

**RENSELAER CITY SCHOOL DISTRICT  
BOARD OF EDUCATION  
25 Van Rensselaer Drive  
Rensselaer, New York 12144  
November 15, 2017**

The President, Mr. John Mooney, called the meeting to order at 6:30 p.m.

**CALL TO ORDER**

Mr. John Mooney, Mrs. Dana Endres, Mr. Ken Pratt and Mr. Tim Spath were present. Mr. Ed Burns was absent from the meeting.

**ROLL CALL**

Mr. Mike Toney (on behalf of the RTA), Mr. Jeffrey Palmer, Ms. Karen Urbanski, Mrs. Colleen Multer, Mr. Will DeRuve, Mrs. Mary Mahar, Mr. Steve Rees, Ms. Meghan Heimroth, Mrs. Teri Hopper, Mr. Dave Howell, Mr. Ken Claflin and Superintendent Sally Ann Shields were also present. There were no others in attendance.

By Mr. Pratt:

**RESO #1-11/15/2017  
Approve Minutes**

“RESOLVED, the Board approves the minutes of the Regular Meeting of the Board of Education dated October 18, 2017.”

Second: Mr. Spath

Ayes – 4      Nays – 0

Motion Carried  
Unanimously

An addendum was distributed with 5 additional items for approval this evening.

**Additional Items for  
the Agenda**

Mr. Ken Claflin of Cusack and Company was present to report to the Board on the audit finding from the fiscal year ending June 30, 2017.

**REPORTS**

In May of 2016, District voters approved the proposed \$22,880,296 budget for the 2016-2017 fiscal year. The approved budget was \$117,002 or 1.57% higher than the previous year’s budget. The spending increase was attributable primarily to the cost of negotiated salary increases for existing staff, a large increase in health insurance costs, and debt service expenses.

In December of 2016, the District refinanced the 2006 Series COPs, which provided immediate stabilization of the District’s general fund budget and allowed reserve funds to be replenished.

The District has receivables for real estate taxes of \$406,134 due from the City of Rensselaer. No payments have been received on these balances in the past two years. Preliminary communications with the City have not resolved this issue. It is recommended that management develop and implement procedures to resolve these outstanding receivables.

During the audit, it was noted approximately \$54,000 that should have been recorded as Medicaid revenue but had not been. We subsequently found that there was no system in place to monitor or record Medicaid revenues. It is recommended that procedures be developed and implemented to properly record Medicaid revenues.

Reserve fund balance has been used to meet operating needs and has steadily decreased. It is recommended that management determine a proper range for all applicable reserves and then implement plans, through the budget process to fund those reserves over time.

During the audit we proposed several audit adjustments that had material effects. The cumulative effect of our proposed adjustments increased/decreased net fund balance. The primary causes of the proposed adjustments resulted from the refinancing of debt and posting items directly to fund balance. The ultimate goal for the business office is that the audit results in no proposed audit adjustments. It is recommended that management review each proposed audit adjustment and develop and implement procedures so that future audit adjustments are not required.

By Mr. Pratt:

“RESOLVED, the Board hereby accepts and orders filed the Independent Audit of the Financial Statements of the School District for the fiscal year ending June 30, 2017, submitted by Cusack and Company.”

**RESO #2-11/15/2017  
Accept and File 2016-  
2017 Independent  
Audit**

Second: Mr. Spath

Ayes – 4      Nays – 0

Motion Carried  
Unanimously

By Mr. Pratt:

“RESOLVED, the Board hereby approves continued membership with the New York State School Boards Association [NYSSBA]; and further authorize payment of annual dues in the amount of \$6,667.00.”

**RESO #3-11/15/2017  
Approve Membership  
and Authorize  
Payment of Dues**

Second: Mrs. Endres

Ayes – 4      Nays – 0

Motion Carried  
Unanimously

By Mr. Pratt: **RESO #4-11/15/2017**  
**Accept & File Account**  
**Reconciliations**  
“RESOLVED, the Board hereby accepts and orders filed the September and October 2017 account reconciliations of the Extraclassroom Activity Fund submitted by Central Treasurer, Michael Toney.”

Second: Mrs. Endres Ayes – 4 Nays – 0  
Motion Carried  
Unanimously

By Mr. Pratt: **RESO #5-11/15/2017**  
**Accept & File**  
**Treasurer’s Reports**  
“RESOLVED, the Board hereby accepts and orders filed the September and October 2017 Treasurer’s Reports submitted by the District Treasurer.”

Second: Mrs. Endres Ayes – 4 Nays – 0  
Motion Carried  
Unanimously

By Mr. Pratt: **RESO #6-11/15/2017**  
**Accept & File Claims**  
**Audit Report**  
“RESOLVED, upon the recommendation of the Superintendent, the Board hereby accepts and orders filed the October 2017 Claims Audit Report submitted by Michael Wolff.”

Second: Mrs. Endres Ayes – 4 Nays – 0  
Motion Carried  
Unanimously

By Mr. Pratt: **RESO #7-11/15/2017**  
**Accept Retirement –**  
**Mary Mahar**  
“RESOLVED, upon the recommendation of the Superintendent, the Board hereby accepts the resignation of Mary Mahar, FACS Teacher, for the purpose of retirement effective June 30, 2018 in accordance with Article 16 of the negotiated agreement between the Rensselaer Teachers Association and the RCSD Board of Education.”

Second: Mrs. Endres Ayes – 4 Nays – 0  
Motion Carried  
Unanimously

By Mr. Pratt: **RESO #8-11/15/2017**  
**Accept Retirement –**  
**Stephen Rees**  
“RESOLVED, upon the recommendation of the Superintendent, the Board hereby accepts the resignation of Stephen Rees, Guidance Counselor, for the purpose of retirement effective June 30, 2018 in accordance with Article 16 of the negotiated agreement between the Rensselaer Teachers Association and the RCSD Board of Education.”

Second: Mrs. Endres Ayes – 4 Nays – 0  
Motion Carried  
Unanimously

By Mr. Pratt:

“RESOLVED, upon the recommendation of the Superintendent, the Board hereby accepts the resignation of Megan Nahal, Elementary/ESOL Teacher, effective December 15, 2017.”

**RESO #9-11/15/2017**  
**Accept Resignation –**  
**Megan Nahal**

Motion Carried  
Unanimously

Second: Mrs. Endres

Ayes – 4      Nays – 0

By Mr. Pratt:

“RESOLVED, upon the recommendation of the Superintendent, the Board hereby accepts the resignation of Gloria Harrison, teacher aide, effective November 3, 2017.”

**RESO #10-11/15/2017**  
**Accept Resignation –**  
**Gloria Harrison**

Motion Carried  
Unanimously

Second: Mrs. Endres

Ayes – 4      Nays – 0

By Mr. Pratt:

“RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves the request of Jane Platania for an unpaid leave of absence on January 22, 2018 through January 26, 2018.”

**RESO #11-11/15/2017**  
**Approve Unpaid Leave**  
**– Jane Platania**

Motion Carried  
Unanimously

Second: Mrs. Endres

Ayes – 4      Nays – 0

By Mr. Pratt:

“RESOLVED, upon the recommendation of the Superintendent, the Board hereby appoints Christopher Slingerland as School Bus Driver, effective November 16, 2017.”

**RESO #12-11/15/2017**  
**Appoint School Bus**  
**Driver – Christopher**  
**Slingerland**

Motion Carried  
Unanimously

Second: Mrs. Endres

Ayes – 4      Nays – 0

By Mr. Pratt:

“RESOLVED, upon the recommendation of the Superintendent, the Board hereby appoints Joann Nye-Blowers to the position of Cook, effective August 28, 2017.”

**RESO #13-11/15/2017**  
**Appoint Cook – Joann**  
**Nye-Blowers**

Motion Carried  
Unanimously

Second: Mrs. Endres

Ayes – 4      Nays – 0

By Mr. Pratt:

**RESO #14-11/15/2017  
Appoint Coaches and  
Advisors**

“RESOLVED, upon the recommendation of the Superintendent, the Board hereby appoints the following coaches and advisors for the 2017-2018 school year, at stipends as per the negotiated agreement between the RTA and the RCSD Board of Education:

Timothy Foust	JV Boys Basketball Coach
Amber Arduini	Basketball Cheerleading Coach
Laura Frasco	Freshman Class Co-Advisor
Kelly Connor	Freshman Class Co-Advisor
*Patricia Baumeister	VR Mentor Coordinator (revised from District Mentor Coordinator)
Patricia Steck	JSHS Mentor Coordinator

Second: Mrs. Endres

Ayes – 4      Nays – 0

Motion Carried  
Unanimously

By Mr. Pratt:

**RESO #15-11/15/2017  
Approve Substitute  
School Nurse – Renee  
Diaz**

“RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves Renee Diaz as a substitute school nurse (RN) at the hourly rate of \$27.00, effective October 25, 2017.”

Second: Mrs. Endres

Ayes – 4      Nays – 0

Motion Carried  
Unanimously

By Mr. Pratt:

**RESO #16-11/15/2017  
Approve Substitute  
Teacher Aide – Jessica  
Hopper**

“RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves Jessica Hopper as a substitute teacher aide at the hourly rate of \$12.00, effective November 2, 2017.”

Second: Mrs. Endres

Ayes – 4      Nays – 0

Motion Carried  
Unanimously

By Mr. Pratt:

**RESO #17-11/15/2017  
Approve Student  
Teachers**

“RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves the following student teachers from the College of St. Rose:

<u>Cooperating Teacher</u>	<u>Student Teacher</u>	<u>Term</u>
Christina Lane	Anne Laier	01/17/18 - 03/09/18
Kirstin Carr	Julia Keyoskey	03/12/18 - 05/04/18
Jackie Lindemann	Kevin Green	03/12/18 - 05/04/18

Second: Mrs. Endres

Ayes – 4      Nays – 0

Motion Carried  
Unanimously

By Mr. Pratt:

“RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves Jessica Hopper as an uncertified substitute teacher at the daily rate of \$75.00, effective November 15, 2017.”

**RESO #18-11/15/2017  
Approve Uncertified  
Substitute Teacher –  
Jessica Hopper**

Motion Carried  
Unanimously

Second: Mrs. Endres

Ayes – 4      Nays – 0

**Use of Facilities**

By Mr. Pratt:

“RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves the request of Rensselaer Pop Warner for continued use of gymnasium and fields for the purpose of football and cheerleading practice weeknights from October 24, 2017 through November 7, 2017. Usage fees have been collected by the District.”

**RESO #19-11/15/2017  
Approve Use of  
Football Field &  
Gymnasium**

Motion Carried  
Unanimously

Second: Mrs. Endres

Ayes – 4      Nays – 0

By Mr. Pratt:

“RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves the request of Rensselaer Pop Warner for continued use of gymnasium for the purpose of cheerleading practice weeknights from November 8, 2017 through December 1, 2017. Usage fees will be calculated and collected by the District.”

**RESO #20-11/15/2017  
Approve Use of  
Gymnasium**

Motion Carried  
Unanimously

Second: Mrs. Endres

Ayes – 4      Nays – 0

**Committee on Special  
Education**

By Mr. Pratt:

“RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves the Committee on Special Education Minutes from meetings held from October 18, 2017 through November 9, 2017.”

**RESO #21-11/15/2017  
Approve CSE Minutes**

Motion Carried  
Unanimously

Second: Mrs. Endres

Ayes – 4      Nays – 0

By Mr. Pratt: **RESO #22-11/15/2017**  
**Approve CPSE**  
**Minutes**

“RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves the Committee on Preschool Special Education Minutes from meetings held from October 19, 2017 through November 9, 2017.”

Motion Carried  
Unanimously

Second: Mrs. Endres Ayes – 4 Nays – 0

By Mr. Pratt: **RESO #23-11/15/2017**  
**Approve 504 Minutes**

“RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves the Section 504 Minutes from meetings held on November 1 & 2, 2017.

Motion Carried  
Unanimously

Second: Mrs. Endres Ayes – 4 Nays – 0

By Mr. Pratt: **RESO #24-11/15/2017**  
**Approve Service**  
**Provider Agreement**

“RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves a Service Provider Agreement with Kimberly Banker Jefferson, MA, CCC-SLP for speech/language/pathology services for the 2017-2018 school year.”

Motion Carried  
Unanimously

Second: Mrs. Endres Ayes – 4 Nays – 0

By Mr. Pratt: **RESO #25-11/15/2017**  
**Approve Service**  
**Provider Agreement**

“RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves a Service Provider Agreement with Patricia Curley, MS, OTR/L for occupational therapy services for the 2017-2018 school year.”

Motion Carried  
Unanimously

Second: Mrs. Endres Ayes – 4 Nays – 0

By Mr. Pratt: **RESO #26-11/15/2017**  
**Approve Professional**  
**Services Agreement**

“RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves a Professional Services Agreement with Catapult Learning, LLC for special education related services for the 2017-2018 school year.”

Motion Carried  
Unanimously

Second: Mrs. Endres Ayes – 4 Nays – 0

By Mr. Pratt:

**RESO #27-11/15/2017**  
**Approve Agreement**

“RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves an Agreement with Achievements for TVI and special education related services for the 2017-2018 school year.”

Second: Mrs. Endres

Ayes – 4      Nays – 0

Motion Carried  
Unanimously

JSHS Announcements by Ms. Urbanski:

**ANNOUNCEMENTS**

- Annual Tip-Off Tournament will be held 11/21 and 11/22.
- Parent Conferences will be held this Friday, 11/17.
- Dessert Theatre performances will be on 11/17, 11/18 and 11/19
- Congratulations to Henry Goca for finishing Best in Section D for Cross-Country.

JSHS Announcements by Mr. DeRuve:

- Congratulations to the Modified Football Team for finishing the season undefeated. Only one touchdown was given up all season.

VR Announcements by Mr. Palmer:

- Thanks extended to Tricia Nixon for coordinating the Veteran’s Day Assembly. This is her 19<sup>th</sup> year of coordinating this assembly for our community veterans. As always, this was well attended with standing room only and a very positive experience for our vets.
- We received a letter of thanks from the Red Cross for the \$355 donation raised by the PTA.
- Parent Conferences will be held 11/16 and 11/17.

Cafeteria Announcements by Mrs. Hopper:

- Three new milk coolers have been ordered. We are looking at replacing a refrigerator and the tables in the elementary cafeteria.

RTA Announcements by Mr. Toney:

- The First Grade Team collected Christmas cards from VR students for a young boy who is battling stage 4 cancer.
- The Music Department had the most students ever attend Rensselaer All-County Music Festival.
- Mary Mahar, Laurie Britton-Smith and the Universal Foundations students are packing food for the backpack program this year. We will start with 15 kids and increase to 30, as we get more funding. Thanks extended to the Alumni Association for sponsoring this program.
- NYS mentoring program takes place every Wednesday in the LGI room at lunch for a group of 5<sup>th</sup> graders.
- Thanks extended to the Eagles Club, Realty USA and PTSA for donating Thanksgiving food baskets to families within our District.



- The 8<sup>th</sup> Grade is collecting green beans for Equinox.
- 9<sup>th</sup> Grade Team celebrated 34 students who met the 30-Day Challenge. (First 30 days of school with no absences or tardies, no discipline problems and passing all classes.
- English 11 and English 12 UAlbany classes participated in the Making Strides Against Breast Cancer Walk in October. They also has a hard candy and gum drive for Military Mom in Action.
- The 8<sup>th</sup> grade 2<sup>nd</sup> quarter class just learned the Heimlich maneuver and CPR in Health Class.
- Three students from the Advanced Art Class won first, second and third place in the DAR Vietnam War Veterans drawing contest.
- Many elementary classes worked with the Rensselaer Fire Department for Fire Safety Month in October.
- Student Council is concluding its food drive for ConcernsU. They are also looking to make a school store for supplies, Rensselaer paraphernalia and healthy snacks.
- RTA will be conducting their annual toy drive for ConcernsU.

By Mr. Spath:

**RESO #28-11/15/2017  
Executive Session**

“Be it resolved that the Board of Education enter into executive session at 7:10 p.m. during which time a student matter will be discussed.”

Second: Mr. Pratt

Ayes – 4      Nays – 0

Motion Carried  
Unanimously

**RETURN TO REGULAR SESSION AT 7:30 P.M.**

By:

**RESO #29-11/15/2017  
Adjourn**

“Motion to adjourn at 7:30 p.m.”

Second:

Ayes – 5      Nays – 0

Motion Carried  
Unanimously

Respectfully submitted,

Christina Williams  
Clerk to the Board of Education