

**RENSELAER CITY SCHOOL DISTRICT
BOARD OF EDUCATION
25 Van Rensselaer Drive
Rensselaer, New York 12144
March 27, 2018**

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

CALL TO ORDER

Mr. John Mooney, Mrs. Dana Endres 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. Michael Wolff, Mr. Jeffrey Palmer, Ms. Karen Urbanski, Mrs. Colleen Multer, Ms. Meghan Heimroth, Mrs. Teri Hopper, and School Attorneys Jeffrey Honeywell and Christopher Honeywell were also present. There were no others in attendance.

By Mr. Spath:

**RESO #1-03/27/2018
Approve Minutes with
Correction**

“RESOLVED, the Board approves the minutes of the Regular Meeting of the Board of Education dated February 14, 2018 with a correction to RCSD Policy #6900 – Substitute Teacher Pay Rates.”

Second: Mrs. Endres

Ayes – 3 Nays – 0

Motion Carried
Unanimously

An addendum was distributed with 2 additional items for Board of Education approval.

**Additional Items for
the Agenda**

By Mrs. Endres:

**RESO #2-03/27/2018
Executive Session**

“Be it resolved that the Board of Education enter into executive session at 6:31 p.m. during which time matters concerning personnel will be discussed.”

Second: Mr. Spath

Ayes – 3 Nays – 0

Motion Carried
Unanimously

RETURN TO REGULAR SESSION AT 6:47 P.M.

Michael Wolff of Michael Wolff Advisory Services was present to review the Claims Audit Reporting he provides for the District. As part of his review, he examines the claim packets to ensure purchasing procedures are following the

**REPORTS
Claims Auditing –
Michael Wolff**

various regulatory requirements (General Municipal Law, State Education Law), as well as the District’s purchasing policies.

He also examines the claim packets to ensure proper authorizations have been obtained and all required documentation has been prepared prior to authorizing payments. During the 2016-2017 school year, he observed a significant improvement in the processing of purchase orders, expense claims and the supporting documentation accompanying them.

The 2017-2018 school year, during the transition in the Pupil Personnel Services Director position, the Superintendent was signing off on claims which allowed the claims to be paid in a timely manner.

Mr. Wolff recently provided training to the faculty on extracurricular activities and received positive feedback.

Mr. Wolff will now be reviewing and signing off on bank reconciliations as part of his auditing for the District. He is very appreciative of the efforts and cooperation on the part of all the staff he works with at RCSD.

A very productive budget workshop was held on March 8th. Since then, the administrators have been very helpful in providing an additional \$280,000 in reductions. We will continue working on the budget and meet again.

2018-2019 Budget Development – Meghan Heimroth

Before accepting the resignation of Mr. Pratt as a member of the Board of Education, Mr. Mooney acknowledged Mr. Pratt’s work and dedication to the District and to the students. His vast knowledge and expertise was instrumental when we were building the new campus. We thank him for his many years of service to the District.

By Mr. Spath:

“RESOLVED, the Board hereby accepts the resignation of School Board Member, Kenneth Pratt, effective March 6, 2018.”

**RESO #3-03/27/2018
Accept Resignation of Board Member – Kenneth Pratt
Motion Carried Unanimously**

Second: Mrs. Endres

Ayes – 3 Nays – 0

By Mr. Spath:

“RESOLVED, the Board hereby accepts and orders filed the February 2018 account reconciliation of the Extraclassroom Activity Fund submitted by Central Treasurer, Michael Toney.”

**RESO #4-03/27/2018
Accept & File Account Reconciliation**

Motion Carried Unanimously

Second: Mrs. Endres

Ayes – 3 Nays – 0

By Mr. Spath:

“RESOLVED, the Board hereby accepts and orders filed the February 2018 Claims Audit Report submitted by Michael Wolff.”

**RESO #5-03/27/2018
Accept and File Claims
Audit Report**

Motion Carried
Unanimously

Second: Mrs. Endres

Ayes – 3 Nays – 0

By Mr. Spath:

“RESOLVED, the Board hereby accepts and orders filed the February 2018 Treasurer’s Report submitted by the District Treasurer.”

**RESO #6-03/27/2018
Accept and File
Treasurer’s Report**

Motion Carried
Unanimously

Second: Mrs. Endres

Ayes – 3 Nays – 0

PERSONNEL

By Mr. Spath:

“RESOLVED, upon the recommendation of the Superintendent, the Board hereby accepts the resignation of Christopher Keneston, cleaner, effective March 9, 2018.”

**RESO #7-03/27/2018
Accept Resignation –
Christopher Keneston**

Motion Carried
Unanimously

Second: Mrs. Endres

Ayes – 3 Nays – 0

By Mr. Spath:

“RESOLVED, upon the recommendation of the Superintendent, the Board hereby accepts the resignation of Rachelle Terhune, teacher aide, effective March 9, 2018.”

**RESO #8-03/27/2018
Accept Resignation –
Rachelle Terhune**

Motion Carried
Unanimously

Second: Mrs. Endres

Ayes – 3 Nays – 0

By Mr. Spath:

“RESOLVED, upon the recommendation of the Superintendent, the Board hereby accepts the resignation of Shana Stuto, food service worker, effective March 12, 2018.”

**RESO #9-03/27/2018
Accept Resignation –
Shana Stuto**

Motion Carried
Unanimously

Second: Mrs. Endres

Ayes – 3 Nays – 0

By Mr. Spath:

“RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves the request of Annemarie Spencer for an unpaid leave of absence on May 2-4, 2018.”

RESO #10-03/27/2018
Approve Unpaid Leave
– Annemarie Spencer

Motion Carried
Unanimously

Second: Mrs. Endres

Ayes – 3 Nays – 0

By Mr. Spath:

“RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves the request of Alys McAdoo for an unpaid leave of absence on May 18 & 21, 2018.”

RESO #11-03/27/2018
Approve Unpaid Leave
– Alys McAdoo

Motion Carried
Unanimously

Second: Mrs. Endres

Ayes – 3 Nays – 0

By Mr. Spath:

“RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves the request of Jacqueline Leonard for an unpaid leave of absence on April 9 & 10, 2018.”

RESO #12-03/27/2018
Approve Unpaid Leave
– Jacqueline Leonard

Motion Carried
Unanimously

Second: Mrs. Endres

Ayes – 3 Nays – 0

By Mr. Spath:

“RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves the request of Tia DiDonna for an unpaid leave of absence on April 26, 27 & 30 and May 1, 2018.”

RESO #13-03/27/2018
Approve Unpaid Leave
– Tia DiDonna

Motion Carried
Unanimously

Second: Mrs. Endres

Ayes – 3 Nays – 0

By Mr. Spath:

“RESOLVED, upon the recommendation of the Superintendent, the Board hereby appoints Shana Stuto to the position of teacher aide effective March 12, 2018. Ms. Stuto will be paid at Step 3 of the agreement between the CSEA and the RCSD Board of Education. The 90-day waiting period for eligible benefits is hereby waived.”

RESO #14-03/27/2018
Appoint Teacher Aide
– Shana Stuto

Motion Carried
Unanimously

Second: Mrs. Endres

Ayes – 3 Nays – 0

By Mr. Spath:

“RESOLVED, upon the recommendation of the Superintendent, the Board hereby appoints Joseph Giagni as school bus driver effective March 28, 2018. Mr. Giagni will be paid at an hourly rate as per the agreement between the CSEA and the RCSD Board of Education.”

**RESO #15-03/27/2018
Appoint School Bus
Driver – Joseph Giagni**

Second: Mrs. Endres

Ayes – 3 Nays – 0

Motion Carried
Unanimously

By Mr. Spath:

“RESOLVED, upon the recommendation of the Superintendent, the Board hereby appoints Tracey Kilhullen to the position of food service worker effective March 19, 2018, at an hourly rate as per the agreement between the CSEA and the RCSD Board of Education.”

**RESO #16-03/27/2018
Appoint Food Service
Worker – Tracey
Kilhullen**

Second: Mrs. Endres

Ayes – 3 Nays – 0

Motion Carried
Unanimously

By Mr. Spath:

“RESOLVED, upon the recommendation of the Superintendent, the Board hereby appoints Brenda Headley to the position of Senior Typist on a 90-day probationary full-time basis effective April 6, 2018 at the hourly rate of \$20.45 in accordance with the negotiated agreement between the CSEA and the RCSD Board of Education.”

**RESO #17-03/27/2018
Appoint Senior Typist
– Brenda Headley**

Second: Mrs. Endres

Ayes – 3 Nays – 0

Motion Carried
Unanimously

By Mr. Spath:

“RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves Timothy Foust as a volunteer varsity baseball coach for the 2017-2018 school year.”

**RESO #18-03/27/2018
Approve Volunteer
Coach – Tim Foust**

Second: Mrs. Endres

Ayes – 3 Nays – 0

Motion Carried
Unanimously

By Mr. Spath:

“RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves Alicia Edick as a certified substitute teacher (Master’s rate) effective February 15, 2018.”

**RESO #19-03/27/2018
Approve Substitute
Teacher – Alicia Edick**

Second: Mrs. Endres

Ayes – 3 Nays – 0

Motion Carried
Unanimously

By Mr. Spath:

“RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves Kathleen Woods as a substitute food service worker, effective March 28, 2018, at the hourly rate of \$12.00.”

RESO #20-03/27/2018
Approve Substitute
Food Service Worker –
Kathleen Woods

Motion Carried
Unanimously

Second: Mrs. Endres

Ayes – 3 Nays – 0

By Mr. Spath:

“RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves an out-of-state fieldtrip for the fifth grade students to Six Flags New England on June 12, 2018.”

RESO #21-03/27/2018
Approve Out-of-State
Fieldtrip

Motion Carried
Unanimously

Second: Mrs. Endres

Ayes – 3 Nays – 0

By Mr. Spath:

“RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves an out-of-state fieldtrip for the eighth grade students to Six Flags New England on June 13, 2018.”

RESO #22-03/27/2018
Approve Out-of-State
Fieldtrip

Motion Carried
Unanimously

Second: Mrs. Endres

Ayes – 3 Nays – 0

By Mr. Spath:

“RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves a Health & Welfare Contract in the amount of \$767.70, for 3 Rensselaer City resident students attending a private/parochial school in the North Greenbush Common School District.”

RESO #23-03/27/2018
Approve Health &
Welfare Contract

Motion Carried
Unanimously

Second: Mrs. Endres

Ayes – 3 Nays – 0

By Mr. Spath:

“RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves a Health & Welfare Contract in the amount of \$1,900.00 for 5 Rensselaer City resident students attending a private/parochial school in the Wynantskill Union Free School District.”

RESO #24-03/27/2018
Approve Health &
Welfare Contract

Motion Carried
Unanimously

Second: Mrs. Endres

Ayes – 3 Nays – 0

By Mr. Spath:

“RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves a Health & Welfare Contract in the amount of \$719.78 for 1 Rensselaer City resident student attending a private/parochial school in the South Colonie Central School District.”

RESO #25-03/27/2018
Approve Health & Welfare Contract

Second: Mrs. Endres

Ayes – 3 Nays – 0

Motion Carried
Unanimously

By Mr. Spath:

“RESOLVED, upon the recommendation of the Superintendent, the Board hereby declares as surplus and allows for disposal and/or sale of twelve 12-foot tables and five 10-foot tables, as recommended by the School Cafeteria Manager.”

RESO #26-03/27/2018
Declare Surplus Cafeteria Equipment

Second: Mrs. Endres

Ayes – 3 Nays – 0

Motion Carried
Unanimously

By Mr. Spath:

“RESOLVED, upon the recommendation of the Superintendent, the Board hereby declares as surplus and allows for disposal and/or sale of (1) one Traulsen 2-door reach-in refrigerator, as recommended by the School Cafeteria Manager.”

RESO #27-03/27/2018
Declare Surplus Cafeteria Equipment

Second: Mrs. Endres

Ayes – 3 Nays – 0

Motion Carried
Unanimously

By Mr. Spath:

“RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves an Agreement with the START Children’s Center Inc. for mental health support services for the period of January 1, 2018 through December 31, 2018.”

RESO #28-03/27/2017
Approve Agreement

Second: Mrs. Endres

Ayes – 3 Nays – 0

Motion Carried
Unanimously

By Mrs. Endres:

**RESO #29-03/27/2018
Executive Session**

“Be it resolved that the Board of Education enter into executive session at 6:55 p.m. during which time matters concerning negotiations will be discussed.”

Second: Mr. Spath

Ayes – 3 Nays – 0

Motion Carried
Unanimously

RETURN TO REGULAR SESSION AT 8:03 P.M.

By Mr. Spath:

**RESO #30-03/27/2018
Adjourn**

“Motion to adjourn at 8:17 p.m.”

Second: Mrs. Endres

Ayes – 3 Nays – 0

Motion Carried
Unanimously

Respectfully submitted,

Christina Williams
Clerk to the Board of Education

DRAFT