



14665 State Route 22  
New Lebanon, NY 12125

Regular Meeting at 7:00 p.m.  
August 19, 2009

The regular meeting was held at 7:00 p.m. at the Jr./Sr. High School. It was called to order by Board President Wood and opened with the Pledge of Allegiance.

PRESENT: Board Members Wood, Sowalski, Luhrmann, Smith (arrived at 7:20 p.m.), Gavrity, Bingham, Lambert (~~arrived at 7:20 p.m.~~), Superintendent McGraw, Daniel Packard, WBH Elementary Principal, Leslie Whitcomb, Jr./Sr. High School Principal, Carrie Nyc-Chevrier, Business Administrator, Ed Davis, Transportation Supervisor, Tamara Thorpe-Odom, Director of Special Education (arrived at 7:20 p.m.).

ALSO PRESENT: Members of the public.

<p><b>Public Comment</b> None.</p> <p><b>Acknowledgments/Administrative Comments</b> <u>Non-Action Items</u> Ed Davis, Transportation Supervisor, notified the Board that two new buses will be delivered by the end of the month. The third bus will be delivered at the end of October. He thanked Peckham Paving contractors for their help during and after the flood.</p> <p>Superintendent McGraw explained that the District had investigated possible bacteria on the playing fields due to the flood. The District will not have to treat the fields. New walls are going to be installed at the Elementary school using Stimulus money.</p> <p>Carrie Nyc-Chevrier updated the Board on the Excel project, paving project, pool painting and carpet in the Jr./Sr. High School library. Tax collection will be begin soon.</p> <p>Daniel Packard, Walter B. Howard Elementary Principal recognized the Cleaners for their hard work. He has been working on hiring staff and will be conducting an orientation next week.</p> <p>Leslie Whitcomb, Jr./Sr. High School Principal updated the Board that student schedules will be mailed next week. The E-school data turnover is complete. Seventh grade orientation will be held next week.</p> <p>Tamara Thorpe-Odom, Director of Special Education notified the Board that she has been working with the Transportation Department and working on updating IEP's.</p>	<p><b>Public Comment</b></p> <p><b>Acknowledgements/ Administrative Comments</b></p>
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**Minutes****Action Item**

Board Member Bingham made a motion to approve items A-B as a block. Seconded by Board Member Gavrity. 0 ayes, 7 nays. Board member Bingham made a motion to approve item B. Seconded by Board Member Gavrity. 7 ayes, 0 nays.

b. Review and approval of July 16, 2009 minutes.

Board Member Gavrity made a motion to table item A. Seconded by Board Member Wood. 7 ayes, 0 nays.

a. Review and approval of July 9, 2009 minutes.

**Audit Committee Business****Non-Action Items**

Stacey Mackey, Internal Auditor from the Rensselaer City School District reviewed the internal audit report.

Susan Bues, Internal Claims Auditor reviewed the Fourth Quarter (2008-2009) Internal Claims Auditor report.

Carrie Nyc-Chevrier, Business Administrator reviewed the Dependent Eligibility Audit Program with the Board.

**Action Items**

Board Member Smith made a motion to accept the internal audit report as prepared by Stacey Mackey, Rensselaer City School District. Seconded by Board Member Wood. 7 ayes, 0 nays.

**Curriculum and Instruction****Non-Action Items**

Karen McGraw gave a presentation of the 2009-2010 Prospective Phase cohort results and IDEA status. Leslie Whitcomb and Dan Packard reviewed the District Report Card, graduation trends and assessment comparisons.

**Action Items**

Board Member Wood made a motion to approve items A-C as a block. Seconded by Board Member Luhrmann. 7 ayes, 0 nays.

a. To approve the following revised policies: (second reading)

3272	Advertising in the Schools
3310	Public Access to Records
5670	Records Management
5671	Disposal of Consumer Report Information and Records
3271	Solicitation of Charitable Donations from School Children
7131	Education of Homeless Children and Youth
7121	Diagnostic Screening of Students
7232	Seventh and Eighth Grade Acceleration and AP Courses

b. To approve the Walter B. Howard Elementary School (K-6) Code and Jr./Sr. High School (7-12) Code of Conduct for the 2009-2010 school year (no changes were made to the 7-12 Code of Conduct).

**Minutes**

**Internal Auditor Report**

**Internal Claims Auditor Report**

**Dependent Eligibility Audit Program**

**Approved Internal Audit Report**

**Prospective Phase Results & IDEA Status**

**Approved Revised Policies**

**Approved WBH and Jr./Sr. High School Codes of Conduct for 2009-2010**

- c. To approve excessing the following textbooks.

Title	Publisher	Date Published	Quantity
World History: Patterns of Interaction	McDougal Littell	1999	114

**Approved Excessing Textbooks**

**WBH Extra-Curricular Accounts, 6/30/09**

**Jr./Sr. High Extra-Curricular Accounts, 6/1-6/30/09**

**Hoosick Valley Contractors Payment**

**BR Johnson Payment**

**Two Brothers, Inc. Payment**

**Disposal of Non-working Property**

**June, 2009 Treasurers Report**

**Roemer, Wallens & Mineaux LLP Agreement**

**Food Service Bid Rejected**

**Shared Food Service Agreement with ICC**

**Transfer to Employee Benefit Accrued Liability Reserve**

## **Financial**

### **Action Items**

Board Member Sowalski made a motion to approve items A-K as a block. Seconded by Board Member Wood. 7 ayes, 0 nays.

- To approve the Walter B. Howard Elementary School Extra-Curricular Accounts dated June 30, 2009 as submitted by Carrie Nyc-Chevrier, Interim Extra-Curricular Accounts Treasurer
- To approve the Jr./Sr. High School Extra-Curricular Accounts dated June 1-30, 2009 as submitted by Eileen Winslow, Extra-Curricular Accounts Treasurer.
- To authorize payment to Hoosick Valley Contractors in the amount of \$10,442.59 and \$22,070.00 for work completed at the Walter B. Howard Elementary School (misc. renovations and window replacement).
- To authorize payment to BR Johnson in the amount of \$20,543.75 and \$132,446.39 for work completed at the Walter B. Howard Elementary School (window and door replacement).
- To authorize payment to Two Brothers Contracting, Inc. in the amount of \$35,150.00 for work completed at the Walter B. Howard Elementary School (asbestos abatement).
- Upon the recommendation of Superintendent Karen McGraw, BE IT RESOLVED that the Board of Education of the New Lebanon Central School District declares the following items non-working property and authorizes the Superintendent to dispose of this property. BE IT FURTHER resolved that a record of the disposal shall be maintained and available for public inspection.

Quantity	Item	Status
23	Desktop computers	Non-functional (functioning parts removed)
7	Monitors	Non-functional
1	Laptop (13 years old)	Functional
1	Scanner	Non-functional
2	CRT monitors from security system	Non-functional

- To approve the June, 2009 Treasurers report.
- To authorize the President of the Board of Education to renew and execute an agreement with Roemer, Wallens & Mineaux, LLP from July 1, 2009 to June 30, 2010 in the amount of \$800 a month.
- To acknowledge the receipt of the bid with response to the Food Service RFP and reject all of the same.
- BE IT RESOLVED that the Board of Education hereby authorizes Superintendent McGraw to enter into an agreement for a shared food service manager for the 2009-2010 school year with Ichabod Crane Central School at an approximate cost of \$11,500.
- BE IT RESOLVED that the Board of Education hereby authorizes the funding of the Retirement Contribution Reserve by a transfer from the Employee Benefit Accrued Liability Reserve in the amount of \$17,000.

**Tax Warrant**

Board Member Sowalski made a motion to approve item L as written. Seconded by Board Member Wood. 7 ayes, 0 nays.

1. To approve the Tax Warrant.

WHEREAS: Pursuant to Real Property Tax Law, Section §1318 (1), the entire fund balance at the close of last fiscal year must be applied in determining the amount of the school tax levy except for an amount not to exceed 4% of the current school year budget; and

WHEREAS: this latter amount may be held as surplus funds during the current school year; now therefor

BE IT RESOLVED: that the Board of Education retain as surplus funds \$514,692 from the total fund balance of \$1,849,864 thereby applying \$281,313 to the reduction of the tax levy.

BE IT ADDITIONALLY RESOLVED AS FOLLOWS:

To the Collector of New Lebanon Central School District, Town(s) of Canaan, Chatham, New Lebanon, Nassau and Stephentown, County(ies) of Columbia and Rensselaer, New York State.

You are hereby commanded:

1. To give notice and start collection on September 1, 2009  
(In accordance with the provision of §1322 of the Real Property Tax Law)
2. To give notice that tax collection will end on November 2, 2009
3. To collect taxes in the total sum of \$8,420,688 in the same manner that collectors are authorized to collect town and county taxes in accordance with the provision of §1318 of the Real Property Tax Law.
4. To make no changes or alterations in the tax warrant or the attached tax rolls but shall return the same to the Board of Education.
5. To forward by mail to each owner of real property listed on the tax rolls within ten days after the start of collection a statement of taxes due on his property on press-numbered tax bill forms provided by the school district and forward by mail, without interest penalties, to the office of the county treasurer a detailed tax bill of all State land parcels liable for taxes on the school tax rolls.
6. To receive from each of the taxable entities and natural persons the sums listed on the attached tax rolls without interest penalties when such sums are paid before the end of the first month of the tax collection period. To add two percent interest penalties to all taxes collected during the second month of the tax collection and to add three percent interest penalties to all taxes collected during any part of the third month of the tax collection period and to account for such sums as income due to the school district.
7. To issue press-numbered receipts only on forms provided by the school district in acknowledgement of receipt of payments of taxes and to retain, preserve and file exact carbon copies of all such receipts issued.
8. To promptly return the warrant at its expiration and if any taxes on the attached tax rolls shall be unpaid at the time, deliver an accounting thereof on forms showing by town the total assessed valuation, tax rate, the total tax levy, and the total amounts remaining uncollected.

The warrant is issued and delivered in accordance with §1306 and §1318 of the Real Property Tax Law. It is effective immediately after it is properly signed by a majority of the Board of Education. The warrant shall expire on the date stated above unless a renewal or extension has been endorsed on the face of this warrant in writing in accordance with §1318, subdivision 3 of the Real Property Tax Law.

**Annual Appointment****Action Item**

Board Member Luhrmann made a motion to approve item A. Seconded by Board Member Bingham. 6 ayes, 0 nays, 1 abstention (Sowalski)

- a. To appoint officers and others for annual appointments. All appointments to be in effect until the time of the 2009-2010 Organizational Meeting, or until a successor is appointed (whichever occurs first).

Title	Individual	Stipend
Treasurer	Sharon Putnam	No stipend

**Sharon Putnam,  
Treasurer**

**Designation****Action Item**

Board Member Lambert made a motion to approve item A. Seconded by Board Member Wood. 6 ayes, 0 nays, 1 abstention (Sowalski)

**Sharon Putnam,  
Signatory of  
Checks**

a.

Signatory of all District checks	Sharon Putnam
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**Personnel****Action Items**

Board Member Bingham made a motion to approve items A, C-L as a block. Seconded by Board Member Luhrmann. 7 ayes, 0 nays. Item B was not approved at this time as the Superintendent indicated that she did not have a person to recommend at this time.

- a. Upon the recommendation of Superintendent McGraw, to approve child rearing leave for Hillary Watts, Special Education Teacher, to begin September 24, 2009 through June 30, 2010.
- c. Upon the recommendation of Superintendent McGraw, to appoint the following substitutes for the 2009-2010 school year. (bold indicates new sub to the district)

**Hillary Watts,  
Child Rearing  
Leave**

**Substitutes for  
2009-2010 School  
Year**

Teacher		Teacher Aide	Teaching Assistants	
Barbara Arpante	Carrie Holmes	Lynne Schmich	Dolores Laier	Charlotte Martin
Bruce Baldwin	Cristiana Hull	April Smith	Charlotte Martin	Lori Prack
Margaret Benedict	Anne Lowe	Katie Tittlemore	Moani McArdle	Justin Rice
Rocky Brown	Carol Lukas	Robin Uhr	Justin Rice	
Stephen Buchauer	Jessica Martin	Teresa Zema	Marsha Robertson	
James Corie	Marsha Mayper	<b>Nurse</b>		
Natalia Dunton	Lindsay Meyers	Christine Seyerline	<b>Cleaners</b>	
Jacqueline Fisher	Lori Prack		Jay Freeman	
Carey Foley	Justin Rice	<b>Clerical</b>	Richard Menegio, Sr.	
Shari Gadowski	Sarah Roblez	Claire Brown	James Knox	

- d. To appoint the following mentors as per the Mentoring Plan effective August 20, 2009:

Mentor	Stipend	Mentee
Scott Thompson	\$2000.00	Michelle Schrader Felicity Cashman
Bridget LeBarron	\$1000.00	Kara Siciliano

**Scott Thompson,  
Mentor**

**Bridget LeBarron,  
Mentor**

- e. Upon the recommendation of Superintendent McGraw, to appoint James Knox as substitute cleaner at a rate of \$10.15 per hour, Step 1, as per CSEA contract, effective August 6, 2009.
- f. To accept the resignation of Cheryl Lincoln, Teaching Assistant, effective August 4, 2009.
- g. Upon the recommendation of Superintendent McGraw, to recall Julia Casella, to the position of Teacher Aide, with service credits restored, effective September 1, 2009.
- h. Upon the recommendation of Superintendent McGraw, to recall Charlene Slattery, to the position of Teaching Assistant, with service credits restored, effective September 1, 2009.
- i. Upon the recommendation of Superintendent McGraw, to appoint the following Class and Club Advisors for 2009-2010 school year:
 

Club Advisors	Club	Stipend
Martha Raftery & Becky Vaillancourt	WBH Drama	None
- j. Upon the recommendation of Superintendent McGraw, to grant Tracy Kent a leave of absence from September 1, 2009 through June 30, 2010 for purpose of allowing Mrs. Kent to be assigned to an instructional support service position (embedded staff developer). During this 1-year period, Mrs. Kent shall, pursuant to 8 NYCRR Section 80-5.21 continue to accrue service credit in the Elementary tenure area. Additionally during this period it is recommended to reduce this position to a .8 position for the time period September 8, 2009 through April 30, 2010 to enable Mrs. Kent to perform administrative internship duties which will benefit the New Lebanon Central School District.
- k. Upon the recommendation of Superintendent McGraw, to appoint Kendra Hadden, to the Elementary tenure area (permanent substitute) beginning September 1, 2009 and ending June 24, 2010. Ms. Hadden will receive a salary of \$40,473, Step 1, as per contract. Ms. Hadden has a BA and has a Childhood Education (Grades 1-6, Initial) certification.
- l. Upon the recommendation of Superintendent McGraw, to appoint the following volunteers for the 2009 Fall season:
  - Bruce (Woody) Woods –Varsity Boy’s Soccer
  - Kelly Magin – Varsity Girl’s Soccer

- James Knox,  
Substitute Cleaner**
- Cheryl Lincoln,  
Resignation**
- Julia Casella,  
Recall**
- Charlene Slattery,  
Recall**
- Martha Raftery &  
Becky Vaillancourt,  
WBH Drama Club  
Advisors**
- Tracy Kent, Leave  
of Absence;  
Instructional  
Support Service  
Position and Admin  
Internship**
- Kendra Hadden,  
Permanent Sub**
- Bruce Wood,  
Volunteer**
- Kelly Magin,  
Volunteer**

**Superintendent  
Non-Action Item**

Board members will be touring the facilities on September 2, 2009 at 6:00 starting at the elementary school.

**Facilities Tour**

Board Member Lambert was added to the negotiation and facilities committees.

**Facilities  
Committees**

Superintendent McGraw reviewed goals for the upcoming school year.

**Superintendent  
Goals**

Driver’s Education Certification was discussed. A teacher in the District is interested in teaching the course. It will be discussed again at a future meeting. Superintendent McGraw discussed providing access to courses required for coaching. Superintendent McGraw discussed a clerical position opening.

**Drivers Education  
Certification**

<p><b><u>Action Items</u></b> Board Member Wood made a motion to authorize Superintendent McGraw to enter into an agreement with TopForm to provide coaching certification, first aid and CPR courses needed for people to be qualified to coach at a rate of \$1900 for a year beginning August 14, 2009 and ending August 10, 2010. Seconded by Board Member Sowalski. 7 ayes, 0 nays.</p> <p><b>Board Open Discussion</b> The Board requested that the sports schedule be posted on the district website. The Superintendent evaluation form will be discussed at the next meeting. Board Member Gavrity stated that they are changes in the Sectional Athletic handbook. The Board would like to obtain estimates for a chain link fence to enclose the generator area.</p> <p><b>Public Comment</b> Mr. Brutsch questioned if bus drivers work for the district food service department, would they be eligible for overtime. He also stated that he agreed with taking down the old Union Free school.</p> <p><b>Executive Session</b> Board Member Wood made a motion to go into executive session to discuss employment matters related to a particular person or corporation at 10:20 p.m. Seconded by Board Member Luhrmann. 7 ayes, 0 nays</p> <p><b>Clerk Pro-Tem</b> Board Member Sowalski made a motion to appoint Superintendent McGraw as Clerk Pro-Tem. Seconded by Board Member Wood. 7 ayes, 0 nays.</p> <p><b>Adjournment</b> Board Member Sowalski made a motion to adjourn at 10:50 p.m. Seconded by Board Member Luhrmann. 7 ayes, 0 nays.</p> <p>_____ _____ _____ _____ _____ _____ _____ _____</p> <p>Respectfully submitted, Krista Giangrossi, Deputy District Clerk</p>	<p><b>Agreement with TopForm</b></p> <p><b>Board Open Discussion</b></p> <p><b>Public Comment</b></p> <p><b>Executive Session</b></p> <p><b>Clerk Pro-Tem</b></p> <p><b>Adjournment</b></p>
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