

OTSELIC VALLEY CENTRAL SCHOOL DISTRICT
Board of Education -- Reorganizational Meeting/Regular Meeting
July 11, 2012 – South Otselic

Present:	Mr. G. Brown, Dr. Evans, Mrs. M. Marshall, Superintendent R. Hughes, High School Principal D. Henner, Elementary Principal L. Eaves, Business Manager, G. Lott, District Clerk G. Evans Burpee
Absent:	Mrs. T. Hammond
Also Present:	Mr. D. Benwell, Ms. D. Slocum

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 Dr. Evans, to approve the agenda and addendum,
second by Mr. Brown.

Motion carried, 3 - 0.

OATH OF OFFICE

The oath of office was administered to Donna Liuzzo 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 the Elementary School
Principal 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, 4 - 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.

Mrs. Marshall moved the polls be closed and the secretary cast
one unanimous ballot for Dr. Evans as vice president, second
by Mrs. Liuzzo. Motion carried, 4 - 0.

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

*District Clerk – Gail Evans Burpee

Dr. Evans moved that Gail Evans Burpee be appointed
district clerk for the 2012 - 2013 school year at a stipend of
\$3,946.00, seconded by Mrs. Liuzzo.

Motion carried unanimously, 4 - 0.

The president administered the oath of office.

*District Treasurer – George Lott
Dr. Evans moved that George Lott be appointed district treasurer for the 2012 – 2013 school year at a salary of \$4,360.00, second by Mrs. Liuzzo.

Motion carried unanimously, 4 - 0.

The district clerk administered the oath of office.

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

Appointments

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.
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
6. Susan Johns - \$190.00/hour plus disbursements
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 - High School Secretary
9. Independent Auditor: Ciaschi, Dietershagen, Little, Mickelson (General Purpose Financial Statement and Federal Compliance Audit) - at a stipend of \$18,500.00
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
Pamela Adams CPSE Co-Chairperson
Diane Slocum CPSE Co-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/ CSE Co-Chairperson
Ellen Fairbank Special Education Teacher
Diane Slocum Special Education Teacher/ CSE Co-Chairperson

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| Lacey Eaves | Chairperson |
| Daniel Henner | High School Principal |
15. 504 Officer: Lacey Eaves
504 Co-Officer: Nancy Gallaher
 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, 4 - 0.

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

Designations

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 13, 2012 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, 2012
8. Annual BOCES Administrative Budget Vote and Board Member Election: April 24, 2013

Motion carried, 4 - 0.

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

Authorizations

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; 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: George Lott
12. Career and Technical Education Advisory Council:

- Delaware-Chenango-Madison-Otsego BOCES
 Authorization to prepare Bond/Anticipation Notes:
 George Lott
13. Authorize Staff Development Activities: Richard Hughes
14. Authorization of Treasurer to invest revenues with the approval of the Superintendent: George Lott
15. Authorization of Superintendent to request medical exams: Richard Hughes
16. HIPPA Privacy Officer – Richard Hughes
17. Medicaid Compliance Officer – Gail Evans Burpee
- 18.

Motion carried, 4 - 0.

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, 4 - 0.

Miscellaneous Appointments
 Chenango County School Boards Representative: Mr. Brown volunteered.

Legislative Liaison: Dr. Evans volunteered

ROUTINE MATTERS
 Approval on Minutes of Previous Meetings

Motion by Dr. Evans, second by Mrs. Liuzzo, to approve the minutes of the June 13, and June 23, 2012 meetings.

Motion carried, 4 - 0.

Financial Reports
 (FY'12/13 - #1)

Dr. Evans moved to accept the June, 2012 Student Activity Report. Second by Mrs. Liuzzo.

Motion carried, 4 - 0.

Correspondence
 (FY'12/13 - #2, #3)

Letter from Senator Seward and Assemblyman Finch were shared.

PUBLIC COMMENT

- Mr. David Benwell introduced himself and thanked the administration and Board for allowing him to coach varsity softball and for the improvements to the softball field. The Board thanked him for his enthusiasm and support of the Vikings.

Executive Session

Mr. Brown moved to enter executive session at 8:03 PM for the purpose of personnel, second by Dr. Evans.

Motion carried, 4 - 0.

Open Session

Motion by Mrs. Marshall to resume open session at 8:29 PM. Second by Mrs. Liuzzo.

Motion carried, 4 - 0.

REPORTS

Superintendent's

- Mr. Hughes reported on the following items:
- Update on building project. They are still waiting on steel and the roof is almost done.

- Business Manager's Mr. Lott reported on the following items:
- The end of last year and the beginning of the new year is going well.
 - The PO's are getting cleaned up.
 - Supplies are coming in.
 - All the financial reports will be distributed next month.
 - Discussion of the school meal prices and recommendations for the 2012-2013 school year.
- Elementary Principal's Mrs. Eaves reported on the following items:
- The staff members are ready to attend trainings.
 - The IEP's are being readied to mail.
- High School Principal's Mr. Henner reported on the following items:
- Regents scores show progress. He is proud of the students.
 - Thanked the people who served on the hiring interview committee.
 - Of the six varsity athletics that are offered, five are offering summer programs.
- Board Member's The following topics were discussed:
- A retreat date was rescheduled to July 22, 2012 at 8:00 AM in library. The principals will attend at 10:00 AM.
 - Dr. Evans inquired about homeschooling.
 - Mrs. Marshall reported that the Board Governance training was excellent.
 - Mrs. Marshall inquired about the dress code and that it be carried over to evening school events as well.

UNFINISHED BUSINESSNEW BUSINESS

Public Hearing – Code Of Conduct - #3410
(FY'12/13 - #4)

Mr. Hughes reviewed additions to the Code Of Conduct, #3410, of the Otselic Valley Central School Policy Manual.

Dr. Evans moved to adopt the Code of Conduct, policy number 3410, of the Otselic Valley Central School Policy Manual.
Second by Mr. Brown.

Motion carried, 4 - 0.

Personnel Recommendations

Motion by Dr. Evans, upon the recommendation of the Superintendent of Schools to approve the following appointments:

Anthony Zaia	Three year conditional appointment pending clearance from the State Education Department as a special education teacher at the beginning step with a bachelor's degree as per the OVTA contract and to appoint him to the Committee on Special Education for the 2012-2013 school year	Effective September 4, 2012 through September 3, 2015
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Scott Regis

Two year conditional appointment pending clearance from the State Education Department as a special education teacher at step 8M per the OVTA contract and to appoint him to the Committee on Special Education for the 2012-2013 school year	Effective September 4, 2012 through September 3, 2014
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Carleton Hills

Appointment as a per diem guidance counselor for the 2012-2013 school year	At a salary per the OVTA contract
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Motion carried, 4 - 0.

Extracurricular Appointments
 Motion by Dr. Evans, upon the recommendation of the Superintendent of Schools to approve the following extracurricular appointments with stipends according to the 2011-2014 OVTA contract:

Class of 2013 Co-Advisor	Sarah Yafchak
Class of 2013 Co-Advisor	David Benwell
Class of 2014 Co-Advisor	Betty Robinson
Class of 2014 Co-Advisor	Patsy Graham
FFA/Jr. FFA	Betty Robinson
Spanish Club	Caitlin Connelly
National Honor Society Co-Advisor (HS & Jr.)	Diane Slocum
National Honor Society Co-Advisor (HS & Jr.)	Pamela Ross
CPR/AED Instructor	Eileen Knickerbocker
CPR/AED Instructor	Patsy Graham
Yearbook	Jenny Osowski
Fall Play Director	Michael Foor-Pessin
SADD	Sarah Yafchak
Viking TV	Susan LeBlanc
Sports Coordinator	Eileen Knickerbocker
Varsity Girls' Soccer	Kevin Springer
Varsity Boys' Soccer	Jacob Preston
Modified Boys' Soccer	Eileen Knickerbocker
Varsity Girls' Basketball Co-Coach	David Benwell
Varsity Girls' Basketball Co-Coach	Carleton Hills
Junior Varsity Girls' Basketball Co-Coach	David Benwell
Junior Varsity Girls' Basketball Co-Coach	Carleton Hills
Modified Girls' Basketball	Eileen Knickerbocker
Varsity Boys' Basketball	David Loomis
Junior Varsity Boys' Basketball	Jacob Preston
Modified Boys' Basketball	Anthony Zaia
Junior Varsity/Modified Wrestling	Gregory Winn
Cheerleading	Sadie Allen
Varsity Softball	David Benwell
Modified Softball	Eileen Knickerbocker
Varsity Baseball	Jacob Preston
Modified Baseball	Anthony Zaia

Second by Mrs. Liuzzo.

Motion carried, 4 - 0.

Annual Renewal of the Free and Reduced Lunch and Breakfast Program (FY'12/13 - #5)
 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 2012-2013 school year and to approve the meal prices for the 2012-2013 school year. Second by Dr. Evans.

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 2012- 2013 school

year, at a fee of \$1,016.00. Second by Mrs. Liuzzo.

Motion carried, 4 - 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 meeting on June 15, 2012. Second by Mrs. Marshall.

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 Mrs. Liuzzo.

Motion carried, 4 - 0.

Approved Preschool
Programs

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

Motion carried, 4 - 0.

2012-2013 Student Handbook
(FY'12/13 - #6)

Motion by Mrs. Marshall, upon the recommendation of the Superintendent of Schools, to approve the 2012-2013 student handbook. Second by Dr. Evans.

Motion carried, 4 - 0.

PUBLIC COMMENT

Ms. Slocum reported that the OVTA members have been putting in a lot of time this summer for training. She is very proud of their initiatives.

Executive Session

Motion by Mr. Brown to enter executive session at 9:19 PM for the purpose of personnel, second by Mrs. Liuzzo.

Motion carried, 5 - 0.

Open Session

Motion by Mrs. Marshall to resume open session at 10:19 PM, second by Mrs. Liuzzo.

Motion carried, 4 - 0.

ADJOURNMENT

Mrs. Marshall moved to adjourn the meeting at 10:20 PM, second by Dr. Evans.

Motion carried, 4 - 0.

Respectfully Submitted,

Gail Evans Burpee
District Clerk