

7/1/2009 Re-organizational Meeting of the Board of Education of the Berlin Central School District, held at the Berlin Middle School High School

**Present:** Frank Zwack, Gina Goodermote, John Greene  
Elizabeth Miller, Thomas Morelli, Jeffrey Paine  
**Absent:** Beverly Stewart  
**Also Present:** Cyril Grant, Sandy Owens  
**Guests included:** Ken Masterson, Beth Bourassa, Diane Paine, Nick Paine, Bob Miller

District Clerk, Mary Grant, convened the meeting at 7:01 PM with six board members present and immediately administered the Oath of Office to newly elected board members Gina Goodermote and John Greene.

The District Clerk entertained nominations for President. On motion of Liz Miller, second by Gina Goodermote, Frank Zwack was nominated. Following the motion to close nominations by Jeffrey Paine, second by Gina Goodermote, Mr. Zwack was elected with 5 YES votes (Goodermote, Greene, Miller, Paine, Zwack) and 1 NO vote (Morelli).

On motion of Liz Miller, second by Gina Goodermote, Jeffrey Paine was nominated as Vice-President. Nominations were closed on the motion of Frank Zwack, second by Gina Goodermote; Mr. Paine was elected with 5 YES votes (Goodermote, Greene, Miller, Paine, Zwack) and 1 NO vote (Morelli).

After administering the Oath of Office to the newly elected President and Vice-President, the District Clerk turned the meeting over to President Zwack at 7:04 PM.

On motion of Gina Goodermote, second by Liz Miller, Jeffrey Paine was nominated and elected as Parliamentarian with 5 YES votes (Goodermote, Greene, Miller, Paine, Zwack) and 1 NO vote (Morelli).

On motion of Jeffrey Paine, second by Tom Morelli, Liz Miller was nominated and elected as Legislative Liaisons.

On motion of Tom Morelli, second by Gina Goodermote, Mary Grant was nominated and appointed as District Clerk at \$3,135/per year.

On the motion of Tom Morelli, second by Jeffrey Paine, the Board of Education unanimously approved the following appointments:

- Treasurer – John Rizzo
- School Tax Collector – Tammy Whitman @ \$6,200/yr.
- School Physicians – Riverview Pediatrics for student physicals; Dr. John O'Bryan for bus drivers; On-Call Medical Services for all other employees
- Comptroller of Extra classroom Accounts – High School Principal and/or Middle School Principal

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- **Treasurer of Extra classroom Accounts – Kathy Burdick**
- **Purchasing Agent – Sandra Owens, Provisional Business Manager**
- **Alternate Purchasing Agent – Superintendent**
- **External Auditor – Raymond Preusser**
- **Internal Auditor – Dorfman-Robbie**
- **Claims Auditor – Janice Grant**
- **Attorneys – Whiteman Osterman & Hanna; Ken Ritzenburg for Special Education**
- **S. T. A. C. Designee – Trisha Jansen and/or Director of Pupil Services**
- **Petty Cash Custodians – Mary Grant, Gloria Adams, Patty Nash**

#### **Hearing Officers**

- **Impartial Hearing Officers – Linda Agoston, Joan Alexander, Stuart Bauchner, Robert Briglio, Jaclyn Brillling, Paul Bumbalo, Diane Cohen, Maryanne DiMeo, John Farago, Lana Flame, Dolores Freed, Steven Goldsmith, Colleen Heinrich, George Kandilakis, Martin Kehoe III, Dora Lassinger, Michael Lazan, Nancy Lederman, James McKeever, James Monk, Christine Moore, Karen Norlander, David Nydick, Kenneth Ritzenberg, George Roberts, Jerome Schad, Judith Schneider, Craig Tessler, Aaron Turetsky, James P. Walsh, Mindy Wolman, Joseph Wooley, Joel Ziev**
- **Title IX Compliance Officer – Jennifer Morris, Director of Pupil Services**
- **Section 504 Coordinator/Compliance Officer – Jennifer Morris, Director of Pupil Services**

#### **Committee on Special Education**

- **Pre-School – Chairperson – Director of Pupil Services, Rensselaer County Representative – Ann Hanson, Parent Member – to be determined, Regular Education Teacher of student being reviewed, Parent of student being reviewed**
- **District Committee – Chairperson – Director of Pupil Services, Psychologist – Bruce Weiner, Parent Member – Jane Gazelone, Regular Education Teacher of student being reviewed, Special Education Teacher of student being reviewed, Parents of student being reviewed, Student, when appropriate**
- **Sub-Committee – Chairperson – Director of Pupil Services and/or Secondary Special Education Coordinator and/or Elementary Sub-Committee Chairperson, Regular Education Teacher of student being reviewed, Special Education Teacher of student being reviewed, Parents of student being reviewed, Student, when appropriate**
- **Records Access Officer – Sandra Owens, Provisional Business Manager**
- **Records Management Officer – Sandra Owens, Provisional Business Manager**
- **Asbestos Designee (LEA) – Cyril Grant, Superintendent of Buildings**

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- **Health & Safety Designee – Kellie Kaschak, School Nurse Teacher**
- **MSDS (Material Safety Data Sheet) Officer – Cyril Grant, Superintendent of Buildings**
- **Privacy Official – Sandra Owens, Provisional Business Manager**

**On the motion of Tom Morelli, second by Gina Goodermote, the Board of Education unanimously approved:**

- **RESOLVED: That the Bank of America of Berlin, New York, be designated as an official depository for funds of the school district for the fiscal year, July 1, 2009– June 30, 2010.**
- **RESOLVED: That the Pioneer Commercial Bank of Troy, New York, be designated as an official depository for funds of the school district for the fiscal year, July 1, 2009– June 30, 2010.**

**On the motion of Liz Miller, second by John Greene, the Board of Education unanimously approved:**

- **RESOLVED: That the Record Newspaper and/or the Times Union and/or the Berkshire Eagle and/or The Eastwick Press be designated as the newspaper(s) to be used for legal advertising of the school district for the 2009-2010 school year.**

**On the motion of Liz Miller, second by Jeffrey Paine, the Board of Education unanimously approved:**

- **RESOLVED: That three petty cash funds be established for which Mary Grant, Gloria Adams and Patty Nash are to be responsible for submitting proper records accounting for expenditures from these funds.**

**On the motion of Jeffrey Paine, second by Gina Goodermote, the Board of Education unanimously approved:**

- **RESOLVED: That the Superintendent is authorized to perform budget transfers in accordance with Berlin Central School District Policy 4.320-06**

**On the motion of Liz Miller, second by John Greene, the Board of Education unanimously approved:**

- **RESOLVED: That the Board of Education of the Berlin Central School District hereby approves the following credit cards be held in the District's name and authorizes the use of such cards for the sole purpose of conducting school business.**

<b>Card</b>	<b>Credit Limit</b>
<b>Advanced Auto Commercial</b>	<b>\$1,500</b>
<b>Barnes &amp; Noble Institutional Account</b>	<b>\$1,000</b>
<b>Borders/Waldenbooks Educational</b>	<b>\$5,000</b>
<b>Home Depot Commercial Account</b>	<b>\$5,650</b>
<b>Staples Business Credit</b>	<b>\$5,000</b>
<b>Wal-Mart Business Account</b>	<b>\$3,000</b>

**On the motion of Jeffrey Paine, second by Gina Goodermote, the Board of Education unanimously approved:**

- **RESOLVED:** That the regular meeting of the Board of Education be held at the Berlin Jr/Sr High School, or such other location in the Berlin Central School District as the Board may designate, on the third Tuesday of each month at 7:00 PM with the exception of the May meeting which will be held on the third Wednesday of the month.

**On the motion of Tom Morelli, second by Liz Miller, the Board of Education unanimously approved:**

- **RESOLVED:** That the District Treasurer, District Tax Collector and Business Manager be bonded for \$1,000,000 each.

**On the motion of Tom Morelli, second by Liz Miller, the Board of Education unanimously approved:**

**Non-Certified**

- **RESOLVED:** That non-certified instructional substitutes be paid \$65 per day for the first 20 days of service. Upon reaching the 21<sup>st</sup> day in a given year the salary will increase to \$70 per day. Further, those people who substitute in the district 20 or more days during the preceding school year will automatically be moved to \$70 per day at the beginning of the current school year. Should anyone drop back below the 20-day mark in a given year, they will automatically return to the \$65 per day at the beginning of the following year until such time they once again reach the 21-day mark.

**Certified**

- **RESOLVED:** That certified instructional substitutes be paid \$80 per day for the first 20 days of service. Upon reaching the 21<sup>st</sup> day in a given year the salary will increase to \$85 per day. Further, those people who substitute in the district 20 or more days during the preceding school year will automatically be moved to \$85 per day at the beginning of the current school year. Should anyone drop back below the 20-day mark in a given year, they will automatically return to the \$80 per day at the beginning of the following year until such time they once again reach the 21-day mark.

**Tutoring Rate**

- **RESOLVED:** That the tutoring rate be established at 1/200 of BA Step 1 divided by 7

**Non-instructional Substitute Salaries**

- **RESOLVED:** (1) That non-instructional substitutes be paid according to the following schedule:

TA	\$9.00
Aide	\$9.00
Monitor	\$9.00
Bus Attendant	\$9.00
Chauffeur	\$11.00
Bus Driver	\$12.53

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<b>Health Office Assistant</b>	<b>\$12.00</b>
<b>Typist</b>	<b>\$9.00</b>
<b>Messenger</b>	<b>\$9.00</b>
<b>Custodial Worker</b>	<b>\$10.98</b>
<b>Building Maintenance Worker</b>	<b>\$12.53</b>

**(2) That non-instructional substitutes who have resigned or retired from the Berlin School district with a minimum of five years service to the district be paid 5% below the service rate for substituting in the title in which the retiree/resignee provided at least five years service; resignees and retirees substituting in positions not previously held or held for less than five years shall be paid as in (1) above.**

**On the motion of Jeffrey Paine, second by Tom Morelli, the Board of Education unanimously approved:**

- RESOLVED: The Board of Education of the Berlin Central School District hereby approves the mileage reimbursement rate for school-related travel at 55 cents per mile.**

**On the motion of Liz Miller, second by Gina Goodermote, the Board of Education unanimously approved:**

- RESOLVED: That the Board of Education of the Berlin Central School district hereby approves the following extra classroom fundraisers for the 2009-2010 school year:**

**Berlin Jr/Sr High School**

**Class of 2010 – Fall Booth, HS Musical Dinner & refreshments, High School Semi-Formal, Holiday flower sales, St. Patrick’s Day flowers, Valentine’s Day flowers, Poinsettia Sale, Holiday Fest, Shop on the Avenue, Dodge Ball Game, Italian Dinner w/ Jr. class, Sports concessions, Golf Tournament**

**Class of 2011 – Pennies for Prom, Magazine Sale, HS Halloween Dance, Faculty Dodge Ball, Turkey Feather Fundraiser, Prom Gown Fashion Show and Sale, Italian Dinner w/Sr. class, Faculty Softball, Fall Fest Booth**

**Class of 2012 – Middle School Welcome Party, Middle School Semi-Formal, Dance, Fall Fest Booth**

**Class of 2013 – Holland Dutch Bulb Sale, HS Dance**

**Class of 2014 – Great American Fundraiser**

**Class of 2015 – Candy Sale, Fall Fest Booth**

**Class of 2016 – Genevive Sales, MS Valentine Dance, Pies at Fall Fest**

**BAA – Mountaineer Invitational, Baseball caps, Sports socks**

**Dollars for Scholars – Dress Down Day (alternates with FCCLA & Student Council)**

**Fashion Class (Mosher) – “Fashion Feud” Fashion Show**

**FCCLA – Dress Down Day, Fall Fest & Family Dance, School Spirit bagged Berlin coffee, mugs, bows, Diabetes Walk, Cinnamon buns, Holiday rolls, National Denim Day, Wear Red for Heart Day, Paint the Town Purple Day, Talent Show, Voting Day Chicken Dinner, Jeans for Teens**

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**HS Drama – Improv Night**

**Life Skills – Ice Cream sundaes, Thanksgiving Dinner, Staff Luncheons**

**MS/HS Library – Scholastic Book Fair, School Store**

**Music Department – Battle of the Bands, Cabaret (dinner & music), MS Dance**

**MS/HS PTO – Concert concessions, Cookies, Holiday Quilt Raffle, Umbrellas, Family Dance, Lunch, Dinner**

**National Honor Society – Ink cartridge & Cell phone recycling**

**SADD – Red ribbon sales**

**Spanish Club – Feliz Navidad Dance, Cinco de Mayo Dinner**

**Student Council – Dances, Woolen glove/mitten sale, Poster sales,**

**Valentine’s Day Data Match, Dress Down Day, Staff/Student Council**

**Luncheon, MDA Shamrocks, St. Patrick’s Day Dance for Middle School,**

**Class Penny Wars Contest, Heart Sale for Albany Med Children’s Cancer Center, Ziti Dinner**

**Yearbook – Candy sales, Poster sales, School Photos, Student Photo ID’s**

**Berlin Elementary School**

**Pennies for the Pantry, St. Jude Math-A-Thon, Community Cookbook Sales,**

**Box Tops, Yearbook, Family-A-Faire, Country Value Food Sale, School Tool**

**Box, School Pictures, Book Fair, Spaghetti Supper, Craft Night Pancake**

**Breakfast, Price Chopper, Hannaford, Target, Grand Union, Big Y Register**

**Tapes, Holiday Gift Fair**

**Grafton Elementary School**

**School Pictures, Book Fair, Price Chopper, Minor Master Pieces, Bake**

**Sales, School Stores, Nuns of New Skete Gourmet Cheesecakes,**

**Grandma’s Pies and Cookies, Country Value Food Sales, Santa’s Secret**

**Holiday Shop, Penny Challenge, Ink Cartridge Return, Schwan’s School**

**Rewards, St. Jude Math-a-thon, Yankee Candle Sales, School Spirit Sale,**

**Yearbook Sales**

**On the motion of Liz Miller, second by Gina Goodermote, the Board of Education unanimously approved:**

- **RESOLVED: That the Board of Education of the Berlin Central School District hereby approves the following extra classroom activity funds with the interest earned being designated to the High School Student Council:**

**Class of 2009**

**Class of 2010**

**Class of 2011**

**Class of 2012**

**Class of 2013**

**Class of 2014**

**Class of 2015**

**Class of 2016**

**Band**

**Berlin Athletic Association**

**Chorus**

**High School Drama**

**FCCLA**

**Life Skills**

**Middle School Drama**

**SADD**

**Spanish Club**

**High School Student Council**

**Middle School Student Council**

**Yearbook**

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**On the motion of Liz Miller, second by John Greene, the Board of Education unanimously approved:**

- **RESOLVED:** That the Board of Education of the Berlin Central School District hereby authorizes the Superintendent and Treasurer to act as signatory on all payroll and District checks. Furthermore, the Treasurer of the Extra Classroom accounts is hereby authorized to act as signatory for Extra Classroom checks.

**On the motion of Liz Miller, second by Jeffrey Paine, the Board of Education unanimously approved:**

- **RESOLVED:** That the Board of Education of the Berlin Central School District hereby approves Benetech as the 403(b) Third Party Administrator (TPA) effective 8/1/2009.

Discussion regarding the membership to the New York State School Boards Association occurred. On the motion of Jeffrey Paine, second by John Greene, the resolution for Board & District Associations was divided whereby action on the NYSSBA membership was pulled and moved to the December 2009 meeting.

**On the motion of Jeffrey Paine, second by Liz Miller the Board of Education unanimously approved:**

- **RESOLVED:** That the Board of Education of the Berlin Central School District hereby approves the following Board & District Associations and fees effective 7/1/2009 – 6/30/2010:

CASDA	\$739.00
CAPSBA	\$100.00
Rural Schools Association	\$550.00
NYSCOSS (Superintendent)	\$680.00

On motion of Jeffrey Paine, second by Liz Miller, executive session to discuss a specific personnel item was entered at 7:28 PM, with public session resuming at 7:59 PM on the motion of Liz Miller, second by Jeffrey Paine.

**On the motion of Jeffrey Paine, second by Liz Miller the Board of Education unanimously approved:**

- **RESOLVED,** that upon the written recommendation of Charlotte Gregory, Interim Superintendent of Schools, the employment of Louis Harrison from her position as bus driver is hereby terminated, effective June 30, 2009

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**On the motion of Liz Miller, second by Tom Morelli, the Board of Education unanimously approved:**

- **RESOLVED, that the Clerk of the Board is hereby directed to deliver a copy of this Resolution, and a copy of the charges against Ms. Harrison set forth in a letter from Ms. Gregory dated July 1, 2009, to Ms. Harrison.**

**On the motion of Tom Morelli, second by Gina Goodermote, executive session to discuss a specific personnel item was entered at 8:02 PM, with public session resuming at 8:31 PM on the motion of Liz Miller, second by Gina Goodermote.**

**On the motion of Liz Miller, second by Gina Goodermote, the Board of Education approved the continued appointment of Charlotte Gregory as Interim Superintendent, under the same conditions of her original contract until a permanent Superintendent is hired, with 4 YES votes (Goodermote, Miller, Paine, Zwack), 1 NO vote (Morelli) and 1 ABSTENTION (Greene) effective 7/2/2009.**

**On the motion of Gina Goodermote, second by Jeffrey Paine the Board of Education approved postponing the Superintendent Search until January 2010 with 4 YES votes (Goodermote, Miller, Paine, Zwack) and 2 NO votes (Greene, Morelli).**

**Discussion on the use of one disabled bus for a Mass Casualty Incident drill by the Rensselaer County Department of Emergency Management Services occurred.**

**On the motion of Liz Miller, second by Jeffrey Paine, the Board of Education unanimously approved the request for one disabled bus by the Rensselaer County Department of Emergency Management Services.**

**The next meeting was set for Tuesday, July 21, 2009, 7:00 PM at the Middle School/High School.**

**The meeting was adjourned at 8:45 PM on motion of Liz Miller, second by Jeffrey Paine.**

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**Mary M. Grant, District Clerk**