

OTSELIC VALLEY CENTRAL SCHOOL DISTRICT
Board of Education -- Reorganizational Meeting/Regular Meeting
July 6, 2017 – South Otselic

Present:	Mr. J. Foster, Mrs. R. Peabody, Mr. M. Swayze, Mr. B. Wood, Superintendent, D. Henner, Principal, R. Berson, Director of Curriculum, Instruction, and Special Programs, L. Eaves, District Clerk G. Evans Burpee
Also Present:	Mrs. G. Gonzalez, Ms. D. Slocum, Mrs. J. Warren

CALL TO ORDER

Mr. Henner called the meeting to order at 7:00 P.M. Prior to the start of the meeting, the annual public hearing was held regarding the Code of Conduct.

QUORUM

It was established that a quorum was present.

Approval of Agenda

Motion by Mr. Swayze , to approve the agenda, second by Mr. Foster.

Motion carried, 4 - 0.

OATH OF OFFICE

The oath of office was administered to Diane Smith by the District Clerk.

REORGANIZATION
Elections

Board of Education President: Superintendent Henner asked for nominations. Mrs. Peabody nominated Mr. Foster.

Mr. Foster moved the polls be closed and the clerk cast one unanimous ballot for Mr. Foster as president. Second by Mr. Wood.

Motion carried, 5 – 0.

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

Mr. Foster asked for nominations for the office of vice president. Mr. Swayze nominated Mr. Wood. Mr. Wood nominated Mrs. Peabody. The polls were closed and balloting was held. Mr. Wood was elected Vice President.

The District Clerk administered the oath of office to Mr. Wood.

*District Clerk – Gail Evans Burpee

Mrs. Peabody moved that Gail Evans Burpee be appointed district clerk for the 2017 – 2018 school year at a stipend of \$5,000.00, seconded by Mr. Swayze.

Motion carried unanimously, 5 - 0.

The president administered the oath of office.

*District Treasurer – Kellie Bishop

Mr. Foster moved that Kellie Bishop be appointed district treasurer for the 2017 – 2018 school year, at a stipend of \$5,000.00, second by Mr. Wood.

Motion carried unanimously, 5 - 0.

The district clerk will administer the oath of office at a later

time.

Appointments

Motion by Mr. Swayze to approve the following appointments:

1. *Deputy District Treasurer: Robert Berson
 2. *District Tax Collector: NBT Bank at a fee 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 - \$215.00/hour; \$55.00/hour paralegal services; \$.54/mileage reimbursement; copying, etc. at an additional 10% surcharge; other disbursements billed at cost
Susan Johns - \$205.00/hour plus disbursements
 5. Central Treasurer for Extraclassroom Activity Accounts: Gail Burpee
 6. Extraclassroom Activity Accounts Auditors: Daniel Henner, Superintendent of Schools; Kellie Bishop, District Treasurer
 7. Attendance Officer: PK-12: District Clerk
 8. Independent Auditor: Inero & Co. (General Purpose Financial Statement and Federal Compliance Audit) - at a fee of \$19,000.00
 9. Records Access Officer: Robert Berson
 10. Records Management Officer: Gail Evans Burpee
 11. Asbestos Designee: Robert Berson
 12. Committee on Preschool Special Education:
Theresa Yantz Psychologist
Eric Depperman 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
Community Memorial Hosp. School Physician
Pamela Adams Special Education Teacher
Greg Milunich Special Education Teacher
Diane Slocum Special Education Teacher
Cynthia Neal Special Education Teacher
Mary Helen Blake Special Education Teacher
Molly Shepherd Special Education Teacher
Carolina O' Connor Special Education Teacher
Eric Wentworth Special Education Teacher
Lacey Eaves Chairperson
Robert Berson Principal
Pamela Adams CSE Co-Chairperson
Diane Slocum CSE Co-Chairperson
 14. 504 Officer: Lacey Eaves
 15. DASA Coordinators: Lacey Eaves and Robert Berson
- Second by Mr. Foster.

Motion carried, 5 - 0.

Designations

Motion by Mr. Foster to approve the following designations:

1. Official Bank Depository for All District Funds: NBT Bank, South Otselic office
2. Board of Education Meeting Dates, Time and Location: fourth Monday, 7:00 PM, in South Otselic
3. Official Newspapers: The Evening Sun, The Mid-

York Weekly

4. Payroll Calendar: Commencing with the July 15, 2017 check, bi-monthly
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, 2017
9. Annual BOCES Administrative Budget Vote and Board Member Election: April 17, 2018

Second by Mrs. Peabody.

Motion carried, 5 - 0.

Authorizations

Motion by Mr. Wood to approve the following authorizations:

1. Purchasing Agent: Daniel Henner, Superintendent of Schools
2. Deputy Purchasing Agent: Gail Evans Burpee
3. Insurance Consultant: NBT-Mang Insurance Agency
4. Payroll Certification: Daniel Henner, Superintendent of Schools
5. Deputy Payroll Officer: Robert Berson and Delaware-Chenango-Madison-Otsego BOCES Central Business Office Service
6. Authorization of Attendance of Board Members at Conventions, Workshops, Conferences, and Memberships: Attendance authorized, with expenses.
7. Designation of Authorized Signatures on Checks: Kellie Bishop, District Treasurer; Robert Berson, Deputy District Treasurer
8. Authorization of two signatures on purchase requisitions and claim forms
9. Budget Transfers: Daniel Henner, Superintendent of Schools
10. Authorization of School Business Official to approve budget transfers up to \$5,000.00
11. Authorization to Apply for Grants in Aid (State and Federal): Daniel Henner, Superintendent of Schools
12. Preparing Bids: Delaware-Chenango-Madison-Otsego BOCES Central Business Office Service
13. Career and Technical Education Advisory Council: Delaware-Chenango-Madison-Otsego BOCES
14. Authorization to prepare Bond/Anticipation Notes: Delaware-Chenango-Madison-Otsego BOCES Central Business Office Service
15. Authorize Staff Development Activities: Daniel Henner
16. Authorization of Treasurer to invest revenues with the approval of the Superintendent: Kellie Bishop
17. Authorization of Superintendent to request medical exams: Daniel Henner
18. HIPPA Privacy Officer – Daniel Henner
19. Medicaid Compliance Officer – Gail Evans Burpee
20. AED Instructor – Stacie Morse
21. 5-Hour Prelicensing Course Instructor – Patricia Graham

Second by Mr. Foster.

Motion carried, 5 - 0.

Policy Review and
Readoptions

(FY'17/18 - #1)
(FY'17/18 - #2)
(FY'17/18 - #3)

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 Mr. Wood.

Motion carried, 5 – 0.

Miscellaneous
Appointments

Chenango County School Boards Representative: Mrs. Peabody and Mrs. Smith volunteered as available.

Legislative Liaison: Mr. Foster volunteered.

ROUTINE MATTERS
Approval on Minutes of
Previous Meetings

Motion by Mrs. Peabody, second by Mr. Swayze, to approve the minutes of the June 19, and June 23, 2017 meetings.

Motion carried, 5 - 0.

Financial Reports

Tabled until the August meeting when all reports are available.

Correspondence

A thank you note was received from Eileen Knickerbocker.

PUBLIC COMMENT

- Mrs. Warren asked if her daughter could have a surface tablet to use over the summer for the college course work.
- Mrs. Warren is disappointed on the grades the students receive on Regents exams compared to what they receive in class.
- Mrs. Smith shared data she collected regarding geometry. Those she surveyed averaged 68 on the Regents exam. She feels the flipped classroom is not working. Mrs. Warren asked to see regional scores of the math Regents. Mrs. Smith asked if flipped classrooms will continue.

REPORTS

Superintendent's

Mr. Henner reported on the following items:

- As a follow up on the June meeting, clips from the security system are stored five to seven months.
- Jim VanWormer has been recommended by Madison-Oneida BOCES to provide legal training to the Board as well as new board member training. It was the consensus of the Board to meet on August 17, 2017 for this training. Mr. Henner will notify the Board if this date is acceptable.

Principal's

Mr. Berson reported on the following items at the August meeting:

- Regents analysis – math and science
- Comparison of regular and flipped classrooms
- Scaled scoring

Director of Curriculum,
Instruction, and Special
Programs

- Nothing at this time.

Business Manager's

Mrs. Gonzalez reported on the following:

- End of the year financial reports will be presented at the August meeting.
- The RFP for energy shows a slight reduction that will save \$25,000.00 over the next four years.

Board Member's

The following topics were discussed:

- A date for a Board retreat will be determined after the testing data is shared at the next meeting.

UNFINISHED BUSINESS

None at this time.

NEW BUSINESS

Personnel

Recommendations

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

Roy Marshall	Appointment as lead maintenance and outdoor custodian for the 2017-2018 school year	At a stipend per the OVEA contract.
Kimberly Marshall	Appointment as the day lead custodian for the 2017-2018 school year	At a stipend per the OVEA contract.
E. Michael Shuman	Appointment as the night lead custodian for the 2017-2018 school year	At a stipend per the OVEA contract.

Second by Mr. Foster.

Motion carried, 5 – 0.

Extra Curricular
Appointments

Motion by Mrs. Peabody, upon the recommendation of the Superintendent of Schools to approve the following appointments:

Carolina O'Connor	Appointment as a summer school science teacher	At a stipend per the OVTA contract
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Second by Mr. Foster.

Motion carried, 5 - 0.

Annual Renewal of the Free
Community Eligibility
Lunch and Breakfast
Program

Motion by Mr. Wood, upon the recommendation of the Superintendent of Schools, to renew the application for the free community eligibility lunch and breakfast program for the 2017–2018 school year and to increase the breakfast and lunch prices by fifteen cents across the board. Second by Mr. Swayze.

Motion carried, 5 - 0.

Internal Claims Auditor

Motion by Mrs. Peabody, 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 2017- 2018 school year, at a fee of \$4,462.00. Second by Mr. Foster.

Motion carried, 5 - 0.

Committee on Special
Education
Recommendations

Motion by Mr. Foster, upon the recommendation of the Superintendent of Schools, to accept the recommendations of the Committee of Special Education resulting from the meetings on June 19, 2017. Second by Mrs. Peabody.

Motion carried, 5 - 0.

Career and Technical
Advisory Council

Motion by Mr. Wood, 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, 5 - 0.

Code Of Conduct
(FY'17/18 - #4)

Motion by Mr. Foster, upon the recommendation of the Superintendent of Schools, to approve the Code of Conduct. Second by Mrs. Smith.

Motion carried, 5 - 0.

Declaration of Surplus
Items
(FY'16/17 - #5)

Motion by Mr. Swayze, upon the recommendation of the Superintendent of Schools, to declare the list of item as surplus and to dispose of them as appropriate. Second by Mr. Wood.

Motion carried, 5 - 0.

Authorization for Budgetary
Transfers

Motion by Mr. Swayze, 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 Mr. Wood.

Motion carried, 5 - 0.

2017–2018 Lunch and
Breakfast Prices for Adults

Discussed previously.

Transfer of Funds into
Capital Reserve Fund

Motion by Mr. Foster, upon the recommendation of the Superintendent of Schools, to transfer funds in the amount of \$500,000.00 from the general fund to the capital reserve fund. Second by Mrs. Peabody.

Motion carried, 3 – 2. (Mrs. Smith, Mr. Swayze)

PUBLIC COMMENT

Mr. Swayze inquired about the NY44 insurance. The District is committed to NY44 for the next two years. There is a huge penalty to withdraw at this time. A letter will be sent before June, 2018 to inform NY44 that we will be withdrawing at the end of June 2019.

Executive Session

Motion by Mr. Foster to enter executive session at 8:38 PM for a particular personnel matter as it relates to a contractual issue, second by Mr. Wood.

Motion carried, 5 - 0.

Open Session

Motion by Mr. Foster to resume open session at 10:50 PM, second by Mr. Swayze.

Motion carried, 5 - 0.

ADJOURNMENT

Mr. Foster moved to adjourn the meeting at 10:12 PM, second by Mr. Swayze.

Motion carried, 5- 0.

Respectfully Submitted,

Gail Evans Burpee
District Clerk