

**Bainbridge-Guilford Central School
Board of Education Meeting Minutes
Reorganizational Meeting
July 11, 2013**

District Clerk Susan Weibel called the July 11, 2013 reorganizational meeting of the Board of Education to order at 6:35 PM in the Guilford School Cafeteria.

Call to Order

Board members in attendance were Charles Blincoe, Jason Fleming, Emily Hall, Julee Hartwell and Jeanne Shields. Brenda Parsons, and Patrick McElligott were 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 Emily Hall and Julee Hartwell.

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 Julee Hartwell, seconded by Emily Hall, the Board of Education nominated and cast their votes to elect Jason Fleming as President of the Bainbridge-Guilford Central School District Board of Education. Yes-5; 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. Brenda Parsons, Jeanne Shields and Charles Blincoe were nominated. Shields and Blincoe declined the nomination.

On a motion by Charles Blincoe, seconded by Jeanne Shields, the Board of Education nominated and cast their votes to elect Brenda Parsons as Vice President of the Bainbridge-Guilford Central School District Board of Education. Yes-5; No-0. Carried.

Vice President Elected

President Fleming gave the Oath of Office to 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-5; No-0. Carried.

Reorganizational Meeting

On a motion by Charles Blincoe, seconded by Emily Hall, the Board of Education approved the following appointments for the 2013-14 school year. Yes-5; No-0. Carried.

Appointments

Appointments

<u>Position</u>	<u>Name</u>	<u>Remuneration</u>
• District Treasurer	Janice Rideout	\$2,850
• Central Treasurer	Janice Rideout	\$2,850
• Deputy Treasurer	Ken Wilcox	-0-
• District Clerk	Susan Weibel	\$3,130
• Blue & White Editor	Susan Weibel	\$1,199
• Assistant Building & Grounds Superintendent	James Rideout	\$1,304
• Chairperson, Board of Registration & Elections Personnel	Mary Drachler	\$8.00/hr.
• Legal Counsel	Hogan & Sarzynski	\$16,800
• Tax Collector	Sandra Reiling	\$2,500
• School Physician	Bassett Healthcare	Contract Rates
• Insurance Consultant	Utica National Insurance Co.	Contract Rates
• Records Access Officer	Ken Wilcox	-0-
• Records Management Officer	Ken Wilcox	- 0-
• Claims Auditor	Kristy DeGroat	\$50/audit
• District Auditor	Piaker & Lyons, PC	\$14,500
• Census Enumerator	Ken Starr	TBD
• Incident Management Coordinator	Ken Starr	TBD
• Asbestos Designee	Howard Thompson	-0-
• Attendance Officers	Kelly Cirigliano	-0-
	TBD	-0-
	Lori Pike	-0-
• Compliance Officers	Ken Wilcox	-0-
• HIPAA Compliance & Security	Ken Wilcox	-0-
• ESL Coordinator	Victoria Gullo	-0-
• Homeless Coordinator	Joanne Moxley	-0-
• Dignity For All Act Coordinator	Joanne Moxley	\$1,200
• Impartial Hearing Officer	List	\$100.00/Hr

Authorizations

Discussion regarding remuneration for Census Enumerator and Incident Management Coordinator which will be presented at the next BOE meeting. The possibility of seeking new legal counsel was discussed and dismissed at this time.

On a motion by Charles Blincoe, seconded by Jeanne Shields, the district Board of Education voted to approve the following authorizations for the 2013-14 school year. Yes-5; No-0. Carried.

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 13, 2014
- Annual Budget Vote – May 20, 2014
- Tax Collection Location - NBT, Bainbridge

- Superintendent to certify payrolls
- Assistant Superintendent for Business as school purchasing agent
- District Treasurer or Assistant Superintendent for Business to sign checks
- 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.
- Superintendent to be authorized as the representative to the DCMO Health Consortium.
- Bids: Assistant Superintendent for Business to prepare bids; District to participate in cooperative bids with DCMO BOCES
- The date of the Tax Warrant as of September 1, 2013
- 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 Jeanne Shields, seconded by Julee Hartwell, the district Board of Education voted to approve the following Committees for Special Education for the 2013-14 school year. Yes-5; 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. 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. 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
- 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 2013-2014

- Amy Bookhout
- Theresa Youngs

Board Approved CSE Parent Reps 2013-2014

- Amy Bookhout
- Theresa Youngs

On a motion by Julee Hartwell, seconded by Charles Blincoe, the district Board of Education voted to approve the following “other” committees and committees with BOE Representation for the 2013-14 school year. Yes-5; No-0. Carried.

Other Committees

Other 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)

- D. Wheeler, K. Wilcox, Building Administrators, K. Starr, H. Thompson, S. White, Janice Rideout, Nurse(TBD) and S. Weibel.

LINKS

- D. Wheeler, W. Zakrajsek, M. Shirkey, V. Gullo, V. Anderson, E. Degan, T. Slack, K. Mertz, G. Warren, D. Bunting-Cliffe, B. Blackman, J. Brewer, L. Porter, C. Metch, V. Ives, J. June, A. Duesler, A. Carlin, D. Christopherson, Eileen Bianchi and 2 community members (TBD).

Health and Safety /Wellness Committee

- D. Wheeler, Howard Thompson, Kathy Knudsen, Steve Jump, Lew Ford, Dave Keller, Vince Taylor, Nurse (TBD)

Committees with Board of Education Representation

Committees with
BOE Representation

Policy Committee

Don Wheeler	Charlie Blincoe
Jeanne Shields	Julee Hartwell

Personnel Committee

Don Wheeler	Charlie Blincoe	Brenda Parsons
Ken Wilcox	TBD	Alt: 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

Brenda Parsons	Alternate: Emily Hall
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Chenango County School Boards Representative

TBD	Alternate: TBD
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NYSSBA Delegate

Brenda Parsons	Alternate: Jeanne Shields
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Legislative Liaison

TBD

On a motion by Julee Harwell, seconded by Charles Blincoe, 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 2013-14 school year. Yes-5; No-0. Carried.

Worker's
Compensation
Trustees

On a motion by Charles Blincoe, seconded by Jeanne Shields, the district Board of Education voted to approve the following fees, rates and bondings for the 2013-14 school year. Yes-5; 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 \$7.50/hr
- Substitute Teacher Aide/Bus Attendant \$7.50/hr
- Substitute Food Service Helper \$7.50/hr
- Substitute Health Aide \$8.00/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

On a motion by Jeanne Shields, seconded by Julee Hartwell, 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 2013-14 school year. Yes-5, No-0. Carried.

IHRS List
Approved

On a motion by Charles Blincoe, seconded by Jeanne Shields, 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-5, No-0. Carried.

On a motion by Charles Blincoe, seconded by Julee Hartwell, the district Board of Education voted to approve the following resolution for the 2013-14 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-7; No-0. Carried.

On a motion by Charles Blincoe, seconded by Julee Hartwell, the district Board of Education voted to adjourn the 2013-14 Reorganizational meeting at 7:30 PM. Yes-5; No-0. Carried.

Adjournment

Respectfully Submitted,

Susan L. Weibel,
District Clerk