

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

**Organizational Meeting**  
**July 1, 2010**

**C. James Coffin, President**  
**District Office**

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**MEMBERS PRESENT:**

- C. James Coffin, President
- Cheryl L. Dozier, Vice President
- Timothy E. Blow
- Kristine L. Gravino
- Lisa A. Henkel
- Gary A. Hubert
- Cynthia Monaghan

**MEMBERS ABSENT:**

**ADMINISTRATION PRESENT:**

- Teresa T. Snyder, Sarita Winchell

**OTHERS PRESENT:**

- Dorothea Pfleiderer,

Dr. Snyder called the meeting to order at 7:35 a.m.

The Oath of Office was administered to newly elected Board of Education members, Kristine L. Gravino and Cynthia Monaghan for the term of office July 1, 2010 through June 30, 2014.

Dr. Snyder asked for nominations for President of the Board for 2010-2011. A motion was made by Dr. Dozier and seconded by Mr. Hubert to nominate C. James Coffin as President. The motion was unanimously approved.

Dr. Snyder asked for nominations for Vice President of the Board for 2010-2011. A motion was made by Dr. Henkel and seconded by Mr. Hubert to nominate Cheryl L. Dozier as Vice President. The motion was unanimously approved.

The Oath of Office was administered to Board President, C. James Coffin and Board Vice President Cheryl L. Dozier.

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

**Appointments for 2010-2011**

On a motion by Mr. Blow, seconded by Mr. Hubert and carried unanimously, the following appointments were approved for 2010-2011:

- 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;  
..... The Children’s Hospital at Albany  
..... Medical Center
- 1.5.9 Treasurer, Extracurricular Funds:..... Cynthia Bunk
- 1.5.10 Comptroller, Extracurricular Funds:..... Imran Abbasi, 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
- 1.5.16 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 ..... Sarita Winchell  
Alternate ..... Dr. Teresa Snyder

**Meeting call to order:** 7:35 a.m.

**Oath of Office:**  
*K. Gravino*  
*C. Monaghan*

**BOE President:**  
*C. James Coffin*

**BOE Vice-President:**  
*Cheryl L. Dozier*

**Oath of Office:**  
*C. James Coffin*  
*Cheryl L. Dozier*

**Superintendent:**  
*Teresa T. Snyder*

**BOE Appointments:**  
2010-2011

**Designation of Banks****Designation of banks/signatories:**

On a motion by Mr. Blow, seconded by Dr. Dozier 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) Imran Abbasi, 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, Sarita Winchell
- 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.
- AUTHORIZATIONS** 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 Michelle Moss  
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: Imran Abbasi, Joseph Sapienza, Michael Goyer, Sarita Winchell, Dr. Teresa Snyder, and Extras (Transportation [1], Athletic [2]).
- 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 Dr. Teresa Snyder to make budget transfers as provided for in Board of Education Policy 6150 and Education Law.
- Building/Grounds Requests:**  
S. Winchell 1.19 Authorized Sarita Winchell to review, and act upon, all Building and Grounds Use requests.
- On a motion by Mr. Blow, seconded by Dr. Henkel and carried unanimously, the following items were approved:
- Signatory:** App. For Refund/Credit of Real Prop. Forms 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.
- Dr. Snyder. to sign contracts <\$10,000*  
*S. Winchell to sign svc. agreements <\$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 Authorized Dr. Teresa T. Snyder to release 12-month, non-instructional employees up to four hours early on the day before Thanksgiving, December 24, and December 31.  
*Note: The Board agreed that early holiday release of 12-month, non-instructional employees should be an item for negotiation with the UEV in 2011.*
- 1.26 Approved readoption of Facilities Use Fees
- 1.27 Adopted a mileage charge for use of buses: \$1.35 per mile.
- 1.28 Approved readoption of School Safety Plan
- 1.29 Approved readoption of all existing Board of Education Policies.
- 1.30 Approved readoption of all New York State Archives Record Retention & Disposition Schedule to be used for the proper handling and disposition of District records.
- 1.31 Approved readoption of substitute pay rates.
- 1.32 Approved the Board or Education Calendar Dates for 2010-2011.
- 1.33 Authorized Dr. Teresa T. Snyder to approve substitutes for employment.
- 1.34 Authorized Voorheesville Central School District to participate in Federal and State Free and Reduced Price Meal Programs.
- 1.35 Approval of 2010-2011 Organizational Chart
- 1.36 Authorized the District to retain positive or negative school meal account balances, \$1.00 or less, of students who have left the district.

**Other Business**

- 2.0 Approval of Amended Policy & Governance Committee Charter  
On a motion by Mr. Blow, seconded by Dr. Henkel and carried unanimously, the Board approved the amendment to the Policy & Governance Committee Charter regarding the committee membership.

Discussion was held regarding student test scores and the methods used to assess Voorheesville students. How do our students compare internationally? Are there different ways to evaluate student progress? This item will be discussed at a later date.

On a motion by Mr. Blow, seconded by Dr. Dozier and carried unanimously, the Board moved into Executive Session at 8:07 a.m. to discuss the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspensions, dismissal, or removal of a particular person or corporation.

The Board came out of Executive Session at 8:25 a.m.

The following items were noted:

- Mr. Coffin explained that Dr. Snyder's contract amendment will be sent to school attorney, Norma Meacham, for review and will be presented to the Board for approval on the July 12, 2010 agenda.
- The Board of Education committee structure will be postponed until the August 16 meeting. In the meantime, Mr. Coffin asked Dr. Gravino and Ms. Monaghan to review the committee charters and consider where they might like to serve.
- Mr. Coffin and Dr. Dozier will meet with Dr. Gravino and Ms. Monaghan to discuss Board membership and answer questions they might have regarding their roles and responsibilities.

On a motion by Mr. Blow, seconded by Mr. Hubert and carried unanimously, the meeting was adjourned at 8:27 a.m.

*Dr. Snyder/BOE  
Pres. to sign change  
orders  
<\$19,999*

*Early Holiday Release  
for 12-month, non-  
instructional  
employees*

**READOPTION**

*Facilities Use Fees  
Bus Mileage Charge  
School Safety Plan  
BOE Policies*

*Handling &  
disposition of records*

*Sub. Pay Rates*

*BOE Calendar Dates  
2010-2011*

**AUTHORIZATION**

*Substitute  
appointments  
Participation:  
Meal Programs  
Approved:  
Organizational Chart  
2010-2011  
School Meal Acct.  
Balance \$1.00 or <*

*Amended:  
P & G Charter*

*Discussion:  
Student Evaluation  
Methods*

*Executive Session:  
8:07 a.m.*

*Return to Regular  
Session:  
8:25 a.m.*

*Adjournment:  
8:27 a.m.*

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*President, Board of Education*

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*Clerk, Board of Education*