



Minutes of the Board of Education
Averill Park High School

August 12, 2019
Presiding: Jessica Zweig

Members Present: Chris Foster
Samantha Hicks
Jennie Glasser
Meghan McGarry
Peter Schaefer
Jessica Zweig

Members Absent: Ann Morone

Others Present: Superintendent of Schools: Dr. James R. Franchini
Assistant Superintendent: Matt Hladun
Assistant Superintendent for Business: Michael Ouimet
Director of Personnel Development: Kimberly Nugent
Community members

A meeting of the Board of Education was held at the Averill Park High School on August 12, 2019 at 6:30 p.m.

I. Welcome and Pledge of Allegiance

II. Superintendent's Report

- News and Updates
- Celebration of Success
- Pre-K Presentation

III. Visitors were invited to make brief comments or direct questions to the Board. Questions are generally not answered during public comment. Questions will be addressed by the administrative team at a later time.

Public comment limited to topics on this evening's agenda. Those wishing to address the Board were asked to complete the request form and submit it to the Board Clerk in order to be recognized by the Board of Education President. Comments are limited to three minutes per speaker. (NO SPEAKER FORMS SUBMITTED)

IV. Consent agenda - moved to approve the consent agenda as listed A-E

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.

A. RESOLVED, to approve to accept the Board of Education minutes of July 10, 2019 and Reorganization meeting minutes.

B. Financial Recommendations

FINANCIAL RECOMMENDATIONS APPROVED

1. RESOLVED, to approve to accept the Audit Committee meeting minutes of July 30, 2019.
2. RESOLVED, to approve to accept the Treasurer's Reports for June 2019.

3. **RESOLVED**, to approve to accept Claims Audit Reports for June and July 2019.
4. **RESOLVED**, to approve 2018-19 budget transfers as presented for ordinary contingent expenditures necessary to maintain the educational program or necessary to preserve property or ensure the health and safety of students or staff.
5. **RESOLVED**, to approve the contract with Four Winds Saratoga to provide tutorial services, as per the attached agreement.
6. **RESOLVED**, to approve the Special Education Services agreement with Berlin Central School District for one student attending the Averill Park Central School District for the 2019 two-month summer program, as per the attached.
7. **RESOLVED**, to approve the Special Education Services agreement with East Greenbush Central School District for one student attending the Averill Park Central School District for the 2019 two-month summer program, as per the attached.

C. Routine Personnel Action

STAFF RECOMMENDATIONS

The Board took action on routine resignations, appointments, leaves and terminations.

Instructional Appointment: Probationary

Name	Tenure Area	Probationary Period	Certification	Salary
Fawcett, Chelsea	Elementary	9/1/19-8/31/23	Childhood 1-6 Professional, Literacy B-6 Initial	APTA Step 4 Masters Schedule
Ryan, Kelsey	Elementary	9/1/19-8/31/23	Early Childhood Initial, Childhood 1-6 Initial	APTA Step 1 Masters Schedule

Instructional Appointment: Temporary

Name	Subject Area	Effective Dates	Certification	Salary
Murray, Crystle	Behavior Specialist/Social Worker-To fill a LOA (Kara Herrington)	9/01/19-6/30/20	School Counselor Provisional (pending)	APTA Step 1 Masters

Instructional: Additional Assignment

Name	Assignment/FTE	Effective Dates	Salary
Crowley, Emily	Teaching assignment that doesn't insure minimum planning time requirements	9/1/19-6/30/20	APTA Collective Bargaining Agreement Article 19, Section 1. A
Cavotta, Michael	Teaching assignment that doesn't insure minimum planning time requirements	9/01/19-6/30/20	APTA Collective Bargaining Agreement Article 19, Section 1. A
Conroy, Michael	Teaching assignment that doesn't insure minimum planning time requirements	9/01/19-6/30/20	APTA Collective Bargaining Agreement Article 19, Section 1. A
Dutcher, James	Teaching assignment that doesn't insure minimum planning time requirements	9/01/19-6/30/20	APTA Collective Bargaining Agreement Article 19, Section 1. A
Earl, Kevin	Teaching assignment that doesn't insure minimum planning time requirements	9/01/19-6/30/20	APTA Collective Bargaining Agreement Article 19, Section 1. A
Williams, Wesley	Teaching assignment that doesn't insure minimum planning time requirements	9/01/19-6/30/20	APTA Collective Bargaining Agreement Article 19, Section 1. A

Instructional: Stipend

Name	Assignment	Effective Date	Salary
Ashline, Olga	Career Day Coordinator-APHS 2019-20	9/01/19-6/30/20	APTA Collective Bargaining Agreement
Bailey, Amy	Fall Production Set Design (shared stipend)	9/01/19-6/30/20	APTA Collective Bargaining Agreement

Bailey, Amy	Spring Production Director (shared stipend)	9/01/19-6/30/20	APTA Collective Bargaining Agreement
Bailey, Amy	Spring Production Assistant Director (shared stipend)	9/01/19-6/30/20	APTA Collective Bargaining Agreement
Christy, Sarah	Drama Club/OBP (shared stipend)	9/01/19-6/30/20	APTA Collective Bargaining Agreement
Christy, Sarah	Fall Production Director (shared stipend)	9/01/19-6/30/20	APTA Collective Bargaining Agreement
Christy, Sarah	Fall Production Assistant Director (shared stipend)	9/01/19-6/30/20	APTA Collective Bargaining Agreement
Christy, Sarah	Winter One Acts Director (shared stipend)	9/01/19-6/30/20	APTA Collective Bargaining Agreement
Christy, Sarah	Winter One Acts Assistant Director (shared stipend)	9/01/19-6/30/20	APTA Collective Bargaining Agreement
Cole, James	Auditorium Manager APHS	9/01/19-6/30/20	APTA Collective Bargaining Agreement
Cole, James	Fall Production Set Design (shared stipend)	9/1/19-6/30/19	APTA Collective Bargaining Agreement
Cole, James	Spring Production Set Design	9/1/19-6/30/19	APTA Collective Bargaining Agreement
Dobert, Deborah	Extended School Advisor-APHS	9/01/19-6/30/20	APTA Collective Bargaining Agreement
Engel, Howard	Tech AV Specialist	9/01/19-6/30/20	APTA Collective Bargaining Agreement
Goodermote, Joanne	Extended School Advisor-AMS	9/01/19-6/30/20	APTA Collective Bargaining Agreement
Hilt, Victoria	Yearbook Advisor Poestenkill	9/01/19-6/30/20	APTA Collective Bargaining Agreement-Level 4
Holden, Gary	Extended School Advisor-APHS	9/01/19-6/30/20	APTA Collective Bargaining Agreement
Jurczynski, Lauren	Drama Production Assistant Director	9/01/19-6/30/20	APTA Collective Bargaining Agreement
Jurczynski, Lauren	Drama Production Set Design	9/01/19-6/30/20	APTA Collective Bargaining Agreement
Jurczynski, Lauren	Council of the Arts (with activity account) (non-stipend)	9/1/19-6/30/20	APTA Collective Bargaining Agreement
Mouzakes-Viola, Lauren	Drama Club/OBP (shared stipend)	9/01/19-6/30/20	APTA Collective Bargaining Agreement
Mouzakes-Viola, Lauren	Fall Production Director (shared stipend)	9/01/19-6/30/20	APTA Collective Bargaining Agreement
Mouzakes-Viola, Lauren	Fall Production Assistant Director (shared stipend)	9/01/19-6/30/20	APTA Collective Bargaining Agreement
Mouzakes-Viola, Lauren	Winter One Acts Director (shared-stipend)	9/01/19-6/30/20	APTA Collective Bargaining Agreement
Mouzakes-Viola, Lauren	Winter One Acts Assistant Director (shared stipend)	9/01/19-6/30/20	APTA Collective Bargaining Agreement
Mouzakes-Viola, Lauren	Spring Production Director (shared stipend)	9/01/19-6/30/20	APTA Collective Bargaining Agreement
Mouzakes-Viola, Laurant	Spring Production Assistant Director (shared stipend)	9/01/19-6/30/20	APTA Collective Bargaining Agreement
Mouzakes-Viola, Lauren	World of Difference	9/01/19-6/30/20	APTA Collective Bargaining Agreement

Owens, Kelly	Extended School Advisor-AMS	9/01/19-6/30/20	APTA Collective Bargaining Agreement
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Instructional: Non-Stipend

Name	Assignment	Effective Date	Salary
Keenan, Samantha	SADD Advisor	9/01/19-6/30/20	

Instructional: Professional Hourly Rate

Name	Assignment	Effective Date	Salary
Agnew, Jody	Proctor/Scorer August Regents	8/14/19-8/15/19	APTA Collective Bargaining Agreement
Fairchild, Daniel	Proctor/Scorer August Regents	8/14/19-8/15/19	APTA Collective Bargaining Agreement
Ford, Susan	Proctor/Scorer August Regents	8/14/19-8/15/19	APTA Collective Bargaining Agreement
Freeman, Nicole	Proctor/Scorer August Regents	8/14/19-8/15/19	APTA Collective Bargaining Agreement
Gaboury, Veronica	Proctor/Scorer August Regents	8/14/19-8/15/19	APTA Collective Bargaining Agreement
Gerke, Kaitlyn	Proctor/Scorer August Regents	8/14/19-8/15/19	APTA Collective Bargaining Agreement
Hotaling, Christine	Proctor/Scorer August Regents	8/14/19-8/15/19	APTA Collective Bargaining Agreement
Lambright, Kierstin	Junior Awards Coordination	9/01/19-6/30/20	APTA Collective Bargaining Agreement
Medici, AnnMarie	Proctor/Scorer August Regents	8/14/19-8/15/19	APTA Collective Bargaining Agreement
Minkler, Derek	Proctor/Scorer August Regents	8/14/19-8/15/19	APTA Collective Bargaining Agreement
Perry, Mary Beth	Proctor/Scorer August Regents	8/14/19-8/15/19	APTA Collective Bargaining Agreement
Reddy, Christopher	Advanced Placement Exam Coordinator	9/01/19-6/30/20	APTA Collective Bargaining Agreement
Scheidel, Mary	Proctor/Scorer August Regents	8/14/19-8/15/19	APTA Collective Bargaining Agreement

Instructional: Salary Adjustment

Name	Tenure Area	Effective Date	Salary
Leach, Rebecca	Assistant Principal	7/1/19	\$92,500

Instructional: Appointment

Name	Tenure Area	Effective Date
Hladun, Matthew	Data Protection Officer	7/1/19

Non-Instructional Appointment: Probationary to Permanent

Name	Position	Location/Assignment	Effective Dates
Behan, Jenet	Food Service Helper	AMS	9/4/19
Bonesteel, Erica	Food Service Helper	MH/SL	9/4/19
Cioffi, Joseph	Bus Driver	Transportation	9/5/18
Daniel, Dawn	Bus Driver	Transportation	9/4/19
Drishler, Kimberly	Monitor	AMS	9/4/19
Fiske, Anna	Custodial Worker	HS	9/4/19
Fitzgerald, Kasey	Monitor	AMS	9/4/19
Heffner, Johanna	Custodial Worker	HS	7/23/19
Hemeon, Matthew	Custodial Worker	AMS	9/4/19
Kleszcynski, David	Monitor	HS	9/4/19
McFarland, Keith	Bus Mechanic	Transportation	2/26/19

McFarland, Maria	Bus Driver	Transportation	9/4/19
McKeough, Deborah	Teacher Aide	HS	9/4/19
Morelli, Jenelle	Teacher Aide	AMS	9/18/19
Mulheren, Carolyn	Teacher Aide	MH/SL	9/18/19
Natalie, Keith	Custodial Worker	MH/SL	9/4/19
Unser, Shannon	Bus Attendant	Transportation	9/4/19
Walczak, Michael	Bus Driver	Transportation	1/22/19
Wilkins, Lee	Bus Driver	Transportation	9/4/19

Non-Instructional Appointment: Provisional

Name	Position	Location/Assignment	Effective Date	Salary
Brown, Rachel	Athletic Trainer*	District Wide	8/19/19	\$45,000 (pro-rated)
Fink, Kelly	Typist*	APHS	8/26/19	CSEA Step 3
Loeffler, Joshua	Head Bus Driver*	Transportation	8/19/19	MC \$48,000 (plus additional hours in the summer as needed)

*Appointment is contingent upon approval from Rensselaer County Civil Service and Section 87 Commissioner of Education regulation on fingerprint clearance.

Non-Instructional: Leave of Absence

Name	Position	Effective Dates
Kleszczynski, David	Monitor	9/4/19 - 6/30/20

Non-Instructional: Probationary

Name	Position	Effective Dates
Kleszczynski, David	Groundskeeper/Cleaner	8/13/19 - 8/12/20

Non-Instructional: Resignation

Name	Position	Effective Dates
Murray, Edward	Cook	6/30/19

Non-Instructional: Stipend

Name	Position	Effective Dates
Perez, Sharon	Advanced Placement Exam Coordinator	9/01/19-6/30/20

Appointment: Approved Instructional Substitutes

Name	Assignment
Bendon, Deborah	Teacher
Bourne, Christina	Teacher
Gaetani, Vincent	Teacher
Guynup, Rosemarie	Teacher, Speech Language Pathologist
Heckleman, Nicole	Registered Nurse
Johnson, Jacqueline	Teacher, Home Instruction
Kozlowski, Kyle	Teacher
Nepple, Melissa	Teacher
O'Brien, Daniel	Teacher
Orecki, Katie	Teacher, Teacher Assistant
Perry, Bruce	Teacher
Rice, Ruth	Teacher
Sardi, Susan	Teacher
Sheldon, Robyn	Teacher
Tracey, Cindy	Teacher

Appointment: Approved Non-Instructional Substitutes

Name	Assignment
Wait, Preston	Grounds (effective 07/01/19)

- D. Special Education Recommendations SPECIAL EDUCATION RECOMMENDATIONS
RESOLVED, to approve to accept the recommendations made by the Committee on Special Education at their meetings held on July 25 and 31, 2019 and the Committee on Pre-school Special Education at their meeting held on June 11, 17, 18 and July 18, 24, 2019.

- E. SCHOOL DISTRICT ARCHITECT APPROVED
RESOLVED, to approve the appointment of Mosaic Associates Architects as School District Architect for 2019-2020 school year.

CONSENT AGENDA ITEMS A-E APPROVED

On a motion by Dr. Schaefer, seconded by Mrs. McGarry, to approve consent agenda items A-E.

YES: 6

NO: 0

MOTION CARRIED

V. RESOLUTION – Real Property Tax Law

WHEREAS, Sections 554 and 556 of the Real Property Tax Law ("RPTL") allow the Board of Education to delegate to an authorized District official the power to exercise the power of such Board to perform the subject duties relating to the correction of errors on tax rolls and the refund or credits of taxes where such tax was attributable to a clerical error or unlawful entry, where such corrections or refunds amount to no more than \$10,000; and

WHEREAS, the adoption of this resolution delegating such power to the Assistant Superintendent for Business will result in increased efficiency and more prompt administration of such duties.

BE IT RESOLVED, that pursuant to Sections 554 and 556 of the RPTL, the Board of Education of the Averill Park Central School District hereby authorizes the Assistant Superintendent for Business to perform the subject duties related to corrections of errors on tax rolls and refunds of taxes relating thereto in all cases where the recommended refund and/or correction is \$10,000 or less; and

BE IT FURTHER RESOLVED, that this resolution is effective only for the calendar year in which it is adopted; and

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately, as provided in said law.

REAL PROPERTY TAX LAW RESOLUTION APPROVED

On a motion by Mrs. Glasser, seconded by Mr. Foster, to approve the Real Property Tax Law Resolution.

YES: 6

NO: 0

MOTION CARRIED

VI. RESOLUTION – 2019-2020 School Year Budget

WHEREAS the Board of Education has been authorized by the voters at the Annual District Meeting to raise for the current budget of the 2019-2020 school year a sum not to exceed \$59,665,424 (as per the attached).

2019-2020 SCHOOL YEAR BUDGET RESOLUTION APPROVED

On a motion by Mrs. Glasser, seconded by Mrs. McGarry, to approve the 2019-2020 School Year Budget Resolution.

YES: 6

NO: 0

MOTION CARRIED

VII. RESOLUTION - Retirement Contribution Reserve Fund

WHEREAS, the Board of Education of the Averill Park Central School District ("Board") created a Retirement Contribution Reserve Fund pursuant to General Municipal Law Section 6-r; and,

WHEREAS, the Board has determined the need to fund the Retirement Contribution Reserve Fund to pay certain portions of the amount payable to the New York State and Local Employees' Retirement System; and,

WHEREAS, the Board created a Retirement Contribution Reserve Fund pursuant to General Municipal Law Section 6-r on January 11, 2011.

IT IS HEREBY RESOLVED:

1. The Board of Education authorizes the transfer of \$527,336 from the General Fund unassigned fund balance as of June 30, 2019, to the Retirement Contribution Reserve Fund.
2. The Assistant Superintendent for Business is hereby authorized to take any necessary steps or execute any necessary documents to effect the above actions on behalf of the Board and School District.

This resolution is effective immediately.

RETIREMENT CONTRIBUTION RESERVE FUND RESOLUTION APPROVED

On a motion by Mr. Foster, seconded by Mrs. McGarry, to approve the Retirement Contribution Reserve Fund Resolution.

YES: 6

NO: 0

MOTION CARRIED

VIII. RESOLUTION - Employee Benefit Accrued Liability Reserve Fund

WHEREAS, the Board of Education of the Averill Park Central School District ("Board") created an Employee Benefit Accrued Liability Reserve Fund pursuant to General Municipal Law Section 6-p; and,

WHEREAS, the Board has determined the need to fund the Employee Benefit Accrued Liability Reserve Fund to fund all or part of the payments made for expenditures including:

- (a) The cash payment of the monetary value of accumulated or accrued and unused sick leave, holiday leave, vacation leave, time allowance granted in lieu of overtime compensation and other forms of payment for accrued leave time and benefits due to a municipal employee upon termination of municipal employment and separation from service "as required by ordinance, local law, collective bargaining agreement or Section six of the civil service law" fund certain portions of the amount payable to the New York State and Local Employees' Retirement System; and,
- (b) The reasonable costs of the administration of the reserve fund
- (c) Expert or professional services rendered in connection with the investigation, adjustment or settlement of claims, actions or judgments relating to claims for accrued employee benefits; and

WHEREAS, the Board continues to use the "Vesting" method for determining the accrued liability for compensated absences as prescribed by the Governmental Accounting Standards Board, Statement 16; and

WHEREAS, the Board continues to deem APTA members vested upon the member's completion of 15 years of service with the District for the purpose of calculating the liability for compensated absences accounted for in the Employee Benefit Accrued Liability Reserve Fund, and

WHEREAS, the Board has determined that the total liability for compensated absences has increased by \$46,950.43 to \$1,833,649.63 from the current balance of \$1,786,699.20; and

WHEREAS, the Board created an Employee Benefit Accrued Liability Reserve Fund pursuant to General Municipal Law Section 6-p on June 26, 2007.

IT IS HEREBY RESOLVED:

1. The Board of Education authorizes the transfer of \$46,950.43 from the General Fund unassigned fund balance as of June 30, 2019, to the Employee Benefit Accrued Liability Reserve Fund.
2. The Assistant Superintendent for Business is hereby authorized to take any necessary steps or execute any necessary documents to effect the above actions on behalf of the Board and School District.

This resolution is effective immediately.

EMPLOYEE BENEFIT ACCRUED LIABILITY RESERVE FUND RESOLUTION APPROVED

On a motion by Dr. Schaefer, seconded by Mrs. Glasser, to approve the Employee Benefit Accrued Liability Reserve Fund Resolution.

YES: 6

NO: 0

MOTION CARRIED

IX. RESOLUTION – Workers' Compensation Reserve Fund

WHEREAS, the Board of Education of the Averill Park Central School District ("Board") created a Workers' Compensation Reserve Fund pursuant to General Municipal Law Section 6-j; and,

WHEREAS, the Board has determined the need to fund the Workers' Compensation Reserve Fund to pay certain self-insured workers' compensation cost of the District; and,

WHEREAS, the Board created a Workers' Compensation Reserve Fund pursuant to General Municipal Law Section 6-j on June 26, 2007.

IT IS HEREBY RESOLVED:

1. The Board of Education authorizes the transfer of \$269,316.00 from the General Fund unassigned fund balance as of June 30, 2019, to the Workers' Compensation Reserve Fund.
2. The Assistant Superintendent for Business is hereby authorized to take any necessary steps or execute any necessary documents to effect the above actions on behalf of the Board and School District.

This resolution is effective immediately.

WORKERS' COMPENSATION RESERVE FUND RESOLUTION APPROVED

On a motion by Mrs. McGarry, seconded by Mrs. Glasser, to approve the Workers' Compensation Reserve Fund Resolution.

YES: 6

NO: 0

MOTION CARRIED

- X. Approve an overnight trip for the Averill Park High School Cross Country Team to participate in the Ocean State XC Invitational in Warwick, Rhode Island on September 27-28, 2019.**

AVERILL PARK HIGH SCHOOL CROSS COUNTRY TEAM TRIP APPROVED

On a motion by Mrs. Glasser, seconded by Mr. Foster, to approve an overnight trip for the Averill Park High School Cross Country Team to participate in the Ocean State XC Invitational in Warwick, Rhode Island on September 27-28, 2019.

YES: 6

NO: 0

MOTION CARRIED

- XI. Approve to accept the Code of Conduct for 2019-2020.**

CODE OF CONDUCT 2019-2020 APPROVED

On a motion by Mrs. Glasser, seconded by Mrs. McGarry, to approve to accept the Code of Conduct for 2019-2020.

YES: 6

NO: 0

MOTION CARRIED

- XII. Approve to accept District Safety Team members/representatives for 2019-2020:**

School Board Member - Jennie Glasser

Teacher Organization - Ann Lanoue

Administration - Rebecca Leach, Josh Gela, Denis Sibson, Laura Kyer, John Bishop, Mark Bubniak

Parent Organization - Renise Holohan

School Safety Personnel - Brian Nikles, Sam Beardsley

Student Representative - Gabrielle Skiba

Other School Personnel - Mark Premo, Lynn Burdick, Colleen Wise, Aaron Heffner

DISTRICT SAFETY TEAM MEMBERS/REPRESENTATIVES APPROVED

On a motion by Mr. Foster, seconded by Dr. Schaefer, to approve to accept the District Safety Team members/representatives for 2019-2020:

School Board Member - Jennie Glasser

Teacher Organization - Ann Lanoue

Administration - Rebecca Leach, Josh Gela, Denis Sibson, Laura Kyer, John Bishop, Mark Bubniak

Parent Organization - Renise Holohan

School Safety Personnel - Brian Nikles, Sam Beardsley

Student Representative - Gabrielle Skiba

Other School Personnel - Mark Premo, Lynn Burdick, Colleen Wise, Aaron Heffner

YES: 6

NO: 0

MOTION CARRIED

XIII. Approve to accept the District-Wide and Building Level Safe Schools Plans for 2019-2020.

DISTRICT-WIDE AND BUILDING LEVEL SAFE SCHOOLS PLANS APPROVED

On a motion by Mrs. McGarry, seconded by Dr. Schaefer, to approve to accept the District-Wide and Building Level Safe Schools Plans for 2019-2020.

YES: 6

NO: 0

MOTION CARRIED

XIV. Policy Review

Policy 9605 – Social Media

First Reading

XV. Board Member Reports

XVI. Visitor Comments

Visitors were invited to make brief comments or direct questions to the Board. Questions are generally not answered during public comment. Questions will be addressed by the administrative team at a later time.

Those wishing to address the Board were asked to complete the top portion of the request form and submit it to the Clerk in order to be recognized by the Board of Education President. Visitors wishing to ask questions are asked to complete the bottom portion of the request form and submit it to the Clerk. Comments and questions are limited to three minutes per speaker. (NO SPEAKER FORMS RECEIVED)

XVII. Adjourn Meeting

MEETING ADJOURNED

On a motion by Mrs. McGarry, seconded by Dr. Schaefer, to adjourn the meeting at 7:28 p.m.

YES: 6

NO: 0

MOTION CARRIED



Linda Primeau, District Clerk