



Wednesday, May 22, 2013  
Regular Meeting of the New Lebanon Central School Board Education  
Walter B. Howard Elementary School – Room 3  
7:00 p.m.

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

The Regular Board of Education Meeting held at the Walter B. Howard Elementary School in Room 3. The meeting was called to order by Board President Wood at 7:00 p.m. and opened with the Pledge of Allegiance.

**Present:** Monique Wood, Board President, Raymond Sowalski, Board Vice President, JoAnn Gavrity, Board Member, Michael Bienes, Board Member, Karen McGraw, Superintendent, Mike Los, Business Administrator, Leslie Whitcomb, Jr./Sr. High School Principal, Becky Marzeski, WBH Elementary School Principal, and Matthew Klafehn, Jr./Sr. High School Assistant Principal/Athletic Director.

Christine Sotek, Board Member arrived at 7:03.

**Absent:** Tracy Bingham, Board Member, David Kroboth, Board Member and Jill Risko, Student Representative.

### **2. EXECUTIVE SESSION**

#### **Action**

Board President Wood made the motion to enter into executive session at 7:01 p.m. for the purpose of discussing the employment history of a particular employee. Board Vice President Sowalski seconded the motion. Motion carried. 4 ayes, 0 nays, 0 abstained.

Executive Session ended at 7:57 p.m.

### **3. PUBLIC COMMENT**

None.

### **4. ACKNOWLEDGEMENTS/ADMINISTRATIVE COMMENTS**

- a. Mike Los, Business Administrator, gave a business office and facilities update. The final phase of the Capital Project at the Walter B. Howard Elementary will be starting. The district's broadband connection will be upgraded soon.
- b. Becky Marzeski, WBH Elementary Principal, indicated that Kindergarten Screening took place and the district will have 27 new kindergarten students attending the Primary Program next school year. Thirty students performed in the Talent Show to a "sell out" audience. The

Write and Publish a Book Project is winding down. An Author's Tea will be the culminating activity. Each grade will visit another grade and students will read each other their published books. "Wave Riders" is a new program at the elementary. The program was initiated by our School Psychologist, Tylea Gebbie, and is a support program for students who have experienced the death of someone significant in their lives. Summative assessments are in progress. Students in our Environmental Club participated in an Earth Day poster contest sponsored by Senator Marchione. The Senator will be presenting a certificate to each student who participated in the contest on June 7, 2013. The fifth graders left on Monday for a week at Nature's Classroom. The WBH Chorus is performing a song with the Jr./Sr. High School Chorus at the Jr./Sr. High School Spring Concert.

- c. Leslie Whitcomb, Jr./Sr. High School Principal, gave an update on the Jr./Sr. High School. Kayla Carson received the Outstanding Business Student Award in Albany. Ms. Daus is a member of the organization and made the nomination. The award was presented by the Capital District Business & Marketing Educators Association. Jennifer Allard has been nominated for the second time for The New York State Council for the Social Studies Teacher of the Year Award. The prom was a great success. The Intro to Foods class supplied refreshments for the two awards nights. Curriculum development and Common Core professional development continue. The Memorial Day Assembly, an event for the school and entire New Lebanon community, will be held tomorrow. Foods class students will be preparing and serving the refreshments. We are readying ourselves for Regents exams with required faculty training and reviews. Exams begin June 11, 2013. We are also preparing for graduation.
- d. Matt Klafehn, Jr./Sr. High School Assistant Principal/Athletic Director, reported that the Spring Sports season is rapidly coming to a close. The Boys Varsity Baseball team concluded play at the end of last week and the Boys Modified Baseball and Girls Modified Softball teams end their seasons at Loudonville tomorrow afternoon. The Girls Varsity Softball team is the fourth seed in Sectional play and they have been given a home game this Friday against fifth seed Hartford at 4:30 p.m. All are encouraged to come out and cheer our team on and give them a true home field advantage. The Track and Field Sectionals will take place on Saturday at Fort Plain High School. The meet is scheduled for 10:00 am. The Spring Athletic Awards Banquet will take place on Wednesday, June 5th at 6:00 pm. Dinner will be sponsored by Yearbook and Roar Literary Magazine, beginning at 5:30.

## **5. APPROVAL OF MINUTES**

### **Action**

Board Member Sotek made the motion to approve items a-c as a block. Board Member Gavrity seconded the motion. Motion carried. 5 ayes, 0 nays, 0 abstained.

- a. To approve the April 17, 2013 Regular Board of Education Meeting minutes.
- b. To approve the April 23, 2013 Special Board of Education Meeting minutes.
- c. To approve the May 8, 2013 Budget Hearing Board of Education Meeting minutes.

## 6. CURRICULUM & INSTRUCTION

### Non-Action

- a. Revised Policy 7132, Non-Resident Students, was reviewed (first reading).
- b. A presentation on the 2011-2012 NYS District Report Card was given.

### Action

Board Member Gavrity made the motion to approve items c-k as a block. Board President Wood seconded the motion. Motion carried. 5 ayes, 0 nays, 0 abstained.

- c. To approve the 2013-2014 District Calendar.
- d. To approve Jenn Allard, David Knudsen and Daniel Fountain as History Club advisors for the 2013-2014 school year. Since this is a new club, there will be no stipend for the first year.
- e. To approve CSE/CPSE recommendations of programs and placement for the following special education students: 000002003, 000002406, 000002350, 000002034, 000002263, 000002291, 000002269, 000002411, 000002075, 000000033, 000002438, 092100147, 090340000 and 092100217.
- f. To approve the following chaperones for the WBH Drama Club Field Trip on June 8, 2013 to New York City: Amy Grimm, Michelle Bruns, Marci Robertson, Shannon Shuhart, Mary Keating, George Stalker, Barb Shafer, Patricia Zema, Shannon Carinci, Becky Vaillancourt, Martha Raftery, Hillary Watts, Vicky Ouimet and Katie McKinney.
- g. To approve Janice Sharron as an additional chaperone for Nature's Classroom for May 22-23, 2013.
- h. To approve the following Science textbooks:

ISBN	Title	Copyright Year	Unit Cost	Quantity
978-0-13-310217-6	AP Edition Campbell Biology in Focus	2014	\$149.47	30
978-1-256-05440-5	New York Pearson Earth Science	2011	\$82.47	60

978-0-07-896405-3	Glencoe Chemistry Matter and Change	2013	\$87.33	30
978-0-13-366961-9	Miller & Levine Biology Foundation Edition	2010	84.47	65

- i. To approve a continued merger for the Boys and Girls Varsity Swim Teams with Berlin Central School District for the 2013-2014 Winter Sports Season.
- j. To approve the use of school district buses at no extra charge except for the cost of fuel and a driver by the New Lebanon Summer Youth Program to the following destinations: Zoom Flume in East Durham, NY, Six Flags in Lake George, NY, and Spare Time Bowling in East Greenbush, NY.
- k. To approve a request from the New Lebanon Summer Youth Program to use the Shatford Pool, July 2 - August 15, 2013 from 8:00 a.m. - 12:00 p.m.

## 7. FINANCIAL

### Action

Board President Wood made the motion to approve items a-o as a block. Board Vice President Sowalski seconded the motion. Motion carried. 5 ayes, 0 nays, 0 abstained.

- a. To approve the April 2013 Treasurer's Report.
- b. To approve the results of the Annual District Meeting, May 21, 2013 as per distributed information.
- c. RESOLVED: that the Board of Education gratefully accepts \$63,340.21 to establish the Joyce Styner Music and Dance Scholarship Programs and to authorize the superintendent to sign required releases. The funds will be placed in the Private-Purpose Trust Fund (TE).
- d. To accept a donation of 10 American Heart Association CPR training kits from First Niagara.
- e. To accept a donation of a flowering crabapple tree and garden plate from the New Lebanon Booster Club in memory of Kristine Greco.
- f. To accept the donation of a laptop battery from Aiden Smith.
- g. WHEREAS, It is a plan of a number of public school districts in the Delaware-Chenango-Madison-Otsego BOCES Area in New York, to bid jointly equipment, supplies and contract items, and WHEREAS, the New Lebanon Central School District is desirous of participating with other districts in the Delaware-Chenango-Madison-Otsego BOCES Area in the joint bidding of the items mentioned above as authorized by General Municipal Law, Section 119-o, and WHEREAS, The New Lebanon Central School District wishes to appoint a committee made up of participating schools to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids and providing the information to their Board of Education who will make the awards; therefore BE IT RESOLVED, That the Board of Education of the New Lebanon Central School District hereby appoints the Delaware-Chenango-Madison-Otsego BOCES to represent it in all matters relating above, and designates the Evening

Sun Newspaper as the legal publication for all Cooperative Purchasing bid notifications and, BE IT FURTHER RESOLVED, That the Board of Education of the New Lebanon Central School District authorizes the above committee to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned items, and, BE IT FURTHER RESOLVED, That the Board of Education of the New Lebanon Central School District agrees to (1) abide by majority decisions of the participating districts on quality standards; (2) that it will award contracts based on information provided from the bid; (3) and that after the award of the bid it will conduct all negotiations directly with the successful bidder(s).

- h. WHEREAS, The Cooperative Purchasing Service is a plan of a number of public school districts in the Delaware-Chenango-Madison-Otsego BOCES Area in New York, to bid jointly equipment, supplies and contract items and WHEREAS, The Central School named below is desirous of participating with other districts in the Delaware-Chenango-Madison-Otsego BOCES in the joint bidding of the items mentioned above as authorized by General Municipal Law, Section 119-o, and WHEREAS, the New Lebanon Central School District wishes to appoint the Delaware-Chenango-Madison-Otsego BOCES to advertise for bid, accept, tabulate bids and award bids on their behalf; therefore BE IT RESOLVED, That the Board of Education of the New Lebanon Central School District hereby appoints the Delaware-Chenango-Madison-Otsego BOCES to represent it in all matters relating above, and designates the Evening Sun Newspaper as the legal publication for all Cooperative Purchasing bid notifications, and, BE IT FURTHER RESOLVED, That the Board of Education of the New Lebanon Central School District authorizes the Delaware-Chenango-Madison-Otsego BOCES to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned commodities, and, BE IT FURTHER RESOLVED, That the Board of Education of the New Lebanon Central School District agrees to (1) assume its equitable share of the costs of the Cooperative Bidding; (2) abide by majority decisions of the participating districts; (3) abide by the Award of the BOCES Board;(4) and that after the award of the bid it will conduct all negotiations directly with the successful bidder(s).
- i. WHEREAS, It is a plan of a number of public school districts in the Delaware-Chenango-Madison-Otsego BOCES Area in New York, to bid jointly Cafeteria supplies including but not limited to food and paper items, and WHEREAS, The New Lebanon Central School District is desirous of participating with other districts in the Delaware-Chenango-Madison-Otsego BOCES Area in the joint bidding of the commodities mentioned above as authorized by General Municipal Law, Section 119-o, and WHEREAS, The New Lebanon Central School District wishes to appoint a committee made up of participating schools to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids and awarding bids and reporting the results to the schools; therefore, BE IT RESOLVED, That

the Board of Education of New Lebanon Central School District hereby appoints the Delaware-Chenango-Madison-Otsego BOCES to represent it in all matters relating above, and designates the Evening Sun Newspaper as the legal publication for all Cooperative Purchasing bid notifications, and BE IT FURTHER RESOLVED, That the Board of Education of New Lebanon Central School District authorizes the above committee to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned commodities, and BE IT FURTHER RESOLVED, That the Board of Education of the New Lebanon Central School District agrees to (1) assume its equitable share of the costs of the Cooperative Bidding; (2) abide by majority decision of the participating districts on quality standards; (3) that it will award contracts according to the recommendations of the committee; (4) and that after the award of the bid it will conduct all negotiations directly with the bidder(s).

- j. To approve a Health Service Contract with the Averill Park Central School District for the 2012-2013 school year to provide health services to three students attending Robert C. Parker School at a rate of \$493.91 per student and to authorize the President of the Board of Education and the Board Clerk to execute the agreement.
- k. To approve a Health Service Contract with the Albany City School District for the 2012-2013 school year to provide health services to seven students attending non-public schools in the City of Albany School District at a rate of \$647.41 per student and to authorize the President of the Board of Education, the Board Clerk and Superintendent of Schools to execute the agreement.
- l. To approve a Health Service Contract with East Greenbush Central Schools for the 2012-2013 school year for five students attending non-public schools in the East Greenbush School District at a rate of \$624.78 per student and to authorize the President of the Board of Education, the Board Clerk and Superintendent of Schools to execute the agreement.
- m. WHEREAS, the New Lebanon Central School District received, accepted and opened bids for Phase 2 High School Roof on April 23, 2013; and WHEREAS, the lowest responsible bidder was Titan Roofing, Inc. WHEREAS, the architect has recommended the award of the contract to the above contractor. THEREFORE: BE IT FURTHER RESOLVED that the Phase 2 High School Roof is awarded to Titan Roofing, Inc. with a base bid of \$112,615 resulting in a net contract award of \$112,615.
- n. To accept the WBH Extra-Curricular Accounts report for the month of April 2013 as submitted by Tammy Leonard, WBH Extra-Curricular Activities Treasurer.
- o. To accept the Jr./Sr. High School Extra-Curricular Accounts report for April 2013 as submitted by Sarah Roblez, Extra-Curricular Treasurer.

## **8. PERSONNEL**

### **Action**

Board Vice President Sowalski made the motion to accept items a-l as a block. Board Member Bienes seconded the motion. Board Member Sotek thanked Becky Marzeski for her commitment and contributions. Motion carried. 5 ayes, 0 nays, 0 abstained.

- a. To appoint, upon the recommendation of Superintendent McGraw, Michelle Schrader and James Hosley as tutors, effective May 7, 2013, at a rate of \$20 per hour.
- b. To appoint, upon the recommendation of Superintendent McGraw, Michelle Schrader and Kellie Griffin, to the positions of Summer School Teachers for the Summer 2013 Program at a rate of \$30 per hour, effective July 8, 2013 through August 16, 2013 with a prep day on June 23 or June 24, 2013. (Michelle and Kellie are current elementary teachers.)
- c. To appoint, upon the recommendation of Superintendent McGraw, Jason Breslin to the position of teacher substitute for the Summer 2013 Program at a rate of \$30 per hour effective July 8, 2013 through August 16, 2013.
- d. To appoint, upon the recommendation of Superintendent McGraw, David Kirsimagi to the position of life guard, effective November 29, 2012, at a rate of \$25 per hour. (Mr. Kirsimagi has lifeguarded for the District previously.)
- e. To re-appoint, upon the recommendation of Superintendent McGraw, James Hosley to a .6 K-12 Physical Education position effective September 1, 2013 to June 30, 2014. (Currently employed in this position for the 2012-2013 school year.)
- f. To re-appoint, upon the recommendation of Superintendent McGraw, Michelle Schrader to the position of .4 K-6 Art Teacher effective September 1, 2013 to June 30, 2014. (Currently employed in this position for the 2012-2013 school year.)
- g. To re-appoint, upon the recommendation of Superintendent McGraw, Donna Brooks to a .8 7-12 Art Teacher position effective September 1, 2013 to June 30, 2014. (Currently employed in this position for the 2012-2013 school year.)
- h. To approve, upon the recommendation of Superintendent McGraw, the following student teachers and supervising teachers:

Student Teacher	Supervising Teacher	Session
Amy Legere	Jason Breslin	September 3 – October 18, 2013
Christine Bradley	Laura Jubie	October 21 – December 6, 2013

- i. To appoint, upon the recommendation of Superintendent McGraw, William Wood to the position of certified substitute teacher, effective May 15, 2013, at a rate of \$95 per day.

- j. To appoint, upon the recommendation of Superintendent McGraw, Shari Gadowski to the position of uncertified substitute teacher effective May 23, 2013 at a rate of \$80 per day and substitute teacher assistant effective May 23, 2013 at a rate of \$14.24 per hour.
- k. To accept the resignation of Becky Marzeski, WBH Principal, effective June 30, 2013.
- l. To accept the resignation of Martha Raftery, Elementary Teacher, effective June 30, 2013.
  
- m. Board Member Bienes made the motion to accept the resignation of Kelly O'Brien, 7-12 English Teacher, effective June 30, 2013. Board President Wood seconded the motion. Motion failed. 2 ayes, 3 nays, 0 abstained.
  
- n. Board Member Sotek made the motion to accept a resolution authorizing Succession of Administrative Functions Agreement. Board Member Bienes seconded the motion. Motion carried. 5 ayes, 0 nays, 0 abstained. WHEREAS, Superintendent Karen McGraw has advised the Board of her firm intention to retire on July 31, 2014; and WHEREAS, the Board deems it of critical importance to plan for the orderly succession of administrative functions in light of such retirement; and WHEREAS, current District administrators are well qualified, hold the required certifications and have valuable experience with the educational program and culture of the District; NOWWHEREFOR, the Board approves the terms and conditions set forth in the Memorandum of Agreement Regarding the Succession of Administrative Functions previously presented to the Board and as finalized dated May 22, 2013 and hereby authorizes the Board President to execute the same on behalf of the Board.

## **9. SUPERINTENDENT**

Board Member Sotek made the motion to approve an addendum to the Superintendent's contract. Board President Wood seconded the motion. Motion carried. 5 ayes, 0 nays, 0 abstained.

## **10. BOARD OPEN DISCUSSION**

Board President Wood and Board Member Sotek shared information from the Joint Superintendent and Board Member dinner meeting.

## **11. PUBLIC COMMENT**

Mr. Brutsch commented that the district should examine the academic drop off at other schools which make transitions at a different time. Mr. Brutsch also shared information regarding the town sidewalk project.



**12. PROPOSED EXECUTIVE SESSION**

**Action**

- a. Board President Wood made the motion to enter into Executive Session at 9:09 p.m. for the purpose of discussing the employment history of a particular employee. Board Vice President Sowalski seconded the motion. Motion carried. 5 ayes, 0 nays, 0 abstained.
- b. Board Vice President Sowalski made the motion to appoint Superintendent McGraw as Clerk Pro-Tem. Board Member Bienes seconded the motion. Motion carried. 5 ayes, 0 nays, 0 abstained.

**13. ADJOURNMENT**

**Action**

Board President Wood made the motion to adjourn the meeting at 9:37 p.m. Board Vice President seconded the motion. Motion carried. 5 ayes, 0 nays, 0 abstained.

Respectfully Submitted,  
Leslie M. Coons, District Clerk

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