

# ICHABOD CRANE CENTRAL SCHOOL

## MINUTES

**BOARD OF EDUCATION**

**FEBRUARY 3, 2009**

**A Regular Meeting of the Board of Education of the Ichabod Crane School was held on Tuesday, February 3, 2009 in the Middle School Library at 7:00 p.m.**

**Members present:**

**Gary Bagnato**

**Thomas Neufeld**

**Landra Haber**

**John Phillips**

**Edward Harsen**

**Regina Rose**

**Andrew Kramarchyk (arrived 7:12 pm)**

**Anthony Welcome**

**School Officials Present:**

**James P. Dexter, Superintendent, Maureen Van Deusen, Assistant Superintendent for Instruction, Gregory Giammarco, Business Administrator, William Schneider, High School Principal, Daniel Farley, Assistant High School Principal, Tim Farley, Middle School Principal, Shannon Shine, Assistant Middle School Principal, John Stickles, Elementary School Principal, Melissa Murray, Primary School Principal, Robert McCloskey, Special Education Director, Todd DiGrigoli, Food Service Director, Juan González, IT Coordinator, and Mindy Potts, District Clerk**

**Others Present:**

**Joe McDowell, Questar III, Health and Safety Specialist**

**Paul Connely, Northeastern New York Inter-Municipal Agreement Internal Audit Function**

**Board President John Phillips called the meeting to order at 7:05 p.m.**

**Board President John Phillips announced the fire exits and conducted the Pledge of Allegiance.**

**Board Member Gary Bagnato read the District Mission Statement:**

***“In our quest for excellence, the Ichabod Crane Central School District is dedicated to preparing all students to meet the challenges of our future and to appreciate the value of their own lives by nurturing each individual’s unique talents, instilling a desire for life-long learning, and fostering a strong spirit of community.”***

**John Phillips, Board President, made the following announcements:**

- **Board Member, William Murphy, MD resigned effective February 3, 2009**
- **Scheduled Budget Development Meetings on February 10 and then on February 24 which is a “Roundtable Meeting” to facilitate public discussion regarding the budget**

**MOTION HABER 2<sup>ND</sup> ROSE**

To approve the present agenda with modifications as presented  
Carried, 7-0

Board Member Andrew Kramarchyk arrived at 7:12 p.m.

**MOTION HABER 2<sup>ND</sup> HARSEN**

To approve the minutes of the following meeting:  
01/06/09 - Regular Meeting  
Carried, 8-0

**Meeting Open For Public Participation**

No one from the public requested to address the board.

**Reports/Presentations/Updates**

**A. Fire Inspection Report –**

Business Administrator Greg Giammarco explained the Fire Inspection Reports were done every 11 months. An 11 month cycle assures the inspections are regularly conducted during a different portion of the school year.

The Fire Chiefs were notified and invited to this Board meeting, and the legal notice is to be posted notifying the public that the reports are available with the District Clerk.

Joe McDowell, Health and Safety Specialist with Questar III, answered the Board's questions regarding the Fire Inspection Report, which was previously distributed to the Board.

*(Acceptance under Consent Agenda)*

**B. Semi-Annual Attendance Report and Semi-Annual Conduct Report**

James P. Dexter Superintendent and building administrators answered the Board's questions regarding the semi-annual reports

**C. Internal Audit Report and Audit Committee Report**

Board Member Gary Bagnato reported briefly on the Audit Committee Meeting of January 26, 2009 which included a review of policies as they pertain to auditing procedures and the response to the Internal Audit. Mr. Bagnato introduced Paul Connelly, Internal Auditor who briefly reported and answered questions regarding the Internal Audit Report, which was previously distributed to the Board. The Audit Committee will bring a Response to the Internal Audit to the board at the next regular board meeting on March 3, 2009.

*(Acceptance of the Internal Audit Report under Consent Agenda)*

**D. Policy Committee Report (Mtg of 1/14/09)**

**Reading of Board of Education Policies**

Board Member Regina Rose reported on the following policies which were given a "first reading:"

- **1120 & 1120R School District Records and Regulation (*revised*)**  
First Reading: February 3, 2009
- **1520 & 1520R Public Conduct on School Property and Regulation (*revised*)**  
First Reading: February 3, 2009
- **5### NICMAC (Alternative/Electronic Texts for Students)**  
First Reading: February 3, 2009

Board President John Phillips noted that by placing policies on the agenda, the policies are considered to have had a "reading:"

- **1150 School Budget and Bond Referenda (*revised*)**  
2<sup>nd</sup> Reading: February 3, 2009
- **6240 Investments (*revised*)**  
2<sup>nd</sup> Reading: February 3, 2009
- **5460 & 5460-R Suspected Child Abuse and Maltreatment & Regulation (*revised*)**  
2<sup>nd</sup> Reading: February 3, 2009
- **9645 Disclosure of Wrongful Conduct "*Whistleblower*" (*new*)**  
2<sup>nd</sup> Reading: February 3, 2009
- **1440 Complaints About School Personnel (*revised*)**  
2<sup>nd</sup> Reading: February 3, 2009
- **1612 Relations with BOCES (*revised*)**  
2<sup>nd</sup> Reading: February 3, 2009
- **Procedures for the evaluation of the Superintendent of Schools**  
0320, 0320-A & 0320-B Evaluation of the Superintendent (*revised*)  
2<sup>nd</sup> Reading: February 3, 2009
- **#1510 Public Sales on School Property (*revised*)**  
3<sup>rd</sup> Reading: February 3, 2009
- **#1400 Public Complaints (*revised*)**  
3<sup>rd</sup> Reading: February 3, 2009

**E. NYSSBA Conference Reports**

Board Member Andrew Kramarchyk reported briefly on the NYSSBA Conference which was attended in October 2008.

**F. Facilities Committee Report - Update on Five Year Facilities Plan**

Board Member Edward Harsen reported briefly on the Five Year Facilities Plan, which was previously distributed to the Board, and the board also gathered information on the current phone system and the future capacity of the current system and the district's needs.

**Board Discussion**

The Board discussed the following during Board Discussion:

- **Board Goals**

**Spotlight on Shared Decision Making**

Melissa Murray, Primary School Principal, reported briefly on the Shared Decision Making in the Primary School which has most recently focused on creating a Parent/ Student Handbook.

**Curriculum/Achievement Report**

Assistant Superintendent for Instruction, Maureen Van Deusen briefly reported and answered questions regarding her visit to the College of Nanoscale Science and Engineering, which related to the Strategic Plan for an Extended Day program for students in need of higher academic challenge. The focus was on careers in Science, Technology, Engineering and Math (STEM) and 21<sup>st</sup> century skills: digital age Literacies, Inventive Thinking, Effective Communication, and High Productivity. The Extended Day is expected to start in the Fourth Quarter of this school year.

**Superintendent's Report – Administrators' Comments**

Bill Schneider, High School Principal reported on activities in his building and Greg Giammarco, Business Administrator reported for Steve Marotta regarding the district's Energy Star status.

**Treasurer's Report and Acceptance of Warrants:**

	<b><u>PREVIOUS</u></b>	<b><u>AS OF 12/31/08</u></b>
<b>GENERAL FUND</b>	<b>\$ 13,965,823.80</b>	<b>\$ 12,583,666.49</b>
<b>SPECIAL AID FUND</b>	<b>\$ 560,740.60</b>	<b>\$ 561,196.16</b>
<b>SCHOOL LUNCH FUND</b>	<b>\$ 17,910.08</b>	<b>\$ 3,551.05</b>
<b>CAPITAL FUND</b>	<b>\$ 260,555.27</b>	<b>\$ 207,478.61</b>
<b>DEBT SERVICE</b>	<b>\$ 283,700.23</b>	<b>\$ 284,046.50</b>
<b>TRUST &amp; AGENCY FUND</b>	<b>\$ 369,556.16</b>	<b>\$ 412,275.53</b>
<b>NET PAYROLL ACCOUNT</b>	<b>\$ 5,083.51</b>	<b>\$ 5,225.77</b>

**MOTION HABER 2<sup>ND</sup> KRAMARCHYK**

To accept the Treasurer's Report and Warrants as presented  
Carried, 8-0

**Consent Agenda****MOTION HABER 2<sup>ND</sup> KRAMARCHYK**

To approve the following items contained under the consent agenda:

**12(A) CONSIDERATION FOR ACCEPTANCE**

To accept the CPSE and CSE Recommendations for the 2008-2009 and 2009-2010 school year as follows: Meeting Dates of: 01/22/09, 01/23/09, 01/27/09, 02/03/09

**12(B) CONSIDERATION FOR APPOINTMENT**

To appoint, upon the recommendation of James Dexter, Superintendent, additions to the 2008-2009 EXTRA-CLASS ACTIVITY ADVISORS, per the attached list

**12(C) CONSIDERATION FOR APPROVAL**

To approve, upon the recommendation of James P. Dexter, Superintendent, a Teacher Substitute Addendum, conditionally, pending SED safety clearance for the 2008-2009 school year

**12(D) CONSIDERATION FOR APPOINTMENT**

To appoint, upon the recommendation of James Dexter, Superintendent, LAURIE WILLS to the position HEAD COOK, effective February 2, 2009

**12(E) CONSIDERATION FOR APPOINTMENT**

To appoint, upon the recommendation of James P. Dexter, Superintendent, ELIZABETH KRIZAR as a Term Substitute, effective February 2, 2009 through on or about April 21, 2009

**12(F) CONSIDERATION FOR APPROVAL**

To approve, upon the recommendation of James Dexter, Superintendent, STUDENT TEACHERS/INTERNS for the period of time listed as follows:

STUDENT TEACHER	ASSIGNMENT	DATES
Erica Lee Ward	Nina Stegmann	January 5- April 30
Kevin Kelly	Bob McCloskey	December 1, 2008 – June 30, 2009
Elizabeth Court	Holly Klein	January 14 - May 1

**12(G) CONSIDERATION FOR APPOINTMENT**

To appoint Jim Dexter, Superintendent, to act as the Civil Service Law, Section 75 hearing officer relative to two employees who are alleged to have abandoned their positions

**12(H) CONSIDERATION FOR APPROVAL**

To approve, per Part 174 of the Regulations of the Commissioner of Education, Tuition Rates Actual for 2007-2008 and Estimated Tuition Rates for 2008-2009 as follows:

<u>TUITION RATES ACTUAL - 2007-2008</u>	<u>TUITION RATES ESTIMATED - 2008-2009</u>
FULL DAY GRADES K-6 - \$4,942	FULL DAY GRADES K-6 - \$4,865
GRADES 7-12 - \$5,772	GRADES 7-12 - \$5,934
<u>SPECIAL EDUCATION STUDENT</u>	<u>SPECIAL EDUCATION STUDENT</u>
GRADES K-6 - \$17,240	GRADES K-6 - \$23,465
GRADES 7-12 - \$18,070	GRADES 7-12 - \$24,534

**12(I) CONSIDERATION FOR ACCEPTANCE**

To accept, per Board Policy #1800 Gifts from the Public, a donation to the Primary School of \$440 from Box Tops for Education and to increase the 2008-2009 budget in the amount of \$440 from \$37,162,934 to \$37,163,374 in the following Appropriation Code:

A2110.510-01-0000 - Ts Ps Reserve

**12(J) CONSIDERATION FOR ACCEPTANCE**

To accept, upon the recommendation of the Audit Committee, the internal audit report as presented

**12(K) CONSIDERATION FOR ACCEPTANCE**

To accept the 2009 Annual Fire Inspection Reports for the Kinderhook Central School District performed by Joseph McDowell, QUESTAR Fire Inspection Official, for the following district buildings: High School, Middle School, Wooden Shed at Middle School, Martin Van Buren Elementary School, Martin Van Buren Shed, Martin H. Glynn Elementary School, Martin H Glynn Shed, Primary School, Primary School Shed, Bus Garage, Maintenance Building, Storage Garage at Maintenance

**12(L) CONSIDERATION FOR APPROVAL**

To approve the following field trip request, per Board Policy #4531:

**DESTINATION: Six Flags New England, Agawam, MA**

**DATE: May 9, 2009**

**PARTICIPANTS: 56 Students**

**CHAPERONES: 12 w/ Robert Richburg**

**12(M) CONSIDERATION FOR ACCEPTANCE**

To accept the High School and Middle School Extra-classroom Activity Fund Report as of the following date:

**AS OF 12/31/08**

**Account Balance: \$91,070.34**

**12(N) CONSIDERATION FOR APPROVAL**

To approve the following payments to Bond, Schoeneck & King, PLLC, Attorneys at Law for professional services rendered as follows:

<b>BILL #</b>	<b>AMOUNT</b>	<b>DATES</b>	<b>PROJECT</b>
19372303	\$ 800.00	Through 12/31/08	403(b)

**12(O) CONSIDERATION FOR ACCEPTANCE**

To accept the membership for the 2008-2009 Board Committees as presented

**12(P) CONSIDERATION FOR AUTHORIZATION**

To authorized the Board President to sign the following documents:

- **FPFI – Request for Revision of Financial Information (Primary Roof Project)**
- **Legal Representation Agreement – Segel, Goldman, Mazzotta & Siefel, P.C.**
- **Standard Owner Architect Agreements:**
  - **Primary Roof**
  - **Bus Garage Roof**
- **Grantee’s Certificate**

**12(Q) CONSIDERATION FOR APPOINTMENT**

To appoint, upon the recommendation of James Dexter, Superintendent, **additional** INTERSCHOLASTIC COACHES for the **2008-2009** school year as listed

**12(R) CONSIDERATION FOR ACCEPTANCE**

To accept, per Board Policy #1800 Gifts from the Public, a donation to the Middle School of **\$1,000** from Walmart and to increase the 2008-2009 budget in the amount of **\$1,000** from \$ 37,163,374 to \$ 37,164,374 in the following Appropriation Code:

**A2110.510-04-0000 - Ts Ms Reserve**

**12(S) CONSIDERATION FOR ACCEPTANCE**

To accept, per Board Policy #1800 Gifts from the Public, a donation to the Middle School of **\$157** from Box Tops for Education and to increase the 2008-2009 budget in the amount of **\$157** from \$ 37,164,374 to \$ 37,164,531 in the following Appropriation Code:

**A2110.510-04-0000 - Ts Ms Reserve**

**End of Consent Agenda**

**Carried, 8-0**

**MOTION WELCOME 2<sup>ND</sup> HABER**

To appoint, upon the recommendation of James Dexter, Superintendent of Schools, **MELISSA MURRAY** on tenure in the area of School Principal, effective July 1, 2009

**Carried, 8-0**

**Elementary School Principal John Stickles who arrived late due to the district Spelling Bee, announced the Spelling Bee winners.**

**MOTION KRAMARCHYK 2<sup>ND</sup> HABER**

To amend the 2008-2009 School Calendar to reflect a change in a date for a Superintendent's Conference Day from Friday, March 27, 2009 to Tuesday, December 16, 2008

**Carried, 8-0**

**MOTION KRAMARCHYK 2<sup>ND</sup> HABER**

To approve, upon the recommendation of James P. Dexter, the **2009-2010 School District Calendar** as presented

**Carried, 8-0**

**MOTION HABER 2<sup>ND</sup> KRAMARCHYK**

To allocate funds from the Grant-In-Aid (*Senator Saland - originally accepted BOE Meeting 01/06/09*) to the following appropriation codes:

Code: A2110.511-05-1100 – (Ts Biology) in the amount of \$1,880

Code: A2110.513-05-2600 – (Ts Drafting) in the amount of \$1,070

Code: A2110.510-04-0000 – (Ts Ms Reserve) in the amount of \$4,618

Carried, 8-0

**MOTION HABER 2<sup>ND</sup> KRAMARCHYK**

To approve and authorize the Superintendent of Schools to make the following budget transfers:

**FROM: A1620.423-00-0000 Fuel Oil \$15,000**

**TO: A1620.462-00-7002 Lp Gas All Schools \$15,000**

**FROM: A9060.800-00-0000 Health Insurance \$191,020**

**TO : A 2250.490-00-9000 Special Education BOCES \$191,020**

**FROM: A2815.445-00-3300 Health Services Other \$18,077.58**

**TO: A2815.444-00-3300 Health Services Physicians Fees \$18,077.58**

Carried, 8-0

**Board Open Discussion**

During Board Open Discussion the Board discussed the following topic:

- Facilities Committee membership

**Public Participation – Agenda Items Only**

No one from the public addressed the board.

**Executive Session**

**MOTION HABER 2<sup>ND</sup> KRAMARCHYK**

To adjourn to Executive Session to discuss proposed, pending or current litigation

Carried, 8-0

**MOTION**

To appoint Anthony Welcome as Clerk Pro Tem

**BAGNATO - Yes NEUFELD - Yes**

**HABER - Yes PHILLIPS - Yes**

**HARSEN - Yes ROSE - Yes**

**KRAMARCHYK - Yes WELCOME - No**

Carried, 7-1

**Others Present at Executive Session:**

**James P. Dexter, Superintendent**

**Gregory Giammarco, Business Administrator**

**Maureen Van Deusen, Assistant Superintendent for Instruction**

**Adjournment**

**The meeting was reconvened at 10:54 p.m.**

**MOTION ROSE      2<sup>ND</sup> HABER**

**To adjourn the meeting at 10:55 p.m.**

**Carried, 8-0**

**Meetings:**

**02/10 (Tue) –2009-2010 Budget Development Meetings 7PM – ICMS Library**

**02/24 (Tue) –2009-2010 Budget Meeting**

**Public Roundtable 7PM – ICMS Library**

**03/03 (Tue) - Next Regular Board Mtg – 7PM – ICMS LIBRARY**

**(with Student Recognition Prior)**

**Committee Meetings**

**02/24 (Tue) – Communications Committee Meeting – 5:30PM – CO**

**03/04 (Wed) – Policy Committee Meeting – 5pm – CO**

**TOPICS FOR THE NEXT BUDGET DEVELOPMENT MEETING**

- **Transportation Services**
- **Food Services**
- **Facilities and Operations**
- **Technology Services**
- **Special Education**

**TOPICS FOR THE NEXT REGULAR BOE MEETING (03/03/09)**

**Student Recognition – Prior to Regular Meeting**

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**Anthony Welcome, Clerk Pro Tem**

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**Mindy M. Potts, District Clerk**

