

**ORGANIZATIONAL MEETING**  
BETHLEHEM CENTRAL SCHOOL DISTRICT  
Board of Education Meeting  
6:00 p.m. July 6, 2011

- I. Call to Order at 6:00 p.m.**
- II. Recess to Executive Session**
- III. Reconvene Regular Meeting at 7:00 p.m.**
- IV. Oath of Office for Newly Elected Board Members—The District Clerk will administer the Oath of Office.**
- V. Election of Officers** (Board Clerk presiding)
  - A. Board President
  - B. Board Vice President
  - C. Oath of Office for the Above Newly Elected Officers and for the Superintendent  
The newly elected Board President assumes the chair.
- VI. Selection of Board of Education Representatives:**
  - A. BCTA Process Committee
  - B. BCUEA Process Committee
  - C. Audit Committee
  - D. Policy Committee
  - E. Health Insurance Committee
- VII. Appointment of Officers**
  - A. Treasurer and Deputy Treasurer—Appoint Phyllis Albano as Treasurer and Cynthia Bradley as Deputy Treasurer at no additional salary.
  - B. School District Clerk and Deputy Clerk—Appoint Judith E. Kehoe as School District Clerk, at no additional salary, and Michelle Curtis as Deputy Clerk at her regular hourly rate.
  - C. Tax Collector—Appoint Michelle Curtis as Tax Collector for the District residents in the Town of New Scotland.

- D. Purchasing Agent – Appoint Martha Shea as Purchasing Agent for the School District.
- E. Re-appoint Claims Auditor – It is recommended that the Board of Education re-appoint Ms. Jill Donnelly to the position of part time Claims Auditor for the District, effective July 1, 2011 and ending on June 30, 2012. Ms. Donnelly will be paid at \$25.00 per hour.
- F. Privacy Officer for HIPAA – Appoint Phyllis Albano as Privacy Officer for HIPAA (Health Insurance Portability and Accountability Act) at no additional salary effective July 1, 2011 and ending on June 30, 2012.
- G. Auditor and Treasurers of Extra Classroom Activity Accounts – Appoint the following:

Jim Farnan – Internal Accounts(Central Treasurer)	Middle School	\$1,186
Kimberly Wise – Faculty Auditor	Middle/High School	1,431

### **VIII. Other Appointments**

- A. School Attorney—Reappoint Whiteman, Osterman and Hanna P.C. as School Attorney.
- B. Title IX/Section 504 Coordinator—Reappoint Dr. Michael D. Tebbano as Title IX/Section 504 Coordinator.
- C. Title IX/Section 504 Compliance Officer—Appoint Ms. Kathleen Johnston Title IX/Section 504 Compliance Officer.
- D. Insurance Agent of Record—Reappoint Amsure Associates, Inc. as insurance agent of record.
- E. Records Access Officer and Records Management Officer – Reappoint the School District Clerk as the District Records Access Officer and Records Management Officer.
- F. Auditors - Recommend the reappointment of Cusack and Company to conduct the annual independent audit of the school district’s records and accounts for fiscal year ending June 30, 2011. Cost of the service is pursuant to a request for proposal, with the option to renew the appointment for an additional four (4) years, ending fiscal year June 30, 2015.

### **IX. Designations**

- A. Official Bank Depositories for District Funds with a maximum that can be kept on deposit of \$50,000,000 in each bank.
  1. J. P. Morgan Chase Bank

2. National Bank & Trust (NBT)
3. M&T Bank
4. Citizens Bank
5. TD Bank
6. HSBC
7. First Niagara Commercial Bank
8. Pioneer Commercial Bank

B. Official Newspaper—Designate *The Spotlight and/or Times Union* as the official newspaper.

C. Regular Board Meeting Dates—Designate the first and third Wednesday of the month, as needed, for regular meetings of the Board at 7:00 p.m., unless otherwise ordered by the Board.

## **X. Authorizations**

### A. Business Operations

1. The Chief Business and Financial Officer is authorized to certify payrolls for the School District.
2. A petty cash fund of \$100 is authorized for the Chief Business and Financial Officer for the Business office.
3. In accordance with Education Law Section 1724 (3), it is recommended that the Board of Education authorize payments in advance of audit for postage charges.
4. The District is authorized to assess a service charge of \$20 for checks that, when deposited, are returned to the District as non-sufficient funds (NSF)
5. The Chief Business and Financial Officer is authorized to waive the non-sufficient funds (NSF) fees or take action to recover the funds.

### B. School District Treasurer and /or Deputy Treasurer

The use of a facsimile signature of the school district treasurer and/or Deputy Treasurer is authorized on all school district checks.

### C. Superintendent

Attendance at conferences, conventions, and workshops, for which budget funds have been provided, subject to approval of the Superintendent, is authorized.

### D. Assistant Superintendent for Educational Programs and Instruction

The Assistant Superintendent for Educational Programs and Instruction is authorized to file grant applications for Federal Funds.

E. Board President

The Board President is authorized to sign applications for renewal of the school breakfast, lunch, and school milk programs; to sign contracts for health and welfare services with other districts to cover services received by students residing in the Bethlehem Central School District attending nonpublic schools in other districts; and to sign contracts for health and welfare services to bill for services provided to students attending nonpublic school in the Bethlehem Central School District but residing elsewhere.

F. Director of Special Education and Student Services

The Director of Special Education and Student Services is authorized to be District Signator for tuition contracts with private schools for students with disabilities.

**XI. Bonding of Personnel**

- A. Blanket Employee bond – Provide for \$100,000 per employee.
- B. District Treasurer and Deputy Treasurer - The District Treasurer and Deputy Treasurer are to be bonded for \$1,000,000.
- C. School Tax Collector – The School Tax Collectors are to be bonded for \$1,000,000.

**XII. Other Items**

- A. Policies and Code of Ethics – Readopt Policy 6240-Investments, 6700-Purchasing and 5300-Code of Conduct and all other Policies in effect during the previous year.
- B. Annual Receipt of Information – The Board of Education acknowledges receipt of the information pertaining to District Policy 8332 Cell Phones and Pagers, and Policy 8334 Use of Credit Cards, as per attached.

**XIII. Minutes**—The minutes of the June 15, 2011 Regular meeting and Executive Session.

**XIV. Visitors**—**Recognition of visitors who may have something to say about an agenda item.**

**XV. Board Report**

**XVI. Superintendents Report****XVII. New Business**

A. Instructional Personnel – It is recommended that the Board of Education approve the following appointments. (All appointments and payments for services are subject to out possession of proper certification and transcripts substantiating credits and diplomas and a notice from the Commissioner of Education, that (s)he is fully cleared for employment.)

1.	Name:	Gayle Reed
	Position:	Part-Time – Consolidated Grants Coordinator
	Building:	Educational Services Center
	Part Time Start Date:	7/1/11 (approximately one week)
	Salary	\$202 per day up to a maximum of \$750
	Reason:	Coordinate the Title Grants for the 2011-12 school year.

2.	Name:	Kellee deOlde
	Position:	Part-Time – Consolidated Grants Coordinator
	Building:	Educational Services Center
	Part Time Start Date:	7/1/11 (approximately one week)
	Salary	\$202 per day up to a maximum of \$750
	Reason:	Coordinate the Title Grants for the 2011-12 school year.

3.	Name:	Nancy Zincio
	Position:	Part-Time – 0.5 FTE Health Teacher
	Building:	High School
	Part-time Start Date:	9/1/11
	End Date:	6/30/12
	Salary:	\$45,936 MA+6 Step 1
	Pro-Rated Salary:	\$22,968.
	Education:	MS – Sage Graduate School – Health Education BA – Plattsburgh State – Communication AA – Columbia-Greene Community College – Massage Therapy
	Certification Status:	Health Education
	Reason:	Resignation of Ron Smith

4.	Name:	Kyle P. O'Brien
	Position:	CSE Chairperson
	Tenure Area:	CSE Chairperson
	Building:	District
	Probationary Start Date:	July 11, 2011

Tenure Date: July 10, 2014  
 Seniority Date: July 11, 2011  
 Salary: \$80,653 MA+30 Step 15  
 Education: BS – The College of Saint Rose – Special Education  
 MS – The College of Saint Rose – Special Education  
 AA – Hudson Valley Community College – Liberal Arts  
 CAS – The College of Saint Rose – Educational Administration  
 CAS – The College of Saint Rose – School District Leader  
 Certification Status: Special Education  
 School Building Leader  
 Reason: Resignation of Kathleen Kennelly-Johnston

5. Name: Dena J. Sanders  
 Position: CSE Chairperson  
 Tenure Area: CSE Chairperson  
 Building: District  
 Probationary Start Date: July 11, 2011  
 Tenure Date: July 10, 2014  
 Seniority Date: July 11, 2011  
 Salary: \$80,746 MA+33 Step 15  
 Education: BS – The College of Saint Rose – Elementary Education/English  
 MEd – The College of Saint Rose – Special Education  
 Certification Status: School District Administrator  
 School Administrator/Supervisor  
 Special Education  
 Nursery, Kindergarten & Grades 1-6 & English 7-9 Extension  
 Reason: Increase in Budget

6. Name: Rachel Linehan  
 Position: 1.0 Probationary – Math Teacher  
 Tenure Area: Mathematics  
 Building: High School  
 Probationary Start Date: 9/1/11  
 Tenure Date: 8/30/14  
 Seniority Date: 9/1/11  
 Salary: \$43,115 BA Step 1  
 Education: BS – SUNY College at Oneonta – Adolescence

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|--|-----------------------|--|
|  | Certification Status: | Education and Mathematics                        |
|  | Reason:               | Mathematics 7-12<br>Retirement of Zachary Assael |
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7. Name: Maryalice Svare  
 Position: 1.0 FTE Guidance Counselor  
 Location: Elsmere/Glenmont Elementary  
 Effective Date: 1/31/12  
 Reason: Retirement  
 Length of Service: 22 Years
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8. Name: Rachel Bellizzi  
 Position: 1.0 Replacement Teacher  
 Location: Slingerlands  
 Effective Date: 6.27.11  
 Reason: Resignation for Personal Reasons
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9. Name: Megan McGivney  
 Position: Speech Teacher  
 Location: Slingerlands Elementary School  
 Effective Date: June 18, 2011 through January 31, 2012  
 Type of Leave: Maternity Leave
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10. It is recommended that the Board of Education approve the following Summer Instrumental Music Appointments.
- Theodore Biernacki  
 Patrick O'Connell  
 Aaron Robertson  
 Genoveffa Vitale
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11. Approve the following instructional staff for the "Extended School Year Program" at Eagle Elementary, effective July 5, 2011, and ending August 12, 2011.
- |                 |  |  |
|-----------------|--|--|
| Maureen Bastian | Physical Therapist, 6 hrs/day, 5 days, | \$35.00/hour<br>plus 2 days prep   |
| Ann Marie Marsh | Registered Nurse, 6.5 hrs/day,         | \$35.00/hour<br>adjustment from 5 days to 4 days, plus<br>4 days prep at 6 hrs/day |
| Beth Callahan   | Registered Nurse, 6.5 hrs/day, 1 day,  | \$35.00/hour<br>plus 1 day prep at 6 hrs/day                                       |
12. It is recommended that the Board of Education approve the attached list of athletic coaches for the 2011-12 school year.

13. It is recommended that the Board of Education approve the attached list of co-curricular appointments for the 2011-12 school year.

B. Support Staff appointments – It is recommended that the Board of Education approve the following support staff actions (All appointments and payments for services are subject to our possession of proper payroll documentation and a notice, if appropriate, from the Commissioner of Education that (s)he is fully cleared for employment.)

1. Name: William Nash  
 Position: Bus Driver  
 Location: Transportation  
 Effective Date: August 30, 2011  
 Reason: Resignation due to personal reasons  
 Length of Service: 7 years

2. Name: Laura Baboulis  
 Position: School Monitor (Aide to Students with Disabilities)  
 Location: Hamagrael Elementary  
 Effective Date: June 30, 2011  
 Reason: Resignation due to personal reasons  
 Length of Service: 2 years

3. Name: Debora Galazzo  
 Position: School Monitor (Noon Hour Aide)  
 Location: Hamagrael Elementary  
 Effective Date: June 21, 2011  
 Reason: Resignation due to personal reasons  
 Length of Service: 8 years

4. Approve the following support staff for the “Extended School Year Program” at Eagle Elementary, effective July 5, 2011, and ending August 12, 2011.

Catherine Lee	School Monitor (ASD), 3.5 hrs/day, 3 days	Step 3 of Salary Grade 3-1; \$15.56/hour
Tracey Busch	School Monitor (ASD), 3.5 hrs/day, 5 days	Step 6 of Salary Grade 3-1; \$17.52/hour
Mary Amodeo	School Monitor (ASD), 3.5 hrs/day, 5 days	Step 1 of Salary Grade 3-1; \$14.26/hour
Rebecca Chambers	School Monitor (ASD), 6 hrs/day, 5 days	Step 1 of Salary Grade 3-1; \$14.26/hour
William Barrowman	School Monitor (ASD), 6 hrs/day, 5 days	Step 1 of Salary Grade 3-1; \$14.26/hour

5. It is recommended that the Board of Education approve the following increase/decrease in hours per day for the following School Monitors (Aide to Students with Disabilities), effective September 8, 2011:

<u>First Name</u>	<u>Last Name</u>	<u>From</u>	<u>To</u>
Baker	Mary Ellen	6.25	6.50
Busch	Tracey	6.25	6.50
Cushing	Mildred	6.50	6.25
Folger	Jeanette	6.50	6.25
Gallagher	Michael	6.50	6.25
Lee	Catherine	6.25	6.50
Mahan	Jane	6.50	6.25
McWhinnie	Laura	6.50	6.25
Melnikoff	Matthew	6.25	6.50
Nuss	Michelle	6.50	6.25
Ouellette	AnnMarie	6.25	6.50
Roney	Christine	7.00	6.25
Rosetti	Eileen	7.50	6.50
Sayles	Randi	6.50	6.25
Setford	Patricia	6.25	6.50
Shiffert	Elizabeth	6.50	6.25
White	Diane	6.50	6.25

- C. Committee on Special Education/Preschool Special Education Parent Representative – It is recommended that the Board of Education approve the attached list of Committee on Special Education/Preschool Special Education Parent Representative for the 2011-12 school year.
- D. Committee on Special Education/Preschool Special Education Recommendations – It is recommended that the Board of Education approve the Committee on Special Education recommendations and the Committee on Preschool Special Education recommendations for the following meeting dates:
- 3/17/11; 3/31/11; 5/6/11; 5/17/11; 5/24/11; 5/26/11; 5/31/11; 6/1/11;  
6/2/11; 6/3/11; 6/6/11; 6/7/11; 6/8/11; 6/9/11; 6/10/11; 6/13/11; 6/14/11;  
6/15/11; 6/16/11; 6/17/11; 6/23/11
- E. Impartial Hearing Officer - It is recommended that the Board of Education appoint Mr. Michael Lazan as an Impartial Hearing Officer for the Bethlehem Central School District.
- F. Treasurer's Report and Interim Financial Reports – It is recommended that the Board of Education accept the Claims Auditor Report, Treasurer's Report, for the

month of May 2011, Budget Status Report for period ending May 31, 2011, and the Special Education Report for period ending May 31, 2011.

- G. Approval of Impartial Hearing Officer Rotational List Selection – It is recommended that the Board of Education approve the Impartial Hearing Officer Rotational List, as maintained by Vocational and Education Services for Individuals with Disabilities (VESID), for appointing Hearing Officers for the 2011-12 school year, current list is attached.
- H. Application for Amended Tax Rolls – It is recommended that the Board of Education authorize the Chief Business and Financial Officer to sign applications for Corrected Tax Rolls as submitted for Town of Bethlehem and Town of New Scotland.
- I. CASHIC Trustee - It is recommended that the Board of Education appoint Ms. Judith E. Kehoe as Capital Area School Health Insurance Consortium (CASHIC) Trustee for the Bethlehem Central School District.
- J. CASHIC Trustee Alternate - It is recommended that the Board of Education appoint Ms. Phyllis Albano as the Capital Area School Health Insurance Consortium (CASHIC) Trustee Alternate for the Bethlehem Central School District in the absence of Ms. Judith E. Kehoe.
- K. Mileage Reimbursement - It is recommended that the Board of Education approve the compensation, to employees who are required to use their personal automobile for school district purposes, at the maximum rate per mile allowable by the IRS.
- L. Re-Approve Hourly Rates For Substitutes and Extra Help - It is recommended that the Board of Education approve the hourly rate of pay for substitutes and extra help overtime for the 2011-12 school year, as per attached.
- M. Re-Approve Use of Facility Fee Schedule – It is recommended that the Board of Education approve the use of facility fee schedule, effective July 1, 2011, as per attached.
- N. Acknowledge Receipt and Acceptance of Audit Reports – It is recommended that the Board of Education acknowledge receipt and accept the Audit Report from the Office of the State Comptroller's (OSC) for the period of July 1, 2009 – August 4, 2010 and the Internal Auditor's Report and Risk Assessment.
- O. Approve Tax Anticipation Note – It is recommended that the Board of Education approve the attached resolution authorizing the issuance of a Tax Anticipation Note for \$3,500,000 to meet summer payroll and other obligations for the 2011-12 school year.

- P. Approve School Bus Financing – It is recommended that the Board of Education approve the attached resolution authorizing the financing of school bus purchases in an aggregate principal amount not to exceed \$375,000 for the 2011-12 school year.
- Q. Free and Reduced Price Meal Program for 2011-12 – It is recommended that the Board of Education adopt the Free and Reduced Price Meal Program Policy Statement for 2011-12 including the Family Income Eligibility Criteria and all required attachments, and further, designate Manon Desjardins as the reviewing and verification official and Dr. Michael D. Tebbano as the hearing official.
- R. Management Confidential Agreement - It is recommended that the Board of Education approve the Management Confidential Agreement effective July 1, 2011 and continuing through June 30, 2012.
- S. PDP Plan – It is recommended that the Board of Education approved the attached 2011-12 PDP Plan.
- T. Approval of Bids – It is recommended that the Board of Education award the bid for Bus Parts Bid 11-TR-02 to the lowest bidder meeting specifications for the 2011-12 school year in accordance with the attached tabulations.

**XVIII. Visitors**—Recognition of visitors who may have something to say to the Board about a concern which is not included in the agenda.

**XIX. Future Meetings and Events**

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|----|-------|----|-----------|-----------------------|
| A. | Aug.  | 10 | 7:00 p.m. | Regular Board Meeting |
| B. | Sept. | 7  | 7:00 p.m. | Regular Board Meeting |

**XX. Executive Session** – If there is a need for an Executive Session, it will be held at this time.

**XXI. Adjournment**