

OTSELIC VALLEY CENTRAL SCHOOL DISTRICT
 Board of Education -- Reorganizational Meeting/Regular Meeting
 July 13, 2011 – Georgetown

Present:	Mr. G. Brown, Dr. Evans, Mrs. D. Fox, Mrs. T. Hammond, Superintendent R. Hughes, High School Principal D. Henner, Business Manager, G. Lott, District Clerk G. Evans Burpee
Also Present:	Mr. B. Golden, Ms. D. Slocum

CALL TO ORDER

Mr. Hughes called the meeting to order at 7:30 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, 4 - 0.

OATH OF OFFICE

The oath of office was administered to Marcia Marshall 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 Junior Senior High School Principal by the District Clerk.

REORGANIZATION
Elections

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

Dr. Evans moved the polls be closed. Second by Mrs. Fox.
Motion carried, 5 - 0.

A ballot was taken and Mr. Brown was elected President. 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. Hammond nominated Dr. Evans.

Mrs. Fox moved the polls be closed and the secretary cast one unanimous ballot for Dr. Evans as vice president, second by MM. Motion carried, 5 - 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 2011 - 2012 school year at a stipend of \$3,812.00, seconded by Mrs. Hammond.

Motion carried unanimously, 5 - 0.

The president administered the oath of office.

*District Treasurer – George Lott

Mrs. Fox moved that George Lott be appointed district treasurer for the 2011 – 2012 school year at a salary of

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.

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

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 8, 2011 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, 2011
8. Annual BOCES Administrative Budget Vote and Board Member Election: April 24, 2012

Motion carried, 5 - 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
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 – 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 Mrs. Fox, to readopt all policies in effect during the previous year, second by Dr. Evans.

Motion carried, 5 - 0.

Miscellaneous Appointments

Chenango County School Boards Representative: Mrs. Marshall volunteered.

Legislative Liaison: Dr. Evans volunteered

ROUTINE MATTERS Approval on Minutes of Previous Meetings

Motion by Dr. Evans, second by Mrs. Hammond, to approve the minutes of the June 15, June 22, June 23, and June 30, 2011 meeting.

Motion carried, 5 - 0.

Financial Reports (FY'11/12 - #1)

Dr. Evans moved to table the June financial reports. Second by Mrs. Marshall.

Motion carried, 5 - 0.

Correspondence

Thank you notes from Wendy Miller, Karl Graham, and Chelsea Batchelor were circulated.

A letter from Mr. Franklin on behalf of the BAT committee was shared supporting a building project.

PUBLIC COMMENT

- Ms. Slocum is excited about working with the Board as OVTA President.

REPORTS

Superintendent's

Mr. Hughes reported on the following items:

- Mrs. Gallaher is substituting as the elementary principal.
- Mr. Henner started as the junior senior high school principal on July 1, 2011.
- A Board retreat was scheduled for July 30, 2011 from 8:00 AM until 12:00 PM.

Business Manager's

Mr. Lott reported on the following items:

- The District is in good shape at the end of the 2010 – 2011 school year. The reserve fund is not as much as last year.
- Suggested developing a policy outlining meal charging for the cafeteria program.
- Shared property tax cap information.

High School Principal's

Mr. Henner reported on the following items:

- Looking at school and Regents score data.

- Board Member's
- Mr. Brown asked that the junior senior high school still implement a bullying program with the Student Council. Rachel's Challenge will be brought to the District in September.
- The following topics were discussed:
- Mrs. Fox asked what the procedures are for outside organizations using the facilities. Mr. Hughes explained what they are.

UNFINISHED BUSINESS

Policy Manual – Third Reading – Animals in the School (Instructional Purposes) Policy, #8250

This meeting constitutes the third reading of the Animals in the School (Instructional Purposes) Policy of the Otselic Valley Central School Policy Manual.

Motion by Mrs. Fox, upon the recommendation of the Superintendent of Schools to adopt section #8250, Animals in the School (Instructional Purposes) Policy of the Otselic Valley Central School Policy Manual. Second by Dr. Evans.

Motion carried, 5 - 0.

Policy Manual – Third Reading – Purchasing Policy, #5410

This meeting constitutes the third reading of the Purchasing Policy, #5410 of the Otselic Valley Central School Policy Manual.

Motion by Mrs. Fox, upon the recommendation of the Superintendent of Schools to adopt section #5410, Purchasing Policy of the Otselic Valley Central School Policy Manual. Second by Mrs. Marshall.

Motion carried, 5 - 0.

Policy Manual – Third Reading – Pest Management Policy, #5632

This meeting constitutes the third reading of the Pest Management Policy, #5632 of the Otselic Valley Central School Policy Manual.

Motion by Mrs. Hammond, upon the recommendation of the Superintendent of Schools to adopt section #5632, Pest Management Policy of the Otselic Valley Central School Policy Manual. Second by Mrs. Marshall.

Motion carried, 5 - 0.

Policy Manual – Third Reading – Make Up Credit Policy, #7223

This meeting constitutes the third reading of the Make Up Credit Policy, #7223 of the Otselic Valley Central School Policy Manual.

Motion by Mrs. Fox, upon the recommendation of the Superintendent of Schools to adopt section #7223, Make Up Credit Policy of the Otselic Valley Central School Policy Manual. Second by Mrs. Hammond.

Motion carried, 5 - 0.

Policy Manual – Second Reading – Sexual Harassment of District Personnel, #6000

This meeting constitutes the second reading of the sexual harassment of District Personnel, #6000, of the Otselic Valley Central School Policy Manual.

NEW BUSINESS

Personnel Recommendations

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

(Stipends are based on the 2010-2011 rate of the OVTA contract.)

Extracurricular
Appointments

Pamela Adams	Appointment as the IRT Facilitator for the 5-12 building for the 2011-2012 school year	At a stipend of \$43.00 per hour
Pamela Adams	Appointment as a class of 2012 advisor for the 2011-2012 school year	At a stipend of \$528.00 plus experience of \$132.00
Sadie Allen	Appointment as ½ cast director of the Spring Musical for the 2011-2012 school year	At a stipend of \$818.00
Sadie Allen	Appointment as an activity supervisor for the 2011-2012 school year	At a stipend per the OVTA contract
Sadie Allen	Appointment as the cheerleading advisor for the 2011-2012 school year	At a stipend of \$1,900.00 plus experience of \$760.00
Sadie Allen	Appointment as a Class of 2015 advisor	At a stipend of \$212.00 plus experience of \$21.20
Justin Barlow	Appointment as the boys varsity soccer coach for the 2011-2012 school year	At a stipend of \$2,082.00
Justin Barlow	Appointment as the boys junior varsity basketball coach for the 2011-2012 school year	At a stipend of \$2,759.00 plus experience of \$275.90
Mary Helen Blake	Appointment as the student council co-advisor for the 2011-2012 school year	At a stipend of \$237.00 plus experience of \$115.20
Mary Helen Blake	Appointment as a Class of 2013 advisor	At a stipend of \$370.00 plus experience of \$129.50
Sally Bucalo	Appointment as an elementary newspaper co-advisor for the 2011-2012 school year	At a stipend of \$264.00 plus experience of \$92.40
Caitlyn Connelly	Appointment as the Spanish club advisor for the 2011-2012 school year	At a stipend of \$212.00 plus experience of \$21.20
JaimeLynn Davis	Appointment as the girls varsity	At a stipend of \$3252,00

	basketball coach for the 2011-2012 school year	
John Decker	Appointment as the marching band director for the 2011-2012 school year	At a stipend of \$1,636.00 plus experience of \$981.60
Michael Foor-Pessin	Appointment as a student council co-advisor for the 2011-2012 school year	At a stipend of \$237.00 plus experience of \$130.35
Michael Foor-Pessin	Appointment as the Fall play director for the 2011-2012 school year	At a stipend of \$1,636.00 plus experience of \$818.00
Jennifer George	Appointment as a Class of 2013 advisor for the 2011-2012 school year	At a stipend of \$370.00
Patricia Graham	Appointment as the Biology Club advisor for the 2011-2012 school year	At a stipend of \$212.00 plus experience of \$95.40
Patricia Graham	Appointment as an Envirothon advisor for the 2011-2012 school year	At a stipend of \$212.00 plus experience of \$95.40
Patricia Graham	Appointment as the Ski Club advisor for the 2011-2012 school year	At a stipend of \$898.00 plus experience of \$673.50
Patricia Graham	Appointment as a shot clock timer for the boys basketball games for the 2011-2012 school year	At a stipend of \$27.00 per game
Patricia Graham	Appointment as an AED instructor for the 2011-2012 school year	At a stipend of \$34.00 per hour
Patricia Graham	Appointment as a class of 2014 advisor for the 2011-2012 school year	At a stipend of \$212.00 plus experience of \$127.20
Barbara Graves	Appointment as an activity supervisor for the 2011-2012 school year	At a stipend per the OVTA contract
Julie Hammer	Appointment as the elementary book club advisor for the 2011-2012 school year	At a stipend of \$212.00 plus experience of \$42.40
Julie Hammer	Appointment as the head teacher at the elementary school	At a stipend of \$750.00

	for the 2011-2012 school year	
Eileen Knickerbocker	Appointment as the boys modified soccer coach for the 2011-2012 school year	At a stipend of \$1,528.00 plus experience of \$1,146.00
Eileen Knickerbocker	Appointment as the scoreboard operator for all home basketball games for the 2011-2012 school year	At a stipend of \$33.00 per game
Eileen Knickerbocker	Appointment as an AED instructor for the 2011-2012 school year	At a stipend of \$34.00 per hour
Eileen Knickerbocker	Appointment as the girls modified softball coach for the 2011-2012 school year	At a stipend of \$1,528.00 plus experience of \$1,146.00.
Susan LeBlanc	Appointment as the high school book club advisor for the 2011-2012 school year	At a stipend of \$212.00 plus experience of \$21.20
Susan LeBlanc	Appointment as a class of 2015 advisor for the 2011-2012 school year	At a stipend of \$212.00 plus experience of \$21.20
Susan LeBlanc	Appointment as a Viking TV advisor for the 2011-2012 school year	At a stipend of \$500.00.
David Loomis	Appointment as the boys varsity basketball coach for the 2011-2012 school year	At a stipend of \$3,252.00 plus experience of \$2,439.00
Roy Marshall	Appointment as a score keeper for the junior varsity and varsity boys basketball games for the 2011-2012 school year	At a stipend of \$33.00 per game
Roy Marshall	Appointment as an activity supervisor for the 2011-2012 school year	At a stipend per the OVTA contract
Rose McGrath	Appointment as an elementary newspaper co-advisor for the 2011-2012 school year	At a stipend of \$264.00
Colleen Morse	Appointment as a class of 2012 advisor	At a stipend of \$528.00 plus experience of \$52.80

Jenny Osowski	Appointment as the yearbook advisor for the 2011-2012 school year	At a stipend of \$1,636.00 plus experience of \$736.20
Jacob Preston	Appointment as the girls modified soccer coach for the 2011-2012 school year	At a stipend of \$1,528.00
Jacob Preston	Appointment as the boys modified basketball coach for the 2011-2012 school year	At a stipend of \$1,528.00 plus experience of \$152.80
Jacob Preston	Appointment as the girls modified basketball coach for the 2011-2012 school year	At a stipend of \$1,528.00
Jacob Preston	Appointment as the boys varsity baseball coach for the 2011-2012 school year	At a stipend of \$2,082.00
Elizabeth Robinson	Appointment as an Envirothon advisor for the 2011-2012 school year	At a stipend of \$212.00 plus experience of \$95.40
Elizabeth Robinson	Appointment as a class of 2014 advisor for the 2011-2012 school year	At a stipend of \$212.00 plus experience of \$31.80
Diane Slocum	Appointment as the high school Instructional Resource Team facilitator for the 2011-2012 school year	At a stipend of \$43.00 per hour
Diane Slocum	Appointment as the National Honor Society Advisor for the 2011-2012 school year	At a stipend of \$212.00
Diane Slocum	Appointment as the National Junior Honor Society Advisor for the 2011-2012 school year	At a stipend of \$212.00
Bethany Sortman	Appointment as ½ cast director for the Spring musical for the 2011-2012 school year	At a stipend of \$818.00
Winifred Sortman	Appointment as a musical director of the Spring musical for the 2011-2012 school year	At a stipend of \$1,636.00 plus experience of \$572.60
Kevin Springer	Appointment as the	At a stipend of

	girls varsity soccer coach for the 2011-2012 school year	\$2,082.00 plus experience of \$624.60
Kevin Springer	Appointment as a shot clock operator for the 2011-2012 school year	At a stipend of \$27.00 per game
Lara Stover	Appointment as the IRT facilitator at the elementary school for the 2011-2012 school year	At a stipend of \$43.00 per hour
Caroline Wentworth	Appointment as the girls junior varsity and varsity basketball scorekeeper for the 2011-2012 school year	At a stipend of \$33.00 per game
Sarah Yafchak	Appointment as the SADD advisor for the 2011-2012 school year	At a stipend of \$212.00 plus experience of \$84.80
Sarah Yafchak	Appointment as a Class of 2013 advisor for the 2011-2012 school year	At a stipend of \$370.00

Second by Mrs. Hammond.

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 2011-2012 school year. Second by Mrs. Marshall.

Motion carried, 5 - 0.

Non Resident Attendance Request

Motion by Mrs. Fox, upon the recommendation of the Superintendent of Schools, to approve the following non-resident attendance request:

Cody Morgan requested by Judy Morgan

Second by Dr. Evans.

Motion carried, 5 - 0.

Internal Claims Auditor

Motion by Dr. Evans, 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 2011- 2012 school year, at a fee of \$1,016.00.

Second by Mrs. Hammond.

Motion carried, 5 - 0.

Committee on Special Education

Motion by Dr. Evans, upon the recommendation of the Superintendent of Schools, to accept the recommendations of the

- Recommendations Committee of Special Education resulting from the meeting on June 23, 2011. Second by Mrs. Marshall.
Motion carried, 5 - 0.
- Abolishment of a Civil Service Position Motion by Mrs. Fox, upon the recommendation of the Superintendent of Schools, to abolish a half-time school aide position according to civil service guidelines. Second by Mr. Brown.

Motion carried, 5 - 0.
- Creation of a Civil Service Position Motion by Mrs. Fox, upon the recommendation of the Superintendent of Schools to create a school aide position according to civil service guidelines. Second by Mrs. Hammond.

Motion carried, 5 - 0.
- Internal Audit Report Motion by Mrs. Fox, upon the recommendation of the Superintendent of Schools to accept the internal audit report prepared by Management Advisory Group. Second by Dr. Evans.

Motion carried, 5 - 0.
- Superintendent's Contract Motion by Dr. Evans, to extend the contract with the Superintendent of Schools for three years through June 30, 2016. Second by Mrs. Marshall.

Motion carried, 5 - 0.
- PUBLIC COMMENT** None at this time.
- ADJOURNMENT** Mrs. Fox moved to adjourn the meeting at 9:42 PM, second by Dr. Evans.

Motion carried, 5 - 0.

Respectfully Submitted,

Gail Evans Burpee
District Clerk