

**SCHENEVUS CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Minutes for the Annual Organizational Meeting of the Board of Education
Tuesday, July 14, 2020
6:30 p.m.**

Board of Education District Clerk, Nicole Couse, called the Board of Education meeting to order at 6:44 p.m.

Pledge of Allegiance

Members present: Stacie Haynes, Liz Reed, Jay Deitchman, Tim Walke, Tom Snyder

Members absent: NONE

Also present: Theresa Carlin, Superintendent
Greg Beall, Treasurer
Nicole Couse, Board Clerk
Kimberly Matthews, Principal/Director of Special Education
Deb Geci, Deputy Treasurer

Kelly Gallagher, Community Member

Shana Ritton, Community Member

Jason Ritton, Community Member

Marge French, Community Member

Joan Nason, Community Member

District Clerk Administered the Oath to newly elected Trustees, Thomas Snyder and Timothy Walke

ELECTION OF OFFICERS

- a. Nomination for President
 1. Nomination for Stacie Haynes by Jay Deitchman passed 5-0
 2. The Oath was administered to Stacie Haynes, President of the Board of Education
- b. Nomination for Vice President
 1. Nomination for Liz Reed by Stacie Haynes passed 5-0
 2. The Oath was administered to Liz Reed, Vice President of the Board of Education
- c. The Oath was administered to Board member, Jay Deitchman.

Meeting was now led by newly appointed President, Stacie Haynes

BOARD APPOINTMENTS

- a. Superintendent - Theresa Carlin
- b. District Clerk – Nicole Couse
- c. Deputy Clerk - Theresa Carlin
- d. District Treasurer – Greg Beall per the Board Agreement
- e. Deputy Treasurer - Deb Geci
- f. Administration of Oath to above
- g. Deputy Treasurer - Heather Gockel for BOCES
- h. Tax Collector - April Neske, Stipend - Per Contract
- i. Internal Claims Auditor - Theresa Mellor

Administer the Oath to G-I at a later date

Motion: Liz Reed; second, Jay Deitchman, vote 5-0

OTHER APPOINTMENTS

- a. Physician – AO Fox Memorial Hospital/Southeastern Otsego Health Center/Bassett Hospital
- b. Attorney - Hogan, Sarzynski, Lynch, Dewind & Gregory LLP
- c. Census Enumerator - (none for 20-21)
- d. Student Activities Treasurer – Tracy Odell, Stipend Per Contract
- e. Attendance Officer – TBD
- f. External Auditors – The Bonadio Group
- g. Records Management Officer - Nicole Couse
- h. Asbestos (LEA) Designee - Thomas Hunt
- i. Toxic Substance Administrator - Thomas Hunt
- j. Purchasing Agent – Theresa Carlin
- k. Appoint Collection Agency - Community Bank, N.A.
- l. Dignity for All Students Act (DASA) Coordinator – Kimberly Matthews
- m. Data Privacy Officer - Theresa Carlin
- n. Authorize Superintendent to certify payrolls
- o. Petty Cash fund custodian - Nicole Couse
- p. Establish Petty Cash fund of \$100 with District Clerk as custodian
- j. CSE & CPSE Committee

Parent Member:	TBD
Parent of Child:	parent of the child
Regular Education Teacher:	Rotating, must be teacher of the child or designee
Evaluator: (CPSE)	Rotating, evaluator of initial referral, Springbrook or Otsego County
Special Education Teacher:	Tim Smith, CSE/CPSE Monica Sheremeta, CSE/CPSE Jayme Bentley CSE/CPSE Kelly Jones, CSE/CPSE Diana Brady CSE/CPSE
Early Intervention Professional:	Rotating, and only if child is classified prior to age 3
School District Representative:	Kimberly Matthews
School Psychologist:	Vasyl Khomyshyn
CSE/CPSE/504 Chairperson:	Kimberly Matthews
CSE/CPSE/504 Chairperson:	Theresa Carlin
Municipality Representative:	TBD
- k. Schenevus Intervention Team – Kimberly Matthews, Chair; RTI teacher, classroom teacher, counselor, and special education teacher

Motion: Jay Deitchman; second, Tom Snyder, vote 5-0

OFFICIAL DESIGNATIONS

- a. Designation of Banks:
 1. Community Bank, N.A.
 1. General
 2. Trust & Agency
 3. Payroll
 4. School Lunch receipts
 5. Federal Funds
- b. Designation of Banks for Deposit:
 1. Community Bank, N.A.
- c. Designation of Meeting Dates & Times (Approved on May 19th)
- d. Official Newspaper - The Daily Star

Motion: Liz Reed; second, Jay Deitchman, vote 5-0

AUTHORIZATION

- a. Rate of Mileage – IRS Rate
- b. Attendance of Board of Education, Treasurer, Principal, Superintendent to attend National, State, County and Local conferences, workshops and institutes with expenses.
- c. As authorized by Superintendent: expenses of faculty and staff to attend conferences within budgetary allotments.
- d. Superintendent to apply for Grants in Aid
- e. Budget Transfers over \$5,000 require Board of Education approval
- f. Authorization to establish a Petty Cash fund not to exceed \$100
- g. Substitute daily rate
 1. Uncertified Teacher daily rate of \$90.00 unless an increase of minimum wage exceeds amount.
 2. Certified Teacher daily rate of \$100.00
 3. Non-Instructional substitute per CSEA Contract

Motion: Liz Reed; second, Jay Deitchman, vote 5-0

AUTHORIZE BONDING OF PERSONNEL

- a. \$3,000,000 coverage for all staff per Policy Coverage

Motion: Liz Reed; second, Jay Deitchman, vote 5-0

OTHER ITEMS

- a. Reaffirm all Policies, Regulations and Code of Ethics in effect during the previous year
- b. Reaffirm Investment Policy
- c. Approve 12-month employee holiday schedule (attached)
- d. Approve the District's continuation in the Breakfast, Lunch and Special Milk Programs for the 2020-2021 school year
- e. Board of Education 2020-2021 Committee Appointments
 - Budget & Audit: full Board; Jay Deitchman, Chairperson
 - Operations & Finance: Tim Walke and Liz Reed
 - Teaching & Learning: Stacie Haynes and Tom Snyder
 - Policy: Stacie Haynes and Liz Reed
 - Budget Advisory: full Board; Liz Reed, Chairperson
 - Labor Management: Jay Deitchman and Tom Snyder
- f. Approve Professional Development Plan for 2020-2021 school year

Motion: Jay Deitchman; second, Tom Snyder, vote 5-0

At this time the Regular Board of Education Meeting commenced.