

SCOTIA-GLENVILLE CENTRAL SCHOOL DISTRICT  
Scotia, New York

AGENDA  
**ANNUAL ORGANIZATIONAL MEETING  
BOARD OF EDUCATION**

July 11, 2011

Presiding - Clerk of the Board

1. Roll Call: Benedetto, Crapo, Normington, Yagielski
2. Execution of Constitutional Oath of Office by newly elected Board members and Superintendent.
3. Election of President of Board for the 2011-2012 school year. (Clerk presiding). Board President to preside following election.
4. Election of Vice-President of Board for the 2011-2012 school year.
5. Appointment of Officers
  - a. Appointment of Colleen DiCaprio as District Treasurer for the 2011-2012 school year in accordance with her individual contract.
  - b. Appointment of Maureen Long as Assistant Treasurer of the School District for the 2011-2012 school year with no additional remuneration.
  - c. Appointment of Bobbie DeLong as School District Clerk from July 1, 2011 through June 30, 2012 in accordance with her individual contract.
  - d. Resolved that the school taxes for the portion of the school district situated in the Town of Glenville be collected by the Town Receiver of Taxes, as provided by the Town Law.
  - e. Appointment of Andrew Giaquinto as the Receiver of School Taxes for the portion of the school district situated in the Town of Amsterdam, Montgomery County, and the Town of Charlton, Saratoga County.
  - f. Appointment of Andrew Giaquinto as School District Purchasing Agent for the 2011-2012 school year with no additional remuneration.
  - g. Appointment of Maureen Long as Sexual Harassment Compliance Officer and Title IX/EEOC Hearing Officer for the 2011-2012 school year, with no additional remuneration.

- h. Appointment of Andrew Giaguinto as Health Insurance Portability and Accountability (HIPA) Compliance Officer for the 2011-2012 school year with no additional remuneration.
- i. Appointment of Kenn Handin as Section 504 Rehabilitation Officer for the 2011-2012 school year with no additional remuneration.
- j. Appointment of Andrew Giaquinto, School Business Manager, as Trustee for the Schoharie Area Workers' Compensation Plan and designate the Superintendent of Schools, Susan Swartz, as Alternate Trustee for the Schoharie Area Workers' Compensation Board.
- k. Appointment of Andrew Giaquinto as Trustee for the Capital Area School Health Insurance Consortium, and designate Susan Swartz as Alternate Trustee for the Capital Area School Health Insurance Consortium.
- l. Appointment of Doris Munro as Internal Claims Auditor at the hourly rate of \$25.75 an hour for the 2011-2012 school year.
- m. Appointment of Donald Petersen as LEA Asbestos Designee (AHERA).
- n. Appointment of Dr. John Pezzulo as AED Medical Coordinator.

6. Other Appointments

- a. Appointment of Dr. Christopher Buff, Dr. John Pezzulo and Dr. Robert Halbig as Chief Medical Inspectors and School District Physicians, for the 2011-2012 school year at an annual stipend of \$24,000, in accordance with an agreement dated July 11, 2011 and further authorize the Superintendent of Schools and President of the board to sign said agreement.
- b. Appointment of Margaret Huff as School District Attorney for the 2011-2012 school year with fee for services at the hourly rate of \$125.
- c. Appointment of C.L. Marvin to conduct the annual independent audit of the school district's records and accounts.
- d. Appointment of the following persons to the Board of Ethics for 2011-2012:

Benjamin Migliore-chairman  
John Haher  
Bruce Kohout  
Kurt Ahnert  
Sharon Riggi

- e. Appointment of Bobbie DeLong as Records Management Officer and Records Access Officer for purposes of the New York State Access to Records Law at no additional remuneration.

- f. Appointment of Lynda Castronovo as Student Records Access Officer for purposes of complying with the Buckley Amendment at no additional remuneration.
- g. Appointment of representative and alternate to CAPSBA (Capital District School Boards Association):

\_\_\_\_\_

\_\_\_\_\_

- h. Appointment of Voting Delegate to the Scotia-Glenville PTA (Parent Teachers Association) Council and alternate:

\_\_\_\_\_

\_\_\_\_\_

- i. Appointment of Extraclassroom Activity Fund Treasurers and Auditors for the 2011-2012 school year, as follows, with no additional remuneration:

<u>School</u>	<u>Treasurer</u>	<u>Auditor</u>
High School	Naomi Torelli	Lynda Castronovo
Middle School	Allen Calhoun	Maureen McCloud

Alternate Extraclassroom Activity Fund Treasurer for the Senior High School and Middle School – Colleen DiCaprio

- j. Appointment of Pamela Carbone as Board of Education representative to the District's Health & Safety Committee.

## 7. Designations

- a. Designate First National Bank of Scotia, Chase Bank, Bank of America, Citizens Bank, TD BankNorth, C.L.A.S.S., and Pioneer Savings Bank as the official depositories for the deposit of all monies received by the School District.

### 1. Depositories:

#### J.P. Morgan Chase:

Concentration Account  
 General Fund Checking  
 General Fund-Premier Money Market  
 Payroll Account

Capital Fund-Premier Account  
Special Aid Account

Bank of America:

Investment Clearing

Class-MBIA Asset Management:

Capital Fund  
General Fund  
Scholarship & Award  
Unemployment Reserve  
Tax Certification  
Retirement Reserve  
Workers Compensations  
Reserve for Debt  
School Lunch

1<sup>st</sup> National Bank of Scotia:

Business Checking  
Municipal NOW Account  
Municipal Money Market  
High School-Extra Classroom Activity Fund-two accounts  
Middle School-Extra Classroom Activity Fund-one account  
School Lunch

Pioneer Savings Bank:

General Fund Checking  
Money Market

Certificates of Deposit and Money Market Accounts

(Board Approved Banks)  
Bank of America  
1<sup>st</sup> National Bank of Scotia  
JP Morgan Chase  
TD BankNorth  
Citizens Bank  
Pioneer Savings  
First Niagara

- b. Designate Andrew Giaquinto as the school district official responsible for certification of payrolls.
- c. Designate the Daily Gazette as the official newspaper of the district for the 2011-2012 school year.
- d. Designate \_\_\_\_\_ as Legislative Liaison for the 2011-2012 school year.

- e. Designate the following board members to serve on the Audit Committee:

\_\_\_\_\_

Designate \_\_\_\_\_ as Chairperson for the Audit Committee.

- f. Designate the following board members to serve on the Board Policy Sub-Committee:

\_\_\_\_\_

Designate \_\_\_\_\_ as Chairperson for the Board Policy Committee

8. Authorizations

- a. Authorize the Superintendent of Schools and the Business Manager to sign agreements with the State of New York in connection with the operation of the Child Nutrition Program in the schools of this district and that the Business Manager be designated the authorized signatory for reports and the annual renewal agreement and authorize the District Treasurer to be the authorized signatory for claims.
- b. Authorize the Superintendent of Schools and the Business Manager to sign applications and reports for the Federal School Meals Programs.
- c. Authorize either the Superintendent of Schools, the Director of Curriculum or the High School Principal to approve the attendance of staff members at professional conferences and meetings in accordance with provisions of the budget or as otherwise authorized by Board of Education resolution.
- d. Authorize the President and Clerk of the Board of Education to sign contracts with other districts for the instruction of nonresident pupils in the schools of this district.
- e. Authorize the payment of tuition and transportation charges for pupils from this district who attend other schools as permitted by state laws and regulations of the Board of Regents.
- f. Authorize the President and Clerk of the Board of Education to sign contracts for transportation of pupils by private contractors as needed.
- g. Authorize the District Clerk to sign an agreement with the Schenectady County Board of Elections for the use of digitized poll books for the annual district election and budget vote.
- h. Authorize the School District to participate in CASHIC (Capital Area School Health Consortium) for the 2011-2012 school year.

- i. Authorize the School District to participate in the Schoharie Area Worker's Compensation Plan for the 2011-2012 school year.
- j. Authorize the establishment of Petty Cash Funds and appoint designated treasurers as follows:

<u>Fund</u>	<u>Amount</u>	<u>Treasurer</u>
High School	\$ 50.00	Lynda Castronovo
Junior High School	\$ 50.00	Shari Keller
Glendaal School	\$ 50.00	Tom Eagan
Glen-Worden School	\$ 50.00	Maureen Long
Lincoln School	\$ 50.00	John Geniti
Sacandaga School	\$ 50.00	Ann Comley
Pupil Personnel Services	\$ 50.00	Kenn Handin

- k. Authorize the establishment of School Lunch Cash Register Change as follows:

High School	\$100
Middle School	\$60
Lincoln	\$30
Sacandaga	\$30
Glen-Worden	\$30
Glendaal	\$30

#### 9. Miscellaneous Actions

- a. Approve the issuance of a district credit card to the Superintendent of Schools in accordance with Board of Education Policy #6782.
- b. Approve the issuance of cell phones by job title in accordance with Board of Education Policy #8331. (See attached)
- c. Approve the use of purchasing cards for Home Depot and Lowes and authorize issuance by employee. (see attached)