

**Bainbridge-Guilford Central School
Board of Education Meeting Minutes
Reorganizational Meeting
July 10, 2014**

District Clerk Susan Weibel called the July 10, 2014 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 Charles Blincoe, Jason Fleming, Emily Hall, Julee Hartwell, Patrick McElligott and Jeanne Shields. Brenda Parsons and was excused.

Administrators in attendance were Don Wheeler and Ken Wilcox.

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

The District clerk gave the oaths of office to elected board members Jeanne Shields and Patrick McElligott.

Oaths of Office to new Board Members

Nominations for Board of Education President were taken by the District Clerk. Jason Fleming was the only nominee.

On a motion by Charles Blincoe, seconded by Jeanne Shields, the Board of Education directed the District Clerk to cast one vote to elect Jason Fleming as President of the Bainbridge-Guilford Central School District Board of Education. Yes-6; No-0. Carried.

President Elected

District Clerk gave the Oath of Office to President elect Jason Fleming.

President Fleming asked for nominations for the office of Vice President. Julee Hartwell and Charles Blincoe were nominated.

A motion was given by Patrick McElligott nominating Julee Hartwell for Vice President. There was no second. Motion failed.

Vice President Elected

On a motion by Jeanne Shields, seconded by Emily Hall, the Board of Education nominated and cast their votes to elect Charles Blincoe as Vice President of the Bainbridge-Guilford Central School District Board of Education. Yes-4; No-0. Abstain: Fleming, Blincoe. Carried.

President Fleming gave the Oath of Office to Vice President, Charles Blincoe and District Clerk, Susan Weibel.

On a motion by Jeanne Shields, seconded by Charles Blincoe, 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-6; No-0. Carried.

Reorganizational Meeting

On a motion by Jeanne Shields, seconded by Charles Blincoe, the Board of Education approved the following appointments for the 2014-15 school year. Yes-6; No-0. Carried.

Appointments

Appointments

<u>Position</u>	<u>Name</u>	<u>Remuneration</u>
• District Treasurer	Janice Rideout	\$2,936
• Central Treasurer	Janice Rideout	\$2,936
• Deputy Treasurer	Ken Wilcox	-0-
• District Clerk	Susan Weibel	\$3,224
• Blue & White Editor	Susan Weibel	\$1,235
• Assistant Building & Grounds Superintendent	James Rideout	\$1,343
• Chairperson, Board of Registration & Elections Personnel	TBD	\$8.00/hr.
• Grant Management	Jodie Ives	\$1,236
• Census Enumerator	Ken Starr	\$2,000
• Incident Management Coordinator	Ken Starr	\$3,000
• Power Announcement Administrator	Ken Starr	\$1,000
• Snowplowing for Transportation Areas	Ken Starr	\$3,000
• Dignity For All Act Coordinator	Joanne Moxley	\$1,248
• Homeless Coordinator	Joanne Moxley	-0-
• Greenlawn Discipline Support	Dale Palmer	\$2,555
• Legal Counsel	HSLDG	\$16,800
• Labor Relations	J. Lynch, HSLDG	-0-
• 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	\$15,000
• Asbestos Designee	Howard Thompson	-0-
• Attendance Officers	Kelly Cirigliano	-0-
	Heather Amatucio	-0-
	Lori Pike	-0-
• Records Access Officer	Ken Wilcox	-0-
• Records Management Officer	Ken Wilcox	- 0-
• Compliance Officers	Ken Wilcox	-0-
• HIPAA Compliance & Security	Ken Wilcox	-0-
• ESL Coordinator	Victoria Gullo	-0-
• Impartial Hearing Officer	List	\$100.00/Hr

On a motion by Jeanne Shields, seconded by Charles Blincoe, the Board of Education voted to approve the following authorizations for the 2014-15 school year. Yes-6; No-0. Carried.

Authorizations

Authorizations

- Official Bank Depository - NBT Bank, JPMorgan/ChaseBank, M&T Bank, Citizens Bank, Wilber National Bank, National Bank of Delaware
- Official Newspaper - Tri-Town News
- Regular Monthly Meetings – 1st Thursday & 3rd Thursday of each month.

- Annual Budget Hearing – May 12, 2015
- Annual Budget Vote – May 19, 2015
- Tax Collection Location - NBT, Bainbridge
- The date of the Tax Warrant as of September 1, 2014
- Assistant Superintendent for Business as school purchasing agent
- District Treasurer or Assistant Superintendent for Business 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: Assistant Superintendent for Business 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)
- Re-adoption of all policies, procedures and plans.

On a motion by Charles Blincoe, seconded by Emily Hall, the Board of Education voted to approve the following Committees for Special Education for the 2014-15 school year. Yes-6; 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: Elizabeth Sheehan
- CSE Chairperson and representative of the school District qualified to provide, administer, or supervise special education: Victoria Gullo and/or Kathy Sullivan. In the event Ms. Gullo is not available Elizabeth Sheehan, School Psychologist will act as CSE/CPSE chairperson.
- 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: Victoria Gullo and/or Kathy Sullivan. In the event Ms. Gullo is not available, Elizabeth Sheehan, School Psychologist will act as Sub-Committee chairperson.

- 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, Elizabeth Sheehan (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: Victoria Gullo.
- 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

504 Committee

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

504 Committee

- 504 Committee Chairperson – Victoria Gullo 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 2014-2015

- Theresa Youngs

Board Approved CSE Parent Reps 2014-2015

- Theresa Youngs

On a motion by Julee Hartwell, seconded by Emily Hall, the district Board of Education voted to approve the following “other” committees for the 2014-15 school year. Yes-6; No-0. Carried.

Other Committees

Occupational Education Advisory Council

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

Other Committees

Chapter I/Parent Advisory Council

- TBD as necessary

District Incident Team (Emergency Response)

- D. Wheeler, K. Wilcox, Building Administrators, K. Starr, H. Thompson, S. White, Janice Rideout, Kelly Cirigliano and S. Weibel.

LINKS

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

Health and Safety /Wellness Committee

- D. Wheeler, Howard Thompson, Ken Starr, Kathy Knudsen, Steve Jump, Lew Ford, Dave Keller, Vince Taylor and Kelly Cirigliano.

On a motion by Charles Blincoe seconded by Emily Hall, the district Board of Education voted to approve the committees with BOE Representation for the 2014-15 school year. Yes-6; No-0. Carried.

Committees with Board of Education Representation

Committees with
BOE Representation

Policy Committee

Don Wheeler	Charlie Blincoe
Jeanne Shields	TBD

Personnel Committee

Don Wheeler	Charlie Blincoe	Patrick McElligott
Ken Wilcox	Emily Hall	

Facilities/Visitation Committee

Don Wheeler	Howard Thompson	Charlie Blincoe
Ken Wilcox	Jason Fleming	Emily Hall

Transportation Committee

Don Wheeler	Ken Starr	Two Bus Drivers
Ken Wilcox	Emily Hall	Charlie Blincoe Jason Fleming

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

Don Wheeler	Julee Hartwell	TBD
Ken Wilcox	Emily Hall	

Board Representation for District Committees and Associations

LINKS

Jeanne Shields	Alternate: Emily Hall
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Health & Safety/Wellness Committee /AIDS Advisory Council

Julee Hartwell	Alternate: Emily Hall
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Chenango County School Boards Representative

Jeanne Shields	Alternate: Julee Hartwell
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NYSSBA Delegate

Jeanne Shields	Alternate: Julee Hartwell
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Legislative Liaison

Jeanne Shields

On a motion by Charles Blincoe seconded by Emily Hall, the district Board of Education voted to approve the Trustee, Charles Blincoe, and Alternate Trustee, Julee Hartwell as representatives for the Worker's Compensation Alliance for the 2014-15 school year. Yes-6; No-0. Carried.

Worker's
Compensation
Trustees

On a motion by Jeanne Shields, seconded by Charles Blincoe, the district Board of Education voted to approve the following fees, rates and bondings for the 2014-15 school year. Yes-6; No-0. Carried.

Fees, Rates and
Bondings

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 \$8.00/hr
- Substitute Teacher Aide/Bus Attendant \$8.00/hr
- Substitute Food Service Helper \$8.00/hr
- Substitute Cook Manager \$10.00/hr
- Substitute Typist \$10.00/hr
- Substitute Bus Driver 90% Regular Rate/hr per Contract
- Substitute Bus Driver
(Employed over 1 year) Regular Rate/hr per Contract

- Bonding of following personnel and amount of bond
- District Clerk (\$25,000)
- Tax Collector (\$1,000,000)
- District Treasurer/ Central Treasurer (\$1,000,000)
- Business Administrator/ 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
- Assistant Superintendent (Ken Wilcox) \$5,000
- High School Principal(William Zakrajsek) \$2,500
- Guilford Elementary Principal (Victoria Gullo) \$2,500
- Greenlawn Elementary Principal (Michele Shirkey) \$2,500

- Gas Credit Card – Exxon Mobil
- District Transportation As Needed

On a motion by Jeanne Shields, seconded by Emily Hall, 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 2014-15 school year. Yes-6, No-0. Carried.

IHRS List
Approved

On a motion by Jeanne Shields, seconded by Charles Blincoe, 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 its 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 Charles Blincoe, seconded by Jeanne Shields, the district Board of Education voted to approve the following resolution for the 2014-15 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 Julee Hartwell, seconded by Charles Blincoe, the district Board of Education voted to adjourn the 2014-15 Reorganizational meeting at 6:50 PM. Yes-6; No-0. Carried.

Adjournment

Respectfully Submitted,

Susan L. Weibel,
District Clerk