

OTSELIC VALLEY CENTRAL SCHOOL DISTRICT
Board of Education -- Reorganizational Meeting/Regular Meeting
July 11, 2007 – South Otselic

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| Present: | Mr. G. Brown, Mr. D. Cruikshank, Dr. Evans, Mrs. D. Fox, Mrs. M. Marshall, Superintendent L. Thomas, High School Principal S. Poreda, Elementary Principal N. Gallaher, Business Administrator, N. Henner, District Clerk G. Evans Burpee |
| Also Present: | Mrs. T. Hammond, Mrs. L. Larkin, Mrs. R. Neal, Mrs. L. Porter, Miss R. Porter, Mrs. S. Stone, Miss K. Thorp, Mrs. T. Thorp |

CALL TO ORDER

Mr. Thomas called the meeting to order at 7:33 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, 4 - 0.

OATH OF OFFICE

The oath of office was administered to Dale Fox by the District Clerk.

The oath of office was administered to Superintendent Lawrence Thomas by the District Clerk.

REORGANIZATION
Elections

Board of Education President: Superintendent Thomas asked for nominations. Mr. Cruikshank nominated Mr. Brown. There being no further nominations, Dr. Evans moved the polls be closed, second by Mr. Cruikshank.

Motion carried, 5 – 0.

Mr. Brown was elected unanimously, 5 - 0.

Mr. Brown took the oath of office given by the District Clerk and commenced presiding over the meeting.

Board of Education Vice President: Dr. Evans nominated Mrs. Marshall for the office of Vice President. There being no further nominations, the polls were closed, Dr. Evans moved the polls be closed, second by Mr. Cruikshank.

Motion carried, 5 – 0.

Mrs. Marshall was elected unanimously, 5 – 0, and took the oath of office from the District Clerk

District Clerk - Gail Evans Burpee: Mr. Brown moved that Gail Evans Burpee be appointed district clerk for the 2007 - 2008 school year at a stipend of \$3,450.00, seconded by Mr. Cruikshank.

Motion carried unanimously, 5 - 0.

The president administered the oath of office.

*District Treasurer – Nancy Henner: Dr. Evans moved that Nancy Henner be appointed district treasurer for the 2007 - 2008 school year at a salary of \$3,958.00, second by Mrs.

Marshall.

Motion carried unanimously, 5 - 0.

The district clerk administered the oath of office.

Appointments

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

1. *Deputy District Treasurer: Jan Wentworth
2. *District Tax Collector: NBT Bank at a stipend of \$2,500.00
3. *Internal Claims Auditor: Robin Neal at a stipend of \$7.50 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: Family Health Network
5. School Attorney: Matthew R. Fletcher - \$170.00/hour; \$45.00/hour paralegal services; \$.445/mileage reimbursement; copying, etc at an additional 10% surcharge; other disbursements billed at cost
Susan Johns - \$180.00/hour plus disbursements
6. Census Enumerator: Loretta Hyer at a stipend of \$800.00.
7. Central Treasurer for Extraclassroom Activity Accounts: Kai Loomis
8. Extraclassroom Activity Accounts Auditors: Lawrence Thomas, Superintendent of Schools; Nancy Henner, District Treasurer
9. Attendance Officers: Elementary - Nurse; Junior-Senior High School - Nurse
10. Independent Auditor: Ciaschi, Dietershagen, Little, Mickelson (General Purpose Financial Statement and Federal Compliance Audit) - at a stipend of \$12,000.00
11. Records Access Officer: Nancy Henner
12. Records Management Officer: Gail Evans Burpee
13. Asbestos Designee: Kevin Springer
14. Committee on Preschool Special Education:

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|-----------------|--------------------------------|
| Theresa Yantz | Psychologist |
| Marjorie Elwood | Parent Member |
| Judy Morgan | Parent Member |
| Jill Sawyer | Parent Member |
| Erica LaBuz | Chenango County Representative |
| Maureen Dunn | Madison County Representative |
| Nancy Gallaher | C.P.S.E. Chairperson |
| Lacey Eaves | Co-C.P.S.E. Chairperson |
15. Committee on Special Education:

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|-----------------------|---------------------------|
| Theresa Yantz | Psychologist |
| Marjorie Elwood | Parent Member |
| Judy Morgan | Parent Member |
| Jill Sawyer | Parent Member |
| Family Health Network | School Physician |
| Pamela Adams | Special Education Teacher |
| Ellen Fairbank | Special Education Teacher |
| Trevor Rohlin | Special Education Teacher |
| Diane Slocum | Special Education |

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| | Teacher |
| Lacey Eaves | Chairperson |
| Nancy Gallaher | Co-Chairperson |
| Scott Poreda | High School Principal |

16. 504 Officer: Nancy Gallaher
504 Co-Officer: Lacey Eaves
17. Designee to Board of Directors, Delaware-Chenango-Madison-Otsego BOCES Health Consortium:
Lawrence Thomas, Superintendent of Schools

Motion carried, 5 - 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: as attached, 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 6, 2007 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: August 31, 2007 through October 1, 2007 with no penalty; October 2, 2007 through October 31, 2007 with a 2% penalty
8. Annual BOCES Administrative Budget Vote and Board Member Election: April 21, 2008

Motion carried, 5 – 0.

Motion by Mrs. Marshall to approve the following authorizations, second by Mr. Cruikshank:

Authorizations

1. Purchasing Agent: Lawrence Thomas, Superintendent of Schools
2. Insurance Consultant: Dennis Mirabito, Craine & Mirabito, Sherburne, N.Y.
3. Payroll Certification: Lawrence Thomas, 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. Lawrence Thomas, Superintendent of Schools, responsible
6. Petty Cash Change Fund for Admissions: Nancy Henner, District Treasurer - \$50.00
7. Petty Cash Change Fund for Cafeteria: Nancy Henner, District Treasurer - \$50.00
8. Designation of Authorized Signatures on Checks: Nancy Henner, District Treasurer; Jan Wentworth, Deputy District Treasurer
9. Budget Transfers: Lawrence Thomas, Superintendent of Schools
10. Authorization to Apply for Grants in Aid (State and Federal): Lawrence Thomas, Superintendent of Schools

11. Preparing Bids: Nancy Henner
12. Career and Technical Education Advisory Council: Delaware-Chenango-Madison-Otsego BOCES
13. Authorization to prepare Bond/Anticipation Notes: Nancy Henner
14. Authorize Staff Development Activities: Lawrence Thomas
15. Authorization of Treasurer to invest revenues with the approval of the Superintendent: Nancy Henner
16. Authorization of Superintendent to request medical exams: Lawrence Thomas
17. HIPPA Privacy Officer – Lawrence Thomas

Motion carried, 5 - 0.

Policy Review and Readoptions

(FY'07/08 - #1)
(FY'07/08 - #2)
(FY'07/08 - #3)

This meeting constitutes the annual review of the following policies:

Investment Policy - #6240
Purchasing Policy - #6700
District Safety Plan - #8135.1

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 - Motion by Mr. Brown to nominate Mrs. Marshall to the committee. Second by Dr. Evans.

Motion carried unanimously, 5 - 0.

Legislative Liaison - Motion by Mrs. Fox to nominate Mr. Cruikshank as the Legislative Liaison, second by Dr. Evans.

Motion carried unanimously, 5 - 0.

Executive Session

Motion by Mr. Brown to enter executive session at 7:48 PM to meet with the auditor, second by Dr. Evans.

Motion carried, 5 – 0.

Ms. Henner was asked to join the Board.

Open Session

Motion by Mr. Brown to resume open session at 8:11 PM, second by Mrs. Marshall.

Motion carried, 5 – 0.

ROUTINE MATTERS

Approval on Minutes of Previous Meetings

Motion by Dr. Evans, second by Mr. Cruikshank, to approve the minutes of the June 13, 2007 meeting.

Motion carried, 5 - 0.

Financial Reports

(FY'07/08 - #4)

Motion by Dr. Evans to approve the financial reports as presented, second by Mrs. Fox.

Motion carried, 5 - 0.

Correspondence

None at this time.

PUBLIC COMMENT

- 1.) Mrs. Porter inquired about the new lawn tractor at the elementary school. It was explained that it was purchased with 2006-2007 funds.
- 2.) Mrs. Porter inquired why the Board had to meet with the auditor. It was explained that the Board has to meet with the independent auditor once a year before the audit can begin.

REPORTS

Superintendent's

Mr. Thomas reported on the following items:

- 1.) The crisis team was brought together to deal with the tragic death of a student.
- 2.) The clerical realignment is underway.
- 3.) The custodial realignment is also underway. The September to June realignment will be in place by August 1, 2007.
- 4.) The comprehensive report is on the website.
- 5.) There is an administrative team retreat on July 13, 2007.

Business Administrator's

(FY'07/08 - #5)

(FY'07/08 - #6)

Ms. Henner reported on the following items:

- 1.) Mrs. Neal gave her quarterly internal auditor's report.
- 2.) The DCMO BOCES Fuel Bid was received the last week of June and needed immediate response due to market fluctuations to get a fixed rate.
- 3.) DCMO BOCES accepted the solid waste removal bid on our behalf at the same rate and with the same company.
- 4.) The comptroller's audit was distributed to Mrs. Fox and the district clerk.

(FY'07/08 - #7)

High School Principal's

Mr. Poreda reported on the following items:

- 1.) The search for a home and career skills teacher. There is a plan in place if there are no applicants.
- 2.) The senior class trip will be discussed at the August meeting in order to confirm dates for a trip to Disney World.

Board Member's

- 1.) Several dates were discussed for the Board retreat. It was the consensus of the Board to meet on July 28, 2007 starting at 9:00 AM in the high school library.
- 2.) Dr. Evans reported that Renee Havener has done quite a bit during the last year to enhance the achievements of the students and the District's public image. Every graduate received a 16-minute CD of graduation. He suggested the Board and administration send a thank you to her.
- 3.) Mrs. Marshall reported that the sixth grade graduation was very nice and that the high school graduation was one of the best one she has seen. Mrs. Hammond and Mrs. Burpee were thanked for their efforts in the respective celebrations.
- 4.) Mrs. Fox attended a BOCES Forum presented by Alan November.

OLD BUSINESS

Policy Manual – Second
Reading – Computer
Assisted Instruction Policy,
#4526

This meeting constitutes the second reading of the Computer Assisted Instruction Policy, #4526 of the Otselic Valley Central School Policy Manual.

Policy Manual – Second
Reading – District Web
Publishing Policy, #4527

This meeting constitutes the second reading of the District Web Publishing Policy, #4527 of the Otselic Valley Central School Policy Manual.

NEW BUSINESS

Personnel
Recommendations

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

recommendations:

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|-------------------------|--|--|
| Tina Thorp | Appointment as the girls modified softball coach for the 2008 season | At a stipend of \$1,349.00 |
| Winifred Sortman | Appointment as the Spring musical music director for the 2007-2008 school year | At a stipend of \$1,444.00 plus experience of \$288.80 |
| Michael Foor-Pessin | Appointment as student council co-advisor for the 2007-2008 school year. | At a stipend of \$209.00 plus experience of \$73.15 |
| Jenny Osowski | Appointment as a computer lab LTA Supervisor for the 2007-2008 school year | At a stipend of \$38.00 per hour |
| John and Shirley Girton | Appointment $\frac{3}{4}$ set design director for the Spring musical for the 2007-2008 school year | At a total stipend of 1,038.00 |
| Diane Smith | Appointment as Cheerleading advisor for the 2007-2008 school year | At a stipend of \$1,677.00 |
| Jeremiah Haslun | Appointment as the boys modified basketball coach for the 2007-2008 season | At a stipend of \$1,349.00 plus experience of \$67.45 |
| Jeremiah Haslun | Appointment as the girls modified basketball coach for the 2007-2008 season | At a stipend of \$1,349.00 plus experience of \$67.45 |
| JaimeLynn Davis | Appointment as a Reading First Summer School Teacher, effective August 13, 2007 – August 24, 2007 | At a stipend of \$1,520.00 |
| Christine Williams-Neal | Appointment as a Reading First Summer School Teacher, effective August 13, 2007 – August 24, 2007 | At a stipend of \$1,520.00 |
| Barbara Wood | Appointment as a Reading First Summer School Teacher, effective August 13, 2007 – August 24, 2007 | At a stipend of \$1,520.00 |
| Sandra Swayze | Appointment as a Reading First Summer School Teacher, effective August 13, 2007 – August 24, 2007 | At a stipend of \$1,520.00 |
| Matthew Williams | Appointment as a | At a stipend of |

| | | |
|------------------|---|-------------------------------|
| | Reading First Summer School Teacher, effective August 13, 2007 – August 24, 2007 | \$1,520.00 |
| Lisa Moseley | Appointment as a Reading First Summer School Teacher, effective August 13, 2007 – August 24, 2007 | At a stipend of \$1,520.00 |
| Ellen Fairbank | Appointment as a Reading First Summer School Teacher, effective August 13, 2007 – August 24, 2007 | At a stipend of \$1,520.00 |
| Patricia Plummer | Appointment as a Reading First Summer School LTA, effective August 13, 2007 – August 24, 2007 | At a stipend of \$760.00 |
| Wendy Miller | Appointment as a Reading First Summer School LTA, effective August 13, 2007 – August 24, 2007 | At a stipend of \$760.00 |
| Elizabeth McLean | Appointment as a Reading First Summer School Speech Pathologist, effective August 13, 2007 – August 24, 2007 | At a stipend of \$1,520.00 |
| Robin Leinbach | Appointment as a Morning Assembly and Terrific Afternoon Team member, effective July 30, 2007 and July 31, 2007 | At a stipend of \$240.00 |
| Sally Bucalo | Appointment as a Morning Assembly and Terrific Afternoon Team member, effective July 30, 2007 and July 31, 2007 | At a stipend of \$240.00 |
| Winifred Sortman | Appointment as a Morning Assembly and Terrific Afternoon Team member, effective July 30, 2007 and July 31, 2007 | At a stipend of \$240.00 |
| Mary Helen Blake | Appointment as a Morning Assembly and Terrific Afternoon Team member, effective July 30, 2007 and | At a stipend of \$240.00 |

| | | |
|------------------|--|---|
| | July 31, 2007 | |
| Julie Hammer | Appointment as a Morning Assembly and Terrific Afternoon Team member, effective July 30, 2007 and July 31, 2007 | At a stipend of \$240.00 |
| Robert G. Fisher | 3-year probationary conditional appointment, pending clearance from the State Education Department, as a science teacher at a salary of \$35,727.00 (Step 2M+46) | Effective September 4, 2007 through September 3, 2010 |
| Stacie Morse | Appointment as a Reading First Summer School Nurse, effective August 13, 2007 – August 24, 2007 | At a stipend of \$1,160.00, prorated |
| Diana Mason | Appointment as a Reading First Summer School 1:1 Aide, effective August 13, 2007 – August 24, 2007 | At a stipend of \$384.00, prorated |

Second by Mr. Cruikshank.

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 2007-2008 school year. Second by Mrs. Marshall.

Motion carried, 5 - 0.

Milk Bid

Motion by Mr. Cruikshank, upon the recommendation of the Superintendent of Schools, to award the bid for milk and milk products to Bill Bros. for the 2007-2008 school year. Second by Dr. Evans.

Motion carried, 5 - 0.

Ice Cream Bid

Motion by Mr. Brown, upon the recommendation of the Superintendent of Schools, to award the bid for ice cream to Huff Ice Cream for the 2007-2008 school year. Second by Mrs. Marshall.

Motion carried, 5 - 0.

Cooperative Purchasing Bid

Motion by Mrs. Fox, 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 an all matters relating above, 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. Cruikshank.

Motion carried, 5 – 0.

Generic Resolution

Motion by Dr. Evans, 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 an all matters relating above, 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 Mrs. Marshall.

Motion carried, 5 – 0.

Food and Cafeteria Supplies
Bid

Motion by Mrs. Marshall, 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 an all matters relating above, 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 Dr. Evans.

Motion carried, 5 – 0.

Committee on Special
Education Recommendations

Motion by Dr. Evans, to accept the recommendations of the Committee on Special Education for the meetings of June 15, and June 18, 2007. Second by Mr. Brown.

Motion carried, 5 – 0.

Municipal Cooperative
Agreement to Provide
Employee Health Benefits

Motion by Dr. Evans, upon the recommendation of the Superintendent of Schools, to approve the municipal cooperative agreement to provide employee health benefits. Second by Mrs.

Fox.

Motion carried, 5 – 0.

Alternate Member for the Health Consortium Board of Directors

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

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education of the Otselic Valley Central School hereby authorizes Nancy Henner, business administrator, to act in the place and stead of the Superintendent, in the event of his absence from meetings of the Delaware-Chenango-Madison-Otsego BOCES School Health Consortium.

It is understood and agreed that the designee shall have full authority to act in the place and stead of the Superintendent of Schools and shall be vested with the authority, which the Superintendent vests in her, subject to approval by the Board of Education.

Nothing contained herein shall divest the Board of Education of its authority to approve and/or ratify actions by the Superintendent and/or his designee.

Second by Mrs. Marshall.

Motion carried, 5 – 0.

Discussion Item – Erie I BOCES Policy Manual Revision

Discussion was held regarding the policy manual revision. This will also be discussed at the Board retreat on July 28, 2007.

Facilities Use Guidelines

Motion by Mrs. Marshall, upon the recommendation of the Superintendent of Schools, to approve the facilities use guidelines. Second by Mrs. Fox.

Motion carried, 5 – 0.

Career and Technical Education 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. Marshall.

Motion carried, 5 – 0.

Facilities Planning Update

Discussion centered around highlighted items from the building conditions survey. In the best interest of the District, Mr. Brown moved to move ahead with the facilities plan to combine campuses, second by Mr. Cruikshank.

Motion carried, 5 – 0.

PUBLIC COMMENT

Mrs. Larkin inquired why a set design director was appointed in place of a student doing that portion of the spring musical.

Executive Session

Motion by Mr. Brown to enter executive session for the purpose of personnel at 10:28 PM, second by Dr. Evans.

Motion carried, 5 – 0.

Open Session

Motion by Mr. Brown to resume open session at 11:05 PM, second by Dr. Evans.

Motion carried, 5 – 0.

ADJOURNMENT

Mrs. Marshall moved to adjourn the meeting at 11:06 PM, second by Dr. Evans.

Motion carried, 5 - 0.

Respectfully Submitted,

Gail Evans Burpee
District Clerk