

VOORHEESVILLE CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA
JULY 1, 2009, 7:30 AM

1. Organizational Meeting
 - 1.1 Oath of office to newly elected Board of Education Member:
Cheryl L. Dozier and C. James Coffin Term of Office: July 1, 2009 – June 30, 2013
 - 1.2 Election of Board of Education Officers for 2009-2010:
 - 1.2.1 President of the Board of Education
 - 1.2.2 Vice President of the Board of Education
 - 1.3 Administering the Oath of Office to President of the Board of Education; Vice President of the Board of Education.
 - 1.4 Administering the Oath of Office to the Superintendent of Schools
 - 1.5 Appointments for 2009-2010
 - 1.5.1 Clerk of the Board of Education: Dorothea Pfleiderer
 - 1.5.2 Treasurer: Robin Burch
 - 1.5.3 Deputy Treasurer: Jennifer Crawford
 - 1.5.4 Claims Auditor: Rebecca Hoffman
 - 1.5.5 Deputy Claims Auditor: Mary Flansburg
 - 1.5.6 Internal Auditor: Marvin & Company
 - 1.5.7 School Attorneys: Whiteman Osterman & Hanna, Orrick, Herrington & Sutcliffe
Roz Robinson
 - 1.5.8 Medical Inspectors: Access Compliance, LLC; First Stop Medical;
The Children's Hospital at Albany Medical Center
 - 1.5.9 Treasurer, Extra Curricular Funds: Cynthia Bunk
 - 1.5.10 Comptroller, Extra Curricular Funds: Mark Diefendorf, Principal
 - 1.5.11 External Auditors: The Bonadio Group
 - 1.5.12 Purchasing Agent: Sarita Winchell
 - 1.5.13 Tax Collector: Deborah Baron
 - 1.5.14 Records Retention and Disposition Officer, Deborah Baron
 - 1.5.15 Records Access Officer: Robin Burch
 - 1.5.16 LEA Asbestos: Michael Goyer
 - 1.5.17 Title IX Officer: Dr. Teresa Snyder
 - 1.5.18 Privacy Officer under HIPAA, Robin Burch
 - 1.5.19 Schoharie Area Workers' Compensation Plan Trustee: Sarita Winchell
Alternate: Dr. Teresa Snyder
 - 1.6 Administering Oath of Office to above appointees
 - 1.7 Designation of Banks:
 - 1.7.1 Key Bank: Checking, Money Market or Savings Accounts – Multi-Fund, General Fund (including all reserves and Tax Collection Account), School Lunch Fund, Trust and Agency Fund (including Payroll Account), Capital Fund, Debt Service Fund; Federal Aid Fund; Expendable Trust (Gifts, Scholarships and Endowments), Extra Curricular Fund. Signatories for all accounts except Extra Curricular: School District Treasurer, Robin Burch or Jennifer Crawford.
Signatories for Extra Curricular Fund checks: (any two) Mark Diefendorf, Cynthia Bunk, Robin Burch or Jennifer Crawford.

- 1.7.2 Funds that may be invested: Multi-Fund, General Fund (including Reserve for Tax Certiorari and Unemployment Reserve), Capital Fund (including Capital Reserve), Debt Service Fund, Expendable Trust (Gifts, Scholarships and Endowment).
- 1.7.3 Authorization to make Investments: Certificates of Deposit and/or Money Market Certificates (Key Bank, N.A., M & T Bank, NBT Bank, N.A., Pioneer Commercial Bank, Niagara Commercial Bank, HSBC Bank, USA, TD BANKNORTH, N.A.); MBIA-CLASS, or Instruments of the U.S. Treasury: Robin Burch or Jennifer Crawford after consultation with the Superintendent.
- 1.7.4 Authorization for bonding for the Treasurer, Tax Collector, Claims Auditor, Assistant Claims Auditor for \$1,000,000, and the Treasurer of the Extracurricular activity fund for \$100,000; insurance to be provided through Utica Mutual Insurance.
- 1.7.5 Authorization to make wire transfers.
Signatories: Robin Burch, Jennifer Crawford
- 1.8 Established rate for reimbursement for use of cars approved for school business:
Prevailing IRS mileage rate
- 1.9 Authorization of Custodians of Petty Cash Funds as indicated below to cover properly itemized bills for supplies and services requiring immediate payment:
 - 1.9.1 \$100.00; administered by Jennifer Crawford;
 - 1.9.2 \$100.00; administered by Timothy Mulligan;
 - 1.9.3 \$100.00; administered by Mary Flansburg;
 - 1.9.4 \$100.00; administered by Kristy Race;
 - 1.9.5 \$100.00; administered by Michael Goyer
- 1.10 Authorize tax collector to accept breakage on tax bills of \$1.00 or less.
- 1.11 Authorization of Petty Cash Funds to cover making change for taxpayers during tax collection in the business office: \$300.00, administered by Deborah Baron
- 1.12 Authorization for school cell phones: Mark Diefendorf, Joseph Sapienza, Michael Goyer, Sarita Winchell, Dr. Teresa Snyder (cell or Blackberry), Extras (1-District Office, 2-Transportation, 1-Athletic)
- 1.13 Authorization for School Credit Card: Sarita Winchell
- 1.14 Designation of official newspapers to carry school legal advertising: Altamont Enterprise, The Spotlight
- 1.15 Authorization to advertise for, receive, open and tabulate bids as required for the purchase of supplies, materials, equipment, etc. throughout the school year: Sarita Winchell
- 1.16 Authorization for Capital Region BOCES to represent VCSD in all matters leading up to and including entering into a contract for the purchase of food and cafeteria supplies and jointly-bid equipment, supplies, and contractual items.
- 1.17 Authorization for administration to draw up and submit proposals for special state and federal grants throughout the year.
- 1.18 Authorization for Dr. Teresa Snyder to make budget transfers as provided for in Board of Education Policy 6150 and Education Law.
- 1.19 Authorization for Sarita Winchell to review, and act upon, all Building and Grounds Use requests.

- 1.20 Authorization for Dr. Teresa Snyder to sign the *Application for Refund and Credit of Real Property Taxes* forms.
- 1.21 Authorization for Dr. Teresa Snyder to enter into and sign contracts under \$10,000.
- 1.22 Authorization for Dr. Teresa Snyder to certify payrolls.
- 1.23 Authorization for Assistant Superintendent, Sarita Winchell to enter into and sign maintenance service agreements under \$4,000.
- 1.24 Authorization for the Dr. Teresa Snyder and the Board of Education President to enter into and sign change orders for Elementary School/Bus Garage in amounts not to exceed \$19,999. All change orders exceeding \$19,999 will be brought to the Board of Education for approval.
- 1.25 Action on readoption of Facilities Use Fees
- 1.26 Action on readoption of mileage charge for use of buses: \$1.35 per mile
- 1.27 Action on readoption of School Safety Plan
- 1.28 Action on readoption of all existing Board Policies and Regulations
- 1.29 Action on readoption of New York State Archives Record Retention & Disposition Schedule to be used for the proper handling and disposition of District records
- 1.30 Action on readoption of substitute pay rates.
- 1.31 Approval of Board Calendar Dates for 2009-2010.
- 1.32 Authorization for Dr. Teresa Snyder to approve substitutes for employment.
- 1.33 Authorization for Voorheesville Central School District to participate in Federal and State Free and Reduced Price Meal Programs.
- 1.34 Approval of 2009-2010 Organizational Chart
- 1.35 Whiteman Osterman & Hanna – Annual Retainer
Recommended Action: That the Board of Education approve the annual retainer for school district attorney, Whiteman, Osterman, & Hanna, LLP, in the amount of \$28,000 effective July 1, 2009 through June 30, 2010.