

The regular meeting of the Saratoga Springs City School District Board of Education was held at the Meade Auditorium at the High School on Thursday, September 24, 2009. The meeting was called to order by **President Mia Pfitzer** at 7:30 p.m.

I. ROLL CALL

PRESENT:

Trustee Ernie Gailor
Trustee Regina Gapczynski
Trustee Steve Grandin
Trustee Mary Elizabeth Pfitzer, President
Trustee Frank Palumbo
Trustee Charles Phillips
Trustee Jeff Piro
Trustee Jay Rifenburg, Vice President

ABSENT:

Trustee Aaron AuBuchon

STAFF PRESENT:

Janice White, Superintendent of Schools
Kurt Jaeger, Asst. Superintendent for Business
Thomas Mele, Asst. Supt. for Elementary Education
David L'Hommedieu, Director of Information Technology
Integration & Services
Michael Piccirillo, Asst. Supt. for Secondary Education
Colleen Carroll, Director for District Assessment &
Staff Development
Karen Stanley, Director for Human Resources

II. PLEDGE OF ALLEGIANCE

President Mia Pfitzer led the Board of Education and meeting attendees in the Pledge of Allegiance.

III. MINUTES

Trustee Regina Gapczynski moved and **Trustee Charles Phillips** seconded to approve the minutes for the September 8, 2009, meeting. **Ayes all.**

IV. COMMUNICATIONS

Communications of interest were circulated.

V. PUBLIC HEARING

President Mia Pfitzer opened the first public hearing.

There being no one wishing to speak, **President Mia Pfitzer** closed the first public hearing.

VI. BOARD COMMITTEE REPORTS

Saratoga County School Boards Association: Vice President Jay Rifenbary reported that the School Boards Association would meet next on October 8.

Policy Committee: Trustee Regina Gapczynski reported that the Policy Committee discussed a full agenda at their last meeting. There was a detailed presentation from the Safe Routes to Schools group with excellent discussion. The draft policy would be forwarded to Trustees and she said that it would be placed on the October 13 Board agenda for discussion. The next Policy Committee meeting will be on October 26.

Trustee Frank Palumbo asked the members of the Policy Committee about the smoking policy and whether it extended beyond school grounds. Trustee Regina Gapczynski said the district has no jurisdiction beyond school grounds.

Finance Committee: Trustee Frank Palumbo said the Finance Committee would meet on October 5 at 8:00 a.m. to review the financial statements. The financial statements would be brought before the full Board at the October 13 meeting.

Property Administration Committee: Trustee Ernie Gailor reported that the Property Administration Committee met on September 14 and discussed the bleacher bids. They hoped to have this item on the Board's October 13 agenda. They continue to work on the recreation contract with the City. They are also looking at the unoccupied, newly discovered buildings on school property that do not have certificates of occupancy. The Committee will likely make a recommendation to the Board to engage an architect to review these "found" buildings. They plan to meet with the Public Library Board on October 19 to discuss the projects going on at that facility. They also plan to meet with Pop Warner on the bleacher matter and the West Side Little League on their ideas for field improvements. There was no update on Joseph Street.

VII. ADMINISTRATIVE REPORTS

A. Superintendent's Comments

Superintendent Janice White thanked Scott Singer for all of his work in bringing parts of the Civil War Encampment program to the Middle School. She said it was a wonderful event for the students. She also said that Charles Kuenzel was on his way to pick up the flag that was carried into space

on the last shuttle mission. She commended him for all of his work on this program and with the students.

Superintendent White said she and Mike Piccirillo recently attended events and meetings concerning the Tech Park. She said there was a lot happening at that location. She has a four-minute video on the scope of that project that she hoped to show at the next Board meeting. She said that Malta is in the forefront nationally on this project.

Superintendent White said enrollment is steady at 6823. There are 1595 students at Maple Avenue, 2166 at the High School and 3062 in the elementary grades. At the end of October, Tom Mele will make his projections for the 2010-2011 school year.

B. Professional Development Plan Presentation

Colleen Carroll, Director for District Assessment and Staff Development, reviewed the work completed by the Professional Development Plan Committee and presented the newly revised Professional Development Plan for adoption.

Colleen Carroll said the plan includes the requirements for teachers, where the district is going, goals and objectives and professional development protocol. She reviewed the new professional development protocols, noting that teachers who were teaching prior to 2004 were required to have only 6 professional development hours annually. After February 2004, that was increased to 175 hours over five years. She said that while 175 may seem like a lot, there were many ways for the teachers to earn those hours.

She then reviewed the Annual Professional Performance Review noting there were two tracks. She said the district has a mentoring program for new teachers and currently there are 24 pairs under this program. The mentors are required to have a minimum of two hours monthly contact with their partner with support and guidance provided to the new teachers. There are quarterly whole group meetings. This year there is also a social gathering with a trolley ride and dinner at Lillian's. The purpose of this program is to provide support and to ease the transition for new teachers.

Colleen Carroll explained that the 175 professional development hours run from July 1-June 30 annually. The hours can be earned either in the district or outside of the

district. The reimbursement rate for outside hours is \$150. Staff receives credit for courses taken within their certification. A committee of teachers and administrators will meet throughout the year to solicit feedback from teachers and to recommend classes and other opportunities available for staff. She said they are looking for teachers to broaden their horizons.

Colleen Carroll said the future of professional development will be through semi-annual staff surveys, alignment with the district's goals and objectives, student needs and evaluative strategies, i.e., measuring impact on student achievement, course evaluation and data collection, etc. She said they plan to increase course offerings, use mid-career teachers to teach classes, review the relevancy to classroom practice using best practices, create a professional development library and data collection. They will decrease the necessity to go outside the district for courses, taking classes not relevant to their teaching certification, and repetition of courses.

Trustees thanked Colleen Carroll and committee members for all of their work on this program.

Vice President Jay Rifenburg said teachers who have been here awhile need to have their interest level increased and asked how that might be accomplished. Ms. Carroll reminded Trustees that teachers hired prior to 2004 have a different professional development requirement. **Vice President Rifenburg** said while that might be true, they still need training and he wanted to be sure that the Committee discussed ways to meet their needs. Ms. Carroll said that inspiring all was part of the program. She also noted that while there might be a number of teachers with the lesser requirement, many exceed that minimum. **Trustee Charles Phillips** asked if faculty meetings counted. Ms. Carroll said no. Superintendent White said there are four meetings each year that are required meetings that extend beyond the meeting. Those extended meetings can be used towards the 175. **Vice President Rifenburg** said he believed it was a matter of quality and not quantity.

Trustee Jeff Piro asked about not repeating courses, noting that in some cases repeating a technology course could be helpful. David L'Hommedieu said the district would provide in-house technology courses with each class having a

successor class or refresher class.

Trustee Charles Phillips asked if the building principals were involved in course approval for outside courses. Ms. Carroll said that outside courses must be approved by the building principal, Karen Stanley and herself.

President Mia Pfitzer thanked Colleen Carroll for her presentation.

VIII. OLD BUSINESS

None.

IX. NEW BUSINESS

Vice President Jay Rifenburg moved and **Trustee Jeff Piro** seconded to approve tonight's agenda in its entirety, except for items 9B, 11E & 11F.

A. Committee on Special Education and Committee on Preschool Special Education Pupil Placements

The recommendations of the Committee on Preschool Special Education and the Committee on Special Education for pupils' placement arrangements were approved. Copies of these recommendations have been previously sent to the Board members for review and will be attached to the official minutes.

B. Draft Goals & Objectives 2009-2010

The Board of Education reviewed and discussed goals and objectives for the 2009-2010 school year to be adopted at a future meeting.

Superintendent Janice White said there are three main strands: proficiency at 90 percent, professional development and partnership.

Goal #1 - Empower students to achieve local, national and global academic standards. She said that includes offering opportunities and options for students to reach their full potential, differentiate instruction and implement literacy opportunities. This can be done through expansion of intervention programs, expansion of after school opportunities, cooperative learning and evaluation of literacy tools. Board members suggested adding the word "proficiency" under the standards. **Trustee Charles Phillips** said he was looking for improvements in the economically disadvantaged students. **Trustee Frank Palumbo** said he would like a clearer definition of proficiency level. He said that "proficiency level" sounded as though we were striving

to meet minimum levels. He noted much of the district's efforts are directed towards students in need. He would like to see more effort directed towards the higher achieving students by moving them towards AP courses. Superintendent White agreed to rework this section.

Goal #2 - Learning Environment. Superintendent White said that the district would promote a safe learning environment and promote access to 21st century learning through creativity and innovation. She noted that curriculum mapping fit under this goal.

Goal #3 - Professional Development and Recruitment. Superintendent White said this goal and objectives include alignment of professional development courses, sustained and systemic opportunities for professional development, recruitment and retention of teachers. **Vice President Rifembary** asked if the district had any feedback from SED on the lack of minority staff. Superintendent White said no.

Goal #4: Partnerships: Superintendent White said they plan to enhance current partnerships, engage families and increase connections to post secondary and regional workforce opportunities for students.

Goal #5 - Resources. Superintendent White said they plan to manage the use of the resources and facilities, outreach to families, and develop public use of the facilities.

Trustee Charles Phillips asked how H1N1 fit into the goals. Superintendent White said it would fall under Goal #2.

Superintendent White said that she would rework the goals and bring them back to the Board at the next meeting.

President Mia Pfitzer thanked Superintendent White for her presentation.

C. Annual Professional Performance Review and Professional Development Plan

Pursuant to Education Law, Sections 101, 207, 210, 215, 305, 1604[39], [40], 1709[39], [40], 1804[9], [10], 1950[4] [II], [mm], 2503[18], [19], 2554[25], [26], 2854[3] [a-21, [a-3], 3003, 3004, 3004-b[1], [2], 3004-c, 3006, 3007, 3030, 3035[1], [3], [4], 3604; L. 2000, ch. and to Commissioner's Regulation 100.2, the Board of Education adopted the Annual Professional Performance Review and Professional

Development Plan effective July 1, 2009.

D. Saratoga Farmers' Market Association Agreement

Approved the agreement with the Saratoga Farmers' Market Association to provide facility use at the Division Street Elementary School from November 1, 2009 through May 1, 2010. Billing by the district will be assessed at the Class III rate and in-kind contributions of produce or products from local farms will be accepted with a quantified value no greater than \$9,600 with the total facility use fee being reduced by that amount at the end of the season.

E. Field Trips

1. Granted permission for the Varsity and Junior Varsity Boys and Girls Cross Country Teams to travel to Utica, New York on Saturday, September 26, 2009 to participate in the E.J. Hermann Invitational Cross Country Meet at Proctor Park.
2. Granted permission for the High School Choraliers to travel to New York City, New York on Friday, November 27, 2009 and Saturday, November 28, 2009 to perform at Carnegie Hall.

X. **PERSONNEL**

A. Club Creation

1. Approved the creation of the following club at the High School for the 2009-2010 school year:

Astronomy Club - volunteer

B. Club Appointments

1. Approved the appointment of the following as club advisors at the High School for the 2009-2010 school year:

ACC Business Day Club	-	Stacey Ralston
Art Club	-	Dawn Talley and Catherine Ruggles
Chamber Orchestra	-	Brooke Leighton
Chorus I	-	Kathleen McCarty
Chorus II	-	Kathleen McCarty
Concert Band	-	Milton Lee
Concert Orchestra	-	Brooke Leighton
Creative Streaks	-	Dawn Talley
Disease Awareness Club for Students (DACs)	-	Daniel Walter

DECA - Distributive Education - Clubs of America	-	John Grady
French Club	-	Mark Newman
Freshman Class Advisor	-	Julie Blakely and Gabrielle Alberti
General Org. - Auditor	-	Janice Kelsey
General Org. - Treasurer	-	Amy Krogmann
International Awareness Club	-	Lynn King
Jazz Band	-	Milton Lee
Junior Class Advisor	-	Lauren Perry and Leanne Donelan
Latin Club	-	Alicia Silver
LEO Club	-	John Grady
Life Sports	-	Gregory Goering
Live Different	-	Angela Annese
MOVE Dance Club	-	Mary Anne Fantauzzi
Musical Instrumental	-	Kathleen McCarty
NASA Club	-	Charles Kuenzel
National Honor Society	-	Lucia Nichols and Richard DeMartino
PEP Band	-	Milton Lee
PRIDE	-	Richard DeMartino
SADD	-	Holly Louis
Saratoga Academic Team	-	Alicia Silver
Science Research Club	-	Evelyn Perkins
Sforzando	-	Kathleen McCarty
Senior Class Advisor	-	Anne Kauth
Sophomore Class Advisor	-	Jessica LaBello and Elizabeth Morris
Student Council	-	Michael Miller
Symphonic Orchestra	-	Brooke Leighton
Ultimate Frisbee Club	-	David Torres
Video Production Club	-	Colin Quinn and Ellen (Jody) Terry
Yearbook Advisor	-	Edward Brandt, Jr.

C. Co-Curricular Appointments

1. Approved the following as home tutors for the 2009 - 2010 school year:

James Sager and Colleen Kurtz

2. Approved the appointment of the following as chaperones for the 2009 - 2010 school year:

Head Cashier	-	Michael Miller
Chaperones	-	Tony DeVizzio
		Margaret Kuenzel
		Jake Zanetti

D. Extra Class

1. Approved the appointments of the following science teachers to an additional .5 or 1.0 instructional assignment with additional compensation as per the SSTA contract for the 2009-2010 school year:

Christopher DeLorenzo	6.0	\$3,000
Laura Evoskevich	6.0	\$3,000
Randall Johnson	6.0	\$3,000
Theresa Newkirk	5.5	\$1,500
Lynne Pagels	6.0	\$3,000
Tracy Sanders	6.0	\$3,000
Christopher Shanks	5.5	\$1,500
Catherine Stephen	6.0	\$3,000
Jonathan Warner	6.0	\$3,000

E. Abolishment of Civil Service Position

1. Approved the abolishment of one 175-day teacher aide position effective September 7, 2009. (Maple Avenue)

F. Creation of School Bus Driver Assistant Position

1. Approved the creation of 1.0 school bus driver assistant position for a special needs run to Oak Hill School, Glenville, effective September 9, 2009. (Transportation - New)

G. Increase in Rate

1. Approved the increase in the school bus driver training rate from \$7.15 per hour to \$7.25 per hour effective July 1, 2009 (adjusted minimum wage).

H. Civil Service Appointments

1. Approved the probationary appointment of Judy Shinn to the position of 175-day school bus driver assistant, effective September 9, 2009.
2. Approved the transfer of Mary Anne Mason, motor vehicle operator, High School, to the probationary appointment of 5.5 food service helper, High School, effective September 25, 2009.

I. Civil Service Resignations

1. Approved the resignation of Pamela Baillargeon from the position of three-hour cashier, effective September 29, 2009. (Maple Avenue) (Sen: 10/25/05)
2. Approved the resignation of Dale Breda from the position of 175-day school bus driver, effective September 8, 2009. (Transportation) (Sen: 4/20/09)
3. Approved the resignation of Nancy Couvillon from the position of 175-day teacher aide, effective September 7, 2009. (Maple Avenue) (Sen.: 9/2/03)

J. Substitute Appointments/Resignations/Deletions

1. Accepted the instructional and non-instructional emergency, conditional substitute appointments, as per the attached list.
2. Accepted the instructional and non-instructional substitute resignations/deletions, as per the attached list.

XI. **FINANCIAL**

A. Emergency Contract Transportation - Special Education

Awarded an emergency 30-day contract for transportation to Shenendehowa High School for one (1) special education student from September 9 - October 9, 2009 in the total amount of \$2,530.00 to Durrin Transportation Inc.

B. Disposal of Classroom Carpets

Granted permission to Division Street School to dispose of five (5) classroom carpets that are in poor condition.

C. Change Order Resolution: #003-001, Saratoga Springs High School

Excel Insulation Co. Inc. - Labor, materials and equipment necessary to remove existing store front doors that contain asbestos caulk and window glazing; 3 door sets; includes mobilization and disposal.

BE IT RESOLVED, that the contract for Asbestos Abatement construction with Excel Insulation Co. Inc. associated with the Saratoga Springs High School identified as: SED Project #: 52-18-00-01-0-016-017 Contract No.: 03, Asbestos Abatement Construction be increased by **Four Thousand Three Hundred Sixty and no/100 Dollars (\$4,360.00)** as detailed:

Original Contract	\$102,400.00
Previously Authorized Change Orders*	<u>\$ 0.00</u>
Contract Sum Prior to this Change Order	\$102,400.00
This Change Order	<u>\$ 4,360.00</u>
New Contract Sum	<u><u>\$106,760.00</u></u>

and,

BE IT FURTHER RESOLVED, that the Superintendent of Schools be authorized to sign this Change Order on behalf of the Board of Education.

* None

D. Change Order Resolution: #004-001 (Phase 2), Saratoga Springs High School

Zandri Construction Corporation - Labor, materials and equipment necessary for a new store front door and side walk at the north end of C-wing.

BE IT RESOLVED, that the contract for General Construction with Zandri Construction Corporation associated with the Saratoga Springs High School identified as: SED Project #: 52-18-00-01-0-016-017, Contract No.: 04, General Construction be increased in the amount of **Thirteen Thousand Eight Hundred Ninety-One and no/100 Dollars (\$13,891.00)** as detailed:

Original Contract	\$1,392,800.00
Previously Authorized Change Orders*	<u>\$ 0.00</u>
Contract Sum Prior to this Change Order	\$1,392,800.00
This Change Order	<u>\$ 13,891.00</u>
New Contract Sum	<u><u>\$1,406,691.00</u></u>

and,

BE IT FURTHER RESOLVED, that the Superintendent of Schools be authorized to sign this Change Order on behalf of the Board of Education.

* None

E. Change Order Resolution: #007-007 (Phase 2), Saratoga Springs High School (ITEM TABLED)

F. Change Order Resolution: #007-008 (Phase 2), Saratoga Springs High School (ITEM TABLED)

Board members asked why the clocks were not identified on the original plans. All agreed that if clocks were removed, it should have been noted on the plans that they were to be

replaced with the existing clocks or that new or additional clocks were required. **Trustee Charles Phillips** read from the change order, noting that in some cases it was new clocks. Superintendent White said that it was both -- additional clocks and re-hanging old clocks. **Trustee Frank Palumbo** said he was concerned with this type of change order and the Dorothy Nolan air conditioning one, as well. It was agreed that the clock change order should be tabled for further information.

Vice President Rifenburg said that he was concerned with the low bids and then the addition of change orders. Kurt Jaeger said that the district meets regularly with the construction management team and change orders are watched closely. He reminded Board members that this project came in under bid and the district made the determination at that point that some of the other items that had not been included in the bid would be completed as change orders. **Trustee Frank Palumbo** agreed, but said at the last meeting there was a change order for the doors. Kurt Jaeger said that was a different issue. **Trustee Ernie Gailor** said that the Board did agree that some of the smaller projects that fit within the overall scope of this construction project would be completed as change orders; however, not all of these change orders fall under that category. Superintendent White said that the Dorothy Nolan air conditioning matter was a new scope that was added. She reminded Board members that the construction management firm would have a representative at the next meeting to wrap up this project with the Board. **Trustee Charles Phillips** said a construction project of this magnitude would have change orders, but the Board needs to identify how some of these errors were made.

Trustee Frank Palumbo moved and **Trustee Charles Phillips** seconded to table items 11E and 11F. **Ayes all.**

G. *Change Order Resolution: #007-009 (Phase 2), Dorothy Nolan Elementary School*

Harold R. Clune Inc. - Labor, materials and equipment necessary to relocate the Electrical Meter from the interior electrical room to an outside location; as requested by National Grid.

BE IT RESOLVED, that the contract for Electrical construction with Harold R. Clune Inc. associated with the Dorothy Nolan Elementary School identified as: SED Project

#: 52-18-00-01-0-015-014 Contract No.: 07, Electrical Construction be increased by **Four Thousand Three Hundred Fifteen and no/100 Dollars (\$4,315.00)** as detailed:

Original Contract	\$627,900.00
Previously Authorized Change Orders*	<u>\$ 64,350.00</u>
Contract Sum Prior to this Change Order	\$692,250.00
This Change Order	<u>\$ 4,315.00</u>
New Contract Sum	<u>\$696,565.00</u>

and,

BE IT FURTHER RESOLVED, that the Superintendent of Schools be authorized to sign this Change Order on behalf of the Board of Education.

* #007-001	\$ 3,790.00	#007-007	\$ 2,260.00
#007-002	\$ 6,215.00	#007-008	<u>\$ 9,895.00</u>
#007-003	\$10,800.00		\$64,350.00
#007-004	\$ 6,865.00		
#007-005	\$ 4,600.00		
#007-006	\$19,925.00		

H. Change Order Resolution: #010-001 (Phase3), Saratoga Springs High School

Dutch Valley General Contracting Inc. - Labor, materials and equipment necessary to supply and install new doors, frames and hardware for existing and new storage closets.

BE IT RESOLVED, that the contract for general construction with Dutch Valley General Contracting Inc. associated with the Saratoga Springs High School identified as: SED Project #: 52-18-00-01-0-016-019 Contract No.: 010, General Construction be increased by **Seventeen Thousand Two Hundred Twenty-Seven and no/100 Dollars (\$17,227.00)** as detailed:

Original Contract	\$580,600.00
Previously Authorized Change Orders*	<u>\$ 0.00</u>
Contract Sum Prior to this Change Order	\$580,600.00
This Change Order	<u>\$ 17,227.00</u>
	<u>\$597,827.00</u>

and,

BE IT FURTHER RESOLVED, that the Superintendent of Schools be authorized to sign this Change Order on behalf of the Board of Education.

* None

Ayes all.

XII. PUBLIC HEARING

President Mia Pfitzer opened the second public hearing.

There being no one wishing to speak, **President Mia Pfitzer** closed the second public hearing.

XIII. OTHERS

All Board members said they were glad to see a smooth start to the new school year.

Trustee Frank Palumbo again asked about the smoking policy and whether something could be done about the students smoking just outside of the school grounds. He said that as we promote a healthy district we still have students who are smoking.

Trustee Ernie Gailor said that he visited the Lake Avenue 5th grade students who are on their week-long field trip. He said it was a good program that all 5th grade students should be able to enjoy.

Trustee Steve Grandin thanked the Policy Committee for all of the work they have done.

President Mia Pfitzer thanked Colleen Carroll on behalf of the Board for her presentation.

XIV. EXECUTIVE SESSION

Trustee Regina Gapczynski moved and **Trustee Frank Palumbo** seconded to adjourn to Executive Session at 9:25 p.m. to discuss the following:

1. Negotiations with the City of Saratoga Springs;
2. Negotiations with collective bargaining unit;
3. Matters leading to the employment of particular persons.

Ayes all.

XV. ADJOURNMENT

Trustee Frank Palumbo moved and **Trustee Steve Grandin** seconded to adjourn the meeting at 10:35 p.m.

Ayes all.

There being no further business, **President Mia Pfitzer** adjourned the meeting at 10:35 p.m.

Respectfully submitted,

Kurt Jaeger
District Clerk