

SCOTIA-GLENVILLE CENTRAL SCHOOL DISTRICT
Scotia, New York

AGENDA
**ANNUAL ORGANIZATIONAL MEETING
BOARD OF EDUCATION**

July 10, 2023

Presiding - Clerk of the Board

1. Roll Call: Massaro, Orr, H. Talbot, K. Talbot
2. Execution of Constitutional Oath of Office by newly elected Board members and Superintendent.
3. Election of President of Board for the 2023-2024 school year. (Clerk presiding). Board President to preside following election.
4. Election of Vice-President of Board for the 2023-2024 school year.
5. Appointment of Officers
 - a. Appointment of Sheri Tyrell as District Treasurer for the 2023-2024 school year in accordance with her individual contract.
 - b. Appointment of Christine Carusone as Deputy Treasurer of the School District for the 2023-2024 school year in accordance with her individual contract.
 - c. Appointment of Bobbie DeLong as School District Clerk from July 1, 2023 through June 30, 2024 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 2023-2024 school year with no additional remuneration.
 - g. Appointment of Susan Swartz and the Assistant Superintendent for Curriculum and Instruction as Sexual Harassment Compliance Officers and Title IX/EEOC Hearing Officers for the 2023-2024 school year, with no additional remuneration.

- h. Appointment of Assistant Superintendent for Curriculum and Instruction as Districtwide DASA Coordinator for the 2023-2024 school year, with no additional remuneration.
- i. Appointment of Andrew Giaquinto as Health Insurance Portability and Accountability (HIPA) Compliance Officer and Medicaid Compliance Officer for the 2023-2024 school year with no additional remuneration.
- j. Appointment of Catie Magil as Section 504 Rehabilitation Officer for the 2023-2024 school year with no additional remuneration.
- k. Appointment of Andrew Giaquinto, School Business Manager, as Trustee for the Schoharie Area Workers' Compensation Plan and designate the District Treasurer, Sheri Tyrell, as Alternate Trustee for the Schoharie Area Workers' Compensation Board.
- l. Appointment of Andrew Giaquinto as Trustee for the Capital Area School Health Insurance Consortium, and designate Christine Carusone as Alternate Trustee for the Capital Area School Health Insurance Consortium.
- m. Appointment of Doris Munro as Internal Claims Auditor at the hourly rate of \$38.23 an hour for the 2023-2024 school year.
- n. Appointment of Peter Zwack as LEA Asbestos Designee (AHERA).
- o. Appointment of Dr. Audra Hanley as AED Medical Coordinator.
- p. Appointment of Christopher Mahar and Martin Bailey as District Residency Officers at the hourly rate of \$30.50 an hour for the 2023-2024 school year.

6. Other Appointments

- a. Appointment of Saratoga Hospital, specifically, Dr. Christopher Buff, Dr. Audra Hanley and Dr. Robert Halbig as Chief Medical Inspectors and School District Physicians, for the 2023-2024 school year at an annual stipend of \$36,000, in accordance with the agreement dated 7/10/23 and further authorize the Superintendent of Schools and President of the Board to sign said agreement.
- b. Appointment of Girvin & Ferlazzo, P. C. as School District Attorneys for the 2023-2024 school year as per the agreement effective July 1, 2023 through June 30, 2024.
- c. Appointment of Honeywell Law Firm, PLLC, as School District Attorneys for the 2023-2024 school year as per the agreement effective July 1, 2023 through June 30, 2024.
- d. Appointment of West & Co. to conduct the annual independent audit of the

school district’s records and accounts.

- 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 the Assistant Superintendent for Curriculum and Instruction as Student Records Access Officer for purposes of complying with the Buckley Amendment at no additional remuneration.
- g. Appointment of Susan Swartz and the Assistant Superintendent for Curriculum and Instruction as Administrative Residency Officers at no additional remuneration.
- h. Appointment of Susan Swartz as Data Protection Officer, in accordance with the implementation of Education Law 2-d, with no additional remuneration.
- i. Appointment of Voting Delegate to the Scotia-Glenville PTA (Parent Teachers Association) Council and alternate:

- j. Appointment of Extraclassroom Activity Fund Treasurers and Auditors for the 2023-2024 school year, as follows, with no additional remuneration:

<u>School</u>	<u>Treasurer</u>	<u>Auditor</u>
High School	Jeanna Wiegert	Peter Bednarek
Middle School	Terri McKenzie	Michele Van Woeart

Alternate Extraclassroom Activity Fund Treasurer for the Senior High School and Middle School – Sheri Tyrell

- k. Appointment of _____ as Board of Education representative to the District’s Health & Safety Committee.
- l. Appointment of Asset Coordinators for the 2023-2024 school year, with no additional remuneration:

District Coordinator- Bobbie DeLong
 District Office/Buildings & Grounds- Dennis Cooper
 Bus Garage- Clara Bisailon
 Senior High School- Peter Bednarek
 Middle School- Robert Cosmer

Glendaal Elementary- Tom Eagan
Glen-Worden Elementary- Nicholas Criscone
Lincoln Elementary- John Geniti
Sacandaga Elementary- Tonya Federico

- m. Appointment of AED Coordinators for the 2023-2024 school year, with no additional remuneration:

Districtwide AED Coordinator- Betsy Williams
Senior High School- TBD
Middle School- Jennifer Linck
Glendaal- Betsy Williams
Glen-Worden- Lori DeSio
Lincoln- Kim Mastroianni
Sacandaga- Nicole Stuart
B & G/Transportation/District Office- Dennis Cooper

- n. Appointment of DASA (Dignity for All Students Act) Coordinators for the 2023-2024 school year with no additional remuneration.

Senior High School- Peter Bednarek, Ryan Fedele, Angela Cerrone
Middle School- Robert Cosmer, Christine Nofri
Glendaal Elementary- Tom Eagan, Tracy Clark
Glen-Worden Elementary- Nicholas Criscone, Kelly Marsh
Lincoln Elementary- John Geniti, Erica Cullen
Sacandaga Elementary- Tonya Federico, Lindsay Seager

- o. Appointment of _____ and _____ as the Board representatives to work on Board Policies with the Superintendent, the District legal team and Erie BOCES Board Policy Service and to also be the Legislative Advocates for the Board.

7. Designations

- a. Designate the below 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

Class-MBIA Asset Management:

Capital Fund
General Fund

Scholarship & Award
 Unemployment Reserve
 Tax Certification
 Retirement Reserve
 Workers Compensations
 Reserve for Debt
 Employee Benefit Reserve
 Repair Reserve

Metropolitan Commercial Bank:

General Fund
 Scholarship & Award
 Unemployment Reserve
 Tax Certification
 Retirement Reserve
 Workers Compensations
 Reserve for Debt
 Employee Benefit Reserve
 Repair Reserve

1st 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

Certificates of Deposit and Money Market Accounts

(Board Approved Banks)
 1st National Bank of Scotia
 JP Morgan Chase
 Bank of Greene County
 Metropolitan Commercial Bank

- 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 2023-2024 school year.
- d. Designate _____ as Legislative Liaison for the 2023-2024 school year.
- e. Designate the following board members to serve on the Audit Committee:

Designate _____ as Chairperson for the Audit 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 or the Assistant Superintendent for Curriculum & Instruction 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. Authorize the Business Manager to approve the attendance of non-instructional staff members at professional conferences and meetings in accordance with the 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 2023-2024 school year.
- i. Authorize the School District to participate in the Schoharie Area Worker's Compensation Plan for the 2023-2024 school year.
- j. Authorize the establishment of School Lunch Cash Register Change as

follows (to be funded by Food Service Company at the beginning of each school year):

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

k. Authorize the establishment of Petty Cash Funds for the Athletic Department and Library Department for the purposes of providing start up cash for ticket sales for games and the Districtwide Book Fair:

Athletics- \$700
Library- \$150

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 cell phone allowance 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)