

**Board of Education
ANNUAL REORGANIZATIONAL
MEETING AGENDA**

Berne-Knox-Westerlo CSD
1738 Helderberg Trail
Berne, NY 12023

Date: July 7, 2009

Time: 8:30 a.m.

Location: District Office

1	<p>Call Meeting to Order (Mrs. Martin, District Clerk)</p> <ul style="list-style-type: none"> a. Oath of Office for New Board Members 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 	8:30 a.m.
2	<p>Appointments for 2009-10 Fiscal Year (President Assumes Charge of the Meeting)</p> <ul style="list-style-type: none"> a. <u>Motion</u> to Designate Key Bank as depository for the designated funds for the 2009-10 school year. b. <u>Motion</u> to Designate Key Bank as depository for School Lunch Fund and ECA Fund account, for the 2009-10 school year. c. <u>Motion</u> to Designate Citizen's Bank as a depository for Invested Funds and for borrowing. d. <u>Motion</u> to Approve the Altamont Enterprise as the official newspaper for the 2009-10 school year. e. <u>Motion</u> to Designate MBIA Class as depository for the following funds for the 2009-10 school year: Capital Fund General Fund Reserve Fund Trust and Agency Fund f. <u>Motion</u> to Appoint Ellen Grasek as School District Treasurer for the 2009-10 school year. g. <u>Motion</u> to Appoint Denise Martin as School District Clerk for the 2009-10 school year. h. <u>Motion</u> to Appoint Denise Martin Interim Purchasing Agent, Records Access Management Officer for the 2009-10 school year. i. <u>Motion</u> to Appoint Anne Farnam as Inventory Clerk for the 2009-10 school year. j. <u>Motion</u> to Appoint Adrienne White as Fixed Asset Clerk for the 2009-10 school year. k. <u>Motion</u> to Appoint Peter Shunney Asbestos (LEA) Designee for the 2009-10 school year. l. <u>Motion</u> to Appoint Dr. Gary Kolanchick as School Physician for the 2009-10 school year. m. <u>Motion</u> to Appoint Whiteman Osterman and Hanna as School District Attorneys for the 2009-10 school year. n. <u>Motion</u> to Appoint Hawkins, Delafield and Wood as School Bond Council for the 2009-10 school year. o. <u>Motion</u> to Appoint Ellen Grasek Treasurer for the Extra-Curricular Activities Fund for the 2009-10 school year. p. <u>Motion</u> to Appoint Adrienne White Auditor for Extra-Curricular Activities Fund for the 2009-10 school year. q. <u>Motion</u> to Appoint Ellen Grasek Treasurer of School Lunch Fund for the 2009-10 school year. 	8:35 a.m.

- r. **Motion** to Establish a Petty Cash Fund in the amount of \$175.00 for the 2009-10 school year, and Kimberly LaBelle as the custodian of the fund.
- s. **Motion** to Appoint West & Company CPA's PC as Auditor for the Annual School District Records for the 2009-10 school year.
- t. **Motion** to Appoint Carol Maslowsky Internal Claims Auditor for the 2009-10 school year.
- u. **Motion** to Appoint Donald Dennis Deputy Internal Claims Auditor for the 2009-10 school year.
- v. **Motion** to Appoint Ida Motschmann to serve on the District Voter Registration Board, as Chairperson, for the 2009-10 school year.
- w. **Motion** to Appoint Adrienne White as School District Tax Collector for the 2009-10 school year.
- x. **Motion** to Appoint Capital Region BOCES as Tax Collection Agency and Shaun Connors as Deputy Tax Collector at said agency for the 2009-10 school year.
- y. **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.
- z. **Motion** to Authorize Kimberly LaBelle to make the necessary budgetary appropriation transfers throughout the 2009-10 school year, so as not to create an over expenditure in any object or expense in the budget.
- aa. **Motion** to Authorize Kimberly LaBelle or her designee(s) to approve staff attendance at all conferences, conventions and workshops
- bb. **Motion** to Authorize Kimberly LaBelle or her designee(s) to apply for grants in aid on behalf of the school district.
- cc. **Motion** to Re-adopt all School District Policies and Code of Ethics in effect for the school district as of June 30, 2009.
- dd. **Motion** to Adopt Public Officers Law 18 for the 2009-10 school year.
- ee. **Motion** to Appoint a Board representative to the Schoharie County School Boards Association for the 2009-10 school year.
- ff. **Motion** to Appoint a Board representative to the Capital District School Boards Association for the 2009-10 school year.
- gg. **Motion** to Appoint a Board representative as the Legislative Liaison to the New York State School Boards Association and who will also be the Voting Member at the annual convention for the 2009-10 school year.
- hh. **Motion** to Appoint Alternate Voting Member to the New York State School Boards Convention, if needed for the 2009-10 school year.
- ii. **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 2009-10 school year.
- jj. **Motion** to Appoint a Board Representative to the Rural Schools Association for the 2009-10 school year.
- kk. **Motion** to Appoint a Board Representative to serve as Liaison to the Capital Region BOCES Board for the 2009-10 school year.
- ll. **Motion** to Appoint a Board representative to the School Building and Safety Committee for the 2009-10 school year.
- mm. **Motion** to Appoint CSE/CPSE Chair and Committee Members, as attached for the 2009-10 school year.
- nn. **Motion** to Appoint Beth Davis as Title IX Coordinator for the 2009-10 school year.
- oo. **Motion** to Set .55¢/mile as the Official Mileage Reimbursement Rate for the 2009-10 school year
- pp. **Motion** to Appoint Kimberly LaBelle, Workers Compensation Consortium Trustee for the 2009-10 school year.

- qq. **Motion** to appoint Kimberly LaBelle as Deputy Treasurer for the 2009-10 school year.
- rr. **Motion** to appoint Kimberly LaBelle as Interim Officer to certify payrolls for the 2009-10 school year.
- ss. **Motion** to appoint Linda Berquist as Title I Coordinator and Homeless Student Liaison for the 2009-10 school year.
- tt. **Motion** to appoint Noreen Shunney as Continuing Adult Education Coordinator for the 2009-10 school year.
- uu. **Motion** to appoint Ellen Grasek as Interim Property Control Manager for the 2009-10 school year.
- vv. **Motion** to approve payroll dates and Substitute Pay Calendar with substitute rates for the 2009-10 school year, as attached.
- ww. **Motion** to appoint Maureen Sikule (1 year) and _____ (2 years) to the Audit and Finance Committee.
- xx. **Motion** to Authorize RFP for Banking Services.
- yy. **Motion** to Authorize RFP for Legal Services.
- zz. Appoint Denise Martin as 403b Liaison for the 2009-10 school year.
- aaa. Approve List of Instructional and Non-Instructional Substitutes for 2009-10 school year, as attached.

3 Approve Minutes (enclosed) 8:50 a.m.

- a. Approve Minutes of BOE Meeting 06/15/09
- b. Approve Minutes of Special BOE Meeting 06/22/09
- c. Approve Minutes of Special BOE Meeting 06/23/09

4 Unfinished Business 8:51 a.m.

- a. Approve 2009-10 Meeting Calendar (enclosed)
- b. Approve Board Policies (2nd Vote)
 - #4310 Superintendent of Schools
 - #4333 Secondary School Principal
 - #4334 Elementary School Principal
- c. Approve CSE Recommended Revisions (enclosed)
- d. Approve Energy Performance Contract

5 New Business 9:15 a.m.

- a. Abolish Position of Attendance Clerk
- b. Approve Salaries for Non Unionized Employees
- c. Authorization to Seek Bids for Transportation and Athletic Supplies (enclosed)
- d. Authorize the Trade-in of Used Buses and Solicitation of Bids for Used Buses.
- e. Authorize Search for Candidates for Vacant Administrative Position
- f. Discuss School Business Official Vacancy
- g. Approve CSE/CPSE Recommendations (enclosed)
- h. Adopt Resolution for BOCES Cooperative Bidding (enclosed)
- i. Adopt Resolution for BOCES Food and Cafeteria Supplies (enclosed)

6 Public Discussion 9:35 a.m.

7	Personnel (enclosed) a. Appoint Department Chairs b. Approve Personnel Appointments - Summer School Social Worker, Bus Aides and LPN - Special Education Teacher - Elementary Education Teacher - Emergency Conditional Appointments c. Approve Special Education Teacher Maternity Leave d. Approve Part Time Transportation Clerk Resignation e. Accept Business Administrator Resignation f. Approve Temporary Appointments for Operations and Maintenance Employees	9:40 a.m.
8	Future Agenda Items a. Westerlo School	9:44 a.m.
9	Set Board Goals 2009 – 2010	9:45 a.m.
10	Adjourn	3:00 p.m.

Dates to Remember:

July 3, 2009, Friday - 4th of July Holiday, Offices Closed

July 20, 2009, Monday – Regular Board of Education Meeting, 7:00 p.m.
District Office

August 25, 2009, Tuesday – 6th Grade Orientation

September 7, 2009, Monday – Labor Day Holiday, Offices Closed

September 8, 2009, Tuesday – Staff Development Day

September 9, 2009, Wednesday – First Day of Classes for Students
Kindergarten Orientation

September 10, 2009, Thursday – First Day of Classes for Kindergarten Students

September 11, 2009, Friday – Pre-K Orientation