

Members present: Buhrmaster, Gordon, Lanotte, Laurilliard, Oriola, Winchester
 Members absent Mauro

Administrators Present: Salvaggio, Bourgeois, Shea
 Administrators Absent: Grastorf
 Also Attending M. Leon, Faculty, Students and Community Members

President Oriola began the meeting at 5:43 p.m. with some background on the process of Strategic Planning. The purpose of this discussion will be to develop a strategic plan for the district. A suggested tool that may be used is called a SWOT Analysis (Strengths, Weaknesses, Opportunities, and Threats). The framework would include categorizing and defining areas such as Student Support Services or Technology. The possibility of using a facilitator was discussed, whether from BOCES or a community member. Another idea was that of networking with community leaders to see what they see as the state of education. The superintendent stated that we need to break roles and think differently, to figure out the community resources that will help us get where we need to be. This discussion with community leaders would include such representatives as individuals from GE, the medical community, someone willing to say the unpopular thing, Schenectady International (SI Group), a representative of the arts, music and design, someone from the legislature who is not necessarily a politician him or herself, individuals from the Niskayuna Hall of Fame, from Higher Education within our community, the religious community. The next step will be to put together a two-hour visioning discussion. Starting with the District Mission Statement and the 11 goals associated with that. One thought was to tie this discussion into looking forward after 60 years. The Board was asked to bring forward suggested names and will meet again on this on October 2.

Strategic Planning

I. Welcome -

Welcome

President Oriola called the Regular Meeting of the Niskayuna Board of Education to order at 7:02 p.m. She noted that those who wished to make public comment at the meeting would need to provide a written request (forms available at the meeting). In order to accommodate all speakers, community members are asked to limit their comments to three minutes. Although the Board does not preclude complaints, it is preferred that all complaints be submitted in writing in order to both properly address the concerns brought forth, and have regard to the legal responsibilities of the district.

II. Reports

Reports –

- A. The Superintendent reported on
- visiting five of the schools
 - two unannounced observations of principals in the district, one a PLC (Professional Learning Community) meeting around math instruction, and the other an AIS (Assisted Instructional Service) meeting with assignments and data driven decision making
 - Follow up meeting with Sage college pursuing a partnership to provide services to and will find dedicated space for that
 - Leadership Council meeting
 - K-12 Principal meeting
 - Emergency drill plan meeting with the police department. The next steps include working with Homeland Security and first responders, specifically the Niskayuna Police Department and Niskayuna Fire Department
 - NYSCOSS (NYS Council of School Superintendents) meeting in Saratoga Springs, where legislative updates were discussed and staff development training was provided. The keynote speaker discussed funds that are available for Race to the Top, in the form of Title Grants.

Superintendent's Report

B. The Board of Education:

- Participated in the Niskayuna Fun Run,
- Worked with Rosendale PTO to update some of their policies
- Attended Glenclyff and Birchwood PTO meetings
- Attended the High School PTO meeting where there was a huge turnout. Teachers have been asked to spread out their pretesting this year. This Friday is the last day to drop classes.
- Attended Cross Country meets including the Ekiden Cross Country meet which enjoyed its largest turnout ever
- Received compliments from a community member regarding the summer school program this year.
- Expressed sympathy to Eva Jones and her family

Board of Education and Committee Reports

Upcoming:

- October 26 is NHS PTO Annual Craft Fair
- NHS Class of 1973 will have their 40th reunion on October 11 and 12
- Pulitzer Prize winning Nonfiction writer and Niskayuna graduate Gilbert King will be speaking at the University of Albany on Thursday, September 26

III.

Addressing Public Requests for Information was a follow up discussion. Requests for information have become increasingly frequent and detailed. Questions have arisen as to how the Board and administration should most efficiently address requests for information that require a good amount of staff time to research, and protocol on responses when questions are directed to the Board of Education as a whole. A few cautionary items were mentioned: A poor way to respond is by providing detailed information only to one individual that requires several hours of staff time. Questions for a teacher should go to a teacher; questions for an administrator should go to an administrator. Board members cannot answer for the district. One possibility would be to bring the information to next Board meeting where it would be answered publicly, thereby providing answers to a larger group as opposed to a single individual. However, if the question comes via email, direct back and forth communication holds much value. It would be best to understand what people are asking for that is not already being addressed publicly. Once we revamp our website and provide additional information, especially regarding financials, some of those requests may diminish.

Addressing Public Requests for Information

When the Board, as a whole, receives a question with a demand that each member answer individually, the protocol is that the Board President will respond, and then make a request to other Board members for response when necessary. Requests that go to both the Superintendent and Board President will be responded to by both. Questions that are introduced at Board meetings during Community Comments time will be followed up on the website as Q & A.

There are separate issues of requests for public information vs. FOIL requests. Above discussion pertained to non-FOIL requests. FOIL requests are handled as legally required.

IV.

The following community members commented on the Niskayuna Basketball program: Richard Sise, Adam Chaskin, Janet Varvaro, Mark Dane, Bill Byrne, Aaron Gordon (with other students introducing a petition), Brian Gordon, Rick Evans, Steven Benton, John Signor, Gene Cox, Dan Allen, and Ryan Zeiser.

Comments from the Community

Community member Kunter Akbay spoke to the Board in support of the International Student Program that is under consideration. He feels that there are two main reasons this program is good for Niskayuna. First is our culture.

The current Turkish exchange student who is living at his home was received with warm and genuine attention by the faculty, staff and students of Niskayuna High School. Secondly, from a marketing perspective, there are enough people in our community who are interested in this program to help it grow. He noted that the demographics of GE employees include many from other countries. He asked for three considerations: that the students be allowed to graduate with a diploma from Niskayuna, that we extend the program to include multiple years for an individual student if possible, and that we consider tuition that is a right balance between staying within the legal requirements and making the program attractive to students from many countries.

Comments from the Community (continued)

V. Consent Agenda

Consent Agenda

Mr. Winchester moved that the Board of Education, upon the recommendation of the Superintendent of Schools, approve the actions in the consent agenda of the items listed in items A-C of ASM IV. Mrs. Gordon seconded. Motion carried 6-0.

A. . . . approve the Minutes of Regular Board Meeting of September 11, 2013

Minutes

B. . . .approve the following personnel actions per ASM V-B:

Routine Personnel

a. Instructional – Appointment – Permanent Status

<u>Name</u>	<u>Academic Tenure Area</u>	<u>Probation Period</u>	<u>Cert. Status</u>	<u>Salary</u>
Kemp, Anna	ESL	9/1/13-9/1/16	Perm	MA 1.69
Petrone, Michael	Tech/District	TBD	Initial	TBD

Kemp
Petrone

b. Instructional – Reinstated from the Preferred Eligibility List

<u>Name</u>	<u>Assignment</u>	<u>FTE</u>	<u>Effective Date</u>	<u>Salary</u>
Paul, Julius	TA/NHS	30 hours/week	9/3/13	Per contract

Paul

c. Instructional – Appointment – Replacement

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>	<u>FTE</u>
Burke, Caitlin	Sped/GLE	9/3/13-2/9/14	add'l .2 FTE
Horner, Casey	Sped/VAN	10/11/13-6/27/14	.70 FTE

Burke
Horner

d. Instructional – Adjustment –Permanent Status

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>	<u>FTE</u>
Galvin, Dina	Sped/GLE	9/3/13	1.0 FTE

Galvin

e. Instructional – Adjustment

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>	<u>FTE</u>
Hakulin, Brandon	Science/NHS	9/23/13-11/15/13	add'l .2 FTE
Ryan, Kristen	Social Studies/NHS	9/3/13-1/30/14	add'l .05 FTE

Hakulin
Ryan

f. Non-Instructional – Appointment – Probationary

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>	<u>Salary</u>
Felczak, Lynne	ESI, 11 mos/HIL	9/23/13	\$25,256.05
Pazro, Nicole	RPN/ St. Kateri 21 hrs/wk	9/23/13	\$18,900.00

Felczak
Pazro

g. Non-Instructional – Appointment – Permanent

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>	
Doxsee, Travis	FSH/NHS	9/27/13	Doxsee

h. Non-Instructional – Adjustment

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>	
Wilde, Cynthia	CA/ ROS 25 hours/week	9/23/13	Wilde

i. Non-Instructional – Appointment -S/CA Transportation

<u>Name</u>	<u>Hours</u>	<u>Effective Date</u>	
Lasher, Maria	2.00	2013-2014 school year	Lasher
Staulters, Terri	2.00	9/16/13-6/27/14	Staulters

j. Non-Instructional – Adjustment – Out of Title Work (additional pay)

<u>Name</u>	<u>Assignment</u>	<u>Adjustment</u>	<u>Effective Date</u>	<u>Salary</u>	
Wier, Wendy	FSH/NHS	Cook Mgr/GLE	9/16/13-9/27/13	\$10.67/day	Wier
Lasher, Chris	Custodian	Head Custodian	8/12/13-8/23/13	\$16.50/day	Lasher
O'Donnell, John	Groundsman	Sr. Groundsman	9/6/13-9/23/13	\$14.93/day	O'Donnell
Lasher, Jeremy	Custodian	Sr. Custodian	8/26/13-10/4/13	\$17.32/day	Lasher

k. Lifeguards - \$11/hour

<u>Name</u>	
Feenan, Nathan	Feenan
Prian, Kimberly	Prian
Round, Connor	Round

l. Appointment of Approved Staff – These staff have received fingerprint clearance from SED

<u>Name</u>	<u>Assignment</u>	
Acard, Lisa	Substitute Teacher	Acard
D'Arcy, Jennifer	Substitute Teacher	D'Arcy
DeMartino, Claudia	Substitute Teacher	DeMartino
Desilva, Patrick	Substitute Teacher	Desilva
Disque, Mary Beth	Substitute Teacher	Disque
Eaton, Joseph	Substitute Teacher	Eaton
Eiser, Megan	Substitute Teacher	Eiser
Forbes, Whitney	Substitute Teacher	Forbes
Fraser, Michael	Substitute Teacher	Fraser
Ganong, Kathleen	Substitute Teacher	Ganong
Geveci, Tamara	Substitute Teacher	Geveci
Hickey, Joyce	Substitute Teacher	Hickey
Kiernan, Kathleen	Substitute Teacher	Kiernan
Lentlie, John	Substitute Teacher	Lentlie
Mainella, Michelle	Substitute Teacher	Mainella
McFarland, Melissa	Substitute Teacher	McFarland
Prendergast, Mary	Substitute Teacher	Prendergast
Skiff, Katherine	Substitute Teacher	Skiff
Smith, Kelly	Substitute Teacher	Smith
Steinbach, Deborah	Substitute Teacher	Steinbach
Wurz, Barbara	Substitute Teacher	Wurz

m. Resignation – Instructional

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Etkin, Marisa	TA/ ROS	9/9/13

Etkin

n. Resignation – Non-Instructional

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Felczak, Lynne	CA, S/CA/ROS	9/20/13
Shoemaker, Ann	Cook Mgr/GLE	9/16/13

Felczak
Shoemaker

C. . .approve 2013-2014 Bagels Bid to Dunkin Donuts for an estimated annual amount of \$20,800 per ASM V, C. The bid was previously awarded to Bagels & Bakes, who subsequently raised a concern relative to minimum orders. As this minimum would create a surplus, Bagels & Bakes withdrew their bid, resulting in the award to Dunkin Donuts. A completed tabulation of bids, vendors and price comparisons is available at the District Office.

Bed Award Revision –
Bagels Bid 2013-14

VI. Instruction

Instruction

A. Mrs. Gordon moved that the Board of Education, upon the recommendation of the Superintendent of Schools, approve the Niskayuna Rowing trip to the Head of the Housatonic Regatta in Shelton, Connecticut on Saturday, October 12, 2013 per ASM VI A. Mr. Winchester seconded. Motion carried 6-0.

School Sponsored
Student Trip –
Niskayuna Rowing to
Head of Housatonic

B. Mr. Buhrmaster moved that the Board of Education, upon the recommendation of the Superintendent of Schools, approve the Niskayuna Rowing trip to the Boston/Cambridge, Massachusetts area on Saturday, October 19 and Sunday, October 20, 2013 per ASM VI B. Mrs. Gordon seconded. Motion carried 6-0.

School Sponsored
Student Trip –
Niskayuna Rowing to
Head of the Charles

C. First Friday Enrollment – Dr. Shea pointed out a couple of classrooms that are one over cap. There was an overall loss of 50 students at the elementary level across the district. Q. When we have this many students and we are one over cap, are we mindful that there are mainstreamed students in the classrooms? A. Yes, and these students are often accompanied by a teaching assistant which also helps the ratios in the classroom. Q. Do we have more BOCES students at the middle school than we had in the past? A. Yes.

First Friday Enrollment

D. Mr. Winchester moved that the Board of Education, upon the recommendation of the Superintendent of Schools, establish the tuition rate for international students at \$15,000 per student for the purpose of submitting the District’s F-1 Visa application in order to obtain government authorization to accept international students at Niskayuna for a period of one year in accordance with current legislation as per ASM VI D. Mr. Laurilliard seconded. Motion carried 6-0.

Tuition Rate for
International F-1 Visa
Student Program
Application

VII. Business

Business

A. Mr. Winchester moved that the Board of Education, upon the recommendation of the Superintendent of Schools, approve a school tax refund of \$156,018.88 (including interest) for school tax years 2008-09 through 2011-2012 as a negotiated settlement related to Article 7 filings initiated by Alterra Healthcare Corporation for the property located at 1786

Tax Certiorari – Alterra
Healthcare
Corporation

Union Street located in the Town of Niskayuna, tax map parcel 50.10-3-6.21, as per ASM VII A. Mrs. Gordon seconded. Motion carried 6-0.

- B. Mr. Winchester moved that the Board of Education, upon the recommendation of the Superintendent of Schools, approve a school tax refund of \$11,509.24 for school tax years 2009-10 through 2013-14 as a negotiated settlement related to Article 7 filings initiated by Northeast Retail Associates for the property at 1475 Balltown Road located in the Town of Niskayuna, tax map parcel 40.18-5-86 as per ASM VII, B Revised. Mr. Buhrmaster seconded. Motion carried 5-0.

Tax Certiorari –
Northeast Retail
Associates

VIII. **Personnel**

IX. **General**

- A. Second Read Board of Education Policy #5010 *Student Harassment and Bullying Prevention and Intervention* will be discussed at the next Board of Education meeting on October 8.
- B. Second Read Board of Education Policy #8142 *No Workplace Harassment* will be discussed at the next Board of Education meeting on October 8.
- C. Second Read Board of Education Policy #6610 *Fund Balance* will be discussed at the next Board meeting on October 8.
- D. The Board of Education discussed the March 2014 Board of Education meeting dates. President Oriola proposed a change to the March 11, 2014 to Saturday, March 15, 2014. Date will be confirmed at the next Board meeting.

General

Board Policies –
Second Read for
#5010, #8142 and
#6610 Postponed

Proposed Change to
Board of Education
Meeting Date in March
2014

X. **Other**

- A. NYSSBA Resolutions. President Oriola reminded the Board to review the NYSSBA resolutions that were provided and send results to the superintendent’s secretary to compile.
- B. The Board of Education discussed scheduling the Audit Committee meeting, including the review of the financial statement from last year. The first meeting for this year will be held on Tuesday, October 8.
- C. Hold November 26 as a possible date for Board retreat. Board members will be polled for additional dates during the first two weeks in December.

Other

NYSSBA Resolutions

Audit Committee
Meeting

Possible Board
Retreat Date

XI. **Executive Session**

Mr. Winchester moved to convene to Executive Session to discuss student matters made confidential by federal law, and a matter leading to the potential discipline, suspension, dismissal, or removal of a particular person. Mr. Laurilliard seconded. Motion carried 6-0.

Executive Session

(Return to Public Session)

XII. Authorization of the Recommendations from Executive Session

Mr. Winchester moved that the Board of Education approve the recommendations from Executive session from the CSE, CPSE and 504 committees and agreed upon amendments. Mr. Buhrmaster seconded. Motion carried 6 -0.

Authorization of Recommendations from Executive Session

XIII. There being no further business, Mr. Winchester moved to adjourn the meeting at 11:18 p.m. Motion carried 6-0.

Adjourn

Enrollment September 13, 2013									
	2008-09	2009-10	2010-11	2011-12	2012-13	9/13/2013	13-14 # of sections	At 23/25/27	avg size
Birchwood	Actual	Actual	Actual	Actual	Actual	Actual	&FTE		
BW-K	30	34	38	43	40	45	2		22.5
BW-1	66	41	36	40	40	47	2	Y	23.5
BW-2	64	69	36	36	43	40	2		20.0
BW-3	47	64	67	36	27	48	2		24.0
BW-3/4					26				
BW-4	62	44	62	69	27	39	2		19.5
BW-5	64	61	42	62	73	44	2		22.0
	333	313	281	286	276	263	12		
Craig									
CR-K	62	72	46	64	64	63	3		21.0
CR-1	62	65	69	59	71	69	3	Y	23.0
CR-2	64	62	72	72	63	75	3	Y	25.0
CR-3	63	65	64	74	73	60	3		20.0
CR-4	70	73	69	64	78	63	3		21.0
CR-5	84	72	76	67	68	82	3	Y	27.3
CR-K-5 SE					5	4			
	405	409	396	400	422	416	18		
Glenclyff									
GL-K	56	33	42	47	45	46	2	Y	23.0
GL-1	58	61	40	47	56	46	2	Y	23.0
GL-2	61	59	61	49	52	52	3		17.3
GL-3	48	67	59	63	54	50	2	Y	25.0
GL-4	48	50	64	58	67	54	2	Y	27.0
GL-5	67	48	51	63	61	69	3		23.0
GL-K-5 SE		2	10	10	7	1			
	338	320	327	337	342	318	14		
Hillside									
HI-K	45	41	48	60	41	45	2		22.5
HI-K/1					17				
HI-1	62	58	53	58	44	61	3		20.3
HI-1/2					19				
HI-2	61	60	58	51	47	61	3		20.3
HI-3	59	63	62	51	49	59	3		19.7
HI-4	60	60	66	62	54	54	2	Y	27.0
HI-5	68	63	53	63	60	55	2	Y	27.5
	355	345	340	345	331	335	15		
Rosendale									
RO-K	60	40	44	43	55	46	2	Y	23.0
RO-1	54	65	57	62	45	60	3		20.0
RO-2	65	56	69	61	49	49	2		24.5
RO-2/3					24				
RO-3	77	67	59	72	53	61	3		20.3
RO-4	63	83	69	64	72	68	3		22.7
RO-5	76	69	87	71	65	75	3		25.0
	395	380	385	373	363	359	16		
Enroll/Sect	1826	1767	1729	1741	1734	1691			
Total Elem FTE							75		

Enrollment September 13, 2013									
	actual 9/10/10	actual 9/9/11	actual 9/7/12	actual 9/13/13					
Van Antwerp	141	133	149	134					
	160	144	147	142					
	141	151	158	144					
	442	428	454	420					
Iroquois	178	183	203	207					
	218	176	187	204					
	181	213	174	190					
	577	572	564	601					
	1019	1000	1018	1021					
					9/13/13				9/13/13 Total
HS	348	330	372	336	22.3	K avg class size			245
	365	335	333	363	21.8	gr 1 avg class size			283
	342	363	348	334	21.3	gr 2 avg class size			277
	362	349	361	345	19.7	gr 3 avg class size			278
	1417	1377	1414	1378	23.2	gr 4 avg class size			278
					25.0	gr 5 avg class size			325
	4262	4106	4166	4090					
Students who needed to be placed in an out-of-zone school for space reasons:									
K - Birchwood to Craig			4						
K - Rosendale to Craig			1						
Gr 1 - Craig to Hillside			4						
Gr 1 - Glencliff to Craig			1						
Gr 1 - Glencliff to Hillside			3						
Gr 3 - Glencliff to Craig			2						
Gr 3 - Glencliff to Hillside			2						
Gr 4 - Glencliff to Rosendale			1						