

BOARD OF EDUCATION

Berne-Knox-Westerlo CSD

ANNUAL REORGANIZATIONAL

1738 Helderberg Trail

MEETING AGENDA

Berne, NY 12023

Date: July 2, 2008

Time: 8:30 a.m.

Location: Elementary Library

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1 Call Meeting to Order (Mrs. Martin, District Clerk) 8:30 a.m.

- a. Oath of Office for New Board Members, Sean O'Connor/Maureen Sikule
- b. Request for Nominations for President of the Board
- c. Motion to Appoint President
- d. Request for Nominations for Vice-President
- e. Motion to Appoint Vice-President

2 Appointments for 2008-09 Fiscal Year (President Assumes Charge 8:35 a.m.

of the Meeting)

- a. **Motion** to Designate Key Bank as depository for the designated funds for the 2008-09 school year.
- b. **Motion** to Designate Key Bank as depository for School Lunch Fund and ECA Fund account, for the 2008-09 school year.
- c. **Motion** to Approve the Altamont Enterprise as the official newspaper for the 2008-09 school year.
- d. **Motion** to Designate MBIA Class as depository for the following funds for the 2008-09 school year: Capital Fund

General Fund

Reserve Funds

School Lunch Fund

Special Aid Fund

Trust and Agency Fund

- e. **Motion** to Appoint Ellen Grasek as School District Treasurer for the
the
2008-09 school year.
- f. **Motion** to Appoint Denise Martin as School District Clerk for the
2008-09 school year.
- g. **Motion** to Appoint Timothy Holmes Purchasing Agent, Records
Access Management Officer for the 2008-09 school year.
- h. **Motion** to Appoint Adrienne Wright as Fixed Asset
Clerk/Inventory Clerk for the 2008-09 school year.
- i. **Motion** to Appoint Peter Shunney Asbestos (LEA) Designee for
the 2008-09 school year.
- j. **Motion** to Appoint Dr. Gary Kolanchick as School Physician for
the 2008-09 school year.
- k. **Motion** to Appoint Whiteman Osterman and Hanna as School
District Attorneys for the 2008-09 school year.
- l. **Motion** to Appoint Hawkins, Delafield and Wood as School Bond
Council for the 2008-09 school year.
- m. **Motion** to Appoint Ellen Grasek Treasurer for the Extra-Curricular
Activities Fund for the 2008-09 school year.
- n. **Motion** to Appoint Adrienne Wright Auditor for Extra-Curricular
Activities Fund for the 2008-09 school year.
- o. **Motion** to Appoint Ellen Grasek Treasurer of School Lunch Fund
for the 2008-09 school year.
- p. **Motion** to Establish a Petty Cash Fund in the amount of \$175.00
for the 2008-09 school year, and Timothy Holmes as the custodian of
the fund.

- q. **Motion** to Appoint West & Company CPA's PC as Independent Auditor for the Annual School District Records for the 2008-09 school year.
- r. **Motion** to Appoint Carol Maslowsky Internal Claims Auditor for the 2008-09 school year.
- s. **Motion** to Appoint Maria Tedeschi, Deputy Internal Claims Auditor for the 2008-09 school year.
- t. **Motion** to Appoint Ida Motschmann to serve on the District Voter Registration Board, as Chairperson, for the 2008-09 school year.
- u. **Motion** to Appoint Adrienne Wright as School District Tax Collector for the 2008-09 school year.
- v. **Motion** to Appoint Capital Region BOCES as Tax Collection Agency and Shaun Connors as Deputy Tax Collector at said agency for the 2008-09 school year.
- w. **Motion** to Appoint Key Bank as Tax Collection Agency and Daniel Jacques as Deputy Tax Collector at said bank for the 2008-09 school year.
- x. **Motion** to Authorize Steven M. Schrade to make the necessary budgetary appropriation transfers throughout the 2008-09 school year, so as not to create an over expenditure in any object or expense in the budget.
- y. **Motion** to Authorize Steven M. Schrade or his designee(s) to approve staff attendance at all conferences, conventions and workshops for the 2008-09 school year.
- z. **Motion** to Authorize Steven M. Schrade or his designee(s) to apply for grants in aid on behalf of the school district for the 2008-09 school year.
- aa. **Motion** to Re-adopt all School District Policies and Code of Ethics in effect for the school district as of June 30, 2008 for the 2008-09 school year..
- bb. **Motion** to Adopt Public Officers Law 18 for the 2008-09 school year.
- cc. **Motion** to Appoint a Board representative to the Schoharie County

School Boards Association for the 2008-09 school year.

dd. **Motion** to Appoint a Board representative to the Capital District School Boards Association for the 2008-09 school year.

ee. **Motion** to Appoint a Board representative as the Legislative Liaison to the New York State School Boards Association who will also be the voting Member at the annual convention for the 2008-09 school year.

ff. **Motion** to Appoint Alternate Voting Member to the New York State School Boards Convention, if needed for the 2008-09 school year.

gg. **Motion** to Appoint a Board Representative to the Teachers' Sick Bank Committee, CSEA Sick Bank Committee and the Teachers' Support Group Sick Bank Committee for the 2008-09 school year.

hh. **Motion** to Appoint a Board Representative to the Rural Schools Association for the 2008-09 school year.

ii. **Motion** to Appoint a Board Representative to serve as Liaison to the Capital Region BOCES Board for the 2008-09 school year.

jj. **Motion** to Appoint a Board representative to the School Building and Safety Committee for the 2008-09 school year.

kk. **Motion** to Appoint CSE/CPSE Chair, Committee and Sub Committee Members, as attached for the 2008-09 school year.

ll. **Motion** to Appoint Beth Davis as Title IX Coordinator for the 2008-09 school year.

mm. **Motion** to Set _____¢/mile as the Official Mileage Reimbursement Rate for the 2008-09 school year

nn. **Motion** to Appoint Steven M. Schrade and Timothy Holmes, Workers Compensation Consortium Co-Trustees for the 2008-09 school year.

oo. **Motion** to Approve District Wide and Building Level Safety Plans for the 2008-09 school year, as attached.

pp. **Motion** to appoint Steven M. Schrade as Deputy Treasurer for the 2008-09 school year.

qq. **Motion** to appoint Timothy Holmes as Officer to Certify Payrolls for the 2008-09 school year.

rr. **Motion** to appoint Linda Berquist as Title I Coordinator and Homeless Student Liaison for the 2008-09 school year.

ss. **Motion** to appoint Noreen Shunney as Continuing Adult Education Coordinator for the 2008-09 school year.

tt. **Motion** to appoint Timothy Holmes as Property Control Manager for the 2008-09 school year.

uu. **Motion** to approve Schedule of Payroll Dates and Substitute Pay Calendar with Substitute Rates for the 2008-09 school year. (enclosed)

vv. **Motion** to appoint two (2) Board Representatives to the Audit and Finance Committee for the 2008-09 school year.

ww. **Motion** to approve list of Substitutes for the 2008-09 school year. (enclosed)

3 Approve Minutes 8:50 a.m.

a. Approve Minutes of BOE Meeting 06/16/08 (enclosed)

b. Approve Minutes of Special BOE Meeting 06/23/08 (enclosed)

4 Unfinished Business 8:51 a.m.

a. Approve 2008-09 Meeting Calendar (enclosed)

b. Auto Response for Board E-mail

c. Transportation of Pre-School Students

5 New Business 9:15 a.m.

a. School Boards Convention Planning

b. Proposed School Lunch Prices (enclosed)

c. Resolution for Cooperative Purchasing of Food & Cafeteria Supplies (enclosed)

d. Resolution for Cooperative Bidding for equipment, supplies and contractual items (enclosed)

e. Report of Meeting with Berne Town Officials

f. Authorization for Trade-In of Used Buses/Solicit Bids for Used

Buses. (enclosed)

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| 6 | Executive Session | 9:30 a.m. |
| | a. Legal Matters | |
| | b. Personnel | |
| | c. Negotiations | |
| 7 | Personnel | 9:40 a.m. |
| | a. Appoint Department Chairs (enclosed) | |
| | b. Appoint Elementary Curriculum Coordinators (enclosed) | |
| 8 | Future Agenda Items | 9:44 a.m. |
| 9 | Set Board Goals 2008 – 2009/Facilitator Frank Quinn from NYSSBA | 9:45 a.m. |
| 10 | Adjourn | 3:00 p.m. |

Dates to Remember