

OTSELIC VALLEY CENTRAL SCHOOL DISTRICT
Board of Education -- Reorganizational Meeting/Regular Meeting
July 9, 2008 – Georgetown

Present:	Mr. G. Brown, Mr. D. Cruikshank, Dr. Evans, Mrs. D. Fox, Mrs. T. Hammond, Superintendent L. Thomas, High School Principal S. Poreda, Business Manager, G. Lott, District Clerk G. Evans Burpee
Also Present:	Mrs. R. Neal, Mrs. L. Porter, Miss R. Porter, Mrs. S. Stone, Mrs. F. Winn

CALL TO ORDER

Mr. Thomas called the meeting to order at 7:38 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. Cruikshank.

Motion carried, 4 - 0.

OATH OF OFFICE

The oath of office was administered to Terri Hammond 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. Mrs. Fox nominated Mr. Cruikshank. Dr. Evans nominated Mr. Brown.

Dr. Evans moved the polls be closed, second by Mrs. Hammond.

Motion carried, 5 - 0.

Balloting was conducted and Mr. Cruikshank was elected President by a vote of 3-2.

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

Board of Education Vice President: Mrs. Hammond nominated Mrs. Fox for the office of Vice President. Dr. Evans moved the polls be closed, second by Mr. Cruikshank.

Motion carried, 5 – 0.

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

District Clerk - Gail Evans Burpee: Mrs. Fox moved that Gail Evans Burpee be appointed district clerk for the 2008 - 2009 school year at a stipend of \$3,588.00, seconded by Dr. Evans.

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 2008 - 2009 school year at a salary of \$3,958.00, second by Dr. Evans.

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. Fox:

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 \$8.00 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: Family Health Network
5. School Attorney: Matthew R. Fletcher - \$175.00/hour; \$45.00/hour paralegal services; \$.445/mileage reimbursement; copying, etc at an additional 10% surcharge; other disbursements billed at cost
Susan Johns - \$185.00/hour plus disbursements
6. Central Treasurer for Extraclassroom Activity Accounts: Kai Loomis
7. Extraclassroom Activity Accounts Auditors: Lawrence Thomas, 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 \$12,000.00
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
Nancy Gallaher	C.P.S.E. Chairperson
Lacey Eaves	C.P.S.E. Co-chairperson
14. Committee on Special Education:

Theresa Yantz	Psychologist
Judy Morgan	Parent Member
Jill Sawyer	Parent Member
Family Health Network	School Physician
Pamela Adams	Special Education Teacher
Ellen Fairbank	Special Education Teacher
Sarah Eschen	Special Education Teacher
Diane Slocum	Special Education Teacher
Lacey Eaves	Chairperson
Nancy Gallaher	Co-Chairperson
Scott Poreda	High School Principal
15. 504 Officer: Nancy Gallaher
504 Co-Officer: Lacey Eaves
16. Designee to Board of Directors, Delaware-Chenango-

(FY'08/09 - #1)

Madison-Otsego BOCES Health Consortium:
Lawrence Thomas, Superintendent of Schools

Motion carried, 5 - 0.

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

Designations

1. Official Bank Depository for All District Funds: NBT Bank, South Otselec 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 3, 2008 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, 2008
8. Annual BOCES Administrative Budget Vote and Board Member Election: April 21, 2009

Motion carried, 5 – 0.

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

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: 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; 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: 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: Lawrence Thomas
15. Authorization of Treasurer to invest revenues with the approval of the Superintendent: George Lott
16. Authorization of Superintendent to request medical exams: Lawrence Thomas

17. HIPPA Privacy Officer – Lawrence Thomas

Motion carried, 5 - 0.

**Policy Review and
Readoptions**

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 Mrs. Hammond.

Motion carried, 5 - 0.

**Miscellaneous
Appointments**

Dr. Evans moved to table the miscellaneous appointments until the August meeting, second by Mrs. Hammond.

Motion carried, 5 - 0.

Mr. Brown volunteered to serve on the Wall of Fame committee.

ROUTINE MATTERS
Approval on Minutes of
Previous Meetings

Motion by Dr. Evans, second by Mr. Cruikshank, to approve the minutes of the June 11, 2007 meeting.

Motion carried, 5 - 0.

Financial Reports
(FY'08/09 - #2)

Motion by Mrs. Fox to approve the student activity report as presented, second by Mrs. Hammond.

Motion carried, 5 - 0.

Correspondence

Mr. Thomas received a letter from the Liberty Partnership Program that the organization has received funding for another year.

PUBLIC COMMENT

- Mrs. Porter complemented the nice graduation ceremony, especially the distribution of awards in that every student received one.
- Mrs. Porter inquired the meaning of a negative declaration.

REPORTS

Superintendent's

(FY'08/09 - #3)

Mr. Thomas reported on the following items:

- Greenwood Corporation will do a brief presentation at the retreat.
- A list of dates for the Rumor Mill and the Supe's On was distributed.
- A letter to the legislators regarding the tax cap was circulated.
- An announcement of the retirement party for Alan Pole on August 15, 2008.
- Various newspaper articles were circulated.
- Census enumeration was discussed. There is no requirement from the state level to conduct one. It was consensus of the Board to not offer the position this year and to review the need every year.
- Topics to be discussed at the Board retreat were discussed.
- The interviews have been scheduled for the elementary physical education teacher vacancy.

Business Manager's

Mr. Lott reported on the following items:

- Mrs. Neal gave her quarterly internal auditor's report.
- The end of the year audit will be conducted during the

week of July 14, 2008.

- The interfund transfers for the cafeteria were more than budgeted. The prices for the school breakfasts and lunched will be discussed at the August meeting.
- Review of the milk and ice cream bids.

High School Principal's

Mr. Poreda reported on the following items:

- There will be new varsity baseball uniforms next year.

Motion by Dr. Evans to declare the varsity baseball uniforms as surplus and to sell them for \$10.00 apiece. Second by Mr. Cruikshank.

Motion carried, 5 - 0.

- There are several discarded books. It was the consensus of the Board to declare them surplus and dispose of them. Several agencies were mentioned that might be interested in them. Mr. Poreda will do a follow-up on these agencies.
- Review of the summer school numbers.
- Academic Intervention Services, Instructional Resource Team and ELA teams have met.
- A meeting with next year's senior class officers was held.
- Possible retreat topics from the high school include academic advisory committee, discipline advisory committee and ISS advisory committee reports.

Board Member's

Mrs. Fox complimented those persons responsible for the nice high school graduation ceremony.

OLD BUSINESS

Policy Manual – Third Reading and Adoption – Section 8000

This meeting constitutes the third reading of section 8000 of the Otselic Valley Central School Policy Manual.

Motion by Mrs. Fox, upon the recommendation of the Superintendent of schools, to adopt section 8000 of the Otselic Valley Central School Policy Manual. Second by Mrs. Hammond.

Motion carried, 5 - 0.

NEW BUSINESS

Personnel Recommendations

Motion by Mr. Brown, upon the recommendation of the Superintendent of Schools, to approve the following personnel recommendations:

Patricia Plummer	One year leave of absence as a licensed teaching assistant	Effective September 1, 2008 through August 31, 2009.
Patricia Plummer	Appointment as a substitute teacher, substitute school aide and substitute LTA	
Christine Williams-Neal	Appointment as a Summer School Teacher, effective August 4, 2008 – August 15, 2008	At a stipend of \$1,584.80
Susan Phillips	Appointment as a Summer School Teacher, effective	At a stipend of \$1,584.80

Sandra Swayze	August 4, 2008 – August 15, 2008 Appointment as a Summer School Teacher, effective August 4, 2008 – August 15, 2008	At a stipend of \$1,584.80
Matthew Williams	Appointment as a Summer School Teacher, effective August 4, 2008 – August 15, 2008	At a stipend of \$1,584.80
Lisa Moseley	Appointment as a Summer School Teacher, effective August 4, 2008 – August 15, 2008	At a stipend of \$1,584.80
Elizabeth McLean	Appointment as a Summer School Speech Pathologist, effective August 4, 2008 – August 15, 2008	At a stipend of \$1,584.80
Teresa Taylor	Appointment as a Summer School 1:1 Aide, effective August 4, 2008 – August 15, 2008	At a stipend of \$9.75 per hour
Sally Bucalo	Appointment as a Morning Assembly and Terrific Afternoon Team member	At a stipend of \$120.00 per day
Winifred Sortman	Appointment as a Morning Assembly and Terrific Afternoon Team member	At a stipend of \$120.00 per day
Mary Helen Blake	Appointment as a Morning Assembly and Terrific Afternoon Team member	At a stipend of \$120.00 per day
Julie Hammer	Appointment as a Morning Assembly and Terrific Afternoon Team member	At a stipend of \$120.00 per day
Judith Smith	Appointment as a Morning Assembly and Terrific Afternoon Team member	At a stipend of \$120.00 per day
Lori Youngs	Appointment as a Morning Assembly and Terrific Afternoon Team member	At a stipend of \$120.00 per day
Jenny Osowski	Appointment as a computer lab LTA Supervisor for the 2008-2009 school year	At a stipend per the OVTA contract

Jenny Osowski	Appointment as a yearbook advisor for the 2008-2009 school year	At a stipend per the OVTA contract
Susan Phillips	Appointment as a mentor for the 2008-2009 school year	At a stipend per the OVTA contract
Julie Hammer	Appointment as a mentor for the 2008-2009 school year	At a stipend per the OVTA contract
Sally Bucalo	Appointment as a mentor for the 2008-2009 school year	At a stipend per the OVTA contract
Jenny Osowski	Appointment as a mentor for the 2008-2009 school year	At a stipend per the OVTA contract
Roy Marshall	Appointment as an activity supervisor for the 2008-2009 school year	At an hourly rate of \$38.00
Barbara Graves	Appointment as an activity supervisor for the 2008-2009 school year	At an hourly rate of \$38.00
Sadie Allen	Appointment as the girls modified softball coach for the 2009 season	At a stipend per the OVTA contract
Pamela Ross	Appointment as the National Honor Society advisor for the 2008-2009 school year	At a stipend per the OVTA contract
Pamela Ross	Appointment as the National Junior Honor Society advisor for the 2008-2009 school year	At a stipend per the OVTA contract
Mary Helen Blake	Appointment as the stage craft director for the elementary musical for the 2008-2009 school year	At a stipend per the OVTA contract
Madeline Marshall	Appointment as a summer bus aide, effective July 7, 2008 – August 15, 2008	At a stipend of \$9.75 per hour
Elizabeth Spalluto	Unpaid leave of absence	Effective September 1, 2008- January 31, 2009

Second by Mrs. Fox.

Motion carried, 5 - 0.

Motion by Mrs. Fox, upon the recommendation of the Superintendent of Schools, to appoint Tina Cruikshank as a summer bus aide, effective July 7, 2008 – August 15, 2008 at a stipend of \$9.75 per hour. Second by Mrs. Hammond.

Motion carried, 4 – 0. (Mr. Cruikshank abstained)

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 2008-2009 school year. Second by Mr. Cruikshank.

Motion carried, 5 - 0.

Milk Bid
(FY'08/09 - #4)

Motion by Mrs. Fox, upon the recommendation of the Superintendent of Schools, to award the bid for milk and milk products to Bill Bros. for the 2008-2009 school year. Second by Mrs. Hammond.

Motion carried, 5 - 0.

Ice Cream Bid
(FY'08/09 - #5)

Motion by Mrs. Hammond, upon the recommendation of the Superintendent of Schools, to award the bid for ice cream to Huff Ice Cream for the 2008-2009 school year. Second by Mrs. Fox

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 2, June 3, June 9, June 16, and June 17, 2008. Second by Mrs. Hammond.

Motion carried, 5 - 0.

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 to provide employee health benefits. Second by Mr. Brown.

Motion carried, 5 - 0.

Alternate Member for the Health Consortium Board of Directors

Motion by Mrs. Fox, 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 George Lott, business official, 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 him, 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. Hammond.

Motion carried, 5 - 0.

Family Health Network Contract
(FY'08/09 - #6)

Motion by Mr. Cruikshank, upon the recommendation of the Superintendent of Schools, to approve the contract with the Family Health Network for the 2008-2009 school year. Second by Mr. Brown.

Motion carried, 5 - 0.

Career and Technical
Education Advisory Council

Motion by Mrs. Fox, 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. Hammond.

Motion carried, 5 – 0.

SEQR Resolution
(FY'08/09 - #7)

Motion by Dr. Evans, upon the recommendation of the Superintendent of Schools, to adopt the following resolution:

WHEREAS, the Otselic Valley Central School District Board of Education seeks to undertake capital improvements including additions and alterations to the following buildings/sites:

Junior / Senior High School - SED #08-14-01-04 -0-001-006

Bus Garage - SED #08-14-01-04-5-00?-001

WHEREAS, the Board has considered the impact on the environment of the proposed addition/alteration project; and

WHEREAS, the Board of Education has received and reviewed the Environmental Assessment Forms, Parts 1, 2 and 3 prepared and submitted in connection with the project, and has further received and considered the advice of its architects, Bearsch Compeau Knudson, with regard to the environmental impact of the project;

NOW, THEREFORE, be it resolved by the Otselic Valley CSD as follows:

Section 1. The Otselic Valley CSD determines that the project is a Type I Action under the regulations of the State Environmental Quality Review Act and designates itself as Lead Agency, for a coordinated review of the Project.

Section 2. The Otselic Valley CSD determines that notice has been given to all other involved agencies, responses have been received and the coordinated review process is complete;

Section 3. Upon review of all information required to make a determination, the Otselic Valley CSD determines the project will not result in any large or important environmental impacts, and therefore, is one which will not have a significant impact on the environment and a Negative Declaration will be prepared;

Section 4. The Otselic Valley CSD is authorized and directed to give public notice of the Negative Declaration;

Section 5. The Negative Declaration shall be filed with the Otselic Valley CSD and all involved agencies. The Negative Declaration shall be published in the Environmental Notice Bulletin in accordance with the regulations of the Department of Environmental Conservation;

Section 6. This resolution shall take effect immediately.

Second by Mr. Brown.

Motion carried, 5 - 0.

PUBLIC COMMENT

- Mrs. Porter inquired about the discarded textbooks. She offered another agency that might be interested.
- Mrs. Porter inquired if new physics textbooks were ordered.
- She shared 2 newspaper articles from the Evening Sun.

ADJOURNMENT

Mrs. Fox moved to adjourn the meeting at 9:41 PM, second by Mrs. Hammond.

Motion carried, 5 - 0.

Respectfully Submitted,

Gail Evans Burpee
District Clerk