

BUSINESS ORGANIZATIONAL MEETING
July 5, 2017

F. **Other Appointments**

1. Appointment of Legal Counsel Recommend the appointment of Honeywell Law Firm as general legal counsel for an annual retainer fee of \$35,000.
2. Appointment of Medical Director Recommend appointment of Dr. Warren Silverman as Medical Director for an annual rate of \$10,200.
3. Appointment of School Physicians **Schoolhouse Road Pediatric Associates, P.C and Capital Care Medical Group** are recommended for appointment for the state-mandated medical examination of those pupils at the point of entrance to the school as well as at grades 1, 3, 7 and 10 and upon request, athletic health appraisals. **Ellis Works and Access Health Systems** will provide the required employee physicals.
4. Appointment of Auditor for Annual Audit of Books for the School District The firm of West & Company has been so designated. The 2017-18 budget includes \$20,250 for this service.
5. Appointment of Internal Auditor to conduct annual risk assessment and report on internal controls Questar III BOCES is recommended for appointment as the district's Internal Auditor at the annual cost of \$12,199.
6. Appointment to conduct Bank Reconciliations Recommend Joy Pierle be appointed part-time to conduct bank reconciliations.
7. Appointment of Dignity Act Coordinator Recommend appointment of the Assistant Superintendent for Curriculum and Instruction
8. Appointment of Local Education Agency Designee for Asbestos Management Recommend the Assistant Superintendent for Business be designated as the person responsible for our asbestos management program.
9. Appointment of Medicaid Compliance Officer Recommend John Rizzo be appointed as the Medicaid Compliance Officer until a successor is appointed and sworn.
10. Appointment of American Disabilities Act Coordinator Recommend appointment of the Assistant Superintendent for Human Resources.
11. Appointment of Automated External Defibrillator (AED) Program Coordinator Recommend appointment of the Director of Health, Physical Education and Interscholastic Athletics.

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| 12. Appointment of Health Insurance Portability and Accountability Act (HIPAA) Coordinator | Recommend appointment of the Assistant Superintendent for Human Resources. |
| 13. Appointment of Trustee to Capital Area School Health Insurance Consortium | Recommend appointment of the Assistant Superintendent for Business or in his/her absence, the School Business Administrator. |
| 14. Appointment of Trustee to Statewide Excess Insurance Purchasing Cooperative | Recommend appointment of the School Business Administrator or in his/her absence, the Assistant Superintendent for Business. |
| 15. Appointment of Central Treasurer, Extraclassroom Activity Account | Recommend authorizing the principal or, in his/her absence, his or her designee, to control and disburse the extraclassroom fund in school buildings. |
| 16. Appointment of Extraclassroom Activity Funds Faculty Auditor | Recommend appointment of the School Business Administrator or his/her designee to audit the extraclassroom activity funds. |
| 17. Appointment of Attendance Officer | In compliance with Section 3213 of the Education Law, it is recommended that each Principal shall be designated Attendance Officer in his/her school. |
| 18. Appointment of Purchasing Agent | Recommend that the Assistant Superintendent for Business be appointed to this position. Board policy requires annual appointment of a purchasing agent who is authorized to procure supplies, equipment and services as budgeted. His/her authority is up to \$20,000 for purchases and \$35,000 for public works contracts. This is in accordance with the New York State General Municipal Law and Board Policy. |
| 19. Appointment of Deputy Purchasing Agent | Recommend Norma Henness be appointed as Deputy Purchasing Agent with the same authorization and authority as the Purchasing Agent. |
| 20. Appointment of Records Access Officer | Recommend appointment of the Assistant Superintendent for Human Resources. |
| 21. Appointment of Records Management Officer | Recommend Sally Dague be appointed to this position. |
| 22. Appointment of Officer to Administer Civil Service Law for the Guilderland Central School District | Recommend appointment of the Assistant Superintendent for Human Resources. |
| 23. Designation of Section 504 Compliance | Recommend the appointment of the Director of Pupil |

Officer	Personnel Services.												
24. Designation of Title IX, ADA and Harassment and Discrimination Compliance Officer(s)	Recommend the appointments of the Assistant Superintendent for Human Resources and the Assistant Superintendent for Business.												
25. Designation of Ethics Officer	Recommend the appointment of the Superintendent.												
26. Appointments to Board of Registration	<table border="0"> <tr> <td>Castilia Commisso</td> <td>Laura Lawton</td> <td>Deb Sim</td> </tr> <tr> <td>Sally Dague</td> <td>Linda Livingston</td> <td>Sue Urbanski</td> </tr> <tr> <td>Sandra Huber</td> <td>Neil Sanders</td> <td>Linda Van Auken</td> </tr> <tr> <td>Holly Kernozek</td> <td></td> <td></td> </tr> </table>	Castilia Commisso	Laura Lawton	Deb Sim	Sally Dague	Linda Livingston	Sue Urbanski	Sandra Huber	Neil Sanders	Linda Van Auken	Holly Kernozek		
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27. Appointments to the Committee on Special Education	The following members are recommended for appointment to the Committee on Special Education:												
28. District Committee:	<p>Chairperson: Director for Pupil Personnel Services</p> <p>Medical Director</p> <p>Parent Member if requested by parent</p> <p>District/School Psychologist</p> <p>Child's Regular Education Teacher</p> <p>Child's Special Education Teacher or Service Provider</p> <p>Child's Parent(s)/Guardian(s)</p>												
Elementary Committee:	<p>Chairperson: Elementary Special Education Administrator</p> <p>Medical Director</p> <p>Parent Member if requested by parent</p> <p>District/School Psychologist</p> <p>Child's Regular Education Teacher</p> <p>Child's Special Education Teacher</p> <p>Child's Parent(s)/Guardian(s)</p>												
Middle School Committee:	<p>Chairperson: School CSE Chairperson or Secondary Special Education Administrator</p> <p>Medical Director</p> <p>Parent Member if requested by parent</p> <p>District/School Psychologist</p> <p>Child's Regular Education Teacher</p> <p>Child's Special Education Teacher or Service Provider</p> <p>Child's Parent(s)/Guardian(s)</p>												
High School Committee:	<p>Chairperson: School CSE Chairperson or Secondary Special Education Administrator</p> <p>Medical Director</p> <p>Parent Member if requested by parent</p> <p>District/School Psychologist</p> <p>Child's Regular Education Teacher</p> <p>Child's Special Education Teacher or Service Provider</p>												

Parent Members: Child's Parent(s)/Guardian(s)
 Suzanne Gunther Maggie Oldendorf
 Liberty LiVecchi Jacquilin Turby
 Kim Matthews Pam Wells

Elementary Subcommittees: Chairperson: School Psychologist or Elementary Special
 Education Administrator
 Child's Regular Education Teacher
 Child's Special Education Teacher
 Child's Parent(s)/Guardian(s)

Middle School Subcommittee: Chairperson: School CSE Chair or Secondary Special
 Education Administrator
 Chairperson: Special Education Teacher
 Chairperson: School Psychologist
 Child's Regular Education Teacher
 Child's Special Education Teacher
 Child's Parent(s)/Guardian(s)

High School Subcommittee: Chairperson: Secondary Special Education Administrator
 Chairperson: School Psychologist
 Child's Regular Education Teacher
 Child's Special Education Teacher
 Child's Parent(s)/Guardian(s)

Appointment to the Committee on
 Preschool Special Education

In addition to the district appointed members, the Committee is also comprised of several other professionals from the preschool agencies associated with the child, a professional appointed by the County and an early intervention representative, if appropriate.

Following is the recommendation for membership on the Preschool Special Education Committee:

Chairperson: District CPSE Chairperson
 Evaluator/Agency/Service Provider
 Child's Regular Education Teacher
 Child's Special Education Teacher
 Child's Parent(s)/Guardian(s)

Parent Members:

Debbie Aloise Mary Jeanne Gagan
 Jill Genzano Kim Matthews
 Elaine Person

29. Surrogate Parents to be available as an advocate for children in foster care residing in our district whose biological parents cannot be located or are otherwise not available.

30. Independent Evaluations

. a. Independent Evaluators

Laura Assaf	Andrew La Barge	Cathleen McEvoy
Elizabeth Brown	Steven D. Marcal	Frank Salamone
Gina Cosgrove	Alicia Mahler	Jennifer Smithkin
Frank Doberman	Marie McCabe	Linda A. Ward
		Paula Zuffante

- b. Upon receipt of a letter requesting an independent evaluation, the district will underwrite the cost up to the amount of \$2,000.