

DATE: July 8, 2008
WHERE HELD: District Office

KIND OF MEETING: Annual Reorganization
PRESIDING OFFICER: Jacqueline St. Onge

MARGINAL
NOTATION

MEMBERS PRESENT:

John Blowers
Elizabeth Herkenham
Tim Kelliher
Michael Wolf

MEMBERS ABSENT:

Nancy Della Pia
Joe Pericone
Robert Speck

OTHERS PRESENT

Jim Schultz, Jackie St. Onge

The meeting was called to order by the Clerk of the Board Jacqueline St. Onge at 7:30 P.M.

Clerk of the Board Jackie St. Onge administered the Oath of Allegiance to re-elected Board Member John Blowers.

Clerk of the Board Jackie St. Onge appointed Michael Wolf as temporary chairman.

Temporary Chairman Michael Wolf requested nominations for position of President. Nancy Della Pia was nominated by Tim Kelliher. Nomination was seconded by Elizabeth Herkenham. No further nominations were received. Ms. Della Pia was elected President by a vote of 4-0.

John Blowers nominated Joe Pericone as Vice-President of the Board, seconded by Elizabeth Herkenham. No further nominations were received. Joe Pericone was elected Vice-President by a vote of 4-0. Mr. Wolf assumed chairmanship of the meeting and presided with the following business:

Mr. Kelliher moved and Ms. Herkenham seconded the appointment of officers of the Board of Education for 2008-2009 as follows:

- Jacqueline St. Onge as Clerk of the Board;
- Dina Edgar as Deputy Clerk of the Board;
- Theresa Barclay as District Treasurer;
- Dina Edgar as Deputy Treasurer; and
- Carol Puglisi as Tax Collector.

Mrs. St. Onge and Mrs. Edgar receive no added compensation. Mrs. Barclay and Mrs. Puglisi are paid at their overtime rate for actual time spent at these duties beyond their regular hours.

Motion carried 4-0.

Mr. Kelliher moved and Ms. Herkenham seconded the appointments of the following:

- Stephen Sipperly as School Medical Officer at a rate of \$16,000;
- Robert E. Van Vranken as School Attorney at an annual salary of \$68,858;
- Richard Hewlett as Attendance Officer (Mr. Hewlett will serve as Attendance Officer as part of his regular job without added compensation);
- Theresa Barclay as Central Treasurer;
- Dina Edgar as Auditor for extra class activity funds (no added compensation is required).
- Members of the Board of Registration for the school district for the 2008-09 school year were appointed as follows: Carol Baumgartner, William Gallup, Mary Gallup, Janet Clark, Cecile Williamson, Karen Markert, Kathryn Bleser, Connie Ottaviano, Louise Peterson, Carmel Lavergne, Kathleen Schwinghammer, Ruth Lentine, Phillip Peterson, Thomas Quinn, Phyllis Brandt, Shirley Zimmerman, Susan Schwartz.
- It is recommended that Lisa Grasso be appointed as Internal Auditor to be paid at her regular hourly rate. It is recommended that Linda Van Schaick be appointed as Deputy Internal Claims Auditor. Mrs. Van Schaick will be paid at her over-time rate for actual time spent at these duties beyond her regular work hours.
- It is recommended that the firm of Dorfman-Robbie CPAs PC be appointed as external auditors for the 2008-2009 school year.

Motion carried 4-0.

Mr. Kelliher moved and Ms. Herkenham seconded that the following institutions or individuals be designated to perform specific functions as required by law:

- It is recommended that Jim Schultz, Superintendent of Schools be designated as representative to make application for and receive federal funds on behalf of the school district and Assurances of Compliance

for Title VI of the Civil Rights Act.

- It is recommended that Amy Baluch, Human Resources Director be designated as the official to assure compliance with Title IX of the Education Amendments of 1972 and as privacy official under the Health Insurance Portability and Accountability Act (HIPAA).
- It is recommended that Sharon McTygue, Special Services Director be appointed as district representative under Section 504 of the Rehabilitation Act of 1973.
- It is recommended that Jacqueline St. Onge, Assistant Superintendent for Support Services be designated as Records Access Officer under the Freedom of Information Law (FOIL).
- It is recommended that Jim Schultz, Superintendent of Schools, or his designee, be authorized to act as hearing officer in any hearing of charges against a Civil Service employee under the provisions of Paragraph 3, Section 75 of the New York State Civil Service Law, as amended.
- It is recommended that Jacqueline St. Onge, Assistant Superintendent for Support Services, and Dina Edgar, Business Administrator be appointed as purchasing agents in accordance with Section 170.2 (b) of Commissioner's Regulations.
- It is recommended that David Martin, District Supervisor of Custodians be appointed as the district's Designated Person to monitor asbestos activities and ensure compliance with rules established in federal AHERA legislation.
- It is recommended that Jim Schultz, Superintendent of Schools be appointed as the district's Designated Person to verify payrolls in compliance with Section 170.2(b) of Commissioner's Regulations.
- It is recommended that Jim Schultz, Superintendent of Schools, be authorized to approve budget appropriation transfers during the year as permitted by Section 170.2 of Commissioner's Regulations.
- It is recommended that the Bank of America be designated as the district depository for the General Fund and Trust and Agency Funds. It is further recommended that the Ballston Spa National Bank be designated as the district depository for the Extra Classroom Activity Fund and School Lunch Funds and the JP Morgan Chase Bank, New York, as the depository for Capital, Debt Service, Insurance Reserve, Special Aid and Trust and Agency Funds, not a subsidiary portion of the General Fund.
- It is recommended that the following financial institutions be authorized by the Board in compliance with the guidelines of Policy 3230 (Investment of Surplus Cash) as institutions through which surplus District funds may be invested.
 - a) JP Morgan Chase Bank, Inc., Albany, NY
 - b) Merrill, Lynch, Pierce, Fenner and Smith, Inc., Jericho, NY
 - c) UBS Financial Services, Boston, MA
 - d) Prudential Bache Securities, Inc., Massapequa Park, NY
 - e) Ballston Spa National Bank, Burnt Hills, NY
 - f) First National Bank of Scotia, NY
 - g) Cooperative Liquid Assets Securities System (CLASS)
 - h) Morgan Stanley, Boston, Mass.
 - i) Bank of America Investments, Albany, NY
- It is recommended that the *Daily Gazette* be designated as the official newspaper of the district for the publication of required legal notices.
- It is recommended that approved business mileage be reimbursed for the 2008-2009 school year at the IRS rate.

Motion carried 4-0.

Mr. Kelliher moved and Ms. Herkenham seconded the adoption of By-Laws, Policies, and Administrative Regulations in effect at the close of the 2007-2008 school year.

Motion carried 4-0.

Mr. Kelliher moved and Ms. Herkenham seconded a motion to adjourn. The Reorganization Meeting was adjourned at 7:45 P.M.

Respectfully submitted

Jacqueline St. Onge
Clerk of the Board