

OTSELIC VALLEY CENTRAL SCHOOL DISTRICT  
 Board of Education -- Reorganizational Meeting/Regular Meeting  
 July 9, 2014 – South Otselic

Present:	Mr. G. Brown, Mr. J. Foster, Mrs. M. Marshall, Mrs. Mrs. Peabody, Superintendent R. Hughes, High School Principal D. Henner, Director of Curriculum, Instruction, and Special Programs, L. Eaves, Business Administrator, R. Berson, District Clerk G. Evans Burpee
Absent:	Mrs. D. Liuzzo
Also Present:	Mrs. J. Doroshenko, Mr. R. Doroshenko, Mrs. G. DuBois, Mrs. H. Marvin, Mr. Z. Marvin, Ms. D. Slocum, Mrs. C. Smith, Mr. S. Smith, Mrs. T. Straight

CALL TO ORDER Mr. Hughes called the meeting to order at 7:34 P.M.

QUORUM It was established that a quorum was present.

Approval of Agenda and Addendum Motion by Mrs. Marshall, to approve the agenda and addendum, second by Mr. Brown.

Motion carried, 3 - 0.

OATH OF OFFICE The oath of office was administered to Jeremy Foster by the District Clerk.

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

REORGANIZATION Elections Board of Education President: Superintendent Hughes asked for nominations. Mrs. Peabody nominated Mrs. Marshall.

Since Mr. Brown couldn't nominate himself, he moved the polls be closed and the secretary cast one unanimous ballot for Mrs. Marshall as president. Second by Mrs. Peabody.

Motion carried, 3-1. (Mr. Brown)

The District Clerk administered the oath of office to Mrs. Marshall and commenced presiding over the meeting.

Mrs. Marshall asked for nominations for the office of vice president. Mrs. Marshall nominated Mrs. Peabody. Mr. Brown nominated Mrs. Liuzzo.

Mr. Brown, moved the polls be closed and seconded by Mr. Foster.

Motion carried, 4 - 0.

Balloting followed and Mrs. Peabody was elected Vice President by paper ballot.

The District Clerk administered the oath of office to Mrs. Peabody.

\*District Clerk – Gail Evans Burpee

Mrs. Peabody moved that Gail Evans Burpee be appointed district clerk for the 2014 - 2015 school year at a stipend of \$4,500.00, seconded by Mr. Foster.

Motion carried unanimously, 4 - 0.

The president administered the oath of office.

\*District Treasurer – Robert Berson

Mrs. Peabody moved that Robert Berson be appointed district treasurer for the 2014 – 2015 school year, second by Mr. Foster.

Motion carried unanimously, 4 - 0.

The district clerk administered the oath of office.

### Appointments

Motion by Mr. Brown to approve the following appointments, second by Mr. Foster:

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 \$19,000.00
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 |
| Carrie Maxian    | Special Education Teacher                     |
| 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. Peabody, to approve the following designations, second by Mrs. Marshall:

- (FY'14/15 - #A1)
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 11, 2014 check, bi-weekly
  5. Mileage Rate: Federal I.R.S. rate for mileage reimbursement
  6. Field Trip Mileage Rate: \$2.05 per mile
  7. Copying Rate: \$.10 per page
  8. Date of Tax Warrant: September 1, 2014
  9. Annual BOCES Administrative Budget Vote and Board Member Election: April 28, 2014

Motion carried, 4 - 0.

### Authorizations

Motion by Mrs. Peabody to approve the following authorizations, second by Mr. Foster:

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.
6. Designation of Authorized Signatures on Checks:

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

Motion carried, 4 - 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. Foster, to readopt all policies in effect during the previous year, second by Mrs. Peabody.

Motion carried, 4 - 0.

### **Miscellaneous Appointments**

Chenango County School Boards Representative: Mrs. Peabody volunteered. Mr. Foster moved to appoint Mrs. Peabody as the Chenango County School Boards Representative, second by Mr. Brown.

Motion carried, 4 - 0.

Legislative Liaison: Mrs. Marshall moved to appoint Mr. Foster as the legislative liaison, second by Mrs. Peabody.

Motion carried, 4 - 0.

### **Executive Session**

Motion by Mrs. Marshall to enter executive session at 7:47PM for the purpose of a particular student matter as well as for the purpose of the audit committee. Second by Mrs. Peabody.

Motion carried, 4 - 0.

Mr. and Mrs. Marvin as well as Mr. Jerry Mickelson joined the Board.

### **Open Session**

Motion by Mr. Foster to resume open session at 9:06 PM, second by Mr. Brown.

Motion carried, 4 - 0.

### **ROUTINE MATTERS** Approval on Minutes of Previous Meetings

Motion by Mrs. Peabody, second by Mr. Foster, to approve the minutes of the June 18, 2014 meeting.

Motion carried, 4 - 0.

Financial Reports Tabled until the August meeting when all reports are available.

Correspondence A letter was received thanking Mrs. Robinson for her participation at a recent conference.

PUBLIC COMMENT None at this time.

REPORTS

Superintendent's

Mr. Hughes reported on the following items:

- Update on building project. Floor and locker project moving along. The floor in the gymnasium needs to be leveled and then that flooring installation will begin. The Viking and medallion have been installed in the flooring near the main entrance and gym. The paving will begin in the near future. Tour will be given at the Alumni Banquet on July 12<sup>th</sup>.
- The Facility and Safety committee will be meeting soon. Mr. Foster and Mrs. Peabody volunteered to serve on this committee.
- Update on the Pre-K program. There are 17 students interested and most want a full day program. The guidelines are with up to 18 students, there is one teacher and one aide.
- There is a new deputy commissioner of education. His name is Cosimo Tangorra from the Utica area.
- There was discussion on a Board retreat. Members will get available dates to Mr. Hughes.

High School Principal's

Mr. Henner reported on the following items:

- College course appeal process has been added to the student handbook.
- Graduation went well in the Multi Purpose Room. He has ideas for next year.

Director of Curriculum, Instruction, and Special Programs

Mrs. Eaves reported on the following items:

- Various end of year events.
- Staff members are working on curriculum over the summer.

Business Administrator's

Mr. Berson reported on the following items:

- All the financial reports will be distributed next month.
- The school cafeteria roll over was completed on July 8, 2014.
- Operation and maintenance update
- Transportation report and bus leasing update.
- Discussion on school meal pricing.

(FY'13/14 - #1)

Athletic Director's

Two students are taking advantage of summer weight lifting training.

Board Member's

The following topics were discussed:

- Mrs. Marshall reported that she felt graduation went well in the Multi Purpose Room.
- A survey from the Chenango County School Boards' Association was previously distributed to the Board. It was the consensus that Mrs. Peabody complete the survey on behalf of the other members.
- Mrs. Peabody reported that the workers on the capital project in Georgetown are very considerate and it is much

appreciated.

## UNFINISHED BUSINESS

### NEW BUSINESS

Personnel  
Recommendations

Motion by Mr. Foster, upon the recommendation of the Superintendent of Schools, to approve the following personnel recommendations:

Shawn Rowe	Appointment as a custodial worker at a salary per the OVEA contract	Effective July 10, 2014
Jennifer Merkel	Conditional three year probationary appointment as an elementary teacher, at a salary per the 2011-2015 OVTA contract	Effective September 2, 2014 through September 1, 2014
Eric Wentworth	Appointment as a summer school teacher	At a stipend per the OVTA contract
Colleen Morse	Appointment as a summer school teacher	At a stipend per the OVTA contract
Pamela Ross	Appointment as a summer school teacher	At a stipend per the OVTA contract
Jacob Preston	Appointment as a summer school teacher	At a stipend per the OVTA contract
Diane Slocum	Appointment as a summer school teacher	At a stipend per the OVTA contract
Anthony Zaia	Appointment as a summer school teacher	At a stipend per the OVTA contract

Second by Mrs. Peabody.

Motion carried, 4 - 0.

Extra Curricular  
Appointments

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

Roy Marshall	Appointment as the outdoor scoreboard operator for the 2014-2015 school year	At a stipend per the 2011-2015 OVTA contract
JaimeLynne Davis	Appointment to the 2014-2015 LINKS Committee	At a stipend per the 2011-2015 OVTA contract
Lacey Eaves	Appointment to the 2014-2015 LINKS Committee	
Daniel Henner	Appointment to the	

	2014-2015 LINKS Committee	
Richard Hughes	Appointment to the 2014-2015 LINKS Committee	
Kimberly Kalem	Appointment to the 2014-2015 LINKS Committee	
Carrie Maxian	Appointment to the 2014-2015 LINKS Committee	At a stipend per the 2011-2015 OVTA contract
Rosemary McGrath	Appointment to the 2014-2015 LINKS Committee	At a stipend per the 2011-2015 OVTA contract
Jenny Osowski	Appointment to the 2014-2015 LINKS Committee	At a stipend per the 2011-2015 OVTA contract
Pamela Ross	Appointment to the 2014-2015 LINKS Committee	At a stipend per the 2011-2015 OVTA contract
Diane Slocum	Appointment to the 2014-2015 LINKS Committee	At a stipend per the 2011-2015 OVTA contract
Eric Wentworth	Appointment to the 2014-2015 LINKS Committee	At a stipend per the 2011-2015 OVTA contract
Matthew Williams	Appointment to the 2014-2015 LINKS Committee	At a stipend per the 2011-2015 OVTA contract
Gregory Winn	Appointment to the 2014-2015 LINKS Committee	At a stipend per the 2011-2015 OVTA contract
Lori Youngs	Appointment to the 2014-2015 LINKS Committee	At a stipend per the 2011-2015 OVTA contract

Second by Mr. Foster.

Motion carried, 4 - 0.

Annual Renewal of the Free  
and Reduced Lunch and  
Breakfast Program

Motion by Mr. Brown, upon the recommendation of the  
Superintendent of Schools, to renew the application for the free and  
reduced lunch and breakfast program for the 2014-2015 school year  
Second by Mrs. Peabody.

Motion carried, 4 - 0.

Internal Claims Auditor

Motion by Mrs. Marshall, 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 2014- 2015 school year, at  
a fee of \$2,099.00. Second by Mr. Foster.

Motion carried, 4 - 0.

Committee on Special  
Education  
Recommendations

Motion by Mrs. Peabody, upon the recommendation of the  
Superintendent of Schools, to accept the recommendations of the  
Committee of Special Education resulting from the meetings on  
June 20, 2014. Second by Mr. Foster.

Motion carried, 4 - 0.

- Career and Technical  
Advisory Council
- Motion by Mr. Brown, 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 Mr. Foster.
- Motion carried, 4 - 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 Mr. Brown.
- Motion carried, 4 - 0.
- Code Of Conduct  
(FY'14/15 - #2)
- Motion by Mr. Brown, upon the recommendation of the Superintendent of Schools, to approve the Code of Conduct. Second by Mrs. Marshall.
- Motion carried, 4 - 0.
- 2014-2015 Student  
Handbook  
(FY'14/15 - #3)
- Motion Mrs. Peabody, upon the recommendation of the Superintendent of Schools, to approve the 2014-2015 student handbook. Second by Mr. Foster.
- Motion carried, 4 - 0.
- Municipal Cooperative  
Agreement for Health  
Insurance
- Motion by Mr. Foster, to accept the municipal cooperative agreement with DCMO BOCES for health insurance. Second by Mrs. Peabody.
- Motion carried, 4 - 0.
- Declaration of Surplus  
Items  
(FY'14/15 - #4)
- 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 Mr. Foster.
- Motion carried, 4 - 0.
- Authorization for Budgetary  
Transfers
- Motion by Mr. Foster, 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 Mrs. Peabody.
- Motion carried, 4 - 0.
- 2014-2015 Lunch and  
Breakfast Prices  
(FY'14/15 - #5)
- Motion by Mrs. Marshall, upon the recommendation of the Superintendent of Schools, to approve the lunch and breakfast prices for the 2014-2015 school year. Second by Mr. Foster.
- Motion carried, 4 - 0.
- PUBLIC COMMENT**
- Ms. Slocum reported the officers of the OVTA are as follows: Diane Slocum, President, Pamela Adams, Vice President, Sally Bucalo, Secretary, and Julie Hammer is the treasurer. They are in the process of developing a mission statement and goals.
- Executive Session
- Motion by Mr. Brown to enter executive session at 9:51 PM for a particular personnel matter as it relates to a contractual issue, second by Mr. Foster.
- Motion carried, 4 - 0.



Open Session

Motion by Mrs. Peabody to resume open session at 10:30 PM,  
second by Mr. Foster.

Motion carried, 4 - 0.

**ADJOURNMENT**

Mrs. Peabody moved to adjourn the meeting at 10:31 PM, second  
by Mr. Foster .

Motion carried, 4- 0.

Respectfully Submitted,

Gail Evans Burpee  
District Clerk