

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

ORGANIZATIONAL MEETING OF THE BOARD OF EDUCATION

July 8, 2008 - 7:30 p.m. in the HS Library

CALL TO ORDER at 7:35 p.m. by the District Clerk Kane.

SALUTE TO THE FLAG

ROLL CALL	James Breitenstein	Present
	Raymond Hawes	Present
	Bridget Holmes	Present
	John Iseman	Absent
	Carlos Moreno	Present
	Paul Munson	Absent
	Cecilia Tkaczyk	Present

Also Present: Superintendent Crowley, Business Administrator Kane, Middle School Principal DeLuke

OATH OF OFFICE TO NEW BOARD MEMBERS: District Clerk Kane administers the Oath of Office to Paul Munson and John Iseman – these members were not present – this will be included on the August 5, 2008 BOE agenda

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 – Raymond Hawes.
 Nominated by Trustee Moreno, seconded by Trustee Tkaczyk.
 Clerk conducts and records vote as follows:
Yes: Breitenstein, Hawes, Holmes, Moreno, Tkaczyk. Absent: Iseman, Munson. **Motion Carried.**

2. Nomination for Vice President – James Breitenstein.
 Nominated by Trustee Moreno, seconded by Trustee Tkaczyk.
 Clerk conducts and records vote as follows:
Yes: Breitenstein, Hawes, Holmes, Moreno, Tkaczyk. Absent: Iseman, Munson. **Motion Carried.**

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 Hawes and Vice President Breitenstein.
President Hawes takes over the chair.***

APPOINTMENTS FOR THE 2008-2009 SCHOOL YEAR: {2007-08 incumbents are in parenthesis} followed by recommended appointments for 2008-2009.

Recommendation that the Duquesne 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}	Janette Folckemer
Records Access Officer	{Brenda Kane}	Brenda Kane
ECA Treasurers	{Brenda Kane}	Brenda Kane
Deputy ECA Treasurer	{Aimee Skiff}	Aimee Skiff
Substitute District Clerk	{Lewis DeFilippo}	Christine Crowley
Recording Secretary	{Katie O'Brien}	Katie O'Brien
Substitute Recording Secretary	{W. LeForestier}	Wilford LeForestier

Motion by Trustee Holmes, seconded by Trustee Moreno.

Yes: Breitenstein, Hawes, Holmes, Moreno, Tkaczyk. Absent: Iseman, Munson. **Motion Carried.**

Oaths of Office read and signed.

ADDITIONAL APPOINTMENTS FOR THE 2008-2009 SCHOOL YEAR:

Internal Auditor	{Phyllis Albano}	Phyllis Albano
Internal Claims Auditor	{Rita Adabahr}	Rita Adabahr
School Physician	{Bassett Healthcare}	Bassett Healthcare
School Attorney	{Paul Callahan}	Kristine Lanchantin
Federal Grants Adm.	{Lewis DeFilippo}	Christine Crowley
Independent Auditor	{Raymond Preusser}	Raymond Preusser
Special Education Attorney	{Ken Ritzenburg}	Tara Moffett
AHERA Asbestos Designee	{Aanen Aanensen}	Aanen Aanensen
Supervisors of Attendance	{K. O'Brien/B.LeForestier}	K. O'Brien/B. LeForestier
Committee on Pre-School Special Ed.	{Margaret Wyanski}	Margaret Wyanski
Committee on Special Ed.	{Margaret Wyanski}	Margaret Wyanski
Title IX/Section 504/ADA Compliance	{M. Villanti}	Brenda Kane/Bill LeForestier
Insurance Advisor	{Kenneth Fake Agency}	Kenneth Fake Agency
Chemical Hygiene Officer	none	Robert Allen
Pesticide Officer	{Jim Nesbitt}	Jim Nesbitt

Schoharie Area

Workers Comp. Trustee	{ Brenda Kane }	Brenda Kane
Schoharie Area Workers		
Comp. Alternate	{ Mark Villanti }	Christine Crowley
Liaison for Homeless Children & Youth	{ Katie O'Brien }	Katie O'Brien
Asbestos Mgmt. LEA Designee { Aanen Aanensen }		
		Aanen Aanensen

School Board Associations:

Capital District	{ R. Hawes }	Cecilia Tkaczyk
Schoharie Rep.	{ C. Tkaczyk }	Cecilia Tkaczyk

{Scholarship Loan Fund Representatives} Scholarship Selection Committee:

Two year Term
 2008-09 Appointment - Year #2 of 2

{ Wilford LeForestier }	Wilford LeForestier
{ Lori Kuhl }	Lori Kuhl
{ Alicia Kirkpatrick }	Alicia Kirkpatrick

Motion by V. Pres. Breitenstein, seconded by Trustee Moreno.

Yes: Breitenstein, Hawes, Holmes, Moreno, Tkaczyk. Absent: Iseman, Munson. **Motion Carried.**

RE-APPOINT PART-TIME TEACHERS:

Laurel Halberg – PT Psychologist effective 9/1/08 through 6/30/09
 Melissa Gregory – PT Science Teacher effective 9/1/08 through 6/30/09
 Kathleen Sprenger – PT Social Studies Teacher effective 9/1/08 through 6/30/09

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	{ DeFilippo/Kane }	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 {M. Villanti} Christine Crowley

Monthly Board of Education Meetings

{ 1 st & 3 rd Tuesday of each month }	1 st & 3 rd 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 Trustee Moreno, seconded by Trustee Holmes.

Yes: Breitenstein, Hawes, Holmes, Moreno, Tkaczyk. Absent: Iseman, Munson. **Motion Carried.**

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.

Motion TO TABLE to 8/5/08 BOE Meeting by V. Pres. Breitenstein, seconded by Trustee Moreno.

Yes: Breitenstein, Hawes, Holmes, Moreno, Tkaczyk. Absent: Iseman, Munson. **Motion Carried.**

ADOPT DISTRICT PLANS

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

AIS Plan – changes were suggested – this will be approved at 8/5/08 BOE Meeting

Motion TO TABLE by Trustee Holmes, seconded by Trustee Tkaczyk.

Yes: Breitenstein, Hawes, Holmes, Moreno, Tkaczyk. Absent: Iseman, Munson. **Motion Carried.**

ADOPT PAY SCHEDULES

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

Motion by Trustee Tkaczyk, seconded by Trustee Moreno.

Yes: Breitenstein, Hawes, Holmes, Moreno, Tkaczyk. Absent: Iseman, Munson. **Motion Carried.**

AUTHORIZATIONS:

Authorization for Business Administrator to:

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

Authorization for Superintendent to:

- Approve Staff Attendance at Conferences

Budget Transfers on Internal Claims Auditor's Approval:
{Brenda Kane} Brenda Kane

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

Mileage Allowance for School Business: (per IRS guideline)

{\$.50.5} \$.58.5 effective 7/1/08

Tax Collector shall apply similar dates and penalties for the 2008-2009 tax collection period as 2007-2008. {Mrs. Kane will explain.}

Motion by Trustee Tkaczyk, seconded by V. Pres. Breitenstein.

Yes: Breitenstein, Hawes, Holmes, Moreno, Tkaczyk. Absent: Iseman, Munson. **Motion Carried.**

BONDING OF PERSONNEL:

Tax Collector - \$4,000,000

Treasurer – \$1,300,000

Other Employees - \$25,000 Cash & Securities; \$100,000 Other/Theft

Motion by Trustee Holmes, seconded by Trustee Moreno.

Yes: Breitenstein, Hawes, Holmes, Moreno, Tkaczyk. Absent: Iseman, Munson. **Motion Carried.**

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 Trustee Tkaczyk, seconded by Trustee Holmes.

Yes: Breitenstein, Hawes, Holmes, Moreno, Tkaczyk. Absent: Iseman, Munson. **Motion Carried.**

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 V. Pres. Breitenstein, seconded by Trustee Holmes.

Yes: Breitenstein, Hawes, Holmes, Moreno, Tkaczyk. Absent: Iseman, Munson. **Motion Carried.**

ANNOUNCE 2008-09 ANNUAL BUDGET VOTE/BOE ELECTION DATE:

Per Revised Education Law 2022, the Annual Budget Vote/BOE Election will be a Tuesday, May 19, 2009 from 1:00 to 9:00 p.m. 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 7:55 p.m.

CC:RWH:BJK:Jmb;7/30/08

