

OTSELIC VALLEY CENTRAL SCHOOL DISTRICT
Board of Education -- Reorganizational Meeting/Regular Meeting
July 8, 2010 -- South Otselic

Present:	Mr. G. Brown, Mr. D. Cruikshank, Dr. Evans, Mrs. D. Fox, Superintendent R. Hughes, High School Principal S. Poreda, Business Manager, G. Lott, District Clerk G. Evans Burpee
Absent:	Mrs. T. Hammond, arr. 7:49 PM
Also Present:	Mrs. R. Neal

CALL TO ORDER

Mr. Hughes called the meeting to order at 7:40 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. Fox.

Motion carried, 3 - 0.

OATH OF OFFICE

The oath of office was administered to Gregory Brown by the District Clerk.

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

REORGANIZATION

Elections

Mrs. T. Hammond, arr. 7:49 PM

Board of Education President: Superintendent Hughes asked for nominations. Dr. Evans moved that all officers succeed themselves and the District Clerk cast one unanimous ballot for the following officers:

President: David Cruikshank

Vice President: Dale Fox

District Clerk: Gail Evans Burpee at a stipend of
\$3,696.00

District Treasurer: George Lott at a salary of \$4,231.00

Second by Mr. Brown.

Motion carried, 5 - 0.

The District Clerk administered the oath of office to the President, Vice President and District Treasurer. The President administered the oath of office to the District Clerk.

Appointments

Motion by Mrs. Fox to approve the following appointments,

second by Dr. Evans:

1. *Deputy District Treasurer: TBA
2. *District Tax Collector: NBT Bank at a stipend of \$2,500.00
3. *Internal Claims Auditor: Robin Neal at a stipend of \$10.00 an hour plus mileage
*The District has Public Employees Dishonesty Coverage on the above officers; the Central Treasurer for Extraclassroom Activity Accounts is also covered.
4. School Physician: Community Memorial Hospital
5. School Attorney: Matthew R. Fletcher - \$185.00/hour; \$55.00/hour paralegal services; \$.55/mileage reimbursement; copying, etc at an additional 10% surcharge; other disbursements billed at cost

Susan Johns - \$190.00/hour plus disbursements
6. Central Treasurer for Extraclassroom Activity Accounts: Gail Burpee
7. Extraclassroom Activity Accounts Auditors: Richard Hughes, Superintendent of Schools; George Lott, District Treasurer
8. Attendance Officers: Elementary - Nurse; Junior-Senior High School - Nurse
9. Independent Auditor: Ciaschi, Dietershagen, Little, Mickelson (General Purpose Financial Statement and Federal Compliance Audit) - at a stipend of \$18,000.00
10. Records Access Officer: George Lott
11. Records Management Officer: Gail Evans Burpee
12. Asbestos Designee: Kevin Springer
13. Committee on Preschool Special Education:
Theresa Yantz Psychologist
Judy Morgan Parent Member
Jill Sawyer Parent Member
Erica LaBuz Chenango County Representative
Maureen Dunn Madison County Representative
Lacey Eaves C.P.S.E. Chairperson
14. 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
Ellen Fairbank Special Education Teacher

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| | Sarah Eschen | Special Education
Teacher |
| | Diane Slocum | Special Education
Teacher |
| | Lacey Eaves | Chairperson |
| | Scott Poreda | High School Principal |
| 15. | 504 Officer: | Lacey Eaves |
| 16. | Designee to Board of Directors, Delaware-Chenango-Madison-Otsego BOCES Health Consortium: | Richard Hughes, Superintendent of Schools |
| 17. | Alternate Designee to Board of Directors, Delaware-Chenango-Madison-Otsego BOCES Health Consortium: | George Lott |

Motion carried, 5 - 0.

Designations

Motion by Mrs. Fox, to approve the following designations, second by Mr. Brown:

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 9, 2010 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, 2010
8. Annual BOCES Administrative Budget Vote and Board Member Election: April 18, 2011

Motion carried, 5 - 0.

Authorizations

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

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. 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: George Lott, District Treasurer - \$50.00
 7. Petty Cash Change Fund for Cafeteria: George Lott, District Treasurer - \$50.00
 8. Designation of Authorized Signatures on Checks: George Lott, District Treasurer; TBA, 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: George Lott
 12. Career and Technical Education Advisory Council: Delaware-Chenango-Madison-Otsego BOCES
 13. Authorization to prepare Bond/Anticipation Notes: George Lott
 14. Authorize Staff Development Activities: Richard Hughes
 15. Authorization of Treasurer to invest revenues with the approval of the Superintendent: George Lott
 16. Authorization of Superintendent to request medical exams: Richard Hughes
 17. HIPPA Privacy Officer – Richard Hughes
 18. Medicaid Compliance Officer – Robin Neal at a stipend of \$10.00 per hour

Motion carried, 5 - 0.

Policy Review and Readoptions

(FY'10/11 - #1)
(FY'10/11 - #2)
(FY'10/11 - #3)

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. Fox.

Motion carried, 5 - 0.

Miscellaneous Appointments

Dr. Evans moved to appoint the following:

Chenango County School Boards Representative: Dale Fox
Legislative Liaison: Terri Hammond

Second by Mr. Cruikshank.

Motion carried, 5 - 0.

ROUTINE MATTERS
Approval on Minutes of
Previous Meetings

Motion by Dr. Evans, second by Mrs. Hammond, to approve the minutes of the June 16, and June 26, 2010 meeting.

Motion carried, 5 - 0.

Financial Reports
(FY'10/11 - #4)

The June and the year end extra-curricular account reports were distributed.

Correspondence

Thank you notes from Nancy Gallaher, Deborah Jeanblanc, Kai Loomis and Jan Wentworth were circulated.

PUBLIC COMMENT

- None at this time.

REPORTS

Superintendent's

(FY'10/11 - #5)

Mr. Hughes reported on the following items:

- Expressed his happiness at being at Otselic Valley.
- Explained the e-mail from Ron McCarthy detailing the selection of the new server room at the junior senior high school.
- Jerry Mickelson will be at this meeting later to meet with the audit committee.

Business Manager's

Mr. Lott reported on the following items:

- The external audit will start on July 12th.
- The supplies that were ordered are virtually all here.
- The district is e-rate eligible.
- Payroll has been transferred to CBO at BOCES. The human relations tasks will be kept in district.
- The solid waste removal will be the same as last year.
- The new central treasurer for extra curricular accounts is doing a great job.
- The June state aid payments have been received.

High School Principal's
(FY'10/11 - #6)
(FY'10/11 - #7)

Mr. Poreda reported on the following items:

- Distribution of the latest Regents exam results. He highlighted excellent areas and those needing improvement.
- Review of the updated student handbook

Motion by Mr. Brown to approve the 2010-2011 student handbook. Second by Dr. Evans.

Motion carried, 5 - 0.

Board Member's

The following topics were discussed:

- Board retreat will be on July 24, 2010 at 8:00 AM.

UNFINISHED BUSINESS

Policy Manual – Third
Reading and Adoption –
School Volunteer Policy

This meeting constitutes the third reading of School Volunteers Policy, of the Otselic Valley Central School Policy Manual.

Motion by Mrs. Fox, upon the recommendation of the Superintendent of Schools, to adopt the School Volunteers Policy, of the Otselic Valley Central School Policy Manual.

Second by Mr. Brown.

Second by 5 – 0.

NEW BUSINESS

Personnel
Recommendations

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

Dana Soprano	Three year probationary appointment pending clearance from the state education department as a teacher in the tenure area of elementary education (childhood education grades 1- 6), at a salary of \$37,459 (step 2M+39)	Effective September 7, 2010 through September 8, 2013
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Second by Mr. Brown.

Motion carried, 5 - 0.

2010 Elementary School
Summer Curriculum and
Professional Development

Motion by Mrs. Fox, upon the recommendation of the Superintendent of Schools, to approve the following appointments for Curriculum and Professional Development for Summer 2010 (Funding source: Title IA (without ARRA): Improving Basic Programs):

Dana Soprano	21 hours at \$23.00 per hour
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Second by Mr. Brown.

Motion carried, 5 - 0.

Annual Renewal of the Free and Reduced Lunch and Breakfast Program Motion by Mrs. Fox, upon the recommendation of the Superintendent of Schools, to renew the application for the free and reduced lunch and breakfast program for the 2010-2011 school year. Second by Mrs. Hammond.

Motion carried, 5 - 0.

Non Resident Tuition Rate Motion by Mrs. Hammond, upon the recommendation of the Superintendent of Schools, to set the rate of \$1,500.00 per year as the tuition rate for non resident students for the 2010-2011 school year. Tuition for students who attended as non-residents prior to 2009 will be \$150.00.

Second by Mrs. Fox.

Motion carried, 5 - 0.

Transportation Request from New Life Christian School Motion by Mr. Brown, upon the recommendation of the Superintendent of Schools, to approve the request for District transportation from New Life Christian School for Jacob Warner, requested by Barbara Warner, for the 2010- 2011 school year. Second by Dr. Evans.

Motion carried, 5 - 0.

Discussion Item – Non Resident Attendance Request Tabled at this time.

Municipal Cooperative Agreement to Provide Employee Health Benefits Motion by Mrs. Fox, upon the recommendation of the Superintendent of Schools, to approve the municipal cooperative agreement between the DCMO BOCES and Otselic Valley Central School to provide employee health benefits. Second by Mrs. Hammond.

Motion carried, 5 - 0.

PUBLIC COMMENT

- The board would like Mr. Springer and Mrs. Eaves at future meetings.

Executive Session

Motion by Mr. Brown to enter executive session at 8:27 PM for the purpose of the audit committee and personnel, second by Dr. Evans.

Motion carried, 5 - 0.

Mr. Jerry Mickelson was asked to join the Board.

Open Session

Motion by Dr. Evans to resume open session at 9:15 PM, second by Mrs. Hammond.

Motion carried, 5 - 0.

ADJOURNMENT

Mrs. Hammond moved to adjourn the meeting at 9:16 PM, second by Mr. Brown.

Motion carried, 5 - 0.

Respectfully Submitted,

Gail Evans Burpee
District Clerk