



Wednesday, July 13, 2016
Organizational Meeting of the New Lebanon Central School Board of Education
WBH Library at 7:00pm

1. MEETING CALLED TO ORDER & PLEDGE OF ALLEGIANCE

The meeting was held in the WBH Library, called to order by Board President Lambert at 7:00 pm and opened with the Pledge of Allegiance.

Attendance: (P=Present A=Absent)

Tim Lambert __P__
Mike Bienes __A__
Mike Brutsch __P__
Raymona Griffin __P__
Sharon Putnam __P__
Christine Sotek __P__
Janet Stone __P__

Also in attendance:

Leslie Whitcomb __P__
Matt Klafehn __P__
Andrew Kourt __P__
Mike Los __P__

2. OATH OF OFFICE

- A. District clerk Kelly McGivern administered the Oath of Office to newly elected Board of Education member Raymona Griffin.

- B. Superintendent Whitcomb administered the Oath of Office to District clerk Kelly McGivern.

- C. District clerk Kelly McGivern administered the Oath of Office to Superintendent Whitcomb.

- D. District clerk Kelly McGivern administered the Oath of Office to Michael Los, Deputy District Clerk.

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

3. ELECTION OF OFFICERS OF THE BOARD OF EDUCATION

- A. Board member Putnam made the motion to elect Tim Lambert as President. Board member Brutsch seconded. 6 ayes, 0 nays, 0 abstained.

- B. District clerk Kelly McGivern administered the Oath of Office to Tim Lambert, President of the Board of Education.

- C. The Board President will now conduct the meeting.

D. Board President Lambert made the motion to elect Mike Bienes as Vice President. Board member Sotek seconded. 6 ayes, 0 nays, 0 abstained.

E. District Clerk Kelly McGivern will administer the Oath of Office to the Vice President of the Board of Education within thirty days.

4. ANNUAL APPOINTMENTS

Board President Lambert made the motion to approve items 4A-D. Board member Putnam seconded. 6 ayes, 0 nays, 0 abstained.

A. Motion to appoint Dakota Kubli to the position of Student Ex-Officio non-voting member of the school board for the 2016-17 school year.

B. Motion to appoint officers and others for annual appointments. All appointments to be in effect until the time of the July 2016 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	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	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 Jr. Sr. High School 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	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	Mosaic Associates Architects	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	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	Michael Los	No stipend
Dignity for All Coordinators (DASA)	Richard Arket (JSHS) Andrew Kourt (WBH)	No Stipend
Clerk of the Annual Meeting and District Vote/ Chief Inspector	Kelly McGivern	No Stipend
Transportation Supervisor Alternate	Leslie Whitcomb	No Stipend
Workers Compensation Delegate	Michael Los	No Stipend
Chemical Hygiene Officer	Glenn Giumarra	No Stipend

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
 Supervisor of Transportation – 8 hours
 Clerk Typist – 7 hours (WBH)
 Clerk Typist – 7.5 hours (JSHS)
 Treasurer – 8 hours
 Secretary to the Superintendent/District Clerk – 8 hours

5. AUTHORIZATIONS

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

A. Motion to authorize agents. All authorizations will be in effect until the time of the July 2016 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:	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, Claims auditor	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, Leslie Whitcomb
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, Leslie Whitcomb
Authorization to change orders for capital	Superintendent of Schools,

projects as needed between Board of Education meetings	Leslie Whitcomb
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. 6 ayes, 0 nays, 0 abstained.

A. Motion to designate agents. All designations will be in effect until the time of July 2017 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	The Columbia Paper, The Eastwick Press
Signature of all District checks	District Treasurer, Celeen Lawrence
Alternate Signature of all District checks	Business Administrator, Michael Los
Budget Hearing Date	May 3, 2017
Budget Vote & Election	May 23, 2017
Designated Education Official	Matt Klafehn
Chief Emergency Officer	Leslie Whitcomb

7. RATES

Board member Brutsch made the motion to approve items 7A-C. Board President Lambert seconded. 6 ayes, 0 nays, 0 abstained.

A. Motion to set rates for the 2016-17 school year:

School Breakfast:	\$1.25
School Lunch:	\$2.25
Mileage Reimbursement Rate: (as designated by the IRS)	\$0.54 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 Tuition Rate	\$4000 per year

B. Motion to establish the Capitalization Threshold to be \$1500 for the 2016-17 school year.

C. Motion to establish the following per diem rates for teacher substitutes for the 2016-17 school year:

Uncertified Teacher	\$85.00/day
Certified Teacher	\$100.00/day
Permanent Substitute (under 91 days)	\$214.00/day
Teaching Assistant	\$13.00/hour

8. MISCELLANEOUS

Board member Putnam made the motion to approve items 8A-B. Board member Sotek seconded. 6 ayes, 0 nays, 0 abstained.

A. Motion to re-adopt all Board of Education Policies and Code of Ethics for the 2016-17 school year.

B. 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 2016-17 school year.

9. PUBLIC COMMENT

None

10. ACKNOWLEDGEMENTS/ADMINISTRATIVE COMMENTS

A. WBH Update. Andrew Kourt spoke regarding the summer reading camp, grades 5 and 6 SPAC trips, interviews, scheduling and professional development.

B. JSHS Update. Matt Klafehn updated the board on the successful graduation ceremony, scheduling and international students.

C. Athletic Update. Rick Arket was absent.

D. Business Office/Buildings and Grounds. Michael Los presented information on new lights and new cameras.

11. APPROVAL OF MINUTES

Board President Lambert made the motion to approve item 11A. Board member Putnam seconded. 6 ayes, 0 nays, 0 abstained.

A. Motion to approve the June 8, 2016 Board of Education Meeting minutes

12. FINANCIAL

A. Health Insurance Update. Michael Los informed the board there would be a presentation at the next meeting.

Board member Sotek made the motion to approve items 12B-F. Board member Putnam seconded. 6 ayes, 0 nays, 0 abstained.

B. Motion to approve the May 2016 grades 6-12 extra-curricular accounts report

C. Motion to approve the May 2016 treasurer's report.

D. Motion to accept a donation for the purpose of creating the Maura Olga Stouter 15 Leadership Award. RESOLVED: the Board of Education gratefully accepts \$60,707.20 to establish the Maura Olga Stouter 15 Leadership Award and to authorize the superintendent to sign required releases. The funds will be placed in the Private-Purpose Trust Fund (TE)
Subject

E. Motion to approve a Health Service Contract with the East Greenbush School District for the 2015-16 school year to provide health services to four students attending non-public schools in the East Greenbush School District for a total of \$2,995.52 and to authorize the President of the Board of Education, the District clerk and Superintendent of Schools to execute the agreement.

F. 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 Whitcomb to dispose of the items.

13. PERSONNEL

Board member Brutsch made the motion to approve items 13A-L. Board President Lambert seconded. 6 ayes, 0 nays, 0 abstained.

A. Motion to appoint, upon the recommendation of Superintendent Whitcomb, Michelle Bienes and Christina Seyerlein as volleyball scorekeepers for the 2016-17 school year at a rate of \$30 per game.

B. Motion to appoint the following Class and Club Advisors for the 2016-17 school year:

Name	Class/Club	Stipend
Chris Bonacquisti Chelsea Mastin (co-advisors)	Grade 6 (Class of 2023)	\$610 (shared)
TBD	Grade 7 (Class of 2022)	\$637
Mary Beth Liles	Grade 8 (Class of 2021)	\$637
Michelle Bienes	Grade 9 (Class of 2020)	\$731
Dotan Schips	Grade 10 (Class of 2019)	\$731
Meghan Pepe Valene Synakowski (co-advisors)	Grade 11 (Class of 2018)	\$822 (shared)
Michelle Daus Kelsey Norberg (co-advisors)	Grade 12 (Class of 2017)	\$1008 (shared)
Valene Synakowski	JSHS Drama Club	\$1200
Kelsey Norberg	JSHS Drama Club Backstage	\$950
Scott Thompson	Band	\$1500
Valene Synakowski	Choir (JSHS)	\$2100
Rick Jason	Technology Club	\$950

Bridget LeBarron	Spanish Club	\$600
Kara Sokolowski Maureen Squier (co-advisors)	Environmental Club (JSHS)	\$600 (shared)
Mary Beth Liles	Future Cities Club	\$2100
Kara Sokolowski	SADD	\$600
Michelle Bienes	Spirit Club	\$1200
Brooke Dickson	National Honor Society	\$600
Michelle Lagonia Dotan Schips (co-advisors)	Literary Arts Club	\$600 (shared)
Michelle Lagonia	Student Council	\$600
Kara O'Hare	Swim Club	\$1200
Leuella Sowalski	Yearbook	\$1500
Kara O'Hare	Trip Club activities advisor	\$1500
Tricia White	Trip Club fundraising advisor	\$1500
Michelle Daus	Appetites Anonymous Food Club	\$1200
Maria Sime	Intramural Swim	\$2000
Mary Beth Liles	Sign Language Club	No Stipend
Becky Griffith Hilary Watts (co-advisors)	Elementary Drama Club	\$1800 (shared)
Melissa Cook Vicki Ouimet (co-advisors)	Elementary Back Stage Drama Club	\$950 (shared)
David Hawkins Kelli Griffin (co-advisors)	Game Club	\$600 (shared)
Frank Healy Vicki Ouimet (co-advisors)	WBH Environmental Club	\$600 (shared)
Lenny Brown Timothy Christiansen Valene Synakowski (co-advisors)	Fitness Club (JSHS)	\$1200 (shared)
Frank Healy	Running Club	\$600
Kelsey Boyce	Band & Choir (WBH)	\$1500
Bridget Rank	Science Club (WBH)	\$600
Bridget Rank Ashley Schaible Frank Healy (co-advisors)	Intramurals	\$600 (shared)
David Hawkins Ethan Race (co-advisors)	Minecraft Club	\$1200 (shared)

C. Motion terminate, upon the recommendation of Superintendent Whitcomb, Ann Mabeus as a cleaner effective June 10, 2016.

D. Motion to appoint, upon the recommendation of Superintendent Whitcomb, Brittany Grattan to the position of Girls Modified Softball coach for the 2016-17 school year with a stipend of \$2100.

E. Motion to appoint, upon the recommendation of Superintendent Whitcomb, April Smith as a full time Teacher Aide (per student IEP) at a rate of \$12.67 per hour, effective September 1, 2016.

F. Motion to appoint, upon the recommendation of Superintendent Whitcomb, Kelly Smith to the elementary tenure area (probationary), Step 2, with a salary of \$46,487, effective September 1, 2016 through September 1, 2019 (which includes one year Jarema credit for the 2015-16 school year. Ms. Smith was appointed on September 2, 2015 to a long-term substitute position). Eligibility for tenure at the end of the probationary period is dependent on the employee receiving APPR ratings of H or E in 3 of 4 preceding years (and no I rating in final year) (8 NYCRR § 30-1.3[d]).

G. Motion to accept a resignation from Adreinna Kudrewicz effective June 23, 2016.

H. Motion to accept a resignation from Jeffrey Maclutsky effective August 31, 2016.

I. Motion to amend the appointment of PreK-6 Social Studies curriculum coordinator from Jeff Maclutsky (resigned) to Kelly Smith with a stipend of \$1000.

J. Motion to accept a resignation from Zachery Seyerlein effective June 24, 2016 as a full time summer cleaner for the purpose of accepting a full time position.

K. Motion to appoint, upon the recommendation of Superintendent Whitcomb, Zachery Seyerlein as a full time cleaner effective June 27, 2016 at a rate of \$11.43 per hour.

L. Motion to appoint, upon the recommendation of Superintendent Whitcomb, Ellen Winters as full time summer cleaner effective June 27, 2016 at a rate of \$11.43 per hour.

14. CURRICULUM AND INSTRUCTION

Board member Putnam made the motion to approve items 14A-C. Board member Brutsch seconded. 6 ayes, 0 nays, 0 abstained.

A. Motion approve CSE/CPSE recommendations of programs and placements for the following special education students: 092100487, 092100350, 2509, 2279.

B. Motion to adopt the 2016-17 Professional Development Plan

C. Motion to update the 2016-17 school calendar to allow faculty participation in the all-BOCES conference day on October 21, 2016.

15. SUPERINTENDENT

A. Final progress report on goals the 2015-16 school year presented by Superintendent Whitcomb.

B. The Board discussed topics for Questar III visit.

C. July 27th Board Retreat reminder.

16. BOARD OPEN DISCUSSION

A. Designate Board Members for Board Committees

Committee	2015-16 Members
Audit Committee	Committee of the whole
Visitation Committee	Committee of the Whole
Policy Committee	Christine Sotek, Martha Esposito
Negotiation Committee	Sharon Putnam, Tim Lambert
Facility Committee	Mike Brutsch, Mike Bienes, Tim Lambert
Communication Committee	Mike Bienes, Tim Smith, Sharon Putnam

Committee	2016-17 Members
Audit Committee	Committee of the whole
Visitation Committee	Committee of the Whole
Policy Committee	Christine Sotek, Sharon Putnam
Negotiation Committee	Sharon Putnam, Tim Lambert
Facility Committee	Mike Brutsch, Mike Bienes, Tim Lambert
Communication Committee	Mike Bienes, Janet Stone, Raymona Griffin

17. PUBLIC COMMENT

None

18. PROPOSED EXECUTIVE SESSION

Board President Lambert made the motion to enter into Executive Session for the purpose of discussing the employment history of a particular employee at 7:35pm. Board member Putnam seconded. 6 ayes, 0 nays, 0 abstained.

Board member Putnam made the motion to appoint Superintendent Whitcomb as Clerk Pro-Tem. Board President Lambert seconded. 6 ayes, 0 nays, 0 abstained.

19. ADJOURNMENT

Board President Lambert made the motion to adjourn the meeting at 8:00pm. Board member Putnam seconded. 6 ayes, 0 nays, 0 abstained.

Respectfully Submitted,

Kelly McGivern

Kelly McGivern, District Clerk