

**Bainbridge-Guilford Central School
Board of Education Meeting Minutes
Reorganizational Meeting
July 11, 2019**

District Clerk Susan Weibel called the July 11, 2019 reorganizational meeting of the Board of Education to order at 6:34 PM in the District Conference Room.

Call to Order

Board members in attendance were Tina Ammon, Shelly Bartow, Emily Hall, Keith Hanvey, Jeanne Shields, Tim Suda and Rebecca Sullivan.

Administrators in attendance were Tim Ryan, William Zakrajsek and Scott Graham.

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

The District clerk gave the oaths of office to elected board members Shelly Bartow and Timothy Suda.

Oaths of Office to new Board Members

Nominations for Board of Education President were taken by the District Clerk. Emily Hall nominated Keith Hanvey. Rebecca Sullivan seconded the nomination.

On a motion by Emily Hall, seconded by Rebecca Sullivan, the Board of Education cast their votes to elect Keith Hanvey as President. Yes-7; No-0; Carried.

President Elected

The District Clerk gave the Oath of Office to President elect Keith Hanvey.

President Hanvey asked for nominations for the office of Vice President. Emily Hall nominated Tina Ammon. Rebecca Sullivan seconded the nomination.

Vice President Elected

On a motion by Emily Hall, seconded by Rebecca Sullivan, the Board of Education cast their vote to elect Tina Ammon as Vice President of the Board of Education. Yes-7; No-0; Carried.

President Hanvey gave the Oath of Office to Vice President, Tina Ammon and District Clerk, Susan Weibel.

On a motion by Shelly Bartow, seconded by Emily Hall, the Board of Education approved the District Clerk to administer the Oath of Office to the District Treasurer, Central Treasurer, Deputy Treasurer, Attendance Officers, Claims Auditor and Tax Collector. Yes-7; No-0. Carried.

Reorganizational Meeting

On a motion by Tina Ammon, seconded by Shelly Bartow, the Board of Education approved the following appointments for the 2019-20 school year. Yes-7; No-0. Carried.

Appointments

Appointments

<u>Position</u>	<u>Name</u>	<u>Remuneration</u>
District Treasurer	Janice Rideout	\$3750
Deputy Treasurer	Tim Ryan	-0-
Central Treasurer	Jodie Ives	\$3,750
District Clerk	Susan Weibel	\$4,968
Public Relations Coordinator	Susan Weibel	\$3,053
Grant Finance Management	Jodie Ives	\$1,874
Legal Counsel	Ferrara & Fiorenza	Per 19-20 Agreement
Legal Counsel/Labor Relations	Girvin and Ferlazzo, P. C.,	Per 19-20 Agreement
Legal Counsel/CSE	HSLDG	Non-retainer rate of \$194/hr
Tax Collector	Stacey Golden	\$3,500
Claims Auditor	Kristy DeGroat	\$100/audit
District Auditor	Piaker & Lyons PLC	\$17,500
Records Management Officer	Teresa Burnett	\$3,105
Dignity For All Students Act Coordinator - District	Joanne Moxley	\$1,384
DASA-Jr-Sr High School	William Zakrajsek	-0-
DASA-Greenlawn Building	Jennifer Henderson	-0-
DASA-Guilford Building	Linda Maynard	-0-
District Incident Team Leader	Jenn Henderson	\$500
(2 Positions)	Scott Graham	\$500
LINKS Team Facilitator	Kim Morris-Schinn	\$1500
(2 positions)	Judy Hinman	\$1500
Concert Accompanist	Erin Degan	\$100 (per evening concert not to exceed 6)
Director of Instructional Technology	Scott Graham	-0-
Special Education Chairperson	Colleen Head	BGTA Contract
District Data Coordinator	Linda Maynard	\$3,000
Census Coordinator	Linda Maynard	\$1,000
Director of Physical Education and Athletics	William Zakrajsek	Admin Contract
Special Education Administrator	Jennifer Henderson	-0-
ESL Coordinator	Jennifer Henderson	-0-
Homeless Coordinator	Joanne Moxley	-0-
Asbestos Designee	James Rideout	-0-
Attendance Officers	Kelly Cirigliano	-0-
	Heather Amatuccio	-0-
	Lori Pike	-0-
Records Access Officer	Janice Rideout	-0-
Compliance Coordinator	Janice Rideout	-0-
HIPAA Compliance & Security	Janice Rideout	-0-
School Physician	Lourdes Hospital	\$11,415
Insurance Consultant	NYSIR	\$78,003
Chairperson, Board of Registration & Elections Personnel	TBD	Minimum Wage
Impartial Hearing Officer	List	\$100

Discussion regarding the hours that the Tax Collector would be available and notification to the public regarding the change in the collection process.

On a motion by Shelly Bartow, seconded by Jeanne Shields, the Board of Education voted to approve the following designations for the 2019-20 school year. Yes-7; No-0. Carried.

Designations

Designations

Official Bank Depository - NBT Bank, Chase Bank
Official Newspaper – Evening Sun, Norwich, New York
BOE Re-Organizational Meeting within the first 15 days of July 2020
BOE Regular Monthly Meetings – 1st Thursday & 3rd Thursday of each month

On a motion by Tina Ammon, seconded by Rebecca Sullivan, the Board of Education voted to approve the following authorizations for the 2019-20 school year. Yes-7; No-0. Carried.

Authorizations

Authorizations

Annual Budget Hearing – May 12, 2020
Annual Budget Vote – May 19, 2020
Tax Collection Location – School Business Office
The date of the Tax Warrant as of September 1, 2020
School Business Manager as school purchasing agent
School Business Manager to sign Civil Service Commission Documentation
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.
Superintendent to declare equipment or supplies with a value less than \$1,000 as surplus to current needs.
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
Re-adoption of all policies, procedures and plans.

On a motion by Emily Hall, seconded by Jeanne Shields, the Board of Education voted to approve the following Special Education Committees for the 2019-20 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: Terri Waters
- Special Education Chairperson and representative of the school District qualified to provide and administer special education: Colleen Head
- 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

- Special Education Chairperson and representative of the school District qualified to provide and administer special education: Colleen Head
- 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 (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:

- Special Education Chairperson and representative of the school District qualified to provide and administer special education: Colleen Head
- 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*
- 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 – Colleen Head
- 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 2018-19

- Theresa Youngs

Board Approved CSE Parent Reps 2018-19

- Theresa Youngs

On a motion by Shelly Bartow, seconded by Jeanne Shields, the Board of Education voted to approve the following District and Board of Education committees for the 2019-20 school year. Yes-7; No-0. Carried.

BOE Committees

Board of Education Committees

Audit Committee

J. Shields S. Bartow E. Hall

Facilities Committee

Tim Ryan Director of Facilities
T. Suda T. Ammon R. Sullivan

Personnel Committee

Tim Ryan E. Hall K. Hanvey T. Ammon
Building Principal

Policy Committee

Tim Ryan S. Bartow T. Suda K. Hanvey

Transportation Committee

Tim Ryan Head Bus Driver Two Bus Drivers
J. Shields E. Hall T. Ammon

Board Representatives for District Committees and Associations

Chenango County School Boards Association

J. Shields Alternate: S. Bartow

District Committees
with BOE
Representation

Health & Safety/Wellness Committee

R. Sullivan Alternate: S. Bartow

Legislative Liaison

R. Sullivan Alternate: E. Hall

LINKS

S. Bartow Alternate: E. Hall

NYSSBA Delegate

S. Bartow Alternate: E. Hall

Worker’s Compensation Self-Insurance Alliance

Trustee: E. Hall Alternate: K. Hanvey

Worker’s
Compensation Trustees

On a motion by Tina Ammon, seconded by Emily Hall, the district Board of Education voted to approve the following Other District Committees for the 2019-20 school year. Yes-7; No-0. Carried.

Other Committees

Other District Committees

Chapter I/Parent Advisory Council

TBD as necessary

District Incident Team (Emergency Response)

J. Henderson (Co-Incident Commander), S. Graham (Co-Incident Commander), T. Ryan (back-up IC), W. Zakrajsek, L. Maynard, Janice Rideout, James Rideout, K. Fuller, T. Burnett, N. Peck, K. Cirigliano and S. Weibel. Other members: D. Demer (SRO), J. Porter (NYS Police), S. Hartz (NYS Police), R. Shaw and H. Ives (DCMO BOCES)

District Wide School Safety Team

Members of the District Incident Team and the Health/Wellness Committee

Health & Safety/Wellness Committee

James Rideout (Facilitator), T. Ryan, K. Knudsen, H. Ives, V. Taylor, A. Winans, M. Diemer and Student (TBD).

LINKS

T Ryan, W. Zakrajsek, J. Henderson, L. Maynard, A. Carlin, J. Hinman, M. Margadona, K. Mayo, K. Morris-Schinn, B. Scherhauser, A. Seliga, D. Terpstra, A. Madugno, J. Moxley, A. Hosier and S. Graham

Occupational Education Advisory Council

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

On a motion by Tina Ammon, seconded by Rebecca Sullivan, the district Board of Education voted to approve the following Fees, Rates and Bondings for the 2019-20 school year. Yes-7; No-0. Carried

Fees, Rates and Bondings

All wage rates subject to applicable federal and/or state minimum wage regulations and the terms of any effective Collective Bargaining Agreement.

Fees, Rates and Bondings

Mileage Reimbursement Rate	Official IRS Rate
Music Rental Fee	\$50/Year
Driver Education Fee	\$285
Substitute Teacher Rate	\$90/day
• Over 10 cons. days in the same assignment	\$95/day
○ Over 30 cons. days in the same assignment (Certified Only)	\$125/day
• Retired B-G Teacher	\$120/day
Substitute LTA	\$85/day
Substitute School Nurse	
• LPN	\$85/day
• RN	\$100/day
Substitute Custodial Worker	Minimum wage
Substitute Teacher Aide/Bus Attendant	Minimum wage
Substitute Food Service Helper	Minimum wage
Substitute Cook Manager	\$12.00/hr
Substitute Typist	\$12.00/hr
Substitute Bus Driver	90% Regular Rate/hr per Contract
Substitute Bus Driver (Employed over 1 year)	Regular Rate/hr per Contract
Substitute ASCP Monitor	Minimum Wage

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)
- Special Ed Café - \$50

Administrative Credit Cards – NBT Bank

Superintendent (T. Ryan)	\$5,000
School Business Manager (Janice Rideout)	\$5,000

Discussed credit card usage procedure and possible changes that may need to be incorporated. Discussed the substitute rates and the use of LPN Substitutes in the buildings.

On a motion by Emily Hall, seconded by Rebecca Sullivan, the 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 2019-20 school year. Yes-7, No-0. Carried.

IHRS List Approved

On a motion by Jeanne Shields, seconded by Emily Hall, the 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-7, No-0. Carried.

On a motion by Jeanne Shields, seconded Rebecca Sullivan, the Board of Education voted to approve the following resolution for the 2019-20 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 Emily Hall, seconded by Rebecca Sullivan, the Board of Education voted to adjourn the 2019-20 Reorganizational meeting at 7:27 PM.

Adjournment

Yes-7; No-0. Carried.

Respectfully Submitted,

Susan L. Weibel,
District Clerk