

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

**Organizational Meeting
 July 11, 2011**

**Timothy E. Blow, President
 District Office**

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MEMBERS PRESENT:

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

MEMBERS ABSENT:

ADMINISTRATION PRESENT:

Teresa T. Snyder, Gregory Diefenbach, Thomas Reardon, Michael Goyer, Joseph Sapienza

OTHERS PRESENT:

Laura Minnick, Karen Conroy, Tricia Putman, Robert Denman, Sarita Winchell, Chris Allard, Anne Rappoccio, Deb Baron, Dorothea Pfliegerer

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

The Oath of Office was administered to newly elected Board of Education member, Gary A. Hubert for the term of office July 1, 2011 through June 30, 2015.

Dr. Snyder asked for nominations for President of the Board for 2011-2012. A motion was made by Mr. Coffin and seconded by Ms. Monaghan to nominate Timothy E. Blow as President. The motion was unanimously approved.

Dr. Snyder asked for nominations for Vice President of the Board for 2011-2012. A motion was made by Dr. Dozier and seconded by Dr. Gravino to nominate Cheryl L. Dozier as Vice President. The motion was unanimously approved.

The Oath of Office was administered to Board President, Timothy E. Blow and Board Vice President Cheryl L. Dozier.

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

Appointments for 2011-2012

On a motion by Ms. Monghan, seconded by Mr. Coffin and carried unanimously, the following appointments were approved for 2011-2012:

- 1.5.1 Clerk of the Board of Education:..... Dorothea Pfliegerer
- 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: 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

Meeting call to order: 7:35 p.m.

Oath of Office:
 G. Hubert

BOE President:
 Timothy E. Blow

BOE Vice-President:
 Cheryl L. Dozier

Oath of Office:
 Timothy E. Blow
 Cheryl L. Dozier

Superintendent:
 Teresa T. Snyder

BOE Appointments:
 2011-2012

Designation of Banks

On a motion by Mr. Hubert, seconded by Dr. Gravino and carried unanimously, the Board approved the following items:

Designation of banks/signatories:

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).

On a motion by Dr. Henkel, seconded by Mr. Coffin and carried by a 6-0 vote, the following item was approved. Mr. Blow abstained from voting due to the fact that he is an officer at Ballston Spa National Bank.

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.); 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 or Jennifer Crawford after consultation with the Superintendent.

On a motion by Mr. Hubert, seconded by Dr. Gravino and carried unanimously, the Board approved the following items:

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, Gregory Diefenbach

Mileage Rate
IRS Prevailing Rate

On a motion by Dr. Gravino, seconded by Ms. Monaghan and carried unanimously, the following items were approved:

AUTHORIZATIONSAuthorization of Petty Cash Funds

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

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 Karen Belgiovine;

1.9.5 \$100.00; administered by Michelle Moss

1.9.6 \$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 Meal Acct.
Balance \$1.00 or <

1.12 Approved the District to retain positive or negative school meal account balances, \$1.00 or less, of students who have left the district.

School Cell
Phones/Blackberry

1.13 Authorized school cell phones for the following: Joseph Sapienza, Michael Goyer, Assistant Superintendent for Business, Superintendent, and Extras (1 - Transportation, 2 - Athletic).

School Credit Card:
S. Winchell

1.14 Authorized use of school credit card: Sarita Winchell

Designation of
Official Newspapers

1.15 Designated the Altamont Enterprise, and The Spotlight as the official newspapers to carry school legal advertising.

Bidding

1.16 Authorized Gregory Diefenbach 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

1.17 Authorized Capital Region BOCES to represent VCS D 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

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

- 1.19 Authorized Dr. Teresa Snyder to make budget transfers as provided for in Board of Education Policy 6150 and Education Law.
- 1.20 Authorized Gregory Diefenbach to review, and act upon, all Building and Grounds Use requests.
- 1.21 Authorized Dr. Teresa T. Snyder to sign the *Application for Refund and Credit of Real Property Taxes* Forms.
- 1.22 Authorized De. Teresa Snyder to enter into and sign contracts under \$10,000
- 1.23 Authorized Dr. Teresa T. Snyder to certify payrolls.
- 1.24 Authorized the Assistant Superintendent for Business, Gregory Diefenbach to enter into and sign maintenance service agreements under \$4,000.
- 1.25 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.
- 1.26 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.
- 1.27 Approved readoption of Facilities Use Fees
- 1.28 Adopted a mileage charge for use of buses: \$1.35 per mile.
- 1.29 Approved readoption of School Safety Plan
- 1.30 Approved readoption of all existing Board of Education Policies.
- 1.31 Approved readoption of all New York State Archives Record Retention & Disposition Schedule to be used for the proper handling and disposition of District records.
- 1.32 Approved readoption of substitute pay rates.
- 1.33 Approved the Board or Education Calendar Dates for 2011-2012.
- 1.34 Authorized Dr. Teresa T. Snyder to approve substitutes for employment.
- 1.35 Authorized Voorheesville Central School District to participate in Federal and State Free and Reduced Price Meal Programs.
- 1.36 Approval of 2011-2012 Organizational Chart

On a motion by Dr. Henkel, seconded by Dr. Dozier and carried unanimously, the meeting was adjourned at 7:43 p.m.

President, Board of Education

Clerk, Board of Education

Budget Transfers:
Dr. Snyder

Building/Grounds Requests:
G. Diefenbach

Dr. Snyder to sign contracts <\$10,000

Dr. Snyder to certify payrolls

G. Diefenbach to sign contracts <\$4,000

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

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

READOPTIOIN

Facilities Use Fees

Bus Mileage Charge

School Safety Plan

BOE Policies

Handling & disposition of records

Sub. Pay Rates

BOE Calendar Dates 2011-2012

AUTHORIZATION

Substitute

appointments

Participation:

Meal Programs

Approved:

Organizational Chart 2011-2012

Adjournment:

7:43 p.m.