



14665 State Route 22  
New Lebanon, NY 12125

Board Workshop: 6:00 p.m.  
Organizational Meeting: 7:00 p.m.  
July 11, 2012

A Board workshop was held at 6:00 p.m. for the purpose of conducting training on a new paperless board packet service called BoardDocs.

The organizational meeting was held at the Walter B. Howard Elementary School. The meeting was called to order by Superintendent McGraw at 7:00 p.m. and opened with the Pledge of Allegiance.

**PRESENT:** Board Members Wood, Sowalski, Gavrity, Kroboth, Bingham, Superintendent McGraw, Becky Marzeski, WBH Elementary Principal, Matthew Klafehn, Athletic Director/Assistant Principal, Tamara Thorpe Odom, Director of Special Education and Krista Giangrossi, Deputy District Clerk.

**ABSENT:** Board Members Bienes and Sotek. Carrie Nyc-Chevrier, Business Administrator and Leslie Whitcomb, Jr./Sr. High School Principal

**ALSO PRESENT:** Members of the public.

<p><b>Oaths of Office</b> Superintendent McGraw administered the Oath of Office to newly elected Board of Education Members, Monique Wood and Tracy Bingham. The Oath of Office was also administered to Deputy District Clerk, Krista Giangrossi. The Oath of Office will be administered to the District Clerk, Carrie Nyc-Chevrier in the District office as she was absent from this meeting. Krista Giangrossi administered the Oath of Office to Superintendent McGraw.</p> <p><b>Election of President of the Board of Education</b> Board Member Sowalski made a motion to nominate Board Member Wood as President. Seconded by Board Member Gavrity. 5 ayes, 0 nays.</p> <p><b>Election of Vice President of the Board of Education</b> Board Member Wood made a motion to nominate Board Member Sowalski as Vice President. Seconded by Board Member Kroboth. 5 ayes, 0 nays.</p> <p><b>Executive Session</b> Board Member Wood made a motion to enter executive session to discuss employment matters related to a particular person or corporation and pending litigation at 7:06 p.m. Seconded by Board Member Sowalski. 5 ayes, 0 nays.</p> <p><b>Returned to Open Session</b> The Board returned to open session at 7:09 p.m.</p> <p><b>Public Comment</b> None.</p>	<p><b>Oath of Office</b></p> <p><b>Election of President of Board of Education</b></p> <p><b>Election of Vice President of the Board of Education</b></p> <p><b>Executive Session</b></p> <p><b>Return to Open Session</b></p> <p><b>Public Comment</b></p>
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**Annual Appointments****Action Items**

Board Member Gavrity made a motion to approve items A-E as a block. Seconded by Board Member Bingham. 5 ayes, 0 nays.

- a. To appoint officers and others for annual appointments. All appointments to be in effect until the time of the 2012-2013 Organizational Meeting, or until a successor is appointed (whichever occurs first).

<b>Title</b>	<b>Individual or Firm</b>	<b>Stipend</b>
District Clerk	Carrie Nyc-Chevrier	No stipend
Deputy District Clerk	Krista Giangrossi	\$2000.00
Treasurer	Sharon Putnam	No stipend
Tax Liaison	Sharon Putnam	No stipend
Receiver of Taxes	NERIC	Per contract
Claims Auditor	Susan Bues	Per contract
School Attorney	Roemer, Wallens, Gold & Mineaux, LLP	Per contract
School Physicians	Dr. Jose Nebres	Per contract
Extra-Curricular Treasurers	Sarah Roblez, Jr./Sr. High School TBD, Elementary School	\$2000.00 No stipend
Independent Auditors	Raymond G. Preusser	Per contract
Internal Auditor	Rensselaer City School District	Per contract
Bank Courier	Sarah Roblez	\$25.00 per trip (excluding mileage)
Attendance Supervisors— Elementary and Jr. Sr. High School Nurses	Brenda Vermilya Cheryle Rice	No stipend
Purchasing Agent	Karen D. McGraw	No stipend
Bond Counsel	M. Cornelia Cahill, Esq.	Per contract
Health & Safety Coordinator	Tamara Thorpe-Odom	No stipend
Hearing Officer	Karen D. McGraw	No stipend
Hearing Officer Alternate	Susan DiDonato	Per contract
HIPPA Privacy Official	Carrie Nyc-Chevrier	No stipend
Records Access Officer	Krista Giangrossi	No stipend
Records Management Officer	Krista Giangrossi	No stipend
Asbestos Liaison Designee	Carrie Nyc-Chevrier	No stipend
MSDS Officer	Carrie Nyc-Chevrier	No stipend
School District Engineer	Clark Engineering	Per contract
School Architect	SEI Design Group	Per contract
Student Accident Insurance Carrier	Chubb Insurance	Per contract
Commercial Insurance Carrier	Utica National Down	Per contract
Title IX Compliance Officer	Tamara Thorpe-Odom	No stipend
Homeless Liaison	Tamara Thorpe-Odom	No stipend
Section 504 Coordinators	Rebecca Marzeski Leslie Whitcomb Tamara Thorpe-Odom (alternate coordinator)	No stipend
School Lunch Hearing Officer	Carrie Nyc-Chevrier	No stipend

**Annual Appointments**

b. To appoint the following to the Committee on Special Education:

Parent Representatives	Lisa Kreutziger Raymond Herrmann
Chairperson	Tamara Thorpe-Odom
Alternate Chairpersons	Leslie Whitcomb Rebecca Marzeski Tylea Gebbie Patricia Reed
Parent of Child	TBD
Regular Education Teacher	TBD
Special Education Teacher of child	TBD
Child (when appropriate)	TBD

**Committee on  
Special  
Education**

c. To appoint the following to the Committee on Preschool Education:

Chairperson	Tamara Thorpe-Odom
Alternate Chairperson	Rebecca Marzeski Tylea Gebbie Patricia Reed
Parent Representatives	Lisa Kreutziger Raymond Herrmann

**Committee on  
Preschool  
Education**

d. To appoint the following as Inspectors of Election:

Regina Lankin	Michelle Bienes
Sharon Putnam	Krista Giangrossi
Alissa Ross	Lisa Kreutziger

**Inspectors of  
Election**

e. To appoint the following Chairman of District Votes: Christopher Howe

**Chairman of  
District Votes**

**Designations**

**Action Item**

Board Member Bingham made a motion to approve item a. Seconded by Board Member Wood. 5 ayes, 0 nays.

a. To designate the following:

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
Alternate to sign District checks	Business Administrator
Budget Hearing Date	May 8, 2013
Budget Vote & Election	May 21, 2013

**Designations**

**Authorizations****Action Item**

Board Member Wood made a motion to approve item a. Seconded by Board Member Sowalski. 5 ayes, 0 nays.

a. To authorize the following:

Prepare and File Federal Aid Applications	Superintendent of Schools, Karen McGraw
Certify Payroll	Superintendent of Schools, Karen McGraw
Approve employee attendance at conferences	Superintendent of Schools, Karen McGraw
Authorize approval of service contracts and/or repair contracts not to exceed \$10,000	Superintendent of Schools, Karen McGraw
Petty Cash:	Secretary to the Elementary School Principal: \$100.00 Secretary to the Jr./Sr. High School Principal: \$100.00 Secretary to the Superintendent: \$200.00 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 pre the claims audit review	Business Administrator, Carrie Nyc-Chevrier
Authorize approved budget transfers up to \$5000 in accordance with Section 1702(L) of the Commissioner's Regulations	Superintendent of Schools, Karen McGraw
Authorization to invest surplus funds in accordance with Accepted Investment Practices and Board Policy	Business Administrator, Carrie Nyc-Chevrier
Authorization to hire personnel between Board of Education meetings	Superintendent of Schools, Karen McGraw
Authorization to change orders for capital projects needed between Board of Education meetings	Superintendent of Schools, Karen McGraw

**Rates****Action Items**

Board Member Sowalski made a motion to approve items a-c as a block. Seconded Board Member Wood. 5 ayes, 0 nays.

a. To establish the following rates:

School Breakfast:	\$1.25
School Lunch:	\$2.00
Mileage Reimbursement Rate: (per United States Internal Revenue Service Approved Rate)	\$0.55.5 As designated by the IRS
Meal Allowance:	\$35.00 a day
Tutoring Rate:	\$20.00 per hour

b. To establish the per diem rate of pay for teacher substitutes for the 2012-13 school year as follows:

Uncertified Teacher	\$80.00/day
Certified Teacher	\$95.00/day
Permanent Substitute (under 91 days)	\$207.00/day

c. To establish the Capitalization Threshold to be \$1500.00

**Miscellaneous****Non-Action Item**

Board Members chose committees to serve on. The facility committee will consist of David Kroboth, and Ray Sowalski. The Policy committee will consist of JoAnn Gavrity, Tracy Bingham and Christine Sotek. Michael Bienes will serve as Historical Society Liaison. The Negotiation committee is not needed at this time and a Committee of the Whole was established for Audit and Visitation.

**Authorizations****Rates****Miscellaneous**

**Action Item**

Board Member Kroboth made a motion to approve items a-c as a block. Seconded by Board Member Wood. 5 ayes, 0 nays.

- a. To set Board of Education meeting dates for 2012-2013.
- b. To readopt for the 2012-13 school year, all Board of Education Policies and the Code of Ethics in effect during the past school year.
- c. To set the hours for the school day for the 2012-2013 school year:  
 Walter B. Howard Elementary School: 8:25-3:25  
 Jr./Sr. High School: 7:30-2:30

**Minutes**

**Action Item**

Board Member Gavrity made a motion to approve item a. Seconded by Board Member Bingham. 5 ayes, 0 nays.

- a. Review and approval of June 13, 2012 minutes.

**Acknowledgments/Administrative Comments**

Board Member Wood notified the Board that the follow up transportation report on a merger proposal of mechanical departments would be removed from this agenda and placed on the August agenda.

Superintendent McGraw notified the Board that there is an issue with the parking lot lighting at WBH. The electrician located a problem in the conduit underneath the sidewalk. Safety glass work at WBH has been started by a contractor.

Becky Marzeski notified the Board that many end of year activities took place since the last Board meeting. Some of them include, DARE graduation for 5<sup>th</sup> graders, honor roll assembly, goal attainment assembly and 6<sup>th</sup> grade graduation. Fourteen 5<sup>th</sup> graders achieved honor or high honor roll. The following students made honor roll: Clayton Erickson, Hope Gadowski, Brandon Hendrick, Andrew Sears, Makiyla Levy, Jacob Markou, Taylor Robertson, Evan VanDeusen, and Natalie Zema. The following students made high honor roll: Keagan Carson, Tyler Price, Nathaniel Austin, Hayden Kunhardt, and Nathaniel Lukas. Eighteen students achieved honor or high honor roll. The students who made honor roll are: Kayla Denué, Tiffany Johnson, Olivia Lancto, Alexis McLaughlin, Zachary Pawlows, Aiden Smith, Quinton Dengler, Kyle Patch, Lindsey Smith, and Isabella Toro. Those who made high honor roll are: Lucy Burgess, Vera Kong, Dakota Kubli, Freling Smith, Nathan Benham, Brandon Dupa, Austin Esposito, and Grace Locke. Schedules for grades K-6 are complete. Lastly, Mrs. Marzeski thanked her colleagues for their support when she was going through a difficult time with a family emergency during the last days of the school year. She thanked Karen McGraw, Tamara Thorpe-Odom, Matthew Klafehn, Lisa Kreutziger and Krista Giangrossi.

Tamara Thorpe-Odom notified the Board that summer school has started. She thanked park director, Michelle Bienes for allowing children from the summer school program to attend the park program afterwards. She has been working on end of year reports and transitioning into her role at Chatham Central School District.

**Curriculum and Instruction**

**Non-Action Items**

Carolyn Strauch, Embedded Staff Developer for Technology, spoke to the Board about a pilot program for iPads and Nooks.

Minutes

Acknowledgments/  
Administrative  
Comments

iPad & Nook  
Pilot

The Board reviewed the following revised policies (first reading):

1620	Annual Organizational Meeting
1630	Legal Qualifications of Voters at School District Meetings
1640	Absentee Ballots (Proposal to merge with 1630)

**Revised Policies First Reading**

**Action Items**

Board Member Gavriety made a motion to approve items a-d as a block. Seconded by Board Member Kroboth. 5 ayes, 0 nays.

- a. To approve the Walter B. Howard Code of Conduct for the 2012-2013 school year.
- b. To approve the Jr./Sr. High School Code of Conduct for the 2012-2013 school year.
- c. To approve CSE/CPSE recommendations of programs and placements for the following special education students:  

000000812	092100189	092100209	092100125
000002386	092100059	000002298	
- d. To approve the addition of a new high school Calculus course starting with the 2012-2013 school year.

**WBH & Jr./Sr. High School Codes of Conduct**

**CSE/CPSE Programs and Placements**

**Calculus Course**

**Summer Drivers & Monitor**

**Personnel**

**Action Items**

Board Member Bingham made a motion to approve items a-m as a block. Seconded by Board Member Wood. 5 ayes, 0 nays.

- a. Upon the recommendation of Superintendent McGraw, to appoint the following school bus monitors/drivers for Summer, 2012:  
 Hattie Leonard: Driver  
 Harold Curtiss: Driver  
 Tamara Metzler: Monitor
- b. Upon the recommendation of Superintendent McGraw, to appoint the following coaches for the 2012-2013 school year:

<b>Coach</b>	<b>Sport</b>	<b>Stipend</b>
Dan Evans	Boys Varsity Soccer	\$2500
Marie Sime (co-coach) Lauren Tinger (co-coach)	Girls Varsity Soccer	\$2500 (shared)
Fred Ruhe	Girls Varsity Volleyball	\$2500
Clint Garrigan	Girls Modified Soccer	\$2000
Kara Siciliano	Boys Modified Soccer	\$2000
Hannah Sowers (volunteer)	Girls Varsity Soccer	No stipend
Tom Libardi (volunteer)	Boys Varsity Soccer	No stipend
James Colon (volunteer)	Boys Varsity Soccer	No stipend
Bruce Wood, Jr. (volunteer)	Boys Varsity Soccer	No stipend

**Dan Evans, Boys Varsity Soccer Coach, Marie Sime & Lauren Tinger (co-coaches) Fred Ruhe, Girls Varsity Volleyball Coach Clint Garrigan, Girls Modified Soccer Coach Kara Siciliano, Boys Modified Soccer Coach Hannah Sowers, Tom Libardi, James Colon & Bruce Wood, Jr. Volunteers**

- c. BE IT RESOLVED, upon the recommendation of Superintendent McGraw, the Board of Education of the New Lebanon Central School District hereby creates a 1.0 laborer position with a rate of \$11.86 per hour.
- d. Upon the recommendation of Superintendent McGraw, to appoint the following Class and Club Advisors for 2012-2013 school year:

<b>Name</b>	<b>Class/Club</b>	<b>Stipend</b>
Hillary Watts	Elementary Back Stage Drama Club Advisor	Per contract

**Created Laborer Position**

**Hillary Watts, Back Stage Drama Advisor**

- e. Upon the recommendation of Superintendent McGraw, to abolish a .6 Social Worker position effective June 30, 2012.
- f. BE IT RESOLVED, upon the recommendation of Superintendent McGraw, the Board of Education of the New Lebanon Central School District hereby creates a 1.0 School Psychologist position.

**Abolished .6 Social Worker Position**

**Created 1.0 School Psychologist Position**

- g. Upon the recommendation of Superintendent McGraw, to appoint Patricia Reed to the probationary position of School Psychologist, beginning September 1, 2012 and ending September 1, 2015 in the tenure area of School Psychologist, Step 1 with a salary of \$43,435. Ms. Reed has a Masters and a School Psychologist Internship Certificate.
- h. BE IT RESOLVED that the Board of Education of the New Lebanon Central School District accepts the recommendation of the Superintendent of Schools to terminate the employment of Jacqueline Rivers, bus driver, effective June 30, 2012.
- i. Upon the recommendation of Superintendent McGraw, to appoint Brooke Warden to the probationary position of 7-12 English Teacher, beginning September 1, 2012 and ending September 1, 2015 in the tenure area of 7-12 English, Step 1 with a salary of \$43,435. Ms. Warden has a Masters and an Initial Certificate in English Language Arts 7-12.
- j. Upon the recommendation of Superintendent McGraw, to appoint the following mentor as per NLTA contract, effective September 1, 2012:

Mentor	Stipend	Mentee
Holly May	\$1100 (prorated)	Brooke Warden
Tylea Gebbie	\$1100	Patricia Reed

- k. To accept the resignation of Gretchen O'Connell, Teaching Assistant, effective June 30, 2012.
- l. To approve the agreement with Robert Vickers and to authorize Superintendent McGraw to enter into the agreement on the district's behalf.
- m. Upon the recommendation of Superintendent McGraw, to appoint Kellyn Moore to the elementary tenure area, (probationary) beginning September 1, 2012 and ending September 1, 2015, Step 1 with a salary of \$43,435. Ms. Moore has a Masters and has Initial Certificates in Early Childhood Education (Birth-Grade 2), Students with Disabilities (Birth-Grade 2), Literacy (Birth-Grade 6), Students with Disabilities (Grades 1-6), and Childhood Education (Grades 1-6).

## Financial

### Action Items

Board Member Wood made a motion to approve items a-i as a block. Seconded by Board Member Sowalski. 5 ayes, 0 nays.

- a. 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:

Quantity	Item
1	52" Tube TV
1	Pull down screen
1	Record player
176	Music records (various)
2	Multimedia players
7	Cassette recorders
2	Overhead projectors
5	Filmstrip projectors
3	Catchers Masks
6	Chest Protectors
3	Pairs of Leg Protectors
8	Batting Helmets
2	Polaroid 600 Instant Camera
1	Polaroid Sun 600 LMS Instant Camera
1	Polaroid Spectra 2 Instant Camera
1	Fuji Smart Shot Supreme 35 mm camera

- b. To approve the May, 2012 Treasurer's report.
- c. To approve budget transfers totaling \$50,000.
- d. To approve budget transfers totaling \$43,435

**Patricia Reed,  
School  
Psychologist**

**Jacqueline  
Rivers,  
Termination  
Brooke  
Warden, 7-12  
English  
Holly May &  
Tylea Gebbie,  
Mentors**

**Gretchen  
O'Connell,  
Resignation**

**Robert  
Vickers,  
Agreement**

**Kellyn Moore,  
Elementary  
Teacher**

**Surplus and  
Obsolete Items**

**May, 2012  
Treasurer's  
report**

**Budget  
Transfers**

- e. To approve the Walter B. Howard Elementary School Extra-Curricular Accounts dated May 31, 2012 as submitted by Carrie Nyc-Chevrier, Interim Extra-Curricular Accounts Treasurer.
- f. To approve the Jr./Sr. High School Extra-Curricular Accounts dated May 1-31, 2012, as submitted by Sarah Roblez, Extra-Curricular Accounts Treasurer.
- g. WHEREAS, the New Lebanon Central School District received, accepted and opened bids on June 22, 2012 for a 36" Heavy Duty Electric Range. WHEREAS, the lowest responsible bidder was B & G Restaurant Equipment and Supplies with a bid in the amount of \$7,944.37. THEREFORE, BE IT FURTHER RESOLVED that the bid is awarded to B & G Restaurant Equipment and Supplies.
- h. To approve the disposal of 199 miscellaneous computer components from the Elementary School and Jr./Sr. High School.
- i. To authorize the payment of the balance due in the amount of \$948.95 to Jostens for publication of the 2012 yearbook.

**Board Open Discussion**

The Board discussed having a special meeting on July 25, 2012 at 6:30 p.m. for the purpose of discussing goals and a possible action item.

**Public Comment**

None.

**Adjournment**

Board Member Wood made a motion to adjourn at 7:41 p.m. Seconded by Board Member Sowalski. 5 ayes, 0 nays.

\_\_\_\_\_ Respectfully submitted,  
 \_\_\_\_\_ Krista Giangrossi, Deputy District Clerk  
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**WBH & Jr./Sr. H.S. Extra-Curricular Accounts, May, 2012**

**Awarded Bid**

**Disposal of 199 Computer Components Authorize Payment**

**Board Open Discussion**

**Public Comment**

**Adjournment**