



Wednesday, July 3, 2014  
Organization Meeting of the New Lebanon Central School Board of Education  
WBH Elementary School, Room 4 at 7:00pm

### **1. MEETING CALLED TO ORDER & PLEDGE OF ALLEGIANCE**

The Organization Board of Education Meeting was held at the WBH Elementary School in Room 4. The meeting was called to order by Karen McGraw at 7:00 pm and opened with the Pledge of Allegiance.

**Present:** Tim Lambert, Board President; Sharon Putnam, Board Member; Monique Wood, Board Member; Christine Sotek, Board Member; Michael Bienes, Board Vice President; Karen McGraw, Superintendent; Leslie Whitcomb, Principal; Michael Los, Business Administrator; Matthew Klafehn, JSHS Principal; Andrew Kourt, WBH Principal; Tamara Thorpe-Odom, Director of Special Education

**Absent:** Martha Esposito, Board Member; Tracy Bingham, Board Member; Richard Arket, Assistant Principal

### **2. OATH OF OFFICE**

#### **Non-Action**

- A. District Board Clerk, Kelly McGivern administered the oath of office to the newly elected Board of Education members Christine Sotek and Michael Bienes.
- B. Superintendent McGraw administered the Oath of Office to Kelly McGivern, Board of Education Clerk.
- C. Kelly McGivern, District Clerk, administered the Oath of Office to Superintendent Karen McGraw and successor Superintendent, Leslie Whitcomb.
- D. Kelly McGivern, District Clerk, administered the Oath of Office to Michael Los, Deputy District Clerk.

### **3. ELECTION OF OFFICERS OF THE BOARD OF EDUCATION**

#### **Action**

- A. Michael Bienes made a motion to elect Timothy Lambert as President of the Board of Education. Board member Putnam seconded. 5 ayes, 0 nays, 0 abstained.

#### **Non action**

- B. Kelly McGivern, District Clerk, administered the Oath of Office to Timothy Lambert, President of the Board of Education.
- C. Board President Lambert now conducted the meeting.

#### **Action**

- D. Board President Lambert made the motion to appoint Michael Bienes as Vice President of the Board of Education. Board member Putnam seconded. 5 ayes, 0 nays, 0 abstained.

**Non-Action**

E. Kelly McGivern, District Clerk, administered the Oath of Office to Michael Bienes, Vice President of the Board of Education.

**4. ANNUAL APPOINTMENTS****Action**

Board President Lambert made the motion to approve items 4A-F. Board member Wood seconded. 5 ayes, 0 nays, 0 abstained.

A. Motion to appoint Galen McDonald to the position of Student Ex-Officio non-voting member of the school board for the 2014-15 school year.

B. Motion to appoint officers and others for annual appointments. All appointments to be in effect until the time of the July 2015 Organization Meeting, or until a successor is appointed (whichever occurs first). See list below:

<b>Title</b>	<b>Individual or Firm</b>	<b>Stipend</b>
District Clerk	Kelly McGivern	No stipend
Deputy District Clerk	Michael Los	No stipend
District Treasurer	Celeen Lawrence	No stipend
Tax Liaison	Celeen Lawrence	No stipend
Receiver of Taxes	NERIC	Per contract
Internal Claims Auditor	Susan Bues	Per contract
School Attorney	Roemer, Wallens, Gold & Mineaux, LLP	Per contract
School Physician	Dr. Jose Nebres	Per contract
Grades 6-12 Extra-Curricular Activities Treasurer	Sarah Roblez, Jr./Sr. High School	\$2000.00
Independent Auditors	Raymond G. Preusser	Per contract
Bank Courier	Sarah Roblez	\$25.00 per trip (excluding mileage)
Attendance Supervisors—Elementary and Jr. Sr. High School Nurses	Christina Seyerlein Cheryl Rice	No stipend
Purchasing Agent	Karen D. McGraw July 1, 2014-July 31, 2014 Leslie Whitcomb August 1, 2014- July 1, 2015	No stipend
Health & Safety Coordinator	Tamara Thorpe-Odom	No stipend
Hearing Officer	Leslie Whitcomb	No stipend
Hearing Officer Alternate	Susan DiDonato	Per contract
HIPPA Privacy Official	Michael Los	No stipend
Records Access Officer	Kelly McGivern	No stipend
Records Management Officer	Kelly McGivern	No stipend
Asbestos Liaison Designee	Michael Los	No stipend
MSDS Officer	Michael Los	No stipend
School Architect	SEI Design Group	Per contract

Student Accident Insurance Carrier	Pupil Benefits Plan, Inc.	Per contract
Commercial Insurance Carrier	Utica National Insurance Group	Per contract
Title IX Compliance Officer	Tamara Thorpe-Odom	No stipend
McKinney-Vento Homeless Liaison	Tamara Thorpe-Odom	No stipend
Section 504 Coordinators	Patricia White , Tylea Gebbie, Tamara Thorpe-Odom (alternate coordinator)	No stipend
School Lunch Hearing Officer	Michael Los	No stipend
Dignity for All Coordinators (DASA)	Richard Arket (JSHS) Tamara Thorpe-Odom (WBH)	No Stipend
Clerk of the Annual Meeting and District Vote	Kelly McGivern	No Stipend
Transportation Supervisor Alternate	Leslie Whitcomb	No Stipend

C. Motion to appoint the following members to the Committee on Special Education:

Parent Representative(s)	Lisa Denué Christina Seyerlein
Chairperson	Tamara Thorpe-Odom
Alternate Chairperson(s)	Andrew Kourt Matthew Klafehn Tylea Gebbie Patricia White
Parent of Child	TBD
Regular Education Teacher	TBD
Special Education Teacher of Child	TBD
Child (When appropriate)	TBD

TBD - These change with each meeting depending on who the meeting is about.

D. Motion to appoint the following members to the Committee on Preschool Education:

Chairperson	Tamara Thorpe-Odom
Alternate Chairperson(s)	Andrew Kourt Tylea Gebbie Patricia White
Parent Representative(s)	Lisa Denué Christina Seyerlein
TBD	Teacher
TBD	Parent of Child

## E. Motion to appoint the following Inspectors of Elections:

Ken Rock	Reggie Larkin
Lisa Kreutziger	Eileen Evans
Christopher Howe	Kelly McGivern
Meghan Pepe	Celeen Lawrence

F. Motion to appoint Christopher Howe to the positions of Chairman of the District Votes and Chief Inspector of Elections for the 2014-15 school year.

**5. AUTHORIZATIONS**

Board member Wood made the motion to approve item 5A. Board President Lambert seconded. 5 ayes, 0 nays, 0 abstained.

A. Motion to authorize agents. All authorizations will be in effect until the time of the July 2015 Organization Meeting, or until a successor is appointed (whichever occurs first). See list below.

Prepare and File Federal Aid Applications	Superintendent of Schools, Leslie Whitcomb
Certify Payroll	Superintendent of Schools, Karen McGraw July 1, 2014-July 31, 2014 and Superintendent of Schools, Leslie Whitcomb August 1, 2014-July 1, 2015
Approve employee attendance at conferences	Superintendent of Schools, Leslie Whitcomb
Authorize approval of service contracts and/or repair contracts not to exceed \$10,000	Superintendent of Schools, Karen McGraw July 1, 2014-July 31, 2014 and Superintendent of Schools, Leslie Whitcomb August 1, 2014-July 1, 2015
Petty Cash:	Secretary to the Elementary School Principal: \$100.00 Secretary to the Jr./Sr. High School Principal: \$100.00 Secretary to the Superintendent: \$100.00 Bus Garage Dispatcher: \$100.00
Authorize Bonding of District Treasurer, Tax Collector, Extra Curricular Activities Fund Treasurers	Approve Bonding by the Board of Education
Authorization to pay utilities, petty cash and postage per the claims audit review	Business Administrator, Michael Los
Authorize approved budget transfers up to \$5000 in accordance with Section 1702(L) of the Commissioner's Regulations	Superintendent of Schools, Karen McGraw July 1, 2014-July 31, 2014 and Superintendent of Schools, Leslie Whitcomb August 1, 2014-July 1, 2015
Authorization to invest surplus funds in accordance with Accepted Investment Practices and Board Policy	Business Administrator, Michael Los
Authorization to hire personnel between Board of Education meetings	Superintendent of Schools, Karen McGraw July 1, 2014-July 31, 2014 and Superintendent of Schools, Leslie Whitcomb August 1, 2014-July 1,

	2015
Authorization to change orders for capital projects as needed between Board of Education meetings	Superintendent of Schools, Karen McGraw July 1, 2014-July 31, 2014 and Superintendent of Schools, Leslie Whitcomb August 1, 2014-July 1, 2015
Authorization to appoint an Impartial Due Process Hearing Officer	District Clerk, Kelly McGivern
Authorization to initiate Section 75 charges between Board of Education meetings	Superintendent of Schools, Leslie Whitcomb
Authorization to vote for Health Insurance Trustee	Superintendent of Schools, Leslie Whitcomb

**6. DESIGNATIONS**

Board member Sotek made the motion to approve item 6A. Board member Putnam seconded. 5 ayes, 0 nays, 0 abstained.

A. Motion to designate agents. All designations will be in effect until the time of July 2015 Organization Meeting, or until a successor is appointed (whichever occurs first). See list below.

Official Depository of School Funds	Bank of Greene County
Official Publications for Legal Notices	Register Star Chatham Courier
Signature of all District checks	District Treasurer: Celeen Lawrence
Alternate Signature of all District checks	Business Administrator: Michael Los
Budget Hearing Date	May 6, 2015
Budget Vote & Election	May 19, 2015

**7. RATES**

**Action**

Board Vice President Bienes made the motion to approve items 7A-C. Board President Lambert seconded. 5 ayes, 0 nays, 0 abstained.

A. Motion to set the following rates:

School Breakfast:	\$1.25
School Lunch:	\$2.10
Mileage Reimbursement Rate: (as designated by the IRS)	\$0.56 per mile
Meal Allowance:	\$35.00 a day
Tutoring Rate:	\$30.00 per hour
Compensation of Inspectors of Elections	Minimum Wage
NYS Non-Resident Parentally Placed K-12 Tuition Rate	\$4000 per year

B. Motion to establish the Capitalization Threshold to be \$1500 for the 2014-15 school year.

C. Motion to establish the following per diem rates for teacher substitutes for the 2014-15 school year:

Uncertified Teacher	\$85.00/day
Certified Teacher	\$100.00/day
Permanent Substitute (under 91 days)	\$214.00/day

## **8. MISCELLANEOUS**

### **Action**

Board member Putnam made the motion to approve items 8A-C. Board President Lambert seconded. 5 ayes, 0 nays, 0 abstained.

A. Motion to set the Board of Education meeting dates for the 2014-15 school year as attached.

B. Motion to re-adopt all Board of Education Policies and Code of Ethics to be in effect for the 2014-15 school year.

C. Motion to set the hours for the Walter B. Howard Elementary School to 8:25 am to 3:25 pm and the Jr/Sr High School to 7:30 am to 2:30 pm for the 2014-15 school year.

## **9. PUBLIC COMMENT**

None

## **10. ACKNOWLEDGEMENTS/ADMINISTRATIVE COMMENTS**

### **Non-Action**

A. Business Office/Buildings and Grounds update given by Michael Los. Work on the JSBS roof is scheduled to start on Monday, July 7. It should be finished by the start of the school year. Work on the bus garage is wrapping up. The bus lift and the floor are the last two pieces. After experiencing delays, the pool bathroom should be set for the start of summer swim on July 14.

B. WBH Update given by Andrew Kourt. WBH had a busy June. He was impressed with Kelsey Boyce who did a fantastic job with the 4, 5, and 6 grade choirs and 5 & 6 grade band at the Spring concert. It was nice to have the high school choir join in for the last song. Michelle Schrader did a great job with the Art show. Kindergarten graduation was very nice. Board member Sotek commented that she was very pleasantly surprised and liked the change of format. Field Day was a huge success. Mike Guido from the LVPA came with a water hose contest. The honor roll assembly went well. 6<sup>th</sup> grade graduation was impressively done. Many field trips and celebrations occurred during the month. He thanked the board for the opportunity to work with Leslie Whitcomb during the month of June as he orientated to the school.

C. JSBS update presented by Matthew Klafehn. All seniors graduated this past Saturday. The graduates included two of the three international students, one of whom worked hard this year so that he could graduate early and earn a diploma from New Lebanon. The valedictorian, Connor Feathers, and salutatorian, Ryan Etue, used a team approach with their speeches. Retired teacher Robert Vickers was the guest speaker. He reminded the graduates that it is alright to fear the unknown- as many of our greatest innovations have been generated during tumultuous times. Scholarships and awards were presented. Mr. Klafehn thanked all local contributors for their continued support of New Lebanon and students. Driver's Education has begun and the second year of the Summer Academy for 8<sup>th</sup> and 9<sup>th</sup> graders will begin Monday.

13 students have signed up to take part in the program. Board Vice President Bienes asked if 13 was more than last year. Mr. Klafehn confirmed that is was. An alumni softball game in honor of Fred Ruhe will take place on July 23 at 6:00. Current varsity coach Clint Garrigan and the boosters will be working to solicit participants for the game. The sign "Ruhe Field" should already be affixed to the backstop prior to the game.

D. Special Education update given by Tamara Thorpe-Odom. The summer program will run from July 7- August 14. Participants range from current kindergarten through 6<sup>th</sup> grade. She looks forward to another great program that will help to maintain and enhance students' literacy and math skills. Jeffrey Maclutsky will teach grades 4-6 and Kellyn Moore will teach the primary students. Outside placement summer programs will also begin.

## **11. APPROVAL OF MINUTES**

### **Action**

Board President Lambert made the motion to approve item 11A. Board Vice President Bienes seconded. 5ayes, 0 nays, 0 abstained.

A. Motion to approve the June 11, 2014 Regular Board of Education Meeting minutes.

## **12. SUPERINTENDENT**

### **Non-Action**

A. Superintendent McGraw spoke regarding the District. The cupola is still an outstanding issue. A message was sent to the local historic society regarding preserving the cupola. They have not sent a response. If the Historical society has an interest in it, they should make plans to remove it.

## **13. FINANCIAL**

### **Non-Action**

A. Other Post-Employment Benefit Information (OPEB) Information given by Superintendent McGraw. Superintendent McGraw let the board know that Questar's past practice has been to set aside monies for OPEB. The NYS Comptroller says they can no longer do this. Questar has hired a forensic auditor to find out where the monies in the account came from. That report will be shared on July 24. There are 5, 7 and 10 year options. The district will have 30 days to decide upon an option. This will be discussed at the August BOE meeting. Board member Sotek asked if there was an option for an immediate return of monies. Superintendent McGraw did not recommend that as it will make it harder to make up the money gap in the future.

### **Action**

Board member Wood made the motion to approve items 13B-D. Board member Sotek seconded. 5 ayes, 0 nays, 0 abstained.

B. Motion to approve a Health Service Contract with the East Greenbush School District for the 2013-14 school year to provide health services to two students attending non-public schools in the East Greenbush School District at a rate of \$647.18 per student and to authorize the President of the Board of Education, the Board Clerk and Superintendent of Schools to execute the agreement.

C. Motion to approve the sale or disposal of the following surplus and obsolete items to the highest bidder and to give the District Clerk authority to advertise the sale of said items and if unable to find a buyer, to authorize Superintendent McGraw to dispose of the items as listed:

10 copies of Calculus Third Edition, Finney, Demana, Waits, Kennedy, Purchased 2006, ISBN 0-13-201408-4 and 28 copies of Introducing Literature, Scribner Macmillan, Purchased 1985, 0-02-192600-x

D. Motion to approve the May 2014 grades 6-12 extra-curricular accounts report as submitted by Sarah Roblez, Jr/Sr High School Extra-Curricular Accounts Treasurer.

**14. PERSONNEL**

**Action**

Board Member Sotek made the motion to approve items 14A-H. Board member Wood seconded. 5 ayes, 0 nays, 0 abstained.

A. Motion to accept a resignation from Christopher Bonacquisti as the 2014-15 Lego Club advisor.

B. Motion to appoint, upon the recommendation of Superintendent McGraw, the following advisor for the 2014-15 school year:

Rebecca Griffith Tylea Gebbie Katie McKinney (co-advisors)	WBH Community Service club	No stipend, first year
Patricia White	Trip Club fundraising advisor (previously appointed as Travel Club co-advisor)	as per contract
Kara Siciliano	Trip Club activities advisor (previously appointed as Travel Club co-advisor)	as per contract
TBD	Lego club advisor	as per contract

C. Motion to accept a resignation from David Collins effective June 30, 2014 for the purpose of retirement.

D. Motion to accept a resignation from Hovlyn May effective June 30, 2014.

E. Motion to appoint, upon the recommendation of Superintendent McGraw, Lynn Dengler as a summer substitute bus driver, effective July 1, 2014- August 31, 2014, as per contract.

F. Motion to appoint, upon the recommendation of Superintendent McGraw, the following coaches for the Fall 2014-15 sports season:

<b>Coach</b>	<b>Team</b>	<b>Stipend</b>
Dan Evans	Boys Varsity Soccer	\$2500
Tom Lombardi and James Colon	Boys Varsity Soccer volunteer	No stipend
Brooke Dickson Patricia White	Girls Varsity Soccer	\$2500 (shared)
Kara Siciliano	Boys Modified Soccer	\$2000
Clint Garrigan	Girls Modified Soccer	\$2100
Tim Christiansen	Girls Varsity Volleyball	\$2500
Mary Beth Liles	Girls varsity volleyball score keeper	\$30 per game
Kurt Hassenpflug	Boys JV soccer	\$2100

G. Motion to appoint, upon the recommendation of Superintendent McGraw, the following coaches for the Winter 2014-15 sports season:



<b>Coach</b>	<b>Team</b>	<b>Stipend</b>
Tom Maxwell	Girls Varsity Basketball	\$2500
James Hosley	Girls Modified Basketball	\$2000
Karl Erickson	Boys Varsity Basketball	\$2500
Scott Carson and Phil Gadomski	Boys Varsity Basketball Volunteers	No Stipend
Christopher Bonacquisti	Boys Modified Basketball	\$2000
Kara Siciliano	Swim	\$2500
Tim Christiansen	Swim	\$2500
Leonard Brown	Boys Varsity Volleyball	\$2500
Mary Beth Liles	Boys Varsity Volleyball score keeper	\$30 per game
David Knudsen and Clint Garrigan	Boys & Girls Basketball score keeper	\$30 per game
Kelsey Norberg	Girls JV Basketball	\$2100
Craig Trombley	Boys JV Basketball	\$2100

H. Motion to appoint, upon the recommendation of Superintendent McGraw, the following coaches for the Spring 2014-15 sports season:

<b>Coach</b>	<b>Team</b>	<b>Stipend</b>
Clint Garrigan	Girls Varsity Softball	\$2500
Meghan Pepe	Girls Modified Softball	\$2100
Deanna Schuster	Girls Modified Softball Volunteer	No Stipend
Joseph Esposito	Boys Varsity Baseball	\$2500
Colin Sedgwick and Edward Moss Jr	Boys Varsity Baseball Volunteers	No Stipend
Leonard Brown	Boys Modified Baseball	\$2100
James VanEss	Track	\$2500
Kelsey Norberg	Track	\$2500

## 15. CURRICULUM & INSTRUCTION

### Action

Board Vice President Bienes made the motion to approve items 15A-B. Board member Putnam seconded. 5 ayes, 0 nays, 0 abstained.

A. Motion to approve CSE/CPSE recommendations of programs and placement for the following special education students: 092100261, 092100123, 092100023, 092100118, 083010001, 082800003, 092100321, 091140000, 092100302, 000002445, 092100160, 000002418, 000002346, 000002268, 000002350, 000002003, 000002406, 092100043

B. Motion to approve, upon the recommendation of Superintendent McGraw, policy 7575.

## 16. BOARD OPEN DISCUSSION

### Non-Action

A. The board designated members for Board committees.

B. The board discussed the Board retreat on July 30, 2014 at 6pm.

## 17. PUBLIC COMMENT

Michael Brutsch commented that Superintendent McGraw should be recognized. Due to her leadership, the District is financially set and the buildings are in good standing. President Lambert thanked Superintendent McGraw for her service. Vince Pecararo of the Register Star asked if we had JV teams. Superintendent McGraw informed him the information can be found on BoardDocs through our website. Karl Erickson thanked the board for letting him be a host family for an international student. The international program opened avenues not only for the student, but also the host family. He thanked Matthew Klafehn and the community for the opportunity. Board member Wood commented that more families who house international students means more international students. She thanked the Bingham's, Lambert's and Erickson's for being host families. Board President Lambert said that hosting was a good experience for his family as well. Board Vice President Bienes commended the students for being away from their families for so long.

### **18. PROPOSED EXECUTIVE SESSION**

#### **Action**

- A. Board President Lambert made the motion to enter into Executive Session at 7:39pm for the purpose of discussing the employment history of a particular employee. Board Member Wood seconded the motion. 5 ayes, 0 nays, 0 abstained.
- B. Board President Lambert made the motion to appoint Leslie Whitcomb as Clerk Pro-Tem. Board member Putnam seconded. 5 ayes, 0 nays, 0 abstained.

### **13. ADJOURNMENT**

#### **Action**

- A. Board President Lambert made the motion to adjourn the meeting at 7:55pm. Board member Wood seconded. 5 ayes, 0 nays, 0 abstained.

Respectfully Submitted,

*Kelly McGivern*

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Kelly McGivern, District Clerk