

**CHATHAM CENTRAL SCHOOL DISTRICT  
CHATHAM, NEW YORK**

**ORGANIZATIONAL MEETING AGENDA  
BOARD OF EDUCATION**

**CHS LIBRARY**  
CHATHAM, NY

DATE: July 5, 2011  
TIME: 6:30 P.M.

**DULY SWORN:**

James Cartin \_\_\_\_\_ Michael Clark \_\_\_\_\_ Gail Day \_\_\_\_\_  
David O'Connor \_\_\_\_\_ Melony Spock \_\_\_\_\_ John Wapner \_\_\_\_\_  
Cheryl Nuciforo, Superintendent \_\_\_\_\_

**Board Members Elect:**

Francis Iaconetti \_\_\_\_\_ James Marks \_\_\_\_\_ James Toteno \_\_\_\_\_  
Catherine Fowler, Student Representative \_\_\_\_\_

Others in attendance: \_\_\_\_\_

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**BOARD MEMBERS ELECT: (Francis Iaconetti, James Marks, and James Toteno cannot offer nominations or vote on motions until they have taken the oath of office)**

**DULY SWORN Board members will entertain a nomination for the position of temporary Chairperson of the July 5, 2011 Organizational meeting.**

Nominee \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_

**A. CALL TO ORDER** **TIME:** \_\_\_\_\_  
The temporary Chairperson will call the meeting to order.

**B. PLEDGE OF ALLEGIANCE**

**C. APPOINT DISTRICT CLERK**

**R. 1 BE IT RESOLVED** that the Board of Education appoint Deborah Pottenburgh as District Clerk for the Chatham Central School District for the 2011-2012 fiscal year, at a stipend of \$3,200 per year.

MOTION \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

PASS \_\_\_\_\_ YES \_\_\_\_\_ NO

**D. OATH OF OFFICE**

- The District Clerk will administer the Oath of Office to the newly-appointed District Clerk.
- The District Clerk will administer the Oath of Office to elected Board members; Francis Iaconetti, James Marks, James Toteno and to Student Representative, Catherine Fowler.

*(NOTE: From this point on, Francis Iaconetti, James Marks & James Toteno are qualified to offer nominations and to vote on any Board action.)*

**E. ELECT PRESIDENT – BOARD OF EDUCATION**

The Temporary Chairperson will call for nominations for the Office of President of the Board of Education for the 2011-2012 fiscal year.

Nominee: \_\_\_\_\_ Votes: \_\_\_\_\_ YES

Nominee: \_\_\_\_\_ Votes: \_\_\_\_\_ YES

MOTION \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

that the Board of Education of the Chatham Central School District elect \_\_\_\_\_ as President, to serve for the 2011-2012 fiscal year.

PASS \_\_\_\_\_ YES \_\_\_\_\_ NO

- The District Clerk will administer the Oath of Office to the newly elected Board President.

*(NOTE: The Board President will, from this point on, assume the role of Chairperson of the meeting.)*

**F. ELECT VICE-PRESIDENT – BOARD OF EDUCATION**

The Board President will call for nominations for the office of Vice-President of the Chatham Central School District Board of Education for the 2011-2012 fiscal year.

Nominee: \_\_\_\_\_ Votes: \_\_\_\_\_ YES

Nominee: \_\_\_\_\_ Votes: \_\_\_\_\_ YES

MOTION \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_  
that the Board of Education of the Chatham Central School District elect  
\_\_\_\_\_ as Vice-President, to serve for the 2011-2012 fiscal year.

PASS \_\_\_\_\_ YES \_\_\_\_\_ NO

- The District Clerk will administer the Oath of Office to the newly elected Board of Education Vice-President.

#### **G. SUPERINTENDENT OF SCHOOLS – OATH OF OFFICE**

- The District Clerk will administer the Oath of Office to Cheryl A. Nuciforo, Superintendent of Schools, Chatham Central School District.

#### **H. CONSENSUS AGENDA**

**R. 2 BE IT RESOLVED** that the Board of Education accept the Consensus Agenda of the July 5, 2011 Organizational Meeting, as written.

MOTION \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

PASS \_\_\_\_\_ YES \_\_\_\_\_ NO

#### **H.1 Board Appointments**

- That the Board of Education authorize the Superintendent to appoint voting officials for the 2011-2012 school year.
- That the Board of Education appoint the following individuals to the designated position:

Treasurer	David Hodgkinson
Deputy Treasurer	Michele Haley
Records Retention	Deborah Pottenburgh
Purchasing Agent	Chuck Snyder
Freedom of Information Officer	Jean Scheriff
Title IX Coordinator	Jean Scheriff
Automatic External Defibrillator Coordinator:	Jean Scheriff
Homeless Children Liaison	Jean Scheriff
Chemical Hygiene Officer	Steven Nieto
Property Control Manager	Lauren Phillips
Local Education Agency Asbestos Designee:	Michael Burrows
Sexual Harassment Compliance Officers:	John Thorsen & Jean Scheriff
School Attorney	Keith Flint from the Flint Law Firm
Labor Attorney	Donald E. Budmen from the law firm of Ferrara, Fiorenza, Larrison, Barrett & Reitz, PC

Special Education Attorney	Ken Ritzenburg from the law firm of Young, Sommer...LLC
Bond Counsel	Girvin & Ferlazzo, PC
External Auditor	Sickler, Torchia, Allen, Churchill, CPA, PC
Internal Risk Assessment Auditor	Marvin & Company
Claims Auditor	Teri Zehentner
School Physician	Dr. Lawrence Greitzer
School Attendance Officer	Michele Haley
Code of Ethics Committee	Jean Scheriff, JoAnn Nard, David J. Levy
High School Central Treasurer	Debi Layton (stipend \$1500)
Middle School Central Treasurer	Lauren Phillips (stipend \$1500)

## H 2. Business/Finance

- That the Board of Education designate the following as official bank depositories for the Chatham Central School District:
  - First Niagara Commercial Bank
  - Bank of America (Chatham Branch)
  - Bank of Greene County (Chatham Branch)
  - National Union Bank of Kinderhook (Chatham Branch)
  - Chase Bank (formerly JP Morgan Chase Bank)
  - NY Class (formerly MBIA Class)
  - HSBC
  - Citizens Bank
  - NBT Bank
  - TD Bank North
- That the Board of Education designate the following as official newspapers for the Chatham Central School District:
  - Chatham Courier*
  - Register Star*
  - The Columbia Paper*
- That the Board of Education adopt the following Board of Education meeting dates for the 2011-2012 fiscal year:
 

<b>2011</b>	August 9	<b>2012</b>	January 10 & 31
	September 13 & 27		February 14 & 28
	October 11 & 25		March 13 & 27
	November 8 & 29		April 3 & 24
	December 13		May 8, May 15( <b>ANNUAL BUDGET VOTE</b> ) & May 22
			June 5 & 19
			July 3 ( <b>ORGANIZATIONAL MEETING</b> )
- **Certification of Payrolls:** That the Board of Education authorize the Superintendent and/or her designee to certify the official payrolls of all certified and classified personnel.

- **Employ Temporary Employees:** That the Board of Education authorize the Superintendent to employ personnel on a temporary basis and to set the appropriate wages for such personnel.
- **Purchase and Consult Professional Services for Professional Development:** That the Board of Education authorize the Superintendent to consult with professionals and purchase professional services as necessary to carry out the District professional development program.
- **Establishment of Petty Cash Funds:** That the Board of Education authorize the establishment of petty cash accounts, and designate responsible individuals, as follows:
 

District Office	\$100	Patricia Juliano
High School	\$ 50	Debi Layton
Middle School	\$ 50	Pamela Verenazi
Elementary School	\$ 50	Colleen Dodge
Transportation Office	\$ 50	Stephen Oleynek
Chatham Public Library	\$100	Luisa Sabin-Kildiss
- **Federal Grant Applications:** That the Board of Education authorize the Superintendent to sign federal grant applications for the 2011-2012 fiscal year.
- **Temporary Investments:** That the Board of Education authorize the District Treasurer to temporarily invest surplus funds for the District in accordance with Board of Education investment policy.
- **Budget Transfers:** That the Board of Education authorize the Superintendent and/or School Business Administrator to make budget transfers as necessary throughout the year according to Board policy.
- **Health Services Contracts:** That the Board of Education authorize the Superintendent to approve payment of health services provided to Chatham students who attend parochial/private schools located outside the district during the 2011-2012 school year, in accordance with Section 912 of the State Education Law.
- **Tax Collection:** That the Board of Education designate Lauren Phillips as District Tax Collector for the 2011-2012 school year.
- **Receipt of Funds:** That the Board of Education authorize the School Business Administrator, Treasurer, and Tax Collector to receive funds on behalf of the District.
- **Authorized Signatures:** That the Board of Education authorize the following signatures for the District:
  - **Michele Haley & David Hodgkinson** – authorized signature for safe deposit box, checking accounts, and all savings accounts.
  - **Patricia Juliano** – authorized signature for safe deposit box and all savings accounts, except student activities accounts.

- **Mileage Reimbursement:** That the Board of Education authorize mileage reimbursement at the rates designated by the IRS for the 2011-2012 school year.
- **Conferences, Conventions, Workshops Attendance (General Municipal Law 77-b):** that the Board of Education authorize the Superintendent or her designee to approve staff attendance at conferences, conventions and workshops appropriate to District staff professional development.
- **Faithful Performance of Duty:** That the Board of Education authorize, through the District's liability insurance, employee "Faithful Performance of Duty" coverage at the following levels:
  - All Employees = \$1,000,000 per employee
  - District Treasurer = \$4,000,000
  - District Deputy Treasurer = \$4,000,000
  - Tax Collector = \$4,000,000
  - School Business Administrator \$1,000,000
  - HS Central Treasurer - \$1,000,000
  - MS Central Treasurer - \$1,000,000
- **District-Owned Cell Phones:** That the Board of Education approve the following list of job titles requiring district-owned cell phones and contracts for their purchase for the 2011-2012 school year in accordance with Use of Cell Phones Policy #8332:
  - Building Administrators, Director of Pupil Services
  - Superintendent of Buildings and Grounds
  - Buildings & Grounds Senior Typist
  - District Courier
  - Food Service Supervisor
  - Transportation Supervisor
  - Maintenance Mechanic (4)
  - Building Head Custodian (3)
  - Network Systems Engineer
  - Network Systems Support Aide
- **Student Activities Account:** That the Board of Education authorize the following to sign for the student activities account:
  - High School:
    - John Thorsen - Administrator
    - Debi Layton - High School Central Treasurer
    - Annemarie Barkman - Administrator
    - Lauren Phillips - Middle School Central Treasurer

## I. POLICY & CODE OF ETHICS

**R. 3 BE IT RESOLVED** that the policies and code of ethics of the Board of Education continue in force for the 2011-2012 fiscal year unless duly modified.

MOTION \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

PASS \_\_\_\_\_ YES \_\_\_\_\_ NO

**J. ADJOURNMENT of ORGANIZATIONAL MEETING** TIME: \_\_\_\_\_

MOTION \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

PASS \_\_\_\_\_ YES \_\_\_\_\_ NO

**CHATHAM CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION**

**BOARD MEETING AGENDA**

**CHS Library**  
CHATHAM, NY

DATE: July 5, 2011  
TIME: 7:00 P.M.

James Cartin\_\_\_\_\_ Michael Clark\_\_\_\_\_ Gail Day\_\_\_\_\_ Francis Iaconetti \_\_\_\_\_  
James Marks\_\_\_\_\_ David O'Connor\_\_\_\_\_ Melony Spock\_\_\_\_\_ James Toteno \_\_\_\_\_  
John Wapner\_\_\_\_\_ Catherine Fowler, Student Rep\_\_\_\_\_ Cheryl Nuciforo,  
Superintendent\_\_\_\_\_

Others in attendance: \_\_\_\_\_

**A. CALL TO ORDER**                      **Time:** \_\_\_\_\_

**C. APPROVAL OF PRESENT AGENDA**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to  
approve the present agenda as written or amended.

PASS                      \_\_\_\_\_ YES                      \_\_\_\_\_ NO

**D. PUBLIC COMMENT**

Recognizing its responsibility for proper governance of the schools and the need to conduct its business in an orderly and efficient manner, the Board may schedule on its agenda at least one period for public participation during each regular meeting. It will set a time limit in the length of this period and/or a time limit for individual speakers. The Board President will be responsible for recognizing speakers, who shall properly identify themselves, for maintaining proper order and for adherence to time limits (Board Policy 2310). Questions concerning matters which are not on the agenda may be taken under consideration and addressed at a subsequent Board meeting (Board Policy 1230).

**E. SUPERINTENDENT'S REPORTS**

**F. BOARD COMMITTEE REPORTS**

**F.1. Policy Committee**

There will be a second reading of the following CCSD Policies:

- Annual Budget #6100
- Budget Hearing #6120

There will be a second reading of the following Public Library Policies:

- PL Circulation Policy #LIB-1507
- PL Patron Confidentiality #LIB-1508
- PL Training Policy #LIB-9701
- PL Petty Cash Policy #LIB-6671

**F.2. Facilities Committee**

**G. STUDENT REPRESENTATIVE'S REPORT**

**H. OLD BUSINESS**

H.1 BOARD DISCUSSION ITEMS

**I. NEW BUSINESS**

I.1 BOARD DISCUSSION ITEMS

I.2 INSTRUCTION

**R. 4 BE IT RESOLVED** that the Board of Education approve the Kindergarten proposal as presented at the June 28, 2011 Board meeting.

MOTION \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

PASS \_\_\_\_\_ YES \_\_\_\_\_ NO

I.3 FINANCE

**J. CONSENSUS AGENDA**

**R. 5 BE IT RESOLVED** that the Board of Education accept the Consensus Agenda of the July 5, 2011 Special Board meeting, as written.

MOTION \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

PASS \_\_\_\_\_ YES \_\_\_\_\_ NO

J.2 PERSONNEL

Appointments

*Please note: All appointments are contingent upon NYSED clearance from the fingerprint supported criminal background check, as required by Chapter 180 of the Laws of 2000.*

- a. That the Board of Education appoint John Gelatt, who holds New York State Driver Education Certification, to the position of part-time driver education teacher, at a pay rate of \$6,000 per semester course.
- b. That the Board of Education appoint Marsha Winters, who holds level one teaching assistant certification, to a probationary, full-time teaching assistant position,

effective July 1, 2011 through August 31, 2013, on step 2, level 1, at an annual salary of \$15,731.00 (2009-10 pay rate).

- c. That the Board of Education appoint the following Instructional Study Team Leaders for the 2011-2012 school year, at the rate designated in the CCSTA contract:

Math 3-4	Michael Stead
Music K-12	Abigail Brownell
ELA 5-8	Deborah Roth / Michele Debye-Saxinger (shared)
Mathematics 5-8	Irmentrud Amos
Foreign Language 7-12	Jennifer Eckler
Guidance K-12	Cynthia Herron
Wellness K-8	John Rivers
ELA 9-12	Terry Bordell
Mathematics 9-12	Judith Matthews
Wellness 9-12	Maria Hayes
Science 9-12	Justin Forrest
Social Studies 9-12	Peter Cook

- d. That the Board of Education appoint the following Grade Level Team Leaders for the 2011-2012 school year, at an annual rate of 3.25% of BA, Step 1 on the CCSTA salary schedule:

Grade 9	Ashley Gerace
Grade 10	Jill Chittenden & Amanda Carroll (shared)
Grade 11	Terry Bordell
Grade 12	Wendy Diskin

### J.3 BUSINESS/FINANCE

- a. That the Board of Education approve change order #2 for phase two of the construction project, in the amount of \$29,684.00.
- b. That the Board of Education approve the budget transfer dated July 1, 2011.
- c. That the Board of Education accept the donation from the Patrick J. Curry Foundation in the amount of \$1,000.00 to be used for Nature's Classroom student scholarships, and increase the budget by the same amount.
- d. That the Board of Education approve the Claims Auditor's reports for the month of May, 2011.

### K. ITEMS FOR FUTURE AGENDA

#### L. EXECUTIVE SESSION

The Board of Education anticipates the need for an executive session to discuss:

- collective negotiations.
- the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation.
- proposed, pending, or current litigation.
- the preparation, grading, or administration of exams.

