

**WYNANTSKILL UNION FREE SCHOOL DISTRICT
ANNUAL REORGANIZATIONAL MEETING OF THE BOARD OF EDUCATION
DRAFT**

DATE: July 13, 2012

NAMES

I Administration of Oath to Newly Elected Board Members

- a) Newly Elected Board Members; Administer Oath of Faithful Performance in Office to newly elected board members: New York State Constitution, Article XIII-1; Public Officers 10,30

Christina Curran

Ann Marsh

II Election of Board Of Education Officers

- a) President of the Board: Ed. Law 1701, 2504, 2563
- b) Vice President: Ed. Law 1701,2504,2563

Andrea Paone

Ann Marsh

III Appointment of Officers (Consent Agenda)

- a) Clerk of the Board:Ed. Law 2114,2130,2503; Comm;s Reg. 170.2
- b) District Treasurer:Ed. Law 2114,2130,2503; Comm;s Reg. 170.2
- c) Deputy Treasurer:Ed. Law 1720
- d) Tax Collector:Ed. Law 2101,2114,2130,2506;Comm's Reg 170.2; Town Law 37
- e) Internal Claims Auditor:Ed. Law 1709-20a Comm's Reg 170.2
- f) Internal Auditor (Intermunicipal Agreement)
- g) Audit Committee

Kathryn Fazioli

Mary Ellen Angrisano

Gail Lathrop

Denise Fitzgerald

Thomas Martin

Rensselaer City Schools

Sally Lauletta

Andrea Paone

Andrew Lanesey

IV Other Appointments (Consent Agenda)

- a) School Physician:Ed. Law 902, 1709-21; Comm's Reg 136.2
- b) School Attorney
- c) Central Treasurer - Extra Classroom Activity Account: Ed. Law 2503; Comm's Reg 172.4
- d) Attendance Officer: Ed. Law 902
- e) School Dentist: Ed. Law 902
- f) Independent Auditor: Ed. Alw 2116-a; Comm's Reg 170.2
- g) Record Access Officer: Public Officer's Law 87(b) (iii)
- h) Records Management Officer: Comm's Reg 185.2 (a) (1)
- i) Asbestos (LEA) Designee: AHERA, Public 99-519
- j) Pesticide Notification Officer
- k) Purchasing Agent: Comm's Reg 170.2
- l) Financial Advisors

Riverview Pediatric

William Ryan

(Tabner, Ryan & Keniry)

Mary Yodis

Nancy McKenna

N/A

Raymond G. Preusser, CPA/PC

Dr. Lisa Henkel

Dr. Lisa Henkel

Neal Benassi

Neal Benassi

Dr. Lisa Henkel

Fiscal Advisors, Inc.

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| V | <u>Designations (Consent Agenda)</u> | |
| | a) Official Bank Depository, All Funds: Ed. Law 2129,2130 Comm's reg 170.2 | <u>M&T Bank</u> |
| | b) Regular Meetings: Ed. Law 1708 (at least once in each quarter), 2504 | <u>See attached calendar</u> |
| | c) Official Newspapers: Ed. Law 2004; General Municipal Law 103 | <u>Troy Record</u> |
| VI | <u>Authorizations (Consent Agenda)</u> | |
| | a) To Certify Payrolls: Ed. Law 1720,2523; Comm's Reg 170.2 | <u>Dr. Lisa Henkel</u> |
| | b) Conferences, Conventions, Workshops Attendance: General Municipal Law 77b | <u>Dr. Lisa Henkel</u> |
| | c) To establish Petty Cash Funds: Ed. Law 1709-29; Comm's Reg 170.4 | <u>Dr. Lisa Henkel</u> |
| | d) Designation of Signatures on Checks: Ed. Lw 1720,2523 | <u>Mary Ellen Angrisano</u> |
| | e) Alternate designee for Signatures on Checks | <u>Dr. Lisa Henkel</u> |
| | f) Budget Transfers on Chief School Officer's approval:Comm's Reg 170.2 | <u>Dr. Lisa Henkel</u> |
| | g) Superintendent to apply for Grants in Aid (State & Federal) Ed Law 1711, 2508 | <u>Dr. Lisa Henkel</u> |
| VII | <u>Official Undertakings (Bonds) (Consent Agenda)</u> | |
| | a) District Clerk:Ed. Law 2527, City Districts with no auditor | <u>Kathryn Fazioli</u> |
| | b) District Treasurer: Ed Law 2122,2130,2527,Comm's Reg 170.2 | <u>Mary Ellen Angrisano</u> |
| | c) Deputy Treasurer: Ed. Law 1720 | <u>Gail Lathrop</u> |
| | d) District Tax Collector:Ed Law 2124,2527;Comm's Reg 170.2 | <u>Denise Fitzgerald</u> |
| | e) Central Treasurer Activity Funds: Comm's Reg 172.5 | <u>Mary Yodis</u> |
| | f) Internal Claims Auditor:Ed Law 2527; Comm's reg 1702.2 | <u>Thomas Martin</u> |
| | g) All persons and positions required by law or regulation to be bonded: Public Officers Law, section 11;Comm's Reg 170.2 permit use of Faithful Performance Blanket and in lieu of specific official undertakings; virtually all school districts and BOCES take this approach.(School Attorney) | <u>William Ryan</u> |

VIII **Other Items: (Consent Agenda)**

- a) Readoption of all Policies and Codes of Ethics in effect during previous year: Implied in Ed Law 1709, 2503
- b) Establish Mileage Reimbursement Rate: Ed Law 2118 **IRS established rate**
- c) Acting Superintendent / Principal **Mary Yodis**
- e) Driver Physicals/Drug Screening (see attached schedule) **On Call Medical/NE Health**
- f) Establishment of School Breakfast/Lunch/Snack rates for 2010-2011 **\$1.10 Breakfast,\$2.30 Lunch**
\$3.24 inc. tax - Adult Lunch
- g) Set rates for Substitutes: Substitute Teachers / TA **\$90/ret; \$75/cert; \$60/non-cert**
 Substitute Teacher Aide **\$50/day**
 Substitute Custodian / Driver **\$12.50/hour**
 Substitute Nurse **\$75.00/day**
- h) Building Use (during non-academic days) **\$30.00/hour**

IX **Additional Appointments (Consent Agenda)**

- a) CSE, CPSE Committee **See attached list**
- b) Section 504 Compliance Officer **Mary Yodis**
- c) Impartial Hearing Officers (See Attached List) **See attached**
- d) Title IX Compliance Officer **Amy Murphy**
- e) Legislative Liason for NYSSBA, CAPSBA **Christina Curran**
- f) Homeless Liaison Coordinator **Amy Murphy**
- g) Chief Information Officer (CIO) **Kristin Morrow**

Request for Executive Session (if needed)

None

Respectfully submitted

Kathryn Fazioli

Kathryn Fazioli
Clerk of the Board

**WYNANTSKILL UNION FREE SCHOOL DISTRICT
BOARD OF EDUCATION
July 13, 2012
GARDNER-DICKINSON SCHOOL
MEDIA CENTER**

Note: The Board of Education entered into Executive Session for the purpose of Personnel and Contracts at 8:35 a.m.

The Board of Education returned to open session at 8:45 a.m.

1.0 Call to Order and Pledge of Allegiance to the Flag

The meeting of the Board of Education was called to order at 8:46 a.m. by Mrs. Paone.

1.1 Recording of Attendance

The District Clerk called the roll:

Mrs. Curran- present
Mr. Hug- present
Mr. Lanese- present
Mrs. Marsh –present
Mrs. Paone-present

Others Present: Dr. Lisa Henkel, Superintendent/Principal

1.2 Review of Agenda/Additions

Dr. Henkel reviewed the Agenda.

1.3 Approval of Minutes of Previous Meeting(s)

Mr. Lanese made a motion to approve the June 14, 2012 regular meeting minutes of the Board of Education:

Mrs. Marsh seconded.
Motion carried: 5-0

1.4 Acceptance of District Treasurer's Report

Treasurer report will be available at the August 15, 2012 meeting.

1.5 Approval of Building Use Requests

No requests were presented for approval.

1.6 Communications to the Board of Education:

Mrs. Paone acknowledged receipt of two letters from Mrs. Tymeson and Jordan Tymeson supporting the Spanish program at Gardner Dickinson and asked that the program not be cut.

Mrs. Paone stated that the program was not being changed. Dr. Henkel will contact the Tymeson family.

2.0 Reports to the Board of Education

2.1 District / School Program Report

Dr. Henkel reiterated again there are no changes to the MS Spanish program. Field day was a huge success. It was nice to have the entire K-8 student body involved as well as Little Red School students. Thank you to the PTO for funding the dunk tank. A school wide photo was taken and the PTO is looking into having 1 copy per household available. Thank you to Mrs. Bucher and Mr. Lutz, our 8th grade advisors for doing a wonderful job. We have started a new tradition ending the school year with our kindergarten class leaving their hand print on the wall in the elementary wing and the outgoing 8th grade class painting individual wall blocks downstairs.

The building class schedule is almost complete.

The faculty has been attending numerous professional development workshops during the summer months.

Mr. Mesh has been doing a fantastic job tending to our GarDen. He is always looking for volunteers. The produce will be used in our cafeteria this fall and any abundance will be donated to the Hope 7 Food Pantry.

The APPR (Annual Professional Performance Review) Committee continues to meet. Dr. Henkel and Mrs. Yodis just completed a week long workshop on evaluations put on by NYSED.

We have hired a new Elementary Teacher (pending BOE Approval), Ms. Jamie Glath was selected from over 100 applications.

Interviews will begin shortly for the new School Psychologist. This position will now have the ability to conduct behavioral counseling to our students. We will begin the search for our new School Nurse shortly.

Ms. Gail Lathrop, Business Official Consultant, reported the construction has begun on the front foundation wall. Water has been seeping along the foundation which has caused moisture and paint peel on the inside wall (no classrooms were involved). Once the foundation has been resurfaced, new drainage will be added and the interior walls will be scraped and re-sealed with a protective coating. This project should only take 3 weeks to complete.

2.2 Board of Education Reports and Updates

None

2.3 Board Committee Reports

None

3.0 Appointments and Authorizations

3.1 Review Recommendations and Approve Resource Allocations to CSE/CPSE

Mr. Lanese made a motion to approve the Resource Allocations to CSE/CPSE.

Mrs. Curran seconded

Motion carried: 5-0

3.2 First Reading of Board Policies/Plans

The following policies were presented to the Board for review:

- 5280 Interscholastic Athletics (Revision)
- 5410 Concussion Management Model School Policy (New)
- 5410-R Concussion Guidelines and Procedures (New)

3.3 Approval of Additional Non-Public Transportation Requests

Mrs. Marsh made a motion to approve Additional Non-Public Transportation Requests as presented.

Mr. Lanesey seconded.

Motion carried: 5-0

3.4 Appoint School Nurse (.6) beginning 09/04/12-06/30/13

Mrs. Marsh made a motion to appoint Mrs. Wendy Debell as School Nurse (.6) beginning 09/04/12-06/30/13 @ Step 14 prorated.

Mrs. Curran seconded.

Motion carried: 5-0

3.5 Approve Part Time (.6) Library Media Specialist beginning 09/04/12-06/30/13

Mr. Lanesey made a motion to appoint Mrs. Linda Fecura as Library Media Specialist (.6) beginning 09/04/12-06/30/13 @ Step 6 prorated.

Mrs. Curran seconded.

Motion carried: 5-0

3.6 Approve Part Time (.5) Physical Education Teacher beginning 09/04/12-06/30/13

Mrs. Marsh made a motion to appoint Ms. Laurie Albright as Physical Education Teacher (.5) beginning 09/04/12-06/30/13 @ Step 6 prorated.

Mr. Lanesey seconded.

Motion carried: 5-0

3.7 Approve revision of Reading Coordinator Job Description

Mr. Lanesey made a motion to approve the revision of the job description of the Reading Coordinator.

Mrs. Curran seconded.

Motion carried: 5-0

3.8 Approve revision of Technology Coordinator Job Description

Mrs. Curran made a motion to approve the revision of the job description of the Technology Coordinator.

Mr. Lanesey seconded.

Motion carried: 5-0

3.9 Approval of Extra Curricular Advisors / Coaches for 2012-2013 school year.

Mrs. Curran made a motion to approve the Extra Curricular Advisors / Coaches for the 2012-2013 school year as presented:

8th Grade Co-Advisors: Mrs. Bucher and Mr. Lutz

Builders Club Advisor: Mrs. Mitchell

All County Band & Chorus: Mrs. Newell

Odyssey of the Mind Coaches: Mrs. Carbone, Ms. Cronin and Mr. Mesh

Drama Club Co-Advisors: Mrs. Mitchell and Mr. Mesh

Cross Country Coach: Ms. Adams

Girls Soccer Co-Coaches: Ms. Adams and Mr. Akots

Mr. Lanesey seconded.

Motion carried: 5-0

3.10 Approve Part Time (.5) Math Resource Teacher beginning 09/04/12-06/30/13

Mrs. Marsh made a motion to approve Mrs. Kristin Morrow as Math Resource Teacher (.5) beginning 09/04/12-06/30/13 at Step 13 prorated.

Mr. Lanese seconded.
Motion carried: 5-0

3.11 Approve Part time (.5) Coordinator of Curriculum/Staff Development beginning 07/16/12-06/30/13

Mr. Lanese made a motion to approve Mrs. Kristin Morrow as Coordinator of Curriculum/Staff Development (.5) beginning 09/04/12-06/30/13 at \$33,405.

Mrs. Marsh seconded.
Motion carried: 5-0

3.12 Approval of Resolution

Mrs. Curran made a motion to approve the following Resolution:

- To abolish a Part Time .6 Remedial Reading position for 2012-2013 school year.
- To create a Full Time (1.0) Sixth Grade Elementary Teacher position for 2012-2013 school year.
- To appoint Mrs. Lauren Curran to a probationary term of two years in the tenure area of Elementary Education.
- To reinstate a Part Time (.6) Remedial Reading position upon conclusion of the 2012-2013 school year.
- To reappoint Mrs. Curran as Part Time (.6) Remedial Reading position upon conclusion of the 2012-2103 school year.

Mr. Lanese seconded.
Motion carried: 5-0

3.13 Approve Elementary Education Teacher

Mrs. Marsh made a motion to approve Ms. Jamie Glath as Elementary Education Teacher effective 09/04/12 @ Step 2.

Mr. Lanese seconded.
Motion carried: 5-0

3.14 Approve Permanent Full Time Bus Driver

Mr. Lanese made a motion to approve Mr. Charles Claus as Permanent Full Time Bus Driver effective 07/02/2012

Mrs. Curran seconded.
Motion carried: 5-0

3.15 Approve Network Consultant for 2012-2013 School Year

Mrs. Marsh made a motion to approve Mr. Eric Wetmore as Network Consultant for the 2012-2013 school year at the rate of \$75.00/hr.

Mr. Lanese seconded.
Motion carried: 5-0

3.16 Approval of Summer Bus Drivers

Mr. Lanesey made a motion to approve the following summer bus drivers effective 07/02/12-08/10/12:

Nancy Ruffinen
Jane Duchowney
Dan Hubbard
Charles Claus (substitute)

Mrs. Curran seconded.

Motion carried: 5-0

3.17 Establish Food Service Worker Position(s)

Mr. Lanesey made a motion to approve the establishment of two food service worker positions.

Mrs. Marsh seconded.

Motion carried: 5-0

3.18 Approve reduction of Guidance Counselor Position

Mr. Lanesey made a motion to reduce the Guidance Counselor position from 1.0 fte to .6 fte effective 07/01/12.

Mrs. Curran seconded.

Motion carried: 5-0

3.19 Abolish Cafeteria Custodian Position

Mr. Lanesey made a motion to abolish the Cafeteria Custodian Position effective 07/01/12.

Mrs. Curran seconded.

Motion carried: 5-0

4.0 Old Business

None

5.0 New Business

5.1 Building Use Fee Implementation

6.0 Informational

6.1 Next Regular Meeting of the Board of Education: Wednesday, August 15, 2012 at 7:00 pm in the Library / Media Center

6.2 Board Summer Retreat: Friday, August 17, 2012 @ Questar III Conference Center

6.3 Public Comment

- **Mrs. L. Hancock, WTA President.**
Question: Does the reduction in the Guidance Counselor position would effect that person holding the title of Title IX Compliance Officer and Dignity for All Coordinator?
Response: No it does not
Question: In the past the Coordinator of Curriculum/Staff Development position was funded by Federal Grant. Has this changed?
Response: No. Still funded by Federal Grant
Question: Question regarding APPR-Is the teacher's performance review effected when students leave the classroom after attendance has been taken?
Response: Dr. Henkel will meet with Mrs. Hancock to discuss any APPR questions during office hours.

- Mrs. Micheline Geise, Parent

Comment: It would be a good idea to set up career days with guest speakers for our MS students to get them more interested in careers early on. Mrs. Geise would also like to see the introduction of additional languages at a younger age. Her final comment was her disappointment with the district not hiring Ms. Kelli Griffin as the new Elementary Ed. Teacher.

Response: Dr. Henkel stated that she felt comfortable in accepting the recommendation from the search committee.

- Mrs. Laura Horacek, Faculty

Comment: Mrs. Horacek is concerned with the effect on the students, especially at the MS level with the reduction of the Guidance Counselor position.

Response: The School Psychologist will be available on the days that Mrs. Murphy is not here. Also, Mrs. Murphy will have office hours blocked off in the morning and at the end of the day specifically for the MS students.

Comment; Mrs. Horacek is also concerned with the reduction of the .6 remedial reading position. She feels that that was a valuable service to the teachers.

Response: Dr. Henkel stated the plan is when the final report on students in need is finished; a decision will be made if the .6 remedial reading position should be filled during the 2012-2013 school year.

- Mrs. Martha Ryan, Faculty

Comment: Mrs. Ryan stated she does feel more comfortable regarding the reduction of the Guidance Counselor position after hearing that the School Psychologist will be available. Mrs. Ryan requested the district inform parents/students of this change.

Response: Mrs. Marsh commented that she felt the new structured schedule of the Guidance Counselor will actually make her more available to have the much needed and requested small group sessions. It will make her position pro-active instead of re-active. The Administration will review the position throughout the school year to make sure more time is not needed.

- Mrs. S. Czubek, Parent

Question: Mrs. Czubek asked how the remedial reading schedule will be re-allocated?

Response: The Special Ed. Teachers will handle the students with specific IEP's and Mrs. Dutton will increase inclusion schedule.

- Stephanie Ryan, Parent

Question: How much experience does the newly hired Elementary Teacher have?

Response: Six Months as LOA Teacher at previous School and 1 year prior to that as a Substitute Teacher. Dr. Henkel stated that she knows people may be upset with the choice, but to give this teacher a chance and that she has excellent credentials.

9.0 Adjournment

Mrs. Curran made a motion to adjourn at 10:45 a.m.

Mr. Lanese seconded

Motion carried: 5-0

Respectfully submitted,

Kathryn Fazioli

Kathryn Fazioli
Clerk of the Board