

OTSELIC VALLEY CENTRAL SCHOOL DISTRICT
 Board of Education -- Reorganizational Meeting/Regular Meeting
 July 10, 2013 – Georgetown

Present:	Mr. G. Brown, Dr. Evans, Mrs. M. Marshall, Superintendent R. Hughes, High School Principal D. Henner, Elementary Principal L. Eaves, Business Administrator, R. Berson, District Clerk G. Evans Burpee
Also Present:	Mrs. V. Agren, Miss A. Aitchison, Miss L. Aitchison, Mrs. N. Beckwith, Ms. M. Blake, Mr. S. Campbell, Mr. T. Campbell, Mrs. P. Chapin, Mrs. J. Church, Mrs. J. Cookingham, Mrs. J. Forrest, Mrs. K. Forrest, Mrs. S. Forrest, Mr. S. Forrest, Mr. J. Foster, Mrs. M. Foster, Mr. J. Gale, Miss K. Graves, Mr. D. Haitian, Ms. J. Hammer, Mrs. S. Jones, Mrs. B. Marshall, Mr. V. Marshall, Mr. T. Marston, Mr. P. Morse, Ms. J. Naber, Mrs. J. Osowski, Mrs. P. Plummer, Miss H. Reynolds, Mr. J. Roalef, Mrs. E. Robinson, Ms. P. Ross, Mr. J. Saladino, Mrs. T. Saladino, Mr. T. Sheldon, Ms. D. Slocum, Mr. K. Springer, Mrs. L. Springer, Mrs. P. Springer, Mrs. S. Stone, Mrs. C. Tibbens, Mr. J. Tibbens, Mrs. S. White, Mrs. L. Williams, Mr. A. Winn, Mrs. A. Winn, Mrs. L. Youngs

CALL TO ORDER

Mr. Hughes called the meeting to order at 7:32 P.M.

QUORUM

It was established that a quorum was present.

Approval of Agenda
and Addendum

Motion by Dr. Evans, to approve the agenda and addendum,
second by Mrs. Marshall.

Motion carried, 5 - 0.

OATH OF OFFICE

The oath of office was administered to Rachel Peabody by the
District Clerk.

The oath of office was administered to Superintendent Richard
Hughes by the District Clerk.

The oath of office was administered to Business Administrator,
Robert Berson by the District Clerk.

REORGANIZATION
Elections

Board of Education President: Superintendent Hughes asked
for nominations. Dr. Evans nominated Mr. Brown.

Dr. Evans moved the polls be closed and the secretary cast one

unanimous ballot for Mr. Brown as president. Second by Mrs. Marshall. Motion carried, 5 - 0.

The District Clerk administered the oath of office to Mr. Brown and commenced presiding over the meeting.

Mr. Brown asked for nominations for the office of vice president. Mrs. Marshall nominated Dr. Evans.

Mr. Brown moved the polls be closed and the secretary cast one unanimous ballot for Dr. Evans as vice president, second by Mrs. Liuzzo. Motion carried, 5 - 0.

The District Clerk administered the oath of office to Dr. Evans.

*District Clerk – Gail Evans Burpee

Mrs. Marshall moved that Gail Evans Burpee be appointed district clerk for the 2013 - 2014 school year at a stipend of \$4,500.00, seconded by Mr. Brown.

Motion carried unanimously, 5 - 0.

The president administered the oath of office.

*District Treasurer – Robert Berson

Dr. Evans moved that Robert Berson be appointed district treasurer for the 2013 – 2014 school year, second by Mrs. Marshall.

Motion carried unanimously, 5 - 0.

The district clerk administered the oath of office.

Appointments

Motion by Mrs. Marshall to approve the following appointments, second by Dr. Evans:

1. *Deputy District Treasurer: Kellie Bishop
2. *District Tax Collector: NBT Bank at a stipend of \$2,500.00
*The District has Public Employees Dishonesty Coverage on the above officers; the Central Treasurer for Extraclassroom Activity Accounts is also covered.
3. School Physician: Community Memorial Hospital
4. School Attorney: Matthew R. Fletcher - \$200.00/hour; \$55.00/hour paralegal services; \$.55/mileage

reimbursement; copying, etc at an additional 10% surcharge; other disbursements billed at cost

Susan Johns - \$195.00/hour plus disbursements

5. Central Treasurer for Extraclassroom Activity
Accounts: Gail Burpee
6. Extraclassroom Activity Accounts Auditors: Richard Hughes, Superintendent of Schools; Robert Berson, District Treasurer
7. Attendance Officer: District Clerk
8. Independent Auditor: Ciaschi, Dietershagen, Little, Mickelson (General Purpose Financial Statement and Federal Compliance Audit) - at a stipend of \$27,500.00
9. Records Access Officer: Robert Berson
10. Records Management Officer: Gail Evans Burpee
11. Asbestos Designee: Kevin Springer
12. Committee on Preschool Special Education:

Theresa Yantz	Psychologist
Judy Morgan	Parent Member
Jill Sawyer	Parent Member
Erica LaBuz	Chenango County Representative
Roseanne Lewis	Madison County Representative
Lacey Eaves	C.P.S.E. Chairperson
Pamela Adams	CPSE Co-Chairperson
Diane Slocum	CPSE Co-Chairperson
13. Committee on Special Education:

Theresa Yantz	Psychologist
Judy Morgan	Parent Member
Jill Sawyer	Parent Member
Community Memorial Hosp.	School Physician
Pamela Adams	Special Education Teacher/ CSE Co-Chairperson
Anthony Zaia	Special Education Teacher
Gregory Milunich	Special Education Teacher
Diane Slocum	Special Education Teacher/ CSE Co-Chairperson
Lacey Eaves	Chairperson
Daniel Henner	High School Principal
14. 504 Officer: Lacey Eaves
15. Designee to Board of Directors, Delaware-Chenango-Madison-Otsego BOCES Health Consortium: Richard

- Hughes, Superintendent of Schools
16. Alternate Designee to Board of Directors, Delaware-Chenango-Madison-Otsego BOCES Health Consortium: Robert Berson
 17. DASA Coordinators: Lacey Eaves and Daniel Henner

Motion carried, 5 - 0.

Designations

Motion by Mrs. Liuzzo, to approve the following designations, second by Mrs. Marshall:

1. Official Bank Depository for All District Funds: NBT Bank, South Otselic office JP Morgan Chase Bank, Binghamton
2. Board of Education Meeting Dates, Time and Location: Third Wednesday, at 7:30 p.m. at alternating sites
3. Official Newspapers: The Evening Sun, The Mid-York Weekly
4. Payroll Calendar: Commencing with the July 12, 2013 check, bi-weekly
5. Mileage Rate: Federal I.R.S. rate for mileage reimbursement
6. Copying Rate: \$.10 per page
7. Date of Tax Warrant: September 1, 2013
8. Annual BOCES Administrative Budget Vote and Board Member Election: April 21, 2013

Motion carried, 5 - 0.

Authorizations

Motion by Mrs. Fox to approve the following authorizations, second by MM:

1. Purchasing Agent: Richard Hughes, Superintendent of Schools
2. Insurance Consultant: Dennis Mirabito, Craine & Mirabito, Sherburne, N.Y.
3. Payroll Certification: Richard Hughes, Superintendent of Schools
4. Deputy Payroll Officer: Robert Berson, Business Administrator
5. Authorization of Attendance of Board Members at Conventions, Workshops, Conferences, and Memberships: Attendance authorized, with expenses.
5. Establishment of Petty Cash Fund: \$100.00 at the District Office. Richard Hughes, Superintendent of Schools, responsible

6. Petty Cash Change Fund for Admissions: Robert Berson, District Treasurer - \$50.00
7. Petty Cash Change Fund for Cafeteria: Robert Berson, District Treasurer - \$50.00
8. Designation of Authorized Signatures on Checks: Robert Berson, District Treasurer; Kellie Bishop, Deputy District Treasurer
9. Budget Transfers: Richard Hughes, Superintendent of Schools
10. Authorization to Apply for Grants in Aid (State and Federal): Richard Hughes, Superintendent of Schools
11. Preparing Bids: Robert Berson
12. Career and Technical Education Advisory Council: Delaware-Chenango-Madison-Otsego BOCES
13. Authorization to prepare Bond/Anticipation Notes: Robert Berson
14. Authorize Staff Development Activities: Richard Hughes
15. Authorization of Treasurer to invest revenues with the approval of the Superintendent: Robert Berson
16. Authorization of Superintendent to request medical exams: Richard Hughes
17. HIPPA Privacy Officer – Richard Hughes
18. Medicaid Compliance Officer – Gail Evans Burpee

Motion carried, 5 - 0.

Policy Review and Readoptions

This meeting constitutes the annual review of the following policies:

- Investment Policy - #5220
- Purchasing Policy - #5410
- District Safety Plan - #5681

Motion by Mr. Brown, to readopt all policies in effect during the previous year, second by Mrs. Marshall.

Motion carried, 5 - 0.

Miscellaneous Appointments

Chenango County School Boards Representative: Mrs. Peabody volunteered.

Legislative Liaison: Dr. Evans volunteered

Executive Session

Motion by Mr. Brown to enter executive session at 7:45 PM for the purpose of a particular personnel matter as well as for the purpose of the finance committee. Second by Dr. Evans.

Motion carried, 5 - 0.

Mr. Jerry Mickelson joined the Board.

Open Session

Motion by Mr. Brown to resume open session at 9:43 PM, second by Dr. Evans.

Motion carried, 5 - 0.

ROUTINE MATTERS
Approval on Minutes of
Previous Meetings

Motion by Mrs. Marshall, second by Dr. Evans, to approve the minutes of the June 19, 2013 meeting.

Motion carried, 5 - 0.

Financial Reports
(FY'13/14 - #1)

Dr. Evans moved to accept the June, 2013 Student Activity Report. Second by Mr. Brown.

Motion carried, 5 - 0.

Correspondence

None at this time

PUBLIC COMMENT

Mr. Brown explained what can be discussed at a Board of Education meeting.

- Mr. Gale inquired if the Board meeting locations will continue as they have. The August meeting will be in Georgetown and then continue to alternate.
- Mrs. Plummer, Mrs. Cookingham, Mr. Foster, Mr. Gale, Mr. T. Campbell, and Mrs. B. Marshall expressed their concerns on various topics.
- Mr. Brown responded to various concerns about the building project that is has not changed and it will not cost more than what was voted on.

REPORTS

Superintendent's

Mr. Hughes reported on the following items:

- The website is switching over to eSchoolView on July 11, 2013.
- Update on building project. It is moving along quickly. He pointed out the placard displaying the layout and colors.

Elementary Principal's

Mrs. Eaves reported on the following items:

- The staff members are taking advantage of professional development opportunities.

High School Principal's

Mr. Henner reported on the following items:

- Reorganization of the LINKS team
- Special education scheduling is complete.

Business Administrator's

Mr. Berson reported on the following items:

- All the financial reports will be distributed next month.
- The external audit is slated to be done the week of July 15th.
- A new company to provide the student accident insurance is being explored.
- The school cafeteria roll over is complete.

Board Member's

The following topics were discussed:

- A reminder that the retreat will be July 14, 2013 at 8:00 AM.

UNFINISHED BUSINESS

NEW BUSINESS

Personnel
Recommendations

1. Resignation – Kevin Springer – Buildings and Grounds Supervisor

Motion by Dr. Evans, upon the recommendation of the Superintendent of Schools, to accept the resignation of Kevin Springer, PO Box 145, South Otselic NY 13155 as buildings and grounds supervisor, effective July 1, 2013. Second by Mrs. Marshall.

Motion carried, 3 - 0. (Mrs. Liuzzo and Mrs. Peabody abstained)

2. Appointment – Carolina O'Connor – Earth Science Teacher

Motion by Dr. Evans, upon the recommendation of the Superintendent of Schools to appoint Carolina O'Connor, 402 Pidgeon Hill Road, South Plymouth NY 13844, to a three year probationary appointment as an earth science teacher at a salary per the OVTA contract, retroactive to April 8, 2013 through April 7, 2016. Second by Mr. Brown.

Motion carried, 5 - 0.

3. Extra Curricular Appointments

Motion by Dr. Evans, upon the recommendation of the Superintendent of Schools to approve the following appointments to the LINKS team for the 2013 – 2014 school year :

JaimeLynne Davis
 Lacey Eaves
 Daniel Henner
 Richard Hughes
 Kimberly Kalem
 Christine Kalin
 Rosemary McGrath

Carolina O’Connor
 Jenny Osowski
 Diane Slocum
 Matthew Williams
 Gregory Winn
 Lori Youngs

Second by Mrs. Marshall.

Motion carried, 5 - 0.

4. Abolishment of a Civil Service Position

Motion by Mr. Brown, upon the recommendation of the Superintendent of Schools to adopt the following resolution:

RESOLVED, that the Board of Education of the Otselic Valley Central School resolves to abolish the following Superintendent of Buildings and Grounds/transportation position:

Position	Number	Least Senior Member Impacted by the Abolishment	Effective Date
Superintendent of Buildings and Grounds/ Transportation	1	No jobs lost due to resignation	July 11, 2013

Second by Dr. Evans.

Motion carried, 3 – 0. (Mrs. Liuzzo and Mrs. Peabody abstained.)

Annual Renewal of the Free and Reduced Lunch and Breakfast Program

Motion by Mrs. Marshall, upon the recommendation of the Superintendent of Schools, to renew the application for the free and reduced lunch and breakfast program for the 2013-2014 school year
 Second by Mrs. Liuzzo.

Motion carried, 5 - 0.

Internal Claims Auditor

Motion by Mr. Brown, upon the recommendation of the Superintendent of Schools, to appoint Delaware-Chenango-Madison-Otsego BOCES Central Business Office to the position of District Internal Claims Auditor for the 2013- 2014 school year, at a fee of \$1,016.00. Second by Mrs. Marshall.

Motion carried, 5 - 0.

Committee on Special
Education
Recommendations

Motion by Dr. Evans, upon the recommendation of the Superintendent of Schools, to accept the recommendations of the Committee of Special Education resulting from the meetings on April 16, April 19, April 23, April 24, April 26, May 3, May 14, May 24, May 29, May 31, June 17, and June 20, 2013.
Second by Mrs. Liuzzo.

Motion carried, 5 - 0.

Career and Technical
Advisory Council

Motion by Mrs. Marshall, upon the recommendation of the Superintendent of Schools, to authorize the Career and Technical Education Advisory Council to act as the advisory council for the District. Second by Mrs. Peabody.

Motion carried, 5 - 0.

Approved Preschool
Programs

Motion by Mrs. Marshall, upon the recommendation of the Superintendent of Schools, to approve the Fransizka Racker Center and the Cortland YMCA, both sponsored by the Family Enrichment Network as preschool programs for the District.
Second by Dr. Evans.

Motion carried, 5 - 0.

Code Of Conduct

Motion by Mrs. Marshall, upon the recommendation of the Superintendent of Schools, to approve the Code of Conduct.
Second by Mrs. Liuzzo.

Motion carried, 5 - 0.

2013-2014 Student
Handbook

Motion Mr. Brown, upon the recommendation of the Superintendent of Schools, to approve the 2013-2014 student handbook. Second by Dr. Evans.

Motion carried, 5 - 0.

Mrs. Marshall would like to have the dress code edited.

Municipal Cooperative
Agreement for Health
Insurance
(FY'13/14 - #2)

Motion by Dr. Evans, to accept the municipal cooperative agreement with DCMO BOCES for health insurance. Second by Mrs. Peabody.

Motion carried, 5 - 0.

Declaration of Surplus
Items
(FY'13/14 - #3)

Motion by Mrs. Marshall, upon the recommendation of the Superintendent of Schools, to declare the list of items as surplus and to dispose of them as appropriate. Second by Mrs. Peabody.

Motion carried, 5 - 0.

Transportation Request to a
Non-Public School

Motion by Dr. Evans upon the recommendation of the Superintendent of Schools, to approve District transportation to the Amish School for the following students on all days that Otselic Valley is in session for the 2013 – 2014 school year:

Barbara and Anna Miller requested by Rudy and Ada Miller

Second by Mrs. Liuzzo.

Motion carried, 5 - 0.

Authorization for Budgetary
Transfers

Motion by Mr. Brown, that the Superintendent be authorized to make budgetary transfers between and among reserve fund, the debt service fund, and the general, federal, capital and lunch funds. Second by Dr. Evans.

Motion carried, 5 - 0.

PUBLIC COMMENT

Mr. S. Campbell, Mrs. Cookingham, Mrs. Beckwith, Mr. Foster, and Mrs. Youngs expressed their concerns regarding transportation, the building project, and in support of a buildings and grounds position.

ADJOURNMENT

Mr. Brown moved to adjourn the meeting at 10:23 PM, second by Mrs. Marshall.

Motion carried, 5 - 0.

Respectfully Submitted,

Gail Evans Burpee
District Clerk