

**DUANESBURG CENTRAL SCHOOL DISTRICT #1
TOWN OF DUANESBURG**

ORGANIZATIONAL MEETING OF THE BOARD OF EDUCATION

July 7, 2009 - 7:30 p.m. in the HS Library

CALL TO ORDER at _____ p.m. by the District Clerk Kane.

SALUTE TO THE FLAG

ROLL CALL Bridget Holmes
 Christina Loukides
 John McKeeby
 Carlos Moreno
 Paul Munson
 Cecilia Tkaczyk

Also Present: Superintendent Crowley, Business Administrator Kane,
HS Principal DeLuke, MS Principal Reyes, ES Principal Ryan

OATH OF OFFICE TO NEW BOARD MEMBERS: District Clerk Kane administers the Oath of Office to Bridget Holmes, Christina Loukides and John McKeeby.

OATH OF OFFICE TO SUPERINTENDENT OF SCHOOLS: District Clerk Kane administers the Oath of Office to Christine Crowley.

ELECTION OF OFFICERS:

1. Nomination for President – _____.
Nominated by _____, seconded by _____.

Clerk conducts and records vote as follows:

Holmes __, Loukides __, McKeeby __, Moreno __, Munson __, Tkaczyk __.

2. Nomination for Vice President – _____.
Nominated by _____, seconded by _____.

Clerk conducts and records vote as follows:

Holmes __, Loukides __, McKeeby __, Moreno __, Munson __, Tkaczyk __.

FOOTNOTE – If there are multiple candidates for office, the Clerk will conduct a roll call for each candidate, in order of nomination, until one candidate has a majority.

*Oaths of Office to be read by President _____ and Vice President _____.
President _____ takes over the chair.*

APPOINTMENTS FOR THE 2009-2010 SCHOOL YEAR: {2008-09 incumbents are in parenthesis} followed by recommended appointments for 2009-2010.

Recommendation that the Duanesburg Board of Education make the following appointments:

District Clerk	{Brenda Kane}	Brenda Kane
Senior District Treasurer	{Aimee Skiff}	Aimee Skiff
District Treasurer	{Janette Folckemer}	Janette Folckemer
Tax Collector	{Betty Biittig}	Betty Biittig
Deputy Tax Collector	{Janette Folckemer}	Becky Manson
Records Access Officer	{Brenda Kane}	Brenda Kane
ECA Treasurer	{Brenda Kane}	Brenda Kane
Deputy ECA Treasurer	{Aimee Skiff}	Aimee Skiff
Substitute District Clerk	{Christine Crowley}	Christine Crowley
Recording Secretary	{Brenda Kane}	Brenda Kane
Substitute Recording Secretary	{Beth DeLuke}	Beth DeLuke

Motion by _____, seconded by _____.
Holmes __, Loukides __, McKeeby __, Moreno __, Munson __, Tkaczyk __.

Oaths of Office read and signed.

ADDITIONAL APPOINTMENTS FOR THE 2009-2010 SCHOOL YEAR:

Internal Auditor	{Phyllis Albano}	_____
Internal Claims Auditor	{Rita Adabahr}	Rita Adabahr
School Physician	{Bassett Healthcare}	Bassett Healthcare
School Attorney	{Kristine Lanchantin}	Kristine Lanchantin
Federal Grants Adm.	{Christine Crowley}	Christine Crowley
Independent Auditor	{Raymond Preusser}	Raymond Preusser
Special Education Attorney	{Tara Moffett}	Girvin & Ferlazzo
AHERA Asbestos Designee	{Aanen Aanensen}	Aanen Aanensen
Supervisors of Attendance	{K. O'Brien/B.LeForestier}	E. Ryan/P. Reyes/B. DeLuke
Committee on Pre-School Special Ed.	{Margaret Wyanski}	Margaret Wyanski
Committee on Special Ed.	{Margaret Wyanski}	Margaret Wyanski
Title IX/Section 504/ADA Compliance	{B. Kane/B. LeForestier}	B. Kane/P. Reyes
Section 504 District Coordinatero	none	Pete Reyes
Insurance Advisor	{Kenneth Fake Agency}	SEFCU Insurance
Chemical Hygiene Officer	none	_____
Pesticide Officer	{Jim Nesbitt}	Jim Nesbitt

Schoharie Area

Workers Comp. Trustee {Brenda Kane} Brenda Kane

Schoharie Area Workers

Comp. Alternate {Christine Crowley} Christine Crowley

Liaison for Homeless Children & Youth {Katie O'Brien} Erica Ryan

Asbestos Mgmt. LEA Designee {Aanen Aanensen} Aanen Aanensen

School Board Associations:

Capital District {R. Hawes} _____

Schoharie Rep. {C. Tkaczyk} _____

{Scholarship Loan Fund Representatives} Scholarship Selection Committee:

Two year Term

2008-09 Appointment - Year #2 of 2

{Wilford LeForestier} Beth DeLuke

{Lori Kuhl} Lori Kuhl

{Alicia Kirkpatrick} Alicia Kirkpatrick

Motion by _____, seconded by _____.

Holmes __, Loukides __, McKeeby __, Moreno __, Munson __, Tkaczyk __.

RE-APPOINT PART-TIME TEACHERS:

Laurel Halberg – PT Psychologist (.4 FTE) effective 9/1/09 through 6/30/10

Kathleen Sprenger – PT Social Studies Teacher (.4 FTE) effective 9/1/09 through 6/30/10

DESIGNATIONS:

Purchasing Agent {Brenda Kane} Brenda Kane

Official Bank Depositories {NBT Bank} NBT Bank

Official Bank Signatures {Kane/Skiff/J. Folckemer} Kane/Skiff/J. Folckemer

Certify Payrolls {Christine Crowley} Christine Crowley

Petty Cash {Brenda Kane} Brenda Kane

Designated Educational Official to receive court notification regarding a student’s sentence/ adjudication in certain criminal cases and juvenile delinquency proceedings {C. Crowley} Christine Crowley

Monthly Board of Education Meetings

{1st & 3rd Tuesday of each month} 1st & 3rd Tuesday of each month

Official Radio Station {WYJB-95.5 FM} WYJB-95.5 FM

Official TV Station {Channel 6} Channel 6

DESIGNATIONS (continued)

Official Newspaper	{Daily Gazette}	Daily Gazette
Private/Parochial Trans. Pick-up	{DCS ES}	DCS Elem. School
Red Cross Disaster Shelter	{ES & HS}	DCS ES & HS

Motion by _____, seconded by _____.
Holmes __, Loukides __, McKeeby __, Moreno __, Munson __, Tkaczyk __.

ADOPT CONDITIONS OF EMPLOYMENT

Recommendation that the Duanesburg Board of Education adopt the Administrative Conditions of Employment and Administrative Support Personnel Conditions of Employment as recommended by the superintendent. (will be handed out at meeting)

Motion by _____, seconded by _____.
Holmes __, Loukides __, McKeeby __, Moreno __, Munson __, Tkaczyk __.

ADOPT DISTRICT PLANS

Recommendation that the Duanesburg Board of Education adopt the following plans as recommended by the superintendent and building principals:

AIS Plan

Motion by _____, seconded by _____.
Holmes __, Loukides __, McKeeby __, Moreno __, Munson __, Tkaczyk __.

ADOPT PAY SCHEDULES

Recommendation that the Duanesburg Board of Education adopt the Substitute Teacher and Substitute Aide pay schedules as recommended by the business administrator. (see enclosure)

Motion by _____, seconded by _____.
Holmes __, Loukides __, McKeeby __, Moreno __, Munson __, Tkaczyk __.

AUTHORIZATIONS:

Authorization for Business Administrator to:

- Invest surplus funds;
- Extend the Tax Roll.
- Recommend Budget Transfers on Internal Claims Auditor Approval

Authorization for Superintendent to:

- Approve Staff Attendance at Conferences

Superintendent to Apply for Grants in Aid {State and Federal}:
{Christine Crowley} Christine Crowley

Mileage Allowance for School Business: (per IRS guideline)

{\$.585} \$.55 effective 7/1/09

Tax Collector shall apply similar dates and penalties for the 2009-2010 tax collection period as 2008-2009. {Ms. Kane will explain.}

Motion by _____, seconded by _____.
Holmes __, Loukides __, McKeeby __, Moreno __, Munson __, Tkaczyk __.

BONDING OF PERSONNEL:

Tax Collector - \$4,000,000
Treasurer – \$1,300,000
Other Employees - \$25,000 Cash & Securities; \$100,000 Other/Theft

Motion by _____, seconded by _____.
Holmes __, Loukides __, McKeeby __, Moreno __, Munson __, Tkaczyk __.

RE-ADOPT CODE OF ETHICS AND ALL EXISTING BOARD POLICIES {per Policy Manual, 2006}:

1. Renew all policies as contained in Policy Manual
 - a. Title VI of the Civil Rights Act - Non-Discrimination on the basis of race, etc. {Policy # 6120, 7540, 8130}
 - b. Title IX of the Education Amendments of 1972 - Non-Discrimination on the basis of sex. {Policy # 6120, 7540, 8130}
 - c. Section 50 of the Rehabilitation Act of 1973 - Non-Discrimination on the basis of handicap. {Policy # 7540, 8130}
 - d. Attendance Policy {Policy # 7110-7160}
 - e. School Safety (SAVE) {Policy # 3410-3510, 5670-5671} (see Safe Schools)
 - f. Code of Ethics for Educators {Policy # 6110, 6111}
 - g. Sexual Harassment Policy {Policy # 6121, 7541}
 - h. Code of Ethics (Code of Conduct for Students) - also adopted independently
 - i. Purchasing {Policy # 5410}
 - j. Investment {Policy # 5220}

Motion by _____, seconded by _____.
Holmes __, Loukides __, McKeeby __, Moreno __, Munson __, Tkaczyk __.

ADOPT PUBLIC OFFICERS LAW 18 & EDUCATION LAW 3811.

RESOLVED that the Duanesburg Central School District shall supplement the protection given all board members, officers and employees of the school district acting within the scope of their employment of duties under Education Law Section 3811 by providing coverage and protection for all board members, officers and employees of the school district acting within the scope of his/her public employment of duties as prescribed by Section 18 of the New York State Public Officers Law.

Motion by _____, seconded by _____.
Holmes __, Loukides __, McKeeby __, Moreno __, Munson __, Tkaczyk __.

ANNOUNCE 2009-2010 ANNUAL BUDGET VOTE/BOE ELECTION DATE:

Per Revised Education Law 2022, the Annual Budget Vote/BOE Election will be a Tuesday, May 18, 2010 as determined by the New York State Education Department.

INFORMATION ITEM:

Please advise District Clerk Kane if you are an owner of NBT Bank stock for future bonding purposes and matters regarding Conflict of Interest.

MOVE TO REGULAR BOARD OF EDUCATION MEETING at _____ p.m.

CMC:BJK:CM:Jmb;6/23/09

