

**City School District of Albany**  
**Notice of Public Meeting**  
**Annual Organizational Meeting**  
**January 2, 2008**  
**Albany High School**  
**7:00 P.M.**

**A RECEPTION FOR THE NEWLY ELECTED BOARD MEMBER  
WILL TAKE PLACE IN THE NORTHEAST CAFETERIA  
OF ALBANY HIGH SCHOOL AT 6:45 P.M.  
ALL ARE INVITED TO ATTEND**

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Board Counsel, Mr. Jeffrey Honeywell will call the meeting to order.

1. **Pledge of Allegiance**
2. **Selection of Chair Pro-Tem**
3. **Board of Education Elections**  
At the general meeting held on November 6, 2007, Melissa Mackey was elected to four-year term from January 1, 2008 through December 31, 2011.
4. **Administration of the Oath of Office to Newly Elected Board Member** (15 Minutes)
5. **Election of Officers for the 2008 Calendar Year**
  1. Nomination(s) for President
  2. Vote on Nomination
  3. Presiding Officer Declares President Elected for 2008
  4. Nomination(s) for Vice President
  5. Vote on Nomination
  6. President Declares Vice President Elected for 2008
  7. Nomination(s) for Secretary
  8. Vote on Nomination
  9. President Declares Secretary for 2008(15 Minutes)
6. **Board Member Statements** (10 Minutes)
7. **Appointment of Officers**
  1. Clerk of the Board – Catherine Cutting
  2. District Treasurer – Tishawn Terry-Garcia
  3. Deputy Treasurer – Christine DeWitt
  4. Tax Collector – Christine DeWitt
  5. Extra Classroom Treasurer – Christine DeWitt(5 Minutes)

**8. Other Appointments**

1. Purchasing Agent – Beth Labunski
2. Records Access Officer – James Matthews
3. Asbestos Local Education Agency (LEA) Designee – Anthony Catalfamo
4. Independent Auditing Firm – Cusack & Company
5. Board Counsel – Girvin & Ferlazzo
6. District Physician – Jay Kravitz, M.D.

(5 Minutes)

**9. Designations**

1. Official Bank Depository – Key Bank, N.A.
2. Official Newspapers – Times Union & Daily Gazette

(5 Minutes)

**10. Authorizations**

The Board of Education approves the following authorizations for the 2008 calendar year:

1. The Board of Education authorizes the Interim Assistant Superintendent for Business Affairs, to certify employee payrolls.
2. The Board of Education authorizes the Assistant Superintendent for Secondary Education, to approve conferences, conventions and workshop attendance for the 2008 calendar year.
3. The Board of Education authorizes the Interim Assistant Superintendent for Business Affairs, to approve property tax refunds and tax roll adjustments up to \$2,500 either mandated by court order or directed by the County of Albany Real Property Tax Service. (The Board of Education will be notified of all refunds and adjustments approved during the preceding month pursuant to this authorization at each regular Board meeting.)
4. The Board of Education authorizes the Superintendent of Schools, to approve budget transfers up to \$10,000. (The Board of Education will be given a report of all such transfers pursuant to this authorization at each regular Board meeting. Transfers over \$10,000 will require Board approval.)
5. The Board of Education authorizes the Superintendent of Schools and, as necessary, the President of the Board of Education to execute grant applications.
6. The Board of Education authorizes the President of the Board to approve all overnight, out of state and out of country field trips.
7. The Board of Education authorizes the reimbursement of pre-approved transportation expenses for the 2008 calendar year at the current allowable IRS mileage reimbursement rate of **\$.485** per mile through December 30, 2008.
8. The Board of Education authorizes the District Treasurer, Deputy Treasurer, and the Central Treasurer of the Extra Classroom Activity Fund as individuals designated to sign checks.
9. The Board of Education authorizes the use of corporate credit cards for the following individuals:

Eva C. Joseph – Superintendent of Schools  
Beth Labunski – Purchasing Agent

(5 Minutes)

11. **Bondings**  
The Board of Education approves a blanket bond in the amount of \$1,000,000 for all District employees.  
(5 Minutes)
12. **Schedule of Meetings for 2008**  
The Board designates the first Tuesday of each month as the date of Regular Board Meetings and the third Thursday of each month as the date for Round Table Meetings. Exceptions are indicated on the attached schedule.  
(5 Minutes)
13. **Board Committee Membership**  
The Board of Education will designate board committee memberships for 2008.  
(10 Minutes)
14. **School Liaisons**  
The Board of Education will designate school liaisons for 2008.  
(10 Minutes)
15. **SUPERINTENDENT'S REPORT**  
(5 Minutes)
16. **STUDENT PRESENTATION**  
(5 Minutes)
17. **OPPORTUNITY FOR PUBLIC COMMENT**  
The Board will hear comments from the public for up to 30 minutes. Comments will begin with those speakers addressing agenda items first and will be followed by speakers addressing non-agenda items. Additional speakers will have an opportunity to speak at the conclusion of the meeting.  
(30 Minutes)
18. **ROUTINE CONSENT ITEMS**  
**Proceedings of Meetings**

October 2, 2007	October 18, 2007
November 7, 2007	November 15, 2007
December 4, 2007	December 20, 2007

**Resignations**  
**Vacated Positions**  
**Create of Position**  
**Leaves of Absence**  
**Transfers**  
**Appointments**
  - Administrative Appointment
  - Miscellaneous Appointments
  - Albany Evening High School-Fall 2007-08
  - Coaches – Winter 2007-08
  - Tutors – 2007-08
  - Civil Service
  - Emergency Conditional Appointments

**Treasurer's Report**

**Budget Transfers under \$10,000**

**Budget Transfers over \$10,000**

**Budget Status Report- November**

**Extra Classroom Activity Report**

**Tax Collector's Report**

**403B Compliance – Administrative Services-OMNI Services**

**E-Rate Bid Awards**

**Financial Review – Child Nutrition Program – H.M.B. Consultants**

**Committee on Special Education**

Recommendations of the Committee on Special Education finalized at meetings of **October 3, 5, 10, 15, 16, 17, 18, 22, 23, 24, 25, 26, 29, and 31, 2007; November 1, 5, 8, 13, 14, 16, 20, 26, 27, 28, and 30, 2007** are available for review by board members. In compliance with the Commissioner's Regulations, the superintendent, on behalf of the board, will notify affected parents of the board's concurrence with the recommendations of its appointed Committee on Special Education.

**Subcommittee on Special Education**

Recommendations of the Subcommittee on Special Education finalized at meetings of **October 1, 2, 3, 4, 10, 12, 15, 17, 18, 22, 23, 24, and 25, 2007; November 1, 2, 5, 6, 7, 8, 9, 13, 14, 15, 16, 19, 20, 26, 27, 28, 29, and 30, 2007** are available for review by board members. In compliance with the Commissioner's Regulations, the superintendent, on behalf of the board, will notify affected parents of the board's concurrence with the recommendations of its appointed Subcommittee on Special Education.

**Committee on Pre-School Special Education**

Recommendations of the Committee on Pre-School Special Education finalized at meetings of **October 2, 9, 16, and 30, 2007; November 7, 13, and 27, 2007** are available for review by board members. In compliance with the Commissioner's Regulations, the superintendent, on behalf of the board, will notify affected parents of the board's concurrence with the recommendations of its appointed Committee on Pre-School Special Education.

**Appointments to Special Education Committees**

Special Education Committee Members

Sub-Committee on Special Education Committee Members

Committee on Pre-School Special Education Members

**Resolution Authorizing Referrals to the Special Education Committee**

**New York State Education Law (Chapter 378)**

**Contracts for Grants and Special Projects**

**The Reading and Writing Project Network, LLC (Columbia University)**

The Board of Education will be asked to approve a renewal contract between the City School District of Albany and **The Reading and Writing Project Network, LLC (Columbia University)** for the continuation of on-site staff development for teachers and administrators on the teaching of writing for all district elementary buildings (12).

**The Reading and Writing Project Network, LLC (Columbia University)**

The Board of Education will be asked to approve a renewal contract between the City School District of Albany and **The Reading and Writing Project Network, LLC (Columbia University)** for the continuation of on-site staff development for teachers and administrators on the teaching of writing for all district middle schools buildings (3).

**The Addiction Care Center of Albany-Community Education**

The Board of Education will be asked to approve a renewal contract between the City School District of Albany and **The Addiction Care Center of Albany-Community Education** for the literacy based self-esteem building programs.

**Albany City Council PTA**

The Board of Education will be asked to approve a renewal contract between the City School District of Albany and **Albany City Council PTA** for parent outreach and various school clubs support.

**Albany NAACP - Student Theater Outreach Program**

The Board of Education will be asked to approve a renewal contract between the City School District of Albany and **Albany NAACP - Student Theater Outreach Program** for student theater outreach program.

**Capital District Sponsor-A-Scholar, Inc.**

The Board of Education will be asked to approve a renewal contract between the City School District of Albany and **Capital District Sponsor-A-Scholar, Inc.** for academic support program to high school students.

**Family and Children's Services of the Capital Region, Inc.**

The Board of Education will be asked to approve a renewal contract between the City School District of Albany and **Family and Children's Services of the Capital Region, Inc.** for parenting support and outreach program services.

**Park Playhouse II**

The Board of Education will be asked to approve a renewal contract between the City School District of Albany and **Park Playhouse II** for Park Playhouse KIDZ after school drama programs.

**St. Anne Institute**

The Board of Education will be asked to approve a renewal contract between the City School District of Albany and **St. Anne Institute** for the transitional learning center program for CSDA.

**Two Together, Inc.**

The Board of Education will be asked to approve a renewal contract between the City School District of Albany and **Two Together, Inc.** for after school literacy and enrichment programs.

**Albany YMCA**

The Board of Education will be asked to approve a contract between the City School District of Albany and **Albany YMCA** for facility use to support programs at the Adult Learning Center.

**Attendance at Conferences**

(10 Minutes)

**19. FACILITIES PROJECT REPORT**

**Action Related to the Facilities Project**

**i. Approval of Change Orders**

The Board of Education will act on a resolution to approve change orders for the School 19 project.

(5 Minutes)

ii. **Bid Award**

The Board of Education will act on approval of the Bid Award for window replacement at Thomas O'Brien Academy of Science & Technology and Giffen Memorial Elementary School.

(5 Minutes)

20. **ACTION ITEM**

**Strategic Planning Process – Action Team Contract**

The Board of Education will discuss and act on the contract with SoarPoint Associates to serve as consultants to facilitate the action team process for strategic planning.

(15 Minutes)

21. **BOARD COMMITTEE REPORTS**

(10 Minutes)

22. **BOARD MEMBER ITEMS**

(10 Minutes)

Meeting is scheduled to adjourn at 10:05 p.m.

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**Upcoming Board Meetings**

January 17, 2008

Thomas O'Brien Academy of Science & Technology  
7:00 p.m.

February 5, 2008

Albany High School  
7:00 p.m.