

ICHABOD CRANE CENTRAL SCHOOL  
VALATIE, NEW YORK 12184

MINUTES

BOARD OF EDUCATION

JULY 10, 2018

The Annual Organizational Meeting of the Ichabod Crane Board of Education was held on Tuesday, July 10, 2018 at 7:00 p.m. in the High School Library.

Board Members Present:

John Antalek	Jessica Berner	Tammy Crawford	Matthew Nelson
Jeffrey Ouellette	Susan Ramos	Regina Rose	Anthony Welcome
Olivia Chandler – Student Member on the Board			

Board Members Absent: Daniel Cohn

School Officials Present:

Michael Vanyo, Superintendent, Michael Brennan, Business Manager, Craig Shull, High School Principal, Tim Farley, Middle/Elementary School Principal, Andrea Williams, Primary School Principal, Suzanne Guntlow, Principal Responsible for APPR and Curriculum and Instruction, Peg Warner, Special Education Director, and Mindy Potts, District Clerk

Superintendent Michael Vanyo, serving as temporary Chairperson, called the meeting to order at 7:00 p.m.

Superintendent Michael Vanyo announced the fire exits and conducted the Pledge of Allegiance

Board Member Anthony Welcome read the District Mission Statement:

*"The Ichabod Crane Central School District is dedicated to preparing students to become contributing members of society in an ever-changing world by valuing diversity; providing a safe environment; and promoting unique talents, a desire for life-long learning, a strong spirit of community, and Rider pride."*

District Clerk Mindy Potts administered the oath of office to newly elected Board member:

- Jessica Berner

MOTION ANTALEK 2<sup>ND</sup> ROSE

To approve the Organization meeting agenda as presented  
Carried, 8-0

Elections and Oaths

Superintendent Michael Vanyo called for nominations for the office of President Board of Education.

WELCOME with a second from BERNER nominated Matthew Nelson

Seeing no other nominations Superintendent Michael Vanyo called for the vote

Those in favor of Matthew Nelson as President:

ANTALEK - YES

BERNER - YES

COHN - ABSENT

CRAWFORD - YES

NELSON - YES

OUELLETTE - NO

RAMOS - YES

ROSE - YES

WELCOME - YES

Carried, 7-1

The District Clerk administered the Oath of Office for the President of the Board of Education to Matthew Nelson.

Board President Matthew Nelson called for nominations for the office of Vice-President.

ANTALEK with a second from RAMOS nominated Anthony Welcome for the office of Vice President.

Seeing no other nominations President Matthew Nelson called for the vote

Those in favor of Anthony Welcome as Vice President:

ANTALEK - YES

BERNER - YES

COHN - ABSENT

CRAWFORD - YES

NELSON - YES

OUELLETTE - YES

RAMOS - YES

ROSE - YES

WELCOME - YES

Carried, 8-0

The District Clerk administered the Oath of Office for the Vice President of the Board of Education to Anthony Welcome and to Superintendent Michael Vanyo

Consent AgendaMOTION WELCOME 2<sup>ND</sup> ANTALEK

To approve the following items contained under the Consent Agenda:

6(A) Appointments – Officers And Others - Annual Appointments –

*All appointments to be in effect until the time of the 2018-2019 Organizational Meeting, or until a successor is appointed (whichever occurs first).*

<b>TITLE</b>	<b>INDIVIDUAL OR FIRM</b>	<b>STIPEND 2018-2019</b>
Treasurer	Wilhelmena Mazure	None
District Clerk	Mindy Potts	None
Purchasing Agent	Michael Brennan	None
Deputy Purchasing Agent	Amy Boothby	None
Receiver Of Taxes	Kinderhook Bank	\$1/Tax Bill
Tracey Pratt (Kinderhook Bank)	Tax Collector	None
Tax Liaison	Mindy Potts	None
Internal Claims Auditor	Richard Phillips	\$4,400
Substitute Internal Claims Auditor	Shirley McThenia	\$32/hour
School Attorney	Girvin and Felazzo	Per Contract
Bond Counsel	Barclay Damon, LLP	Per Agreement
Internal Audit Service	Michael Wolff Advisory Services	Per Agreement
External Audit Service	West & Co. CPAs PC	Per Agreement
District Fiscal Advisor	Bernard P. Donegan Inc.	Per Agreement
Insurance Agent	Metzwood Insurance	Per Agreement
403(b) Advisor	Mussett Wealth Management	Per Agreement
IT Consultants	Northland Computers	Per Agreement
Architects	CS Arch	Per Agreement
Construction Manager	Turner	Per Agreement
Official Newspapers	Register Star & The Columbia Paper	None
HIPAA Privacy Official	Angela Cowan	None
Records Access Officer	Mindy Potts	None
Records Management Officer	Mindy Potts	None
Chief Information Officer	Michael Vanyo	None
District Representative To RCG Worker's Compensation Trust	Michael Brennan	None
District Designee To Vote For Trustees To The RCG Health Insurance Trust	Michael Brennan	None
Civil Service Appointing Officer	Michael Brennan	None
Property Control Manager	Todd Digrigoli	None
Pesticide Notification Officer	Steve Marotta	None
Asbestos Lea Designee	Steve Marotta	None
Energy Manager	Bob Thorsey	\$1,000/month
Title I Grant Coordinator	Vikki Skarzynski	\$1,800
Title III Coordinator	Jennifer Thompson	\$750
Student Wellness Coordinator	Lisa LaBrie	\$1,400
Official Bank Depository	1) National Union Bank Of Kinderhook (Attached Current Accounts) 2) Citizen's Bank	N/A
Authorization to sign checks and to execute bank transfers	Treasurer Or Superintendent	N/A
Budget Hearing Date	Tuesday, May 07, 2019	N/A
Budget Vote & Election	Tuesday, May 21, 2019	N/A

6(B) CONSIDERATION FOR APPROVAL

To establish the mileage reimbursement rate to be set at the rate in accordance with the IRS rate, currently at \$.545/Mile (as of January 1, 2018)

6(C) CONSIDERATION FOR AUTHORIZATION

To authorize the Purchasing Agent or District Clerk to open bids

6(D) CONSIDERATION FOR AUTHORIZATION

To authorize the following personnel to issue working papers for the 2018-2019 school year:

Katherine Gulisane	Middle School
Jacqueline Cole	Middle School
Deborah Matacchiero	High School
Kelly Hill	High School
Tania Yearwood	High School

6(E) CONSIDERATION FOR ADOPTION

To readopt for the 2018-2019 school year, the following policies which have an annual review:

- School Board Member Code Of Ethics (#2160 & 2160R)
- Purchasing Policy & Procedures (#6700)
- *Investment Policy* (#6240)
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6(F) CONSIDERATION FOR APPROVAL

To approve, in accordance with policy #6900 Disposal of District Property, the following on-line auction site(s) to be used to dispose of items declared surplus and obsolete in accordance with policy 6900 Disposal of District Property:

- *Auctions International*

6(G) CONSIDERATION FOR APPROVAL

To establish petty cash funds for the 2018-2019 school year as follows:

(Pursuant to State Education Law, Section 1709, Subdivision 29 & Commissioner's Regs 170.4)

<b>In Custody of:</b>	<b>AMOUNT OF FUNDS:</b>
District Clerk	\$100
Transportation Supervisor	\$100
Director Of Facilities	\$ 50
Tax Liaison	\$ 50
Food Service Director	\$100

6(H) CONSIDERATION FOR APPROVAL

To establish the per diem rate of pay for teacher substitutes for the 2018-2019 school year as follows:

	<b>2018-2019</b>	
	<b>Initial rate</b>	<b>Rate after 20 days</b>
Uncertified Teacher	\$ 80/DAY	\$ 90/DAY
Certified Teacher	\$ 100/DAY	\$ 105/DAY
Uncertified Teaching Assistant	\$ 65/DAY	\$ 65/DAY
Certified Teaching Assistant	\$ 80/DAY	\$ 85/DAY
NYS Certified Retired Ichabod Crane Teacher Substitute	\$115/DAY	\$115/DAY
NYS Certified Retired Ichabod Crane Teacher Assistant Substitute	\$95/DAY	\$95/DAY
Term Substitute Teacher	\$185/DAY	\$185/DAY

6(I) CONSIDERATION FOR APPROVAL

A. To establish the hourly rate of pay for support staff substitutes and occasional employees for the 2018-2019 school year as follows:

	<u>2018-2019</u>
Clerk-Typist Substitute	\$ 12.00/hour
Instructional Aide Substitute	\$ 10.40/hour
Food Service Helper Substitute	\$ 10.40/hour
Maintenance/Mechanic Substitute	\$ 13.75/hour
Cleaner Substitute	\$ 12.00/hour
Bus Driver Substitute	\$ 20.00/hour
Bus Attendant Substitute	\$ 12.00/hour
Registered Nurse Substitute	\$ 20.00/hour
Occasional Central Office Support /Substitutes– Secretarial	\$ 15.00/hour
Occasional Central Office Support/Substitutes – Clerical	\$ 12.00/hour
Seasonal IT Support/Substitute	\$ 12.00/hour
SEIT	\$ 38.00/hour

B. Retired Non-teaching ICC employees substituting in the position from which they retired to be paid at a rate which includes an additional \$1.00/hour

6(J) CONSIDERATION FOR APPROVAL

To establish the following rates for summer instructors for 2018-2019 as follows:

DRIVER EDUCATION

<b>Responsibility</b>	<b>Rate</b>
Driver Education Instructors	\$ 26.00/hour

SUMMER TEACHERS

<b>Responsibility</b>	<b>Rate</b>
Invitations/Summer School Teacher	\$ 32.00/hour
Substitute Invitations/Summer School Teacher	\$ 32.00/hour
Invitations/Summer School Teaching Assistant	\$ 16.00/hour
Invitations/Summer School Nurse	\$ 22.00/hour
Apex Teacher	\$ 32.00/hour

SUMMER ENRICHMENT TEACHERS

<b>Responsibility</b>	<b>Rate</b>
Teacher, Enriched Economics	\$73.00/session
Substitutes	\$73.00/course session

*(each session is 2 hours, 15 minutes in length)*

6(K) CONSIDERATION FOR APPROVAL

To establish the following rates for 2018-2019 as follows:

<b>Title/Responsibility</b>	<b>Rate</b>
Bus Driver/Trainer	\$ 28.25/hour
Adult Education Coordinator	\$ 3,400 Annual Stipend
Adult Education Instructors	\$ 20.00/hour
Language Interpreters	\$ 40.00/hour
Game Official: Scoreboard (Basketball)	\$25.00/game
Game Official: Timekeeper (Basketball)	\$25.00/game
Lead Chaperone	\$70/event

6(L) CONSIDERATION FOR APPOINTMENT

To appoint the Ichabod Crane Medical Board, establish the rates for the 2018-2019 school year, and authorize the Board President to execute the agreements:

Title	Name	Stipend	Rate per Physical
Chairman Medical Board	Neal Baillargeon, MD	\$1,450	---
School Physician	Neal Baillargeon, MD	\$3,100	\$45
School Physician	Stephen Krizar, MD	\$3,100	\$45
School Physician	William Murphy, MD	\$3,100	\$45

6(M) CONSIDERATION FOR APPROVAL

To establish fees related to the leasing of School Buses, per Board Policy #8416-E, effective 7/01/18, as follows:

	2018-2019	
	Rate A	Rate B
BUS DRIVER	\$32.00/hour	\$44.00/hour
MILEAGE	\$ 1.97/Mile	\$ 1.97/Mile

6(N) CONSIDERATION FOR APPROVAL

A. To assign rates per Board Policy #1500 & #1500R – Public Use of Facilities & the accompanying regulation for the 2018-2019 school year as follows:

Facility Requested	Category #1 <i>(School Sponsored Groups)</i>	Category #2 <i>(School Community Groups)</i>	Category #3 <i>(Community Non-Profit Groups)</i>
	<b>2018-2019</b>	<b>2018-2019</b>	<b>2018-2019</b>
Premier Fields	No Charge	\$30/ Game or Event	\$100/Game or Event
Auditorium	No Charge	No Charge	\$20/ hr

B. To designate the Ichabod Crane Booster Club as the official organization in charge of running the concession stand for the 2018-2019 school year

6(O) CONSIDERATION FOR APPROVAL

To establish school lunch prices for 2018-2019 as follows:

Food Prices	Rate 2018-2019
K-12 Regular Student Breakfasts	\$1.50
K-5 Regular Student Lunches	\$2.50
6-12 Regular Student Lunches	\$3.00
K-12 Reduced Price Breakfasts	\$ .25
K-12 Reduced Price Lunches	\$ .25
Student Milk Price	\$ .50

6(P) CONSIDERATION FOR APPROVAL

To establish for the 2018-2019 school year hours per building, as follows:

Building	School Day Hours	Teacher Hours
High School	7:45 am – 2:15 pm	7:30 am – 2:30 pm
Middle School	7:45 am – 2:23 pm	7:37 am – 2:37 pm
Elementary School	7:45 am – 2:23 pm	7:37 am – 2:37 pm
Primary School	7:50 am – 2:20 pm	7:50 am – 2:50 pm

## 6(Q) CONSIDERATION FOR APPROVAL

To approve, in accordance with policy #8332 Use of District Owned Cell Phones, the following job titles to require use of a district-owned cell phone:

Job Titles	Number of Phones Needed
Administrators/Directors	2
District-wide Building Offices	1
Support Staff	5

6(R) CONSIDERATION FOR APPOINTMENT AND DESIGNATION *(listing contained in the Supplemental File)*

To appoint, upon the recommendation of Michael Vanyo, Superintendent, members of the Committee on Special Education, Pre-School Education, CSE Sub-Committees, Impartial Hearing Officers and the Designated Official for IEP Distribution for the 2018-2019 school year, per the attached listing and to delegate the Board President as a representative of the Board who can appoint an Impartial Hearing Officer, in the event such a hearing is requested by the parent of a student with a disability (per policy 4321 and Commissioner Regulations § 200.5)

## 6(S) CONSIDERATION FOR APPOINTMENT

To appoint, upon the recommendation of Michael Vanyo, Superintendent, Jay Girvin as alternate Hearing Officers for Student Disciplinary Hearings, pursuant to Education Law 3214 during the 2018-2019 school year

## 6(T) CONSIDERATION FOR APPOINTMENT

To appoint Peg Warner as the Section 504 Compliance Officer

## 6(U) CONSIDERATION FOR APPOINTMENT

To appoint Suzanne Guntlow as the District Title IX Compliance Officer

## 6(V) CONSIDERATION FOR APPROVAL

To approve, for the 2018-2019 school year, the *following annual appointments* to be in effect until the time of the 2018-2019 Organizational Meeting, or until a successor is appointed *(whichever occurs first)*

- (1) – Chief School Officer to certify payroll (Comm Reg 170.2)
- (2) – Chief School Officer or designee to approve attendance at conferences & workshops for all staff and administrators (Gen Mun Law 77b)
- (3) – Chief School Officer to approve payment for additional in- service and graduate credit courses upon receipt of validation according to the Teacher's Contract and Board Policy Nos. 9280 & 9280(R)
- (4) – Chief School Officer to sign Special Aid Projects and E-Rate documents
- (5) – Chief School Officer or designee to approve payment for Curriculum Writing/Projects per the contractual rate

## 6(W) CONSIDERATION FOR APPROVAL AND AUTHORIZATION

To approve authorization to provide Worker's Compensation Coverage for Board members and volunteers in addition to employees.

## 6(X) CONSIDERATION FOR APPROVAL

To approve the Superintendent of Schools to fill positions in anticipation of appointment

6(Y) CONSIDERATION FOR APPROVAL  
To establish 10 p.m. as the ending time for all Regular Board of Education Meetings for the 2018-2019 school year unless otherwise extended by Board action

6(Z) CONSIDERATION FOR APPROVAL *(copy of excerpt contained in Supplemental File)*  
To re-approve the terms of the continuing loan of the Martin H. Glynn portrait to the Village of Valatie *(resolution originally approved January 20, 2015)*

End of Consent Agenda  
Carried, 8-0

Board President Matthew Nelson administered the Oath of Office to the District Clerk

Discussion Action

MOTION NELSON 2<sup>ND</sup> ROSE

To approve the 2018-2019 Board of Education Meeting dates and start time of 7:00 p.m. as per the attached listing *(listing contained in the Supplemental File)*

ANTALEK - YES	BERNER - YES	COHN - ABSENT
CRAWFORD - ABSTAIN	NELSON - YES	OUELLETTE - YES
RAMOS - NO	ROSE - YES	WELCOME - ABSTAIN

Carried, 5-1-2

District Clerk, Mindy M. Potts administered the Oath of Office to the following people at a date subsequent to the Board meeting:  
Claims Auditor, Richard Phillips  
Treasurer, Wilhelmena Mazure  
Purchasing Agent, Michael Brennan