

**Bainbridge-Guilford Central School
Board of Education Meeting Minutes
Reorganizational Meeting
July 9, 2015**

District Clerk Susan Weibel called the July 9, 2015 reorganizational meeting of the Board of Education to order at 6:30 PM in the Guilford School Cafeteria. Call to Order

Board members in attendance were Tina Ammon, Emily Hall, Keith Hanvey, Julee Hartwell, Patrick McElligott, Jeanne Shields, and Rebecca Sullivan.

Administrator in attendance was Don Wheeler.

District Clerk, Susan Weibel, led the Pledge of Allegiance.

The District clerk gave the oaths of office to elected board members Tina Ammon and Keith Hanvey.

Oaths of Office to new Board Members

Nominations for Board of Education President were taken by the District Clerk. Jeanne Shields nominated Emily Hall. Rebecca Sullivan seconded the nomination. Julee Hartwell nominated Patrick McElligott. Keith Hanvey seconded the nomination.

On a motion by Patrick McElligott, seconded by Jeanne Shields, the Board of Education voted to move to executive session at 6:36 PM to discuss a personal personnel issue. Yes-7; No-0; Carried.

Executive Session

On a motion by Emily Hall, seconded by Jeanne Shields, the Board of Education voted to return to open session at 7:12 PM. Yes-7; No-0; Carried.

Open Session

Patrick McElligott declined the nomination for Board of Education President.

On a motion by Jeanne Shields, seconded by Rebecca Sullivan, the Board of Education voted to elect Emily Hall as President, Board of Education. Yes-6; No-0; Abstain-1 (Hall). Carried.

President Elected

District Clerk gave the Oath of Office to President elect Emily Hall.

President Hall asked for nominations for the office of Vice President. Julee Hartwell nominated Patrick McElligott. Rebecca Sullivan seconded the nomination.

On a motion by Jeanne Shields, seconded by Rebecca Sullivan, the Board of Education cast their vote to elect Patrick McElligott as Vice President of the Board of Education. Yes-5; No-1 (Shields); Abstain: McElligott. Carried.

Vice President Elected

President Hall gave the Oath of Office to Vice President, Patrick McElligott and District Clerk, Susan Weibel.

On a motion by Jeanne Shields, seconded by Tina Ammon, the Board of Education approved the District Clerk to administer the Oath of Office to the District Treasurer, Central Treasurer, Deputy Treasurer, Attendance Officers and Tax Collector. Yes-7; No-0. Carried.

Reorganizational Meeting

On a motion by Patrick McElligott, seconded by Keith Hanvey, the Board of Education approved the following appointments for the 2015-16 school year. Yes-7; No-0. Carried.

<u>Position</u>	<u>Name</u>	<u>Remuneration</u>	<u>Appointments</u>
• District Treasurer	Janice Rideout	\$3,500	
• Central Treasurer	Jodie Ives	\$3,500	
• Deputy Treasurer	Donald Wheeler	-0-	
• District Clerk	Susan Weibel	\$3,500	
• Blue & White Editor	Susan Weibel	\$1,500	
• Maintenance Coordinator	James Rideout	\$1,390	
• Grant Management	Jodie Ives	\$1,750	
• Legal Counsel/Labor Relations	HSLDG	\$16,800	
• Tax Collector	Sandra Reiling	\$2,500	
• School Physician	Bassett Healthcare	Contract Rates	
• Insurance Consultant	Utica National Insurance Co.	Contract Rates	
• Claims Auditor	Kristy DeGroat	\$50/audit	
• District Auditor	Piaker & Lyons, PC	\$15,550	
• Greenlawn Discipline Support	Dale Palmer	\$2,644	
• Dignity For All Act Coordinator	Joanne Moxley	\$1,292	
• Homeless Coordinator	Joanne Moxley	-0-	
• Asbestos Designee	Howard Thompson	-0-	
• Attendance Officers	Kelly Cirigliano	-0-	
	Heather Amatuccio	-0-	
	Lori Pike	-0-	
• Records Access Officer	Janice Rideout	-0-	
• Records Management Officer	Janice Rideout	- 0-	
• Compliance Officers	Janice Rideout	-0-	
• HIPAA Compliance & Security	Janice Rideout	-0-	
• ESL Coordinator	Jennifer Henderson	-0-	
• Chairperson, Board of Registration & Elections Personnel	TBD	Minimum Wage	
• Impartial Hearing Officer	List	\$100	

On a motion by Patrick McElligott, seconded by Keith Hanvey, the Board of Education voted to approve the following authorizations for the 2015-16 school year. Yes-7; No-0. Carried.

Authorizations

- Official Bank Depository - NBT Bank, ChaseBank,
- Official Newspaper - Tri-Town News
- Regular Monthly Meetings – 1st Thursday & 3rd Thursday of each month.

Authorizations

- Annual Budget Hearing – May 10, 2016
- Annual Budget Vote – May 17, 2016
- Tax Collection Location - NBT, Bainbridge
- The date of the Tax Warrant as of September 1, 2015
- School Business Manager as school purchasing agent
- District Treasurer or Deputy Treasurer to sign checks
- Superintendent to certify payrolls
- Superintendent to approve budget transfers.
- Superintendent to apply for and approve state and federal grants.
- Superintendent to approve attendance at conferences, conventions, and workshops.
- Superintendent to approve tutoring service contracts for Bainbridge-Guilford students.
- Bids: School Business Manager to prepare bids; District to participate in cooperative bids with DCMO & BT BOCES
- President of the Board to sign Bond and/or Revenue Anticipation Notes
- Annual Review of Expense Reimbursement (Travel) Policy (BP6830 attached)
- Audit Committee Charter Annual Review
- Re-adoption of all policies, procedures and plans.

On a motion by Julee Hartwell, seconded by Tina Ammon, the Board of Education voted to approve the following Committees for Special Education for the 2015-16 school year. Yes-7; No-0. Carried.

Special Education
Committees

Special Education Related Committees

The following are appointed as mandated members of the School District’s Committee on Special Education:

- School Psychologist: Jessica Hussar & Allison DeForrest
- CSE Chairperson and representative of the school District qualified to provide, administer, or supervise special education: Jessica Hussar, Allison DeForrest and/or Kathy Sullivan.
- Parent Member, if specifically requested in writing by the parent or by a member of the school at least 72 hours prior to the meeting.
- Regular Education Teacher (who is, or may be, responsible for implementing an IEP)
- Special Education Teacher of the student, or, if appropriate, special education provider of the student
- An individual who can interpret the instructional implications of the evaluation results
- School Physician, if specifically requested in writing by the parent or by a member of the school at least 72 hours prior to the meeting.
- Parent of the Child
- Student with the disability (when appropriate)
- Other Individuals with knowledge or special expertise regarding the child (at discretion of the parent or district)

In the event that the student is not a new referral, or there is no change of placement to a special class, the District may operate a CSE subcommittee in accordance with Part 200 guidelines.

The following are appointed as mandated members of the School District’s CSE Sub Committee

- CSE Chairperson and representative of the school District qualified to provide, administer, or supervise special education: Jessica Hussar, Allison DeForrest and/or Kathy Sullivan

- Special Education Teacher, or, if appropriate, not less than one special education provider of the student
- Regular Education Teacher of the student
- Parent of the child
- Student (when appropriate)
- School Psychologist, Jessica Hussar and/or Allison DeForrest (when necessary)
- An individual who can interpret the instructional implications of the evaluation results
- Other Individuals with knowledge or special expertise regarding the child (at discretion of the parent or district)

The following are appointed as mandated members of the School District's Committee on Pre-School Special Education:

- CPSE Chairperson and representative of the school District qualified to provide, administer, or supervise special education: Jessica Hussar and/or Allison DeForrest.
- Regular Education Teacher (if the child is or may be participating in the regular education environment)*
- Special Education Teacher, or, if appropriate at least one Special Education Provider of the child*
- An individual who can interpret the implication of the evaluation results, who may be a member of the team selected from the regular education teacher, special education teacher/ provider, or the school district representative described above.
- Parent Member, if specifically requested in writing by the parent or by a member of the school at least 72 hours prior to the meeting.
- Parent of the Child
- Other Individuals with knowledge or special expertise regarding the child (at discretion of the parent or agency)
- For a child in transition from early intervention programs and services, at the request of the parent, the appropriate professional designated by the agency that has been charged with the responsibility for the preschool child
- A representative of the municipality of the preschool child's residence, provided that the attendance of the appointee of the municipality shall not be required for a quorum

The following are appointed as mandated members of the School District's 504 Committee

- 504 Committee Chairperson – Jessica Hussar and/or Allison DeForrest and/or Kathy Sullivan
- Classroom teacher/service provider of the student
- Special Education Teacher
- Student (when appropriate)
- Parent of the student
- Other Individuals with knowledge or special expertise regarding the child (at discretion of the parent or district)

Surrogate Parents:

- TBD

Board Approved CPSE Parent Reps 2015-16

- Theresa Youngs

Board Approved CSE Parent Reps 2015-16

- Theresa Youngs

On a motion by Patrick McElligott, seconded by Rebecca Sullivan, the district Board of Education voted to approve the following district and Board of Education committees for the 2015-16 school year. Yes-7; No-0. Carried.

Board of Education Committees

Other Committees

Policy Committee

Don Wheeler Tina Ammon Keith Hanvey Emily Hall
Building Principal

Personnel Committee

Don Wheeler Patrick McElligott Keith Hanvey Emily Hall
Building Principal

Facilities/Visitation Committee

Howard Thompson Don Wheeler Building Principal
Emily Hall Julee Hartwell Rebecca Sullivan

Transportation Committee

Ken Starr Don Wheeler Two Bus Drivers
Building Principal Emily Hall Julee Hartwell Rebecca Sullivan

Finance & Audit Committee / Budget Advisory Committee (Board Representatives)

Don Wheeler Tina Ammon Emily Hall TBD
Building Principal

Athletics Committee

D. Wheeler Athletic Director Building Principal Community Members
Tina Ammon Patrick McElligott Keith Hanvey

Board Representatives for District Committees and Associations

Committees with
BOE Representation

LINKS

Jeanne Shields Alternate: Tina Ammon

Health & Safety/Wellness Committee /AIDS Advisory Council

Julee Hartwell Alternate: Rebecca Sullivan

Chenango County School Boards Association

Jeanne Shields Alternate: Emily Hall

NYSSBA Delegate

Rebecca Sullivan Alternate: Emily Hall

Legislative Liaison

Jeanne Shields

Worker's Compensation Self-Insurance Alliance

Trustee: Emily Hall Alternate: TBD

Worker's
Compensation Trustees

Other District Committees

Occupational Education Advisory Council

Approve DCMO BOCES Occupational Education Advisory Council to act as the Bainbridge-Guilford Advisory Council

Chapter I/Parent Advisory Council

TBD as necessary

District Incident Team (Emergency Response)

K. Starr (Facilitator), Building Administrators, H. Thompson, Janice Rideout, K. Cirigliano and S. Weibel.

LINKS

D. Wheeler, W. Zakrajsek, J. Henderson, L. Maynard, J. Grigoli, V. Anderson, N. Miller, E. Degan, T. Slack, K. Mertz, D. Bunting-Cliffe, J. Brewer, L. Porter, C. Metch, V. Ives, A. Carlin, E. Bianchi, A. Duesler, S. Codington and B. Scherhauffer.

Health and Safety /Wellness Committee

Howard Thompson (Facilitator), Ken Starr, Kathy Knudsen, Steve Jump, Lew Ford, Dave Keller, Vince Taylor and Kelly Cirigliano.

On a motion by Patrick McElligott, seconded by Keith Hanvey, the district Board of Education voted to approve the following fees, rates and bondings for the 2014-15 school year. Yes-7; No-0. Carried.

Fees, Rates and Bondings*

*All wage rates subject to applicable federal and/or state minimum wage regulations.

- Mileage Reimbursement Rate Official IRS Rate
- Music Rental Fee \$50/Year
- Driver Education Fee \$285
- Substitute Teacher Rate \$70/diem
 - Over 10 cons. days in the same assignment \$75/diem
 - Over 30 cons. days in the same assignment (Certified Only) \$100/diem
- Substitute Administrator \$125/diem
- Substitute LTA \$70/day
- Substitute School Nurse
 - LPN \$85/day
 - RN \$100/day
- Substitute Custodian \$8.75/hr
- Substitute Teacher Aide/Bus Attendant \$8.75/hr
- Substitute Food Service Helper \$8.75/hr
- Substitute Cook Manager \$10.00/hr
- Substitute Typist \$10.00/hr
- Substitute Bus Driver 90% Regular Rate/hr per Contract
- Substitute Bus Driver Regular Rate/hr per Contract
(Employed over 1 year)

Fees, Rates and Bondings

Bonding of following personnel and amount of bond

- District Clerk (\$25,000)
- Tax Collector (\$1,000,000)
- District Treasurer/Business Manager (\$1,000,000)

- Central Treasurer (\$1,000,000)
- Deputy Treasurer (\$1,000,000)
- Internal Claims Auditor (\$100,000)

Petty Cash Accounts

- High School Main Office - \$85
- Athletic Office - \$200 (Ticket Sale Boxes)

Administrative Credit Cards – NBT Bank

Superintendent (D. Wheeler)	\$5,000
School Business Manager (Janice Rideout)	\$5,000
High School Principal(William Zakrajsek)	\$2,500
Guilford Elementary Principal (Linda Maynard)	\$2,500
Greenlawn Elementary Principal (Jennifer Henderson)	\$2,500

Gas Credit Card – Exxon Mobil

District Transportation	As Needed
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On a motion by Patrick McElligott, seconded by Rebecca Sullivan, the district Board of Education voted to approve the current district specific list of Special Education Hearing Officers maintained by the Impartial Hearing Reporting System (IHRS) for the 2015-16 school year. Yes-7, No-0. Carried.

IHRS List
Approved

On a motion by Jeanne Shields, seconded by Rebecca Sullivan, the district Board of Education voted to approve the following resolution:

BE IT HEREBY RESOLVED, that the Board of Education, having been informed that it may designate one or more of it’s members to appoint an impartial Hearing Officer in regard to a pending request for a hearing, and having been further advised of the short time periods for appointing a Hearing Officer and for initiating a hearing, designate the Board President to appoint a Hearing Officer subject to ratification by the Board at its next meeting.

Yes-6, No-0. Carried.

On a motion by Jeanne Shields, seconded by Tina Ammon, the district Board of Education voted to approve the following resolution for the 2015-16 school year.

Section 18 NY
Public Officers
Resolution

BE IT HEREBY RESOLVED, Upon the recommendation of the Superintendent of Schools, that this Board of Education of the Bainbridge-Guilford Central School District hereby adopts, in full, the coverage provided by Section 18 of the New York Public Officers Law. This coverage shall not supplant any existing protection and/or coverage provided by any other section of law, but shall add to and supplement such existing coverage.

Yes-6; No-0. Carried.

On a motion by Jeanne Shields, seconded by Julee Hartwell, the district Board of Education voted to adjourn the 2015-16 Reorganizational meeting at 7:30 PM. Yes-7; No-0. Carried.

Adjournment

Respectfully Submitted,

Susan L. Weibel,