

A G E N D A
BOARD OF EDUCATION

Mechanicville City Schools
Office of the Superintendent
25 Kniskern Avenue
Organizational Meeting

Tuesday, July 2, 2019 8:15AM – District Office Conference Room

I. CALL TO ORDER:

A. Pledge of Allegiance

II. ADMINISTRATION OF OATH

A. Newly Elected & Re-elected Board Members

III. ITEMS REQUIRING BOARD ACTION:

A. Election of Officers

1. President
2. Vice-President
3. Administration of Oath-President and Vice President

B. Appointments

1. District Clerk – Catherine O'Brien
2. Deputy District Clerk – Debra Robert
3. District Treasurer – James DeVito
4. Deputy District Treasurer – Jodi A. Birch
5. Purchasing Agent – Debra Robert
6. Deputy Purchasing Agent – Jodi A. Birch
7. School Attorney - Girvin & Ferlazzo
8. School Physician - Dr. Carl Sgambati
9. Independent Auditor- Marvin and Company
10. Central Treasurer – Jr. Sr. High School-Extra Class Fund - Debbie McBride
11. Deputy Central Treasurer-Jr. Sr. High School Extra Class Fund- Jodi A. Birch
12. Internal Claims Auditor – Beverly Rogers
13. Claims Auditor for the Extra Curricular Activity Accounts-Beverly Rogers
14. Records Management Officer – Debra Robert
15. FOIL Officer – Jodi A. Birch
16. Tax Collector – Debra Robert
17. Deputy Tax Collector – Jodi A. Birch
18. Central Treasurer-Student Activity Fund-Debra McBride
19. Deputy Central Treasurer-Student Activity Fund- Jodi A. Birch
20. LEA/AHERA Designee – Joseph Manzer
21. Health and Safety Designee- Joseph Manzer
22. Dignity Act Coordinators- Suzanne LeForestier and Julian Santos
23. Bullying Prevention Coordinators- Suzanne LeForestier and Julian Santos
24. Emergency Management Plan Committee
25. Drug and Alcohol Support Services Resource-Lynn Dorr
26. Title IX officer- Mary Alice Hipwell

C. Special Education Appointments

1. Committee on Pre-School Special Education

- * Chairpersons: Mary Alice Hipwell, Suzanne LeForestier, Lynn Dorr, Julian Santos
- * Saratoga County Representative: as appointed by the county
- * Special Education Teacher/Regular Education Teacher
- * Related Service Personnel: if appropriate
- * Agency Evaluator-a professional who participated in the evaluation of the child
- * Parents of the student

Upon Request:

- * Parent Member, Kerry Amberger
- * School Physician, Dr. Carl Sgambati

2. Committee on Special Education

- * Chairpersons: Mary Alice Hipwell, Suzanne LeForestier, Lynn Dorr, Julian Santos
- * School Psychologist: Suzanne LeForestier (Grades 6-12) & Julian Santos (Grades K-5)
- * Guidance Counselors: Christine Dugan and Jennifer LeFleche
- * Special Education/Regular Education Teacher
- * Related Service Personnel: (if appropriate)
- * Parents of student
- * Student: (if appropriate)

Upon Request:

- * Parent Member, Kerry Amberger
- * School Physician, Dr. Carl Sgambati

3. Section 504 of the Rehabilitation Act

- * Coordinators: Lynn Dorr (Grades 4-12) and Jerry Gibson (Grades K-3)
- * Regular Education Teacher
- * Guidance Counselor: if appropriate
- * Other persons having knowledge or special expertise regarding student (related service personnel)
- * Parents of student
- * Student (if appropriate)

Upon Request:

- * Parent Member, Kerry Amberger
- * School Physician, Dr. Carl Sgambati

4. Sub-Committee on Special Education

- * Co-Chairpersons: Suzanne LeForestier, Lynn Dorr, Julian Santos
- * Special Education Teacher/Regular Education Teacher
- * Other persons having knowledge or special expertise regarding student (related service personnel)
- * Parents of student
- * Student (if appropriate)

Sub-Committee may perform the functions of the Committee on Special Education except when a student is a:

- New Referral
- Transfer
- Special Class
- BOCES Placement
- Private School Placement

5. Impartial Hearing Officers:

To be selected from a rotational selection list. Pursuant to section 200.1(x) of the Regulations of the Commissioner, these individuals are certified by New York State. This list, provided by the New York State Education Department, is in alphabetical order and the officers are listed by county. An IHO must be selected from the school district's list of IHO's beginning with the first name appearing on the list. After an IHO has been selected by the district, the district continues down the list in alphabetical order upon request of any further impartial hearings.

D. Bonding:

1. All District Employees - Dishonesty \$100,000
2. Treasurer - \$1,000,000
3. Tax Collector - \$1,000,000
4. Deputy Tax Collector-\$1,000,000

E. Check Signing Authorization

1. Jodi A. Birch
2. Bruce Potter

F. Certification of Payroll

1. Jodi A. Birch
2. Bruce Potter

G. Establishment of School Event Change Fund

1. Establishment of a school event change fund in amounts as deemed necessary by the Treasurer and approved by the Business Manager, not to exceed \$1000.00 without approval of Superintendent of Schools. Each fund will be reconciled and closed at the end of each event.

H. Authorize Official Depository

1. Authorization of TD Bank as the Official Depository

I. Establishing Fees for the Year for Use of School Facilities:

1. Elementary and High School Gym - \$600 *(Unless not for profit and our students. Superintendent or designee have right to waive any and all fees.)
2. Auditorium - \$600
3. Exhibition Field-TBD by Policy Committee
4. Grand Piano - \$50
5. Custodial Services – Actual yearly average cost as incurred for 2019-2020 on an average per hour.
6. Bus Use - \$2.25 per mile, plus driver cost

J. Establishment of Petty Cash Funds and Designation of Individual to Reconcile Fund Yearly:

1. District Office - \$100- James Devito
2. Jr. Sr. High School Office - \$50- Kevin Kolakowski
3. Elementary School Office - \$50- Craig Forth

K. Set Tuition Rates for 2019-2020:

1. Grades K-6 Regular Education - \$5971
2. Grades 7-12 Regular Education- \$9436
3. Grades K-6 Special Education- \$26,233
4. Grades 7-12 Special Education- \$29,698

L. Designation of Official Newspapers for School District:

1. The Gazette
2. The Express

M. Resolution Authorizing School to Participate in Federal Projects:

As approved by the Superintendent of Schools

N. Regular Meeting Dates for 2019-2020:

1. Scheduled as follows: July 15, 2019, August 1, 2019, September 5, 2019, October 3, 2019, November 7, 2019, December 5, 2019, January 9, 2020, February 6, 2020, March 5, 2020, April 2, 2020, May 7, 2020 and June 4, 2020.

To be held in the Jr./Sr. High Cafeteria at 7pm, unless otherwise noted.

O. Duties Delegated to the Superintendent:

1. Authorization to employ substitute teachers and other temporary employees
2. Authorization to close schools
3. Authorization to approve health contracts for Mechanicville students attending private schools
4. Authorization to approve use of school facilities
5. Authorization to approve the attendance of staff to conferences
6. Authorization to make budget transfers up to \$10,000
7. Authorization to reimburse mileage at the IRS Rate

P. Substitute Salaries:

1. Teachers: \$75 per day for uncertified teachers; \$100 per day for certified
2. Support Staff: Step 1 of CSEA contract

Q. Adopt Board Policy Handbook

R. Annual BOE Review of Required Policies

1. Policy # 5220- District Investments
2. Policy # 5410-Purchasing
3. Policy # 3291-Title I Parent Involvement
4. Policy # # 3410-Code of Conduct on School Property

S. Organizational Resolution

1. Which states that all policies, rules, and regulations of the Board of Education presently in effect will continue for the 2019-20 school year, or until appropriate Board action changes such.

T. Authorization for District membership to the following organizations with expenses paid by the District:

1. Saratoga County School Board Association
2. NYS School Board Association (NYSSBA)

U. Designate Spokesperson

1. For District- Superintendent of Schools
2. For BOE- President of Board of Education

V. Approve School Lunch Participation of the Mechanicville School District for the 2019-20 school year.

W. Resolution for Indemnification and Legal Defense

X. Resolution for Retirement Reporting Purposes

Y. Resolution to Participate in the BOCES Bidding

Z. Resolution to Adopt the Piggybacking Process

Z-1. Resolution to Increase 2018-19 Budget