



14665 State Route 22
New Lebanon, NY 12125

Board Retreat: 5:00 p.m.
Organizational Meeting: 7:00 p.m.
July 6, 2011

A Board retreat was held from 5:00 p.m. to 7:00 p.m. for the purpose of discussing Board of Education goals.

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, Sotek and Bienes Superintendent McGraw, Leslie Whitcomb, Jr./Sr. High School Principal, Becky Marzeski, WBH Elementary Principal and Deputy District Clerk, Krista Giangrossi

ABSENT: Carrie Nyc-Chevrier, Business Administrator and Tamara Thorpe-Odom, Director of Special Education

ALSO PRESENT: Members of the public.

<p>Oath of Office</p>	<p>Oath of Office</p>
<p>The Oath of Office was administered by Superintendent McGraw to new Board Members, Christine Sotek and Michael Bienes as well as Deputy Board Clerk, Krista Giangrossi. Deputy Board Clerk Giangrossi administered the Oath of Office to Superintendent McGraw. The Oath of Office will be administered to Carrie Nyc-Chevrier, District Clerk in the District Office as she was absent from this meeting.</p>	
<p>Election of President of the Board of Education</p>	<p>Election of President of Board of Education</p>
<p>Board Member Gavrity made a motion to nominate Board Member Wood as President of the Board of Education. Board Member Bingham seconded the motion. 7 ayes, 0 nays. Deputy Board Clerk Giangrossi administered the Oath of Office to President Wood at the beginning of the meeting. Board Member Wood now conducted the meeting.</p>	
<p>Election of Vice President of the Board of Education</p>	<p>Election of Vice President of the Board of Education</p>
<p>Board Member Wood made a motion to nominate Board Member Sowalski as Vice President of the Board of Education. Board Member Kroboth seconded the motion. 7 ayes, 0 nays. Deputy Board Clerk Giangrossi administered the Oath of office to Vice President Sowalski</p>	
<p>Public Comment</p>	<p>Public Comment</p>
<p>None.</p>	
<p>Executive Session</p>	<p>Executive Session</p>
<p>Board Member Wood made a motion to enter executive session to discuss employment matters related to a particular person or corporation at 7:07 p.m. Seconded by Board Member Sowalski. 7 ayes, 0 nays.</p>	

Return to Open Session

Board Member Wood made a motion to return to open session at 7:21 p.m. Seconded by Board Member Sowalski. 7 ayes, 0 nays.

Annual Appointments**Action Items**

Board Member Bingham made a motion to approve item a. Seconded by Board Member Gavrity. 6 ayes, 1 nay (Sowalski)

- a. To appoint officers and others for annual appointments. All appointments to be in effect until the time of the 2011-2012 Organizational Meeting, or until a successor is appointed (whichever occurs first).

Title	Individual or Firm	Stipend
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 & Mineaux, LLP	Per contract
School Physicians	Dr. Jose Nebres	Per contract
Extra-Curricular Treasurers	Sarah Roblez, Jr./Sr. High School Lisa Kreutziger, 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
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
Title IX Compliance Officer	Tamara Thorpe-Odom	No stipend
Homeless Liaison	Tamara Thorpe-Odom	No stipend
Section 504 Coordinators	Rebecca Marzeski Leslie Whitcomb	No stipend
School Lunch Hearing Officer	Carrie Nyc-Chevrier	No stipend

**Return to
Open Session****Annual
Appointments**

Board Member Gavrity made a motion to approve items b-e as a block. Seconded by Board Member Wood. 7 ayes, 0 nays.

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

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

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

Chairperson	Tamara Thorpe-Odom
Alternate Chairperson	Rebecca Marzeski
Parent Representatives	Patricia Metzler Lisa Kreutziger Laurie Curtain Raymond Herrmann

d. To appoint the following as Inspectors of Election:

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

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

Designations

Action Item

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

a. To designate the following:

Official Depository of School Funds	Bank of Greene County
Official Publications for Legal Notices	The Register Star The Chatham Courier
Signature of all District checks	District Treasurer
Alternate to sign District checks	Business Administrator
Budget Hearing Date	May 9, 2012
Budget Vote & Election	May 15, 2012

Authorizations

Action Item

Board Member Sowalski made a motion to approve item a. Seconded by Board Member Gavrity. 7 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

**Committee on
Special
Education**

**Committee on
Preschool
Education**

**Inspectors of
Election**

**Chairman of
District Votes**

Designations

Authorizations

	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
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 Kroboth made a motion to approve items a-c as a block. Seconded by Board Member Wood. 7 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 2010-11 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.

Committee	2011-2012 Members
Audit Committee	Committee of the whole
Visitation Committee	Committee of the whole
Policy Committee	JoAnn Gavrity, Tracy Bingham & Christine Sotek
Negotiation Committee	Monique Wood
Facility Committee	Ray Sowalski, David Kroboth & Michael Bienes
Historical Society Liaison	Monique Wood

Rates**Miscellaneous**

Action Item

Board Member made a motion to approve items a-c as a block. Seconded by Board Member Gavrity. 7 ayes 0 nays. After a discussion, an additional meeting was added to the calendar, November 30, 2011.

- a. To set Board of Education meeting dates for 2011-2012. (suggested dates mailed with agenda)
- b. To readopt for the 2011-12 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 2011-2012 school year:
 - Walter B. Howard Elementary School: 8:30-3:30
 - 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 Wood. 7 ayes, 0 nays.

- a. Review and approval of June 15, 2011 minutes.

Acknowledgments/Administrative Comments

Superintendent McGraw told the Board that graduation was wonderful. She received a great number of positive comments. She thanked Leslie Whitcomb, Jr./Sr. High School Principal as well as Bruce Wood from Berkshire Farm for allowing the District to borrow flowers and plants for the event.

Leslie Whitcomb, Jr./Sr. High School Principal notified the Board that graduation was great. She thanked the teaching assistants, office staff, music department, National Honor Society, Bruce Wood, maintenance department, building cleaners, and members of the community who support the students with scholarships.

Becky Marzeski, WBH Elementary School Principal notified the Board that on June 21st, K – 5 students participated in Moving Up Day. Each grade level class moved up to the next grade level, and teachers at that grade level discussed the exciting new curriculum and other grade level expectations that they will have in September. This year's sixth grade graduation was well planned and organized by sixth grade teachers, Ms. Decker and Ms. O'Connell. In addition to walking across stage to receive their diplomas and being recognized for all of the extra-curricular activities that each participated in, students enjoyed a slide show to several music pieces. The show took sixth graders through their years at WBH from kindergarten to sixth grade. To conclude, sixth graders, Abigail Harty, Felisha Batchelder and Megan O'Brien sang a song as a tribute to their family, friends, and teachers who supported them throughout their elementary years. The wonderful PTA provided refreshments. Teachers for grades K-5 have reviewed 5 different Math Programs and have chosen "Go Math" as the program that will best meet our students' needs toward reaching or exceeding New York State's Common Core Standards.

Personnel**Action Items**

Board Member Wood made a motion to approve items a-i and to table item d. Seconded by Board Member Bingham. 7 ayes, 0 nays.

- a. Upon the recommendation of Superintendent McGraw, to create a .6 Technology/Computer Science teacher position effective September 1, 2011.

Minutes**Acknowledgments/
Administrative
Comments****Created .6
Technology/
Computer
Science
position**

- b. Upon the recommendation of Superintendent McGraw, to appoint the following school bus monitors/drivers for Summer, 2011:

Name	Driver	Sub Driver	Monitor	Sub Monitor
Hattie Leonard	√			
Susan Mitchell	√			
Linda Parslow			√	
Shannon Ames			√	
Harold Curtiss		√		
Lynn Dengler		√		√
Audrey Nerney		√		√
Chris Howe		√		√
Cynthia Furtado		√		√

- c. Upon the recommendation of Superintendent McGraw, to appoint Lisa Kreutziger to the position of Clerk Typist, with a rate of \$15.29 per hour, effective September 1, 2011. (previously worked for the district in a Secretary I position)
- d. TABLED: Upon the recommendation of Superintendent McGraw, to discontinue employment for Robert Koepp, probationary bus driver, effective July 31, 2011.
- e. Upon the recommendation of Superintendent McGraw, to reinstate Ann Singleman, Foreign Language teacher, effective July 9, 2011.
- f. Upon the recommendation of Superintendent McGraw, to appoint the following teachers to do curriculum work during the summer, at a rate of \$31.62 per hour, effective June 29, 2011 through August 31, 2011

Name	Total Hours
Jason Breslin	20
Carey Foley	14
Christie Hazelton	8
David Woulfin	9
Christina Latter	15

- g. Upon the recommendation of Superintendent McGraw, to appoint the following student teacher effective September 6, 2011 through October 21, 2011:

Student Teacher	Supervising Teacher
Erin Walsh	Martha Raftery

- h. Upon the recommendation of Superintendent McGraw to appoint the following to the position of bus driver trainee at a rate of \$7.25 per hour, effective July 7, 2011.

Tammy Balls-Suarez

- i. Upon the recommendation of Superintendent McGraw to appoint the following intern effective September 2011 through June 2012.

Intern	Supervisor
Candida Santos Rataul	Carrie Nyc-Chevrier

Curriculum and Instruction

Non-Action Items

The following revised policies were reviewed (first reading):

7212	School-Wide Pre-Referral Approaches and Interventions
8335	Animals in the Schools
5573	Retiree Benefit Procedures
5580	Reserve Funds

Summer Bus Monitors/Drivers for Summer 2011

Lisa Kreutziger, Clerk Typist

Tabled Item d

Reinstated Ann Singleman

Jason Breslin, Carey Foley, Christie Hazelton, David Woulfin and Christina Latter Summer Curriculum Work

Erin Walsh, Student Teacher

Tammy Balls-Suarez, Driver Trainee

Candida Santos-Rataul, Intern

Reviewed Policies (First Reading)

Action Item

Board Member Sowalski made a motion to approve item a. Seconded by Board Member Kroboth. 7 ayes, 0 nays.

- a. To approve CSE/CPSE recommendations of programs and placements for the following special education students:

000002024	000002110	000002251	000002263	000002268	000002398	000002417
000002438	000002444	000002445	000002485	000002487	000002512	000002513
000002514	092100109	082800003	083010001	083360000	090130001	090360000
090430000	091140000	091770001	092100052	092100059	092100061	081850000
092100118	092100085	000002386				

Financial**Action Items**

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

- a. WHEREAS, the New Lebanon Central School District and the Schodack Central School District accepts the results of the cooperative transportation bid from vendors for selected auto, truck and bus parts as outlined on the bid award sheet pursuant to the bid opening held on June 10, 2011.
- b. To authorize payment to Merit Plumbing and Heating in the amount of \$30,584.70 for work completed at the Walter B. Howard Elementary School (water heater replacement).
- c. To authorize payment to Merit Plumbing and Heating in the amount of \$4,215.30 for work completed at the Walter B. Howard Elementary School (water heater replacement)
- d. To accept the donation of a popcorn machine with an approximate value of \$499.00 from Maura Stouter.
- e. To authorize the Superintendent to execute an agreement with Siemens for maintaining the Apogee Energy Management system from September 1, 2011 through August 31, 2014 as per chart below:

Year 1:	September 1, 2011 to August 31, 2012	\$18,861.00
Year 2:	September 1, 2012 to August 31, 2013	\$19,427.00
Year 3:	September 1, 2013 to August 31, 2014	\$19,950.00

- f. To authorize the Superintendent to execute an agreement with Key Equipment, Inc. in the amount of \$24,428.00 for the purpose of installing epoxy flooring at the Jr./Sr. High School .
- g. 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 or Vehicle
15	Adidas boys varsity soccer uniforms (color: white)
13	Adidas boys varsity soccer uniforms (color: black)
23	Track hurdles
21	Wooden chairs
Misc.	Kitchen supplies (i.e. china pieces, etc.)
2	Sunbeam mixers
1	Hamilton Beach mixer (missing parts)
1	Hot plate (in poor condition)
2	Cast iron frying pans
1	Singer sewing machine (non-working)

- h. To accept a donation of \$4063.00 from the New Lebanon Booster Club for the purchase of a new soccer scoreboard.
- i. To increase budget line A2855200 by \$4063.00.
- j. To approve the May, 2011 Treasurer's report.
- k. To approve budget transfers totaling \$5466.00.
- l. To approve excessing approximately 24 Jr./Sr. high school library books.

**CSE/CPSE
Programs and
Placements**

**Transportation
Bid**

**Merit
Plumbing &
Heating
Payments**

**Popcorn
Machine
Donation**

**Siemens
Agreement**

**Key
Equipment
Agreement**

Surplus Items

**Accepted
Donation**

**Increased
Budget Line**

**May, 2011
Treasurers
Report**

**Budget
Transfers**

**Excessed
Library Books**

m. To approve excessing the following textbooks as per chart below.

Title	Author	ISBN #	Year Purchased	Quantity	Reason for Disposal
The American Journey (McGraw Hill/Glencoe)	Appleby, Brinkley, McPherson (National Geographic)	0-07-860980-1 (Student Edition)	2004 (Copyright 2005)	93	Textbooks are 8 years old and needed to be updated to include history post 2004. Will be replaced with Prentice Hall: America History of Our Nation (2010 ed.)
The Color of Man	Robert Cohen	Not Available RLI: VLM 7 (VLR 6-8) IL 5-up	Not Available (Copyright 1968)	9	Published in 1968
New York State History	Robert M. Goldberg	0-87065-258-3	Not Available (Copyright 1988)	25	State specific texts are being replaced by Prentice Hall: America History of Our Nation (2010 New York State Edition)
40 American Biographies	General Editor: Lewis Paul Todd	Not Available Publisher: Harcourt, Brace & World, Inc.	September 1967 (Copyright 1964)	23	Published in 1964

n. To award a teacher material and supply bid as outlined on a bid award sheet pursuant to bid opening held on November 2, 2010.

Board Open Discussion

Board Member Sotek thanked the community for voting for her and stated that she is looking forward to the opportunity to be a part of our students' education.

Public Comment

None.

Adjournment

Board Member Wood made a motion to adjourn at 8:00 p.m. Seconded by Board Member Sowalski. 7 ayes, 0 nays.

Respectfully submitted,
 Krista Giangrossi, Deputy District Clerk

Excessed Textbooks

Material & Supply Bid

Board Open Discussion

Public Comment

Adjournment