

VOORHEESVILLE CENTRAL SCHOOL DISTRICT
Voorheesville, New York 12186
BOARD OF EDUCATION MINUTES

July 11, 2005
Reorganizational Meeting

Joseph F. Pofit, President
Performing Arts Center

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MEMBERS PRESENT:

Joseph F. Pofit, President
 C. James Coffin, Vice President
 Richard K. Brackett
 David M. Gibson
 Kevin T. Kroencke

MEMBERS ABSENT:

Paige Macdonald
 Thomas J. McKenna

ADMINISTRATION PRESENT:

Linda Langevin, Sarita Winchell, Mark Diefendorf, Kenneth Lein, Theresa Kennedy

OTHERS PRESENT:

Gary Hubert, Linda Pasquali, Kathy Fiero, Lisa Myers, Deb Baron, Jim Cuozzo [The Spotlight], Holly Groesch [The Altamont Enterprise], Joseph Sapienza, Catherine Sapienza, Dorothea Pfleiderer

Dr. Alan R. McCartney called the meeting to order at 7:33 p.m. and gave the proper procedure to evacuate the building in the event of a fire emergency. He noted all Board members were present, with the exception of Mr. McKenna and Ms. Macdonald.

The Oath of Office was administered to newly elected Board of Education members, David M. Gibson and Kevin T. Kroencke for the term of office July 1, 2005 through June 30, 2010.

Dr. McCartney asked for nominations for the election of President of the Board for 2005-2006. On a motion by Mr. Coffin and seconded by Mr. Brackett, Joseph F. Pofit was nominated for the office of president. Dr. McCartney moved that nominations be closed and that one vote be cast on behalf of the entire Board for Mr. Pofit. This motion was seconded by Mr. Brackett, carried unanimously and Joseph F. Pofit was elected president.

Dr. McCartney asked for nominations for the election of Vice President of the Board for 2005-2006. On a motion by Mr. Pofit and seconded by Mr. Brackett, C. James Coffin was nominated for the office of vice president. Dr. McCartney moved that nominations be closed and that one vote be cast on behalf of the entire Board for Mr. Coffin. This motion was seconded by Mr. Brackett, carried unanimously and C. James Coffin was elected vice President.

Dr. McCartney administered the Oath of Office to Mr. Pofit and Mr. Coffin. He then turned the conduct of the meeting over to President Joseph F. Pofit.

Mr. Pofit administered the Oath of Office to Superintendent of Schools, Linda M. Langevin.

Mr. Pofit called for a motion to approve Items 1.5.1 – 1.5.18, Appointments for 2005-2006. A motion was made by Mr. Kroencke, seconded by Mr. Gibson and approved by a 5-0 vote on the following appointments:

- Clerk of the Board of Education: Dorothea Pfleiderer
- Clerk Pro Tem: Deann DellaPenta
- Treasurer: Kathleen Parsons
- Deputy Treasurer: Robin Burch
- Internal Claims Auditor: Deborah Baron
- School Attorneys: Whiteman Osterman & Hanna
- Orrick, Herrington & Sutcliffe, LLP
- Roz Robinson
- Ruberti, Girvin & Ferlazzo, PC
- Medical Inspectors: Michael Kieserman, M.D.
- First Stop Medical
- The Children’s Hospital at Albany Medical Center
- [Elaine Schulte, M.D., M.P.H.]
- Treasurer, Extracurricular Funds: Anne Smolen
- Comptroller, Extracurricular Funds: Mark Diefendorf, Principal
- Auditors: Washburn, Ellingwood, Sheeler, Thaisz & Pinsley, CPA’s PC
- Purchasing Agent: Sarita Winchell
- Tax Collector: Deborah Baron
- Records Retention & Disposition Officer/Records Access Officer Kathleen Parsons

Meeting call to order: 7:33 p.m.

Oath of Office:
 D. Gibson
 K. Kroencke

BOE President:
 J. Pofit

BOE Vice-President:
 C.J. Coffin

Oath of Office:
 J. Pofit
 C. J. Coffin

Superintendent:
 L. Langevin

BOE Appointments:
 2005-2006

LEA Asbestos: Michael Goyer
 Title IX Officer: Linda Langevin
 Census Enumerator: JoAnn Donohue
 Privacy Officer under HIPPA: Kathleen Parsons
 Schoharie Area Workers' Compensation Plan Trustee: Sarita Winchell
 Alternate: Linda Langevin

On a motion by Mr. Brackett and seconded by Mr. Kroencke, the Board approved Item 1.5.19 by a 5-0 vote, as follows:

Capital District School Boards Association Delegate: Thomas J. McKenna
 Alternate: Paige Macdonald

On a motion by Mr. Coffin and seconded by Mr. Gibson, the Board approved Item 1.5.20 by a 5-0 vote, as follows:

District Safety Committee: Sarita Winchell
 Michael Goyer
 Donald Provost
 Mary Ann Jones
 Colleen Brackett
 William Kelly
 Joseph Sapienza
 Theresa Kennedy
 Michael Paolino
 Kevin T. Kroencke

Oath of Office

Mr. Pofit administered the Oath of Office to all appointees present and noted that all persons would sign Oath of Office cards.

BOE Committees
[TABLED]

The Board agreed to table Item 1.5.21, Board of Education Committees, for further discussion at the regular August 15, 2005 meeting. Those committees are: Building Project and Facilities, Professional Development, Curriculum, Policy Manual, and Organization.

Designation of banks/signatories:

On a motion by Mr. Coffin, seconded by Mr. Pofit and carried unanimously, the Board approved the designation of banks as follows:

- Key Bank: Checking, Money Market or Savings Accounts
 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:..... Kathleen Parsons, Treasurer
 Robin Burch, Deputy Treasurer
 Signatories for Extra Curricular Fund checks:(*any two*) Mark Diefendorf
 Kathleen Parsons
 Robin Burch
 Anne Smolen

Funds that may be invested:

- Funds that may be invested:
 General Fund (including Reserve for Tax Certiorari and Unemployment Reserve), Capital Fund (including Capital Reserve), Debt Service Fund, Expendable Trust (Gifts, Scholarships and Endowment).

Authorization to make investments:

- Authorization to make investments:
 (Certificates of Deposit (Key Bank, N.A., M & T Bank, Fleet, Trustco, Evergreen Bank, Charter One Bank), (NBT) Central National Bank, MBIA-CLASS, or Instruments of the U.S. Treasury):
Kathleen Parsons after consultation with the Superintendent

Authorization for bonding

- Authorization for bonding for the Treasurer and Tax Collector for \$1,000,000 and the Treasurer of the Extra Curricular Activity Fund for \$100,000; insurance to be provided through Utica Mutual Insurance.

Mileage Rate

On a motion by Mr. Coffin and seconded by Mr. Kroencke, the Board approved the **prevailing IRS mileage rate** as the established reimbursement rate for use of cars approved for school business by a 5-0 vote.

On a motion by Mr. Brackett and seconded by Mr. Kroencke, Item 1.9 was approved by 5-0 vote as follows:

- Authorization of Petty Cash Funds as indicated below to cover properly itemized bills for supplies and services requiring immediate payment:

- \$100.00; administered by Linda Langevin
- \$100.00; administered by Sarita Winchell
- \$100.00; administered by Mark Diefendorf
- \$100.00; administered by Kathleen Parsons
- \$100.00; administered by Kenneth Lein
- \$ 50.00; administered by Michael Goyer

Authorization of Petty Cash Funds

On a motion by Mr. Coffin and seconded by Mr. Kroencke, Items 1.10-1.20 were approved by 5-0 vote as follows:

- Authorization of Petty Cash Funds to cover making change for taxpayers during tax collection in the business office: \$300.00, administered by Deborah Baron.

Authorization of Funds for taxes

- Designation of official newspapers to carry school legal advertising: The Albany Times Union
The Altamont Enterprise
The Spotlight

Designation of Official Newspapers

- Authorization to advertise for, receive, open and tabulate bids as required for the purchase of supplies, materials, equipment, etc. throughout the school year: Sarita Winchell

Authorization: Bidding

- Authorization for administration to draw up and submit proposals for special state and federal grants throughout the year: Linda Langevin

Proposals/Grants

- Authorization for Superintendent Linda Langevin to make budget transfers within object codes of budget as provided for in Education Law.

Budget Transfers

- Authorization for Linda Langevin to review, and act upon, all Building and Grounds Use requests.

Buildings/Grounds Requests

- Action on readoption of Facilities Use Fees
- Action on readoption of School Safety Plan
- Action on readoption of all existing Board Policies and Regulations including District Purchasing Policy
- Approval of Board Calendar Dates for 2005-2006

*Facilities Use Fees
School Safety Plan
BOE Policies
BOE Calendar Dates*

August 15, 2005	January 9, 2006	March 27, 2006 [<i>Budget</i>]
September 12, 2005	January 26, 2005 [<i>Budget</i>]	April 3, 2006
October 17, 2005	February 13, 2006	May 8, 2006
November 14, 2005	March 6, 2006 [<i>Budget</i>]	May 16, 2006 [<i>Budget Vote/BOE Election</i>]
December 12 2005	March 13, 2006	June 12, 2006

- Authorization for Superintendent Linda Langevin to approve substitutes for employment.

Substitute Appointments

On a motion made by Mr. Coffin and seconded by Mr. Kroencke and approved by a 5-0 vote, the Re-Organizational meeting was adjourned at 7:55 p.m.

Adjournment:
7:55 p.m.

President

Clerk