

**Bainbridge-Guilford Central School  
Board of Education Meeting Minutes  
Reorganizational Meeting  
July 14, 2016**

District Clerk Susan Weibel called the July 14, 2016 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, Jeanne Shields, Gary Smith, Kay Striegler and Rebecca Sullivan.

Administrators in attendance were Tim Ryan, Janice Rideout, 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 member Emily Hall. 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.

On a motion by Jeanne Shields, seconded by Rebecca Sullivan, 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. Keith Hanvey nominated Jeanne Shields.

On a motion by Keith Hanvey, seconded by Rebecca Sullivan, the Board of Education cast their vote to elect Jeanne Shields as Vice President of the Board of Education. Yes-6; No-0; 1-Abstain (Shields). Carried. Vice President Elected

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

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

On a motion by Tina Ammon, seconded by Rebecca Sullivan, the Board of Education moved into executive session at 6:38 PM to discuss the potential appointment of a particular person. Yes-7; No-0; Carried. Executive Session

On a motion by Tina Ammon, seconded by Jeanne Shields, the Board of Education moved back to open session at 6:41 PM. Yes-7; No-0; Carried. Open Session

## Reorganizational Meeting

## Appointments

On a motion by Kay Striegler, seconded by Rebecca Sullivan, the Board of Education approved the following appointments for the 2016-17 school year. Yes-7; No-0. Carried.

<u>Position</u>	<u>Name</u>	<u>Remuneration</u>
• District Treasurer	Janice Rideout	\$3,623
• Deputy Treasurer	Tim Ryan	-0-
• Central Treasurer	Jodie Ives	\$3,623
• District Clerk	Susan Weibel	\$4,800
• Blue & White Editor	Susan Weibel	\$1,553
• Maintenance Coordinator	James Rideout	\$1,439
• Grant Manager	Linda Maynard	\$3,000
• Grant Finance Management	Jodie Ives	\$1,811
• 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	Sandra Reiling	\$2,500
• Claims Auditor	Kristy DeGroat	\$100/audit
• District Auditor	Piaker & Lyons, PC	\$16,050
• Records Management Officer	Teresa Burnett	\$3,000
• Dignity For All Act Coordinator	Joanne Moxley	\$1,337
• Instructional Support		
• Dean of Students	Scott Graham	BGTA Contract
• Special Education Chairperson	Colleen Head	BGTA Contract
• Special Education Administrator	Jennifer Henderson	-0-
• ESL Coordinator	Jennifer Henderson	-0-
• District Data Coordinator	Linda Maynard	-0-
• Director of PE and Athletics	William Zakrajsek	-0-
• 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-
• Compliance Officers	Janice Rideout	-0-
• HIPAA Compliance & Security	Janice Rideout	-0-
• School Physician	Bassett Healthcare	Contract Rates
• 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 Tina Ammon, seconded by Keith Hanvey, the Board of Education voted to approve the following authorizations for the 2016-17 school year. Yes-7; No-0. Carried.

## Authorizations

### Authorizations

- Official Bank Depository - NBT Bank, Chase Bank,
- Official Newspaper - Tri-Town News
- BOE Re-Organizational Meeting within the first 15 days of July 2017.
- BOE Regular Monthly Meetings – 1<sup>st</sup> Thursday & 3<sup>rd</sup> Thursday of each month
- Annual Budget Hearing – May 9, 2017
- Annual Budget Vote – May 16, 2017
- Tax Collection Location - NBT, Bainbridge
- The date of the Tax Warrant as of September 1, 2017

- 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 Gary Smith, seconded by Kay Striegler, the Board of Education voted to approve the following Committees for Special Education for the 2016-17 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\*
- 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 – 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 2016-17**

**Theresa Youngs Board Approved CSE Parent Reps 2016-17**

- 
- Theresa Youngs

On a motion by Kay Striegler, seconded by Rebecca Sullivan, 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.

BOE Committees

**Board of Education Committees**

**Policy Committee**

Tim Ryan      Tina Ammon      Keith Hanvey      Emily Hall  
Building Principal

**Personnel Committee**

Tim Ryan      Keith Hanvey      Kay Striegler      Emily Hall  
Building Principal

**Facilities Committee**

Tim Ryan                      Howard Thompson      Rebecca Sullivan  
Building Principal      Gary Smith                      Emily Hall

**Transportation Committee**

Tim Ryan                      Ken Starr              Two Bus Drivers  
Building Principal      Gary Smith      Rebecca Sullivan              Emily Hall

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

Tim Ryan                      Tina Ammon      Kay Striegler                      Emily Hall  
Building Principal

**Board Representatives for District Committees and Associations**

District Committees  
with BOE  
Representation

**LINKS**

Tina Ammon                      Alternate: Jeanne Shields

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

Rebecca Sullivan              Alternate: Kay Striegler

**Chenango County School Boards Association**

Jeanne Shields                      Alternate: Emily Hall

**NYSSBA Delegate**

Emily Hall                      Alternate: Jeanne Shields

**Legislative Liaison**

Kay Striegler

**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)**

K. Starr (Incident Commander), T. Ryan (back-up IC), Willam Zakrajsek, Linda Maynard, Jennifer Henderson, H. Thompson, Kyle Fuller, Julie Fuller, Nancy Peck, Janice Rideout, K. Cirigliano and S. Weibel.

**LINKS**

T Ryan, W. Zakrajsek, J. Henderson, L. Maynard, N. Miller, E. Degan, V. Anderson, K. Mertz, L. Porter, C. Metch, A. Carlin, A. Duesler, Adrienne Seliga, S. Codington, Judy Hinman, B. Scherhauser, Kimberly Mayo, James Spinella, Kevin Wehrli and Israel Lorimer.

**Health and Safety /Wellness Committee**

Howard Thompson (Facilitator), Ken Starr, Mary Diemer, Kelli Cirigliano, Kathy Knudsen, Rick Shaw, Vince Taylor, Amanda Winans and Kaylee Miller.

On a motion by Tina Ammon, seconded by Keith Hanvey, the district Board of Education voted to approve the following fees, rates and bondings for the 2016-17 school year. Yes-7; No-0. Carried.

**Fees, Rates and Bondings\***

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

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
- 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 (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/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 (T. Ryan) \$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

On a motion by Kay Striegler, seconded by Jeanne Shields, 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 20165-176 school year. Yes-7, No-0. Carried.

IHRS List  
Approved

On a motion by Jeanne Shields, seconded by Kay Striegler, 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-7, No-0. Carried.

On a motion by Jeanne Shields, seconded by Kay Striegler, the district Board of Education voted to approve the following resolution for the 2016-17 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 Kay Striegler, the district Board of Education voted to adjourn the 2016-17 Reorganizational meeting at 6:52 PM. Yes-7; No-0. Carried.

Adjournment

Respectfully Submitted,

Susan L. Weibel,  
District Clerk