

**VOORHEESVILLE CENTRAL SCHOOL DISTRICT**  
*Voorheesville, New York 12186*  
**BOARD OF EDUCATION MINUTES**

**July 11, 2005**  
**Regular Board of Education Meeting**

**Joseph F. Pofit, President**  
**Performing Arts Center**

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**MEMBERS PRESENT:**

Joseph F. Pofit, President  
 C. James Coffin, Vice President  
 Richard K. Brackett  
 David M. Gibson  
 Kevin T. Kroencke

**MEMBERS ABSENT:**

Paige Macdonald  
 Thomas J. McKenna

**ADMINISTRATION PRESENT:**

Linda Langevin, Sarita Winchell, Mark Diefendorf, Kenneth Lein, Theresa Kennedy

**OTHERS PRESENT:**

Gary Hubert, Linda Pasquali, Kathy Fiero, Lisa Myers, Deb Baron, Jim Cuzzo [The Spotlight], Holly Groesch [The Altamont Enterprise], Joseph Sapienza, Catherine Sapienza, Dorothea Pfliederer

Mr. Pofit called the meeting to order at 7:55 p.m. and gave the proper procedure to evacuate the building in the event of a fire emergency. He noted all Board members were present with the exception of Mr. McKenna and Ms. Macdonald.

On a motion by Mr. Brackett and seconded by Mr. Kroencke, the Board approved the minutes of the regular meeting of June 13, 2005 and the special meeting of June 22, 2005 on a 5-0 vote.

Mr. Pofit asked if there were any additional items from the superintendent. There were none.

Mr. Pofit asked if any member of the community would like to address the Board. There were no comments.

A motion was made by Mr. Brackett and seconded by Mr. Coffin to approve Item 4.1, Treasurer's Reports and Warrants & Payrolls. Mr. Pofit stated that he would like to go through these reports in detail at some point due to the extra responsibilities Board members are expected to have. Mrs. Winchell suggested that the Board designate a three-member finance committee at some time in the future with a liaison between the administrative staff and Board members. She would like to continue this discussion when the entire Board is present. The motion to approve Item 4.1 was carried unanimously by a 5-0 vote.

- Approved the following warrants and payrolls:

Warrants:

General Fund Warrant #23:	\$1,004,622.12
School Lunch Fund Warrant #22:	35,417.50
Trust & Agency Warrant #12:	2,066,188.78
Federal Aid Fund Warrant #23:	43,115.03

Payrolls:

Payroll #27:	\$558,986.96
Payroll #28:	1,228,148.03

On a motion by Mr. Coffin and seconded by Mr. Brackett, action items 4.2 – 4.8 were approved by a 5-0 vote as follows:

- Approved the following resignations:

Kathleen Parsons, Treasurer

Effective: July 30, 2008  
 Reason: Retirement

David Burch, Special Education Teaching Assistant

Effective: June 30, 2005  
 Reason: Personal

Richard Bowles, Custodial Worker/Night Boss [Elementary School]

Effective: July 7, 2005  
 Reason: Personal

Meeting call to order: 7:55 p.m.

Approval of Minutes:  
 06/13/05  
 06/22/05

Additional items from Superintendent

Public to be heard:

**APPROVED**

*Treasurer's Report*

*Warrants*

*Payrolls*

Resignations:

*K. Parsons*

*D. Burch*

*R. Bowles*

Resignations

- Accepted the following resignations for summer assignments:

M. Lenseth

Marianne Lenseth, Bus Driver for July 5, 2005 – August 11, 2005

Reason: Personal

A. Livingston

Adele Livingston, Bus Aide for July 5, 2005 – August 11, 2005

Reason: Personal

Probationary  
Appointments:

- Approved the following probationary appointments:

L. Kelly

Lynn Kelly, English Teacher

Effective: September 1, 2005

Probationary Term: Two years

Salary: Step 9 [MA] of VTA Contract

K. DeFontes-Wells

Kristen DeFontes-Wells, Art Teacher

Effective: September 1, 2005

Probationary Term: Three years

Salary: Step 1 [MA] of VTA Contract

J. Baron

Joan Baron, Special Education Teacher

Effective: September 1, 2005

Probationary Term: Two years

Salary: Step 10 [MA] of VTA Contract

Temporary/Part-  
time Appointments:

- Approve the following temporary/part-time appointments:

E. Gleason-Christner

Erin Gleason-Christner, Temporary/Part-time Reading Teacher [*from .2 FTE to .4 FTE*]

Effective: September 1, 2005 – June 30, 2006

Salary: .4 of Step 2 of VTA Contract

J. Hoobler

Jesse Hoobler, Temporary/Part-time C++ InstructorEffective: September 1, 2005 – June 23, 2006 [*.2 position*]

Salary: Step 2 [BA] of VTA Contract

S. Mertens

Sherri Mertens, Temporary Custodial Worker

Effective: July 11, 2005 – September 2, 2005

Salary: Step 4 of UEV Contract

Adjustment in  
Employment Hours:

- Approved the following adjustment in employment hours for Erin Gleason-Christner, Teaching Assistant [*High School*]:

E. Gleason-Christner

Hours per day: From six (6) hours per day to five (5) hours per day

Effective: September 1, 2005

Salary: Step 9 of UEV Contract

Permanent  
Appointment:

- Approved the permanent appointment of Christine M. Conley as Keyboard Specialist per Albany County Civil Service.

C. Conley

Effective: July 12, 2005

Salary: Step 2 of UEV Contract

Bus Driver/Monitor  
Appointments:

- Approved the following bus driver/monitor appointments for summer 2005:  
[*Note: Salaries in accordance with UEV/VTA salary schedules*]

L. Tracey

Lauren Tracey, Bus Driver

Effective: July 5, 2005 – August 11, 2005

B. Glath

Betsy Glath, Bus Monitor

Effective: July 5, 2005 – August 11, 2005

S. Eppelmann

Stephen Eppelmann, Bus Driver

Effective: June 27, 2005 – August 25, 2005

Substitute Typist  
Appointment:

S. Dougherty

- Approved the appointment of Susan Dougherty as substitute typist.

Salary: Step 2 of UEV Contract

On a motion by Mr. Kroencke and seconded by Mr. Brackett, action items 4.9 – 4.10 were approved by a 5-0 vote:

Coaching  
Appointment

- Approved the following coaching appointments for the 2005-2006 school year:

Lynn Kelly

Fall Cheerleading Coach

Step 5

- Approved the following extracurricular appointments for the 2005-2006 school year:

Extracurricular Appointments:

<u>Maria Karatzou</u>	Yearbook Advisor	Step 3
<u>Portia Hubert</u>	Drama Advisor	Step 2
<u>Sherry Burgoon</u>	Key Club Advisor	Step 7
<u>Jennifer Zeh</u>	Builders Club Advisor	Step 2

- On a motion by Mr. Coffin and seconded by Mr. Gibson, the Board of Education approved the following CSE recommendations by a 5-0 vote:

CSE Recommendations

Committee on Special Education as outlined at meetings held on: April 4, 2005, April 12, 2005, April 14, 2005, April 26, 2005, April 27, 2005, April 28, 2005, May 2, 2005, May 3, 2005, May 5, 2005, May 10, 2005, May 12, 2005, May 16, 2005, May 27, 2005, May 18, 2005, May 19, 2005, May 24, 2005, May 25, 2005, May 26, 2005, and June 2, 2005.

- On a motion by Mr. Coffin and seconded by Mr. Brackett, the Board of Education approved the following request for non-resident tuition status for the 2005-2006 school year on a 5-0 vote:

Non-Resident Tuition Status:

A. Conley

Amanda Conley, Kindergarten  
 Requestor: Christine Conley

- A motion was made by Mr. Brackett and seconded by Mr. Coffin to table Item 4.13, Fall Continuing Education Program, for Executive Session. There was a brief discussion regarding salary increases for Continuing Education Staff and decreasing the senior citizen discount from 50% to 20%. Mrs. Winchell suggested forming a committee to review the program and making changes for the spring. The motion was approved by a 5-0 vote.

Fall Continuing Education Program

Tabled for Exec. Session

- A motion was made by Mr. Gibson and seconded by Mr. Kroencke to approve membership in the Capital Area School Development Association [CASDA] for the 2005-2006 school year at the Basic Affiliation rate. The motion was approved by a 5-0 vote.

CASDA Membership

- A motion was made by Mr. Kroencke and seconded by Mr. Coffin to approve membership in the Capital District School Boards Association [CAPSBA]. The motion was approved by a 5-0 vote.

CAPSBA Membership

- A motion was made by Mr. Coffin and seconded by Mr. Brackett to approve the substitute appointment of Kristen Frederick as Substitute Clerical A. The motion was approved by a 5-0 vote.  
 Effective: July 8, 2005  
 Salary: \$8.50 per hour

Substitute Appointment:

K. Frederick

- A motion was made by Mr. Kroencke and seconded by Mr. Coffin to approve the following Athletic Equipment & Supplies bid awards. The motion was approved by a 5-0 vote.

Athletic Equipment & Supplies Bid Awards

<u>COMPANY</u>	<u>TOTAL AWARD</u>
Soccer Unlimited	\$ 5,985.00
Sportime LLC	319.68
Pyramid School Products	269.40
Skips Sports Equipment	970.00
Anaconda Sports	2,020.50
Stadium Systems	530.00
Riddell/All American	315.00
Sport Supply Group, Inc.	1,284.82

Special Reports:

Special Report

Mrs. Langevin reported that she was following Dr. McCartney's Entry Plan and had started interviews with Board of Education members and administrative staff. From the interviews that had been conducted so far, it was clear that the area of curriculum should be investigated.

L. Langevin

Mrs. Langevin proposed holding three-hour retreats, possibly on a week-night or Saturday morning.

- Board of Education with administrators invited to attend.
- Board of Education/administrative staff follow-up.
- Administrative staff with Board members who care to attend. This would be a "rolling up the sleeves" session to map out a plan, possibly in conjunction with BOCES.

It was noted that Dorothea Pfleiderer would contact Board members to arrange dates.

Administrative  
Reports

Administrative reports were noted with the following additions/discussion:

Mr. Lein

**Mr. Lein – Elementary School**

- The school year closed smoothly – Field Day beat the rain. The Kindergarten celebration and 5<sup>th</sup> grade graduation went well.
- Mr. Lein and some of the teaching staff have been attending summer training in the arts, science and literacy.
- Textbooks for the next school year are arriving.
- Preliminary notification was received that the elementary school has been approved for a grant with the Capital Region Arts in Education Program.

Mr. Diefendorf

**Mr. Diefendorf – High School/Middle School**

- Commencement went well, although it was longer than past ceremonies.
- Student schedules will be mailed during the first week of August. Guidance counselors will be in school on August 16, 17, and 18 to meet with students. Mr. Pofit asked how parents will know that the guidance staff is available on those dates. Mr. Diefendorf said that information would be included with the schedules mailed at the beginning of August.
- We had outstanding Regents results this year, especially at the Mastery Level.

Ms. Kennedy

**Ms. Kennedy – Middle School**

- The science teachers met after the last week of school to do a summer curriculum project.
- Eighth grade teachers attended Arts in Education workshops and programs. They are hoping to do a program with the Capital Repertory Theater.
- The annual “locker night” will be held the Thursday evening before Labor Day. This is a very popular event with incoming students.

Mrs. Winchell

**Mrs. Winchell – School Business Official**

- The EPA sent the district a packet regarding a review of asbestos compliance.
- The New York State Department of Labor paid a surprise visit to the district. This is the Federal arm of OSHA investigating the district’s Right-to-Know compliance. They targeted the Transportation Department and conducted a review of paperwork and visual inspection. There were several minor concerns cited.
- Mrs. Winchell and Mr. Coffin attended the Village of Voorheesville Board meeting to ask for an adjustment in the water bill. The village Board agreed to adjust the bill from year 1 and 2; however, they refused to recalculate the bill for year 3. They have also refused Mrs. Winchell’s request to reconsider the tap charges for the high school building usage only (as opposed to the tap for irrigation). Mrs. Winchell hopes to continue working with the Village Board to resolve this issue, and she emphasized that her dealings with the Village have been amicable.
- In regard to the Fall Adult Education Program, Mrs. Winchell said that the adult education brochure must be ready for mailing before the August 15 Board meeting; therefore, the Board must vote on the programs offered this evening. She will be convening an ad-hoc committee with Mr. Hladun, Mr. Sapienza and community members before the Spring program is presented for approval.

**Old Business:**Approved:  
Energy  
Management  
Conservation  
Policy

A motion was made by Mr. Coffin and seconded by Mr. Brackett to approve the Energy Management Conservation Policy as presented in the enclosure folder. Mr. Pofit said he assumed that the Board will receive an annual report on the district’s energy conservation efforts. Mrs. Winchell said the Board would receive more than that; they will be provided with a quarterly report that will quantify and track savings. Mr. Gibson asked what percentage of time the energy educator will devote to this task. Mrs. Winchell said the job requires approximately 15–20 hours per week, mostly early mornings, vacations, and holidays. If the protocol is followed, money is saved.

The Energy Management Conservation Policy was approved by a 5-0 vote.

Information  
Items

The following information items were noted:

- CASDA Newsletter [**June 2005 Edition**]
- Letters from Energy Education, Inc.
- Budget Status Reports: 7/1/04 – 5/31/05
- UEV Officers: 2005-2008 Term

Executive  
Session:  
8:55 p.m.

A motion was made by Mr. Coffin and seconded by Mr. Kroencke to move into Executive Session to discuss current litigation and personnel issues. The motion was approved by a 5-0 vote, and the Board moved into Executive Session at 8:55 p.m. The Board came out of Executive Session at 9:17 p.m.

Approved:  
Adult Education  
Program &  
Salary Schedule  
[2004-05 rates]

On a motion by Mr. Kroencke and seconded by Mr. Gibson, the Board resolved to approve funding of the Adult Education Program for 2005-2006 at the 2004-2005 rates for all aspects of the program pending the recommendation of the ad-hoc Adult Education committee due to the Board at the October 2005 meeting.

And it is further resolved that Richard Brackett will represent the Board of Education on this committee. The motion was approved by a 5-0 vote.

On a motion by Mr. Coffin, seconded by Mr. Brackett and carried unanimously, the meeting was adjourned at 9:20 p.m.

Adjournment:  
9:20 p.m.

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*President*

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*Clerk*