

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

Regular Board of Education Meeting
May 9, 2011

C. James Coffin, President
Large Group Instruction Room

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Board Members Present:

C. James Coffin, President
Cheryl L. Dozier, Vice President
Kristine L. Gravino
Lisa A. Henkel
Gary A. Hubert
Cynthia Monaghan

Board Members Absent:

Timothy E. Blow

ADMINISTRATION PRESENT:

Teresa Snyder, Sarita Winchell, Imran Abbasi, Thomas Reardon, Brian Whitley, Michael Goyer, Robin Jacob

OTHERS PRESENT:

Nadine Peek, Shauna Worthley, Christina Menetti, Patricia Flynt, Kathy Fiero, Karen Conroy, Michele Snyder, Mary Anne Milano, Robin Burch, Laurie Lysenko, Gregg Diefenbach, Pat Conway, Anthony Cambria, Lindsay Jones, Peter Murphy, Luis Wiest, Pam Hamlin, Dawn Mancuso, Chris Allard, Daniel Chaize, Pam Standish, Deb Baron, Jen Hampston, Sara Hotopp, Laura Minnick, Laura Taggart, Jennifer Scott, Mary Teresa Morgan, Stephanie Buck, Rebecca Zions, Dorothea Pfliederer

Mr. Coffin called the meeting to order at 6:30 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 with the exception of Mr. Blow.

Call to Order:
6:30 p.m.

On a motion by Ms. Monaghan, seconded by Dr. Henkel and carried unanimously, the Board moved into executive session at 6:32 p.m. to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation.

Executive Session:
6:32 p.m.

On a motion by Dr. Gravino, seconded by Mr. Hubert and carried unanimously, the Board came out of executive session at 7:00 p.m. They moved to the Large Group Instruction Room at 7:30 p.m. to resume the meeting.

Regular Session:
7:00 p.m.

Item 2: Presentations

2011-2012 Budget Hearing, S. Winchell

Mrs. Winchell referred to the 2011-2012 budget brochure and noted that the budget will decrease by \$391,172 (1.81%). The estimated tax levy is \$15,235,643 or a 2.07% increase. Mrs. Winchell said that the equalization rates for the towns of New Scotland and Guilderland have increased this year, so she is expecting a tax rate below 1.5% for New Scotland. She reviewed the estimated revenues and expenditures for next year, and reiterated that the increase in the tax levy is due to the decrease in State aid. In addition to the budget, taxpayers will be asked to vote on the bus proposition and elect a Board of Education trustee. Mr. Hubert is seeking re-election for a second term and is running unopposed. The budget vote will be held on Tuesday, May 17, from 2:00 to 9:00 p.m. in the Middle School Foyer.

Presentations:

2011-2012 Budget

Profile of a High School Graduate, Imran Abbasi

Mr. Abbasi discussed RTI (Response to Intervention), a three-tiered process for helping general education students who need instructional and behavioral support. He discussed strategies that had been implemented during the 2010-2011 school year, and plans to continue the program and introduce new strategies in 2011-12.

Profile of a High School Graduate

Item 3: Approval of Minutes

On a motion by Ms. Monaghan, seconded by Dr. Gravino and carried unanimously, the Board approved the minutes of the regular meeting of April 11, 2011; the special meeting of April 27, 2011; and the special meeting of May 3, 2011.

Approval of Minutes:
04/11/11; 04/27/11;
05/03/11

Item 4.1: Opportunity for students to address the Board

There were no comments.

Opportunity for Students to Address the BOE

Item 4.2: Opportunity for the public to be heard

- Mr. Anthony Cambria asked if the district will be in compliance with NYS requirements for Physical Education with the realignment of health and PE staff. Mrs. Winchell said we are definitely in compliance.
- Ms. Conway asked if the district would be offering summer enrichment programs this year. Dr. Snyder said that Mr. Faber will be coordinating the program and we will have more information soon.

Opportunity for Public to be Heard:

On a motion by Dr. Henkel, seconded by Dr. Dozier and carried unanimously, the Board approved the following items:

Treasurer's Report

Item 5.1.1: Treasurer's Report

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

Item 5.1.2: Warrants

The following warrants were accepted:

<u>Warrants</u>	<u>Warrant:</u>	<u>Date:</u>	<u>Amount</u>
	Payroll Covering Warrant #45:	March 29, 2011	\$ 456,599.38
	Multi-Fund Warrant #46::	April 15, 2011	\$ 147,307.10
	Payroll Covering Warrant #47:	March 13, 2011	\$ 460,978.78
	Multi-Fund Warrant #48:	April 29, 2011	\$ 275,721.77
	Payroll Covering Warrant #49:	April 27, 2011	479,317.59

Resignation:

Item 5.2: Resignation

On a motion by Dr. Gravino, seconded by Ms. Monaghan and carried unanimously, the Board accepted the resignation of Brian P. Whitley as Middle School Principal effective June 30, 2011.

Reason: Other Employment

On a motion by Dr. Henkel, seconded by Dr. Dozier and carried unanimously, the Board approved the following items:

Probationary Appointment:

Item 5.3: Probationary Appointment

Approved the probationary appointment of Andrew Karins as Physical Education/Health teacher effective September 1, 2011.

Probationary term: Three years

Salary: Step 8 (MA) of the VTA Contract

Reduction / Abolishment of Positions

Item 5.4: Action on Resolution regarding Reduction, Abolishment of Positions

Approved reduction or abolishment of the following positions for reasons of economy effective June 30, 2011. Persons having the least seniority in the abolished positions shall be placed on the preferred eligible list of the district in accordance with Education Law 2510 (3):

.4 FTE Secondary Mathematics	.4 FTE Foreign Language
.4 FTE Science	.2 FTE Social Studies
.2 FTE Foreign Language	.2 FTE Technology

Temporary Teaching Asst. (Amendment)

Item 5.5: Temporary Teaching Assistant – Amendment

Amended the effective date of the appointment of Andrea Burch as Temporary Teaching Assistant to May 2 – June 24, 2011 (4.5 hours/day). The original effective date was April 26, 2011.

Salary: Step 8 of the UEV Contract

Summer 2011 Special Education Program

Item 5.6: Special Education Summer 2011 Program

On a motion by Dr. Gravino, seconded by Ms. Monaghan and carried by a 5-0 vote, the Board approved the following appointments for the Special Education Summer 2011 Program effective July 5 through August 11, 2011. Mr. Hubert abstained.

(Note: Salaries in accordance with UEV/VTA salary schedules. The District is reimbursed for 80% of this program)

Jennifer Molino, Part-time Special Education Teacher, 9 hours per week

Salary: Hourly rate for Step 5 (MA) of the VTA Contract

Jennifer Scott, Part-time Special Education Teacher, 9 hours per week

Salary: Hourly rate for Step 11, (MA) of the VTA Contract

Lynn Goyer, Part-time Teaching Assistant, 9 hours per week

Salary: Hourly rate for Step 12 of the UEV Contract

Portia Hubert, Part-time Teaching Assistant, 9 hours per week

Salary: Hourly rate for Step 12 of the UEV Contract

Linda O'Keefe, Part-time Teaching Assistant, 9 hours per week

Salary: Hourly rate for Step 9 of the UEV Contract

Deborah Lee, Part-time Speech Therapist, 9 hours per week

Salary: Hourly rate for Step 21½ (MA) of the VTA Contract

Lisa Herzog, Part-time Physical Therapist, 3 hours per week

Salary: Hourly rate for Step 17 (BA) of the VTA Contract

On a motion by Dr. Henkel, seconded by Dr. Dozier and carried unanimously, the following items were approved:

HS Drama Play Director:

Item 5.7: Drama Play Director – High School

Approved the appointment of Matthew Robinson as high school drama play director for the 2011-2012 school year.

Salary: Step 1 of the VTA Extracurricular Salary Schedule

Item 5.8: BOCES Substitute Registry Appointment

Approved Capital Region BOCES Substitute Registry appointments for the 2010-2011 school year as presented in the enclosure folder.

BOCES Registry
Substitute Appts.

Item 5.9: Vote Machine Preparation

Approved the appointment of Paul Barrowman to prepare three voting machines for the School Budget Vote/Election and the Public Library Budget Vote/Election on Tuesday, May 17, 2011.

Fee: \$35.00 per machine

Voting Machine
Preparation:
P. Barrowman

Item 5.10: Action on Resolution Appointing Personnel for School/Library Budget Vote and Election

Approved the resolution appointing personnel for the School/Library Budget Vote and Election to be held on Tuesday, May 17, 2011, as outlined in the enclosure folder.

School Vote
Personnel

Item 5.11: CSE Recommendations

Approved the recommendation by the *Committee on Special Education* as outlined at the meetings held on March 17, 2011, March 21, 2011, March 24, 2011, March 25, 2011, March 30, 2011, April 5, 2011, April 6, 2011, April 7, 2011, and April 11, 2011. The Board designated the Superintendent as signatory for health service contracts related to special education student's IEPs.

CSE
Recommendations

On a motion by Ms. Monaghan, seconded by Mr. Hubert and carried unanimously, the following items were approved:

Item 5.12: Trimester Reporting Proposal: One-Year Pilot

Approved the Trimester Reporting Proposal as presented in the enclosure folder. This proposal will be approved as a one-year pilot and will be re-evaluated in July 2012.

Trimester Proposal
One-Year Pilot

Item 5.13: 2011-2012 School Calendar

Approved the 2011-2012 school calendar as presented in the enclosure folder.

2011-2012 School
Calendar

On a motion by Dr. Gravino, seconded by Dr. Dozier and carried unanimously, the following items were approved:

Item 5.14: Business Consultant

Approved the appointment of Sarita Winchell as per diem Business Consultant effective June 6, 2011, per the employment agreement in the enclosure folder.

Business
Consultant:
S. Winchell

Item 5.15: Out-of-Town Student Field Trip Requests

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

Grade 5 Class Trip

Destination: Lake George, NY: Fort William Henry, Mohican Boat Tour
Date: Wednesday, June 1, 2011
Student Cost: \$14.00 per student
District Cost: VCSD school bus – roundtrip
Requestor: Thomas Reardon

Out of Town
Student Field Trip

Item 5.16: Assistant Superintendent for Business – Authorizations

Approved authorizations for Gregory Diefenbach to act on behalf of the Voorheesville Central School District in carrying out the following business as Assistant Superintendent for Business in accordance with Board of Education policy effective June 1, 2011:

Authorizations for
Assistant Supt. For
Business

- Authorization to act as Purchasing Agent
- Schoharie Area Workers' Compensation Plan Trustee
- Authorization to make wire transfers
- Authorization for School Credit Card
- Authorization to advertise for, receive, open, and tabulate bids as required for the purchase of supplies, materials, equipment, etc. throughout the school year
- Authorization to review, and act upon, all Building and Grounds Use requests
- Authorization to enter into and sign maintenance service agreements under \$4,000

Item 5.17: Approval of Date for July Reorganizational Meeting

Approved the date of Monday, July 11, 2011 for the July reorganizational meeting at 7:30 p.m. in the Large Group Instruction Room, to be followed by the regular July Board of Education meeting.

July
Organizational
Meeting:
July 11, 2011

Item 5.18: Reduction in Hours

Approved a reduction in hours for the following employees effective July 1, 2011:

Jessica Tabakian, Senior Keyboard Specialist
From 11 months per year to 10 months per year (8 hours/day)

Reduction in
Hours:
J. Tabakian

Eileen Bates, Clerk Typist, Part-time
From 4.5 hours per day to 3.75 hours per day (10-months/year)

E. Bates

ADMINISTRATIVE
REPORTS

ADMINISTRATIVE REPORTS

Item 6.1: Elementary School Report, Thomas Reardon

T. Reardon

- Elementary school faculty participated in a half-day math workshop with Laura Lehtonen on April 5 and a full-day workshop with Gail Sobolewski on April 14. Both workshops will help the faculty move forward toward the Common Core Standards.
- An assembly will be held on May 13 based on this year's touchstone text, *Ordinary Mary's Extraordinary Deeds*.
- This year's "Go Beyond" series is flourishing. The students have been especially interested in spelling bees.
- Recognized Tricia Putman for her work with the Farm to School Initiative.

Item 6.2: Middle School Report, Brian Whitley

B. Whitley

- Middle school students took the NYS ELA Assessments on May 3 and 4. Math assessments will begin next week, and grade 8 science tests will be given in June.
- Interviews to fill the 6th and 8th grade English vacancies were conducted. Dr. Snyder will interview the finalists and two teachers will be appointed in June.
- The final teen night for 2010-2011 is scheduled for June 10. Fifth grade students will be invited as part of their transition to middle school in September. In addition, Ms. Paulson, will conduct "Guidance Lessons" for 5th graders during late May and early June to prepare students for the transition from elementary to middle school.

Item 6.3: High School Report, Imran Abbasi

I. Abbasi

- On May 3, Rachel Lee, Sara Madden, Cassidy Smith, and Mr. Kyle Turski were recognized by the Capital District YMCA as high school students and staff who give their time and talent to community service projects and who serve as positive role models in school and community settings.
- AP exams will be given May 2 – 13 at St. Matthew's Church.
- The prom was held on May 6 at Saratoga National Golf Course and everything went very well. The management at Saratoga National complimented the behavior of the 120 students who attended and said Voorheesville students would be welcome back any time.
- May 24 is Freshman Night. Eighth grade students and their parents are invited to join faculty and staff to obtain information about transitioning from the middle school to the high school. Representatives will be on hand to discuss curriculum, schedules, clubs and organizations, and athletics.

S. Winchell

Item 6.4: Assistant to the Superintendent for Business Report, S. Winchell

- Mrs. Winchell provided the Board with additional information on the Employee Benefit Management Services w/Capital Region BOCES (New York State Municipal Benefit Coalition) which was approved by the Board on April 11.

M. Goyer

- Introduced Gregory Diefenbach who will replace her as Assistant Superintendent for Business on June 1, 2011.

Item 6.5: Operations, Maintenance, and Transportation Report, M. Goyer

T. Snyder

No report.

Item 6.6: Superintendent's Report, Dr. Teresa Snyder

- Dr. Snyder met with the New Scotland Senior Citizens on May 4. It was a great experience, and Dr. Snyder was able to answer a number of budget questions. She found the senior citizens to be very positive about the school district.
- We are in the middle of NYS testing. Dr. Snyder believes these tests will tell us wonderful things about our students.
- Dr. Snyder continues to visit classes in the elementary school. Last week she met with kindergarten classes.
- Acknowledged the exceptional work of Mrs. Sarita Winchell who will retire on May 31 as Assistant Superintendent for Business. She also acknowledged Mr. Brian Whitley, Middle School Principal, and thanked him for leaving the middle school a better place than when he started in September 2009.

BOARD OF ED.
COMMITTEE
REPORTS

Audit

BOARD OF EDUCATION COMMITTEE REPORTS

Curriculum /
Evaluation

Item 7.1: Audit Committee

- No report

Item 7.2: Curriculum/Evaluation Committee

- The committee will meet on Thursday, May 12, to continue work on the 2011-2012 goals.

Facilities

Item 7.3: Facilities Committee

- No report

Item 7.4: Policy & Governance Committee

- Met on May 3 to discuss the Trimester Proposal and the policy on electronic media disposal.
- The summation of the 2010-2011 district goals will be presented at the June BOE meeting.
- Dr. Henkel asked that several dates be added to next year's calendar: Fall 2011, a date to welcome the new hires; in the Spring 2012, a reception for tenured teachers.

*Policy &
Governance*

Item 7.5: Update: Drug/Alcohol Task Force

- Based upon the survey results and discussions over the last several months, the Task Force will recommend proposed changes for the Student Guidelines for next year.

*Drug/Alcohol Task
Force*

Item 8.1: Tenure Recommendations

On a motion by Dr. Gravino, seconded by Dr. Dozier and carried unanimously, the following tenure resolutions were approved:

**Tenure
Recommendations**

8.1.1 Recommended Action on the following resolution:

RESOLVED, that upon the recommendation of Superintendent of Schools, Teresa T. Snyder, subject to New York State Education Law §3013, the following person is appointed to tenure effective September 1, 2011, in the stated tenure area:

D. Chaize

*Daniel Chaize
Elementary Education*

8.1.2 Recommended Action on the following resolution:

RESOLVED, that upon the recommendation of Superintendent of Schools, Teresa T. Snyder, subject to New York State Education Law §3013, the following person is appointed to tenure effective September 1, 2011, in the stated tenure area:

K. Hanlon

*Kristen Hanlon
Teaching Assistant*

8.1.3 Recommended Action on the following resolution:

RESOLVED, that upon the recommendation of Superintendent of Schools, Teresa T. Snyder, subject to New York State Education Law §3013, the following person is appointed to tenure effective September 1, 2011, in the stated tenure area:

C. Menetti

*Christina Menetti
School Library Media Specialist*

8.1.4 Recommended Action on the following resolution:

RESOLVED, that upon the recommendation of Superintendent of Schools, Teresa T. Snyder, subject to New York State Education Law §3013, the following person is appointed to tenure effective September 1, 2011, in the stated tenure area:

S. Buck

*Stephanie Buck
Elementary Education*

8.1.5 Recommended Action on the following resolution:

RESOLVED, that upon the recommendation of Superintendent of Schools, Teresa T. Snyder, subject to New York State Education Law §3013, the following person is appointed to tenure effective September 1, 2011, in the stated tenure area:

S. Worthley

*Shauna Worthley
Elementary Education*

8.1.6 Recommended Action on the following resolution:

RESOLVED, that upon the recommendation of Superintendent of Schools, Teresa T. Snyder, subject to New York State Education Law §3013, the following person is appointed to tenure effective September 1, 2011, in the stated tenure area:

R. Zionts Klamka

*Rebecca Zionts Klamka
Elementary Education*

Item 8.2: Resolutions in Recognition of Service

On a motion by Dr. Gravino, seconded by Dr. Dozier and carried unanimously, the Board adopted the Resolutions in Recognition of Service of Frank Faber, Patricia Flynt, Diane Grandy, Jacqueline Jackson, Susan Podgorski, Sandra Vorse, and Sarita Winchell.

**Resolutions in
Recognition of
Service**

On a motion by Dr. Dozier, seconded by Dr. Henkel and carried unanimously, the following items were approved:

Item 8.3: Board of Education Policy – Second Reading

Approved the second reading of Policy 8631, *Electronic Media Disposal*, as presented.

**BOE Policy – 2nd
Reading:**
*Electronic Media
Disposal*

Item 8.4: OSC – Corrective Action Plan

Approved the corrective action plan for the audit of July 1, 2008 through May 4, 2010. Upon approval, the corrective action plan will be submitted to the Office of the New York State Comptroller in response to recommendations made by the Comptroller's office.

**OSC Corrective
Action Plan**

Acceptance of Donations

Item 8.5: Acceptance of Donations

Gratefully accepted donations from Voorheesville Community & School Foundation in the amount of \$307.50 for the Extra Mile Awards and Hannaford Helps program in the amount of \$822.00 for the Elementary School.

Budget Amendment: Gifts and Donations

Item 8.6: Budget Amendment – Gifts and Donations

Amended the 2010-2011 budget to allow for the expenditure of gift donations to the District from the Voorheesville Community & School Foundation in the amount of \$307.50 and from Hannaford Helps Program in the amount of \$822.00; and to increase the revenue code A2705 to reflect the receipt of these funds.

Budget code to be amended is:

Board of Education Supplies	\$307.50	A1010501
Elementary School – Teaching Supplies	\$822.00	A21105010198

Opportunity for Public to be Heard

Item 9.1: Opportunity for the Public to be Heard

There were no comments

Opportunity for Board to be Heard

Item 9.2: Opportunity for the Board to be Heard

Ms. Monaghan thanked Mr. Reardon for the work he had done on the creation of the Trimester Proposal.

Executive Session: 8:53 p.m.

On a motion by Dr. Dozier, seconded by Ms. Monaghan and carried unanimously, the Board moved into Executive Session at 8:53 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.

Regular Session: 10:22 p.m.

The Board returned to regular session at 10:22 p.m.

Adjournment: 105 p.m.

On a motion by Ms. Monaghan, seconded by Dr. Gravino and carried unanimously, the meeting was adjourned at 10:25 p.m.

President, Board of Education

Clerk, Board of Education