Barnett, Clifton Park; Dr. Tobie Ann Dorn, Albany; Dr. Carol Possin, Niskayuna; Karner Psychological Associates, Guilderland; Dr. Alison Curley, Niskayuna; Children's Neuropsychological Services, PLLC-Dr. Andrew Labarge/Dr. Paula Zuffante, Slingerlands; Campbell House, Schenectady. Victoria Adler

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seconded. All present in favor.

- h. Bruce Romanchak moved for approval of list of impartial hearing officers for 2014-15: All Impartial Hearing Officers on the *Rotational Selection List of IHO's* established by the State Education Department. Victoria Adler seconded. All present in favor.
- i. Bruce Romanchak moved for approval of a Contract Extension with Chartwells as food service management company for the 2014-15 school year at a per meal price of \$2.3765 for Lunch. Victoria Adler seconded. All present in favor.
- j. Bruce Romanchak moved for approval of an Independent Contractor Agreement with Joseph Sweeney for the period July 1, 2014 through June 30, 2015 to perform computer network and technical support services on an as-needed basis, at a rate of \$30.00 per hour. Victoria Adler seconded. All present in favor.
- k. Bruce Romanchak moved for approval of a Professional Services Retainer Agreement in the amount of \$3,000 with Computer Professionals International (CPI) for the period July 1, 2014 through June 30, 2015 with services billed in accordance with the following rates: Standard Systems Engineering \$130/hour; Advanced Systems Engineering \$145/hour, Enterprise Systems Engineering \$160/hour and Support Center \$120 hour. Victoria Adler seconded. All present in favor.
- l. Bruce Romanchak moved for approval of contract for special education services with Wildwood Programs for two (2) pupils for the period July 1, 2014 through August 11, 2014, in the amount of \$14,718.00 (Note: this is based on an interim 2013-14 tuition rate, subject to change once 2014-15 tuition rates set by SED are released). Victoria Adler seconded. All present in favor.
- m. Bruce Romanchak moved for approval of recommendations of the district Committee on Special Education regarding 2014-15 special education services for students: 000114080, 000114235, 000114087, 000011402, 000114013, and 082490000. Victoria Adler seconded. All present in favor.
- n. Bruce Romanchak moved for approval of recommendations of the district Committee on Preschool Special Education regarding 2014-2015 special education services for students: 000114640, 000114168, 000114128, 000114183, 000114239, 000114188, 000114550, 000114572, 000114184, 000114107 and 000114540. Victoria Adler seconded. All present in favor.
- o. Bruce Romanchak moved for approval of a Bond Anticipation Note (BAN) pursuant to the serial bond resolution dated May 20, 2014 for \$1,250,000 with TD Securities with a net interest cost of 0.598%. Victoria Adler seconded. All present in favor.

16. Resignations/Appointments

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- a. Christian Olsen moved for approval of the following Coaches/Volunteer Assistant Coaches for the 2014-2015 school year:
 - i. Boys Modified Track & Field – Rachel Kerner
 - ii. Boys and Girls Varsity Bowling Assistant – Mark Hoyt. Bruce Romanchak seconded. All present in favor.
 - b. Christian Olsen moved for the approval of Summer School Personnel: Speech and Language Therapist: Susan Hopp. Bruce Romanchak seconded. All present in favor.
 - c. Christian Olsen moved for approval of the appointment of Gretchen Ashby, Teaching Assistant, for Summer Distance Learning MS Skills Development and for Distance Learning HS Regents review; Brenda Nixon as substitute. Bruce Romanchak seconded. All present in favor.
 - d. Christian Olsen moved for approval of the appointment of Lucas Ashby as Summer School Online Coordinator. Bruce Romanchak seconded. All present in favor.
17. Meeting open for public discussion: None.
18. Action items: Report on business, entrepreneur curriculum, Special Education recommendation paperwork, follow up retreat, board to send any discussion items to Bob by July 18 for Retreat, MOU on Article V. 5(b), Synthesis or Hendricks to update on timeline, voting machine letter, and visit labs at RNA Institute.
19. Adjournment: Having no further business before the board, Bruce Romanchak moved to adjourn at 8:14 pm. Christian Olsen seconded. All present in favor, meeting adjourned.