

Organizational meeting of the Board of Education  
of the Bethlehem Central School District held at  
the Educational Services Center,  
90 Adams Place, Delmar, New York

Members Present – Mrs. Giacone-Stever, Mr. Downey, Mrs. Lenhardt, Ms. Bierman,  
Mr. Cooper, Ms. Wijeyesinghe and Dr. Navarro

Members Absent – None

Others Present – Dr. Tebbano, Mrs. Kehoe, Ms. Monroe, Mrs. Johnston and visitors.

**1. CALL TO ORDER**

The meeting was called to order by Ms. Kehoe at 6:00 p.m.

**2. EXECUTIVE SESSION**

It was moved by Mrs. Lenhardt, seconded by Ms. Bierman, and passed unanimously to move to Executive Session at 6:00 p.m. to discuss personnel and confidential matters.

Present at Executive Session: Mrs. Giacone-Stever, Mr. Downey, Mrs. Lenhardt, Ms. Bierman, Mr. Cooper, Ms. Wijeyesinghe, Dr. Navarro, Dr. Tebbano, Mrs. Kehoe, Ms. Monroe and Mrs. Johnston.

**3. RECONVENE ORGANIZATIONAL MEETING**

The organizational meeting was reconvened by Mrs. Kehoe at 7:05 p.m.

**4. SWEARING IN OF BOARD MEMBERS**

The oath of office was administered to Mr. Downey, Ms. Bierman and Dr. Navarro. Mr. Downey, Ms. Bierman and Dr. Navarro will serve three-year terms commencing on July 1, 2011 and ending on June 30, 2014.

**5. ELECTION OF OFFICERS**

Mrs. Kehoe declared the floor open for nominations for the office of Board President. It was moved by Mrs. Lenhardt, seconded by Ms. Wijeyesinghe and passed unanimously to nominate Mrs. Giacone-Stever as Board President; There being no further nominations made, Mrs. Kehoe declared Mrs. Giacone-Stever elected President by acclamation.

Mrs. Kehoe declared the floor open for nominations for the office of Board Vice President. It was moved by Mrs. Lenhardt, seconded by Mr. Cooper and passed unanimously to nominate Mr. Downey as Board Vice President; There being no further nominations made, Mrs. Kehoe declared Mr. Downey elected Vice President by acclamation.

Mrs. Giacone-Stever signed the oath of office as Board President. Mr. Downey signed the oath of office as Board Vice President. Mrs. Giacone-Stever then assumed the chair.

Dr. Michael Tebbano signed the oath of office as the Superintendent of Schools.

**6. SELECTION OF BOARD OF EDUCATION REPRESENTATIVES TO THE BCTA, BCUEA, AUDIT, HEALTH INSURANCE AND POLICY COMMITTEES**

By general consensus of the Board, Ms. Bierman, Ms. Wijeyesinghe and Dr. Navarro will serve as Board of Education representatives to the BCTA Process Committee; Mr. Downey, Mrs. Lenhardt and Mr. Cooper will serve as Board of Education representatives to the BCUEA Process Committee; Ms. Bierman, Dr. Navarro and Mr. Downey (as chair) will serve as Board of Education representative to the Audit Committee; Mr. Cooper, Mrs.

Lenhardt and Ms. Wijeyesinghe will serve as Board of Education representatives on the Policy Committee; Ms. Bierman, Mrs. Lenhardt and Dr. Navarro will serve as Board of Education representative to the Health Insurance Committee.

**7. APPOINTMENT OF OFFICERS**

It was moved by Mrs. Lenhardt, seconded by Ms. Wijeyesinghe and passed unanimously to appoint Ms. Phyllis Albano as Treasurer and Ms. Cynthia Bradley as Deputy Treasurer, effective July 1, 2011, at no additional salary.

It was moved by Mrs. Lenhardt, seconded by Ms. Bierman and passed unanimously to appoint Mrs. Judith E. Kehoe District Clerk, at no additional salary; and Ms. Michelle Curtis as Deputy Clerk at her regular hourly rate.

It was moved by Mrs. Lenhardt, seconded by Ms. Bierman and passed unanimously to appoint Ms. Michelle Curtis as School Tax Collector for the District residents in the Town of New Scotland, at no additional salary.

It was moved by Mrs. Lenhardt, seconded by Mr. Downey and passed unanimously to appoint Ms. Martha Shea as Purchasing Agent, effective July 1, 2011 at no additional salary.

It was moved by Mrs. Lenhardt, seconded by Ms. Wijeyesinghe and passed unanimously to re-appoint Ms. Jill Donnelly as part time Claims Auditor for the District, effective July 1, 2011 and ending on June 30, 2012, at \$25.00 per hour.

It was moved by Mrs. Lenhardt, seconded by Ms. Wijeyesinghe and passed unanimously to appoint Ms. Phyllis Albano as Privacy Officer for HIPAA (Health Insurance Portability and Accountability Act), effective July 1, 2011 and ending on June 30, 2012, at no additional salary.

It was moved by Mrs. Lenhardt, seconded by Ms. Bierman and passed unanimously to appoint the Auditor and Treasurers of Extra Classroom Activity Accounts:

Jim Farnan – Internal Accts (Central Treasurer)	Middle School	\$1,273
Kimberly Wise – Faculty Auditor	Middle/High School	1,460

**8. OTHER APPOINTMENTS**

It was moved by Mrs. Lenhardt, seconded by Ms. Bierman and passed unanimously to re-appoint Whiteman, Osterman and Hanna P.C. as School Attorney.

It was moved by Mr. Downey, seconded by Mrs. Lenhardt and passed unanimously to re-appoint Dr. Michael D. Tebbano as Title IX/Section 504 Coordinator.

It was moved by Mrs. Lenhardt, seconded by Ms. Wijeyesinghe and passed unanimously to appoint Ms. Kathleen Johnston as Title IX/Section 504 Compliance Officer.

It was moved by Mrs. Lenhardt, seconded by Mr. Downey and passed unanimously to re-appoint Amsure Associates, Inc. as Insurance Agent of Record

It was moved by Mrs. Lenhardt, seconded by Ms. Wijeyesinghe and passed unanimously to re-appoint the School District Clerk as the District Records Access and Records Management Officer.

It was moved by Mrs. Lenhardt, seconded by Ms. Wijeyesinghe and passed unanimously to appoint 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 with the fiscal year June 30, 2015.

## **9. DESIGNATIONS**

It was moved by Mrs. Lenhardt, seconded by Ms. Wijeyesinghe and passed unanimously to make the following designations:

As official bank depositories for school district funds with a maximum that can be kept on deposit of \$50,000,000 in each bank:

J. P. Morgan Chase Bank, Albany  
National Bank and Trust (NBT)  
M&T Bank  
Citizens Bank  
TD Bank  
HSBC  
First Niagara Commercial Bank  
Pioneer Commercial Bank

It was moved by Mrs. Lenhardt, seconded by Ms. Wijeyesinghe and passed unanimously to designate the Spotlight and/or The Albany Times Union as the official newspaper.

It was moved by Mrs. Lenhardt, seconded by Mr. Downey and passed unanimously to designate the first and third Wednesday of the month, as needed for regular meetings of the Board of Education at 7:00 p.m., unless otherwise ordered by the Board.

## **10. AUTHORIZATIONS**

It was moved by Mrs. Lenhardt, seconded by Ms. Bierman and passed unanimously to approve the following authorizations:

### **Business Operations**

The Chief Business and Financial Officer is authorized to certify payrolls for the School District.

A petty cash fund of \$100 is authorized for the Chief Business and Financial Officer.

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.

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)

The Chief Business and Financial Officer is authorized to waive the non-sufficient funds (NSF) fees or take action to recover the funds.

It was moved by Mrs. Lenhardt, seconded by Ms. Wijeyesinghe and passed unanimously to authorize the Treasurer and/or Deputy Treasurer the use of a facsimile signature on all school district checks.

It was moved by Mrs. Lenhardt, seconded by Mr. Downey and passed unanimously to authorize the Superintendent to approve attendance at conferences, conventions, and workshops for which budget funds have been approved.

It was moved by Mrs. Lenhardt, seconded by Ms. Wijeyesinghe and passed unanimously to authorize the Assistant Superintendent for Educational Programs and Instruction to file grant applications for Federal Funds.

It was moved by Mrs. Lenhardt, seconded by Ms. Wijeyesinghe and passed unanimously to authorize the Board President 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.

It was moved by Mrs. Lenhardt, seconded by Ms. Bierman and passed unanimously to authorize the Director of Pupil Personnel Services to be District Signatory for tuition contracts with private schools for students with disabilities.

#### **11. BONDING OF PERSONNEL**

It was moved by Mrs. Lenhardt, seconded by Ms. Wijeyesinghe and passed unanimously to bond the Treasurer and Deputy Treasurer for \$1,000,000 each, to bond the School Tax Collectors for \$1,000,000 each, and to provide a blanket bond covering each employee for \$100,000.

#### **12. POLICIES**

It was moved by Mrs. Lenhardt, seconded by Ms. Wijeyesinghe and passed unanimously to readopt Policy 6240-Investments, 6700-Purchasing and 5300-Code of Conduct and all other Policies in effect during the previous year.

It was moved by Mrs. Lenhardt, seconded by Ms. Wijeyesinghe and passed unanimously that 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.

#### **13. APPROVAL OF MINUTES**

It was moved by Ms. Wijeyesinghe, seconded by Mrs. Lenhardt and passed unanimously to approve the minutes of the June 15, 2011 regular meeting and executive session.

#### **14. BOARD OF EDUCATION REPORT**

Several Board Members attended the graduation ceremonies at SUNY. Mr. Cooper asked that, if possible for next year, to have the speaker point towards the stage, it was difficult to hear at times.

Mr. Cooper noted the middle school moving up ceremony held at the high school was wonderful. Great job by all staff, the music was wonderful.

Mrs. Lenhardt noted that "Target" is providing funding for Education and Reading programs and asked if the district could apply. Dr. Tebbano will follow up.

**15. SUPERINTENDENT'S REPORT**

Dr. Tebbano reported on the following:

- The high school had a great ending to the year. Seniors left without any problems, no pranks.
- The floor tiles at the high school will be replaced and completion is expected by October 2011.

**16. PERSONNEL ACTION – INSTRUCTIONAL**

(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.)

It was moved by Mrs. Lenhardt, seconded by Mr. Downey and passed unanimously to approve the following Instructional staff actions:

1. Name: Gayle Reed  
Position: Part-Time – Consolidated Grants Coordinator  
Building: Educational Services Center  
Part Time Start: 7/1/11 (approximately one week)  
Date:  
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: 7/1/11 (approximately one week)  
Date:  
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: 8/31/14  
Seniority Date: 9/1/11  
Salary: \$43,115 BA Step 1  
Education: BS – SUNY College at Oneonta – Adolescence Education and Mathematics  
Certification Status: Mathematics 7-12  
Reason: Retirement of Zachary Assael

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

8. Name: Rachel Bellizzi  
Position: 1.0 Replacement Teacher  
Location: Slingerlands  
Effective Date: 6.27.11  
Reason: Resignation for Personal Reasons

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

10. Approve the following Summer Instrumental Music Appointments at \$26.93 per hour.

Theodore Biernacki  
Patrick O'Connell  
Aaron Robertson  
Genoveffa Vitale

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, plus 2 days prep	\$35.00/hour
Ann Marie Marsh	Registered Nurse, 6.5 hrs/day, adjustment from 5 days to 4 days, plus 4 days prep at 6 hrs/day	\$35.00/hour
Beth Callahan	Registered Nurse, 6.5 hrs/day, 1 day, plus 1 day prep at 6 hrs/day	\$35.00/hour

12. Approve the attached list of athletic coaches for the 2011-12 school year.
13. Approve the attached list of co-curricular appointments for the 2011-12 school year.

#### **17. PERSONNEL ACTION - SUPPORT STAFF**

(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.):

It was moved by Mrs. Lenhardt, seconded by Ms. Wijeyesinghe and passed unanimously to approve the following Instructional staff actions:

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

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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

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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

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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

**18. COMMITTEE ON SPECIAL EDUCATION/PRESCHOOL SPECIAL EDUCATION PARENT REPRESENTATIVE**

It was moved by Ms. Wijeyesinghe, seconded by Mrs. Lenhardt and passed unanimously to approve the attached list of Committee on Special Education/Preschool Special Education Parent Representative for the 2011-12 school year.

**19. COMMITTEE ON SPECIAL EDUCATION/PRESCHOOL EDUCATION RECOMMENDATIONS**

It was moved by Mrs. Lenhardt, seconded by Mr. Downey and passed unanimously to 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

**20. IMPARTIAL HEARING OFFICER**

It was moved by Ms. Wijeyesinghe, seconded by Mrs. Lenhardt and passed unanimously to appoint Mr. Michael Lazan as an Impartial Hearing Officer for the Bethlehem Central School District.

**21. TREASURER'S AND INTERIM FINANCIAL REPORTS**

It was moved by Mr. Downey, seconded by Mrs. Lenhardt and passed unanimously to accept the 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.

**22. APPROVAL OF IMPARTIAL HEARING OFFICER ROTATIONAL LIST SELECTION**

It was moved by Ms. Wijeyesinghe, seconded by Mr. Downey and passed unanimously to 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.

**23. APPLICATION FOR AMENDED TAX ROLLS**

It was moved by Mr. Downey, seconded by Ms. Wijeyesinghe and passed unanimously to 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.

**24. CASHIC TRUSTEE**

It was moved by Mrs. Lenhardt, seconded by Ms. Bierman and passed unanimously to appoint Ms. Judith E. Kehoe as Capital Area School Health Insurance Consortium (CASHIC) Trustee for the Bethlehem Central School District.

**25. CASHIC ALTERNATE TRUSTEE**

It was moved by Mrs. Lenhardt, seconded by Ms. Bierman and passed unanimously to appoint Ms. Phyllis Albano as Capital Area School Health Insurance Consortium (CASHIC) Trustee for the Bethlehem Central School District.

**26. MILEAGE REIMBURSEMENT**

It was moved by Mr. Downey, seconded by Ms. Wijeyesinghe, and passed unanimously to 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.

**27. RE-APPROVE HOURLY RATES FOR SUBSTITUTES AND EXTRA HELP**

It was moved by Mrs. Lenhardt, seconded by Ms. Wijeyesinghe and passed unanimously to approve the hourly rate of pay for substitutes and extra help for the 2011-12 school year, as per attached.

**28. RE-APPROVE USE OF FACILITY FEE SCHEDULE**

It was moved by Mrs. Lenhardt, seconded by Mr. Downey and passed unanimously to approve the use of facility fee schedule, effective July 1, 2011, as per attached.

**29. ACKNOWLEDGE RECEIPT AND ACCEPTANCE OF AUDIT REPORTS**

It was moved by Mrs. Lenhardt, seconded by Mr. Downey and passed unanimously to 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.

**30. APPROVE TAX ANTICIPATION NOTE**

It was moved by Mrs. Lenhardt, seconded by Mr. Downey, and passed unanimously to 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.

**31. APPROVE SCHOOL BUS FINANCING**

It was moved by Ms. Wijeyesinghe, seconded by Mrs. Lenhardt and passed unanimously to 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.

**32. FREE AND REDUCED PRICE MEAL PROGRAM FOR 2011-12**

It was moved by Ms. Bierman, seconded by Ms. Wijeyesinghe and passed unanimously to 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.

**33. APPROVE MANAGEMENT CONFIDENTIAL AGREEMENT**

It was moved by Mrs. Lenhardt, seconded by Mr. Downey and passed unanimously to approve the Management Confidential Agreement effective July 1, 2011 and ending on June 30, 2012

**34. APPROVE PDP PLAN**

It was moved by Mrs. Lenhardt, seconded by Ms. Wijeyesinghe and passed unanimously to approve the attached 2011-12 Professional Development Plan (PDP Plan).

**35. APPROVE BUS PARTS BID**

It was moved by Mrs. Lenhardt, seconded by Mr. Downey and passed unanimously to approve 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.

**36. FUTURE MEETINGS AND EVENTS**

Wednesday, August 10, 2011	7:00 pm	Regular Board Meeting
September 7, 2011	7:00 pm	Regular Board Meeting

**37. ADJOURNMENT**

It was moved by Mrs. Lenhardt, seconded by Mr. Downey, and passed unanimously at 8:00 pm to adjourn the regular meeting.

Respectfully submitted,

*Michelle Curtis*

Michelle Curtis  
Deputy Clerk

Date approved 8/10/2011

