

AGENDA
ANNUAL ORGANIZATIONAL MEETING OF THE BOARD OF EDUCATION
July 2, 2018, 6:00 PM, Farnsworth Technology Center, High School

- *Proposed Executive Session at 5:30 PM for the purpose of discussing contract negotiations*
- 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** – *Wade Abbott, Patrick Ryan and Pamela Young*
 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 2018-2019 school year."

District Clerk	Christopher Ruberti – no stipend
District Treasurer	Tracey Freemantle – \$2,625
Internal Claims Auditor	Susan Clouthier-Braiman - \$4,418 stipend
Central Registrar	TBD – no stipend
Secretary to the Board	Judy Andi - \$5,953 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, 2018 through June 30, 2019, 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, 2018 through June 30, 2019, at an hourly rate of \$170 for all non-litigation matters and \$190 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, 2018 through June 30, 2019, at an hourly rate of \$160 and an hourly rate of \$180 for all legal services related to capital construction projects, litigation and hearings.

○ **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, 2018 through June 30, 2019, 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, 2018 through June 30, 2019, at an hourly rate of \$150.

○ **Appointment of School Attendance Officers**

Recommend the appointment of the following individuals to serve as School Attendance Officers during the 2018-2019 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, 2018 through June 30, 2019, 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, 2018 through June 30, 2019 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, 2018 through June 30, 2019.

○ **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 2018-2019.

○ **Designation of School District Newspaper**

Recommend that the Schenectady Daily Gazette be designated official school district newspapers during 2018-2019.

○ **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 individuals be appointed to conduct student disciplinary hearings per Education Law Section 3214: Deborah Kavanaugh and TBD.
- **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 2018-2019 School Year**
Recommend the following meeting dates for the 2018-2019 school year:

Organizational Meeting - July 2, 2018, 6:00 PM/LGI	
Business Meeting - August 20, 2018, 6:00 PM/LGI	
Instructional Presentations 7:00 PM in HS/LGI unless otherwise designated	Business Meetings 7:00 PM in HS/LGI unless otherwise designated
Board Workshop – TBD	
September 10, 2018	September 24, 2018
October 15, 2018	October 29, 2018
November 5, 2018	November 19, 2018
December 3, 2018	December 17, 2018
January 14, 2019	January 28, 2019
February 11, 2019	February 25, 2019
March 11, 2019	March 25, 2019
April 8, 2019	Wednesday, April 17, 2019
May 6, 2019	May 20, 2019
June 3, 2019	June 17, 2019

- **Central Treasurer/Extra-Classroom Activities Accounts**
Recommend that Danielle Hunt be appointed as Central Treasurer/Student Activities Account from July 1, 2018 through June 30, 2019. The stipend is \$2,921.
- **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
New York Liquid Asset Fund (NYLAF)
Heartland Financial USA, Inc. (and its subsidiary, Dubuque Bank & Trust Company)
- **Petty Cash Authorization**
Recommend that the following petty cash accounts be established for the period July 1, 2018 through June 30, 2019:

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 2018-2019 school year, performing said duties in accordance with Education

Law 3242. (A total allocation of \$2,500 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 54.5 cents per mile for the 2018-2019 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 2018-2019 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 2018-2019 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 2018-2019 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 2018-2019 school year and the Superintendent be and hereby is designated to serve as alternate Trustee under the plan for the 2018-2019 school year.

4. **Miscellaneous Items**

Recommended Motion: “That the Board of Education approve the following miscellaneous items for the 2018-2019 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

- **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 Authorization to Enter into an Agreement with CDB Connections for Summer 2018 and the 2018-2019 School year
2. Request Approval of Contract with Oak Hill School from July 2, 2018 through June 30, 2019
3. Request for Approval of Contract with Wildwood School for the Summer 2018 and 2017-2018 School Year
4. Request Approval of Contract with Center for Disability Services/Langan School for the Summer 2018 Program and the 2018-2019 School Year
5. Request Approval of Contract with Spotted Zebra Learning Center from July 1, 2018 through August 31, 2018
6. Request Approval of Contract with Julie-Ann Dandreti, LPN for Nursing Services for Summer 2018
7. Request Approval of Contract with Cathy Ayala, LPN for Nursing Services for Summer Months and 2018-2019 School Year
8. Request Approval of Contract with Amy Waite, Physical Therapist, for Summer Months and 2018-2019 School Year
9. Request Approval for Authorizing Appointment of Hearing Officers for the 2018-2019 School Year
10. Request Approval of Benetech, Inc. as Third Party Administrator for Tax Sheltered Annuities
11. Request Approval of Renewal Agreement with Empathia, Inc. as the District's Employee Assistance Program
12. Request Approval of Service Agreement with Corporate Cost Control, Inc. for Unemployment Service
13. Request Approval to Enter into a Contract with Met Life Insurance company for Group Life and Long-Term Disability Plan
14. Request Approval of Contract with Educational Data Services
15. Authorization for Application of Pesticide
16. Request Approval of Substitute Rates Not Covered by Substitute Teachers Contract
17. 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
18. Request Approval of Mohonasen Aquatics Staff Salary Schedule
19. Request Approval of Budget Re-appropriation – Tax Certiorari Settlements
20. Request Approval of Mohonasen Administrators Association Bargaining Agreement
21. Request Approval to Enter into a Contract with The Nurse Connection Staffing, Inc. for Nursing Services

22. Request for Approval of Memorandum of Agreement with Mohonasen Teachers' Association related to Article XVII, "Insurance Benefits"
23. Request Approval of School Lunch Prices
24. Request Approval of Budget Re-appropriation – Mohon Masque
25. Request Approval to Authorize Employment of Loretta Cozza as Long-Term Substitute Secondary Administrator (conducting APPR and Assistant Principal Responsibilities) under Section 211 of the Retirement & Social Security Law
26. Request for Approval to Abolish/Reduce Positions

G. Other Items

1. Approval of Minutes (June 18, 2018)
2. Bids/Change Orders
 - 1.) Request for Approval of Approval of Miscellaneous Transportation Items
 - 2.) Request for Approval of Light Bulbs Service, Dust Mops, and Walk-Off Mats
 - 3.) Request for Approval of Cleaning Product Service
3. Personnel

H. Proposed Executive Session

1. Contract Negotiations

I. Adjournment