



Wednesday, July 11, 2018

Organizational Meeting of the New Lebanon Central School Board of Education
WBH Library at 7:00 pm

Attendance: (P=Present A=Absent)

Tim Lambert ___A___
Mike Bienes, Jr. ___A___
Mike Brutsch ___P___
Bill Buckenroth ___P___
Raymona Griffin ___P___
Sharon Putnam ___P___
Richard Sime ___P___

Also in attendance:

Leslie Whitcomb ___P___
Matt Klafehn ___P___
Andrew Kourt ___P___
Josh Noble ___A___
Kevin Fottrell ___P___

1. MEETING CALLED TO ORDER & PLEDGE OF ALLEGIANCE

The meeting was called to order by Board Vice President Putnam at 7:00pm and opened with the Pledge of Allegiance.

2. OATH OF OFFICE

A. The Oath of Office administered to the newly elected Board of Education Member Bill Buckenroth.

B. Superintendent Whitcomb administered the Oath of Office to Kelly McGivern, District Clerk.

C. Kelly McGivern, District Clerk, administered the Oath of Office to Superintendent Whitcomb.

D. Kelly McGivern, District Clerk, administered the Oath of Office to Kevin Fottrell, Deputy District Clerk.

E. Kelly McGivern, District Clerk, administered the Oath of Office to Celeen Lawrence, District Treasurer.

3. ELECTION OF OFFICERS OF THE BOARD OF EDUCATION

A. Board member Brutsch made the motion to appoint Timothy Lambert as Board President. Board member Griffin seconded. 5 ayes, 0 nays, 0 abstained.

B. Oath of Office administered to the President of the Board of Education (Oath was given on July 6, 2018).

C. The Board Vice President conducted the meeting.

D. Board Vice President Putnam made the motion to appoint Mike Brutsch as Vice President. Board member Griffin seconded. 5 ayes, 0 nays, 0 abstained.

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

4. ANNUAL APPOINTMENTS

Board Vice President Brutsch made the motion to approve items 4A-D. Board member Putnam seconded. 5 ayes, 0 nays, 0 abstained.

A. Motion to appoint Winter Exley to the position of Student Ex-Officio non-voting member of the school board for the 2018-19 school year.

B. Motion to appoint officers and others for annual appointments. All appointments to be in effect until the time of the July 2019 Organization Meeting, or until a successor is appointed (whichever occurs first). See list below:

Title	Individual or Firm	Stipend
District Clerk	Kelly McGivern	No stipend
Deputy District Clerk	Kevin Fottrell	No stipend
District Treasurer	Celeen Lawrence	No stipend
Tax Liaison	Celeen Lawrence	No stipend
Receiver of Taxes	NERIC	Per contract
Internal Claims Auditor	Eileen Evans	Per contract
School Attorney	Roemer, Wallens, Gold & Mineaux, LLP	Per contract
School Physician	Dr. Doreen Mondelo	Per contract
Grades 6-12 Extra-Curricular Activities Treasurer	Sarah Roblez, Jr./Sr. High School	\$2000.00
External Auditors	Raymond G. Preusser	Per contract
Bank Courier	Sarah Roblez	\$25.00 per trip (excluding mileage)
Attendance Supervisors— Elementary and JSBS Nurses	Christina Seyerlein Cheryle Rice	No stipend
Purchasing Agent	Leslie Whitcomb	No stipend
Health & Safety Coordinator	Matthew Klafehn	No stipend
Hearing Officer	Leslie Whitcomb	No stipend
Hearing Officer Alternate	Susan DiDonato	Per contract
HIPPA Privacy Official	Kevin Fottrell	No stipend
Records Access Officer	Kelly McGivern	No stipend
Records Management Officer	Kelly McGivern	No stipend
Asbestos Liaison Designee	Kevin Fottrell	No stipend
MSDS Officer	Kevin Fottrell	No stipend
School Architect	Mosaic Associates Architects	Per contract
Student Accident Insurance	Pupil Benefits Plan, Inc.	Per contract

Carrier		
Commercial Insurance Carrier	Utica National Insurance Group	Per contract
Title IX Compliance Officer	Leslie Whitcomb	No stipend
McKinney-Vento Homeless Liaison	Matthew Klafehn	No stipend
Section 504 Officers	Patricia White Tylea Gebbie Jennifer Morris (alternate coordinator)	No stipend
School Lunch Hearing Officer	Kevin Fottrell	No stipend
Dignity for All Coordinators (DASA)	Josh Noble (JSHS) Andrew Kourt (WBH)	No Stipend
Clerk of the Annual Meeting and District Vote/Chief Inspector	Kelly McGivern	No Stipend
Workers Compensation Delegate	Kevin Fottrell	No Stipend
Chemical Hygiene Officer	Glenn Giumarra	No Stipend
Wellness Coordinator	Leslie Whitcomb	No Stipend
Bond Counsel	M. Cornelia Cahill, Esq.	Per Contract

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

Parent Representative(s)	Christina Seyerlein
Chairperson	Jennifer Morris
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 Certify Standard Workdays

- Food Service Helper – 6.5 hours
- Laborer – 8 hours
- Building Maintenance Worker – 8 hours
- Bus Aide – 6 hours
- Network Systems Engineer – 8 hours
- Bus Dispatcher – 6 hours
- Bus Driver – 6 hours
- Registered Nurse – 7.5 hours
- Licensed Practical Nurse- 7 hours
- Secretary I – 7 hours
- Bus Mechanic – 8 hours

Cook Manager – 7 hours
 Cleaner – 8 hours
 Clerk Typist – 7 hours (WBH)
 Treasurer – 8 hours
 Secretary to the Superintendent/District Clerk – 8 hours
 Secretary I- 10 Month- 7.5 hours

5. AUTHORIZATIONS

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

A. Motion to authorize agents. All authorizations will be in effect until the time of the July 2019 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, Leslie Whitcomb
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, Leslie Whitcomb
Petty Cash:	WBH School Principal: \$100.00 Secretary to the JSHS 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, Claims auditor	Board of Education
Authorization to pay utilities, petty cash and postage per the claims audit review	Business Administrator, Kevin Fottrell
Authorize approved budget transfers up to \$5000 in accordance with Section 1702(L) of the Commissioner’s Regulations	Superintendent of Schools, Leslie Whitcomb
Authorization to invest surplus funds in accordance with Accepted Investment Practices and Board Policy	Business Administrator, Kevin Fottrell
Authorization to hire personnel between Board of Education meetings	Superintendent of Schools, Leslie Whitcomb
Authorization to change orders for capital projects as needed between	Superintendent of Schools, Leslie Whitcomb

Board of Education meetings	
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 Putnam made the motion to approve item 6A. Board member Griffin seconded. 5 ayes, 0 nays, 0 abstained.

A. Motion to designate agents. All designations will be in effect until the time of July 2018 Organization Meeting, or until a successor is appointed (whichever occurs first). See list below.

Official Depository of School Funds	Bank of Greene County and NYLAF
Official Publications for Legal Notices	The Columbia Paper, The Eastwick Press
Signature of all District checks	District Treasurer, Celeen Lawrence
Alternate Signature of all District checks	Business Administrator, Kevin Fottrell
Budget Hearing Date	May 1, 2019
Budget Vote & Election	May 21, 2019
Designated Education Official	Matt Klafehn
Chief Emergency Officer	Leslie Whitcomb
Rensselaer Columbia Greene Workers Compensation Consortium Representative	Kevin Fottrell

7. RATES

Board member Putnam made the motion to approve item 7A-C. Board member Griffin seconded. 5 ayes, 0 nays, 0 abstained.

A. Motion to set rates for the 2018-19 school year

School Breakfast:	\$1.25
School Lunch:	\$2.25
Mileage Reimbursement Rate: (as designated by the IRS)	\$0.545 per mile
Meal Allowance:	\$35.00 a day
Tutoring Rate:	\$30.00 per hour
Compensation of Inspectors of Elections	Wage set by Columbia County
NYS Non-Resident Parentally Placed K-12	\$4000 per year

Tuition Rate	
Lifeguard Rate:	\$20 per hour
Cleaner when school is not in session	\$23.50 per hour
Kitchen staff when school is not in session	\$21.00 per hour

B. Motion to establish the Capitalization Threshold to be \$1500 for the 2018-19 school year.

C. Motion to establish the following per diem rates for teacher substitutes for the 2018-19 school year:

Uncertified Teacher	\$85.00/day
Certified Teacher	\$100.00/day
Long-term Substitute	\$236.73/day
Teaching Assistant	\$13.00/hour

8. MISCELLANEOUS

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

A. Motion to re-adopt all Board of Education Policies and Code of Ethics for the 2018-19 school year.

B. Motion to set the hours for the Walter B. Howard Elementary School to be from 8:25 am to 3:25 pm and the Jr/Sr High School from 7:30 am to 2:30 pm for the 2018-19 school year.

9. PUBLIC COMMENT

None

10. ACKNOWLEDGEMENTS/ADMINISTRATIVE COMMENTS

A. WBH update- Andrew Kourt presented on reading camp, SPAC trips, Mental Health PD, CASDA conference and maternity leaves.

B. JSHS update- Matt Klafehn presented on graduation, thanked the Eastwick Press for a great graduation article, cafeteria ceiling tiles, Dotan Schips leaving, and PD on school climate.

C. Business Office/Buildings and Grounds update- Kevin Fottrell presented on the gym floor, case closed on oil at old bus garage, PTA, elevator issues and transportation updates.

11. APPROVAL OF MINUTES

Board member Putnam made the motion to approve item 11A. Board member Griffin seconded. 5 ayes, 0 nays, 0 abstained.

A. Motion to approve the June 13, 2018 Board of Education Meeting minutes

12. FINANCIAL

A. 2017-18 Fourth Quarter Internal Claims Audit Report
Eileen Evans was not present.

Board member Putnam made the motion to approve item 12B-D. Board member Griffin seconded. 5 ayes, 0 nays, 0 abstained.

B. Motion to approve the 2017-18 fourth quarter internal claims audit report as submitted by Eileen Evans.

C. Motion to approve the May 2018 treasurer's report.

D. Motion to excess library books as per attached.

13. PERSONNEL

Board member Putnam made the motion to approve item 13A-J. Board member Griffin seconded. 5 ayes, 0 nays, 0 abstained.

A. Motion to appoint, upon the recommendation of Superintendent Whitcomb, Andrew Curtiss as a summer laborer effective June 25, 2018-August 31, 2018 at a rate of \$13.10 per hour.

B. Motion to abolish the Transportation Supervisor position.

C. Motion to create a Head Bus Driver position.

D. Motion to appoint, upon the recommendation of Superintendent Whitcomb, Chris Howe to the position of Head Bus Driver effective July 1, 2018 with a stipend of \$12,000.

E. Motion to terminate Frank Gerardi, effective June 30, 2018.

F. Motion to increase, upon the recommendation of Superintendent Whitcomb, the .5 Special Education position to a .6 position.

G. Motion to appoint, upon the recommendation of Superintendent Whitcomb, Mindy Keegan as summer clerk/typists effective June 22, 2018 August 31, 2018 at a rate of \$16.14 per hour

H. Motion to appoint, upon the recommendation of Superintendent Whitcomb, Richard Wagar as a substitute mechanic at a rate of \$25 per hour effective July 1, 2018

I. Motion to accept a resignation from Dotan Schips effective July 10, 2018.

J. Motion to appoint, upon the recommendation of Superintendent Whitcomb, Marisa Hock as a summer school substitute teacher at a rate of \$30 per hour effective July 9, 2018.

14. POLICY

A. Reviewed a policy (first reading) #7500

15. SUPERINTENDENT

A. Final progress report on goals the 2017-18 school year- Superintendent Whitcomb spoke about removing the differentiated instruction goal and adding a climate goal for the Board to think about.

B. Board retreat reminder -July 25th.

16. BOARD OPEN DISCUSSION

A. Designation of Board Members for Board Committees

Committee	2017-18 Members
Audit Committee	Committee of the whole
Visitation Committee	Committee of the Whole
Policy Committee	Sharon Putnam, Janet Stone
Negotiation Committee	Sharon Putnam, Tim Lambert
Facility Committee	Mike Brutsch, Dick Sime and Tim Lambert

Committee	2018-19 Members
Audit Committee	Committee of the whole
Visitation Committee	Committee of the Whole
Policy Committee	Sharon Putnam, Bill Buckenroth
Negotiation Committee	Tim Lambert, Sharon Putnam, Raymona Griffin
Facility Committee	Tim Lambert, Dick Sime, Michael Brutsch, April Land

17. PUBLIC COMMENT

None

18. PROPOSED EXECUTIVE SESSION

Board member Putnam made the motion to enter into Executive Session for the purpose of discussing the employment history of particular employees at 7:29pm. Board member Griffin seconded. 5 ayes, 0 nays, 0 abstained.

Board Vice President Brutsch made the motion to appoint Superintendent Whitcomb as clerk pro-tem. Board member Griffin seconded. 5 ayes, 0 nays, 0 abstained.

19. ADJOURNMENT

Board member Putnam made the motion to adjourn the meeting at 7:40pm. Board member Griffin seconded. 5 ayes, 0 nays, 0 abstained.

Respectfully Submitted,

Kelly McGivern

Kelly McGivern, District Clerk