



July 7, 2020

Presiding, Michael Ouimet
Assistant Clerk

Reorganizational Meeting – Virtual Meeting via Zoom

Members Present: Chris Foster
Samantha Hicks
Doug Kelley
Meghan McGarry
Ann Morone
Peter Schaefer
Jessica Zweig

Others Present: Superintendent of Schools: Dr. James Franchini
Assistant Superintendent for Teaching and Learning: Matthew Hladun
Assistant Superintendent for Business: Michael Ouimet
Director of Personnel Development: Kimberly Nugent

The Reorganizational Meeting of the Board of Education of the Averill Park Central School District, Rensselaer County, was held via Zoom on July 7, 2020 at 6:30 p.m.

1. Meeting was called to order at 6:35 p.m. by the Assistant Clerk, Michael Ouimet.
2. Oath of office administered to Superintendent of Schools by Assistant Clerk, Michael Ouimet.
3. Oath of office administered to recently elected Board of Education members Ann Morone and Doug Kelley by Assistant Clerk.
4. Oath of office administered to District Clerk of the Board by the Assistant Clerk.
5. Nomination and election of School Board President (Oath administered by the Assistant Clerk) The newly elected President will preside over the balance of the meeting.

ELECTION OF SCHOOL BOARD PRESIDENT

On a motion by Dr. Schaefer, seconded by Mrs. Morone, to nominate Ms. Zweig, for election and to serve as School Board President. No other nominations were made. The Board voted on Jessica Zweig for President.

YES: 7

NO: 0

MOTION CARRIED

6. Nomination and election of School Board Vice-President. (Oath administered by District Clerk)

ELECTION OF SCHOOL BOARD VICE-PRESIDENT

On a motion by Mrs. McGarry, seconded by Mrs. Morone, to nominate Dr. Schaefer as School Board Vice-President. No other nominations were made. The Board voted on Dr. Schaefer for Vice-President.

YES: 7

NO: 0

MOTION CARRIED

7. Appoint Audit Committee Members (The Board needs to select three members).

AUDIT COMMITTEE MEMBERS APPOINTED

On a motion by Mr. Kelley, seconded by Dr. Schaefer, to appoint Mr. Foster, Mrs. McGarry, and Mrs. Morone, to serve as members of the Audit Committee.

YES: 7

NO: 0

MOTION CARRIED

COMMITTEE ON SPECIAL EDUCATION RECOMMENDATIONS

8. RESOLVED, to approve the recommendation of the following individuals to the Committee on Preschool Special Education for the 2020-21 school year.

Dr. Camille Harrelson - Director of Special Education
County Representative
Preschool Provider
Caren Story - Parent Member
Christina Dees - Parent Member

9. RESOLVED, to approve the recommendation of the following individuals to the Committee on Special Education for the 2020-21 school year.

Dr. Camille Harrelson - Director of Special Education
Tracy Hacker - Chairperson
Kate Dorgan - Chairperson
All Special Education Teachers
Christina Dees - Parent Member
Caren Story - Parent Member
All School Psychologists
School Physician (as needed)
The Child's Teacher
The Child's Parent/Guardian

10. Recommended the appointment of the following individuals as Surrogate Parent for the Committee on Special Education for the 2020-21 school year.

Christina Dees
Caren Story

11. RESOLVED, to approve the Independent Educational Evaluations and Provider List per Policy 4321.3, as attached.

12. RESOLVED, to approve the following appointments and stipends for the 2020-21 school year:

District Clerk – Linda Primeau
Assistant Clerk – Michael Ouimet
Treasurer – Catina Riley
Deputy Treasurer – Alice Crognale
Architect – Mosiac Associates Architects, DPC
School Attorneys – Honeywell Law Firm, PLLC
Independent Auditors – Marvin and Company, PC
Internal Auditor – Michael Wolfe Advisory Services
Purchasing Agent – Lee Levings
Records Management Officer – Linda Primeau
Claims Auditor – Yvonne Phillips
Extra-classroom Activity Fund Treasurer – Alice Crognale
Faculty Auditor – Catina Riley
Records Access Officer – Michael Ouimet
School District Physician – Dr. Warren Silverman, Access Compliance LLC
CSE and CPSE Chairperson – Dr. Camille Harrelson

Section 504 (Rehabilitation Act) Coordinator – Dr. Camille Harrelson
Title IX Coordinator – Kimberly Nugent
Designee for Sexual Harassment Concerns – Kimberly Nugent
Community Education Director – Nancy Bush, Julie Ernest (sharing stipend)
Energy Efficiency Manager – Aaron Heffner
Asbestos Designee – Aaron Heffner
Tax Collector – Yvonne Phillips
Chemical Hygiene Officer – Dr. Gregory Panzanaro
Chief Emergency Officer – Dr. James Franchini
Data Protection Officer – Matthew Hladun
Determiner of Residency – Julie Ernest
District Dignity Act Coordinator – Kimberly Nugent

13. RESOLVED, to approve to establish date, time and place for regular meetings of the Board of Education by the Board of Education in 2020-21.

Board meetings will be held on Monday evenings at 6:30 p.m. at the Averill Park High School – LGI, unless otherwise noted.

July 7 (Tuesday) Reorganizational and Regular Meeting

August 10

September 14

October 19

November 16

December 14

January 11, 2021

January 25

February 8

February 22

March 8

March 22

April 12

April 20 (Tuesday) Questar Budget Vote and Election

May 10

June 14

14. Moved to approve the date, time and place for the Annual Meeting and the vote on the school district budget and school board candidates:

Budget Hearing: May 10, 2021, 6:30 p.m., Averill Park High School

Vote: Tuesday, May 18, 2021 7:00 a.m. to 9:00 p.m.
High School Auxiliary Gym

15. Designation of depositories for school district funds for 2020-21:

Key Bank

General Fund Checking Account

Payroll Account

Tax

Scholarship Fund

Federal Funds Account

Extra-classroom Activity Fund Account

Capital Funds

School Lunch Fund

Debt Service

Trust and Agency
Authorized Depository

M & T Bank
Money Market Account

16. Designation of official newspaper: Times Union
17. Authorization for the following:
 - a. Superintendent of Schools to certify payrolls.
 - b. Superintendent of Schools to sign federal project applications.
 - c. Superintendent of Schools to approve staff for attendance at conferences, conventions and workshops.
 - d. Recommended Motion: That the Board of Education, upon the recommendation of the Superintendent of Schools, approve the Superintendent of Schools as the authorized representative to act on behalf of the Board of Education to review and arrange for Recommendations of the Committee on Special Education and the Recommendations of the Committee on Pre-School Special Education in the event that students' continuity of programs would adversely impacted by the schedule of Board of Education meetings, effective July 7, 2020 for the 2020-2021 school year. All such decisions will be reviewed by the Board of Education at the next scheduled Board of Education meeting.
 - e. Recommended Motion: That the Board of Education designates the Superintendent as the representative of the District to make all determination regarding the eligibility of students to enroll, on a tuition free basis, in the schools of the District. This designation affords Averill Park CSD all rights and responsibilities pursuant to Part 100.2(y) of the regulations of the Commissioner of Education.
 - f. Authorization for the Superintendent to approve overnight and out of state field trips as required per Board policy on an emergency basis, such as when Board of Education approval cannot be done prior to the field trip at a regularly scheduled meeting.
 - g. Approve Superintendent as authorized representative to act on behalf of the Board of Education to hire, terminate, or suspend employment and that all actions are subject to Board review and approval at the next scheduled Board of Education meeting.
 - h. Dr. Camile Harrelson, Director of Special Education, to sign System for Tracking and Accounting for Children (STAC) forms for the Committee on Pre-School Special Education and Committee on Special Education.
 - i. Steven Legnard for night deposit of funds.
 - j. Petty Cash Funds: Establish the following petty cash funds for the 2020-2021 school year:
\$70.00 to each of the following; Algonquin Middle School, Averill Park High School, the Business Office and the Technology Department
\$50.00 to each of the following: Miller Hill, West Sand Lake and Poestenkill Elementary Schools, Committee on Special Education and the Transportation Department
Establish the following change funds for the 2020-21 school year:
\$150.00 to the Averill Park High cafeteria
\$50.00 to the Algonquin Middle School cafeteria
\$25.00 to each of the cafeterias at Miller Hill School, West Sand Lake School and Poestenkill School
\$800.00 to the Athletic Department
 - k. Disbursement of district funds with the treasurer's signature, Catina Riley, in the form of a secure signature disk.
 - l. Approve the appointment of the following individuals as Dignity Act Coordinator for each building, effective September 1, 2020 through June 30, 2021:
Ann LaSalle, Averill Park High School
Linda Bille, Algonquin Middle School
Jeffrey McLane, Miller Hill School
Michael Rinaldi, Poestenkill School
Megan Beauchamp, West Sand Lake School

18. Bond authorization for the following staff in the amounts listed:
 - a. Treasurer - \$1,000,000
 - b. Assistant Treasurer - \$1,000,000
 - c. Tax Collector/Account Clerk - \$1,000,000
 - d. Internal Claims Auditor - \$200,000
 - e. Public employee blanket bond - \$100,000
 - f. Extra Classroom Activities Fund Treasurers - \$200,000
19. Re-adoption for all existing policies, rules and regulations contained in the School Board Policy Book.
20. Approved to accept the Averill Park Central School District Organizational Chart.
21. Certification of Lead Evaluators – Classroom Teachers
 BE IT RESOLVED, that the individuals listed below are hereby certified as a Lead Evaluator of Classroom Teachers as per requirements prescribed in 8 NYCCR 30-2.9(b) for the 2020-2021 school year.

Mark Bubniak	Rebecca Leach
Kathryn Dorgan	Christina Mein
Joshua Gela	Robert Messia
Camile Harrelson	Kimberly Nugent
Matthew Hladun	Heath Quiles
Laura Kyer	Brian Rhode
	Denis Sibson

This certification has been issued in accordance with the process for certifying Lead Evaluators described in the Averill Park Central School District’s Annual Professional Performance Review (APPR) plan.

22. Certification of Lead Evaluators – Principals/Administrators
 BE IT RESOLVED, that the individuals listed below are hereby certified as a Lead Evaluator of Building Principals and other Administrators as per requirements prescribed in 8 NYCCR 30-2.9(b) for the 2020-2021 school year.

James Franchini, Superintendent of Schools
 Matthew Hladun, Assistant Superintendent for Teaching and Learning

This certification has been issued in accordance with the process for certifying Lead Evaluators described in the Averill Park Central School District’s Annual Professional Performance Review (APPR) plan.

23. Affirmation that the School District will continue to act in conformance with Section 504 of the Federal Rehabilitation Act of 1973.
24. BE IT RESOLVED, that the Averill Park Central School District hereby establishes standard work days for elected and appointed officials and will report days worked to the New York State and Local Employees’ Retirement System based on the time keeping system records or the record of activities maintained and submitted by these officials to the clerk of this body, as per the attached.
25. BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Assistant Superintendent for Business is hereby designated as the individual pursuant to New York State Labor Law Section 220 who shall collect and facially review any certified payrolls submitted to the School District by contractors or subcontractors pursuant to Section 220.
26. RESOLVED, to approve to accept students who are residents of North Greenbush Common School District and Wynantskill Union Free School District on a tuition basis for the 2020-2021 school year.

27. RESOLVED, to approve the Student Assistant Program (SAP) services agreement between Rensselaer County Department of Mental Health and Averill Park High School and Algonquin Middle School for the 2020-2021 school year.
28. RESOLVED, to approve the substitute rates for teachers and support staff for the 2020-2021 school year as per the attached schedule.

CONSENT AGENDA ITEMS 8-28 APPROVED

On a motion by Dr. Schaefer, seconded by Mr. Kelley, to group consent agenda items as listed 8-28. 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.

YES: 7

NO: 0

MOTION CARRIED

29. Adjourn reorganizational meeting.

Reorganizational Meeting Adjourned

On a motion by Mrs. Morone, seconded by Mrs. McGarry, to adjourn the reorganizational Meeting.

YES: 7

NO: 0

MOTION CARRIED

Public Hearing – July 7, 2020 was held at the conclusion of the reorganizational meeting.

▪ **Code of Conduct 2020-2021**

RESOLVED: The Board of the Averill Park Central School District is considering amendments to the Code of Conduct for the 2020-2021 school year and will accept written comments on such, as follows:

Public comment period: July 7, 2020 through August 8, 2020

Written comments must be sent to the attention of the District Clerk at: primeaul@apcsd.org or 146 Gettle Road, ST1 Averill Park, NY 12018

Public comments also may be made during a public hearing schedule for July 7, 2020 regular meeting of the Board.

The Board directs that notice of the comment period and proposed amendments be posted on the District's Website.

Public Hearing – July 7, 2020 was held at the conclusion of the Code of Conduct hearing.

▪ **Safe Schools Plan**

RESOLVED: The Board of the Averill Park Central School District is considering amendments to the District-Wide School Safety Plan and will accept written comments on such amended Plan as follows:

Public comment period: July 7, 2019 through August 8, 2020

Written comments must be sent to the attention of the District Clerk at: primeaul@apcsd.org or 146 Gettle Road, ST1 Averill Park, NY 12018

Public comments also may be made during a public hearing schedule for July 7, 2020 regular meeting of the Board.

The Board directs that notice of the comment period and proposed amendments be posted on the District's Website.

Linda Primeau

Linda Primeau, District Clerk

Board Approved: 08/10/2020