

10/21/2008 Regular Meeting of the Board of Education of the Berlin Central School District, held at the Berlin Jr/Sr High School

Present: Frank Zwack, Elizabeth Miller, Thomas Morelli, Jeffrey Paine, Beverly Stewart
Absent: Julie Darling, Don French
Also Present: Charlotte Gregory, Cathie Allain, Michelle Colvin, Cyril Grant, Dennis Healy, Scott Hunter, Eileen Leffler, Jennifer Morris, Sandra Owens
Guests included: Rick Timbs, Doug Dickinson, Dan Woodside, Raymond Preusser, Bob Schofield, Kurt Klein, Marc Franco, Mr. & Mrs. Fredricks, Andy Zlotnick, Lauren Nichols, Beck Giumarra, Diane Paine, Phoebe Paine, Tammy Osterhout, Sharon Hillis, Bob Miller, Jane Halleck, Jackie Elacqua, Anton Katzberg, Toni Dolan, Dawn Demick, Patty Nash, Madonna Roy, David Flint, Gerry Brundige, Amy Reiger, Ken Masterson, Mr. & Mrs. Sawyer, Jennifer Burhans, Dianne Mosher, Andy Macguire, Colleen Foody, Karen Deiana, Sue Brown, Tom Henry and Gina Goodermote

President Zwack convened the meeting at 7:00 PM with five board members present; Julie Darling arriving at 7:02 PM and Don French arriving at 7:05 PM.

On motion of Jeffrey Paine, second by Tom Morelli, minutes of the 9/16/2008, 9/29/2008 and 10/8/2008 meetings were approved.

President Zwack reorganized the agenda and a report out by Raymond G. Preusser, CPA, PC., on the audit for the 2007-2008 school year took place. Mr. Preusser reported out on the following:

- Meeting with the audit committee
- Realized Board may need more time to read and digest the audit information – willing to come back to another meeting
- Business Office has already written a plan of action based on the management letter that was written
- Fund equity increased by over \$425,000
- Positive note – commend Board on how they used the money – current and long term – Capital Reserve – Employee Benefit
- Shows how prudent business office and Board is in handling money
- Made more revenues by \$190,000
- Under-spent by \$700,000
- Reasonable set budget – in 96 percentile threshold
- 95-97% - reasonable
- 97-98% tight budget
- Below 95% too much money built into the budget and not fair to tax payer

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- **Questions regarding the audit committee were raised – all Board members invited to come to listen**
- **Over all financial situation of the district looks strong**
- **Caution to start putting hold on spending – State predicting shortfalls in revenues – Wall Street driven expenses**
- **Have reasonably strong fund balance – monitor closely over the 2-3 years – avoid peaks and valleys in tax levy**
- **Purchasing Policy – too restrictive – Audit Committee disagrees**
- **Claims Auditor – more transparent to the Board – meet with the audit committee – written reports after each warrant has been reviewed**
- **School Lunch Fund – took operating losses of \$10,000 and \$15,000 – might have to have the general fund offset the cost vs. raising meal prices – issue monthly reports for monitoring**
- **GASBY 45 – hire actuary for health insurance**
- **Investment Policy – worthwhile to review and up-date – Treasurer provide monthly report for the packet (1 page) – Board can refine list**
- **In conformance with fund balance – under the allowed 4%**
- **Move money from Employee Benefits to Capital Reserve – puts money back in hands of taxpayers**
- **Budget is estimate of what money going to spending**
- **Budget is reasonable – only spending money need to spend**

Board members were asked to review the information and email Frank Zwack with any questions and possible dates for meeting if needed.

Mr. Morelli requested that the Board “go around the horn” to see if all of the Board members understood the audit process as he did not.

Liz Miller – we did this last year – 3rd year done the same thing – same time period

Julie Darling – aware of the audit committee - piece that is new – invitation to Board to attend the Audit Committee meetings – assumed committee was President and Vice President

Don French – when was packet sent out – aware of audit – would like invitation

Bev Stewart – not aware of process – new to process – would like the invitation

Jeff Paine – aware – committee makes recommendation for Board – not aware could have the rest of the Board present – concerned about Open Meeting Laws – if legal, all for it

Frank Zwack – controversy over audit committee appointments – if want change – bring up to the Board – no one did – need opinion from lawyer regarding Open Meeting Laws

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Mr. Morelli formalized his request for the bank investment portfolio to be a part of the monthly board packet and Liz Miller seconded the request. The Board of Education unanimously approved this request.

The Opportunity for Public Comment portion centered on the financial impact/concerns a building project will have on the taxpayers.

The Clerk was asked to compile and provide more information to the Board on the 1980's building project.

On motion of Liz Miller, second by Beverly Stewart, the following Action Items (#1, 3, 5, 6, 7, 8, 9, 10) (Personnel Items IV 4 and Authorization for Increase in Phase II Radio System IV 11 were pulled) were unanimously approved:

- **Treasurer's Reports from 9/1/2008 – 9/30/2008 General Fund, Trust & Agency Fund, Special Aid Fund, School Lunch Fund, and Capital Fund**

RECOMMENDATIONS OF THE COMMITTEE ON SPECIAL EDUCATION

- **Approval of the following recommendations of the Committee on Special Education: 000029225, 102085, 000062508, 102093, 102095, 102825, 000051712, 102713, 101725, 000030613, 102383, 102064, 000011611, 000065111**

- RESOLVED: That the Board of Education of the Berlin Central School District hereby authorizes a petty cash account through June 30, 2009 for Grafton Elementary School; Patricia Nash, Petty Cash Custodian; in the amount of \$25.00

AND ALSO BE IT

RESOLVED: That the Board of Education of the Berlin Central School District hereby authorizes a petty cash account through June 30, 2009 for Stephentown Elementary School; Monica Shupe, Petty Cash Custodian; in the amount of \$25.00

- RESOLVED: That the Board of Education of the Berlin Central School District hereby declares the following items as surplus, with such items to be appropriately disposed of:

Item	Copyright Date	Building
George Carver Boy Scientist	1944	SES
Lou Gehrig Boy of the Sand Lots	1949	SES
Geronimo	1952	SES
Dwight D. Eisenhower	1970	SES
Francis Scott Key	1963	SES

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	Serial #	District #	Model
John F. Kennedy New Frontiersman		1965	SES
Ink jet printer	MY37VF96SQ	000524	HP2175
Computer	7FL8Z01	000796	GX150
Server	KN75ITZD46	000519	Digital
Server	KN752VLA25	000518	Digital
Server	None	None	Digital
Netwk Switch	1911973508760746	None	Cabletron
Netwk Switch	98340608710A	None	Cabletron
Netwk Switch	98340636710A	None	Cabletron
Netwk Switch	509A0354	None	Assante
Computer	79CQW01	000789	GX150
Monitor	MX-05E532-47801-27M-C1LB	None	Dell
Monitor	1K748B0391	None	Digital
Monitor	CNC4361H3X	None	HP7500
Computer	7FL8Z01	000796	GX150
Computer	FR17Z01	000455	GX150
Monitor	66510A1QRR47	None	Dell
Monitor	7007117	None	Dell
Monitor	8521694	None	Dell
Monitor	None	None	Dell
Monitor	8813045	None	Dell
Monitor	JY90941681	None	ViewSonic
Computer	7N47Z01	None	GX150

- RESOLVED: That the Board of Education of the Berlin Central School District hereby approves the following Jr/Sr High School Yearbook fundraisers for the 2008-2009 school year:

- **Healthy snacks and drinks (such as pretzels, popcorn, fruit and juice boxes and water) to be sold after school for students staying for any activities on Mondays, Tuesdays, Wednesdays, and Thursdays. Prices will range from \$.50 to \$1.50. An advisor would be assisting with students selling the food. Food will be nut free.**
- **Sponsoring a trip to New York City for the day. Trip would be on a Saturday and students would need to be accompanied by an adult. Cost would include the bus trip down and a snack (nut-free and healthy) to eat on the way down. People going on the trip will be able to shop, see a show, or sightsee on their own. Cost would be \$40 per person.**
- **Breakfast with Santa. Advisors and members will host a breakfast and have Santa at the breakfast where kids may get their pictures taken with Santa. Cost would be \$7 for adults, \$5 for ages 5-14, and 4 and under is free. Cost includes picture of Santa.**
- **Yearbook club will host a monthly "Pizza Party" where students would pay for pizza, snacks and drinks with the option to watch a**

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movie that would be showing during the pizza party time. Cost for pizza, drink, and snack would be \$5.

- Approval of the October 29, 2008 field trip request for 7th grade to travel to Salem, Massachusetts
- Approval of the November 21, 2008 field trip request for 6th grade to travel to New York City to see *The Rockette's*
- Approval of the late transportation request to St. Jude the Apostle School in Wynantskill for 022203KY with the understanding that the child be brought to the pick up/drop off point of Berlin Elementary School
- RESOLVED: That the Board of Education of the Berlin Central School District hereby approves the 403(b) TPA agreement with Omni Group and for administration of these services through a Questar III Coser

Discussion on IV 4 – Amendments to the 2008-2009 Questar III Final Service Request occurred. Interim Business Administrator, Scott Hunter, reported that the majority of the amendments have pertained to student programs.

- On motion of Tom Morelli, second by Julie Darling, the Board of Education unanimously approved the following amendments to the 2008-2009 Questar III Final Service Request.:

- Addition of 46810 to Coser 441.040 ALP/CTE (Criminal Justice) Program – effective 9/15/2008
- Addition of 102872 to Coser 111.170 Auto Tech I Program – effective 9/24/2008

Discussion on IV 11 – Authorization for Increase in Phase II Radio System occurred. Mr. Hunter presented additional information on the request. Each board member was polled for their thoughts.

Tom Morelli – not aware of Phase II, torn with spending money, not compromise safety

Donald French - do not remember approving Phase II, how long have we had the equipment?

Julie Darling – said would go with Phase II, good that hourly rate for installation was negotiated down, do what is in best interest of students, wait a week not beyond

Beverly Stewart – if need go ahead, not all Board members ready, wait a week

Liz Miller - safety issue, was discussed, agreed to Phase I and II, unfortunate that cost is more

Jeff Paine – remember voting on it, safety issue

A breakdown of the expenditures for the radio system and a copy of the minutes from October 16, 2007 meeting approving the radio system were passed around for the Board to review.

- On motion of Julie Darling, second by Liz Miller, the Board of Education authorizes an increase in the Phase II of the communication system by

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\$6,000 to a total not to exceed \$36,000 with 6 YES votes (Julie Darling, Liz Miller, Tom Morelli, Jeff Paine, Beverly Stewart, Frank Zwack,) and 1 NO vote (Don French)

- RESOLVED: That the Board of Education of the Berlin Central School District hereby accepts the following surplus bus bids; allowing for removal of equipment upon payment:

Name	Vehicle #	Year	Make	Mileage	Bid Price
Murray Saunders	27	1994	Chevrolet	243,443	\$200.00
	29	1994	Chevrolet	226,605	200.00
	31	1995	Chevrolet	231,935	200.00
	34	1998	Chevrolet	263,106	75.00
	52	1995	International	189,785	1,206.00
	53	1995	International	179,113	1,103.00
	55	1996	International	222,907	1,204.00
	56	1996	Chevrolet	185,513	250.00
	86	1987	International	269,379	807.00
Subtotal					\$5,245.00
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David Thurber	61	1996	Ford	160,598	400.00
Subtotal					\$400.00
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Grand Total					\$5,645.00

BUILDING PROJECT UP-DATE:

Dan Woodside from CSArch presented three options for a proposed building project for renovations, additions and alterations – Berlin Elementary School only.

Option #1 - \$14,559,479

Option #2 - \$11,961,384

Option #3 - \$9,141,743

Dr. Richard Timbs from Bernard Donegan’s office presented information on the estimated impact of the proposed building project

Average Cost to Taxpayer - \$21,720,000 Capital Project

Full Value Home	Senior/Star		With Star		No Star	
	Annual	Monthly	Annual	Monthly	Annual	Monthly
\$125,000	\$89	\$7.42	\$124	\$10.33	\$164	\$13.67
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Average Cost to Taxpayer - \$19,225,000 Capital Project						
\$125,000	\$81	\$6.75	\$113	\$9.42	\$149	\$12.42
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Average Cost to Taxpayer - \$12,510,000 Capital Project						
\$125,000	\$43	\$3.58	\$60	\$5.00	\$79	\$6.58

Discussion on the up-dated information for a building project occurred.

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Jeffrey Paine made a motion, with a second by Liz Miller, to present a referendum to the voters on December 9, 2008 to perform the work at BES as Option #3 \$12,510,000. After additional discussion occurred, Mr. Paine withdrew his motion with the second of Liz Miller.

The Discussion & Recommendations portion included:

- **1st Reading of Board Policy 5.510-08 Meal Charge Policy**
 - **3rd Reading of Board Policy 5.420-02 Corporal Punishment**
- On motion of Liz Miller, second by Tom Morelli, the Board of Education unanimously approved Board Policy 5.420-02 Corporal Punishment**
- **3rd Reading of Board Policy 5.140-02 Student Attendance**
- On motion of Beverly Stewart, second by Julie Darling, the Board of Education unanimously approved Board Policy 5.140-02 Student Attendance**

On motion of Tom Morelli, second by Donald French, executive session to discuss personnel items was entered at 10:13 PM, with public session resuming at 10:58 PM on motion of Jeffrey Paine, second by Liz Miller.

APPOINTMENTS CONTINGENT ON PASSING THE FINGERPRINTING MANDATES:

Upon the recommendation of the Interim Superintendent to appoint the following people to the 2008-2009 Instructional Substitute List – effective 10/22/2008

**Hartshorn, Richard – Non-Certified
Tracy, Krystal – Non-Certified**

Upon the recommendation of the Interim Superintendent to appoint the following people to the 2008-2009 Non-Instructional Substitute List – effective 10/22/2008

**Homiak, Kaitlyn – Aide, Monitor, TA
Maxon, Donna – Aide, Monitor, Typist, TA**

POSITION ABOLISHMENT:

Upon the recommendation of the Interim Superintendent to abolish the Temporary Bus Route to Parsons – 5.5 hours per day – 5 days per week – effective 9/1/2008

POSITION CREATION:

Upon the recommendation of the Interim Superintendent to create a Hoosick Falls Pick-up Bus Route - 1.25 hours per day – 3 days per week – effective 9/30/2008

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POSITION CHANGE:

Upon the recommendation of the Interim Superintendent to change one monitor position from 2.5 hours per day to 3 hours per day – effective 9/4/2008

APPOINTMENTS:

Upon the recommendation of the Interim Superintendent to appoint the following people to the 2008-2009 Instructional Substitute List

Chapman, Michael – Certified – English – effective 10/22/2008

Muller, Kellie – Non-Certified – effective 9/25/2008

Murphy, Mara – Non-Certified – effective 9/26/2008

Upon the recommendation of the Interim Superintendent to appoint the following people to the 2008-2009 Non-Instructional Substitute List

Muller, Kellie – Aide, Monitor, TA – effective 9/25/2008

Murphy, Mara – Aide, Monitor, Typist, TA – effective 9/26/2008

O'Dell, Jean – Aide, Monitor, TA – effective 9/26/2008

Saunders, Kevin – Aide, Monitor, TA – effective 10/22/2008

Volpi, Luisa – Bus Driver – effective 9/4/2008

Upon the recommendation of the Interim Superintendent to appoint the following people as advisors/coordinators /mentor teachers for the 2008-2009 school year – effective 9/1/2008

Position	Name	Stipend
Modified Cross Country Coach - effective 9/8/2008 – 10/14/2008	Kevin Saunders	
Modified Cross Country Coach - effective 10/15/2008 – 10/25/2008	Rick Ingraham	
CSE District Chairperson	Bruce Weiner	\$2,400.00
MS Drama Club Advisor	Jean Kirsch	\$1,427.00
Musical Advisor	Dianne Mosher	\$1,653.00
Assistant Musical Advisor	Karen Webster	\$977.00
Mentor Teacher	Susan Hoffman	\$750.00
Mentor Teacher	Mike Richardson	\$750.00
Mentor Teacher	Kim Bugbee	\$750.00
Mentor Teacher	Jackie Elacqua	\$750.00
Mentor Teacher	Anne Lazarony	\$750.00
Mentor Teacher	Debbie Lennon	\$750.00
Mentor Teacher	Annette Buck	\$750.00

Upon the recommendation of the Interim Superintendent to appoint Robert Smith – Bus Driver (replacing Tammy Gundrum) – on the Grafton Late Run – 1 hour per day – 4 days per week @ \$17.94 per hour – effective 9/22/2008

Upon the recommendation of the Interim Superintendent to appoint Shaun Cavanaugh – Bus Driver (replacing Herbert Mace) on the Grafton Assist

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Late Run – 1 hour per day – 4 days per week @ \$15.75 per hour – effective 9/29/2008

Upon the recommendation of the Interim Superintendent to appoint Luisa Volpi – Bus Driver – Hoosick Falls Pick-up Run – 1.25 hours per day – 3 days per week @ \$15.75 per hour – effective 9/30/2008

CHANGE IN HOURS:

Upon the recommendation of the Interim Superintendent to increase the hours of Louise Vars – Monitor – from 2.5 hours per day to 3 hours per day – effective 9/4/2008

NOTICE OF RETIREMENT:

Upon the recommendation of the Interim Superintendent to accept the retirement of Janet Malecki-Wanck - Special Education Teacher - effective 6/30/2009

RESIGNATIONS:

Upon the recommendation of the Interim Superintendent to accept the resignation of Katherine Labnon - Co-Advisor for the MS Drama Club – effective 10/14/2008

Upon the recommendation of the Interim Superintendent to accept the resignation of Tammy Gundrum – Bus Driver - from the Grafton Late Run – effective 9/10/2008

Upon the recommendation of the Interim Superintendent to accept the resignation of Herbert Mace – Bus Driver – from the Grafton Assist Late Run – effective 9/10/2008

Calendar of Meetings

Special Meeting – Workshop – Monday, October 27, 2008 – 7 PM – Jr/Sr High School

The meeting was adjourned at 11:00 PM on motion of Liz Miller, second by Jeffrey Paine.

Mary M. Grant, District Clerk