

PROPOSED
MINUTES OF THE
July 2, 2008
REORGANIZATIONAL MEETING
of the
Berne-Knox-Westerlo CSD
Board of Education

The annual reorganizational meeting of the Board of Education of the Berne-Knox-Westerlo Central School District was held on July 2, 2008, in the Elementary Library.

Members Present:	Helen Lounsbury Maureen Sikule John Harlow	Michelle Fusco Sean O'Connor
Others Present:	Kim LaBelle Mary Petrilli Timothy Holmes	Brian Corey Fred Marcil Mark Raven, Reporter
Present During Goal Setting Session:	Frank Quinn-Facilitator Richard Hallenback Donald Dennis Brendan Hogan Karen Barber	Darcy Maginn Marlene Tiffany Jeff Harvey Michelle Diamond

Call Meeting to Order

The meeting was called to order by the School District Clerk, Mrs. Martin at 8:35 a.m.

The newly elected Board Members, Maureen Sikule and Sean O'Connor, were administered the Oath of Office for a Member of the Board of Education of the Berne-Knox-Westerlo C.S.D. by Mrs. Martin, School District Clerk.

Appointments for 2008-2009 School Year

Mrs. Martin, School District Clerk, asked for nominations for President of the Board of Education of the Berne-Knox-Westerlo Central School District for the period July 1, 2008 through June 30, 2009.

Mrs. Sikule nominated Mrs. Lounsbury for President of the Board of Education of the Berne-Knox-Westerlo Central School District for the period July 1, 2008 through June 30, 2009.

Mr. Harlow nominated Mrs. Sikule for President of the Board of Education of the Berne-Knox-Westerlo Central School District for the period July 1, 2008 through June 30, 2009.

Motion was made by Mrs. Sikule, seconded by Mrs. Fusco to appoint Helen Lounsbury as President of the Board of Education of the Berne-Knox-Westerlo Central School District for the period of July 1, 2008 through June 30, 2009.
Mrs. Sikule votes yes.
Mrs. Fusco votes yes.
Mr. O'Connor votes yes
Mrs. Lounsbury votes yes.
Mr. Harlow votes no.
Motion was carried.

Mrs. Martin, School District Clerk, asked for nominations for Vice President of the Board of Education of the Berne-Knox-Westerlo Central School District for the period of July 1, 2008 through June 30, 2009.

Mrs. Lounsbury nominated Mrs. Fusco for Vice-President of the Board of Education of the Berne-Knox-Westerlo Central School District for the period July 1, 2008 through June 30, 2009.

Motion was made by Mrs. Lounsbury, seconded by Mr. Harlow to appoint Michelle Fusco as Vice-President of the Board of Education of the Berne-Knox-Westerlo Central School District for the period of July 1, 2008 through June 30, 2009.
Motion was carried. 5 yes.

Mrs. Lounsbury assumed charge of the meeting.

Motion was made by Mrs. Fusco, seconded by Mr. O'Connor to designate Key Bank as depository for the designated funds, per the attached schedule for the 2008-09 school year. Motion was carried. 5 yes.

The Board asked Mr. Holmes for clarification in regard to insurance and collateralization.

Motion was made by Mr. Harlow, seconded by Mrs. Fusco to designate Key Bank as depository for the School Lunch Fund and Extra Curricular Activities Fund Accounts, per the attached schedule for the 2008-09 school year. Motion was carried. 5 yes.

Mrs. Sikule had a question regarding the depositing of School Lunch Funds in both Key Bank and MBIA Class. Mr. Holmes clarified.

Motion was made by Mr. Harlow, seconded by Mrs. Sikule to approve the Altamont Enterprise as the official newspaper for the 2008-09 school year. Motion was carried. 5 yes.

Motion was made by Mr. Harlow, seconded by Mrs. Fusco to designate MBIA Class as depository for the Capital Fund, General Fund, Reserve Funds, Special Aid Fund, and the Trust and Agency Fund, per the attached schedule for the 2008-09 school year. Motion was carried. 5 yes.

Mr. Holmes answered questions regarding MBIA Class as they pertained to insured deposits; securities; collateralizations of funds; custodial functions; availability of funds; and general management and separation of funds.

Motion was made by Mr. Harlow, seconded by Mrs. Sikule to appoint Ellen Grasek as School District Treasurer for the 2008-09 school year, with a stipend of \$4,816.00. Motion was carried. 5 yes.

Motion was made by Mr. Harlow, seconded by Mrs. Sikule to appoint Denise J. Martin as School District Clerk for the 2008-09 school year, with a stipend of \$8,114.00. Motion was carried. 5 yes.

Motion was made by Mr. Harlow, seconded by Mrs. Sikule to appoint Timothy Holmes as Purchasing Agent and Records Access Management Officer for the 2008-09 school year. Motion was carried. 5 yes.

Motion was made by Mr. Harlow, seconded by Mrs. Sikule to appoint Adrienne Wright as the Fixed Asset Clerk/Inventory Clerk for the 2008-09 school year. Motion was carried. 5 yes.

Motion was made by Mr. Harlow, seconded by Mrs. Sikule to appoint Peter Shunney as the Asbestos (LEA) Designee for the 2008-09 school year. Motion was carried. 5 yes.

Motion was made by Mr. Harlow, seconded by Mrs. Sikule to appoint Dr. Gary Kolanchick as the School Physician for the 2008-09 school year. Motion was carried. 5 yes.

Motion was made by Mr. Harlow, seconded by Mrs. Sikule to appoint Whiteman, Osterman & Hanna as School District Attorneys for the 2008-09 school year. Motion was carried. 5 yes.

Mrs. Sikule asked how often the District would RFP for legal services. Mr. Holmes reported every five years, and noted the District would be entertaining bids this winter, since the current contract expires June of 2009.

Mrs. Sikule also asked whether the District would go out on bid for Bond Counsel. Since the District does not use these services on a regular basis, Mr. Holmes said the District does not.

Motion was made by Mrs. Sikule, seconded by Mr. Harlow to appoint Hawkins, Delafield & Wood as School Bond Counsel for the 2008-09 school year. Motion was carried. 5 yes.

Motion was made by Mr. Harlow, seconded by Mrs. Sikule to appoint Ellen Grasek as Treasurer for the Extra-Curricular Activities Fund for the 2008-09 school year. Motion was carried. 5 yes.

Motion was made by Mr. Harlow, seconded by Mrs. Sikule to appoint Adrienne Wright as Auditor for the Extra-Curricular Activities Funds for the 2008-09 school year. Motion was carried. 5 yes.

Motion was made by Mr. Harlow, seconded by Mrs. Sikule to appoint Ellen Grasek as Treasurer of the School Lunch Fund for the 2008-09 school year. Motion was carried. 5 yes.

Motion was made by Mr. Harlow, seconded by Mrs. Sikule to establish a Petty Cash Fund in the amount of \$175.00 for the 2008-09 school year, and that Timothy Holmes be the Custodian of the fund. Motion was carried. 5 yes.

Motion was made by Mr. Harlow, seconded by Mrs. Sikule to appoint West & Company, CPA's PC as Independent Auditor for the Annual School District Records for the 2008-09 school year. Motion was carried. 5 yes.

Mr. Holmes reported that West & Company has done the preliminary work for the audit of the school year ending 6/30/08, and should be completing the audit by the end of August. Mr. Holmes stated that the report must be submitted to the State by October 30th, but has a 30 day grace period which would extend the date to the end of November. The District is currently on track for a timely submission.

Motion was made by Mr. Harlow, seconded by Mrs. Sikule to appoint Carol Maslowsky as Internal Claims Auditor for the 2008-09 school year, at a rate of \$9.00/hour. Motion was carried. 5 yes.

Motion was made by Mr. Harlow, seconded by Mrs. Fusco to appoint Maria Tedeschi as Deputy Internal Claims Auditor for the 2008-09 school year, at a rate of \$9.00/hour, as amended to reflect the exclusion of any auditing functions related to the Operations & Maintenance Department. Motion was carried. 5 yes.

Mrs. Sikule asked that the motion reflect that Mrs. Tedeschi does not audit any items relative to the Operations & Maintenance Department, due to her position as O & M Part Time Clerk.

Motion was made by Mr. Harlow, seconded by Mrs. Sikule to appoint Ida Motschmann to serve as Chairperson of the District Voter Registration Board for the 2008-09 school year. Motion was carried. 5 yes.

Motion was made by Mr. Harlow, seconded by Mrs. Sikule to appoint Adrienne Wright as School District Tax Collector for the 2008-09 school year, with a stipend of \$3,350.00. Motion was carried. 5 yes.

Motion was made by Mr. Harlow, seconded by Mrs. Sikule to appoint Capital Region BOCES as the Tax Collection Agency and Shaun Connors as Deputy Tax Collector at said agency for the 2008-09 school year. Motion was carried. 5 yes.

Motion was made by Mr. Harlow, seconded by Mrs. Sikule to appoint Key Bank as the Tax Collection Agency, and Daniel Jacques as Deputy Tax Collector at said bank for the 2008-09 school year. Motion was carried. 5 yes.

Motion was made by Mr. Harlow, seconded by Mrs. Sikule to authorize Steven M. Schrade, Superintendent, to make the necessary Budgetary Appropriations Transfers throughout the 2008-09 school year, so as not to create an overexpenditure in any object or expense in the budget. Motion was carried. 5 yes.

Motion was made by Mr. Harlow, seconded by Mrs. Sikule 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. Motion was carried. 5 yes.

Motion was made by Mr. Harlow, seconded by Mrs. Sikule 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. Motion was carried. 5 yes.

Motion was made by Mr. Harlow, seconded by Mrs. Sikule to readopt 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. Motion was carried. 5 yes.

Motion was made by Mr. Harlow, seconded by Mrs. Sikule to adopt Public Officers Law 18 for the 2008-09 school year. Motion was carried. 5 yes.

Motion was made by Mrs. Sikule, seconded by Mr. Harlow to appoint Michelle Fusco as the Board Representative to the Schoharie County School Boards Association for the 2008-09 school year. Motion was carried. 5 yes.

Motion was made by Mrs. Sikule, seconded by Mrs. Fusco to appoint Sean O'Connor as the Board Representative to the Capital District School Boards Association for the 2008-09 school year. Motion was carried. 5 yes.

Mrs. Sikule clarified what the appointment of legislative liaison entails, encouraging the other Board Members to partake in the upcoming convention in New York City.

Motion was made by Mrs. Fusco, seconded by Mr. Harlow to appoint Maureen Sikule as the Legislative Liaison to the New York State School Boards Association, and will also be the voting Member at the Annual Convention for the 2008-09 school year. Motion was carried. 5 yes.

Motion was made by Mrs. Sikule, seconded by Mr. O'Connor to appoint Michelle Fusco as the Alternate Voting Member to the New York State School Boards Convention, if needed for the 2008-09 school year. Motion was carried. 5 yes.

Motion was made by Mrs. Sikule, seconded by Mrs. Fusco to appoint John Harlow as the Board Representative to the Teachers' Sick Bank Committee, CSEA Sick Bank Committee, and the Teachers' Support Staff Sick Bank Committee for the 2008-09 school year. Motion was carried. 5 yes.

Motion was made by Mrs. Fusco, seconded by Mrs. Sikule to appoint Helen Lounsbury as the Board Representative to the Rural Schools Association for the 2008-09 school year. Motion was carried. 5 yes.

Motion was made by Mr. O'Connor, seconded by Mrs. Fusco to appoint Helen Lounsbury as the Board Liaison to the Capital Region BOCES Board for the 2008-09 school year. Motion was carried. 5 yes.

Motion was made by Mrs. Sikule, seconded by Mrs. Fusco to appoint John Harlow as the Board Representative to the School Building and Safety Committee for the 2008-09 school year. Motion was carried. 5 yes.

Motion was made by Mrs. Fusco, seconded by Mr. Harlow to appoint the 2008-09 CSE/CPSE Chairperson, Committee and Sub-Committee Members, as attached. Motion was carried. 5 yes.

Motion was made by Mrs. Sikule, seconded by Mr. Harlow to appoint Beth Davis as the District Title IX Coordinator for the 2008-2009 school year. Motion was carried. 5 yes.

Motion was made by Mr. Harlow, seconded by Mrs. Fusco to set .58 ½ cents per mile as the official mileage reimbursement rate for the 2008-2009 school year. Motion was carried. 5 yes.

Mr. Holmes recommended that the District adopt the same rate as the Federal Government.

Motion was made by Mrs. Fusco, seconded by Mr. O'Connor to appoint Steven M. Schrade and Timothy Holmes as Workers' Compensation Consortium Co-Trustees for the 2008-2009 school year. Motion was carried. 5 yes.

The motion to approve the District-Wide and Building Level Safety Plans for the 2008-2009 school year was tabled until a future meeting.

Motion was made by Mrs. Fusco, seconded by Mr. Harlow to appoint Steven M. Schrade as Deputy Treasurer for the 2008-2009 school year. Motion was carried. 5 yes.

Motion was made by Mrs. Fusco, seconded by Mr. Harlow to appoint Timothy Holmes as the Officer to Certify Payrolls for the 2008-2009 school year. Motion was carried. 5 yes.

Motion was made by Mrs. Fusco, seconded by Mr. Harlow to appoint Linda Berquist as the Title I Coordinator and the Homeless Student Liaison for the 2008-2009 school year. Motion was carried. 5 yes.

Motion was made by Mrs. Fusco, seconded by Mr. Harlow to appoint Noreen Shunney as the Continuing Adult Education Coordinator for the 2008-2009 school year. Motion was carried. 5 yes.

Motion was made by Mrs. Fusco, seconded by Mr. Harlow to appoint Timothy Holmes as the Property Control Manager for the 2008-2009 school year. Motion was carried. 5 yes.

Motion was made by Mrs. Fusco, seconded by Mr. Harlow to approve the Schedule of Payroll Dates and the Substitute Pay Calendar with Substitute Rates for the 2008-2009 school year, as attached. Motion was carried. 5 yes.

Motion was made by Mrs. Fusco, seconded by Mr. Harlow to appoint Sean O'Connor and Maureen Sikule as Board Representatives on the Audit and Finance Committee for the 2008-2009 school year. Motion was carried. 5 yes.

Motion was made by Mrs. Fusco, seconded by Mr. Harlow to approve the list of Substitutes for the 2008-2009 school year, as attached. Motion was carried. 5 yes.

Approval of Minutes

Motion to approve the minutes for the 6/16 and 6/23 meeting was tabled until later in the meeting.

Unfinished Business

Motion was made by Mr. Harlow, seconded by Mrs. Fusco to approve the 2008-2009 Meeting Calendar, as attached. Motion was carried. 5 yes.

Mrs. Lounsbury will e-mail her program focus and meeting date suggestions to the other Board Members for consideration and discussion.

In regard to the Board conducting Buildings Inspections, it was suggested that a subcommittee of the Board be formed in order to perform a more thorough examination and report their findings back to the entire Board. Mrs. Fusco volunteered to be on this committee. Mrs. LaBelle suggested that the Building Administrators could focus on areas that have changed, so the whole Board could review those areas. Mr. Schrade noted that in the past a Sub Committee of the Board would inspect the buildings and then present the Supervisor of O&M with a list of things they felt should be taken care of.

Motion was made by Mrs. Lounsbury, seconded by Mrs. Fusco to form a Sub Committee of the Board of Education to conduct thorough inspections of the Buildings and report back to the other Board Members, and have the Board as a whole inspect areas of interest as directed by the Building Administrator.

Mrs. Lounsbury votes yes.

Mrs. Fusco votes yes.

Mrs. Sikule votes yes.

Mr. O'Connor votes yes.

Mr. Harlow votes no.

Motion was carried.

Mrs. Sikule asked that the discussion return to the BOE Meeting Schedule. Additional dates and program focus topics were suggested. Mrs. Lounsbury noted that some other districts hold two Board Meetings monthly; one to discuss business, and the other to vote on issues. Mr. Schrade noted that work load decides the number of meetings, and that special meetings are often added as necessary. Mr. Harlow suggested that we consolidate a list of topics and discussions for each meeting, having administrators present at pertinent meetings. Mrs. Sikule will work on a list of program focus topics for each month and make suggestions. This will be a future agenda item.

Motion was made by Mrs. Lounsbury, seconded by Mrs. Fusco that there be an optional attendance of all Board Members on the morning of September 2, 2008 - Staff Conference Opening Day. Motion was carried. 5 yes.

Mrs. Lounsbury suggested the meeting recess and continue business after the goal setting session.

There was a break at 9:30 a.m. with the meeting resuming after the goal setting session was complete.

Goal Setting Session

The goal setting session was facilitated by Frank Quinn and Darcy Maginn from New York State School Boards Association. Mr. Quinn explained the goal setting process and the goal areas to be addressed. These were determined by the SMART Goals worksheets which had been completed beforehand by the participants. Each work group included at least one Board Member, Administrator, and Faculty Member. Goal areas were student achievement; technology and curriculum/instruction; Board of Education activities, financial/fiscal, and community relations; culture/climate/operations. The work groups used the SMART Goals worksheets to develop deliverable goals. These goals were then presented to the entire group to determine if they were specific, measurable, action-oriented, realistic, and time-bound. A sub-committee was formed to complete goals which did not meet all of these criteria. They will all then be considered by the Board for adoption.

The Goal Setting Session finished at 3:17 p.m.

The reorganizational meeting was called back to order by the President, Mrs. Lounsbury at 3:31 P.M.

Approve Minutes

Motion was made by Mrs. Fusco, seconded by Mr. Harlow to approve the minutes of the Regular Board of Education Meeting held on June 16, 2008, as amended and attached.

Mrs. Lounsbury votes yes.

Mrs. Fusco votes yes.

Mr. Harlow votes yes.

Mrs. Sikule votes yes.

Mr. O'Connor abstains.

Motion was carried.

Mrs. Sikule noted that Mrs. Diamond had attended the Value Added Conference on May 28th, not Mrs. LaBelle.

Motion was made by Mrs. Sikule, seconded by Mrs. Fusco to approve the minutes of the Special Board of Education Meeting held on June 23, 2008, as amended and attached.

Mrs. Lounsbury votes yes.

Mr. Harlow votes yes.

Mrs. Sikule votes yes.

Mr. O'Connor abstains.

Motion was carried.

In reference to the three Board Members attending the Value Added Conference, Mrs. Sikule would like to see Mrs. Fusco's point added to the minutes that she felt there was value gained by each individual Member being there.

Unfinished Business

There was discussion in regard to the July 28th team building/contract negotiations session. Mr. Schrade suggested having Andy Nolte present for specific discussion regarding negotiations. Due to the potential length of the contract negotiations session, Mrs. Lounsbury suggested an August date for a team building workshop. The use of a trainer/facilitator was also discussed. Mr. Schrade will follow up. Board Members will e-mail Mr. Schrade with their schedules.

In regard to Board Goals, Mrs. Sikule, Mr. Schrade, Mrs. LaBelle, Mr. Hogan and Mr. Harlow will meet to organize suggestions, complete and submit to the Board for consideration and adoption.

Brendan Hogan was present to discuss Board of Education e-mail accounts. A group account has been set up through Google Mail which is able to filter out most spam. Mrs. Sikule mentioned three e-mails which the Board had received.

Motion was made by Mrs. Sikule, seconded by Mrs. Fusco that the Board directs Mr. Schrade to respond to the e-mail request from Carol Willsey, Elementary Teacher, to attend a summer workshop, on behalf of the Board of Education.

Motion was carried. 5 yes.

Mr. Schrade noted he took care of an e-mail from a student.

Mr. Hogan outlined the pro's and con's of auto response. Discussion ensued. Mr. Schrade noted his position entails acting on behalf of the Board in situations such as this.

Motion was made by Mr. Harlow, seconded by Mr. O'Connor that Mr. Schrade be the person receiving and responding to Board of Education e-mails, documenting a copy is sent to the Board of Education Members, and have the website so noted that the Superintendent will be responding on behalf of the Board. Motion was carried. 5 yes.

The issue of transportation of pre-school students was tabled.

New Business

There was a brief discussion on plans for the upcoming School Boards Convention in October to be held in New York City. Board Members will give information to Mrs. Shunney as soon as possible. There was discussion on Board Member attendance at conferences, correct coding of Board associated expenses, and the potential need for a Board Policy.

Motion was made by Mrs. Fusco, seconded by Mr. Harlow to approve the proposed School Lunch Prices, as per the attached memorandum. Motion was carried. 5 yes.

Mr. Holmes gave a brief status report on the School Lunch Fund for the 2007-2008 school year.

Motion was made by Mr. Harlow, seconded by Mr. O'Connor to approve the resolution for Cooperative Purchasing of Food and Cafeteria Supplies for the 2008-2009 School Year with Public School Districts in the Capital Region BOCES Area of New York, as attached. Motion was carried. 5 yes.

Mrs. Sikule asked if there was a cost savings received. Mr. Holmes responded that the District realizes between a 10% to 30% savings. He went on to say there is spot checking done to ensure the Cooperative Bid is better than NYS Contract.

Motion was made by Mrs. Sikule, seconded by Mr. Harlow to approve the resolution for Cooperative Purchasing of Equipment, Supplies, and Contractual Items for the 2008-2009 School Year with Public School Districts in the Capital Region BOCES Area of New York, as attached. Motion was carried. 5 yes.

The report from Mr. Holmes on the meeting with Berne Town Officials was tabled.

Motion was made by Mr. O'Connor, seconded by Mrs. Fusco to authorize the trade-in of certain used school buses, and also to solicit bids for Bus #144 and Bus #145, as per the attached memo. Motion was carried. 5 yes.

There was discussion concerning the District Bus Fleet, i.e. value of used vehicles sale versus scrap metal, regular replacement schedule for District buses. Information regarding the District fleet and schedule of replacement will be forward to the Board.

Executive Session

At 4:15 p.m., motion was made by Mrs. Fusco, seconded by Mr. O'Connor to enter into Executive Session to discuss the employment of particular personnel, and legal matters. Motion was carried. 5 yes.

Mrs. LaBelle and Mr. Holmes were present during executive session.

Mrs. Fusco left executive session at 4:42 p.m.

Return to Public Session

At 5:28 pm., motion was made by Mrs. Sikule, seconded by Mr. O'Connor to return to public session. Motion was carried. 4 yes.

The meeting was called back to order by the President, Mrs. Lounsbury at 5:29 p.m.

Personnel

Motion was made by Mrs. Sikule, seconded by Mr. Harlow to appoint the 2008-2009 Elementary Curriculum Coordinators, as per the attached recommendation. Motion was carried. 4 yes.

Motion was made by Mrs. Sikule, seconded by Mr. Harlow to rescind the motion to appoint Annette Landry as the Elementary Summer School Principal, and to appoint Annette Landry and Donna McGovern as Co-Elementary Summer School Principals. Motion was carried. 4 yes.

Motion was made by Mrs. Sikule, seconded by Mr. Harlow to appoint additional Summer School Staff, as per the attached memorandum. Motion was carried. 4 yes.

Motion was made by Mrs. Sikule, seconded by Mr. O'Connor to appoint the 2008 Summer School Bus Aides, as per the attached memorandum. Motion was carried. 4 yes.

Motion was made by Mr. Harlow, seconded by Mr. O'Connor that pursuant to the minutes of the Special Board of Education Meeting on 06/23/08 referencing Timothy Holmes, to rescind the wording: "In addition, the Drug Prescription Co-Pay will be established as follows: \$5.00 Co-Pay for Generic Drugs; \$10.00 Co-Pay for Brand Name Drugs, effective 07/01/08". Motion was carried. 4 yes.

Motion was made by Mr. Harlow, seconded by Mr. O'Connor that pursuant to the minutes of the Special Board of Education Meeting on 06/23/08, referencing non-unionized employees, to rescind the wording: "In addition, the Drug Prescription Co-Pay will be established as follows: \$5.00 Co-Pay for Generic Drugs; \$10.00 Co-Pay for Brand Name Drugs, effective 07/01/08".

Mrs. Lounsbury votes yes.

Mr. O'Connor yes.

Mr. Harlow votes yes.

Mrs. Sikule votes no.

Motion was carried.

FUTURE AGENDA ITEMS

Mrs. Sikule would like bus information regarding route changes over the past several years. Mr. Holmes will get that information.

Adjourn

Motion was made by Mr. Harlow, seconded by Mr. O'Connor that the meeting adjourn. Motion was carried. 4 yes.

The meeting adjourned at 5:35 p.m.

Denise J. Martin
District Clerk