

MEMBERS PRESENT:

John A. Cole, President  
Robert J. Baron, Vice President  
Richard K. Brackett  
C. James Coffin  
Thomas McKenna, Member Elect  
Joseph Pofit  
Thomas M. Thorpe, Jr.

MEMBERS ABSENT:

Administration Present:

Alan R. McCartney, Sarita Winchell, Mark Diefendorf, Michael Paolino

Others Present:

Valerie A. Glover, Michele Flynn [*The Spotlight*], Kathy Fiero, MaryTeresa McCormick, Paul Hognestadt, Molly Belmont [*The Altamont Enterprise*], Deann DellaPenta

Superintendent, Alan R. McCartney, called the organizational meeting to order at 6:00 p.m. and gave the required notification of proper procedure to evacuate the building in the event of a fire emergency.

The Oath of Office was administered to elected Board of Education member, Thomas J. McKenna for the term of office July 1, 2003 - June 30, 2008.

Dr. McCartney asked for nominations for the election of President of the Board for 2003-2004. On a motion by Mr. Cole, Robert J. Baron was nominated for the office of president. Dr. McCartney moved that nominations be closed and that one vote be cast on behalf of the entire Board for Mr. Baron. This motion was seconded by Mr. McKenna, carried unanimously and Robert J. Baron was elected president.

Dr. McCartney asked for nominations for the election of Vice President of the Board for 2003-2004. On a motion by Mr. Baron, C. James Coffin was nominated for the office of vice president. Dr. McCartney moved that nominations be closed and that one vote be cast on behalf of the entire Board for Mr. Coffin. This motion was seconded by Mr. McKenna, carried unanimously and C. James Coffin was elected Vice President.

Dr. McCartney administered the Oath of Office to Mr. Baron and Mr. Coffin. Dr. McCartney turned the conduct of the meeting over to Robert J. Baron.

Mr. Baron administered the Oath of Office to Dr. Alan R. McCartney, Superintendent of Schools.

Mr. Baron asked for a motion to approve the appointments for the 2003-2004 school year. On a motion by Mr. Coffin, seconded by Mr. Cole and carried unanimously, the following appointments were approved:

Clerk, Board of Education:	Dorothea Pfleiderer
Recording Secretary of the Board of Education:	Deann DellaPenta
Treasurer:	Kathleen Parsons
Internal Auditor:	Charlotte Conery
School Attorneys:	Whiteman Osterman & Hanna Orrick Herrington & Sutcliffe, LLP Roz Robinson Ruberti Girvin & Ferlazzo, PC Clifford Casey, M.D.
Medical Inspectors:	Michael Kieserman, M.D. First Stop Medical Warren Silverman, M.D. (Access Health Systems) Linda Logan
Treasurer, Extra Curricular Funds:	Mark Diefendorf
Comptroller, Extra Curricular Funds:	Michelle Rudolph
Auditor:	Sarita Winchell
Purchasing Agent:	Deann DellaPenta
Tax Collector:	Kathy Parsons
Records Retention/Disposition Officer/Records Access Officer:	Alan R. McCartney
LEA Asbestos:	Michael Goyer
Title IX Officer:	Alan R. McCartney
Census Enumerator:	Joanne Donohue
Capital District School Board Association Delegate:	Thomas M. Thorpe, Jr.
Capital District School Board Association Alternate:	John A. Cole

Meeting Call to Order:  
6:00 PM

Oath of Office:  
T. McKenna

BOE Nominations:

President:  
R. Baron

Vice President:  
C. James Coffin

2003-2004 Appointments:

**Organizational Meeting**

**High School Commons**

District Safety Committee:

Sarita Winchell  
Michael Goyer  
Don Provost  
William Kelly  
Joseph Sapienza  
Theresa Kennedy  
Michael Paolino

Board of Education Committees:

Building Project and Facilities:

Robert J. Baron  
Richard K. Brackett  
Joseph Pofit

Professional Development:

Thomas M. Thorpe, Jr.  
C. James Coffin  
Thomas McKenna

Curriculum:

Joseph Pofit  
Thomas McKenna  
Thomas M. Thorpe, Jr.

Policy Manual:

John A. Cole  
Thomas McKenna

Organization:

John A. Cole  
Robert J. Baron

Oath of Office Administered

Mr. Baron administered the Oath of Office to the Clerk and all Appointees present and noted that all persons would sign Oath of Office cards.

Approved:  
Remaining items on organizational agenda

On a motion by Mr. Coffin, seconded by Mr. Pofit and carried unanimously, the Board approved the following remaining items on the organizational meeting agenda:

- Key Bank: Checking, Money Market or Savings Accounts  
General Fund (including all Reserves and Tax Collection Account), School Lunch Fund, Trust and Agency Fund (including Payroll Account), Capital Fund, Debt Service Fund; Federal Aid Fund; Expendable Trust (Gifts, Scholarships and Endowments), Extra Curricular Fund. Signatories for all accounts except Extra Curricular: School District Treasurer, Kathleen Parsons. Signatories for Extra Curricular Fund checks: (Any two) Mark Diefendorf, Linda Logan, or Kathleen Parsons.
- Funds that may be invested:  
General Fund (including Reserve for Tax Certiorari and Unemployment Reserve), Capital Fund (including Capital Reserve), Debt Service Fund, Expendable Trust (Gifts, Scholarships and Endowment).
- Authorization to make Investments [Certificates of Deposit (Key Bank, N.A., M & T Bank, Fleet, Trustco, Evergreen Bank, Charter One Bank), MBIA-CLASS, or Instruments of the U.S. Treasury]: Kathleen Parsons after consultation with the Superintendent.
- Authorization for bonding for the Treasurer and Tax Collector for \$1,000,000 and the Treasurer of the extracurricular activity fund for \$100,000; insurance to be provided through Utica Mutual Insurance.
- Established rate for reimbursement for use of cars approved for school business: 36 cents per mile on the prevailing rate as established by the Internal Revenue Service.
- Authorization of Petty Cash Funds as indicated below to cover properly itemized bills for supplies and services requiring immediate payment:
  - \$100.00; administered by Alan R. McCartney
  - \$100.00; administered by Sarita Winchell
  - \$100.00; administered by Mark Diefendorf
  - \$100.00; administered by Kathleen Parsons
  - \$100.00; administered by Edward Diegel
  - \$ 50.00; administered by Michael Goyer
- Authorization of Petty Cash Funds to cover making change for taxpayers during tax collection in the business office: \$300.00: administered by Deann DellaPenta.
- Designation of official newspaper to carry school legal advertising:  
The Altamont Enterprise
- Authorization to advertise for, receive, open and tabulate bids as required for the purchase of supplies, materials, equipment, etc. throughout the school year: Sarita Winchell.
- Authorization for administration to draw up and submit proposals for special state and federal grants throughout the year: Alan R. McCartney.

**Organizational Meeting**

**High School Commons**

- Authorization for Alan R. McCartney to make budget transfers within object codes of budget as provided for in Education Law.
- Authorization for Alan R. McCartney to review, and act upon, all Building and Ground Use requests.
- Action on readoption of Facilities Use Fees
- Action on readoption of School Safety Plan
- Action on readoption of all existing Board Policies ad Regulations including District Purchasing Policy.
- Approval of Board Calendar Dates for 2003-2004

**Approved:**

***BOE Calendar Dates for 2003-2004***

August 11, 2003	Special Meeting	February 9, 2004	Regular Meeting
August 18, 2003	Regular Meeting	March 8, 2004	Regular Meeting
September 8, 2003	Regular Meeting	April 5, 2004	Regular Meeting
October 20, 2003	Regular Meeting	May 10, 2004	Regular Meeting/Budget Hearing
November 10, 2003	Regular Meeting	May 18, 2004	Budget Vote & Board Election
December 8, 2003	Regular Meeting	June 7, 2004	Regular Meeting
January 5, 2004	Regular Meeting		

- Authorization for Superintendent Alan R. McCartney to approve substitutes for employment.

On a motion by Mr. Thorpe, seconded by Mr. McKenna and carried unanimously, the meeting was adjourned at 6:24 p.m.

**Adjournment:**  
***6:30 p.m.***

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*President*

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*Clerk*

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*Recording Secretary*

