

SAUQUOIT VALLEY CENTRAL SCHOOL  
Sauquoit, NY 13456

Date of Meeting: Tuesday, July 9, 2013

Kind of Meeting: Organizational

Presiding Officer: Kim Overrocker, President

Members Present: Kim Overrocker, Joseph Bottini, Jim Dever, Mark Evans, Lisa Frost and Dawn Miller

Members Absent: Anthony Nicotera

Administrators Present: Ronald Wheelock, Superintendent of Schools  
Wendy Stillman, Business Manager  
Charles Cowen, Business Administrator

Others Present: Members of the Staff/Community

The meeting was called to order at 7:02 p.m. by Mr. Wheelock.

**Pledge of Allegiance** - The pledge of allegiance was recited.

Mr. Wheelock introduced new Board member Jim Dever and new Business Administrator Charlie Cowen and welcomed both aboard.

**Oath of Office** - The oaths of office were administered.

**Appointment of President and Vice President of the Board for the 2013-14 School Year** - Nominations were opened for President of the Board for the 2013-14 school year and Mrs. Frost nominated and Mrs. Miller seconded that Mrs. Overrocker be President of the Board of Education for the 2013-14 school year.

**Resolution No. 1** made by Mrs. Frost, seconded by Mrs. Miller, to appoint Mrs. Overrocker as President of the Board of Education for the 2013-14 school year. Carried: Ayes 6.

Nominations were opened for Vice President of the Board for the 2013-14 school year and Mr. Bottini nominated and Mrs. Frost seconded that Mr. Nicotera be Vice President of the Board of Education for the 2013-14 school year.

**Resolution No. 2** made by Mr. Bottini, seconded by Mrs. Frost, to appoint Mr. Nicotera as Vice President of the Board of Education for the 2013-14 school year. Carried: Ayes 6.

**Presentations** - Doug Jones, Athletic Director, highlighted the accomplishments of the spring sports team and provided the Board with a handout containing that information. He also suggested placing a proposition on the next ballot to have the community vote on whether or not they would like restrooms on the turf field.

**Public to Be Heard** - Mrs. Overrocker asked if anyone wished to address the Board and no one did so.

**Students to Be Heard** - Mrs. Overrocker asked if any students wished to address the Board and none did so. No students were present.

**Board of Education Sub-Committee Reports - Policy Committee** - Mr. Wheelock asked if there were any thoughts/suggestions regarding the pet policy that was on the agenda for adoption. Mrs. Frost had a concern about signage. Mr. Wheelock said the policy would be put in the *News & Views*, on the school's web site, coaches would mention the policy and chaperones would be given a half page card stock with pet policy enforced, reference Board policy #.

**Superintendent's Report - Representatives for Board of Education Sub-Committee Meetings** - Following are the representatives for the Board of Education Sub-Committees for the 2013-13 school year:

Board Operations/Relationships/Development - Dawn Miller and Kim Overrocker  
 Facilities and Transportation - Joe Bottini, Lisa Frost and Dawn Miller  
 Technology - Jim Dever and Mark Evans  
 Extra-Curricular Activities - Joe Bottini, Lisa Frost and Anthony Nicotera  
 Curriculum and Instruction - Joe Bottini and Kim Overrocker  
 School Boards Institute - Lisa Frost (delegate) and Dawn Miller (alternate)  
 Policy Committee - Joe Bottini and Anthony Nicotera  
 Finance - Board of Education as a whole  
 Audit - Board of Education as a whole

**Review Code of Conduct - New Language for Dignity for All Students Act (DASA)** - The Board was given a revised copy of the Code of Conduct and a revised policy on Equal Opportunity and Non-Discrimination to review. Both policies contain mandated language on cyber bullying. These policies will be acted on at the July 30, 2013 Board meeting.

**Old Business - Field Drainage** - Mr. Wheelock stated the district has hit another bump in the road regarding the turf field settlement. Our attorney has recommended getting the judge involved. More discussion will follow in executive session.

**Resolution No. 3** made by Mrs. Miller, seconded by Mr. Bottini,

- that the following School District Officers be appointed for the 2013-14 school year:

Tax Collector	Kathryn Wakefield
Clerk	Laurie Kloster
Treasurer	Charles Cowen
Census Enumerator	Brenda Kuhn
School Attorneys	Timothy R. McGill - Bonding Ferrara, Fiorenza, Larrison, Barrett & Reitz - Other Matters The Law Firm of Frank W. Miller - Other Matters The Steele Law Firm - Construction
School Physician	Dr. Richard Brown
Attendance Officer	Brenda Kuhn
School Auditors	Moore & Hart



**Resolution No. 3 (Cont'd)**

- that Deborah Flack be appointed Claims Auditor for the 2013-14 school year.
- to authorize Elizabeth Cardillo as deputy claims auditor for the 2013-14 school year.
- that First Niagara, M&T Bank, J.P. Morgan Chase and NBT Bank be designated as depositories for the 2013-14 school year.
- that the following individuals be authorized to sign checks for the distribution of funds: Charles Cowen (effective July 8, 2013), Treasurer; Wendy Stillman (through July 26, 2013), Business Manager; Ronald Wheelock, Superintendent; President of the Board of Education; and Vice President of the Board of Education and that the use of the two signature check for non-payroll checks over \$1,000 (all other checks, one signature required) be continued.
- that Kathryn Wakefield be appointed School Purchasing Agent for the 2013-14 school year.
- that Charles Cowen be appointed as Coordinator of Federal Funds for the 2013-14 school year.
- that the practice of previous years be continued to authorize the Superintendent of Schools to grant approval of staff members attending professional meetings and conferences held during the 2013-14 school year.
- that the Superintendent of Schools be designated to certify payrolls for the 2013-14 school year.
- that the Superintendent of Schools be authorized to approve budget transfers up to a limit of \$5,000.00.
- that the Board of Education meetings will be held generally on the second and fourth Tuesdays of the month at 7:00 p.m. in the high school for the 2013-14 school year. The actual meeting schedule was adopted on June 18, 2013.
- that the Utica Observer-Dispatch be designated as the official newspaper for legal notices during the 2013-14 school year.
- that Zane Mahar and Peter Madden be appointed custodians of the extra-classroom activities fund and that Cheryl Tibbitts and Christine Juliano be appointed treasurers of the extra-classroom activities fund during the 2013-14 school year.
- that the Treasurer, Charles Cowen be authorized to supervise deposits and investments of the school funds during the 2013-14 school year in accordance with school district policy and General Municipal Law.
- that the General Fund petty cash funds be replenished as follows for the 2013-14 school year:

District Office	\$25
Middle School	\$25
Athletic Department	\$240

**Resolution No. 3 (Cont'd)**

- that the Sauquoit Valley Central School Board of Education designates the Oneida-Herkimer-Madison Board of Cooperative Educational Services Advisory Council for Career & Technical Education to serve the Sauquoit Valley Central School as its advisory council for the 2013-14 school year.
- to take all monies that are accumulated in the interest accounts of the High School and Middle School student activities funds as of June 30, 2013 and distribute them to student accounts in the following manner: (a) 70% of the interest total to the High School Student Council and (b) 30% of the interest to the Middle School Student Council.
- to authorize the Superintendent to declare items as surplus equipment when needed and to dispose of accordingly for the 2013-14 school year.
- that all policies in effect including the Code of Ethics be re-adopted for the 2013-14 school year.
- to approve all credit cards used by the district for the 2013-14 school year as follows:

<b>CARD</b>	<b>AUTHORIZED USER(S)</b>
Mastercard	Ron Wheelock
Home Depot	Joe Corleto, Keith Kempney and Steve Parker

- to appoint the following as Dignity Act Coordinators for the 2013-14 school year per the Dignity for All Students Act (DASA) signed into law on September 13, 2010 which took effect on July 1, 2012:

<b>NAME</b>	<b>TITLE</b>
Mark Putnam	Elementary School Principal
Paul Dischiavo	Elementary School Social Worker
Peter Madden	Middle School Principal
Luanne Miner	Middle School Social Worker
Zane Mahar	High School Principal
Carissa Hajdasz	High School Guidance Counselor
Peter Scialdone	High School Guidance Counselor

- to appoint Stephen Parker, Superintendent of Buildings and Grounds, as the district's asbestos Local Educational Agency (LEA) designee for the 2013-14 school year.
- to adopt the following resolution:

BE IT RESOLVED, that the Sauquoit Valley Central School District hereby establishes the following as standard work days for appointed officials and will report the following days worked to the New York State and Local Employee's Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:



**Resolution No. 3 (Cont'd)**

<b>APPOINTED OFFICIALS</b>					
<b>Title</b>	<b>Name</b>	<b>Standard Work Day (Hours/Day)</b>	<b>Term Begins/Ends</b>	<b>Participates in Employer's Time Keeping System (Y/N)</b>	<b>Days/Month (Based on Record of Activities)</b>
Census Enumerator	Brenda Kuhn	8	7/1/13-6/30/14	N	9.75
District Clerk	Laurie Kloster	8	7/1/13 - 6/30/14	N	.66

- that upon the recommendation of the Chief School Administrator and a majority vote of the Board of Education, tenure be given to the following teacher subject to the successful completion of the probationary period: Sara Hobaica-Hanna, special education tenure area, effective November 22, 2013. Ms. Hobaica-Hanna has permanent certification in special education.
- that upon the recommendation of the Chief School Administrator and a majority vote of the Board of Education, tenure be given to the following guidance counselor subject to the successful completion of the probationary period: Peter Scialdone, guidance tenure area, effective November 13, 2013. Mr. Scialdone has permanent certification as a school counselor.
- to appoint Cathy Nicotera and Martha Homer as per diem substitute teachers effective September 1, 2013.
- to appoint Janet Zick as a substitute registered nurse effective September 1, 2013.
- to appoint Cassandra Wakefield and Samantha Nichols as summer student helpers effective July 10, 2013.
- to appoint John Del Buono as a volunteer assisting a coach in girls varsity soccer for the 2013-14 season pending completion of adult basic CPR.
- to adopt the pets on school grounds policy as presented.
- that the minutes of the June 18, 2013 meeting be approved.
- that the Board of Education upon completion of its review of the IEP in accordance with Section 200.4(d)(2) of the Regulations of the Commissioner agrees to arrange for appropriate special education programs and services for students numbered 103280, 100699, 102903 and 103129 as recommended by the Committee on Special Education and agrees to arrange for appropriate special education programs and services for students numbered 1400066 and 103092 as recommended by the Committee on Pre-School Special Education.

Carried: Ayes 6.

**Resolution No. 4** made by Mrs. Frost, seconded by Mrs. Miller, that Lisa Frost be appointed as the Sauquoit Valley Central School Board's representative to the School Boards Institute Executive Committee and that Dawn Miller be appointed as an alternate to this committee. Carried: Ayes 6.

**Resolution No. 5** made by Mrs. Frost, seconded by Mrs. Miller, that the hourly rate for tutoring will be \$28.60 for the 2013-14 school year. Carried: Ayes 6.

**Resolution No. 6** made by Mrs. Miller, seconded by Mrs. Frost, that Trisha Paratore-Moore's request for an unpaid child care leave to commence on or about November 25, 2013 and be continuous through November 26, 2013 be approved. Carried: Ayes 6.

**Miscellaneous Topics** - Mrs. Overrocker thanked Doug Jones and the coaches for inspiring her son to get involved in athletics. He will be running the Boilermaker this year.

**Public to Be Heard** - Mrs. Overrocker asked if anyone wished to address the Board and no one did so.

**Resolution No. 7** made by Mr. Bottini, seconded by Mr. Evans, that the Board of Education go into executive session at 7:43 p.m. to discuss a legal matter. Carried: Ayes 6.

The executive session was declared over by the Board President at 8:17 p.m.

**Resolution No. 8** made by Mrs. Frost, seconded by Mrs. Miller, that the meeting be adjourned. The meeting was adjourned at 8:17 p.m. Carried: Ayes 6.

Respectfully submitted,

Laurie M. Kloster, Clerk  
Board of Education