

**PROPOSED
MINUTES
of the**

**APPROVED MINUTES
JULY 12, 2023
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**

2022-23 SCHOOL YEAR BOARD MEMBERS

PRESENT:		TERM EXPIRES
	Mr. Jack Bell	2024
	Ms. Johanna Burkhardt	2025
	Mrs. Mary Haskell	2026
	Ms. Kelly Howe	2026
	Mr. Ryan Remza	2024
	Ms. Suzanne Vimislik (Video Conference)	2024

MOTION

SECONDED

APPROVED

Burkhardt
Bell
8/16/23

MEMBERS Mark Leighton 2025
ABSENT:

ALSO Ms. Natalie Brubaker, Superintendent
PRESENT: Ms. Karen Mullins, District Clerk
Mr. Ethan Berry, Business Executive
Mr. Ralph Schuldt, Director of Facilities

Ms. Natalie Brubaker, Superintendent, called the meeting to order at 6:01 p.m. and led the salute to the American flag.

New Board Members' Oath of Office – Mary Haskell and Kelly Howe repeated the Oath of Office led by Karen Mullins and Mrs. Haskell and Ms. Kelly Howe signed the Oath Book.

RECORD OF ATTENDANCE – Mr. Remza made a motion, seconded by Mrs. Burkhardt, to accept into record the attendance for the July 12, 2023, Annual Reorganizational Meeting of the Board of Education. Upon vote the motion was approved unanimously. (6 yeses)

Election of Officers – Mrs. Vimislik nominated Mary Haskell for President. Upon vote the motion was approved unanimously. (6 yeses). Upon nomination made by Mrs. Vimislik the following resolution was offered: be it Resolved that Mary Haskell be elected President of the Board of Education of this District for the 2023-24 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.

Mrs. Haskell nominated Suzanne Vimislik for Vice President. Upon vote the motion was approved. (5 yeses) Upon nomination made by Mrs. Haskell, the following resolution was offered: be it Resolved that Suzanne Vimislik be elected Vice President of the Board of Education of this District for the 2023-24 fiscal year. Upon vote the motion was approved. (5 yeses). Mrs. Vimislik repeated the Oath of Office led by Karen Mullins and will sign the Oath Book at the August 16, 2023, Board of Education Meeting.

School Board Policies #1120-1650– Ms. Howe made a motion, seconded Mrs. Burkhardt, that be it Resolved that the Susquehanna Valley Board of Education re-affirms its policy #1120-1650 related to Board of Education By-Laws. Upon vote the motion was approved unanimously. (6 yeses)

APPOINTMENT OF OFFICERS, ESTABLISH SALARIES AND SIGN OATH BOOK

Mr. Bell made a motion, seconded by Mr. Remza, 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 2023-24 at an annual salary of \$6,000, effective July 1, 2023.

School District Treasurer and Deputy Treasurer – Resolved that Wendy Carl be and is hereby appointed Treasurer of this District and Michael W. Fenn as Deputy Treasurer to serve at the pleasure of the Board of Education during the school year 2023-24 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.

Claims Auditor – Resolved that the Central Business Office be and is hereby appointed Claims Auditor of this District to serve at the pleasure of the Board of Education during the school year 2023-24 at no salary.

District Claims Auditor – Resolved that Christina Radicchi be and are hereby appointed the District Claims Auditor and Ethan Berry Deputy Claims Auditor to serve at the pleasure of the Board of Education during the school year 2023-24 at no salary.

Audit Committee – Resolved that Jack Bell, Mark Leighton, Suzanne Vimislik, and Mark Bordeau be and are hereby appointed to the Audit Committee during the school year 2023-24 at no salary.

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

OTHER APPOINTMENTS

Mr. Remza made a motion, seconded by Mrs. Burkhardt, to approve the following appointments:

School Physician – Resolved that the District is authorized to enter into an agreement with United Health Services for medical services during the school year 2023-24, in accordance with the terms and conditions of the agreement reviewed and approved by school counsel.

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 2023-24 at a negotiated compensation of \$230.00 per hc for partners and \$200.00 per hour for associates; capital project work at \$250.00 per hour; specialized assignments at \$250.00 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, that Christina Radicchi be appointed Deputy Central Treasurer and Ethan Berry be appointed Assistant Deputy Central Treasurer to serve at no salary during the 2023-24 school year.

Chief Faculty Advisor - Resolved that each principal be and is hereby appointed Chief Faculty Advisor for their school building.

Purchasing Agent and Deputy Purchasing Agent – Resolved, that Amanda Suer be and is hereby appointed as Purchasing Agent of this District and Blake Rowe as Deputy Purchasing Agent during the 2023-24 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 2023-24 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 2023-24 – that the following Board of Education Committee Representatives should be appointed for 2023-24:

Community Public Relations Committee – Mr. Remza and Ms. Burkhardt

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

Strategic Planning Committee – Mr. Bell and Mrs. Haskell

Superintendent's Evaluation Committee – Mrs. Vimislik, Mrs. Haskell, Ms. Burkhardt

Broome-Tioga Legislative Liaison – Mr. Leighton, Ms. Howe

Policy Committee – Ms. Burkhardt, Ms. Howe and Mr. Leighton

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

District Advisory Committee – Facilities – Mr. Bell, Ms. Howe, Mr. Leighton and Mr. Remza

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

DESIGNATIONS

Mrs. Burkhardt made a motion, seconded by Mr. Bell, 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 2020-21

J.P. Morgan Chase Bank – General Fund Checking, General Fund MM, Special Reserves, Federal Fund Checking, Capital Fund Checking, Trust & Agency Fund Checking, Expendable Trust Checking, Debt Service Fund MM, Capital MM.

Key Bank – Extra-classroom Activities

M&T Bank – Petty Cash Account, Cafeteria Fund Checking, Payroll Checking

Official Depositories- M & T Bank, JP Morgan Chase Bank, Key Bank, Citizens Bank

Custodian Athletic Startup Ticket Money – that be it Resolved that Edward Swartwout, Athletic Director, be the custodian of the interscholastic athletic startup ticket money of \$250.00 for the 2022-23 school year fall and winter sports programs.

Open Swim Startup Money – that be it Resolved that Edward Swartwout, Athletic Director, be the custodian of the open swim startup ticket money of \$50.00 for the 2022-23 school year fall.

Custodian Food Service Startup Money – that be it Resolved that Annie Hudock, Food Service Coordinator, be the custodian of the food service startup ticket money of \$170.00 for the 2022-23 school year.

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

Athletic Director	\$100	Director of Facilities	\$100
High School Principal	\$100	Director of Transportation	\$100
Brookside Principal	\$100	Middle School Principal	\$100
Donnelly Principal	\$100	Superintendent's Secretary	\$100

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

Mrs. Burkhardt made a motion, seconded by Ms. Howe, 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 \$10,000, and authorized to transfer unlimited funds between salary budget lines.

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, 2023, to March 31, 2024.

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 \$2500 as provided under Section 556 of the Real Property Tax Law for the 2023-24 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.

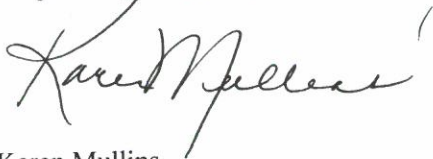
Resolution to Participate in Cooperative Purchasing Agreements – that authorization to participate in other governmental agency purchasing agreements, bids and other cooperative purchasing contracts to the Purchasing Agent and/or Deputy Purchasing Agent.

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

Adjournment – Mr. Remza made a motion, seconded by Mr. Bell, to adjourn the July 12, 2023, Reorganizational Meeting. Upon vote the motion was approved unanimously. (6 yeases)

There being no further business, Mrs. Haskell adjourned the meeting at 6:18 p.m.

Respectfully submitted,



Karen Mullins
School District Clerk