

Members present: Buhrmaster, Gordon, Hudson, Mauro, Sosnow, Winchester
 Members absent: Oriola

Administrators Present: Salvaggio, Bourgeois, Shea
 Administrators Absent: _____
 Also Attending: R. Grastorf, T. King, R. Panico, J. Rickert, B. Gleason

I. Welcome -

Superintendent Salvaggio called the Organizational Meeting of the Niskayuna Board of Education to order at 5:05 p.m.

Welcome by Superintendent

II. Appoint District Clerk –

Mr. Winchester moved that the Board of Education appoint Mr. Bourgeois as District Clerk for the 2011-2012 school year as per ASM II. Mrs. Gordon seconded. Motion carried 6-0.

Appoint District Clerk – M. Bourgeois

III. Meeting was turned over to Mr. Bourgeois, as District Clerk.

District Clerk to preside

IV. Administration of Oaths –

- A. Oath was previously administered to Mr. Buhrmaster immediately following Board of Education Election in May. Due to the absence of Mrs. Oriola, the Oath will be administered to her at the earliest possible date.
- B. Oath of office was previously administered to and signed by the superintendent, Susan Salvaggio, prior to her effective date of July 1, 2011.

Administration of Oaths – Buhrmaster Oriola Salvaggio

V. Election of Officers – Mrs. Gordon nominated Mrs. Sosnow as President of the Board of Education for 2011-12. Mr. Winchester seconded. Carried 6-0. Mrs. Mauro nominated Mrs. Oriola as Vice President of the Board of Education for 2011-12. Mr. Winchester seconded. Carried 6-0.

Election of Board of Education Officers – President (Sosnow) and Vice President (Oriola)

VI. Administration of Oath of Office to Newly Elected Board Officers – As District Clerk, Mr. Bourgeois asked Mrs. Sosnow to read aloud the following oath of office for President of the Niskayuna School Board and sign. Mrs. Sosnow read “I, Jeanne Sosnow, residing at 37 Dublin Drive in the Town of Niskayuna, County of Schenectady, swear that I will support the constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge the duties of the office of President of the Board of Education according to the best of my ability”. Due to the absence of Mrs. Oriola this evening, this Oath will be administered to her at the earliest possible date. President Sosnow assumed the chair.

Administration of Oath of Office to Newly Elected Board Officers

VII. A. Board Appointments – Deb Gordon moved that the Board of Education, upon the recommendation of the Superintendent of Schools approve the following individuals and organizations to carry out the appointments as outlined below per ASM VII A. Mrs. Mauro seconded.

Personnel and Official Approvals – Board Appointments

1) Kim Scheuer to the position of District Treasurer and John Tamburello to the position of Deputy Treasurer

Scheuer Tamburello

2) Use of facsimile signatures for the following authorized personnel: Bank Checks – Kim Scheuer; Purchase Orders – Robert Panico

Scheuer Panico

3) Theresa Poletto to the position of Central Treasurer for Extra Classroom Activity Funds

Poletto

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| <p>4) Mary Jo Palmiotto as Sr. Payroll Clerk, Martha Moran as Payroll Clerk and Matt Bourgeois, Assistant Superintendent for Business as designee to certify payroll (Ed. Law 1720; 2523 and Commissioner's Regulation 170.2).</p> <p>5) Deborah Houlihan to the position of Clifton Park Tax Collector & Citizens Bank, as the Banking Institution for collection of Clifton Park Tax Payments PO Box 200675 Pittsburgh, PA 15251-0675</p> <p>6) Robert Panico designated as the District Purchasing Agent (Commissioner's Regulations Section 170.2)</p> <p>7) Doris Munro to the position of Claims Auditor</p> <p>8) Marvin and Company CPA's as Independent Auditors for 2011-2012</p> <p>9) Questar III BOCES as Internal Auditors for 2011-2012</p> <p>10) Cynthia Gagnon as Board Meeting Recorder</p> <p>11) David Crandall, Administrator for Technology and Information as Census Enumerator (Ed. Law 3242)</p> <p>12) Principals of the Elementary and Middle Schools and High School Assistant Principal to supervise the keeping of the Registers of Attendance for the School Year. (Ed. Law 3213)</p> <p>13) The following are recommended for appointment as School Physicians:
Ellis Hospital Center for Occupational Health - Adult physicals and random drug testing; Dr. Albert Loffredo - Student physicals</p> <p>14) Ferrara, Fiorenza, Larrison, Barrett & Reitz, P.C. as Legal Counsel</p> <p>15) Robert Panico as Asbestos Designee</p> <p>16) Ronald Grastorf as Freedom of Information (FOIL) and Records Access Officer</p> <p>17) Ronald Grastorf and Deborah Shea as Title VII and Title IX Officers</p> <p>18) Carol Wall as Section 504 Designee</p> <p>19) Robert Panico as Records Management Officer & Laura McGill as Records Management Clerk</p> <p>20) Vince Bianchi as Student Activities Coordinator</p> <p>21) Michelle Stopera as Youth Court Liaison</p> <p>22) OMNI Group as 403 B Third Party Administrator</p> <p>23) First Niagara Benefits Consulting as Health Benefits Consultant</p> | <p>Board Appointments
<i>(continued)</i>
Palmiotto
Moran
Houlihan</p> <p>Panico</p> <p>Munro</p> <p>Marvin & Company</p> <p>Questar III BOCES</p> <p>Gagnon</p> <p>Crandall</p> <p>Principals
HS Assistant Principal</p> <p>Ellis Hospital
Loffredo</p> <p>Ferrara, et al PC</p> <p>Panico</p> <p>Grastorf</p> <p>Grastorf</p> <p>Wall</p> <p>Panico</p> <p>Bianchi</p> <p>Stopera</p> <p>OMNI Group</p> <p>First Niagara Benefits Consulting</p> |
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Mrs. Mauro seconded. Motion carried 6-0.

B. Petty Cash – Mrs. Gordon moved that the Board of Education, upon the recommendation of the Superintendent of Schools, establish the following petty cash funds for the 2011-2012 school year per ASM VII B.

Petty Cash

a. Office of the Superintendent of Schools	\$50.00	Superintendent's Office	Superintendent Office
b. Birchwood Elementary School	50.00	Debra Berndt	Berndt
c. Craig Elementary School	50.00	Bill Anders	Anders
d. Glenclyff Elementary School	50.00	Shelley Baldwin-Nye	Baldwin-Nye
e. Hillside Elementary School	50.00	Shireen Fasciglione	Fasciglione
f. Rosendale Elementary School	50.00	Lauren Gemmill	Gemmill
g. Iroquois Middle School	50.00	Victoria Wyld	Wyld
h. Van Antwerp Middle School	50.00	Luke Rakoczy	Rakoczy
i. Niskayuna High School	50.00	John Rickert	Rickert
k. Director of Transportation	50.00	Tom O'Donnell	O'Donnell
l. Superintendent of Buildings & Grounds	<u>50.00</u>	John Rabine	Rabine
Sub-Total General Fund Petty Cash	<u>\$550.00</u>		
m. Birchwood Cafeteria	40.00	Cindy Vogel	Vogel
n. Craig Cafeteria	40.00	Sylvia Newell	Newell
o. Glenclyff Cafeteria	40.00	Mariann Jordan	Jordan
p. Hillside Cafeteria	40.00	TBD	
q. Rosendale Cafeteria	40.00	Krystle Krouse	Krouse
r. Iroquois School Cafeteria	100.00	Dee Sanchez	Sanchez
s. Van Antwerp Cafeteria	100.00	Kathy Bennice	Bennice
t. High School New Cafeteria	<u>250.00</u>	Robert Depot	Depot
Sub-Total School Fund Petty Cash	<u>\$650.00</u>		
Total Petty Cash	<u>\$1,200.00</u>		

Mrs. Mauro seconded. Motion carried 6-0.

C. Transfer of Funds Resolution – Mr. Winchester moved that the Board of Education, upon the recommendation of the Superintendent of Schools and in accordance with Section 170.2(L) of the Commissioner's Regulation, authorize the Superintendent of Schools to approve budget transfers not to exceed \$10,000 per transfer within the following object budget codes per ASM VII C:

Transfer of Funds Resolution

1. Personnel (100-199)
2. Equipment (200-299)
3. Contractual (400-449)
4. Materials & Supplies (450-459)
5. Software (460-469)
6. Tuition (470-479)
7. Textbooks (480-489)
8. BOCES (490-499)
9. Debt Service Principal (600-699) and Interest (700-799)
10. Fringe Benefits (800-899)

Be it further resolved that the Superintendent will submit a monthly report to the Board of Education that identifies all transfers authorized.

Mr. Buhmaster seconded. Motion carried 6-0.

D. **Approve Resolutions Authorizing Transaction of Official School Business.** Mr. Hudson moved that the Board of Education, upon the recommendation of the Superintendent of Schools, approve the following per ASM VII D.

Resolutions
Authorizing
Transaction of Official
School Business

a. Authorize the Superintendent of Schools or designee to approve conference attendance and district travel of personnel on school business for 2011-2012 in accordance with Board policy.

District Travel

b. Authorize members of the Board of Education to attend conferences and conventions, with expenses.

Board attendance
and expenses at
Conferences

c. Authorize reimbursement for mileage at the rate established by the Internal Revenue Service.

Mileage
Reimbursement

d. Authorize the Superintendent of Schools to accept resignations and fill vacancies during July and August 2011 with the following exceptions: Principals, Assistant Principals, Directors and Central Office Administrators. All Superintendent appointments will be subject to board action by the Board of Education at its next scheduled regular meeting, as per policy 9240.

Superintendent may
accept resignations
and fill vacancies

e. Approve the re-adoption of the Code of Ethics in effect as per policy 2160.

Code of Ethics per
Policy 2160

f. Designate the *DAILY GAZETTE* as the official newspaper for the publication of legal notices for the school district.

Official Newspaper

Mrs. Gordon seconded. It was pointed out that the Code of Ethics Policy 2160 was on the website Motion carried 6-0.

E. **Recognize Continuing Liability Coverage Under Section 18 – Mr. Winchester** moved that the Board of Education, upon the recommendation of the Superintendent of Schools, authorize the District to provide coverage under Section 18 of the NYS Public Officers law to any District officer and/or employee per ASM VII E.

Continuing Liability
Coverage

The Board of Education, under the provisions of Section 18 of the NYS Public Officers Law, shall provide a legal defense for, and indemnify, any officer and/or employee facing a federal or state civil action or proceeding for any allegedly wrongful act or omission to act, while acting within the scope of the employee's duties when the allegedly wrongful act occurred and will be liable for costs incurred by the school district under these provisions. The coverage shall supplement and be in addition to the coverage available to such employees by other enactments or from other sources.

This provision provides the coverage to our personnel that most school districts provide through this type of resolution.

Mr. Hudson seconded. Motion carried 6-0.

F. **Substitute Rates for 2011-2012** – Mr. Hudson moved that the Board of Education, upon the recommendation of the Superintendent of Schools, approve the rates for substitute employment in the job categories listed below for the 2011-2012 year as outlined below, per ASM VII-F.

Substitute Rates for 2011-2012

<u>Category</u>	<u>2010-2011</u>	<u>2011-2012</u>
Nurse	\$18.75	\$18.75
Cleaner	\$11.25	\$11.25
Secretaries	\$10.75	\$10.75
Support Staff	\$9.25	\$9.25
Teaching Assistant	\$11.00	\$11.00
Cafeteria	\$9.50	\$9.50
Bus Drivers	\$15.95	\$15.95
<u>Teachers (per day)</u>		
Less than 20 consecutive days	\$ 95.00	\$ 95.00
21-60 consecutive days	\$105.00	\$105.00
61-90 consecutive days	\$130.00	\$130.00
91+ consecutive days	Step 1 BA	Step 1 BA
41+ non-consecutive days	\$105.00	\$105.00

When a new level is reached, the sub shall be paid retroactively for time worked at the new level.

Substitute Rates for Retirees

Retirees returning to work in previous capacity

Year 1 – retiree shall receive hourly rate they received prior to retirement.

Year 2 and beyond – retiree shall receive the mid-point wage as determined by all employees working within that specific job category. **(With the exception of employees previously covered by the NTA contract - each case will be dealt with on an individual basis)**

Retirees returning to work in a different capacity

Retiree shall be paid at an hourly rate equivalent to step 1 of the specific job category.

Mrs. Gordon seconded. Motion carried 6-0.

G. **Approve Pool Usage Rates for 2011-2012** – Mr. Winchester moved that the Board of Education upon the recommendation of the Superintendent of Schools, establish the following rates for pool use during the 2011-2012 school year per ASM VII G.

Pool Usage Rates for 2011-2012

<u>Annual Pass Fees</u>	<u>Resident</u>	<u>Non-Resident</u>
9-12 Students	\$30	\$100
Individual Adult	\$50	\$150
Individual Senior (55+)	\$25	\$100
Household	\$80	\$300

<u>Walk-ins</u>	<u>Resident</u>	<u>Non-Resident</u>	Pool Usage Rates for 2011-2012 (cont.)
Individual	\$2	\$4	
<u>Pool Rental by Swim Clubs/Other School Districts</u>			
Pool Rental	\$50/Hr + Lifeguard Coverage		

Mr. Buhrmaster asked whether this reflected the discussions during the budget hearings and process. Mr. Bourgeois answered affirmatively. The increase in 4%, but we are still the lowest rate for rental in the Suburban Council. It was pointed out that our pool will continue to be closed in August for maintenance.

Mr. Hudson seconded. Motion carried 6-0.

H. Professional Services, Other Work, Fees – Mrs. Mauro moved that the Board of Education, upon the recommendation of the Superintendent of Schools, appoint and/or approve the recommendations for the various positions and services listed below for the 2011-2012 year as per ASM VII H.

Professional Services

<u>Professional Services</u>	<u>2010-2011</u>	<u>2011-2012</u>	
Independent Auditors – (Marvin & Co.)	\$19,600	\$20,400	Auditors and Consultants
Internal Auditors – Questar III BOCES	\$15,250	\$15,250	
Benefits Consultants – First Niagara Consulting 403b Administration – OMNI Group	\$24,000 \$9,600	\$29,500 \$10,500	
Ellis Hospital - Center for Occupational Health Employee: Physical	\$50	\$50	Ellis Hospital Center for Occupational Health
Audiogram Testing	\$15	\$15	
Breath Alcohol Testing	\$20	\$20	
Drug Screening	\$45	\$45	
Dr. Albert Loffredo – Student Physical	\$16.25	\$16.75	Loffredo
<u>Other Part-Time & Miscellaneous Work</u>			Other Work
Home Tutoring	\$24.84/hr	\$24.84/hr	
Transportation - Summer Work Rate	\$11.14/hr	\$11.14/hr	
Lifeguards	\$11.00/hr	\$11.00/hr	
Student Help	\$7.50/hr	\$7.50/hr	
Athletic Contest Supervision:			
Ticket Seller & Game Supervisor	\$60/game	\$60/game	
Ticket Taker, Announcer, Timer, Supervisor	\$50/game	\$50/game	

Student Fees/Admissions

Fees

Athletic Contest Admission Prices (Football, Wrestling & Boys Basketball)	Adults/Students	Adults/Students
	\$3.00/\$2.00	\$3.00/\$2.00
Instrument Rental Pricing to Students	\$100/yr	\$100/yr

President Sosnow asked where we were in the cycles of professional services. Mr. Bourgeois stated that most were in year 3 of a 5-year cycle.

Mrs. Gordon seconded. Motion carried 6-0.