

**PROPOSED  
MINUTES  
of the**

**APPROVED MINUTES  
JULY 9, 2018  
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**

**2017-18 SCHOOL YEAR BOARD MEMBERS**

**TERM EXPIRES**

<b>PRESENT:</b>	Mr. Jack Bell	2021	MOTION	_____
	Mrs. Mary Haskell	2020		
	Ms. Kelly Howe	2020	SECONDED	_____
	Mr. Mark Leighton	2021		
	Mr. Robert Strick	2021	APPROVED	_____
	Mr. Robert Sullivan	2019		
	Ms. Suzanne Vimislik	2019		

**MEMBERS**

**ABSENT:**

- ALSO PRESENT:**
- Mr. Roland Doig, Superintendent
  - Ms. Natalie Brubaker, Assistant Superintendent
  - Ms. Karen Mullins, District Clerk
  - Mr. Ethan Berry, Business Executive

Mr. Roland Doig, Superintendent, called the meeting to order at 6:00 p.m. and led the salute to the American flag.

**New Board Members' Oath of Office** – Robert Strick, Jack Bell and Mark Leighton repeated the Oath of Office led by Karen Mullins and signed the Oath Book.

**RECORD OF ATTENDANCE** – Mr. Leighton made a motion, seconded by Mr. Strick, to accept into record the attendance for the July 9, 2018, Annual Reorganizational Meeting of the Board of Education. Upon vote the motion was approved unanimously. (7 yeases)

**Election of Officers** – Mr. Leighton nominated Robert Strick for President. Upon vote the motion was approved unanimously. (7 yeases) Upon nomination made by Mr. Leighton 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 2018-19 fiscal year. Upon vote the motion was approved unanimously. (7 yeases) 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. (7 yeases) 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. (7 yeases) Mrs. Haskell repeated the Oath of Office led by Karen Mullins and signed the Oath Book.

**School Board Policies #1120-1650 and #3410** – Mrs. Vimislik made a motion, seconded Mr. Leighton, 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. (7 yeases)

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

Mrs. Haskell made a motion, seconded by Mr. Sullivan, 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 2018-19 at an annual salary of \$5,800, effective July 1, 2018.

School District Treasurer and Deputy Treasurer – Resolved that Taylor Guley be and is hereby appointed Treasurer of this District and Tracy Masi as Deputy Treasurer to serve at the pleasure of the Board of Education during the school year 2018-19 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 the Central Business Office be and is hereby appointed Internal Claims Auditor of this District to serve at the pleasure of the Board of Education during the school year 2018-19 at no salary.

District Claims Auditor – Resolved that Valarie Ayres be and are hereby appointed the District Claims Auditor and Kelley Stewart Deputy Claims Auditor to serve at the pleasure of the Board of Education during the school year 2018-19 at no salary.

Audit Committee – Resolved that Jack Bell, Thomas Donnelly, Mark Leighton, Suzanne Vimislik, and Robert Strick be and are hereby appointed to the Audit Committee during the school year 2018-19 at no salary.

Upon vote the motion was approved unanimously. (7 yeses)

## OTHER APPOINTMENTS

Mr. Bell 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 2018-19 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 2018-19 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, that Valerie Ayres be appointed Deputy Central Treasurer and Ethan Berry be appointed Assistant Deputy Central Treasurer to serve at no salary during the 2018-19 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 2018-19 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 2018-19 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 2018-19 – that the following Board of Education Committee Representatives should be appointed for 2018-19:

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

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, Mr. Strick

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

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

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

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

Upon vote the motion was approved unanimously. (7 yeases)

## DESIGNATIONS 2015-16

Mrs. Howe 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 2018-19

J.P. Morgan Chase Bank - Trust & Agency Fund, Special Reserves, Capital 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, Key Bank, Citizens Bank - Investments and Borrowing

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 2018-19 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 2018-19 school year.

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

David Daniels	\$100	Ralph Schuldt	\$100
Scott Snyder	\$100	Susan Hull	\$100
Erin Eckert	\$100	Edward Swartwout	\$100
Jill Rich	\$100	Karen Mullins	\$100

Upon vote the motion was approved unanimously. (7 yeases)

## AUTHORIZATIONS

Mr. Leighton made a motion, seconded by Mr. Bell, 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, 2018 to March 31, 2019.

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 2018-19 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.

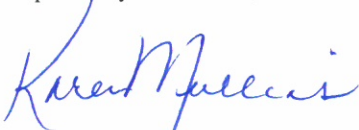
Resolution to Participate in Cooperative Purchasing Agreements – that authorization to participate in other governmental agency purchasing agreements, bids and other cooperative purchasing contracts to the Purchasing Agent and/or Deputy Purchasing Agent.

Upon vote the motion was approved unanimously. (7 yeses)

**Adjournment** – Mrs. Vimislik made a motion, seconded by Mrs. Haskell, to adjourn the July 9, 2018, Reorganizational Meeting. Upon vote the motion was approved unanimously. (7 yeses)

There being no further business, Mr. Strick adjourned the meeting at 6:13 p.m.

Respectfully submitted,



Karen Mullins  
School District Clerk