

RAVENA-COEYMANS-SELKIRK CENTRAL SCHOOL
Selkirk, NY

ANNUAL ORGANIZATIONAL MEETING
Thursday, July 1, 2010
6:00 P.M.

The Annual Organizational meeting will be held on Thursday, July 1, 2010, at 6:00 P.M. in the High School. The regular meeting for July will follow the Annual Organizational meeting.

Members present: Mr. Hughes, Ms. Traver, Ms. Puckett, Ms. O'Connor, Mr. Sorensen, Mr. Pennock, Mr. Vadney, Mr. Robbins, Mr. Latter.

Others in attendance: Daniel A. Teplesky, Superintendent of Schools; Mrs. Lyn Derway, Assistant Superintendent for Business Administrator; Betsy Smith, Assistant Superintendent of Instruction & Curriculum; Suzanne Starr, School District Clerk.

A. Organizational Business

1. **Call to order by District Clerk (Sue Starr) – 6:01 PM**
2. **Oath of Office of new BOE members (Administered by District Clerk)**
 - James Latter
 - John Vadney
 - Jeff Sorensen

3. **Election of Board Officers**

Nomination by Mr. Latter, seconded by Mr. Sorensen to nominate Mr. Hughes as President

Nomination by Mr. Robbins to nominate Mr. Vadney , seconded: 0

On a nomination by Mr. Latter, seconded by Mr. Sorensen, Mr. Hughes was nominated for the office of President of the BOE.

Hughes - Y	Latter - Y	O' Connor - Y	Pennock - Y	Puckett - Y
Robbins - N	Sorensen - Y	Traver - Y	Vadney - N	

Mr. Hughes is elected BOE President, 7-2-0 and presides over the meeting after the oath. **(Administered by District Clerk)**

- a. Call for nomination for Vice-President
Oath to Board Vice-President (Oath Attached)

Nomination by Ms. Puckett, seconded by Mr. Hughes to nominate Mr. Sorensen as Vice President

Nomination by Mr. Robbins, seconded by Ms. O'Connor to nominate Mr. Vadney as Vice President

On a nomination by Ms. Puckett, seconded by Mr. Hughes, Mr. Sorensen was nominated for the office of Vice President of the BOE.

Hughes - Y Latter - Y O' Connor - N Pennock - Y Puckett - Y
Robbins - N Sorensen - Y Traver - Y Vadney - N

Mr. Sorensen is elected BOE Vice President, 6-3-0 and presided over the meeting after the oath. **(Administered by District Clerk)**

c. Superintendent Oath of Office
 Oath to Superintendent (Oath Attached) **(Administered by District Clerk)**

4. **District Clerk (Appointment & Oath)**

It is recommended that Suzanne Starr be designated as School District Clerk with added responsibilities in the Business Office for the period of July 1, 2010 to June 30, 2011. Oath administered by the Superintendent of Schools.

On a nomination by Mr. Vadney, seconded by Ms. Puckett, Suzanne Starr was nominated for the office of School District Clerk of the BOE. There were no other members nominated.

Hughes - Y Latter - Y O' Connor - Y Pennock - Y Puckett - Y
Robbins - Y Sorensen - Y Traver - Y Vadney - Y

Suzanne Starr is elected School District Clerk – 9-0-0

5. **Appointment of officers and establish salaries and/or fees for:**

a. **Treasurer**

It is recommended that Wayne Carman be appointed as District Treasurer for the period of July 1, 2010 to June 30, 2011.

b. It is recommended that Lyn Derway be appointed as Deputy District Treasurer for the period of July 1, 2010 to June 30, 2011.

c. **District Collector of Taxes**

Motion to approve the temporary position of District Collector of Taxes to work August through October.

d. **Central Treasurer Position**

It is recommended that Barbara Gallagher (Senior High and AWB), Rosemary Coons (Middle School and PBC), be designated to the positions of Central Treasurer in the buildings indicated at a stipend

of \$744.00 for each school for the 2010-2011 school year as per CSEA Contract. (Present stipend \$729.31 for each school)

e. **Records Access Officer**

It is recommended that the School Business Administrator be designated as Records Access Officer for the 2010-2011 school year.

f. **Records Management Officer**

It is recommended that the School Business Administrator be designated as Records Management Officer for the 2010-2011 school year.

g. **Title VII and Title IX Officer**

It is recommended that the Assistant Superintendent for Instruction be

designated as Title VII and Title IX Officer for the 2010-2011 school year.

- h. **504 and Title II ADA Officer**
It is recommended that the Assistant Superintendent for Instruction be designated the 504 and Title II ADA Officer for the 2010-2011 school year.
- i. **Medicaid Compliance Officer**
It is recommended that the Assistant Superintendent for Instruction be designated the Medicaid Compliance Officer.
- j. **Asbestos (LEA) Designee**
It is recommended that the School Business Official be designated as Asbestos (LEA) Designee for the 2010-2011 school year.
- k. **Purchasing Agent**
It is recommended that School Business Administrator be designated as Purchasing Agent for the 2010-2011 school year.
- l. **Deputy Purchasing Agent**
It is recommended that Director of Technology be appointed as an Deputy Purchasing Agent for the period of July 1, 2010 to June 30, 2011.
- m. **Information Security Officer**
It is recommended that the Director of Technology be appointed as Information Security Officer for the 2010-2011 school year.
- n. **Inventory Control Officer**
It is recommended that the Director of Technology be appointed as Inventory Control Officer for the 2010-2011 school year.
- o. **Committee on Special Education**
It is recommended that the individuals listed as per attached be appointed to the Committee on Special Education for the 2010-2011 school year.
- p. **Committee on Preschool Special Education**
It is recommended that the individuals listed as per attached be designated as members of the Committee on Preschool Special Education for the 2010-2011 school year.
- q. **Appointment of Impartial Hearing Officers**
It is recommended that the individuals listed as per attached be designated as Impartial Hearing Officers for the 2010-2011 school year.
- r. **Coordinator of Continuing Education**
It is recommended that Patricia Hommel be appointed as the Coordinator of Continuing Education for the period of July 1, 2010 June 30, 2011 at an annual salary \$4420 (0% change from 2009-2010)
- s. **Claims Auditor**
It is recommended that Michael Loomis be appointed as the Claims Auditor for the 2010-2011 school year at an hourly rate of \$57.
- t. **School Physician**
It is recommended that Bethlehem Family Practice be designated as the School Physician for the 2010-2011 school year at a fee of \$27,700 as per

attached contract.

- u. **Appointment of Legal Counsel**
It is recommended that Shaw, Perelson, May & Lambert, LLP be appointed Legal Counsel pursuant to a retainer agreement in the amount of \$48,000 annually with non-retainer services bill at \$190 per hour as per attached contract.
- v. **Property Insurance Agent**
Motion to approve Stoltz Agency to administer the district's property and liability insurance as per attached contract.
- w. **Internal Auditor**
Appointment of Questar III BOCES as the district's Internal Auditor at the ~~daily~~ **annual** rate of \$11,710 for the 2010 – 2011 school year. (\$10,575 for 2009 – 2010 school year)
- x. **External Auditor**
Appointment of Marvin and Company as the district's External Auditor at a rate of \$15,950 for the 2010 – 2011 school year.
- y. **HIPPA Coordinator**
Appointment of Lyn Derway, School Business Official as the Health Insurance Portability and Accountability Act Coordinator.
- z. **Extra Classroom Activity Funds Faculty Auditor**
Appointment of Wayne Carman, Treasurer as the extra-classroom activity funds faculty auditor.
- aa. **Energy Manager**
Appointment of Matt Miller, Energy Manager, at \$18,846.

Motion to approve all of #5 (a-aa): Mr. Vadney, seconded: Ms. Traver

Hughes - Y Latter - Y O' Connor - Y Pennock - Y Puckett - Y
Robbins - Y Sorensen - Y Traver - Y Vadney - Y

Motion Approved: 9-0-0

6. **Designate Bank for Deposit of District Funds and Extra-Classroom Activity Funds**

It is recommended that National Bank of Coxsackie be designated as the depository for the General Fund, School Lunch Fund, Payroll, Trust, Extra-Classroom, Agency Fund, Special Aid Fund and Scholarship Capital Funds for the 2010-2011 school year.

Following are listed as additional depositories for the 2010-2011 school year:

1. J.P. Morgan Chase Bank
2. Key Bank
3. First Niagara
4. NY Class

7. **Designate Official Publication**

It is recommended that **The Ravena News Herald** be designated as the official publication for notice of meetings and all other legal matters for the 2010-2011 school year.

8. **Designation of Days for Regular Board of Education Meetings and Board of Education Retreat.**

It is recommended that the schedule of BOE Meetings be approved as per attached calendar.

9. **Establishment of Board Standing Committees**

It is recommended that the Board of Education establish the following Board Standing Committees with the committee meetings times to be established at the August BOE Retreat (Policy# 2210 attached):

- Buildings, Grounds & Transportation
- Finance
- Audit
- Curriculum and Instruction
- Policy
- ***Personal (Added to the agenda)***

10. **Authorize Payroll Account**

Check Signatures. Authorize the Treasurer to sign payroll and voucher checks, and in his absence authorize the Deputy Treasurer to sign.

11. **Authorize Petty Cash Account**

It is recommended that a Petty Cash Account be authorized in the amount of \$350.00 for the 2010-2011 school year and a distribution to be made as follows: P.B. Coeymans, \$50; A.W. Becker, \$50; Middle School, \$50; Senior High, \$50, District Office, \$50, Transportation, \$50, O & M, \$50 and designate the Principal or his/ her designee to oversee the building level petty cash accounts; the Director of O & M or his/her designee and the Director of Transportation or his/her designee and District Treasurer to oversee their respective accounts.

12. **Authorize Signature Diskette for Electronic Check Signing for the District's Computer System.**

It is recommended that the following resolution be adopted: RESOLVED that checks drawn on any of the school's official depositories may be signed by either the printed facsimile signature of the Treasurer or the Deputy Treasurer or the Clerk, of this corporation, with like force and effect as if said facsimile signature had been affixed by such officer or either of them manually, and that said bank is hereby authorized, empowered and directed to pay said checks so drawn and to charge the same to the account of this corporation, with like force and effect as if said signature had been affixed by such officer or either of them manually, etc. for the 2010-2011 school year.

13. **Authorize Treasurer, or Deputy Treasurer to Pay Principal and Interest on School Bonds When Due for the 2010-2011 School Year.**

14. **Authorize Treasurer, or Deputy Treasurer to Invest Funds for the 2010-2011 School Year.**
15. **Authorize Superintendent to Apply for Grants in Aid (State and Federal) for the 2010-2011 School Year.**
16. **Authorize Superintendent to Make Budget Transfers per attached policy. (As per attached policy #5330)**

 Budget Transfer - The Superintendent is authorized to transfer funds within the budget. Any budget transfer of \$10,000 or more will come before the Board of education for review and approval as per attached policy.
17. **Authorize Superintendent to Approve the Attendance of Staff at conferences.**
18. **Approve the Ravena-Coeymans-Selkirk CSD Crime Coverage Policy the following positions and their specified limits of coverage as follows:**

- a. Blanket Employee (in the amount of \$100,000.00)
- b. District Collector of Taxes (in the amount of \$5,000,000.00)
- c. District Treasurer (in the amount of \$5,000,000.00)
- d. Deputy District Treasurer (in the amount of \$5,000,000.00)
- e. Purchasing Agent (in the amount of \$5,000,000.00)

19. **Establishment of IRS Mileage Reimbursement Rate for approved district travel.**

Motion to approve the IRS rate for school business travel at the IRS rate for the 2010-2011 school year.

20. Move to approve the date, time and place for the Annual Meeting and the vote on the School District Budget and School Board Candidates.

Budget hearing – May 10, ~~2010~~ **2011** at 6:00 PM at High School
 Vote – May 17, ~~2010~~ **2011** at a time to be determined in High School

21. Move to approve the BOCES Budget Vote date of April 25, ~~2010~~ **2011**.
22. Payroll Certification
 Authorize the Superintendent of Schools to certify payroll.
23. Re-adoption of the existing policies, rules and regulations contained in the school policy handbook.
24. Approve the Substitute salary schedule for the 2010-2011 school year as per attached.
25. Approve the Lifeguard Pay Scale schedule for the 2010-2011 school year

as per attached.

26. Approve the Hearings & Petitions Question sheet for Board of Education Public Meetings

Motion to approve all of #6 - 26: Ms. Traver, seconded: Ms. Puckett

Hughes - Y	Latter - Y	O' Connor - Y	Pennock -Y	Puckett -Y
Robbins - Y	Sorensen – Y	Traver - Y	Vadney – Y	

Motion Approved: 9-0-0

Information Item – Board of Education members terms of office.

Respectfully submitted

by _____

Suzanne Starr
Ravena-Coeymans-Selkirk School District Clerk