

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

Organizational Meeting
July 1, 2008

David M. Gibson, President
High School Library

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MEMBERS PRESENT:

David M. Gibson, President
 Timothy E. Blow
 Lisa A. Henkel
 Gary A. Hubert
 Kevin T. Kroencke

MEMBERS ABSENT:

C. James Coffin
 Paige A. Pierce

ADMINISTRATION PRESENT:

Linda Langevin, Sarita Winchell

OTHERS PRESENT:

Dorothea Pfleiderer

Mr. Gibson called the organizational meeting to order at 7:30 a.m.

The Oath of Office was administered to newly elected Board of Education member, Lisa A. Henkel for the term of office July 1, 2008 through June 30, 2012.

Mr. Gibson asked for nominations for President of the Board for 2008-2009. Mr. Hubert made a motion to nominate Mr. Gibson as President, seconded by Mr. Kroencke. The motion was carried unanimously and David Gibson was elected Board of Education President for 2008-2009.

Nominations for Vice President of the Board for 2008-2009 were postponed definitely until the regular July 14, 2008 meeting.

The Oath of Office was administered to Board President, David Gibson.

The Oath of Office was administered to Superintendent of Schools, Linda M. Langevin.

Appointments for 2008-2009

On a motion by Mr. Kroencke, seconded by Mr. Blow and carried by a 5-0 vote, the following appointments were approved:

- 1.5.1 Clerk of the Board of Education: Dorothea Pfleiderer
- 1.5.2 Treasurer Robin Burch
- 1.5.3 Deputy Treasurer:..... Susan Arditi
- 1.5.4 Claims Auditor: James McAssey at \$16.09/hour
- 1.5.5 Deputy Claims Auditor: Mary Flansburg at \$400/year
- 1.5.6 Internal Auditor: Henry Binzer at \$10,000/year
- 1.5.7 School Attorneys: Whiteman Osterman & Hanna
 Orrick, Herrington & Sutcliffe, LLP
 Roz Robinson
- 1.5.8 Medical Inspectors: Michael Kieserman, M.D.
 First Stop Medical
 The Children's Hospital at Albany
 Medical Center
- 1.5.9 Treasurer, Extracurricular Funds: Anne Smolen
- 1.5.10 Comptroller, Extracurricular Funds: Mark Diefendorf, Principal
- 1.5.11 External Auditors: Dorfman-Robbie, CPAs, P.C.
- 1.5.12 Purchasing Agent: Sarita Winchell
- 1.5.13 Tax Collector: Deborah Baron at \$954.59/year
- 1.5.14 Records Retention and Disposition Officer/Records Access
 Officer: Robin Burch
- 1.5.15 LEA Asbestos..... Michael Goyer
- 1.5.16 Title IX Officer..... Superintendent
- 1.5.17 Privacy Officer under HIPAA..... Robin Burch
- 1.5.18 Schoharie Area Workers' Compensation Plan Trustee Sarita Winchell
 Alternate Superintendent

Meeting call to order: 7:30 a.m.

Oath of Office:
 L. Henkel

BOE President:
 D. Gibson

BOE Vice-President:
 Postponed until
 07/14/08

Oath of Office:
 D. Gibson

Superintendent:
 L. Langevin

BOE Appointments:
 2008-2009

Designation of BanksDesignation of
banks/signatories:

On a motion by Mr. Kroencke, seconded by Mr. Hubert and carried by a 5-0 vote, the Board approved the following items:

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 Susan Ardit. Signatories for Extra Curricular Fund checks: (any two) Mark Diefendorf, Anne Smolen, Robin Burch or Susan Ardit.

Funds that may be
invested:

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).

Authorization to
make investments:

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.); MBIA-CLASS, or Instruments of the U.S. Treasury: Robin Burch or Susan Ardit after consultation with the Superintendent.

Authorization for
bonding

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.

Authorization to
make wire transfers

1.7.5 Authorization to make wire transfers.
Signatories: Robin Burch, Susan Ardit

On a motion by Mr. Blow, seconded by Mr. Kroencke and carried by a 5-0 vote, the Board approved the following items, 1.8 through 1.33, with the exception of item 1.30.

Mileage Rate
IRS Prevailing Rate

1.8 Approved the **prevailing IRS mileage rate** as the established reimbursement rate for use of cars for school business.

AUTHORIZATIONAuthorization of
Petty Cash Funds

1.9 Authorized 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 Susan Ardit
- 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 Deann DellaPenta
- 1.9.5 \$100.00; administered by Michael Goyer

TAX Collector
Breakage of Bills

1.10 Authorized the tax collector to accept breakage on tax bills of \$1.00 or less.

Petty Cash Funds

1.11 Authorized petty cash funds to cover making change for taxpayers during tax collection in the business office: \$300.00, administered by Deborah Baron.

School Cell
Phones/Blackberry

1.12 Authorized school cell phones for the following: Mark Diefendorf, Joseph Sapienza, Michael Goyer, Sarita Winchell, Superintendent (*cell phone or Blackberry*), and Extras (District Office [1], Transportation [2], Athletic [1]).

School Credit Card:
S. Winchell

1.13 Authorized use of school credit card: Sarita Winchell

Designation of
Official Newspapers

1.14 Designated the Albany Times Union, Altamont Enterprise, and The Spotlight as the official newspapers to carry school legal advertising.

Bidding

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

Joint-Bidding:
Capital Region
BOCES

1.16 Authorized 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.

Preparation &
Submission of
proposals /grants
Administrators

1.17 Authorized the administration to draw up and submit proposals for special state and federal grants throughout the year.

Budget Transfers:
Superintendent

1.18 Authorized the Superintendent to make budget transfers as provided for in Board of Education Policy 6150 and Education Law.

- 1.19 Authorized Sarita Winchell to review and act upon all Building and Grounds Use requests.
- 1.20 Authorized the Superintendent to sign the *Application for Refund and Credit of Real Property Taxes* Forms.
- 1.21 Authorized the Superintendent to enter into and sign contracts under \$10,000.
- 1.22 Authorized the Assistant Superintendent for Business, Sarita Winchell to enter into and sign maintenance service agreements under \$4,000.
- 1.23 Authorized the Superintendent and Board of Education President to enter into and sign change orders for Elementary School/Bus Garage and the C.A. Bouton High School building projects in amounts not to exceed \$19,999. All change orders exceeding \$19,999 will be brought to the Board of Education for approval.
- 1.24 Approved readoption of Facilities Use Fees
- 1.25 Adopted a mileage charge for use of buses: \$1.35 per mile.
- 1.26 Approved readoption of School Safety Plan
- 1.27 Approved readoption of all existing Board of Education Policies.
- 1.28 Approved readoption of all New York State Archives Record Retention & Disposition Schedule to be used for the proper handling and disposition of District records.
- 1.29 Approved readoption of substitute pay rates.
- 1.30 Approval of Board of Education Calendar Dates for 2008-2009 was postponed definitely until the regular July 14, 2008 meeting.
- 1.31 Authorized the Superintendent to approve substitutes for employment.
- 1.32 Authorized Voorheesville Central School District to participate in Federal and State Free and Reduced Price Meal Programs.
- 1.33 Approval of 2008-2009 Organizational Chart
- 1.34 Bus Purchases
On a motion by Mr. Hubert, seconded by Mr. Kroencke and carried by a 5-0 vote, the Board disqualified all bids for the two 28-passenger buses and approved the purchase of two 28-passenger buses from Gorman Enterprises consistent with State Contract #PC61178. The price is \$38, 192 each for a total of \$76,384.
- On a motion by Mr. Hubert, seconded by Mr. Kroencke and carried by a 5-0 vote, the meeting was adjourned at 8:00 a.m.

Building/Grounds Requests:
S. Winchell

Signatory: *App. For Refund/Credit of Real Prop. Forms*

Supt. to sign contracts <\$10,000
Asst. Supt. to sign svc. agreements <\$4,000

Supt./BOE Pres. to sign change orders <\$19,999

READOPTION

Facilities Use Fees

Bus Mileage Charge

School Safety Plan

BOE Policies

Handling & disposition of records

Sub. Pay Rates

BOE Calendar Dates
Postponed until 07/14/08

AUTHORIZATION
Substitute appointments

Participation:
Meal Programs

Approved:
Organizational Chart 2008-2009

Bus Purchases:
Disqualified bids and approved State Contract prices

Adjournment:
8:00 a.m.

President

Clerk, Board of Education