



Wednesday, July 3, 2013

Organizational Meeting of the New Lebanon Central School Board of Education

Walter B. Howard Elementary School – Room 3

7:00 p.m.

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

The Organizational Meeting of the Board of Education was held at the Walter B. Howard Elementary School in Room 3. The meeting was called to order by Superintendent McGraw at 7:02 p.m. and opened with the Pledge of Allegiance.

**Present:** Monique Wood, Board Member, Michael Bienes, Board Member, Martha Esposito, Board Member, Sharon Putnam, Board Member and Timothy Lambert, Board Member, Karen McGraw, Superintendent, Michael Los, Business Administrator, Leslie Whitcomb, Walter B. Howard Elementary School Principal, Matthew Klafehn, Jr./Sr. High School Principal and Leslie Coons, District Clerk.

Tracy Bingham, Board Member, arrived at 7:03 p.m.

**Also Present:** Members of the public.

**Absent:** Christine Sotek, Board Member

### **2. OATHS OF OFFICE**

- A. Leslie Coons, District Clerk, administered the Oath of Office to the new Board of Education Members; Martha Esposito, Sharon Putnam and Timothy Lambert.
- B. Karen McGraw, Superintendent of Schools, administered the Oath of Office to Leslie Coons, District Clerk.
- C. Leslie Coons, District Clerk, administered the Oath of Office to Karen McGraw, Superintendent of Schools.
- D. Leslie Coons, District Clerk, administered the Oath of Office to Michael Los, Deputy District Clerk.

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

- A. Board Member Bingham nominated Board Member Wood for the position of Board President. Board Member Esposito nominated Board Member Lambert for the position of Board President. Board Member Bienes made a motion to elect Timothy Lambert as President of the Board of Education. Board Member Esposito seconded the motion. Motion carried. 6 ayes, 0 nays, 0 abstained.
- B. Leslie Coons, District Clerk, administered the Oath of Office to the Timothy Lambert, President of the Board of Education.

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- C. Board President Lambert now conducted the meeting
- D. Board Member Wood nominated Board Member Bingham to the position of Board Vice President. Board Member Putnam nominated Board Member Bienes to the position of Board Vice President. Board President Lambert made the motion to elect Michael Bienes as Vice President to the Board of Education. Board Member Putnam seconded the motion. Motion carried. 6 ayes, 0 nays, 0 abstained.
- E. Leslie Coons, District Clerk, administered the Oath of Office to Michael Bienes, Vice President of the Board of Education.

**4. PUBLIC COMMENT**

None.

**5. EXECUTIVE SESSION**

Board President Lambert made the motion to enter into Executive Session at 7:16 p.m. for the purpose of discussing the employment history of a particular individual. Board Member Bingham seconded the motion. Motion carried. 6 ayes, 0 nays, 0 abstained.

**Returned to Open Session**

The Board of Education returned to open session at 7:29 p.m.

**6. ANNUAL APPOINTMENTS**

- A. Board Member Bingham made the motion to appoint Usman Sadiq to the position of Student Ex-Officio non-voting member of the school board for the 2013-2014 school year. Board Member Wood seconded the motion. Motion carried. 6 ayes, 0 nays, 0 abstained.

Board Vice President Bienes made the motion to approve items 6B-G as a block as written. Board Member Wood seconded the motion. Motion carried. 6 ayes, 0 nays, 0 abstained.

- B. To appoint officers and others for annual appointments. All appointments will be in effect until the time of the 2014-2015 Organizational Meeting, or until a successor is appointed (whichever occurs first). See list below.

Title	Individual or Firm	Stipend
District Clerk	Leslie Coons	No stipend
Deputy District Clerk	Michael Los	No stipend
District Treasurer	Celeen Lawrence	No stipend
Tax Liaison	Celeen Lawrence	No stipend

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Title	Individual or Firm	Stipend
Receiver of Taxes	NERIC	Per contract
Internal 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, Tammy Leonard, Elementary School	\$2000.00 No stipend
Independent 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	Christine Seyerlein, Cheryl Rice	No stipend
Purchasing Agent	Karen D. McGraw	No stipend
Bond Counsel	M. Cornelia Cahill, Esq.	Per contract
Health & Safety Coordinator	Michael Los	No stipend
Hearing Officer	Karen D. McGraw	No stipend
Hearing Officer Alternate	Susan DiDonato	Per contract

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Title	Individual or Firm	Stipend
HIPPA Privacy Official	Michael Los	No stipend
Records Access Officer	Leslie Coons	No stipend
Records Management Officer	Leslie Coons	No stipend
Asbestos Liaison Designee	Michael Los	No stipend
MSDS Officer	Michael Los	No stipend
School District Engineer	Clark Engineering	Per contract
School Architect	SEI Design Group	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	Tamara Thorpe-Odom	No stipend
McKinney-Vento Homeless Liaison	Matthew Klafehn	No stipend
Section 504 Coordinators	Leslie Whitcomb, Matt Klafehn, Tamara Thorpe-Odom (alternate coordinator)	No stipend
School Lunch Hearing Officer	Michael Los	No stipend
Dignity for All Coordinators (DASA)	Matt Klafehn (JSHS), Tamara Thorpe-Odom (WBH)	No Stipend

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Title	Individual or Firm	Stipend
Clerk of the Annual Meeting and District Vote	Leslie Coons	No Stipend

C. To appoint the following members to the Committee on Special Education

Parent Representative(s)	Lisa Kreutziger, Christina Seyerlein, Raymond Herrmann
Chairperson	Tamara Thorpe-Odom
Alternate Chairperson(s)	Leslie Whitcomb, Matthew Klafehn, Tylea Gebbie, Patricia Reed
Parent of Child	TBD
Regular Education Teacher	TBD
Special Education Teacher of Child	TBD
Child (When appropriate)	TBD

D. To appoint the following members to the Committee on Preschool Education

Chairperson	Tamara Thorpe-Odom
Alternate Chairperson(s)	Leslie Whitcomb, Tylea Gebbie, Patricia Reed
Parent Representative(s)	Lisa Kreutziger, Christina Seyerlein, Raymond Herrmann

E. To appoint the following Inspectors of Elections:

Ken Rock	Reggie Larkin	Christopher Howe
Lisa Kreutziger	Eileen Evans	

F. To appoint Christopher Howe to the positions of Chairman of the District Votes and Chief Inspector of Elections for the 2013-2014 school year.

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G. BE IT RESOLVED, that the New Lebanon Central School District, location code 71000, hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the time keeping system records or the record of activities maintained and submitted by these officials to the (clerk of this body).

<b>Title</b>	<b>Name</b>	<b>Standard Work Day (Hrs./Day)</b>	<b>Term Begins/Ends</b>
District Clerk/ Secretary to the Superintendent	Leslie Coons	8	7/1/13-6/30/14
District Treasurer/Account Clerk	Celeen Lawrence	8	7/1/13-6/30/14

**7. AUTHORIZATIONS**

Board Member Wood made the motion to approve item 7A as written. Board Vice President Bienes seconded the motion. Motion carried. 6 ayes, 0 nays, 0 abstained.

A. To authorize agents. All authorizations will be in effect until the time of the 2014-2015 Organizational Meeting, or until a successor is appointed (whichever occurs first). See list below.

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: \$100.00 Bus Garage Dispatcher: \$100.00
Authorize Bonding of District Treasurer, Tax Collector, Extra Curricular Activities Fund Treasurers	Approve Bonding by the Board of Education

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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, Karen McGraw
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, Karen McGraw
Authorization to change orders for capital projects as needed between Board of Education meetings	Superintendent of Schools, Karen McGraw
Authorization to appoint an Impartial Due Process Hearing Officer	District Clerk, Leslie Coons
Authorization to initiate Section 75 charges between Board of Education meetings	Superintendent of Schools, Karen McGraw

**8. DESIGNATIONS**

Board Member Putnam made the motion to approve item 8A as written. Board Member Wood seconded the motion. Motion carried. 6 ayes, 0 nays, 0 abstained.

- A. To designate agents. All designations will be in effect until the time of the 2014-2015 Organizational 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	Register Star Chatham Courier
Signature of all District checks	District Treasurer: Celeen Lawrence
Alternate Signature of all District checks	Business Administrator: Michael Los
Budget Hearing Date	May 7, 2014
Budget Vote & Election	May 20, 2014

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**9. RATES**

Board President Lambert made the motion to approve items 9A-C as a block as written. Board Member Wood seconded the motion. Motion carried. 6 ayes, 0 nays, 0 abstained.

A. To set the following rates:

School Breakfast:	\$1.25
School Lunch:	\$2.00
Mileage Reimbursement Rate: (as designated by the IRS)	\$0.565 per mile
Meal Allowance:	\$35.00 a day
Tutoring Rate:	\$25.00 per hour
Compensation of Inspectors of Elections	Minimum Wage
NYS Non-Resident Parentally Placed K-12 Tuition Rate	\$4000 per year

B. To establish the Capitalization Threshold to be \$1500 for the 2013-2014 school year.

C. To establish the per diem rates for teacher substitutes for the 2013-2014 school year

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

**10. MISCELLANEOUS**

Board Member Esposito made the motion to approve items 10A-C as a block as written. Board Member Bingham seconded the motion. Motion carried. 6 ayes, 0 nays, 0 abstained.

- A. To approve the Board of Education meeting dates for the 2013-2014 school year
- B. To re-adopt all Board of Education Policies and Code of Ethics to be in effect for the 2013-2014 school year
- C. To set the hours for the Walter B. Howard Elementary School to 8:25 a.m. to 3:25 p.m. and the Jr./Sr. High School to 7:30 a.m. to 2:30 p.m. for the 2013-2014 school year.

**11. ACKNOWLEDGEMENTS/ADMINISTRATIVE COMMENTS**

- A. Michael Los, Business Administrator, updated the board on the various projects taking place in the district. Summer work has begun in both buildings, including cleaning, painting, moving rooms at the elementary school and cleaning out the two storage units. Everything



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will be done by the end of August. Currently we are down to one storage unit and may be able to empty that one very soon. The hot water heater project at the Jr./Sr. High School is moving forward. The new heater is propane powered. This project should be complete by mid-August. The district is in the process of researching changing our boilers over to propane. The boilers are currently equipped to take propane, so it will be very easy to convert. Propane burns cleaner and is less expensive than fuel oil.

- B. Leslie Whitcomb, WBH Elementary Principal, reported that the district's first year with APPR was very successful. The district is still waiting for scores for grades 4-8, but so far everything looks good. Leslie is working on developing the elementary schedule and getting information out to parents about our Pre-K program.
- C. Matthew Klafehn, Jr./Sr. High School Principal shared that he is currently transitioning into his new position and new office at the High School. The Grade 8 and 9 Summer Academy will begin on Monday, July 8, 2013. Again, the curriculum for the program is designed to pre-teach content and concepts students will need to be successful in the upcoming school year. The program runs Monday thru Wednesday at the Junior/Senior High School from 9:00-12:00. The day will be broken up into two parts, the first part consisting of either Social Studies or Science on a rotating basis; Math instruction will follow each day of the academy. Thursdays have been designated as "e-days" where students will engage with their work electronically completing online tasks. Students will be provided with district issued i-pads for the duration of the class. Presently 9 students have enrolled in the Academy. The program runs through August 8th. Interviews were conducted and completed for the Assistant Principal position. The fall sports schedule is complete and has been posted on his e-board. This year's New Lebanon Soccer Tournament will take place September 5-7 to kick off the soccer season and the new school year.
- D. Karen McGraw, Superintendent, reported to the board that the District has received its first foreign student application. The District is in the process of soliciting for host families and a liaison/coordinator to serve as a go-between for the host family and the high school. The liaison will be hired by Educatius International, which is the agency that the District is working with. The goal is to not accept more than five foreign students for this first year.

### **12. APPROVAL OF MINUTES**

Board Member Wood made the motion to approve item 12A as written. Board Vice President Bienes seconded the motion. Motion carried. 6 ayes, 0 nays, 0 abstained.

- A. To approve the June 19, 2013 Regular Board of Education Meeting minutes.

### **13. SUPERINTENDENT**

Superintendent McGraw explained the price differences for the NYSSBA Annual Conference and the reason for the Board of Education to make a resolution per their own policy.

### **14. FINANCIAL**

Board Vice President Bienes made the motion to approve item 14A as written. Board Member Wood seconded the motion. Motion carried. 6 ayes, 0 nays, 0 abstained. Superintendent McGraw explained to the board that per their board policy, a motion is needed to authorize attendance in order to get a reduced rate. A later resolution for other board members to attend is okay.

- A. The Board of Education hereby authorizes Monique Wood and Tracy Bingham to attend NYSSBA's Annual Convention and Education Expo in Rochester, NY, October 24-26, 2013 at a cost of \$460.00 per member.

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Board President Lambert made the motion to approve item 14B as written. Board Member Wood seconded the motion. Motion carried. 6 ayes, 0 nays, 0 abstained.

- B. To approve the sale or disposal of the following surplus and/or obsolete sports uniforms: The Rock Boys and Girls Varsity Basketball Jersey's and Shorts; Boys Varsity Baseball Sleeveless Tops and Pants; Boys JV Mesh Jerseys; and Alleson Athletic Girls Varsity Softball Mesh Jerseys and Pants; 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 said items.

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**15. PERSONNEL**

Board Member Bingham made the motion to approve items 15A-F as a block as written. Board Vice President Bienes seconded the motion. Motion carried. 6 ayes, 0 nays, 0 abstained.

- A. To appoint, upon the recommendation of Superintendent McGraw, Richard Arket to the probationary tenure position of Assistant Principal, effective July 29, 2013 through July 28, 2016, with an annual salary of \$70,000. Richard Arket has a School Building Leader Initial Certificate, and a Biology 7-12 Professional Certificate.
- B. To appoint, upon the recommendation of Superintendent McGraw, Cynthia Furtado to the position of summer substitute bus driver/monitor, effective July 1 through August 31, 2013, at the current contract rate. (Cynthia is currently employed by the district as a bus driver.)
- C. To appoint, upon the recommendation of Superintendent McGraw, the following coaches for the 2013-2014 Fall sports season:

Coach	Sport	Stipend
Scott Carson (previous volunteer)	Boys Modified Soccer	NA
Kristin Carson (current employee)	Boys Modified Soccer	NA
Timothy Christiansen	Girls Varsity Volleyball	\$2500

- D. To appoint, upon the recommendation of Superintendent McGraw, Valene Synakowski as choir club advisor for the 2013-2014 school year with a stipend as per contract.
- E. To accept the resignation of Bonnie Maksymik, Elementary Teacher, effective July 11 2013.
- F. To appoint, upon the recommendation of Superintendent McGraw, Stephen Morrissey to the position of Network Systems Engineer, effective July 1, 2013, at an annual salary of \$48,500.

**16. CURRICULUM AND INSTRUCTION**

Board Member Esposito made the motion to approve item 16A as written.

- A. CSE/CPSE recommendations of programs and placement for the following special education students: 092100257, 092100255, 092100261, 092100249, 092100020, and 000082898.  
Board Member Wood seconded the motion. Motion carried. 6 ayes, 0 nays, 0 abstained.

**17. BOARD OPEN DISCUSSION**

- A. Designate Board Members for Board Committees – Board Members expressed their interests in the various committees.
- B. Board Retreat Agenda – No discussion.

**18. PUBLIC COMMENT**

None.

**19. ADJOURNMENT**

Board President Lambert made motion to adjourn the meeting at 7:58 p.m. Board Member Bingham seconded the motion. Motion carried. 6 ayes, 0 nays, 0 abstained.

Respectfully Submitted,  
Leslie M. Coons, District Clerk

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