

**PROPOSED  
MINUTES  
of the**

**APPROVED MINUTES  
JULY 13, 2016  
ANNUAL REORGANIZATIONAL MEETING  
of the BOARD OF EDUCATION  
of the  
SUSQUEHANNA VALLEY CENTRAL SCHOOL DISTRICT  
Held in the Senior High School, Room 11  
Conklin, New York, County of Broome**

**2016-17 SCHOOL YEAR BOARD MEMBERS      TERM EXPIRES**

<b>PRESENT:</b>	Mrs. Mary Haskell	2017
	Mr. Ryan Andres	2018
	Mr. Mark Leighton	2018
	Mr. Robert Strick	2018
	Mr. Robert Sullivan	2019
	Ms. Suzanne Vimislik	2019

MOTION

Leighton

SECONDED

Andres

APPROVED

8/17/16

<b>MEMBERS ABSENT:</b>	Mr. Jordan Jicha	2017
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**ALSO PRESENT:**

- Mr. Roland Doig, Superintendent
- Dr. Renée Stalma, Assistant Superintendent
- Ms. Karen Mullins, District Clerk
- Mr. Ethan Berry, Business Executive
- Mrs. Maureen Kline, Director of CSE
- Ms. Marcia Guardia, *Country Courier*

Mr. Roland Doig, Superintendent, called the meeting to order at 6:02 p.m. and led the salute to the American flag.

**New Board Members' Oath of Office** – Robert Sullivan and Suzanne Vimislik repeated the Oath of Office led by Karen Mullins and signed the Oath Book.

**RECORD OF ATTENDANCE** – Mrs. Vimislik made a motion, seconded by Mr. Sullivan, to accept into record the attendance for the July 13, 2016, Annual Reorganizational Meeting of the Board of Education. Upon vote the motion was approved unanimously. (6 yeses)

**Election of Officers** – Mrs. Vimislik nominated Robert Strick for President. Upon vote the motion was approved unanimously. (6 yeses) Upon nomination made by Mrs. Vimislik the following resolution was offered: that be it Resolved that Robert Strick be elected President of the Board of Education of this District for the 2016-17 fiscal year. Upon vote the motion was approved unanimously. (6 yeses) Mr. Strick repeated the Oath of Office led by Karen Mullins and signed the Oath Book.

Mr. Strick nominated Mary Haskell for Vice President. Upon vote the motion was approved unanimously. (6 yeses) Upon nomination made by Mr. Strick, the following resolution was offered: that be it Resolved that Mary Haskell be elected Vice President of the Board of Education of this District for the fiscal year. Upon vote the motion was approved unanimously. (6 yeses) Mrs. Haskell repeated the Oath of Office led by Karen Mullins and signed the Oath Book.

**School Board Policies #1120-1650 and #3410** – Mr. Andres made a motion, seconded Mrs. Haskell, that be it Resolved that the Susquehanna Valley Board of Education re-affirms its policy #1120-1650 related to Board of Education By-Laws, and school board policy #3410 relating to Code of Conduct, amended as to provide for required provisions related to DASA. Upon vote the motion was approved unanimously. (6 yeses)

## **APPOINTMENT OF OFFICERS, ESTABLISH SALARIES AND SIGN OATH BOOK**

Mr. Leighton made a motion, seconded by Mrs. Vimislik, to approve the following appointments:

District Clerk – Resolved that Karen Mullins be and is hereby appointed Clerk of this District to serve at the pleasure of the Board of Education during the school year 2016-17 at an annual salary of \$5,300, effective July 1, 2016.

School District Treasurer and Deputy Treasurer – Resolved that Irina Pecheny be and is hereby appointed Treasurer of this District and Michael Fenn as Deputy Treasurer to serve at the pleasure of the Board of Education during the school year 2016-17 at no salary.

School District Tax Collector – Resolved that the Superintendent be authorized to execute an agreement between the School District and Broome County to appoint Wendy Gates, County Receiver of Taxes, as School District Receiver of Taxes (“Collector”) pursuant to Section 2114 of the Education Law.

Internal Claims Auditor – Resolved that Johanna Hopkins be and is hereby appointed Internal Claims Auditor and Sarah VanGalder Deputy Internal Claims Auditor of this District to serve at the pleasure of the Board of Education during the school year 2016-17 at no salary.

District Claims Auditor – Resolved that Valarie Davailus be and are hereby appointed the District Claims Auditor during the school year 2016-17 at no salary.

Audit Committee – Resolved that Kevin McGuigan, Thomas Donnelly, Suzanne Vimislik, and Robert Strick be and are hereby appointed to the Audit Committee during the school year 2016-17 at no salary.

Upon vote the motion was approved unanimously. (6 yeses)

## **OTHER APPOINTMENTS**

Mrs. Vimislik made a motion, seconded by Mr. Sullivan, to approve the following appointments:

School Physician – Resolved that the District is authorized to enter into an agreement with Lourdes Hospital for medical services, and appoint Mark Epstein, M.D. as the School Physician to serve during the school year 2016-17 with a total contract not to exceed \$20,000.

School Attorney – Resolved that the firm of Coughlin & Gerhart - Mark Gorgos, Esq., be and is hereby appointed School Attorney of this District to serve during the school year 2016-17 at a negotiated compensation of \$175.00 per hour for partners and \$150.00 per hour for associates; capital project work at \$200.00 per hour; specialized assignments at \$175.00 per hour; plus any direct expenses as outlined in the Retainer Agreement and Fee Schedule.

Central Treasurer and Deputy Central Treasurer – Resolved that Mary Kocenko be and is hereby appointed Central Treasurer of this District to serve at her hourly rate of pay, and Julianna Quinn, Deputy Central Treasurer to serve at her hourly rate of pay during the school year 2016-17.

Attendance Officer – Resolved, that John Dancesia be and is hereby appointed as Attendance Officer of this District to serve at his hourly rate of pay during the 2016-17 school year.

Purchasing Agent and Deputy Purchasing Agent – Resolved, that Diana Petrolawitz be and is hereby appointed as Purchasing Agent of this District and Blake Rowe as Deputy Purchasing Agent during the 2016-17 school year and are hereby authorized to participate in other governmental agency (i.e. BOCES, county, village, town) purchasing agreements, bids and other purchasing contracts when it is determined to be in the best interest of the school district during the 2016-17 school year.

Designated Education Official (DEO) – Resolved that in accordance with Criminal Procedure Law Sections 380.90 and 720.35, that Superintendent of Schools is the Designated Education Official (DEO) to receive notifications from the criminal and family courts regarding students, and to coordinate such students’ participation in programs that may exist in the school district or community.

Committee Representatives 2016-17 – that the following Board of Education Committee Representatives should be appointed for 2016-17:

Community Public Relations Committee – Mr. Sullivan and Mr. Strick

Health Insurance Consortium Board – Ms. Vimislik, Representative; Mr. Jicha, Alternate

Strategic Planning Committee – Mr. Andres and Mrs. Haskell

Superintendent's Evaluation Committee – Mrs. Vimislik, Mrs. Haskell, Mr. Strick

Broome-Tioga Legislative Liaison – Mr. Leighton and Mrs. Vimislik

Policy Committee – Mr. Strick, Mr. Jicha and Mr. Leighton

District Advisory Committee – Finance – Mrs. Haskell and Mr. Sullivan

District Advisory Committee – Facilities – Mr. Jicha and Mr. Andres

Upon vote the motion was approved unanimously. (6 yeases)

## DESIGNATIONS 2015-16

Mr. Andres made a motion, seconded by Mr. Leighton, to approve the following designations:

Regular Board Meetings – that the Board of Education will hold its regular monthly meeting on the third Wednesday of every month, at 6:00 p.m. in the Board Room, Susquehanna Valley Senior High School, Conklin Road, Conklin, New York. This policy will be the official notice to the Board members that the meetings each month are to be held. In addition, agendas will be prepared by the Superintendent of Schools and forwarded to each Board member prior to the date of the meetings. Any Board member may include items on the agenda by presenting such information to the Superintendent or the President of the Board of Education prior to the beginning of the meeting.

Official Newspaper – that the weekly The Country Courier be designated the school's official newspaper.

Bank Depository Designation – that be it Resolved that the following Banks and/or Trust Companies be and are hereby designated as the official depositories for the funds and accounts shown during the school year 2016-17:

J.P. Morgan Chase Bank - Trust & Agency Fund, Repair Reserve Account, Tax Certiorari Reserve Account, Unemployment Insurance Reserve, Retirement Contribution Reserve, Capital Reserve, Employee Benefit Accrued Liability Reserve, General Fund, Capital Fund, Capital Project Account, Scholarship Accounts, Federal Tax Account, Debt Service Fund, Special Aid Fund

First Niagara Bank – Extra-classroom Activities

M&T Bank - School Lunch Fund, Payroll Account, Flexible Benefit Plan, Investments and Borrowing

J.P. Morgan Chase Bank, and Tioga State Bank - Investments and Borrowing

Custodian Athletic Startup Ticket Money – that be it Resolved that Scott Snyder, Athletic Director, be the custodian of the interscholastic athletic startup ticket money of \$250.00 for the 2016-17 school year fall and winter sports programs.

Custodian Food Service Startup Money – that be it Resolved that Mark Bordeau, Food Service Coordinator, be the custodian of the food service startup ticket money of \$170.00 for the 2016-17 school year.

Petty Cash Fund – that the custodians of the Petty Cash Fund will be as follows:

Natalie Brubaker	\$100	Ralph Schuldt	\$100
David Daniels	\$100	Sharleen Vascello	\$100
Erin Eckert	\$100	Scott Snyder	\$100
Jill Rich	\$100	Karen Mullins	\$100

Upon vote the motion was approved unanimously. (6 yeases)

**AUTHORIZATIONS**

Mrs. Vimislik made a motion, seconded by Mrs. Haskell, to approve the following authorizations:

Certification of Payroll – that the Chief School Officer, who is the Superintendent of Schools, be authorized to certify payrolls.

Approval for Attendance at Conferences, Conventions, Workshops – that the Superintendent be authorized to approve attendance at conferences, conventions and workshops.

Monthly Budget Transfers – that the Superintendent be authorized to approve budget transfers up to \$5,000.

Authorized Signatures on Checks – that the authorized signature on the General, Payroll, School Lunch, Special Aid, Trust and Agency fund checks be that of the Treasurer or Deputy Treasurer.

Mileage Reimbursement – that the established mileage reimbursement rate be equal to the IRS rate.

Health Insurance – that the Board of Education acknowledge that the Blue Cross/Blue Shield/Class Blue Regionwide/PPO H/Simply Prescription Plan was approved for the contract year April 1, 2016 to March 31, 2017.

Tax Correction Authorization – that the Susquehanna Valley Board of Education delegate the Superintendent its authority to review and correct errors related to the collection of taxes and to issue required refunds not to exceed \$500 as provided under Section 556 of the Real Property Tax Law for the 2016-17 school year.

Standard Resolution to Borrow Funds – that the “SVCS Standard Resolution to Borrow Funds” be approved: BE IT RESOLVED that the President or in his/her absence the Vice President of the Board of Education of the Susquehanna Valley Central School District, Broome County, NY, shall be and hereby is empowered and directed to authorize the issuance and to issue Bond Anticipation Notes, Tax Anticipation Notes, Revenue Anticipation Note, Capital Notes, Statutory Bonds and Budget Notes of this School District and renewals of any and all such notes at such times and under such circumstances as she/he deems proper and advisable; and to prescribe the terms, form and contents thereof, to execute the same in the name of and on behalf of this School District and to sell at private sale and deliver the same; and the full faith and credit of said School District are hereby pledged to the punctual payment of the principal of and interest on all notes issued pursuant hereto by said President; all in pursuance to and consistent with the provisions of the Local Finance Law of the State of New York.

Standard Resolution for Investment Policy – that the resolution on Attachment D entitled “Investment Policy” be approved.

Resolution to Participate in Cooperative Purchasing Agreements – that authorization to participate in other governmental agency purchasing agreements, bids and other cooperative purchasing contracts to the Purchasing Agent and/or Deputy Purchasing Agent.

Upon vote the motion was approved unanimously. (6 yeses)

**Adjournment** – Mr. Andres made a motion, seconded by Mr. Sullivan, to adjourn the July 13, 2016, Reorganizational Meeting. Upon vote the motion was approved unanimously. (6 yeses)

There being no further business, Mr. Strick adjourned the meeting at 6:10 p.m.

Respectfully submitted,



Karen Mullins  
School District Clerk