

OTSELIC VALLEY CENTRAL SCHOOL DISTRICT
Board of Education -- Reorganizational Meeting/Regular Meeting
July 6, 2016 – South Otselic

Present:	Mr. J. Foster, Mrs. D. Liuzzo, Mr. M. Swayze, Mr. B. Wood, Superintendent DS. Henner, Principal, R. Berson, Director of Curriculum, Instruction, and Special Programs, L. Eaves, District Clerk G. Evans Burpee
Absent:	Mrs. R. Peabody (arr. 7:05 PM)
Also Present:	Mr. S. Allen, Mrs. S. Allen, Mrs. K. Bishop, Mrs. P. Graham, Mrs. K. Rutz, Ms. D. Slocum, Mrs. T. Straight

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. Foster, to approve the agenda, second by Mrs. Liuzzo.

Motion carried, 3 - 0.

OATH OF OFFICE

The oath of office was administered to Mark Swayze by the District Clerk.

REORGANIZATION
Elections

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

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

Motion carried, 4 - 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. Wood nominated Mrs. Peabody.

Mr. Swayze moved the polls be closed and the clerk cast one unanimous ballot for Mrs. Peabody as vice president. Second by Mr. Wood.

Motion carried, 4 - 0.

The District Clerk will administer the oath of office to Mrs. Peabody at a later time.

*District Clerk – Gail Evans Burpee

(Mrs. Peabody arrived, 7:05 PM)

Mr. Swayze moved that Gail Evans Burpee be appointed district clerk for the 2016 – 2017 school year at a stipend of \$5,000.00, seconded by Mr. Wood.

Motion carried unanimously, 5 - 0.

The president administered the oath of office.

At this time, the District Clerk administered the oath of office to Mrs. Peabody as Vice-President.

*District Treasurer – Kellie Bishop

Mrs. Liuzzo moved that Kellie Bishop be appointed district treasurer for the 2016 – 2017 school year, at a stipend of \$5,000.00, second by Mrs. Peabody.

Motion carried unanimously, 5 - 0.

The district clerk administered the oath of office.

Appointments

Motion by Mr. Wood to approve the following appointments:

1. *Deputy District Treasurer: Robert Berson
2. *District Tax Collector: NBT Bank at a fee of \$3,000.00
*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 - \$210.00/hour; \$55.00/hour paralegal services; \$.54/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: Daniel Henner, Superintendent of Schools; Kellie Bishop, District Treasurer
7. Attendance Officer: K-12: District Clerk
8. Independent Auditor: Insero & Co. (formally Ciaschi, Dietershagen, Little, Mickelson) (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 Favas	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
Anthony Zaia	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	Teacher Special Education
Carolina O' Connor	Teacher Special Education
Eric Wentworth	Teacher Special Education
Lacey Eaves	Teacher 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 Mrs. Liuzzo.

Motion carried, 5 - 0.

Designations

Motion by Mrs. Peabody 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, 2016 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, 2016
9. Annual BOCES Administrative Budget Vote and Board Member Election: April 24, 2017

Second by Mr. Wood.

Motion carried, 5 - 0.

Authorizations

Motion by Mr. Swayze to approve the following authorizations:

1. Purchasing Agent: Daniel Henner, Superintendent of Schools
2. Deputy Purchasing Agent: Gail Evans Burpee
3. Insurance Consultant: Dennis Mirabito, Craine & Mirabito, Sherburne, N.Y.
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

Second by Mrs. Liuzzo.

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 Mr. Wood, to readopt all policies in effect during the previous year, second by Mr. Swayze.

Motion carried, 5 – 0.

Miscellaneous
Appointments

Chenango County School Boards Representative and Legislative Liaison: Mrs. Peabody volunteered for both.

ROUTINE MATTERS
Approval on Minutes of
Previous Meetings

Motion by Mrs. Peabody, second by Mr. Swayze, to approve the minutes of the June 15, 2016 meeting.

Motion carried, 5 - 0.

Financial Reports

Tabled until the August meeting when all reports are available.

Correspondence
(FY'16/17 - #1)

A thank you note was received from the Otselic Valley Fishing & Heritage Society.

PUBLIC COMMENT

None at this time.

REPORTS
Superintendent's

Mr. Henner reported on the following items:

- Showed a Gary Marx video clip entitled "Celebrating Public Education in America".
- Showed pictures of the area near the softball field that he would like to see cleaned up and leveled out for bleachers.
- Tobacco Free signs have been secured for various outdoor areas.

- The Board professional development survey was discussed for topics for a possible Board retreat time.
- Updates: Feedback was received from Campus Construction Management that there are four vents in the Agricultural/Technology room.

Principal's

Mr. Berson reported on the following items:

- Graduation was held on June 24th in the evening. There were 23 graduates. There were many positive comments regarding holding graduation on a Friday evening.
- Current and historical Regents exam results were shared.
- FOCUS review update for summer activities as well as for 2016-2017. All the deadlines for submission of documents have been met. There is currently an advertisement for a Spanish interpreter to translate all District forms to comply with the FOCUS regulations.
- The summer program is going well. There were 86 students who attended the first Robotics Friday.
- On July 11th, Mr. Henner, Mr. Berson, and Mrs. Gonzalez will meet with Steve Parmeter about having an afterschool electronics program.

Director of Curriculum, Instruction, and Special Programs

Mrs. Eaves reported on the following items:

- There is professional development on July 18th for curriculum with Jim Riedl.
- One or two Board members are needed to provide feedback/input as the District and school plans are developed for the FOCUS designation in order for submission by July 31st. Mrs. Liuzzo and Mr. Foster volunteered.

Business Manager's

Mrs. Gonzalez reported on the following:

- End of the year financial reports will be presented at the August meeting.
- The external audit will be the week of July 11, 2016.
- The Traverse was recently totaled with a value of \$15,000.00. There was discussion of replacing it with another Traverse or getting a second Suburban.

Board Member's

The following topics were discussed:

- Possible dates were discussed for a Board retreat to develop goals as well as accept the tax warrant. It was determined that August 8, 2016 at 7:00 PM would be a good time. A location will be determined at a later time.

Executive Session

Motion by Mrs. Peabody to enter executive session at 7:56 PM for the purpose of a personnel matter. Second by Mr. Wood.

Motion carried, 5 - 0.

Mrs. Allen and Mrs. Straight were asked to join the Board.

Open Session

Motion by Mrs. Peabody to resume open session at 9:22 PM, second by Mr. Wood.

Motion carried, 5 - 0.

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 2016-2017 school year	
Kimberly Marshall	Appointment as the day lead custodian for the 2016-2017 school year	
E. Michael Shuman	Appointment as the night lead custodian for the 2016-2017 school year	
Edward Gonzalez	Appointment as a substitute school aide	Effective June 7, 2016

Second by Mr. Wood.

Motion carried, 5 – 0.

Extra Curricular
Appointments

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

Georgia Gonzalez	Volunteer Coach for girls' modified soccer, girls' modified basketball, and modified softball
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Second by Mr. Swayze.

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 2016–2017 school year. 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 2016- 2017 school year, at a fee of \$2,099.00. Second by Mr. Wood.

Motion carried, 5 - 0.

Committee on Special
Education
Recommendations

Motion by Mrs. Liuzzo, upon the recommendation of the Superintendent of Schools, to accept the recommendations of the Committee of Special Education resulting from the meetings, March 8, March 9, March 15, March 16, March 18, March 22, March 23, March 24, May 6, May 9, May 10, May 16, May 17, May 18, May 25, 2016. Second by Mr. Swayze.

Motion carried, 4 - 0. (Mrs. Peabody abstain)

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 Mrs. Peabody.

Motion carried, 5 - 0.

Code Of Conduct
(FY'16/17 - #3)

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

Motion carried, 5 - 0.

Declaration of Surplus
Items
(FY'16/17 - #4)

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 Mrs. Peabody.

Motion carried, 5 - 0.

2016–2017 Lunch and
Breakfast Prices for Adults

Motion by Mr. Wood, upon the recommendation of the Superintendent of Schools, to approve the lunch and breakfast prices for adults for the 2016–2017 school year. Second by Mrs. Liuzzo.

Motion carried, 5 - 0.

Reciprocal Deposit
Resolution

Motion by Mr. Wood, upon the recommendation of the Superintendent of Schools, to adopt the following resolution:

Resolution: Expand FDIC coverage on public deposits through the use of a qualified reciprocal deposit program.

WHEREAS the Otselic Valley School District wishes to comply with NYS General Municipal Law regarding the security of public deposits that it has on deposit at any bank, and

WHEREAS the Otselic Valley School District wishes to utilize a qualified Reciprocal Deposit Program as allowed under Chapter 128 of the NYS Laws of 2012 to increase the effective FDIC coverage and the rate of return on its public deposits, and

WHEREAS the Otselic Valley School District recognizes and supports NBT Bank's desire to continue to lend moneys for small business loans, mortgages, commercial loans, and personal loans in the local communities it services, it is then

RESOLVED that the Chief Fiscal Officer is authorized to execute a Deposit Placement Agreement with NBT Bank to increase the FDIC insurance on those public deposits that the Otselic Valley School District invests in a qualified New York State-approved Reciprocal Deposit Program.

Second by Mr. Foster.

Motion carried, 5 - 0.

Milk Bid
(FY'16/17 - #5)

Motion by Mrs. Peabody, upon the recommendation of the Superintendent of Schools, to accept the bid for milk and milk products to Bill Bros. Dairy. Second by Mr. Swayze.

Motion carried, 5 - 0.

Ice Cream Bid
(FY'16/17 - #5)

Motion by Mrs. Liuzzo, upon the recommendation of the Superintendent of Schools, to accept the bid for ice cream to Huff

Ice Cream. Second by Mr. Foster.

Motion carried, 5 - 0.

Cooperative Purchasing
Resolution
(FY'16/17 - #6)

Motion by Mrs. Peabody, upon the recommendation of the Superintendent of Schools, to adopt the following resolution:

WHEREAS, The Cooperative Purchasing Service is a plan of a number of public school districts in the Delaware-Chenango-Madison-Otsego BOCES Area in New York, to bid jointly equipment, supplies and contract items, and

WHEREAS, the Otselic Valley Central School is desirous of participating with other districts in the Delaware-Chenango-Madison-Otsego BOCES in the joint bidding of the items mentioned above as authorized by General Municipal Law, Section 119-0, and

WHEREAS, the Otselic Valley Central School wishes to appoint the Delaware-Chenango-Madison-Otsego BOCES to advertise for bid, accept, tabulate bids and award bids on their behalf; therefore

BE IT RESOLVED that the Board of Education of the Otselic Valley Central School listed below hereby appoints the Delaware-Chenango-Madison-Otsego BOCES to represent it in all matters relating above, and designates The Evening Sun Newspaper as the legal publication for all Cooperative Purchasing bid notifications, and

BE IT FURTHER RESOLVED, that the Board of Education of the Otselic Valley Central School authorizes the Delaware-Chenango-Madison-Otsego BOCES to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned commodities, and

BE IT FURTHER RESOLVED, that the Board of Education of the Otselic Valley Central School agrees to (1) assume its equitable share of the costs of the cooperative bidding; (2) abide by majority decisions of the participating districts; (3) abide by the award of the BOCES Board; (4) and that after the award of the bid, it will conduct all negotiations directly with the successful bidder(s).

Second by Mr. Wood.

Motion carried, 5 - 0.

Cafeteria Supplies and Food
Bid Resolution
(FY'16/17 - #7)

Motion by Mrs. Liuzzo, upon the recommendation of the Superintendent of Schools, to adopt the following resolution:

WHEREAS, It is a plan of a number of public school districts in the Delaware-Chenango-Madison-Otsego BOCES Area in New York, to bid jointly cafeteria supplies including but not limited to food and paper items, and

WHEREAS, the Otselic Valley Central School is desirous of participating with other districts in the Delaware-Chenango-Madison-Otsego BOCES in the joint bidding of the items mentioned above as authorized by General Municipal Law, Section 119-0, and

WHEREAS, that the Board of Education of the Otselic Valley Central School wishes to appoint a committee made up of participating schools to assume the responsibility of drafting for specification, advertising for bids, accepting and opening bids, tabulating bids and awarding bids and reporting the results to the

schools, therefore

BE IT RESOLVED that the Board of Education of the Otselic Valley Central School listed below hereby appoints the Delaware-Chenango-Madison-Otsego BOCES to represent it on all matters relating above, and designates The Evening Sun Newspaper as the legal publication for all Cooperative Purchasing bid notifications, and

BE IT FURTHER RESOLVED, that the Board of Education of the Otselic Valley Central School authorizes the Delaware-Chenango-Madison-Otsego BOCES to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned commodities, and

BE IT FURTHER RESOLVED, that the Board of Education of the Otselic Valley Central School agrees to (1) assume its equitable share of the costs of the cooperative bidding; (2) abide by majority decisions of the participating districts; (3) abide by the award of the BOCES Board; (4) and that after the award of the bid, it will conduct all negotiations directly with the successful bidder(s).

Second by Mr. Foster.

Motion carried, 5 - 0.

Generic Resolution
(FY'16/17 - #8)

Motion by Mrs. Liuzzo, upon the recommendation of the Superintendent of Schools, to adopt the following resolution:

WHEREAS, It is a plan of a number of public school districts in the Delaware-Chenango-Madison-Otsego BOCES Area in New York, to bid jointly equipment, supplies and contract items, and

WHEREAS, the Otselic Valley Central School is desirous of participating with other districts in the Delaware-Chenango-Madison-Otsego BOCES in the joint bidding of the items mentioned above as authorized by General Municipal Law, Section 119-0, and

WHEREAS, that the Board of Education of the Otselic Valley Central School wishes to appoint a committee made up of participating schools to assume the responsibility of drafting for specification, advertising for bids, accepting and opening bids, tabulating bids and awarding bids and reporting the results to the schools, therefore

BE IT RESOLVED that the Board of Education of the Otselic Valley Central School listed below hereby appoints the Delaware-Chenango-Madison-Otsego BOCES to represent it on all matters relating above, and designates The Evening Sun Newspaper as the legal publication for all Cooperative Purchasing bid notifications, and

BE IT FURTHER RESOLVED, that the Board of Education of the Otselic Valley Central School authorizes the Delaware-Chenango-Madison-Otsego BOCES to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned commodities, and

BE IT FURTHER RESOLVED, that the Board of Education of the Otselic Valley Central School agrees to (1) assume its equitable share of the costs of the cooperative bidding; (2) abide by majority decisions of the participating districts; (3) abide by the award of the BOCES Board; (4) and that after the award of the bid, it will

conduct all negotiations directly with the successful bidder(s).

Second by Mr. Wood.

Motion carried, 5 - 0.

Capitalization Threshold

Motion by Mr. Foster, upon the recommendation of the Superintendent of Schools, to adopt the following resolution:

BE IT RESOLVED: That upon the recommendation of the Superintendent of Schools, this Board of Education hereby authorizes a change in the capitalization threshold from \$1,500 to \$5,000 pertaining to the acquisition of all capital assets subsequent to July 1, 2016. Capital assets shall be defined as those assets with a useful life of at least 2 full years and an actual purchase cost of at least \$5,000. Donated assets whose estimated fair market value at the time received are at least \$5,000 and with a remaining useful life of at least 2 full years shall also be deemed to meet the capitalization threshold.

ABSTRACT:

The purpose of this capitalization threshold is to define capital asset acquisitions; the value of such assets to be disclosed in the district's financial statements.

Account Codes: K101 Land
 K102 Buildings
 K104 Equipment
 K105 Construction Work In Progress

Second by Mrs. Peabody.

Motion carried, 4 - 0. (Mr. Swayze abstain)

Transfer of Funds into Capital Reserve Fund

Motion by Mr. Swayze, 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 Mr. Foster.

Motion carried, 5 - 0.

Agreement with First Baptist Church

Motion by Mrs. Liuzzo, upon the recommendation of the Superintendent of Schools, to approve the agreement with the First Baptist Church of South Otselic for the use of their gymnasium.
 Second by Mr. Wood.

Motion carried, 5 - 0.

PUBLIC COMMENT

- Mrs. Graham commented on the softball field picture. She asked the Board to thoroughly investigate clearing the land between the creek and the softball field. She believes it is a trout creek based on the FFA project that was started in that area years ago and there was a cease and desist order to stop the clearing.
- Mr. Henner mentioned there is another walk through of the Georgetown building on July 7th. Mr. Walrod is doing an outstanding job working for the community.
- It was reported that Mrs. DeRochie passed away and that a card will be sent.
- Mrs. Graham asked about policies on the website.

Executive Session

Motion by Mrs. Peabody to enter executive session at 9:49 PM for a particular personnel matter as it relates to a contractual issue, second

by Mrs. Peabody.

Motion carried, 5 - 0.

Open Session

Motion by Mrs. Liuzzo to resume open session at 10:50 PM, second by Mrs. Peabody.

Motion carried, 5 - 0.

ADJOURNMENT

Mrs. Peabody moved to adjourn the meeting at 10:51 PM, second by Mr. Wood.

Motion carried, 5- 0.

Respectfully Submitted,

Gail Evans Burpee
Gail Evans Burpee
District Clerk

