

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

Organizational Meeting
July 1, 2009

David M. Gibson, President
District Office

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MEMBERS PRESENT:

David M. Gibson, President
 C. James Coffin, Vice President
 Timothy E. Blow
 Gary A. Hubert
 Kevin T. Kroencke

MEMBERS ABSENT:

Cheryl L. Dozier
 Lisa A. Henkel

ADMINISTRATION PRESENT:

Linda Langevin, Sarita Winchell

OTHERS PRESENT:

Dorothea Pfleiderer, Mark Raven

Mr. Gibson called the organizational meeting to order at 7:35 a.m.

The Oath of Office was administered to newly elected Board of Education member, C. James Coffin for the term of office July 1, 2009 through June 30, 2013. The oath will be administered to Ms. Dozier at the regular July 13, 2009 meeting.

Mr. Gibson asked for nominations for President of the Board for 2009-2010. Mr. Coffin made a motion to nominate Mr. Gibson as President, seconded by Mr. Blow. The motion was carried unanimously and David Gibson was elected Board of Education President for 2009-2010.

Mr. Gibson asked for nominations for Vice President of the Board for 2009-2010. Mr. Blow made a motion to nominate Mr. Coffin as Vice President, seconded by Mr. Hubert. The motion was carried unanimously, and C. James Coffin was elected Board of Education Vice President for 2009-2010.

The Oath of Office was administered to Board President, David Gibson and Board Vice President C. James Coffin.

The Oath of Office was administered to Superintendent of Schools, Teresa T. Snyder, Ph.D.

Appointments for 2009-2010

On a motion by Mr. Blow, seconded by Mr. Coffin and carried unanimously, the following appointments were approved for 2009-2010:

- 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, LLP
 Roz Robinson
- 1.5.8 Medical Inspectors: Access Compliance, LLC
 First Stop Medical
- 1.5.9 Treasurer, Extracurricular Funds:..... Cynthia Bunk
- 1.5.10 Comptroller, Extracurricular Funds:..... Mark Diefendorf, Principal
- 1.5.11 External Auditors: The Bonadio Group
- 1.5.12 Purchasing Agent: Sarita Winchell
- 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
- 1.5.15 LEA Asbestos..... Michael Goyer
- 1.5.16 Title IX Officer..... Dr. Teresa Snyder
- 1.5.17 Privacy Officer under HIPAA..... Robin Burch
- 1.5.18 Schoharie Area Workers' Compensation Plan Trustee Sarita Winchell
 Alternate Dr. Teresa Snyder

Meeting call to order: 7:50 a.m.

Oath of Office:
 C. James Coffin

BOE President:
 D. Gibson

BOE Vice-President:
 C. James Coffin

Oath of Office:
 D. Gibson
 C. James Coffin

Superintendent:
 Teresa T. Snyder

BOE Appointments:
 2009-2010

Designation of BanksDesignation of banks/signatories:

On a motion by Mr. Blow, seconded by Mr. Hubert and carried unanimously, 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 Jennifer Crawford. Signatories for Extra Curricular Fund checks: (any two) Mark Diefendorf, Cynthia Bunk, Robin Burch or Jennifer Crawford.

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 Jennifer Crawford 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, Jennifer Crawford

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 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 Kristy Race
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 Fund
Tax Collector

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, Dr. Teresa Snyder (*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 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:
Dr. Snyder

1.18 Authorized the Dr. Teresa Snyder 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 Dr. Teresa T. Snyder to sign the *Application for Refund and Credit of Real Property Taxes* Forms.
- 1.21 Authorized Dr. Teresa T. Snyder to enter into and sign contracts under \$10,000.
- 1.22 Authorized Dr. Teresa T. Snyder to certify payrolls.
- 1.23 Authorized the Assistant Superintendent for Business, Sarita Winchell to enter into and sign maintenance service agreements under \$4,000.
- 1.24 Authorized Dr. Teresa T. Snyder 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.
- 1.25 Approved readoption of Facilities Use Fees
- 1.26 Adopted a mileage charge for use of buses: \$1.35 per mile.
- 1.27 Approved readoption of School Safety Plan
- 1.28 Approved readoption of all existing Board of Education Policies.
- 1.29 Approved readoption of all New York State Archives Record Retention & Disposition Schedule to be used for the proper handling and disposition of District records.
- 1.30 Approved readoption of substitute pay rates.
- 1.31 Approved the Board or Education Calendar Dates for 2009-2010.
- 1.32 Authorized Dr. Teresa T. Snyder to approve substitutes for employment.
- 1.33 Authorized Voorheesville Central School District to participate in Federal and State Free and Reduced Price Meal Programs.
- 1.34 Approval of 2009-2010 Organizational Chart
- 1.35 Whiteman Osterman & Hanna – Annual Retainer
The recommendation to approve the annual retainer for school district attorney, Whiteman Osterman & Hanna, LLP, in the amount of \$28,000 effective July 1, 2009 through June 30, 2010 was tabled until the July 13, 2009 meeting.

Discussion:

The Board discussed Dr. Snyder's timeline for re-opening the search for a middle school principal. Advertising is to begin immediately with a tentative date of Monday, July 28 for screening applications. Dr. Snyder hopes to present a candidate for BOE approval at the August 17 meeting.

On a motion by Mr. Blow, seconded by Mr. Hubert and carried unanimously, the meeting was adjourned at 8:08 a.m.

President

Clerk, Board of Education

Building/Grounds

Requests:
S. Winchell

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

*Dr. Snyder. to sign contracts <\$10,000
S. Winchell to sign svc. agreements <\$4,000*

Dr. Snyder/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 2009-2010

AUTHORIZATION
Substitute appointments

Participation:
Meal Programs

Approved:
Organizational Chart 2009-2010

Annual Retainer:
Whiteman Osterman & Hanna
Tabled

Discussion:
Middle School Principal Search

Adjournment:
8:08 a.m.