

ICHABOD CRANE CENTRAL SCHOOL
VALATIE, NEW YORK 12184

AGENDA

BOARD OF EDUCATION

JULY 14, 2020

Annual Organizational Meeting of the Board of Education
July 14, 2020 at 7:00 pm

Join Zoom Meeting

<https://us02web.zoom.us/j/86346055938?pwd=ajBheVd2VUo4bVt0ektENnhacVNMUT09>

Meeting ID: 863 4605 5938

Password: 3xbwTE

1. Call Meeting to Order -District Clerk

Announce Fire Exits -District Clerk

Pledge of Allegiance -District Clerk
2. 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."
3. New Board Members
The Oath of Office was Administered to newly elected board members by the District Clerk prior to this meeting:
 - John Chandler
 - Kelly Firmbach
 - Erin Curry - Student Board Member
 - Eric (Tismark) Boham - Alternate Student Board Member
4. Motion for approval of Organizational Meeting Agenda -District Clerk
5. Elections and Oaths -District Clerk
 - Election of President (Nominations Please)
(Clerk to Administer Oath of Office to President)

The President will now conduct the meeting.

- Election of Vice President (Nominations Please)
(Clerk to Administer Oath of Office to Vice-President)

The Oath of Office was administered to the Superintendent in Central Office prior to the meeting

6. Consent Agenda:
 6(A) Appointments – Officers And Others - Annual Appointments –
All appointments to be in effect until the time of the 2021-2022 Organizational Meeting, or until a successor is appointed (whichever occurs first).

TITLE	INDIVIDUAL OR FIRM	STIPEND 2020-2021
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
Tax Collector	Tracey Pratt (Kinderhook Bank)	None
Tax Liaison	Mindy Potts	None
Internal Claims Auditor	Richard Phillips	\$4,500
Substitute Internal Claims Auditor	Shirley McThenia	\$32/hour
School Attorney	Girvin and Ferlazzo	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
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	Suzanne Guntlow	None
District Representative To RCG Workers' 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	\$2,800
Student Wellness Coordinator	Lisa LaBrie	\$1,400
Data Privacy & Security Officer	Assistant Superintendent	None
School Resource Deputy	Columbia County Sheriff's Dept	Per Agreement
Official Bank Depository	1) National Union Bank Of Kinderhook 2) Citizen's Bank 3) Bank of Greene County <i>(Attached Current Accounts)</i>	N/A
Authorization to sign checks and to execute bank transfers	Treasurer or Superintendent	N/A
Budget Hearing Date	Tuesday, May 04, 2021	N/A
Budget Vote & Election	Tuesday, May 18, 2021	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 \$.575/Mile (as of January 1, 2020)

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 2020-2021 school year:

Staff Member	Location
Katherine Gulisane, Jacqueline Cole	Middle School
Deborah Matacchiero, Kelly Hill, Tania Yearwood, Holly Kilcer	High School

6(E) CONSIDERATION FOR ADOPTION (attached)

To *readopt* for the 2020-2021 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)

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 2020-2021 school year as follows:

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

In Custody of:	AMOUNT OF FUNDS:
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 2020-2021 school year as follows:

	2020-2021 Rate
Uncertified Teacher	\$ 100/DAY
Certified Teacher	\$ 115/DAY
Uncertified Teaching Assistant	\$ 90/DAY
Certified Teaching Assistant	\$ 95/DAY
NYS Certified Retired Ichabod Crane Teacher Substitute	\$125/DAY
NYS Certified Retired Ichabod Crane Teacher Assistant Substitute	\$100/DAY
Term Substitute Teacher	\$185/DAY

6(I) CONSIDERATION FOR APPROVAL

A. To establish the hourly rate of pay for support staff substitutes and occasional employees for the 2020-2021 school year as follows:

	2020-2021
Clerk-Typist Substitute	\$ 13.00/hour
Instructional Aide Substitute	\$ 13.00/hour
Food Service Helper Substitute	\$ 13.00/hour
Maintenance/Mechanic Substitute	\$ 15.75/hour
Cleaner Substitute	\$ 13.00/hour
Bus Driver Substitute	\$ 24.00/hour
Bus Attendant Substitute	\$ 18.00/hour
Registered Nurse Substitute	\$ 21.00/hour
Occasional Central Office Support /Substitutes– Secretarial	\$ 15.50/hour
Occasional Central Office Support/Substitutes – Clerical	\$ 13.00/hour
Seasonal IT Support/Substitute	\$ 13.00/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

C. Current ICC employees substituting during summer break or vacation weeks are 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 2020-2021 as follows:
SUMMER TEACHERS

Responsibility	Rate
Invitations/Summer School Teacher	\$ 38.00/hour
Substitute Invitations/Summer School Teacher	\$ 38.00/hour
Invitations/Summer School Teaching Assistant	\$ 19.00/hour
Invitations/Summer School Nurse	\$ 28.00/hour
Apex Teacher	\$ 38.00/hour

6(K) CONSIDERATION FOR APPROVAL (attached)

To accept all [Extra-classroom Activities for the 2020-2021](#) school year per the attached listing

6(L) CONSIDERATION FOR APPROVAL

To establish the following rates for 2020-2021 as follows:

Title/Responsibility	Rate
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(M) CONSIDERATION FOR APPOINTMENT

To appoint the Ichabod Crane Medical Board, establish the rates for the 2020-2021 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(N) CONSIDERATION FOR APPROVAL

To establish fees related to the leasing of School Buses, per Board Policy #8416-E, effective for the 2020-2021 school year, as follows:

	2020-2021	
	Rate A	Rate B
BUS DRIVER	\$35.00/hour	\$45.00/hour
MILEAGE	\$ 1.97/Mile	\$ 1.97/Mile

6(O) CONSIDERATION FOR APPROVAL

A. To assign rates per Board Policy #1500 & #1500R – Public Use of Facilities & the accompanying regulation for the 2020-2021 school year as follows:

Facility Requested	Category #1 (School Sponsored Groups)	Category #2 (School Community Groups)	Category #3 (Community Non-Profit Groups)
	2020-2021	2020-2021	2020-2021
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 2020-2021 school year

6(P) CONSIDERATION FOR APPROVAL

To establish school lunch prices for 2020-2021 as follows:

Food Prices	Rate 2020-2021
K-12 Regular Student Breakfasts	\$1.75
K-5 Regular Student Lunches	\$2.75
6-12 Regular Student Lunches	\$3.25
K-12 Reduced Price Breakfasts	\$.25
K-12 Reduced Price Lunches	\$.25
Student Milk Price	\$.50

6(Q) CONSIDERATION FOR APPROVAL

To establish for the 2020-2021 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	7:35 am – 2:35 pm
Primary School	7:40 am – 2:30 pm	7:40 am – 2:40 pm

6(R) 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(S) CONSIDERATION FOR APPOINTMENT AND DESIGNATION (attached)

To appoint, upon the recommendation of Suzanne Guntlow, 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 2020-2021 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(T) CONSIDERATION FOR APPOINTMENT

To appoint, upon the recommendation of Suzanne Guntlow, Superintendent, a representative of Girvin & Ferlazzo's Office as alternate Hearing Officer for Student Disciplinary Hearings, pursuant to Education Law 3214 during the 2020-2021 school year

6(U) CONSIDERATION FOR APPOINTMENT

To appoint Peg Warner as the Section 504 Compliance Officer

6(V) CONSIDERATION FOR APPOINTMENT

To appoint the Assistant Superintendent as the District Title IX Compliance Officer and Michael Brennan as alternate Title IX Compliance Officer

6(W) CONSIDERATION FOR APPROVAL

To approve, for the 2020-2021 school year, the *following annual appointments* to be in effect until the time of the 2021-2022 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(X) CONSIDERATION FOR APPROVAL AND AUTHORIZATION

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

6(Y) CONSIDERATION FOR APPROVAL

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

6(Z) CONSIDERATION FOR APPROVAL (attached)

To approve the [Board of Education Meeting dates and times](#) as per the attached listing and to establish 10 p.m. as the ending time for all Regular Board of Education Meetings for the 2020-2021 school year unless otherwise extended by Board action

6(AA) CONSIDERATION FOR APPROVAL (attached)

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](#))

6(BB) CONSIDERATION FOR ADOPTION

To adopt the 2020-2021 Cyber Security Plan (per Ed Law 2D)

End of Consent Agenda

The Regular Meeting will now be held

REGULAR MEETING AGENDA

JULY 14, 2020

1. Approval of Present Agenda

2. Consideration For Approval of Minutes of:
 - [06/23/20 – Special Board Meeting](#) (draft attached)

3. Board Discussion Items
 - Board Committee Membership - Determined by Board President
 - Schedule Audit Committee Meeting
 - Schedule Policy Committee Meeting

4. Student Board Member

5. Superintendent's Report
 - Update School Re-Opening
 - Capital Project Construction Update
 - Board Retreat
 - Curriculum and Academic Update

6. Business Office Report
 - Bid Results - Phase II BAN

7. Consent Agenda

- 7(A) CONSIDERATION FOR ACCEPTANCE
To accept the resignation of Russell Kneeland, Bus Driver, effective July 2, 2020

- 7(B) CONSIDERATION FOR ACCEPTANCE (attached)
To accept the [Treasurer's Report](#) (including [Revenues, Appropriations](#) and [Transfers](#)) and Warrants as presented

- 7(C) CONSIDERATION FOR ACCEPTANCE (attached)
To accept the CPSE and CSE Recommendations for the 2020-2021 school year as follows:
Meeting Dates of: 03/09/20, 03/27/20, 02/26/20, 03/04/20, 03/09/20, 04/21/20, 04/28/20, 04/29/20, 04/30/20, 05/13/20, 06/12/20, 06/16/20

- 7(D) CONSIDERATION FOR APPROVAL
To approve the following staff to work summer school during the Summer 2020:

Name	Building	Position
Dan Farley	High School	Teacher
Emily Cooke	High School	Substitute Teacher

- 7(E) CONSIDERATION FOR APPOINTMENT (attached)
To appoint, upon the recommendation of Suzanne Guntlow, Superintendent, [ANNUAL APPOINTMENTS: TEAM LEADER /GRADE LEVEL/ DISTRICT-WIDE/ DEPARTMENT CHAIRS](#) for the 2020-2021 school year per the attached listing
- 7(F) CONSIDERATION FOR APPOINTMENT (attached)
To appoint, upon the recommendation of Suzanne Guntlow, Superintendent, [EXTRA-CLASS ADVISORS & ANNUAL APPOINTMENTS](#) for the 2020-2021 school year per the attached listing
- 7(G) CONSIDERATION FOR APPOINTMENT
Whereas Michael Spruck who is eligible for a New York State Public School Teacher Certificate in the certification area(s) of Special Education
- Whereas Suzanne Guntlow, Superintendent of the Ichabod Crane Central School District, recommends Michael Spruck be appointed to a probationary position, conditionally, pending New York State Education Department certification and safety clearance, now therefore
- Be it resolved that the Board of Education of the Ichabod Crane Central School District in compliance with Education Law 3012 and 8 NYCRR Part 30.3 does hereby appoint Michael Spruck to the position of professional educator in the tenure area(s) of Special Education, Masters' Step 8 for a probationary period of three years to commence on September 1, 2020 and to expire on June 30, 2023.
- 7(H) CONSIDERATION FOR APPOINTMENT
Whereas Forrest Madison who is eligible for a New York State Public School Teacher Certificate in the certification area(s) of Academic Science
- Whereas Suzanne Guntlow, Superintendent of the Ichabod Crane Central School District, recommends Forrest Madison be appointed to a probationary position, conditionally, pending New York State Education Department certification and safety clearance, now therefore
- Be it resolved that the Board of Education of the Ichabod Crane Central School District in compliance with Education Law 3012 and 8 NYCRR Part 30.3 does hereby appoint Forrest Madison to the position of professional educator in the tenure area(s) of Academic Science, Masters' Step 1 for a probationary period of four years to commence on September 1, 2020 and to expire on June 30, 2024.
- 7(I) CONSIDERATION FOR APPOINTMENT
Whereas Olivia Faure who is eligible for a New York State Public School Teacher Certificate in the certification area(s) of Music
- Whereas Suzanne Guntlow, Superintendent of the Ichabod Crane Central School District, recommends Olivia Faure be appointed to a probationary position, conditionally, pending New York State Education Department certification and safety clearance, now therefore
- Be it resolved that the Board of Education of the Ichabod Crane Central School District in compliance with Education Law 3012 and 8 NYCRR Part 30.3 does hereby appoint Olivia Faure to the position of professional educator in the tenure area(s) of Music, Bachelors' Step 2 for a probationary period of four years to commence on September 1, 2020 and to expire on June 30, 2024.

7(J) CONSIDERATION FOR APPOINTMENT

Whereas Hannah Sive who is eligible for a New York State Public School Teacher Certificate in the certification area(s) of General Education K-6

Whereas Suzanne Guntlow, Superintendent of the Ichabod Crane Central School District, recommends Hannah Sive be appointed to a probationary position, conditionally, pending New York State Education Department certification and safety clearance, now therefore

Be it resolved that the Board of Education of the Ichabod Crane Central School District in compliance with Education Law 3012 and 8 NYCRR Part 30.3 does hereby appoint Hannah Sive to the position of professional educator in the tenure area(s) of General Education K-6, Masters' Step 1 for a probationary period of four years to commence on September 1, 2020 and to expire on June 30, 2024.

7(K) CONSIDERATION FOR APPOINTMENT

To appoint upon the recommendation of Suzanne Guntlow, Superintendent, Tami Barlow to the probationary position of Head Bus Driver, step 3, effective July 1, 2020

7(L) CONSIDERATION FOR APPOINTMENT

To appoint upon the recommendation of Suzanne Guntlow, Superintendent, Michelle Spidler to the probationary position of Cleaner, step 1, effective July 27, 2020

7(M) CONSIDERATION FOR APPOINTMENT

To appoint, upon the recommendation of Suzanne Guntlow, Superintendent, Stephanie Howe, having successfully completed a 52 week probationary period which ended, July 7, 2020, to the permanent position of Instructional Aide

7(N) CONSIDERATION FOR APPOINTMENT

To appoint, upon the recommendation of Suzanne Guntlow, Superintendent, Crystal First, having successfully completed a 52 week probationary period which ended, July 7, 2020, to the permanent position of Secretary 1

7(O) CONSIDERATION FOR APPROVAL (attached)

To approve the [Professional Development Plan for the 2020-2021](#) school year

7(P) CONSIDERATION FOR ADOPTION (attached)

To adopt the [K-12 Comprehensive School Counseling Program](#) for the 2020-2021 school year

7(Q) CONSIDERATION FOR ACCEPTANCE (attached)

To accept the High School and Middle School [Extra-classroom Activity Fund Report](#) as of the following date(s):

	AS OF 5/31/20
Account Balance:	\$ 146,910.98

7(R) CONSIDERATION FOR APPOINTMENT

To appoint, upon the recommendation of Suzanne Guntlow, Superintendent, the following committee of district stakeholders to provide general oversight of the Participant Directed Tax Deferred Retirement Accounts as stipulated by Board policy #6870:

- Michael Brennan, Business Manager
- Mena Mazure, District Treasurer
- Mindy Potts, Confidential Employees
- John Wilary, Ichabod Crane Teachers Association
- Tim Farley, Ichabod Crane Administrators Association
- Michelle Warner, Ichabod Crane Nurses Association
- Tom Peters, CSEA
- Todd DiGrigoli, Ichabod Crane Supervisors

7(S) CONSIDERATION FOR ACCEPTANCE (attached)

To accept the [Internal Claims Auditor's Report](#) for June 2020

7(T) CONSIDERATION FOR APPROVAL AND AUTHORIZATION (attached)

To approve and authorize the Superintendent of Schools to make [budget transfers](#) per the attached listing

7(U) CONSIDERATION FOR AUTHORIZATION (attached)

To authorize the Board President to execute the following document(s):

- [Agreement with Coarc](#)

8. Discussion/Action Items

8(A) CONSIDERATION FOR APPROVAL

To approve a resolution authorizing the issuance of Bond Anticipation Note, not to exceed \$444,388, to finance the acquisition of school buses for the 2020-2021 school year and to authorize the Board President to execute the agreement
(Bus Purchase approved by the voters 06/09/20- Proposition #2)
(Estoppel Notice)

9. Meetings

08/18 – Regular Board Meeting – 7:00pm

08/24 & 8/25 - Retreat - 6:00-9:00pm - Location TBD

10. Adjournment