

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

**Regular Board of Education Meeting**  
**February 12, 2007**

**David M. Gibson, President**  
**High School Cafeteria**

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**Board Members Present:**

David M. Gibson, President  
 C. James Coffin, Vice Present  
 Richard K. Brackett  
 Gary A. Hubert  
 Kevin Kroencke  
 Thomas McKenna  
 Paige Pierce

**Board Members Absent:**

None

**ADMINISTRATION PRESENT:**

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

**OTHERS PRESENT:**

Erin Christner, Mary Ann Jones, Mary Catellier, Brittney Holcomb, Alissa Calomeni, Abdul Sulemana, Matt Garris, Alex Sotola, Nicole Bouvier, Sam Pelham, Jeff Connors, Sean Hognestad, Tim Mattison, Robert Denman, Vicky Posanelli, Justin Arico, Sharon Cillis, Rebecca VanDerWende, Kathy Fiero, Scott Murray, Ann Biese, Connie Glaser, Alynn McTighe, Paul Hognestad, Chris Allard, Michael Goyer, Norma Meacham, Rachel Dutil [*The Altamont Enterprise*], Dorothea Pfleiderer

Mr. Gibson called the meeting to order at 7:30 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.

**Call to Order:**  
 7:30 p.m.

**2007-2008 Budget Presentation – BOCES Services**

Mrs. Winchell delivered the presentation on the BOCES portion of the budget. She discussed the benefits of the District's membership in BOCES, primarily, the savings realized from sharing resources with other districts and the state aid we receive from participating in these programs. Major services provided by BOCES for the 2006-2007 school year were reviewed and proposed changes for the 2007-2008 were presented. The total increase for all BOCES services in 2007-08, including special education, vo-tec, substitute services, risk management, and technical support will be \$158,406 – a \$59,545 increase for special education; \$98,861 increase for all other services.

**Budget Presentation:**

*Re: BOCES Budget*

On a motion by Mr. McKenna, seconded by Mr. Hubert and carried unanimously, the Board approved the minutes of the special meeting of January 8, 2007 [Tax Exempt Sliding Scales], the regular meeting of January 8, 2007, the special budget meeting of January 22, 2007, and the special meeting of February 5, 2007.

**Approval of Minutes:**  
 01/08/07(2);  
 01/22/07;  
 02/05/07

Mr. Gibson asked if there were any additional items from the Superintendent. Mrs. Langevin noted the following agenda changes:

**Additional items from Superintendent**

- Item 5.2            Addition: resignation of Maria Fraterrigo as per-diem substitute teacher
- Item 5.10:        Addition: appointment of Erin Everett as teaching assistant
- Item 5.11:        Addition: long-term substitute music teacher

Mr. Gibson offered the students in the audience an opportunity to address the Board. There were no responses.

Mr. Gibson offered the public an opportunity to be heard. There were no responses.

On a motion by Ms. Pierce, seconded by Mr. Kroencke and carried unanimously, the following action items were approved:

**APPROVED**

**Item 5.1.1 – Accepted the treasurer's reports as presented in the enclosure.**

*Treasurer's Reports*

**Item 5.1.2 – Accepted the following warrants and payrolls:**

Warrants:

General Fund Warrant #13	\$ 940,295.26
General Fund Warrant #14	\$ 713,647.35
Trust & Agency Fund Warrant #6	\$ 1,132,338.53
School Lunch Fund Warrant #6	\$ 37,459.44
Federal Aid Fund Warrant #6	\$ 56,348.06

*Warrants*

Payrolls:

Payroll #15	\$ 449,209.69
Payroll #16	\$ 415,652.21
Payroll #17	\$ 420,428.35

*Payrolls*

Resignations:**Item 5.2: Resignations**

Accepted the following resignations:

*P. Lambert*  
Patricia Lambert, Elementary Teacher  
Effective: July 1, 2007  
Reason: Retirement

*M. Jackstadt*  
Mary Jackstadt, Elementary Teacher  
Effective: June 30, 2007  
Reason: Retirement

*M. Fraterrigo*  
Maria Fraterrigo, Per-Diem Substitute Teacher  
Effective: February 2, 2007  
Reason: Personal

**Item 5.3: Parental Leave Request**Leave Request:*K. Kniss*

Approved the request of Kelli A. Kniss for parental leave to commence on or about March 31, 2007 and terminate July 1, 2007, with an expected return to work September 1, 2007. Sick days will be used for six weeks of the leave. Unpaid leave under the Family Medical Leave Act is requested for the remaining seven weeks. Mrs. Kniss reserves her right to extend the leave as per the terms of the VTA Agreement [Section 8.8.5.1].

BOCES Substitute Registry**Item 5.4: Substitute Teacher Appointments from BOCES Substitute Registry**

Approved substitute teacher appointments for the 2006-2007 school year as presented by the Capital Region BOCES Substitute Registry as outlined in a memo dated February 1, 2007 in the enclosure folder.

CSE Recommendations**Item 5.5: CSE Recommendations**

Approved recommendations by the *Committee on Special Education* as outlined at meetings held on January 11, 2007, and January 18, 2007.

Coaching Appointments Tabled**Item 5.6: Coaching Appointments**

A motion was made by Mr. McKenna and seconded by Mr. Coffin to approve the coaching appointments for the 2006-2007 school year. Upon request from a Board member to table this item for Executive Session, Mr. McKenna made an amended motion to move Coaching Appointments into Executive Session for discussion. The motion was seconded by Mr. Coffin and carried unanimously.

On a motion by Mr. Kroencke, seconded by Mr. McKenna and carried unanimously, the Board approved the following items:

Learn-to-Swim Appointments**Item 5.7: Learn-to-Swim Appointments**

Approved the following student appointments for the Learn-to-Swim Program effective February 13, 2007:

<u>Nicole Usher</u>	Assistant Instructor	\$8.50 per hour
<u>Jonathan Zeh</u>	Assistant Instructor	\$8.50 per hour
<u>Emily Clark</u>	Lifeguard	\$8.50 per hour

Contracts**Item 5.8: Contracts***Health Services/  
N. Greenbush*5.8.1 Contract for Health Services with North Greenbush Common School District

Approved the contract for health services provided to a student residing in the Voorheesville School District and attending LaSalle Institute. Contract is included in the enclosure folder including a cost justification sheet and invoice in the amount of \$221.22.

*Southern Rural  
Albany County  
School & Human  
Services*5.8.2 Contract with Southern Rural Albany County School & Human Services Partnership

Approved membership in the Southern Rural Albany County School & Human Services Partnership for the 2006-2007 school year.

Fee: \$50.00

Acceptance of Donated Athletic Equipment**Item 5.9: Acceptance of Donated Athletic Equipment**

Accepted the following athletic equipment donated by Michael Fluster:

<i>Item</i>	<i>Value</i>
Universal Gym and Dumbbell Rack	\$3,000

Teaching Assistant Appointment:**Item 5.10: Teaching Assistant**

Approved the appointment of Erin Everett as teaching assistant at the elementary school [6.5 hours per day].

Effective: February 13, 2007

Salary: Step 1 of the UEV Contract = \$12.74 per hour

*E. Everett*

**Item 5.11: Long-term Music Substitute**

A motion was made by Mr. Kroencke and seconded by Mr. Coffin to approve the appointment of a long-term substitute music teacher. Upon request from a Board member to table this item for Executive Session, Mr. Kroencke made an amended motion to move this item into Executive Session for discussion. The motion was seconded by Mr. Coffin and carried unanimously.

Long-term Music Substitute  
Tabled

**Item 5.12: Change in Working Hours**

On a motion by Mr. McKenna, seconded by Mr. Brackett and carried unanimously, the Board approved the following change in working hours effective February 5, 2007:

Change in Working Hours:

Joseph Albright, Bus Monitor

*J. Albright*

Change in Hours: From four and one-quarter (4¼) hours to three (3) hours per day  
Salary: Remains at Step 4 of the UEV Contract - \$11.61 per hour

Adele Livingston, Bus Monitor

*A. Livingston*

Change in Hours: From three (3) hours to four (4) hours per day  
Salary: Remains at Step 2 of the UEV Contract - \$11.17 per hour

**SPECIAL REPORTS**

There were no special reports.

**ADMINISTRATIVE REPORTS**

**ADMINISTRATIVE REPORTS**

**Item 7.1: Elementary School Report, *Kenneth Lein***

*K. Lein*

- On April 29, 4<sup>th</sup> grade student photography will be displayed at the Voorheesville Public Library.
- Grade 5 Social Studies results show that 96% of the students scored at level 3 or 4.
- An Elementary School “Spirit” assembly will be held on Thursday, February 15, with a focus on community service.
- The first edition of the 3<sup>rd</sup> grade newspaper, *The Third Floor Crier* was attached to Mr. Lein’s report. In response to the article, “Pennies for Paws”, a program for people to sponsor a pet, Mr. Kroencke presented Mr. Lein with a jar of pennies as a donation to the program.
- ELA scores have not yet been received; however, teachers involved in scoring the test believe that the students did well.

**Item 7.2: High School Report, *Mark Diefendorf***

*M. Diefendorf*

- The Master Minds team continues to hold the first place spot in the Albany League.
- The Voorheesville delegates did an outstanding job at the Yale Model UN with special recognition to Mike Garris (Speaker’s Commendation in the European Union), Tom Cardinal (Honorable Mention on the 2015 Olympic Committee), Maria Qualtere (Honorable Mention on the Human Rights Committee), and Laura Amato for Outstanding Delegate on the Iraqi Constitutional Committee.
- Stephen Wang and Andrew Dubay have been selected as National Merit Scholarship finalists.

**Item 7.3: Middle Level Report, *Theresa Kennedy***

*T. Kennedy*

- Eighth grader, Robert Feeney won the local Spelling Bee on February 2.
- Middle School students now have their own bulletin board in the cafeteria. The Student Council will maintain and be responsible for postings on the board, which include a Character Education section, acknowledgments and celebrations, and news and announcements.
- The 6<sup>th</sup> grade ELA exams were scored last week; grade 8 is currently being scored, and grade 7 will be scored on Thursday.

**Item 7.4: Assistant to the Superintendent for Business, *Sarita Winchell***

Discussed the following items:

*S. Winchell*

- The GASB-45 (Government Accounting Standards Board) commitment forms. Through our membership with BOCES, GASB prices are discounted by 25%. BOCES needs a commitment from us to be eligible for the discount. This item is presented for Board approval under agenda item 9.3.
- Contract with Fiscal Advisors presented for Board approval under agenda item 9.1. Fiscal Advisors will provide the District with a range of services for the upcoming bond issue at a rate of \$7,500, the most reasonable rate received from bidders.
- Handicap access to the Elementary School and the resolution being presented to the Board to standardize the door locking system in both buildings. This cost is aidable through BOCES.
- Automated services for purchasing food items through the School Lunch Program. Parents would have the option to pre-pay for their children’s meals. Students would use a PIN number to buy meals. This system would eliminate the need for students to carry cash, allow parents to see what their children are eating and restrict food choices, if necessary, and it would improve inventory control. This service is also aidable through BOCES.

M. Goyer

**Item 7.5: Operations, Maintenance, and Transportation Report, Michael Goyer**

- Applications for students attending out-of-district schools are now available. The deadline for submission is April 1.

BOE Committee Reports

**Item 8.1: Building Project and Facilities Committee Report, R. Brackett, C. J. Coffin**

- Discussed the capital project work schedule, space usage by Kids' Club during construction, and the search for a Clerk of the Works. SED approval of the plan is expected within two weeks.

**Item 8.2: Curriculum Committee, D. Gibson, K. Kroencke, P. Pierce**

- Work continues on guidelines for interviewing, hiring and evaluating teachers. The committee will meet with Wayne Vander Byl from the Cycles of Success Program on March 8 for further guidance.

**Item 8.3: Planning & Governance Committee, D. Gibson, C.J. Coffin, T. McKenna**

- The committee continues its work developing new policies and revising existing policies.
- The Expense Reimbursement Policy and Managerial/Confidential Benefit Policy will be presented for BOE approval under agenda item 8.6. The Fiscal Whistleblower Policy will be presented for a first reading.

**Item 8.4: Audit Committee, D. Gibson, G. Hubert, C.J. Coffin**

- The committee has met with the Internal Auditor and Claims Auditor. The work they are doing is helping with minor difficulties. The Internal Auditor has been reviewing the school lunch program in an effort to make this program self-supporting.

**Item 8.5: Negotiations Committee, C.J. Coffin, Kevin Kroencke**

- Negotiations with the VTA are scheduled to commence next month.
- Norma Meacham of Whiteman, Osterman and Hanna, LLP has been approved by the Board as Chief Negotiator on behalf of the District.

APPROVED

Amended BOE Policy 6830-R

**Item 8.6.1:**

**Board of Education Policy Amendment, Expense Reimbursement Regulation (6830-R)**

A motion was made by Mr. Coffin and seconded by Mr. McKenna to approve the amendments to Policy 6830-R, Expense Reimbursement Regulation. Mr. Coffin recommended further amending the policy by adding the following wording to the last sentence under the "Meals" heading: *For travel status, no receipts are necessary.* This would conform to the Traveler's Guide, prepared by the Bureau of State Expenditures, Office of the State Comptroller. The Board unanimously approved the policy as amended.

Amended BOE Policy 9551

**Board of Education Policy Amendment, Managerial/Confidential Benefit Policy (9551)**

A motion was made by Mr. McKenna and seconded by Mr. Kroencke to approve the amendments to Policy 9551, Managerial/Confidential Benefit Policy. There was discussion regarding the bereavement clause (Article 3). The Board was concerned that the definition of "immediate family" in the MC policy does not match the definition in the UEV contract. Mrs. Langevin said she would look into the language in both contracts. The Board unanimously approved Policy 9551 with the understanding that they would revisit the bereavement language at a future meeting depending on the outcome of Mrs. Langevin's comparison to the UEV contract.

First Reading:

**Item 8.6.2: Fiscal Whistleblower Policy (9645)**

Policy 9645  
Fiscal  
Whistleblower

A motion was made by Mr. McKenna and seconded by Mr. Coffin to approve the first reading of Policy 9645, Whistleblower Policy. Mr. Brackett suggested that the policy should not be limited to District employees who suspect a District officer or employee of committing fiscal fraud. He recommended that community members should be included in the policy language. School Attorney, Norma Meacham said she would review the policy and advise the Board. The first reading of the Whistleblower Policy was unanimously approved.

On a motion by Ms. Pierce, seconded by Mr. Kroencke and carried unanimously, the following New Business items were approved:

Contracts:

**Item 9.1: Contract with Fiscal Advisors and Marketing, Inc.**

Fiscal Advisors &  
Marketing

Appointed Fiscal Advisors & Marketing, Inc. as the financial advisor to the District for the purpose of financial advising for the \$4,880,000 bond issue at a rate of \$7,500. The Board authorized Linda Langevin to sign the agreement on behalf of the District.

Resolution:

**Item 9.2: Resolution to Rent a Safe Deposit Box**

Safe Deposit Box  
Rental

Approved the resolution to enter into an agreement to rent a safe deposit box from Key Bank, N.A. and to have access thereto as presented in the enclosure folder. Rental of a safe deposit box complies with the Computer Disaster Recovery Plan approved by the Board at the regular June 12, 2006 meeting. One back-up tape per month will be placed in a Key Bank safe deposit box and one per month placed in the Elementary School vault. These tapes can be used to recreate school data by NERIC in the event of a disaster.

Cost: \$90.00 per year

**Item 9.3: BOCES GASB-45 Service: 2007-2008**

Approved participation of Voorheesville Central School District in the BOCES Service for 2007-2008 GASB-45 actuarial valuation service with a maximum cost of \$16,550.

GASB-45

**Item 9.4: Sonitrol Door Locking Systems**

Approved standardizing the door locking system at the Voorheesville Elementary School and the Middle/High School to Sonitrol Access Systems.

Sonitrol:  
Standardized Door Locking System

**Item 10.1: Discussion re: Use of Board of Education Webpage**

The Board discussed establishing a link on the District website for the Board of Education. This dedicated webpage would allow community members to reach out to the Board members as a body or individually. The Board encouraged Mrs. Langevin and Mr. Faber to think about a format for this link. Mrs. Langevin will report to the Board at the March 12 meeting on the possibility and cost of providing an e-mail link to the Board, as a whole, on the website.

Discussion:  
BOE Webpage

On a motion by Mr. McKenna, seconded by Ms. Pierce and carried unanimously, the Board moved into Executive Session at 9:10 p.m. for the purpose of discussing current litigation, the employment history of particular individuals, and negotiations. Ms. Pierce left at 10:10 p.m.

Executive Session:  
9:10 p.m.

The Board returned to Regular Session at 12:15 a.m.

Regular Session:  
12:15 a.m.

**Item 5.6: Coaching Appointments**

On a motion by Mr. Hubert, seconded by Mr. McKenna and carried by a 6-0 vote, the Board approved the following coaching appointments for the 2006-2007 school year:

*[Salaries in accordance with the VTA Coaching Salary Schedule]*

**APPROVED**

<u>Hank Czerwinski</u>	Varsity Baseball	Year 4 @ Step 8 = \$3,645
<u>Matthew Fiato</u>	Varsity Softball	Year 4 @ Step 4 = \$2,830
<u>Terrence Ryan</u>	JV Softball	Year 2 @ Step 8 = \$2,708
<u>Thomas Kurkjian</u>	Boys' Varsity Tennis	Year 25 @ Step 8 = \$3,124
<u>Steven Relyea</u>	Varsity Track	Year 5 @ Step 8 = \$3,124
<u>Philip Carducci</u>	Varsity Track Assistant	Year 1 @ Step 1 = \$1,861
<u>Kyle Turski</u>	JV Baseball	Year 4 @ Step 4 = \$2,103

Coaching Appointments

**Item 5.11: Long-Term Music Substitute**

On a motion by Mr. Coffin, seconded by Mr. Brackett and carried by a 6-0 vote, the Board approved the appointment of Lauren Smith as a long-term substitute music teacher.

Effective: February 13 through June 23, 2007

Salary: Step 1 [MA] of the VTA Contract = \$40,050 [prorated]

*Long-Term Music Substitute*

The Board agreed to hold a special meeting regarding a proposed Retirement Incentive on Thursday, February 15, 2007.

Special BOE Mtg, re: Retirement Incentive  
2/15/07

On a motion by Mr. McKenna, seconded by Mr. Kroencke and carried by a 6-0 vote, the meeting was adjourned at 12:20 a.m.

Adjournment:  
12:20 a.m.

\_\_\_\_\_  
*President*

\_\_\_\_\_  
*Clerk, Board of Education*