

**AGENDA**  
**ANNUAL ORGANIZATIONAL MEETING OF THE BOARD OF EDUCATION**  
**July 10, 2017, 6:00 PM, Farnsworth Technology Center, High School**

- A. Call to Order
- B. Pledge of Allegiance to the Flag
- C. Organizational Business
  - 1. **Administration of Oath of Faithful Performance of Office to Board Members Beginning New Term of Office** – Lisa Gaglioti and Stacy MacTurk
  - 2. **Election of Officers:**
    - President of the Board: (Education Law 1701, 2504, 2563)
    - Vice President: (Education Law 1701, 2504)
    - Administration of Oath of Office to President and Vice President (District Clerk)
  - 3. **Appointment of District Officers, Other Appointments, Designations, Authorizations, Bonding of Personnel and Other Items**

*Recommended Motion: "That the Board of Education approves the following appointments, designations, authorizations, bonding of personnel and other items for the 2017-2018 school year."*

|                         |   |
|-------------------------|---|
| District Clerk          | Christopher Ruberti – no stipend          |
| District Treasurer      | Tracey Freemantle – \$2,625               |
| Internal Claims Auditor | Susan Clouthier-Braiman - \$4,331 stipend |
| Central Registrar       | Terrie Furbeck – no stipend               |
| Secretary to the Board  | Judy Andi - \$5,836 stipend               |
| Deputy District Clerk   | Judy Andi – no stipend                    |

Administration of Oath of Office to District Officers

    - **Appointment of School District Physician**

Recommend the appointment of Dr. Warren Silverman of Access Compliance, LLC, 776A Watervliet-Shaker Road, Latham, NY 12110, as School District Physician from July 1, 2017 through June 30, 2018, with the fee for services not to exceed \$22,500.
    - **Appointment of General Legal/Litigation/Labor Relations Counsel**

Recommend the appointment of the attorney firm of Girvin and Ferlazzo, P.C., 20 Corporate Woods Boulevard, Albany, NY 12211, to the position of General Legal/Litigation Counsel from July 1, 2017 through June 30, 2018, at an hourly rate of \$160 for all non-litigation matters and \$180 per hour for all litigation matters.
    - **Appointment of General Legal Counsel**

Recommend the appointment of the attorney firm of Honeywell Law Firm, PLLC, 111 Winners Circle, Suite 200, Albany, NY 12205, to provide general legal counsel from July 1, 2017 through June 30, 2018, at an hourly rate of \$160.

- **Appointment of Bond Counsel**  
Recommend the appointment of the attorney firm of Barclay Damon LLP, 80 State Street, Albany, NY 12207, to provide bond counsel from July 1, 2017 through June 30, 2018, at a rate of between \$0.50 and \$1.50 per thousand dollars of bonds issued.
- **Appointment of Counsel for Tax Certiorari**  
Recommend the appointment of the attorney firm of Tabner, Ryan & Keniry, 18 Corporate Woods Boulevard, Albany, NY 12211, to provide legal services pertaining to tax certiorari during the school year of July 1, 2017 through June 30, 2018, at an hourly rate of \$130.
- **Appointment of School Attendance Officers**  
Recommend the appointment of the following individuals to serve as School Attendance Officers during the 2017-2018 school year:
 

|                      |                |
|----------------------|----------------|
| Bradt School         | Alma DiCocco   |
| Pinewood School      | Lisa Karandy   |
| Draper Middle School | Darcy McCooley |
| High School          | Cindy Clough   |
- **Appointment of Independent Auditor**  
Recommend the appointment of the public accounting firm of Raymond G. Preusser, CPA, P.C., PO Box 538, Claverack, NY 12513, to provide independent auditor services during the school year of July 1, 2017 through June 30, 2018, for a base cost of \$17,000.
- **Appointment of Internal Auditor**  
Recommend the appointment of Management Advisory Group, Inc. for Internal Auditing Services for the school year of July 1, 2017 through June 30, 2018 at a cost of \$8,520/year.
- **Appointment of Tax Collectors**  
Recommend the appointment of the receiver of taxes of the Town of Rotterdam, Schenectady County, and the towns of Colonie and Guilderland, Albany County, as the School District Tax Collectors for the school year of July 1, 2017 through June 30, 2018.
- **District Representative for Public Law 874 (Federal Government Impact Aid)**  
Recommend that the Assistant Superintendent for Business be designated district representative for Public Law 874 during 2017-2018.
- **Designation of School District Newspaper**  
Recommend that the Schenectady Daily Gazette be designated official school district newspapers during 2017-2018.
- **Authorization of Representative for All Federal Funds**  
Recommend that the Superintendent of Schools be designated as the authorized representative for the purpose of filing applications for grants under all Federal funds.
- **Authorization of Approvals for Attendance at Conferences and Seminars**  
Recommend that the Superintendent of Schools be designated as the authorized representative for the approval of attendance at conferences and seminars.
- **Authorization of Hearing Officer to Conduct Student Disciplinary Hearings**

Recommend that the following individual be appointed to conduct student disciplinary hearings per Education Law Section 3214: Deborah Kavanaugh and Michele Whitley

- **Authorization to Invest**  
Recommend that the Assistant Superintendent for Business be authorized to invest General Fund monies not immediately needed, in amounts not to exceed \$4,000,000, in accordance with Section 165 of the Local Finance Law.
- **Single Signature Authorization**  
Recommend that the School District Treasurer be authorized to sign school disbursements in accordance with Education Law and the use of a digital facsimile signature device for the signing of checks for all funds. In the absence of the District Treasurer, the Superintendent and Assistant Superintendent for Business are also authorized to sign checks.
- **Establish Dates, Time and Place for Special and Regular Monthly Board Meetings for the 2017-2018 School Year**  
Recommend the following meeting dates for the 2017-2018 school year:

| <b>Organizational Meeting – July 10, 2017, 6:00 PM/LGI</b>                           |  |
|--|--|
| <b>Business Meeting – August 21, 2017, 6:00 PM/LGI</b>                               |  |
| <b>Instructional Presentations 7:00 PM<br/>in HS/LGI unless otherwise designated</b> | <b>Business Meetings 7:00 PM<br/>in HS/LGI unless otherwise designated</b> |
| <b>Board Workshop – August 7, 2017</b>   |  |
| September 11, 2017   | September 25, 2017   |
| October 2, 2017  | October 16, 2017   |
| November 6, 2017   | November 20, 2017  |
| December 4, 2017   | December 18, 2017  |
| January 8, 2017  | January 22, 2018   |
| February 5, 2018   | February 26, 2018  |
| March 5, 2018  | March 19, 2018   |
| April 2, 2018  | Wednesday, April 25, 2018  |
| May 7, 2018  | May 21, 2018   |
| June 4, 2018   | June 18, 2018  |

- **Central Treasurer/Extra-Classroom Activities Accounts**  
Recommend that Danielle Hunt be appointed as Central Treasurer/Student Activities Account from July 1, 2017 through June 30, 2018. The stipend is \$2,979.
- **District Residency Investigator**  
Recommend that Patricia Mahar and Thomas Culbert be designated District Residency Investigators at hourly rates of \$27.50/hour.
- **Records Access Officer**  
Recommend that Tracey Freemantle be designated District Records Access Officer. The stipend is \$750.
- **Appointment of Medicaid Compliance Officer**  
Recommend that the Director of Special & Alternative Education be designated the Medicaid Compliance Officer.
- **Records Management Officer**

Recommend that Tracey Freemantle be designated District Records Management Officer. The stipend is \$750.

- **HIPAA Compliance Officer**

Recommend that Tracey Freemantle be designated HIPAA Compliance Officer. The stipend is \$500.

- **Title IX Officer – Sexual Harassment Complaint Investigation**

Recommend that Mrs. Karla Empie and Mr. Christopher Ruberti be designated Title IX Officers - Sexual harassment complaint investigations.

- **Purchasing Agent**

Recommend that the Assistant Superintendent for Business be designated as District Purchasing Agent.

- **Asbestos Designee**

Recommend that the Director of Facilities be appointed District Asbestos Designee.

- **Integrated Pest Management (IPM) Coordinator**

Recommend that the Director of Facilities be appointed the Integrated Pest Management (IPM) Coordinator.

- **Payroll Certifier**

Recommend that the Superintendent of Schools be authorized to certify payrolls.

- **Designation of Official Depositories for School Funds**

Recommend that the following financial institutions be designated as official depositories for school district funds:

- Key Bank
- J. P. Morgan Chase
- National Bank of Coxsackie

- **Petty Cash Authorization**

Recommend that the following petty cash accounts be established for the period July 1, 2017 through June 30, 2018:

| Location                       | Financial Custodian              | Amount |
|--------------------------------|----------------------------------|--------|
| Senior High School             | Principal                        | \$100  |
| Draper Middle School           | Principal                        | \$100  |
| Pinewood Elementary School     | Principal                        | \$100  |
| Bradt Primary School           | Principal                        | \$100  |
| Business Office                | Supervisor of Accounting/Finance | \$100  |
| Transportation Department      | Transportation Supervisor        | \$100  |
| Food Service Department        | Food Service Supervisor          | \$100  |
| Center for Advanced Technology | Principal                        | \$100  |

- **Census Enumerator**

Recommend that Alma DiCocco serve as the census enumerator for the school district during the 2017-2018 school year, performing said duties in accordance with Education Law 3242. *(A total allocation of \$2,869 has been earmarked for the provision of said services by the enumerator and the census takers, and to purchase supplies.)*

- **Bonding**  
Recommend the use of a Faithful Performance Blanket Bond in lieu of specific official undertakings for all persons and positions required by law or regulation to be bonded, in accordance with Public Officers Law, Section 11 and Commissioner’s Regulation 170.2.
- **Budget Transfers**  
Recommend that the Superintendent of Schools (Chief School Officer) be authorized to approve budget transfers, in accordance with Commissioner’s Regulation 170.2 and other relevant laws and regulations.
- **Mileage Reimbursement Rate**  
Recommend that the rate for the reimbursement of claims for business use of personal vehicles be established at 53.5 cents per mile for the 2017-18 school year.
- **Re-adoption of Policy Manual**  
Recommend that the existing policies of the Board of Education be re-adopted until the same are amended or rescinded.
- **Re-adoption of Board Policy #5220 – District Investments**  
Recommend that Board Policy #5220 - District Investments be re-adopted for the 2017-2018 school year or until the same is amended.
- **Re-adoption of Board Policy #5410 – Purchasing**  
Recommend that Board Policy #5410 – Purchasing be re-adopted for the 2017-2018 school year or until the same is amended.
- **Workers’ Compensation Trust**  
Recommend that the Assistant Superintendent for Business be and hereby is designated to represent the Mohonasen Central School District as its Trustee under the Self-Insurance Plan for Workers Compensation, the New York State Public Schools Statewide Workers’ Compensation Trust, and that the Superintendent be and hereby is designated to serve as alternate Trustee under the Plan for the 2017-2018 school year.
- **Capital Area Schools Health Insurance Consortium (CASHIC)**  
Recommend that the Assistant Superintendent for Business serve as Trustee to represent the Mohonasen Central School District in the Capital Area Schools Health Consortium for the 2017-2018 school year and the Superintendent be and hereby is designated to serve as alternate Trustee under the plan for the 2017-2018 school year.

#### 4. **Miscellaneous Items**

*Recommended Motion: “That the Board of Education approve the following miscellaneous items for the 2017-2018 school year.”*

- **Selection of: Capital District School Boards Association Delegate and Alternate**  
TBD
- **Selection of: Audit Committee Members**  
TBD
- **Selection of: NYSSBA’s Annual Convention Voting Delegate**

TBD

o **Selection of: School Board Policy Members**

TBD

D. Communications

1. Superintendent
2. Board of Education
3. Public Privilege of the Floor

E. Old Business

F. New Business

Instruction

1. Request for Approval and Arrangement of Committee on Special Education and Committee on Pre-School Special Education Recommendations and Student Placements

Business/Personnel

1. Request Approval of Health and Welfare Contract with The City School District of Albany
2. Request Approval to Provide Free Breakfast and Lunch for Five Days for Kindergarten Students at Bradt Elementary School during the Month of September as they transition into school
3. Request for Approval of Contract with Wildwood School for the 2017-2018 School Year
4. Request Approval of Contract with Wildwood School for 2017 Summer Program
5. Request for Approval of Amendment of Agreement with Independent Consultant for Professional Development Services
6. Request for Approval of Contract with Center for Disability Services/Langan School for the Summer 2017 Program and the 2017-2018 School Year
7. Request Approval for Authorizing Appointment of Hearing Officers for the 2017-2018 School Year
8. Request for Approval of Contract with Oak Hill School from July 3, 2017 – June 30, 2018
9. Request for Approval of School Lunch Prices
10. Request Approval to Enter into a Contract with Lori Esposito for Job Coach Services effective July 10, 2017 through June 21, 2018
11. Request Approval to Enter into a Contract with Rochelle Obie for Job Coach Services effective July 10, 2017 through June 21, 2018
12. Request Approval to Enter into a contract with Cathy Ayala, LPN, for Nursing Services effective July 10, 2017 through June 21, 2018
13. Request Approval to Enter into a Contract with Amy Waite, Physical Therapist, effective July 10, 2017 through June 21, 2018
14. Request for Approval to Enter into a Renewal Agreement with Empathia, Inc. as the District's Employee Assistance Program
15. Request for Approval Agreement with Corporate Cost Control, Inc. for Unemployment Service
16. Request for Approval to Enter into a Contract with Met Life Insurance Company for Group Life and Long-Term Disability Plan
17. Request Approval of Contract with Educational Data Services
18. Request for Approval to Enter into an Agreement for the Internal Audit Function for the 2017-2018 and 2018-2019 School Years
19. Request for Approval of the Benetech, Inc. as Third Party Administrator for Tax Sheltered Annuities
20. Request Authorization to Enter into an Agreement with CDB Connections for Summer 2017 and the 2017-2018 School Year

21. Request Approval to Enter into a Contract with Julie-Ann Dandreti, LPN, for Nursing Services for the Summer 2017
22. Request Approval to Enter into an Agreement with Education, Inc. for Tutorial Services for 2017-18
23. Request Approval of Budget Reappropriation – Tax Certiorari Settlements
24. Request Approval of Extension of Probationary Period of Said Employee based upon Education Law
25. Request Approval of Continuation of Appointment and Employment Contract of Superintendent of Schools

G. Other Items

1. Approval of Minutes (June 5, 12, and 26, 2017)
2. Financial Reports
  - a. Treasurer's Report
  - b. Cafeteria Financial Statements
  - c. Budget Status Report
  - d. Revenue Status Report
  - d. Budget Transfer Report
  - f. Payment of Claims – Warrant #'s 11P, 12, and 12P
  - g. Claims Auditor Report
  - g. Extracurricular Activities Report
  - h. Collateralization Report
  - I Cash Flow Analysis – General Fund Report
3. Bids/Change Orders
  - 1.) Request for Approval of Miscellaneous Transportation Items
4. Personnel

H. Proposed Executive Session

1. Contract Negotiations

I. Adjournment