



July 12, 2017

Reorganizational & Regular Meeting of the New Lebanon Central School Board of Education  
JSHS Library at 7:00 pm

**Attendance: (P=Present A=Absent)**

Tim Lambert            \_\_P\_\_  
Mike Bienes, Jr.        \_\_A\_\_  
Mike Brutsch           \_\_P\_\_  
Raymona Griffin       \_\_A\_\_  
Sharon Putnam         \_\_P\_\_  
Richard Sime           \_\_P\_\_  
Janet Stone             \_\_P\_\_

**Also in attendance:**

Leslie Whitcomb        \_\_P\_\_  
Matt Klafehn            \_\_P\_\_  
Andrew Kourt            \_\_P\_\_  
Mike Los                 \_\_P\_\_  
Josh Noble                \_\_P\_\_

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

The meeting was called to order by Board President Lambert at 7:12 pm and opened with the Pledge of Allegiance.

**2. OATH OF OFFICE**

- A. Oath of Office administered to Richard Sime. Mike Bienes, Jr.'s oath was given on July 3.
- B. Oath of Office administered to the District Clerk, Kelly McGivern.
- C. Oath of Office administered to Superintendent of Schools, Leslie Whitcomb.
- D. Oath of Office administered to the Deputy District Clerk, Michael Los.
- E. Oath of Office administered to the District Treasurer, Celeen Lawrence.

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

- A. Board member Putnam made the motion to appoint board member Lambert as President. Board member Stone seconded. 5 ayes, 0 nays, 0 abstained.
- B. Oath of Office administered to the President of the Board of Education
- C. The Board President will now conduct the meeting
- D. Board President Lambert made the motion to elect Sharon Putnam as Vice President to the Board of Education. Board member Brutsch seconded. 5 ayes, 0 nays, 0 abstained.
- E. Oath of Office administered to the Vice President of the Board of Education

#### 4. ANNUAL APPOINTMENTS

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

A. To appoint Dakota Kubli to the position of Student Ex-Officio non-voting member of the school board for the 2017-18 school year.

B. To appoint officers and others for annual appointments. All appointments to be in effect until the time of the July 2018 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	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 JSHS 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	Matthew Klafehn	No stipend

Liaison		
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)	Josh Noble (JSBS) 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
Wellness Coordinator	Leslie Whitcomb	No Stipend
Bond Counsel	M. Cornelia Cahill, Esq.	Per Contract

C. 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 Vice President Putnam made the motion to approve item 5A. Board member Stone seconded. 5 ayes, 0 nays, 0 abstained.

A. To authorize agents. All authorizations will be in effect until the time of the July 2018 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, 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 projects as needed between Board of Education meetings	Superintendent of Schools, 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
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**6. DESIGNATIONS**

Board member Stone made the motion to approve item 6A. Board Vice President Lambert seconded. 5 ayes, 0 nays, 0 abstained.

A. 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
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 2, 2018
Budget Vote & Election	May 15, 2018
Designated Education Official	Matt Klafehn
Chief Emergency Officer	Leslie Whitcomb

**7. RATES**

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

A. To set the following rates:

School Breakfast:	\$1.25
School Lunch:	\$2.25
Mileage Reimbursement Rate: (as designated by the IRS)	\$0.535 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
Lifeguard Rate:	\$20 per hour

B. To establish the Capitalization Threshold to be \$1500 for the 2017-18 school year.

C. To establish the following per diem rates for teacher substitutes for the 2017-18 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 President Lambert made the motion to approve items 8A-B. Board Vice President Putnam seconded. 5 ayes, 0 nays, 0 abstained.

A. To re-adopt all Board of Education Policies and Code of Ethics for the 2017-18 school year.

B. 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 2017-18 school year.

## **9. PUBLIC COMMENT**

None

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

A. WBH update given by Andrew Kourt. SPAC, summer school and new teaching assistant were discussed.

B. JSHS update given by Matt Klafehn. 100<sup>th</sup> commencement, master schedule and hiring were discussed.

C. Business Office/Buildings and Grounds update given by Michael Los. Energy performance and propane conversion were discussed.

## **11. APPROVAL OF MINUTES**

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

A. To approve the June 14, 2017 Board of Education Meeting minutes.

## **12. FINANCIAL**

Board Vice President Putnam made the motion to approve items 12A-F. Board member Stone seconded. 5 ayes, 0 nays, 0 abstained.

A. To approve the May 2017 treasurer's report.

B. To approve a Health Service Contract with the East Greenbush School District for the 2016-17 school year to provide health services to four students attending non-public schools in the City School District of Albany for a total of \$3,056.52 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 a RFP for Energy Performance Contract Services  
Upon the recommendation of Superintendent Whitcomb, the board approves the following resolution:

BE IT RESOLVED, that the Board of Education hereby engages the services of Mosaic Associates Architects to develop a Request for Proposals (RFP) for energy performance contract services,

in collaboration with District administration, and to issue the RFP to Energy Services Companies (ESCOs).

D. To approve, upon the recommendation of Superintendent Whitcomb, the purchase of math textbooks as per attached:

E. To excess textbooks and library books as per attached:

F. Motion to reallocate funds

RESOLVED: To reallocate funds from the MOS 15 Scholarship Fund, in the amount \$ 20,000, payable to the New Lebanon Booster Club at the request of Blossom Hasher.

**13. PERSONNEL**

Board Vice President Putnam made the motion to approve items 13A-F. Board President Lambert seconded. 5 ayes, 0 nays, 0 abstained.

A. To accept a resignation from Kara O'Hare effective August 29, 2017.

B. To appoint, upon the recommendation of Superintendent Whitcomb, Eileen Payst, to the Foreign Languages (Spanish) tenure area (probationary), Step 13, with a salary of \$60,131 per year, effective September 1, 2017 through September 1, 2021. 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]).

C. To amend the following appointments:

To amend the appointment of Grade 7 class advisor from Michelle Daus to Kelsey Norberg (shared with Maria Sime).

To amend the appointment of Class of 2019 advisors from Dotan Schips to Dotan Schips and Britt Buckenroth (co-advisors).

D. To appoint the following mentors for the 2017-18 school year:

Mentor	Teacher	Stipend
Ben Long	Emily Farley	\$1150

E. To appoint, upon the recommendation of Superintendent Whitcomb, Dotan Schips as an unpaid administrative intern for the 2017-18 school year.

F. To appoint, upon the recommendation of Superintendent Whitcomb, Rachel Cirra to the probationary position of Teaching Assistant in the Teaching Assistant tenure area, effective September 1, 2017- September 1, 2021 at a rate of \$15.72 per hour.

**14. POLICY**

A. Review of policy (first reading)-# 8500.

**15. CURRICULUM AND INSTRUCTION**

A. New Report Cards update given by Andrew Kourt.

B. WBH Discipline Report also presented by Andrew Kourt.

C. JSHS Discipline Report given by Josh Noble.

Board President Lambert made the motion to approve items 15D-E. Board Vice President Putnam seconded. 5 ayes, 0 nays, 0 abstained.

D. To approve CSE/CPSE recommendations of programs and placements for the following special education students: 092100492, 092100515, 092100553, 092100566, 092100537, 092100396, 92100521, 092100573, 092100321, 092100233, 092100576, 083360000, 00082898, 092100233, 000002290, 092100291, 092100029, 082390003, 000002290, 092100291, 092100029, 082390003 and 00002409.

E. To approve the attached new course offerings starting with the 2017-18 school year:

### 16. SUPERINTENDENT

A. Final progress report on goals the 2016-17 school year presented by Superintendent Whitcomb.

B. Reminders- Superintendent Whitcomb reminded the board about the July 18th Board Retreat and July 19th Facility Committee meetings.

### 17. BOARD OPEN DISCUSSION

Board member Brutsch made the motion to abolish a board committee. Board Vice President Putnam seconded. 5 ayes, 0 nays, 0 abstained.

A. To abolish the Communications Committee. This committee last met January 27, 2014.

B. To designate committee members:

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



<b>Committee</b>	<b>2017-18 Members</b>
Audit Committee	Committee of the whole
Visitation Committee	Committee of the Whole
Policy Committee	Sharon Putnam, Janet Stone
Negotiation Committee	Sharon Putnam, Tim Lambert, Raymona Griffin
Facility Committee	Mike Brutsch, Tim Lambert, Richard Sime

### **18. PUBLIC COMMENT**

Mrs. Brutsch asked if the finial on the copula could be saved. Board President Lambert, Business administrator Los and Superintendent Whitcomb said it was made of tin, not copper, and that it was in too bad a shape to be saved.

### **19. 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. Board member Stone seconded. 5 ayes, 0 nays, 0 abstained.

Board Vice President Putnam made the motion to appoint Superintendent Whitcomb as Clerk Pro-Tem. Board member Brutsch seconded. 5 ayes, 0 nays, 0 abstained.

### **20. ADJOURNMENT**

Board President Lambert made the motion to adjourn the meeting at 8:30pm. Board Vice President Putnam seconded. 5 ayes, 0 nays, 0 abstained.

Respectfully Submitted,

*Kelly McGivern*

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Kelly McGivern, District Clerk