

DATE: July 12, 2011
WHERE HELD: Hostetter Building

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

**MARGINAL
NOTATION**

MEMBERS PRESENT:

John Blowers
William Farmer
Elizabeth Herkenham
Patre Kuziak
James Maughan
Joe Pericone

MEMBERS ABSENT:

Lee-Ann Mertzluft

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 re-elected Board members John Blowers, Patre Kuziak and Joseph Pericone.

Clerk of the Board Jackie St. Onge appointed James Maughan as temporary chairman.

Temporary Chairman James Maughan requested nominations for position of President. James Maughan was nominated by John Blowers. Nomination was seconded by Will Farmer. No further nominations were received. Mr. Maughan was elected President by a vote of 6-0.

John Blowers nominated Patre Kuziak as Vice-President of the Board, seconded by Joseph Pericone. No further nominations were received. Patre Kuziak was elected Vice-President by a vote of 6-0. Mr. Maughan assumed chairmanship of the meeting and presided with the following business:

John Blowers moved and Will Farmer seconded the approval of the entire reorganizational meeting agenda items as follows:

Officers of the Board of Education for 2011-2012 as follows:

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

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

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.)
Lisabeth Grasso - Central Treasurer
Theresa Barclay - Extra-Classroom Auditor (no added compensation is required)

Members of the Board of Registration for the school district for the 2011-2012 school year:

Carol Baumgartner, William Gallup, Mary Gallup, Janet Clark, Cecile Williamson, Nancy Murtlow, Helen Martin, Karen Markert, Kathryn Bleser, Connie Ottaviano, Louise Peterson, Carmel Lavergne, Ruth Patch, Kathleen Schwinghammer, Ruth Lentine, Phillip Peterson, Thomas Quinn, Phyllis Brandt, Lea Darling, Shirley Zimmerman, Susan Schwarting, Nancy DuCharme, Joseph DuCharme, Linda Van Schaick, Tim Baumgartner. (Compensation will be determined prior to the next registration date.)

Laura Foster - Internal Claims Auditor (to be paid at her regular hourly rate)
Bonadio & Company - External Auditors for the 2011-2012 school year
Questar BOCES - Internal Auditors for the 2011-2012 school year

Petty Cash Custodians in each building for the 2011-2012 school year:

High School -	Laura Romell	\$100 maximum amount allowed to be kept in petty cash
Middle School -	Nancy Harrigan	\$75 maximum amount allowed to be kept in petty cash
Charlton Heights -	Beth Stephens	\$75 maximum amount allowed to be kept in petty cash
Pashley -	Liz Cullen	\$75 maximum amount allowed to be kept in petty cash
Stevens -	Barbara Mlodzianowski	\$75 maximum amount allowed to be kept in petty cash
Hostetter -	Cindy Petersen	\$75 maximum amount allowed to be kept in petty cash

The following institutions or individuals are 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 to assure 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 Office Supervisor be appointed as purchasing agents in accordance with Section 170.2 (b) of Commissioner's Regulations.

It is recommended that Dan Diggins, District Supervisor of Buildings & Grounds 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 2011 at the IRS rate.

Adoption of By-Laws, Policies, and Administrative Regulations in effect at the close of the 2010-2011 school year.

District Professional Development Plan

Kate Gurley, Staff Development Coordinator, presented the Professional Development Plan.

The reauthorization of the District Professional Development Plan as required under Section 100.3 of Commissioner's Regulations.

Motion carried 6-0 (for all agenda items)

Ms. Kuziak 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