

# Schalmont Central School District

Annual Reorganization Meeting of the Board of Education

Friday, July 6, 2018; DISTRICT OFFICE; 4:30 PM

Regular Meeting: Immediately following Annual Meeting



*“Building for the Future,  
Committed to Excellence”*

**Revised**

## AGENDA

### Swearing-in of Elected and Re-Elected Board Members

Re-elected board member Angelo Santabarbara will be sworn in.

Newly elected board member Kate Kruk will be sworn in.

### 1. CALL TO ORDER & ROLL CALL

#### Members Present

\_\_\_ Mr. John DiCocco

\_\_\_ Mrs. Jean Hanson

\_\_\_ Mrs. Kate Kruk

\_\_\_ Mr. Michael Pasquarella

\_\_\_ Mr. Angelo Santabarbara

\_\_\_ Mr. Robert Sheehan

\_\_\_ Mr. Kevin Thompson

#### Others Present

\_\_\_ Dr. Carol Pallas, Superintendent of Schools

\_\_\_ Mr. Joseph Lenz, Business Administrator

### 2. PLEDGE OF ALLEGIANCE

### 3. ELECTION OF OFFICERS

#### President

The District Clerk will ask for nominations for the office of President. *Recommended Motion:* “That the Board of Education nominate \_\_\_\_\_ for the office of President of the Board of Education.”

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

*Oath of Office-President: The President will be administered the Oath of Office by the District Clerk.*

#### Vice President

The Board President will ask for nominations for the office of Vice President. *Recommended Motion:* “That the Board of Education nominate \_\_\_\_\_ for the office of Vice President of the Board of Education.”

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

*Oath of Office-Vice President: The Vice President will be administered the Oath of Office by the District Clerk.*

### 4. APPOINTMENT OF OFFICERS, OTHER APPOINTMENTS, DESIGNATIONS, AUTHORIZATIONS, BONDING OF PERSONNEL AND OTHER ITEMS

*Recommended Motion:* “That the Board of Education approve the following appointments, designations, authorizations, bonding of personnel and other items for the 2018-19 fiscal year:”

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

#### Appointment of Officers

##### Clerk of the Board

Joseph Lenz

##### Treasurer

Brenda Leitt

##### Tax Collector

Donna Woods, Tax Collector - \$3,000 Stipend

##### Internal Claims Auditor

Donna Jurczynski - \$24.17 per hour

**Other Appointments**

Internal Auditor

Questar III

Independent Auditor

Marvin and Company

Records Access Officer

Joseph Lenz, School Business Administrator

Title IX Compliance Officer

Shari Rosato, Director of Pupil Personnel Services

Purchasing Agent

Joseph Lenz, School Business Administrator

DASA Coordinators (Dignity for All Students Act)

Joby Gifford – Jefferson

Kenneth Rizzo – Middle School

Nicole Martyn – High School

Extra Classroom Activity Accounts

Michele Guzek, HS Extra Classroom Account Treasurer

Lorinda Gandrow, MS Extra Classroom Account Treasurer

Natalie Casalnuovo, Auditor/HS Student Accounts

School Attorneys

Bond, Schoeneck and King – General Counsel; \$1,700.00 per month

Honeywell Law Firm – Special Counsel; \$1,666.66 per month

Girvin and Ferlazzo – Special Counsel; \$833.33 per month

School Resource Officer

Continuation of agreement between the school district and the Town of Rotterdam for the Town to provide a school resource officer services in accordance with the agreement signed by both parties.

School Physicians

Five Corners Family Practice; Dr. Tuttle; Dr. Merritt; Dr. Reyes

Student Physicals.....\$ 20.00 each

Employees Physical w/ hearing tests..... \$ 55.00 each

Hepatitis Vaccine (3 required)..... \$ 55.00 per vaccine

Consultation..... \$100.00 per hour

**Designations**

Official Newspapers

The Daily Gazette; The Times Union

Official Bank Depository

Bank of America; Key Bank;

NBT Bank; JP Morgan Chase; Pioneer Savings Bank; NY Class

**Authorizations**

Certify Payrolls

School Business Administrator

Conference Attendance - Superintendent of Schools to approve staff attendance at conferences, conventions and workshops within budgetary allocations.

Petty Cash

Continuation of petty cash accounts for the 2018-19 school year as follows:

Joby Gifford, Jefferson \$50.00      Imran Abbasi, High School \$50.00      Scott Ziomek, Middle School \$50.00  
Renee Heller, Food Service \$50.00      Joe Lenz, District Office \$50.00      Joseph Hilts, Transportation \$50.00

Custodian of Sports Entry Fees

Felicia Amoroso

Custodian of Cafeteria Cash Register Start Up (\$180)

Renee Heller

Trustee for Schoharie Area Workers Compensation Plan

Business Administrator; Alternate-School District Treasurer

Trustee for CASHIC

Business Administrator; Alternate-School District Treasurer

Single Signature Checks

School District Treasurer to sign single signature checks for all district accounts

Federal Aid Claims

Superintendent of Schools to sign federal aid claims and applications and the School Business Administrator to be authorized to sign special mile and type A reimbursement claims

Investments

School Business Administrator and the School District Treasurer to invest available funds in accordance with suggested cash management and investment policies as outlined by the State Comptroller

Bonding of Personnel

The Board of Education authorize the issuance of a \$5,000,000 crime policy, including public employee dishonesty.

**Other Items**

Organizational Chart

Adopt the district's revised Organizational Chart.

Substitute Teacher Pay Rates

\$105/day-certified; \$95/day-uncertified; \$20/hour-nurses

Mileage Reimbursement

Reimbursement rate consistent with the New York State approved mileage rate, to reimburse Board members for use of their automobiles for out of district school board functions.

Section II Selection/Classification - Section 134.5(c)(7)(ii)(a)(4) of the Regulations of the Commissioner of Education provides for a Board of Education to permit pupils in grades no lower than seventh grade to compete on interscholastic athletic teams organized for senior high school pupils, or senior high school pupils to complete on interscholastic athletic teams organized for pupils in the seventh and eighth grade; and Whereas, these pupils are to be placed at levels of competition appropriate to their physiological maturity, physical fitness and skills in relationship to other pupils in accordance with the standards established by the Commissioner of Education; and Whereas, the State Education Department issues the standards for these pupils to compete under a program called the Selection/Classification Program; Therefore, be it resolved, that the Schalmont School District Board of Education shall permit pupils to compete under the Selection/Classification Program in all sports.

Partial Tax Exemption - The Board of Education grant maximum partial exemption from school district real property taxes for persons sixty-five years of age and over (RPTL-467) and for persons with disabilities and limited incomes (RPTL Section 459-C) as authorized by law.

BOCES Cooperative Bidding - The Board of Education adopt the following 2018-19 cooperative bid resolutions: Food and Cafeteria Supplies/Capital Region BOCES; Equipment, Supplies and Contractual Items/Capital Region BOCES.

Renewal-Transportation to Rotterdam Boys & Girls Club - Whereas the Rotterdam Boys and Girls Club located at 721 Curry Road, Schenectady, New York, has been servicing youth and families in the Town of Rotterdam for 63 years; Whereas the Rotterdam site provides for the needs of families and offers special options for working parents in late day care; Whereas, the Schalmont Central School District has bus routes that pass by the Rotterdam Boys and Girls Club; Therefore, at no extra expense to the school district, Schalmont will drop off students at that facility for after school programs.

NYS Comptroller Regulation - That the Board of Education establishes the appointed Treasurer’s standard work day as eight (8) hours, for the one year term of appointment July 1 to June 30, with an actual daily record of time worked.

**5. MISCELLANEOUS ITEMS**

*Recommended Motion:* “That the Board of Education approve the following miscellaneous items for the 2018-19 fiscal year.”

Moved by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_

Capital District School Boards Association Representative - To be determined

Audit Committee - To be determined

Policy Committee - To be determined

Facilities Committee - To be determined

Technology Cabinet - To be determined

Strategic Planning – To be determined

Board Meeting Dates

August 27, 2018	February 4, 2019
September 17, 2018	February 18, 2019
October 1, 2018	March 11, 2019
October 22, 2018	March 25, 2019
November 5, 2018	April 8, 2019
November 19, 2018	April 17, 2019 ( <i>Wednesday-coordinates w/ BOCES Vote</i> )
December 17, 2018	May 6, 2019
January 7, 2019	May 20, 2019
January 22, 2019 ( <i>Tuesday</i> )	June 3, 2019
	June 17, 2019

**6. ADJOURNMENT**

*Recommended Motion:* “That the Annual Reorganization Meeting of the Board of Education adjourn at \_\_\_\_\_ PM.”

Moved by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_

**REGULAR MEETING**

1. **CALL TO ORDER** - The President called the meeting to order at \_\_\_\_\_ PM.

2. **EXECUTIVE SESSION**

*Recommended Motion:* “That the Board of Education adjourn to Executive Session at \_\_\_\_\_ PM, to discuss legal/personnel matters.”  
The Board reconvened to regular session at \_\_\_\_\_ PM.

Moved by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_

3. **APPROVAL OF AGENDA**

*Recommended Motion:* “That the agenda for the July 6, 2018 meeting of the Schalmont Board of Education be approved.”

Moved by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_

4. **SUPERINTENDENT'S REPORT**

5. **RESIDENTS’ COMMENTS**

Welcome to this meeting of the Schalmont Board of Education. If you would like to speak during one of the residents comments portion of the meeting, please complete the blue form and give it to the Clerk of the Board, Joseph Lenz, prior to the start of the meeting. There will be two opportunities for public comment. **The first public comment will be restricted to Board agenda items, allowing the Board to continue its business meeting.** The comment section at the end of the meeting is for general, non-agenda items. Please note the following procedures: The Board of Education is obligated to follow the agenda; questions will be taken; individual Board members do not provide individual responses during Board meetings. The Board may not discuss personnel in public session. Answers to all questions will be responded to in writing and will be posted on the Schalmont website. Questions and answers will be kept on file in the District Office as well; as general procedure, three minutes are allocated per speaker.

6. **CONSENT AGENDA** - *Recommended Motion:* “That the consent agenda consisting of the following be approved:”

Moved by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_

- ▶ Board of Education Meeting Minutes – June 4, 2018; June 18, 2018
- ▶ CSE/CPSE Recommendations
- ▶ Personnel Matters

7. **NEW BUSINESS**

**Bond Resolution:** *Recommended Motion:* “That the Board of Education approve the authorization to issue bonds not to exceed \$420,000 for the Schalmont Central School District at Rotterdam, Schenectady County, New York, to pay the cost of the purchase of school buses for said school district.”

Moved by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_

**School Board Policies/First Read:** *Recommended Motion:* “That the Board of Education approve the first read of the following school Board policies:”

Moved by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_

- #8451 Alternative Instruction
- #8450 Outside of School (Homebound/Hospital) Tutoring

**Administrator on Special Assignment:** *Recommended Motion:* “That the Board of Education approve the transfer of Jacqueline Gordon, High School Assistant Principal, to the position of Administrator on Special Assignment, assigned to Jefferson Elementary School, for the period August 1, 2018 through July 31, 2019.”

Moved by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_

**International Club Trip:** *Recommended Motion:* “That the Board of Education approve the request made by Shea Carr, International Club Advisor, for club members to travel to Italy, April 18, 2019 through April 26, 2019.”

Moved by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_

**Sign Language Interpretation Services:** *Recommended Motion:* “That the Board of Education approve the agreement between Vanessa L. Jones, and the school district, to provide sign language interpretation services on an as requested basis, in accordance with the agreement dated July 1, 2018 through June 30, 2019.” Moved by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_

**Triennial Psychoeducational Revaluation Services:** *Recommended Motion:* “That the Board of Education approve the agreement between Amelia Valero-Brust and the school district, to provide triennial psycho-educational revaluation services as requested basis, in accordance with the agreement dated July 1, 2018 through June 30, 2019.” Moved by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_

**Health and Welfare Contracts:** *Recommended Motion:* “That the Board of Education award the 2017-18 Health and Welfare contracts as follows:” Moved by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_

<u>School District</u>	<u>Number of Students</u>	<u>Amount</u>
Albany City School District	12	\$ 9,258.36

8. **DISCUSSION TOPICS**  
Changes to Code of Conduct

9. **RESIDENTS' COMMENTS**

10. **BOARD OF EDUCATION COMMENTS**

11. **ADJOURNMENT**  
*Recommended Motion:* “That the regular meeting of the Schalmont Board of Education held July 6, 2018 be adjourned.” Time: \_\_\_\_\_ PM Moved by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_

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**PERSONNEL MATTERS**

**ADMINISTRATIVE PERSONNEL MATTERS**

**Leave of Absence**

Jacqueline Gordon, High School Assistant Principal, effective 8/1/18 through 7/31/19

**NON-ALIGNED PERSONNEL MATTERS**

Employment agreement between the school district and Wendy Dixon dated July 1, 2018

**INSTRUCTIONAL PERSONNEL MATTERS**

**Full-Time Probationary Appointment**

Name: Michael Williams  
Tenure Area: Special Education  
FTE: 1.0  
Effective: September 1, 2018  
Probation: 4 years – September 1, 2018 through August 31, 2022  
Step: 2B

Name: Ryan Fries  
Tenure Area: Physical Education  
FTE: 1.0  
Effective: September 1, 2018  
Probation: 4 years – September 1, 2018 through August 31, 2022  
Step: 5M+3

Name: Sbah Sindhu  
Position: School Nurse – High School  
FTE 1.0  
Effective: August 1, 2018  
Appointment: Non-Competitive/Probationary  
Step: 11

**Coaching Appointments 2018-19**

**Fall Sports – Head Coaches**

Joe Whipple, Football, Step 8  
Vito Urbano, Varsity Boys Soccer, Step 7  
Alaina Resue, Varsity Girls Soccer, Step 8  
Rich Kranick, Cross Country, Step 8  
Jeff VanHoesen, Girls Tennis, Step 8  
Anthony Cassale, Golf, Step 8  
Keri Antannasio, Varsity Cheerleading, Step 4  
John George, Modified Cross Country, Step 8  
Ryan Fries, Varsity Volleyball, Step 1

**Winter Sports – Head Coaches**

Jeff VanHoesen, Girls Basketball, Step 8  
Brian Croote, Indoor Track, Step 8  
Hugo McGroty, Girls and Boys Bowling, Step 8  
Greg Loiacono, Boys Basketball, Step 8  
Vince Gallo, Wrestling, Step 3

**Spring Sports – Head Coaches**

Chris Teta, Baseball, Step 8  
Adam Dolan, Boys Tennis, Step 8  
Brian Croote, Boys Track, Step 8  
Rich Kranick, Girls Track, Step 8

**Summer Programs**

Bonnie Barner, Jefferson Literacy Camp Teacher  
Susan DiCaprio, Jefferson Literacy Camp Teacher  
Amy Glick, Jefferson Jumpstart Program Teacher

**Middle School Coordinator - 2018-19**

Kate Sinnott, English, \$3,457  
Lorinda Gandrow, Math, \$3,457  
Krista Bondi, Grade 5, \$3,457  
Mary Beth Flatley, AIS ELA, \$3,457  
Andrea Bryson, Science, \$3,457  
Mike DiCocco, Social Studies, \$3,457

**Elementary Coordinators – 2018-19**

Katie LeRoy, Kindergarten, \$3,457  
Sarah Scotti, Grade 1, \$3,457  
Kimberly Knapik, Grade 2, \$3,457  
Kristen Reilly, Grade 3 (shared), \$1,728.50  
Susan Schiavo, Grade 3 (shared), \$1,728.50  
Susan DiCaprio, Grade 4, \$3,457  
Amy Glick, AIS (shared), \$1,728.50  
Jessica Zupan, AIS (shared), \$1,728.50

**High School Coordinator and Extracurricular Advisor Appointments – 2018-19**

Coordinators: Rebecca Remis, Science, \$3,457  
 Anthony Cassale, Technology (shared), \$1,728.50  
 Wendy Stearns, Technology (shared), \$1,728.50  
 Adam Dolan, Social Studies, \$3,457  
 Natalie Casalino, Math, \$3,457

Advisors: Deb McCloskey, Drama Club Advisor, \$1,080  
 Deb McCloskey, Drama Club Producer, \$1,080  
 Edward Dignum, Drama Director, \$4,866  
 Heather Cohen, Drama Lighting Technician (shared), \$486.50  
 Wendy Stearns, Drama Lighting Technician (shared), \$486.50  
 Dan Hanley, Drama Sound Technician, \$973  
 Steven Gibbs, Student Council, \$2,001  
 Shea Carr, International Club, \$925  
 Wendy Stearns, National Honor Society, \$1,043  
 Heather Cohen, HS Newspaper (shared), \$1,190  
 Emer O’Keeffe, HS Newspaper (shared), \$1,190  
 Michele Guzek, Central Treasurer, \$4,171  
 Natalie Casalino, Auditor Student Accounts, \$833  
 Joelle Litz, Freshman Class Advisor (shared), \$416.50  
 Lindsay McConneelee, Freshmen Class Advisor (shared), \$416.50  
 Keri Attanasio, Sophomore Class Advisor (shared), \$664.50  
 Alexandra Croft, Sophomore Class Advisor (shared), \$664.50  
 Regina Hanson, Junior Class Advisor (shared), \$1,000.50  
 Lynn Gemmiti, Junior Class Advisor (shared), \$1,000.50  
 Chase Campbell, Senior Class Advisor (shared), \$1,273  
 Steven Gibbs, Senior Class Advisor (shared), \$1,273  
 Sarah Mattice, Introspection Literary Magazine, \$1,727  
 Shea Carr, Key Club, \$833  
 June Krone, SADD/No Place for Hate (shared), \$416.50  
 Michael Libertucci, SADD/No Place for Hate (shared), \$416.50  
 Erika Minehardt-Quick, Pep Club, \$833  
 Adam Labuda, Science Club/Riverwatch, \$833  
 James Sommer, Science Olympiad Coach, \$833  
 Anthony Cassale, Ski and Snowboard Club (shared), \$416.50  
 Adam Labuda, Ski and Snowboard Club (shared), \$416.50  
 Adam Labuda, Environmental Club, \$833  
 Lynn Gemmiti, NYS Science Honor Society, \$833  
 Bob Renzi, Tri M Music Honor Society, \$833  
 Heather Cohen, English Honor Society, \$833  
 Ellen Bedell, Masterminds, \$833  
 Rebecca Remis, Fusion G.S.A., \$833  
 Kathie McKeon, T.I.G.E.R.S. Christian Club, \$833  
 Chase Campbell, Gaming Club, \$833

**NONINSTRUCTIONAL PERSONNEL MATTERS**

**Termination:** Lana Tooley, Substitute Bus Driver, effective 6/25/18

**Resignation:** Raymond Kopps, Bus Driver, effective 6/23/18

<u>Appointments</u>	<u>Position</u>	<u>Location</u>	<u>Effective</u>	<u>Hrs/Day</u>	<u>Pay/Hr</u>	<u>Appointment Type</u>
Vallee Votaw	Food Service	District Wide	7/1/18	--	\$11.15	Substitute



