

**DATE:** July 13, 2010  
**WHERE HELD:** High School

**KIND OF MEETING:** Ann. Reorganization  
**PRESIDING OFFICER:** Jacqueline St. Onge

**MARGINAL  
NOTATION**

**MEMBERS PRESENT:**

John Blowers  
Elizabeth Herkenham  
Patre Kuziak  
James Maughan  
Lee-Ann Mertzlufft (new)  
Joe Pericone

**MEMBERS ABSENT:**

William Farmer (new)

**OTHERS PRESENT**

**James Schultz, Rick Evans, Christy Multer, Jackie St. Onge.**

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

Clerk of the Board Jackie St. Onge administered the Oath of Allegiance to newly elected Board member Lee-Ann Mertzlufft.

Clerk of the Board Jackie St. Onge appointed Joe Pericone as temporary chairman.

Temporary Chairman Joe Pericone requested nominations for position of President. John Blowers was nominated by Elizabeth Herkenham. Nomination was seconded by Lee-Ann Mertzlufft. No further nominations were received. Mr. Blowers was elected President by a vote of 5-0.

Patre Kuziak nominated James Maughan as Vice-President of the Board, seconded by Elizabeth Herkenham. No further nominations were received. James Maughan was elected Vice-President by a vote of 5-0. Mr. Maughan assumed chairmanship of the meeting and presided with the following business:

Elizabeth Herkenham moved and Patre Kuziak seconded the appointment of officers of the Board of Education for 2010-2011 as follows:

Jacqueline St. Onge -	Clerk of the Board
Theresa Barclay -	Deputy Clerk of the Board
Theresa Barclay -	District Treasurer
Jacqueline St. Onge -	Deputy Treasurer
Patricia Irish -	Tax Collector

Mrs. St. Onge and Mrs. Barclay receive no added compensation.

**Motion carried 5-0**

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

Stephen Sipperly -	School Medical Officer at a rate of \$16,000
Robert E. Van Vranken -	School Attorney at an annual salary of \$68,858
Richard Hewlett -	Attendance Officer (Mr. Hewlett will serve as Attendance Officer as part of his regular job without added compensation.)
Theresa Barclay -	Central Treasurer
Theresa Barclay -	Auditor for extra class activity funds (no added compensation is required)

Members of the Board of Registration for the school district for the 2010-2011 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 Schwarting. (Compensation will be determined prior to the next registration date.)

Lisa Grasso - Internal Claims Auditor (to be paid at her regular hourly rate)  
Bonadio & Company - External Auditors for the 2010-2011 school year  
Questar BOCES - Internal Auditors for the 2010-2011 school year

**Motion carried 5-0**

**Mr. Blowers arrived at 7:45 PM.**

Ms. Herkenham moved and Ms. Kuziak 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 that 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 Amy Baluch, Human Resources Director, be designated as the CASHIC (Capital Area Health Insurance Consortium) Trustee.

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 Theresa Barclay, 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 calendar year 2010 at the IRS rate.

**Motion carried 6-0**

Mr. Pericone moved and Ms. Herkenham seconded the adoption of By-Laws, Policies, and Administrative Regulations in effect at the close of the 2009-2010 school year.

**Motion carried 6-0**

#### **District Professional Development Plan**

Kate Gurley, Staff Development Coordinator, presented the Professional Development Plan. Elizabeth expressed she is pleased to see 21<sup>st</sup> framework in the plan and she had a question about Goal #1 on student engagement. Kate responded that it incorporates all 3 pieces (CTD, 21<sup>st</sup> century skills, RTI) into each goal. Elizabeth also commented that interdisciplinary strategies/teams do not appear in the goals. Kate responded that it is implied. Rick Evans added that the focus was previously on teams working together (i.e. English, etc.) had to happen first then move to K-12 structure. Patre asked what are we looking for? Rick & Kate responded – successful prep for college/careers. James asked, “Is the plan adequately supported by administration and/or resources? Kate responded yes, but can always use more (i.e. Title II funds are being utilized and calendar change is being used). Elizabeth mentioned Linda Lehtoinen as a resource at a community college for a higher ed representative.

Mr. Pericone moved and Ms. Herkenham seconded the reauthorization of the District Professional Development Plan as required under Section 100.3 of Commissioner’s Regulations.

**Motion carried 6-0**

Ms. Herkenham moved and Ms. Kuziak seconded a motion to adjourn. The Reorganization Meeting was adjourned at 8:00 P.M.

Respectfully submitted

Jacqueline St. Onge  
Clerk of the Board