



July 10, 2017

Presiding, Michael Ouimet  
Assistant District Clerk

Reorganizational Meeting – Averill Park High School – *District Office Conference Room*

- Members Present: Chris Foster  
Jennie Glasser  
Steven Keller (*arrived 6:35 p.m.*)  
Ann Morone  
Caren Rosch  
Peter Schaefer  
Jessica Zweig
- Others Present: Superintendent of Schools: Dr. James Franchini  
Assistant Superintendent of Schools: Sharon Lawrence  
Assistant Superintendent for Business: Michael Ouimet  
District Personnel
- Absent: Susan Radley, District Clerk

The Reorganizational Meeting of the Board of Education of the Averill Park Central School District, Rensselaer County, was held at the Averill Park High School on July 10, 2017 at 6:30 p.m.

1. Meeting was called to order at 6:30 p.m. by the Temporary chairperson Assistant District Clerk, Michael Ouimet.
2. Oath of office administered to Superintendent of Schools by Assistant District Clerk, Michael Ouimet.
3. Oath of office administered to recently elected Board of Education members Jennie Glasser and Ann Morone by Assistant District Clerk, Michael Ouimet.
4. Nomination and election of School Board President  
(Oath administered by the temporary chairperson, Assistant District Clerk) The newly elected President will preside over the balance of the meeting.

#### ELECTION OF SCHOOL BOARD PRESIDENT

On a motion by Ms. Zweig, seconded by Mr. Foster, to nominate Mr. Schaefer, for election and to serve as School Board President. No other nominations were made. The Board voted on Peter Schaefer for President.

YES: 6

NO: 0

*Motion Carried*

5. Nomination and election of School Board Vice-President.  
(Oath to be administered by District Clerk)

*6:35 p.m. Mr. Keller arrives*

#### ELECTION OF SCHOOL BOARD VICE-PRESIDENT

On a motion by Mrs. Glasser, seconded by Mr. Foster, to nominate Jessica Zweig as School Board Vice-President. No other nominations were made. The Board voted on Jessica Zweig for Vice-President.

YES: 7

NO: 0

*Motion Carried*

6. Appoint Audit Committee Members (The Board needs to select three members).

AUDIT COMMITTEE MEMBERS APPOINTED

On a motion by Ms. Zweig, seconded by Mr. Foster, to appoint Caren Rosch, Steven Keller and Ann Morone to serve as members of the Audit Committee.

YES: 7

NO: 0

*Motion Carried*

- I. Consent Agenda – moved to approve the consent agenda as listed 7-19. Although Board action is required, it is generally unnecessary to hold discussion on these items. With the consent of all members, they are therefore grouped and approval is given in one motion. In the event a Board member wants to discuss any item, it is moved to an appropriate place on the agenda.

COMMITTEE ON SPECIAL EDUCATION RECOMMENDATIONS

7. RESOLVED, to approve the appointment of the following individuals to the Committee on Preschool Special Education for the 2017-18 school year:  
Leslie Vollar – Chairperson  
Kathryn Dorgan - Chairperson  
County Representative  
Preschool Provider  
Meggie Parascandola – Parent Member  
Caren Story– Parent Member
8. RESOLVED, to approve the appointment of the following individuals to the Committee on Special Education for the 2017-18 school year:  
Kathryn Dorgan - Administrator/Chairperson  
Leslie Vollar - Chairperson  
Tracy Hacker - Chairperson  
Kara Herrington - Chairperson  
Kristin Card - Chairperson  
All Special Education Teachers  
Pam Tatar - Parent Member  
Caren Story - Parent Member  
Meggie Parascandola - Parent Member  
All School Psychologists  
John O'Bryan - School Physician  
The Child's Teacher  
The Child's Parent/Guardian
9. RESOLVED, to approve Pam Tatar and Caren Story as Surrogate Parent(s) for the Committee on Special Education for the 2017-18 school year.
10. RESOLVED, to approve the Independent Educational Evaluations and Provider List per Policy 4321.3, as attached.

SCHOOL DISTRICT OFFICERS APPOINTED

11. RESOLVED, to approve the appointment of School District officers and other appointments for the 2017-18 school year:

Recommended the following appointments and stipends as per attached schedule:

- a. District Clerk – Susan Radley
- b. Assistant District Clerk – Michael Ouimet
- c. Treasurer – Catina Riley
- d. Deputy Treasurer – Yvonne Phillips
- e. Architect – CS Arch
- f. School Attorneys – Honeywell Law Firm, PLLC
- g. Independent Auditors – Marvin and Company, PC
- h. Internal Audit/Risk Assessment – Gerald Tysiak
- i. Medicaid Compliance Officer – Karie Mancino
- j. Purchasing Agent – Lee Levings
- k. Records Management Officer – Linda Primeau
- l. Internal Claims Auditor – Karie Mancino
- m. Extra-classroom Activity Fund Treasurer – Alice Crognale
- n. Records Access Officer – Michael Ouimet
- o. Student Records Access Officer – Sharon Lawrence
- p. District Medical Doctor – John J. O'Bryan, M.D.
- q. CSE and CPSE Chairperson – Kathryn Dorgan, Leslie Vollar
- r. Section 504 (Rehabilitation Act) Coordinator – Kathryn Dorgan
- s. Title IX Coordinator – Sharon Lawrence
- t. Director of Nursing – Antoinette Lanoue
- u. Designee for Sexual Harassment Concerns – Sharon Lawrence
- v. Energy Efficiency Manager – Aaron Heffner
- w. Asbestos Designee – Aaron Heffner
- x. Tax Collector – Yvonne Phillips
- y. Chemical Hygiene Officer – Dr. Gregory Panzanaro
- z. Workers' Compensation Representation – Rensselaer-Columbia-Greene Workers' Compensation Consortium
- aa. Chief Emergency Officer – Dr. James Franchini

12. RESOLVED, to establish date, time and place for regular meetings of the Board of Education by the Board of Education in 2017-18:

Board Meetings

July 10 Reorganization Meeting 6:30 p.m.

APHS – DO Conference Room

July 24 Board Retreat Central Office Admin 2:00 p.m.

Board Meeting 6:30 p.m. APHS – DO Conference Room

August 21 Board Retreat Admin Team 2:00 p.m.

Board Meeting 6:30 p.m. APHS – DO Conference Room

September 11	6:30 p.m.
September 25	6:30 p.m.
October 16	6:30 p.m.
November 13	6:30 p.m.
November 27	6:30 p.m.
December 11	6:30 p.m.
January 8, 2018	6:30 p.m.
January 22	6:30 p.m.
February 12	6:30 p.m.
February 26	6:30 p.m.
March 12	6:30 p.m.

March 26	6:30 p.m.	
April 9	6:30 p.m.	
April 17 (Tuesday)	6:30 p.m.	Questar Budget Vote and Election
May 7	6:30 p.m.	
May 21	6:30 p.m.	
June 11	6:30 p.m.	
June 25	6:30 p.m.	

13. RESOLVED, to approve the date, time and place for the Annual Meeting and the vote on the school district budget and school board candidates:

Budget Hearing: May 7, 2018, 6:30 p.m., Averill Park High School

Vote: Tuesday, May 15, 2018 7:00 a.m. to 9:00 p.m. - High School Auxiliary Gym

14. RESOLVED, to approve designation of depositories for school district funds for 2017-18:

Key Bank

General Fund Checking Account

Payroll Account

Tax

Scholarship Fund

Federal Funds Account

Extra-classroom Activity Fund Account

Capital Funds

School Lunch Fund

Debt Service

Trust and Agency

Authorized Depository

M & T Bank

Money Market Account

15. RESOLVED, to approve designation of official newspaper: Times Union

16. RESOLVED, to approve authorization for the following:

- a. Superintendent of Schools to certify payrolls.
- b. Superintendent of Schools to sign federal project applications.
- c. Superintendent of Schools to approve staff for attendance at conferences, conventions and workshops.
- d. Recommended Motion: That the Board of Education, upon the recommendation of the Superintendent of Schools, approve the Superintendent of Schools as the authorized representative to act on behalf of the Board of Education to review and arrange for Recommendations of the Committee on Special Education and the Recommendations of the Committee on Pre-School Special Education in the event that students' continuity of programs would adversely impacted by the schedule of Board of Education meetings, effective July 10, 2017 for the 2017-2018 school year. All such decisions will be reviewed by the Board of Education at the next scheduled Board of Education meeting.
- e. Recommended Motion: That the Board of Education designates the Superintendent as the representative of the District to make all determination regarding the eligibility of students to enroll, on a tuition free basis, in the schools of the District. This designation affords Averill Park CSD all rights and responsibilities pursuant to Part 100.2(y) of the regulations of the Commissioner of Education.
- f. Approve Superintendent as authorized representative to act on behalf of the Board of Education to hire, terminate, or suspend employment and that all actions are subject to Board review and approval at the next scheduled Board of Education meeting.

- g. RESOLVED, that upon the recommendation of the Superintendent of Schools, the Assistant Superintendent for Business is hereby designated as the individual pursuant to New York State Labor Law Section 220 who shall collect and facially review any certified payrolls submitted to the School District by contractors or subcontractors pursuant to Section 220.
- h. RESOLVED, to approve Kathryn Dorgan, Director of Special Education and Leslie Vollar, Chairperson of CSE and CPSE, to sign System for Tracking and Accounting for Children (STAC) forms for the Committee on Pre-School Special Education and CSE.
- i. RESOLVED, to approve Steven Legnard for night deposit of funds.
- j. RESOLVED, to approve Petty Cash Funds for the 2017-2018 school year:  
 \$70.00 to each of the following; Algonquin Middle School, Averill Park High School, the Business Office and the Technology Department  
 \$50.00 to each of the following: Miller Hill, West Sand Lake and Poestenkill Elementary Schools, CSE and the Transportation Department  
 Establish the following change funds for the 2017-18 school year:  
 \$150.00 to the Averill Park High cafeteria  
 \$50.00 to each cafeteria at Miller Hill, West Sand Lake, Poestenkill and Algonquin Schools  
 \$400.00 to the Athletic Department
- k. RESOLVED, to approve disbursement of district funds with the treasurer's signature, Catina Riley, in the form of a secure signature disk.
- l. RESOLVED, to approve the appointment of the following individuals as Dignity Act Coordinator for each building, effective September 1, 2017 through June 30, 2018:  
 Brian Bishop, Christina Mein, Averill Park High School  
 Linda Bille, Algonquin Middle School  
 Jeffrey McLane, Miller Hill School  
 Michael Rinaldi, Poestenkill School  
 Maureen Flanagan, West Sand Lake School

17. RESOLVED, to approve bond authorization for the following staff in the amounts listed:

- a. Treasurer - \$1,000,000
- b. Deputy Treasurer - \$1,000,000
- c. Tax Collector/Account Clerk - \$1,000,000
- d. Internal Claims Auditor - \$200,000
- e. Public employee blanket bond - \$100,000
- f. Extra Classroom Activities Fund Treasurers - \$200,000

18. RESOLVED, to approve re-adoption for all existing policies, rules and regulations contained in the School Board Policy Book.

19. RESOLVED, to approve affirmation that the School District will continue to act in conformance with Section 504 of the Federal Rehabilitation Act of 1973.

On a motion by Mrs. Glasser, seconded by Ms. Zweig, to approve consent agenda items 7-19.

YES: 7

NO: 0

*Motion Carried*

II. Consent agenda - moved to approve the consent agenda at listed 20-25. Although Board action is required, it is generally unnecessary to hold discussion on these items. With the consent of all members, they are therefore grouped and approval is given in one motion. In the event a Board members wants to discuss any item, it is moved to an appropriate place on the agenda.

20. RESOLVED, that the Averill Park Central School District hereby establishes standard work days for elected and appointed officials and will report days worked to the New York State and Local Employees'

Retirement System based on the time keeping system records or the record of activities maintained and submitted by these officials to the clerk of this body, as per the attached.

21. RESOLVED, to approve the Memorandum of Agreement by and between the Civil Service Employees Association and the Averill Park Central School District, regarding reimbursement for internet service for the teacher aide assigned the responsibility for coordinating substitutes for the period of July 1, 2017 through June 30, 2018, as per the attached.
22. RESOLVED, to approve to accept students who are residents of North Greenbush Common School District and Wynantskill Union Free School District on a tuition basis for the 2017-2018 school year.
23. RESOLVED, to approve the Student Assistant Program (SAP) services agreement between Rensselaer County Department of Mental Health and Averill Park High School and Algonquin Middle School for the 2017-2018 school year.
24. RESOLVED, to approve the annual contract for the 2017-2018 school year with the Center for Disability Services for instructional services, as per attached.
25. RESOLVED, to approve the substitute rates for teachers and support staff for the 2017-2018 school year as per the attached schedule.

On a motion by Mrs. Glasser, seconded by Mr. Foster, to approve consent agenda items 20-25.

YES: 7

NO: 0

*Motion Carried*

26. Adjourn organizational meeting.

On a motion by Mr. Keller, seconded by Mr. Foster, to adjourn organizational meeting at 6:55 p.m.

YES: 7

NO: 0

*Motion Carried*



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Michael Ouimet, Assistant District Clerk