

**Bainbridge-Guilford Central School  
Board of Education Meeting Minutes  
Reorganizational Meeting  
July 13, 2017**

District Clerk Susan Weibel called the July 13, 2017 reorganizational meeting of the Board of Education to order at 7:00 PM in the Guilford School Cafeteria.

Call to Order

Board members in attendance were Tina Ammon, Emily Hall, Keith Hanvey, Jeanne Shields, Gary Smith, Kay Striegler and Rebecca Sullivan.

Administrators in attendance were Tim Ryan, William Zakrajsek, Jennifer Henderson and Linda Maynard.

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

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

Oaths of Office to new Board Members

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

On a motion by Rebecca Sullivan, seconded by Jeanne Shields, the Board of Education cast their votes to elect Emily Hall as President. Yes-6; No-0; 1-Abstain (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. Kay Streigler nominated Jeanne Shields. Tina Ammon seconded the nomination.

Vice President Elected

On a motion by Kay Striegler, seconded by Tina Ammon, the Board of Education cast their vote to cast their votes to elect Jeanne Shields as Vice President of the Board of Education. Yes-6; No-0; 1-Abstain (Shields). Carried.

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

On a motion by Rebecca Sullivan, seconded by Jeanne Shields, 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.

Discussion about stipend amounts and an explanation of the rationale about these amounts.

**Reorganizational Meeting**

On a motion by Tina Ammon, seconded by Rebecca Sullivan, the Board of Education approved the following appointments for the 2017-18 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
Maintenance Coordinator	James Rideout	\$1,489
Grant Manager	Linda Maynard	\$3,105
Grant Finance Management	Jodie Ives	\$1,874
Legal Counsel	Ferrara & Fiorenza	Per rates as defined in RFP for 16-17
Legal Counsel/CSE	HSLDG	Non-retainer rate of \$194/hr
Tax Collector	Laurie Polasik – NBT Bank	\$3,000
Claims Auditor	Kristy DeGroat	\$100/audit
District Auditor	Ray G. Pruesser, LLC, P.C.	\$15,500
Records Management Officer	Teresa Burnett	\$3,105
Dignity For All Students Act Coordinator	Joanne Moxley	\$1,384
DASA- Jr-Sr High School	Joanne Moxley	-0-
DASA-Greenlawn Building	Phylcia Dunham-Fleming	-0-
DASA-Guilford Building	Keren Seiler	-0-
LINKS Team Facilitator (2 positions)	Kim Morris-Schinn Judy Hinman	\$1500 \$1500
Special Education Chairperson	Colleen Head	BGTA Contract
District Data Coordinator	Linda Maynard	\$3,000
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	Howard Thompson	-0-
Attendance Officers	Kelly Cirigliano Heather Amatuccio Lori Pike	-0- -0- -0-
Records Access Officer	Janice Rideout	-0-
Compliance Officers	Janice Rideout	-0-
HIPAA Compliance & Security	Janice Rideout	-0-
School Physician	Lourdes Hospital	\$14,625
Insurance Consultant	Utica National Insurance Co.	Contract Rates
Chairperson, Board of Registration & Elections Personnel	TBD	Minimum Wage
Impartial Hearing Officer	List	\$100

On a motion by Rebecca Sullivan, seconded by Keith Hanvey, the Board of Education voted to approve the following designations for the 2017-18 school year. Yes-7; No-0. Carried.

Designations

**Designations**

Official Bank Depository - NBT Bank, Chase Bank  
 Official Newspaper - Tri-Town News  
 BOE Re-Organizational Meeting within the first 15 days of July 2018  
 BOE Regular Monthly Meetings – 1<sup>st</sup> Thursday & 3<sup>rd</sup> 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 2017-18 school year. Yes-7; No-0. Carried.

Authorizations

**Authorizations**

Annual Budget Hearing – May 8, 2018  
 Annual Budget Vote – May 15, 2018  
 BOE Reorganizational Meeting Minutes – July 13, 2017

Tax Collection Location - NBT, Bainbridge  
 The date of the Tax Warrant as of September 1, 2018  
 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.  
 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  
 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 Tina Ammon, seconded by Keith Hanvey, the Board of Education voted to approve the following Special Education Committees for the 2017-18 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 2017-18**

- Theresa Youngs

**Board Approved CSE Parent Reps 2017-18**

- Theresa Youngs

On a motion by Rebecca Sullivan, seconded by Gary Smith, the district Board of Education voted to approve the following district and Board of Education committees for the 2016-17 school year. Yes-7; No-0. Carried.

**Board of Education Committees**

**Policy Committee**

Tim Ryan Tina Ammon Keith Hanvey Emily Hall  
Building Principal

**Personnel Committee**

Tim Ryan Keith Hanvey Gary Smith Emily Hall  
Building Principal

BOE Committees

**Facilities Committee**

Tim Ryan Howard Thompson Keith Hanvey  
Building Principal Emily Hall TBD

**Transportation Committee**

Tim Ryan Kyle Fuller Two Bus Drivers  
Building Principal Kay Striegler Rebecca Sullivan Jeanne Shields

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

Tim Ryan Tina Ammon Kay Striegler TBD  
Building Principal

**Board Representatives for District Committees and Associations**

District Committees  
with BOE  
Representation

**LINKS**

Jeanne Shields            Alternate: Tina Ammon

**Health & Safety/Wellness Committee /AIDS Advisory Council**

Rebecca Sullivan        Alternate: Kay Striegler

**Chenango County School Boards Association**

Jeanne Shields            Alternate: Kay Striegler

**NYSSBA Delegate**

Jeanne Shields            Alternate: TBD

**Legislative Liaison**

Emily Hall

**Worker’s Compensation Self-Insurance Alliance**

Trustee: Kay Striegler        Alternate: Emily Hall

Worker’s  
Compensation Trustees

**Other District 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)**

TBD (Incident Commander), T. Ryan (back-up IC), Willam Zakrajsek, Linda Maynard, Jennifer Henderson, H. Thompson, K. Fuller, J. Fuller, N. Peck, J. Rideout, K. Cirigliano and S. Weibel.

**LINKS**

T Ryan, W. Zakrajsek, J. Henderson, L. Maynard, V. Anderson, A. Carlin, E. Degan, J. Hinman, I. Lorimer, M. Margadona, K. Mayo, K. Mertz, N. Miller, K. Morris-Schinn, L. Porter, B. Scherhauser, Adrienne Seliga and Kevin Wehrli.

**Health and Safety /Wellness Committee**

T. Ryan, Howard Thompson (Facilitator), Mary Diemer, Kelli Cirigliano, Kathy Knudsen, Rick Shaw, Vince Taylor, Rebecca Sullivan, Amanda Winans and Kaylee Miller.

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 2017-18 school year. Yes-7; 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	\$90/day
Over 10 cons. days in the same assignment	\$95/day
Over 30 cons. days in the same assignment (Certified Only)	\$125/day
Substitute LTA	\$85/day
Substitute School Nurse	
LPN	\$85/day
RN	\$100/day
Substitute Custodian	Minimum wage
Substitute Teacher Aide/Bus Attendant	Minimum wage
Substitute Food Service Helper	Minimum wage
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)

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

Gas Credit Card – Exxon Mobil	
District Transportation	As Needed

On a motion by Kay Striegler, seconded by Gary Smith, 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 2017-18 school year. Yes-7, No-0. Carried.

IHRS List Approved

On a motion by Rebecca Sullivan, seconded by Tina Ammon, 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-7, No-0. Carried.

On a motion by Tina Ammon, seconded by Rebecca Sullivan, the district Board of Education voted to approve the following resolution for the 2017-18 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 Gary Smith, seconded by Rebecca Sullivan, the district Board of Education voted to adjourn the 2017-18 Reorganizational meeting at 7:44 PM. Yes-7; No-0. Carried.

Adjournment

Respectfully Submitted,

Susan L. Weibel,  
District Clerk