

VOORHEESVILLE CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA
JULY 11, 2011, 7:30 PM

1. Organizational Meeting

- 1.1 Oath of office to newly elected Board of Education Member:
Gary A. Hubert, Term of Office: July 1, 2011 – June 30, 2015
- 1.2 Election of Board of Education Officers for 2011-2012:
 - 1.2.1 President of the Board of Education
 - 1.2.2 Vice President of the Board of Education
- 1.3 Administering the Oath of Office to President of the Board of Education; Vice President of the Board of Education.
- 1.4 Administering the Oath of Office to the Superintendent of Schools
- 1.5 Appointments for 2011 – 2012
 - 1.5.1 Clerk of the Board of Education: Dorothea Pfleiderer
 - 1.5.2 Treasurer: Robin Burch
 - 1.5.3 Deputy Treasurer: Jennifer Crawford
 - 1.5.4 Claims Auditor: Rebecca Hoffman
 - 1.5.5 Deputy Claims Auditor: Mary Flansburg
 - 1.5.6 Internal Auditor: Marvin & Company
 - 1.5.7 School Attorneys: Whiteman Osterman & Hanna, Orrick, Herrington & Sutcliffe
Roz Robinson
 - 1.5.8 Medical Inspectors: Access Compliance, LLC; First Stop Medical;
The Children's Hospital at Albany Medical Center
 - 1.5.9 Treasurer, Extra Curricular Funds: Cynthia Bunk
 - 1.5.10 Comptroller, Extra Curricular Funds: Imran Abbasi, Principal
 - 1.5.11 External Auditors: The Bonadio Group
 - 1.5.12 Purchasing Agent: Gregory Diefenbach
 - 1.5.13 Tax Collector: Deborah Baron
 - 1.5.14 Records Retention and Disposition Officer, Deborah Baron
 - 1.5.15 Records Access Officer: Robin Burch
 - 1.5.16 LEA Asbestos: Michael Goyer
 - 1.5.17 Title IX Officer: Dr. Teresa Snyder
 - 1.5.18 Privacy Officer under HIPAA, Robin Burch
 - 1.5.19 Schoharie Area Workers' Compensation Plan Trustee: Gregory Diefenbach
Alternate: Dr. Teresa Snyder
- 1.6 Administering Oath of Office to above appointees
- 1.7 Designation of Banks:
 - 1.7.1 Key Bank: Checking, Money Market or Savings Accounts – Multi-Fund, General Fund (including all reserves and Tax Collection Account), School Lunch Fund, Trust and Agency Fund (including Payroll Account), Capital Fund, Debt Service Fund; Federal Aid Fund; Expendable Trust (Gifts, Scholarships and Endowments), Extra Curricular Fund. Signatories for all accounts except Extra Curricular: School District Treasurer, Robin Burch or Jennifer Crawford. Signatories for Extra Curricular Fund checks: (any two) Imran Abbasi, Cynthia Bunk, Robin Burch or Jennifer Crawford.

- 1.7.2 Funds that may be invested: Multi-Fund, General Fund (including Reserve for Tax Certiorari and Unemployment Reserve), Capital Fund (including Capital Reserve), Debt Service Fund, Expendable Trust (Gifts, Scholarships and Endowment).
- 1.7.3 Authorization to make Investments: Certificates of Deposit and/or Money Market Certificates (Key Bank, N.A., M & T Bank, NBT Bank, N.A., Pioneer Commercial Bank, Niagara Commercial Bank, HSBC Bank, USA, TD BANKNORTH, N.A.); Ballston Spa National Bank, as well as any local commercial banks with prior approval of the Board of Education; MBIA-CLASS, or Instruments of the U.S. Treasury: Robin Burch, Jennifer Crawford, and Teresa Thayer Snyder after consultation with the Assistant Superintendent for Business.
- 1.7.4 Authorization for bonding for the Treasurer, Tax Collector, Claims Auditor, Assistant Claims Auditor for \$1,000,000, and the Treasurer of the Extracurricular activity fund for \$100,000; insurance to be provided through Utica Mutual Insurance.
- 1.7.5 Authorization to make wire transfers.
Signatories: Robin Burch, Gregory Diefenbach
- 1.8 Established rate for reimbursement for use of cars approved for school business:
Prevailing IRS mileage rate
- 1.9 Authorization of Custodians of Petty Cash Funds as indicated below to cover properly itemized bills for supplies and services requiring immediate payment:
 - 1.9.1 \$100.00; administered by Jennifer Crawford;
 - 1.9.2 \$100.00; administered by Timothy Mulligan;
 - 1.9.3 \$100.00; administered by Mary Flansburg;
 - 1.9.4 \$100.00; administered by Karen Belgiovine;
 - 1.9.5 \$100.00; administered by Michelle Moss;
 - 1.9.6 \$100.00; administered by Michael Goyer
- 1.10 Authorize tax collector to accept breakage on tax bills of \$1.00 or less.
- 1.11 Authorization of Petty Cash Funds to cover making change for taxpayers during tax collection in the business office: \$300.00, administered by Deborah Baron
- 1.12 Approval for the District to retain positive or negative school meal account balances, \$1.00 or less, of students who have left the district
- 1.13 Authorization for school cell phones: Joseph Sapienza, Michael Goyer, Assistant Superintendent for Business, Superintendent, Extras (1-Transportation, 2-Athletic)
- 1.14 Authorization for School Credit Card: Gregory Diefenbach
- 1.15 Designation of official newspapers to carry school legal advertising: Altamont Enterprise, The Spotlight
- 1.16 Authorization to advertise for, receive, open and tabulate bids as required for the purchase of supplies, materials, equipment, etc. throughout the school year: Gregory Diefenbach
- 1.17 Authorization for Capital Region BOCES to represent VCSD in all matters leading up to and including entering into a contract for the purchase of food and cafeteria supplies and jointly-bid equipment, supplies, and contractual items.
- 1.18 Authorization for administration to draw up and submit proposals for special state and federal grants throughout the year.

- 1.19 Authorization for Dr. Teresa Snyder to make budget transfers as provided for in Board of Education Policy 6150 and Education Law.
- 1.20 Authorization for Gregory Diefenbach to review, and act upon, all Building and Grounds Use requests.
- 1.21 Authorization for Dr. Teresa Snyder to sign the *Application for Refund and Credit of Real Property Taxes* forms.
- 1.22 Authorization for Dr. Teresa Snyder to enter into and sign contracts under \$10,000.
- 1.23 Authorization for Dr. Teresa Snyder to certify payrolls.
- 1.24 Authorization for Assistant Superintendent, Gregory Diefenbach to enter into and sign maintenance service agreements under \$4,000.
- 1.25 Authorization for the Dr. Teresa Snyder and the Board of Education President to enter into and sign change orders for Elementary School/Bus Garage in amounts not to exceed \$19,999. All change orders exceeding \$19,999 will be brought to the Board of Education for approval.
- 1.26 Authorization for Dr. Teresa Snyder to release 12-month, non-instructional employees up to four hours early on the day before Thanksgiving, December 24, and December 31.
- 1.27 Action on readoption of Facilities Use Fees
- 1.28 Action on readoption of mileage charge for use of buses: \$1.35 per mile
- 1.29 Action on readoption of School Safety Plan
- 1.30 Action on readoption of all existing Board Policies and Regulations
- 1.31 Action on readoption of New York State Archives Record Retention & Disposition Schedule to be used for the proper handling and disposition of District records
- 1.32 Action on readoption of substitute pay rates.
- 1.33 Approval of Board Calendar Dates for 2011-2012.
- 1.34 Authorization for Dr. Teresa Snyder to approve substitutes for employment.
- 1.35 Authorization for Voorheesville Central School District to participate in Federal and State Free and Reduced Price Meal Programs.
- 1.36 Approval of 2011-2012 Organizational Chart

VOORHEESVILLE CENTRAL SCHOOL DISTRICT

MEETING TIMES AND DATES

Regular meetings of the Voorheesville Board of Education will be held on Mondays as indicated below at 7:30 p.m. in the Large Group Instruction Room of the Clayton A. Bouton High School, Voorheesville, New York. Information regarding the meetings may be obtained by calling the Superintendent's Office at 765-3313 ext. 101. In the event that additional special meetings are held, or changes of dates or times of regular meetings are made, they will be listed below, and also published on the District website.

<u>Date</u>	<u>Purpose</u>	<u>Time</u>	<u>Place</u>
Monday, July 11, 2011	Regular Meeting	7:30-9:00 p.m.	Large Group Instruction Room
Monday, August 15, 2011	Regular Meeting	7:30-9:00 p.m.	Large Group Instruction Room
Monday, September 12, 2011	Regular Meeting	7:30-9:00 p.m.	Large Group Instruction Room
Monday, October 17, 2011	Regular Meeting	7:30-9:00 p.m.	Large Group Instruction
Monday, November 14, 2011	Regular Meeting	7:30-9:00 p.m.	Large Group Instruction Room
Monday December 12, 2011	Regular Meeting	7:30-9:00 p.m.	Large Group Instruction Room
Monday, January 9, 2012	Regular Meeting	7:30-9:00 p.m.	Large Group Instruction Room
Monday, January 23, 2012	Special Budget Meeting	7:30-9:00 p.m.	Large Group Instruction Room
Monday, February 13, 2012	Regular Meeting	7:30-9:00 p.m.	Large Group Instruction Room
Monday, March 5, 2012	Special Budget Meeting	7:30-9:00 p.m.	Large Group Instruction Room
Monday, March 12, 2012 <i>Adopt Propositions [if necessary]</i>	Regular Meeting	7:30-9:00 p.m.	Large Group Instruction Room
Monday, March 25, 2012	Special Budget Meeting	7:30-9:00 p.m.	Large Group Instruction Room
Monday, April 2, 2012 <i>Adoption of 11-12 School Budget</i>	Regular Meeting	7:30-9:00 p.m.	Large Group Instruction Room
Monday, April 23, 2012	BOCES Admin. Budget Vote/Election	7:30 AM	District Office
Monday, May 7, 2012	Recognition of Tenure Candidates Budget Hearing Regular Meeting	7:30-9:00 p.m.	Large Group Instruction Room
Tuesday, May 15, 2012	Budget Vote Board Election	2:00–9:00 p.m.	Middle School Foyer
Monday, June 11, 2012	Volunteer Recognition Regular Meeting	6:30 p.m. 7:30-9:00 p.m.	H.S. Commons Large Group Instruction Room

Note: Rosh Hashanah Begins Thursday, September 29, 2011
 Yom Kippur Begins Saturday, October 8, 2011
 Hanukkah Begins Monday, December 21, 2010
 Good Friday Friday, April 6, 2012
 Passover Begins Saturday, April 7, 2012

BOARD OF EDUCATION

SUPERINTENDENT

Dr. Teresa Thayer Snyder

Claims Auditor
Internal Auditor

Treasurer
District Clerk
Tax Collector

Middle School Principal
James R. Franchini

High School Principal
Imran Abbasi

Elementary Principal
Thomas B. Reardon

Assistant Superintendent for Business
Gregory Diefenbach

6-8 Guidance Counselor
6-8 Teaching Staff
6-8 Special Education Staff
Secretary
Middle Level Clubs
Middle Level Class Advisors

9-12 Associate Principal
Patrick Corrigan

Secretarial Staff
Attendance Clerk
Regular School Teaching Assts.
Teacher Aides
K-5 Teaching Staff
Learning Lab Teaching Staff
K-5 Guidance Counselor
School Librarian

Transportation
Operations & Maintenance
Mike Goyer,
Supervisor

Business Office Staff
Adult Education

Department Chairs

English / Foreign
Language
Social Studies / Occ. Ed.
Mathematics / Science
Art / Music
PE / Health

Dean of Students
Nadine Bassler (.2)

Director of Phys. Ed.
Coordinator of Athletics
& Aquatics
Joseph Sapienza

District Technology Coord.
Robert Carte

Technology
Support
Specialist

Transportation
Bus Mechanics
School Bus Monitor
Bus Drivers
Office Monitor
Operations & Maint.
Custodial Workers
Building Maintenance

School Lunch Program
Timothy Mulligan,
Cafeteria Manager
Cashiers
Cafeteria Workers

Varsity Coaches
Varsity Assistant Coaches
Junior Varsity Coaches
Freshman Coaches
Modified Coaches

Curriculum Coordinator
Karen Conroy

School Attorneys
School Physician
Communications Specialist

Dir. of Special Education
Robin Jacob

Special Ed. Teaching Assts.
K-12 Special Ed. Teaching Staff
School Psychologist
Occupational Therapist
Physical Therapist
Speech Therapist
Social Worker

Secretaries
Attendance Clerk
Nurse
Regular School Teaching Assistants
Teacher Aides
9 – 12 Teaching Staff
Success Center Teaching Staff
Special Education Staff
9 – 12 Guidance Counselors
School Librarian
Club and Class Advisors

*Voorheesville Central School District
Organizational Chart
2011-2012 School Year*

Adoption Date: April 7, 2003
Revised: July 11, 2011