

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

**Regular Board of Education Meeting**  
**December 14, 2009**

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

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**Board Members Present:**

David M. Gibson, President  
 C. James Coffin, Vice Present  
 Timothy E. Blow  
 Cheryl L. Dozier  
 Lisa A. Henkel  
 Gary A. Hubert  
 Kevin T. Kroencke

**Board Members Absent:**

**ADMINISTRATION PRESENT:**

Teresa Snyder, Sarita Winchell, Mark Diefendorf, Brian Whitley, Thomas Reardon, Patrick Corrigan, Michael Goyer, Robin Jacob

**OTHERS PRESENT:**

Amy Hooker, Eric McCollum, Dan Brill, Jane Hooker, Patrick Sweeney, Douglas Brill, Thomas Sweeney, Gary Bates, Colleen Bates, David Adkins, Rita Okoniewski, Donna Kirk, Brendan Kirk, Kathy Fiero, Deb Baron, Chris Allard, Bill Hennessy, Dorothea Pfleiderer

Mr. Gibson called the meeting to order at 7:33 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:**  
 7:33 p.m.

**Item 2 Approval of Minutes**

On a motion by Mr. Coffin, seconded by Mr. Blow and carried unanimously, the Board approved the minutes of the regular meeting of November 9, 2009.

**Approval of Minutes:**  
 11/09/09

**Item 3.1: Opportunity for students to address the Board**

Dan Brill addressed the Board on behalf of students who asked that the Board consider starting a spring JV Lacrosse team.

**Opportunity for Students to Address the BOE**

Colleen Bates thanked the Board for their continued support in sending her to Tech Valley High School.

**Item 3.2: Opportunity for the public to be heard**

Mr. Tom Sweeney addressed the Board regarding a proposal for a JV Lacrosse team. According to the proposal, the program would begin in spring 2010 and be self-funded until 2013 when the district would fund, or partially fund, the team. The district would be asked to include the JV lacrosse team under the district's insurance policy. After discussing financial/budgetary implications, the Board said they would like more information before making a decision in January.

**Opportunity for Public to be Heard:**

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

**Item 4.1.1: Treasurer's Report**

The Board accepted the Treasurer's Report as presented in the enclosure folder.

**Treasurer's Report:**

**Item 4.1.2: Warrants**

The following warrants were accepted:

**Warrants**

<b>Warrant:</b>	<b>Date:</b>	<b>Amount</b>
Multi-Fund Warrant #16:	October 15, 2009	\$ 133,255.84
Payroll Covering Warrant #17:	October 14, 2009	\$ 462,252.30
Multi-Fund Warrant #18:	October 29, 2009	\$ 491,400.42
Payroll Covering Warrant #19:	October 28, 2009	\$ 515,024.05
Multi-Fund Warrant #20:	October 30, 2009	\$ 1,160.38
Multi-Fund Warrant #21:	November 13, 2009	\$ 417,160.55
Payroll Covering Warrant #22:	November 10, 2009	\$ 484,799.92
Multi-Fund Warrant #23:	November 30, 2009	\$ 482,587.24
Payroll Covering Warrant #24:	November 23, 2009	\$ 464,794.43
Capital Fund Warrant #3:	November 30, 2009	\$ 96,190.00
Capital Fund Warrant #4:	November 30, 2009	\$ 84,986.00

**Item 4.2: Substitute Appointments**

Approved the following substitute appointments at the approved rate of pay for retired employees:

**Substitute Appointments:**

Charles W. Clarke Substitute Bus Driver  
Joann Donohue Substitute Secretary  
Dianne Elmendorf Substitute Food Service Helper  
Eileen Lawrence Substitute Secretary  
Anne Smolen Substitute Secretary

Temporary  
Appointment:

K. Bogert

**Item 4.3: Temporary Teaching Assistant**

Approved the appointment of Kathleen Bogert as temporary teaching assistant (middle school special education, 1:1) effective November 30, 2009 – January 29, 2010.

Salary: Step 2 of the UEV Contract

Substitute Teaching  
Assistants**Item 4.4: Substitute Teaching Assistants (Elementary School)**

Approved the following elementary school teaching assistant appointments effective December 15, 2009:

Molly ReillyJeannie McDonnellThomas GagnonAstrid PetersenRebecca HoffmanCoaching  
Appointments:**Item 4.5: Coaching Appointments: 2009-2010**

Approved the following coaching appointments for the 2009-2010 school year:

James DeMideo

Modified Wrestling Coach

Step 8

Nicole Bouvier

JV Winter Cheerleading

Step 3

Extracurricular  
Appointment**Item 4.6: Extracurricular Appointment: 2009-2010**

Approved the following extracurricular appointment for the 2009-2010 school year:

Steve Suriano

MS Drama Club Director

Step 1

BOCES Substitute  
Registry**Item 4.7: Substitute Teacher Appointments from BOCES Substitute Registry**

Approved the Capital Region BOCES Substitute Registry appointments for the 2009-2010 school year as presented in the enclosure folder.

CSE  
Recommendations**Item 4.8: CSE Recommendations**

Approved the following recommendations by the *Committee on Special Education* as outlined at the meetings held on November 4, 2009, November 6, 2009, November 23, 2009, and November 30, 2009. Also, designated the Superintendent as signatory for health service contracts related to special education students' IEPs.

Community-Based  
Bus Trip Fee  
Waiver**Item 4.9: Request to Waive Fee for Community-Based Bus Trip**

Approved a request from the Transportation Supervisor to waive the fee for the school district to transport children from St. Matthew's Church to the Adirondack Center near Amsterdam, New York for a retreat. (*Note: St. Matthews Church has provided use of their facilities for numerous school functions, which is why we are asking approval to provide this service for St. Matthew's Church only*)

Drop-off: Friday, January 8, 2010

Pick-up: Sunday, January 10, 2010

NYSMEC  
Resolution –  
Electricity Supply**Item 4.10 NYSMEC Resolution - Electricity**

Approved the resolution authorizing participation in NYSMEC (New York School and Municipal Energy Consortium) for electricity supply through April 30, 2012, as provided in the enclosure folder, and authorize Assistant Superintendent for Business Sarita Winchell to sign the billing schedule agreement with NYSMEC.

Revised 403(b)  
Adoption Agreement**Item 4.11: Revised 403(b) Adoption Agreement**

Approved the revised "403(b) Adoption Agreement for Voorheesville Central School District" as provided in the enclosure folder, and authorized Assistant Superintendent for Business Sarita Winchell to sign the agreement.

Benetech Service  
Agreement**Item 4.12: Benetech Service Agreement**

Approved the service agreement with Benetech, Inc. for third party administrative support of the Voorheesville Central School District 403(b) Retirement Plan from January 1, 2010 through December 31, 2010, at the annual fee of \$25.00 per participant.

Tax Warrant  
Adjustment**Item 4.13: Tax Warrant Adjustment**

Approved the following tax warrant adjustment to amend the tax warrant in the amount of \$14,147,350.60 to \$14,146,590.69 (a reduction of \$759.91).

## 1. Small Claims – Town of Guilderland

## a. Richard Simpson- Excessive Assessment

Reduction in school taxes \$ 713.73

Reduction in library taxes \$ 46.18

Total: \$ 759.91 (*reduces warrant*)Amended Tax  
Collector's Report**Item 4.14: Amended Tax Collector's Report**

Approved the amended tax collector's report for the 2009-2010 school year as presented in the enclosure folder.

**Item 4.15: Out-of-Town Student Field Trip Requests**

Approved the following out-of-town student field trip requests:

Out-of-Town  
Student Field Trip  
Requests

Grade 6 Class Trip

Destination: Liberty Science Museum, Jersey City, NJ  
Discover Times Square Exposition (King Tut Exhibit), New York City  
Date: Friday, May 21, 2010  
Cost: \$68.00 per student (Includes transportation by private coach- no subs required)  
Requestor: Daniel Chaize

Art Portfolio Class Field Trip

Destination: Chelsea Gallery, New York City  
Date: Friday, January 8, 2010  
Cost: \$46.00 per student (Includes transportation via Metro North to Grand Central Station and museum entrance fee)  
District cost: 2 substitute teachers, district bus transportation to Metro North in Poughkeepsie  
Requestor: Marie Triller

**Item 4.16: Retirement**

Accepted the letter of intent to retire from Judith Hundemann (Speech-Language Pathologist) effective July 1, 2010 (12 years of service).

Retirement:  
J. Hundemann

**Item 4.17: Parent Leave Request**

Approved the request of Carrie Nowik (Elementary Teacher) for unpaid parental leave effective December 23, 2009 through June 30, 2010.

Parent Leave  
Request:  
C. Nowik

**Item 4.18: Long-term Substitute Appointment (Extended)**

Approved the extension of the appointment of Tracy Stryker as a long-term substitute elementary school teacher, from December 23, 2009 through June 25, 2010, per Article 6.5.2.2 of the VTA contract, and continue her salary at Step 1 of the VTA contract.

Long-term  
Substitute  
(Extended)  
T. Stryker

**Item 4.19: Change to Custodian of Petty Cash Fund**

Changed the custodial assignment of the Elementary School petty cash fund to cover properly itemized bills for supplies and services requiring immediate payment:

Custodian of ES  
Petty Cash Fund:  
M. Moss

Removed Kristy A. Therrien and added Michelle Moss: Petty cash custodian of \$100.00  
Effective: December 15, 2009

**ADMINISTRATIVE REPORTS**

**ADMINISTRATIVE  
REPORTS**

**Item 5.1: Elementary School Report, Thomas Reardon**

- Grades K-5 had 99% participation in parent conferences during November.
- Discussed the new report cards, which were generated for 521 students.
- At the request of the PTA, the November 9 literacy presentation was repeated for parents. It was very well received.
- Discussed the *Go Beyond* series, which allows community members to provide an after school session on their talents to students grades K-5.
- The Chess Club will be starting after the December break.
- The faculty meeting on December 21 will be a “workshop fair” to give teaching staff the chance to share what they have learned during professional development opportunities.

T. Reardon

**Item 5.2: Middle School Report, Brian Whitley**

- First-quarter report cards were sent out on November 17.
- Attended the grade 6 field trip to the Albany Museum of Art & History on November 20. The students learned about ancient Egyptian civilization and had an opportunity to sculpt Egyptian figures under the direction of the museum artist.
- Students in grade 7 saw a presentation on the French and Indian War by Christopher Shaw on November 24.
- Grade 8 students saw a Theodore Roosevelt impersonator on December 8.
- The middle school will operate on a regular daily schedule during high school exam week – January 26 – 29, 2010.

B. Whitley

**Item 5.3: High School Report, Mark Diefendorf**

- The winter concert scheduled for December 9 was postponed due to snow and has been rescheduled for December 16.
- The Guidance Department sponsored a financial aid information night on December 10; 35 individuals attended.
- Under his report, Mr. Diefendorf discussed the career and interest inventory information requested by the Board. The information summarized methods used to define students’ interests to help them on a career path for the future.
- Discussed Guidance Department plans for a “Career Café” which would give students an opportunity to talk about careers with 3 or 4 individuals employed in specific areas (e.g. law, medicine, business, etc.)

M. Diefendorf

S. Winchell

**Item 5.4: Assistant to the Superintendent for Business Report, S. Winchell**

- The comptroller's office should be providing information on State Aid on December 15.
- The school lunch fund has maintained a small profit without any transfer from the general fund as of November 30. Mrs. Winchell would like the Board to consider a policy that would limit the number of school meals that can be charged to minimize the fiscal burden on the district. She asked the clerk to obtain a sample policy from NYSSBA.
- Mrs. Winchell expects to have a full budget prepared for the first budget meeting on January 25, 2010; however, she will not know what the revenues are at that time.

M. Goyer

**Item 5.5: Operations, Maintenance, and Transportation Report, M. Goyer**

- The six-month asbestos surveillance indicated that we need to monitor asbestos floor tiles; however, at this point, the tiles are in great shape and pose no immediate problem.
- The district had its first snow day of the season last Wednesday. The crew did a great job with snow removal.

Dr. Snyder

**Item 5.6: Superintendent's Report, Teresa T. Snyder**

- So far, 120 individuals have responded to the alumni survey. It will be on the web site through December 31 in the hope that at least 200 graduates will respond. Dr. Snyder will report results to the Board at the January meeting.
- The 5<sup>th</sup> grade social studies results arrived today. We had a 100% passing rate with 61% of the students at Level 4 and 39% at Level 3. These are outstanding results. Mr. Gibson asked Dr. Snyder to provide the Board with a comparison to the results of the last few years.
- Dr. Snyder, along with 12 teachers and administrators, attended the second of five *Leadership for Student Achievement* workshops on December 5. The presenter, Dr. Michael Fullan, was very inspiring.

BOARD OF  
EDUCATION  
COMMITTEES

**BOARD OF EDUCATION COMMITTEE REPORTS**

Facilities

**Item 6.1: Facilities Committee**

The committee met on December 2 to discuss the annual visual inspection and small items to complete as part of the elementary school capital project, specifically, sitework and drainage.

Curriculum

**Item 6.2: Curriculum Committee**

The committee will meet on Tuesday, December 15 and report to the Board in January.

Policy &  
Governance

**Item 6.3: Policy & Governance Committee**

The committee met on December 8 to review the policies that will be presented under Item 7.2 on the agenda. The committee also reviewed the agenda for this evening's meeting. Mr. Sapienza discussed the JV Lacrosse proposal with the committee.

Audit

**Item 6.4: Audit Committee**

The committee met prior to the Board meeting to review the school lunch fund profit/loss statements. They also met with a representative from Marvin & Company, the district's internal auditors, who are conducting a risk assessment. This will be presented to the committee on February 8, and a course of action will be determined.

Evaluation

**Item 6.5: Evaluation Committee**

The committee had nothing to report.

Communications

**Item 6.6: Communications Task Force**

Met with a group of 12 people to evaluate the information we send and options for getting that information to parents, community, and staff. The task force will have recommendations before the end of the school year.

BOE Goals:  
2009-2010

**Item 7.1: Board of Education Goals for 2009-2010**

On a motion by Mr. Blow, seconded by Mr. Coffin and carried unanimously, the Board of Education approved the 2009-2010 Board of Education Goals as presented.

BOE Policies:  
First & Second  
Readings

**Item 7.2.1: BOE Policy – First Reading**

On a motion by Mr. Blow, seconded by Mr. Kroencke and carried unanimously, the Board approved the first reading of Policy 5225, Student Personal Expression.

**Item 7.2.2: BOE Policies – Second Reading**

On a motion by Mr. Blow, seconded by Mr. Coffin and carried unanimously, the Board approved the second reading of the following policies:

Policy 4526.1	Internet Safety
Policy 5710	Violent and Disruptive Incident Reporting
Policy 9240	Recruiting and Hiring

**Item 7.3: Annual Visual Inspection**

On a motion by Mr. Coffin, seconded by Mr. Hubert and carried unanimously, the Board accepted the Annual Visual Inspection Report as submitted in the enclosure folder.

Annual Visual Inspection

**Item 7.4: ES Drainage and Boiler Room**

On a motion by Mr. Coffin, seconded by Mr. Hubert and carried unanimously, the Board approved the Elementary School Sitework and Drainage Project (SED #01-10-03-06-0-002-013) as outlined in the enclosure folder at a maximum cost of \$453,000. This project is part of the original capital project authorization approved September 19, 2006. Currently, the district is \$956,000 under the original authorization amount.

ES Drainage and Boiler Room Project

**Item 7.5.1: MOU re: EPO Health Insurance Coverage (VTA)**

On a motion by Mr. Kroencke, seconded by Mr. Blow and carried unanimously, the Board approved the Memorandum of Understanding with the Voorheesville Teachers Association (VTA) changing the health insurance coverage with Capital District Physicians Health Plan from the Health Maintenance Organization (HMO) plan to the Exclusive Provide Organization (EPO) plan effective January 1, 2010.

MOUs re: EPO Health Insurance Coverage

VTA

**Item 7.5.2: MOU re: EPO Health Insurance Coverage (VTA)**

On a motion by Mr. Kroencke, seconded by Mr. Blow and carried unanimously, the Board approved the Memorandum of Understanding with the United Employees of Voorheesville (UEV) changing the health insurance coverage with Capital District Physicians Health Plan from the Health Maintenance Organization (HMO) plan to the Exclusive Provide Organization (EPO) plan effective January 1, 2010.

UEV

On a motion by Mr. Coffin, seconded by Mr. Kroencke and carried unanimously, the Board accepted the following donations:

**Item 7.6: Acceptance of Donation**

Gratefully accepted the donation of \$200 from the PTA for the Principal's Discretionary Fund, and increase the revenue code TE2705 in Gifts, Scholarships, and Endowments by \$200 to reflect the receipt of these funds.

Acceptance of PTA Donation

**Item 7.7: Establishment of Robert Streifer Foreign Language Scholarship Fund**

Gratefully accepted a donation of \$3,076.20 to establish the Robert Streifer Foreign Language Scholarship Fund, and increase the revenue code TE2705 in Gifts, Scholarships, and Endowments by \$3,076.20 to reflect the receipt of these funds.

Acceptance of Donation:  
R. Streifer Foreign Language Scholarship Fund

**Item 8.1: Early Holiday Release**

On a motion by Mr. Kroencke, seconded by Dr. Henkel and carried unanimously, the Board authorized the superintendent to release 12-month, non-instructional employees up to four hours early on December 24 and December 31, 2009.

Early Holiday Release

**Item 8.2: Opportunity for the Public to be Heard**

There were no comments

OpportunOpportu  
nity for the Public  
to be Heard

**Item 8.3: Opportunity for the Board to be Heard**

There were no comments.

Opportunity for  
the Board to be  
Heard

**Item 9: Miscellaneous**

Budget Status Reports: 07/01/09 – 10/31/09

**Item 10: Executive Session**

On a motion by Dr. Henkel, seconded by Dr. Dozier and carried unanimously, the Board moved into executive session at 10:00 p.m. to discuss the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation.

Executive Session:  
10:00 p.m.

The Board came out of executive session at 10:30 p.m.

One a motion by Mr. Blow, seconded by Mr. Kroencke and carried unanimously, the meeting was adjourned at 10:32 p.m.

Adjournment:  
10:32 p.m.

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Vice President, Board of Education

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Clerk, Board of Education