

**REORGANIZATIONAL MEETING  
BOARD OF EDUCATION  
Stockbridge Valley Central School  
Tuesday, July 11, 2017**

The meeting was called to order at 6:30 p.m. by  
District Clerk, Pamela Mennig.

**Meeting Called  
to Order**

Kristin Guinto, Thomas Hollingsworth, Niki Maiura,  
Barbary Reaves, Doug Reed

**Members Present**

Herb Bingel, Lindsey Cross

**Members Absent**

Cynthia Stocker, Superintendent; Beth Lamb, Business  
Administrator; Pamela Mennig, District Clerk

**Also Present**

The Oath of Office was given to Thomas Hollingsworth  
and Kristin Guinto.

**Board Members  
Oath of Office**

District Clerk, Pamela Mennig indicated that the  
first order of business was to elect the President of the Board of  
Education.

**Election of School  
Board Officers**

Barbary Reaves was nominated for the office of President by  
D. Reed. Barbary Reaves was elected President of the Board of  
Education by simple majority vote for the 2017-18 school year.

**President  
Board of Education**

Lindsey Cross was nominated for the office of Vice President  
by B. Reaves. Lindsey Cross was elected Vice President of the Board  
of Education by simple majority vote for the 2017-18 school year.

**Vice President**

**Appointment of District Officials and Official Agencies**

On a motion made by T. Hollingsworth, seconded by N. Maiura,  
the Board appointed Pamela Mennig as District Clerk for the 2017-18  
school year and established the "standard work day" at 7.5 hours/day  
per NYSLRS Regulation 315.4. There were 5 ayes and 0 nays. The  
motion carried.

**District Clerk**

On a motion made by T. Hollingsworth, seconded by N. Maiura,  
the Board appointed Kelly Johnson as Treasurer for the 2017-18  
school year. There were 5 ayes and 0 nays. The motion carried.

**Treasurer**

On a motion made by T. Hollingsworth, seconded by N. Maiura,  
the Board appointed Therese Clark as Tax Collector for the 2017-18  
school year. There were 5 ayes and 0 nays. The motion carried.

**Tax Collector**

On a motion made by T. Hollingsworth, seconded by N. Maiura,  
the Board appointed Diane Mordus as Internal Claims Auditor  
for the 2017-18 school year and established the "standard work day" at  
7.5 hours/day per NYSLRS Regulation 315.4. There were 5 ayes and  
0 nays. The motion carried.

**Internal Claims**

On a motion made by T. Hollingsworth, seconded by N. Maiura, the Board appointed Jessica Clark as Deputy Internal Claims Auditor for the 2017-18 school year and established the “standard work day” at 7.5 hours/day per NYSLRS Regulation 315.4. There were 5 ayes and 0 nays. The motion carried.

**Deputy Internal  
Claims Auditor**

On a motion made by T. Hollingsworth, seconded by N. Maiura, the Board appointed Beth Lamb as Director of Transportation for the 2017-18 school year. There were 5 ayes and 0 nays. The motion carried.

**Director of  
Transportation**

On a motion made by T. Hollingsworth, seconded by N. Maiura, the Board authorized official undertakings as defined by Section 2130 of the Education Law in the form of a Public Employee’s Blanket Honest Bond for Crime Coverage as specifically designated for the following positions for the 2017-2018 school year:

**Bonding of Officials**

Treasurer	\$1,000,000.
Tax Collector and Central Treasurer	\$1,000,000.
Internal Claims Auditor	\$ 100,000.
Business Administrator	\$ 310,000.
Bank Courier	\$ 400,000.

There were 5 ayes and 0 nays. The motion carried.

On a motion made by T. Hollingsworth, seconded by N. Maiura, the Board appointed the Family Health Center of Community Memorial Hospital to provide Physician Services for medical services as needed for the 2017-18 school year. There were 5 ayes and 0 nays. The motion carried.

**Physician Services**

On a motion made by T. Hollingsworth, seconded by N. Maiura, the Board appointed the law firm of Ferrara, Fiorenza of Syracuse, NY as special School District Councils for the 2017-18 school year. There were 5 ayes and 0 nays. The motion carried.

**School Attorneys**

On a motion made by T. Hollingsworth, seconded by N. Maiura, the Board appointed the law firm of Orrick, Herrington & Sutcliffe, LLP, as Bonding Attorneys for issuing bonds or bans on buses and other future borrowing for the 2017-18 school year. There were 5 ayes and 0 nays. The motion carried.

**Bonding Attorneys**

On a motion made by T. Hollingsworth, seconded by N. Maiura, the Board appointed the accounting firm of Cwynar & Company, Certified Public Accountants, as the independent auditors, to conduct the annual audit of federal funds and the audit of the extra classroom activity funds for the 2017-18 school year. There were 5 ayes and 0 nays. The motion carried.

**School Auditor**

On a motion made by T. Hollingsworth, seconded by N. Maiura, the Board appointed Therese Clark as Central Treasurer and the Business Administrator as the Controller of the Extra Curricular Activity Funds accounts and check signors for the 2017-18 school year. There were 5 ayes and 0 nays. The motion carried.

**Central Treasurer/  
Controller of  
Extracurricular  
Activity Funds**

On a motion made by T. Hollingsworth, seconded by N. Maiura, the Board appointed the Business Administrator as the School District Purchasing Agent and authorized the use of the following credit cards: Chase Business Credit, Lowe's, Tractor Supply Co., Walmart, Best Buy, Sunoco and Exxon/Mobil for the 2017-18 school year. There were 5 ayes and 0 nays. The motion carried.

**School Purchasing Agent**

On a motion made by T. Hollingsworth, seconded by N. Maiura, the Board appointed James Mann as the Asbestos Contact person for the 2017-18 school year. There were 5 ayes and 0 nays. The motion carried.

**Asbestos Contact Person**

On a motion made by T. Hollingsworth, seconded by N. Maiura, the Board appointed Shelia Bartlett as the Chemical Hygiene Officer for the 2017-18 school year. There were 5 ayes and 0 nays. The motion carried.

**Chemical Hygiene Officer**

On a motion made by T. Hollingsworth, seconded by N. Maiura, the Board appointed Beth Lamb as the Pesticide Representative for the 2017-18 school year. There were 5 ayes and 0 nays. The motion carried.

**Pesticide Representative**

On a motion made by T. Hollingsworth, seconded by N. Maiura, the Board appointed the Elementary Principal as the Dignity For All Students Act Officer and the High School Principal as the alternate for the 2017-18 school year. There were 5 ayes and 0 nays. The motion carried.

**Dignity for All Students Act Officer**

On a motion made by T. Hollingsworth, seconded by N. Maiura, the Board appointed Cynthia Stocker as the Compliance Coordinator for the 2017-18 school year. There were 5 ayes and 0 nays. The motion carried.

**Sexual Harassment Officer**

On a motion by T. Hollingsworth and seconded by N. Maiura, the Board approved Beth Lamb as the representative and Cynthia Stocker as the alternate for the Madison-Oneida-Herkimer Schools Healthcare Consortium for the 2017-18 school year. There were 5 ayes and 0 nays. The motion carried.

**Representative for Healthcare Consortium**

On a motion made by T. Hollingsworth, seconded by N. Maiura, the Board appointed Kelly Johnson as the Records Management Officer for the 2017-18 school year. There were 5 ayes and 0 nays. The motion carried.

**Records Management Officer**

On a motion made by T. Hollingsworth, seconded by N. Maiura, the Board appointed Beth Lamb as the Records Access Officer for the 2017-18 school year. There were 5 ayes and 0 nays. The motion carried.

**Records Access Officer**

On a motion made by T. Hollingsworth, seconded by N. Maiura, the Board appointed JP Morgan Chase Bank, N.A. Division, Oneida, New York, NBT Bank, Community Bank and/or MBIA (class) as official depositories for the 2017-18 school year. There were 5 ayes and 0 nays. The motion carried.

**Official Depository**

On a motion made by T. Hollingsworth, seconded by N. Maiura, the Board designated the Oneida Daily Dispatch and the Syracuse Post Standard as the District's official newspapers for the 2017-18 school year. There were 5 ayes and 0 nays. The motion carried.

**Official Newspapers**

### **Authorization for Superintendent of Schools and District Clerk**

On a motion made by D. Reed, seconded by T. Hollingsworth, the Board authorized the Superintendent of Schools or his designated representative to sign and submit all applications for approval for federal funds or any special grants, which may be available to the school district for the 2017-18 school year. There were 5 ayes and 0 nays. The motion carried.

#### **Special Project Authorization**

On a motion made by D. Reed, seconded by T. Hollingsworth, the Board authorized the Superintendent of Schools to approve in advance all expenditures for out-of-district travel and attendance at state conferences and meetings for which funds have been appropriated in the budget for the 2017-18 school year. There were 5 ayes and 0 nays. The motion carried.

#### **Conferences and Out of District Travel**

On a motion made by D. Reed, seconded by T. Hollingsworth, the Board of Education authorized the School District Clerk, with the approval of the Superintendent of Schools, to make the required adjustments in the tax roll when the clerk has received the appropriate affidavits from the assessors indicating an incorrect assessment and when he/she has received the appropriate notice from the Madison County Tax Director confirming the incorrect assessments; and

#### **Resolution to Amend the Tax Roll**

the School District Clerk upon receiving the appropriate papers is then authorized to direct the school tax collector to amend the tax roll and refund erroneous tax collected or change the amount due; and

the School District Clerk will be required to inform the Board of Education of any adjustments made through the informational section of the Board's monthly agenda for the 2017-18 school year. There were 5 ayes and 0 nays. The motion carried.

On a motion made by D. Reed, seconded by T. Hollingsworth, the Board of Education authorized the Superintendent of Schools to certify payrolls for the 2017-18 school year. There were 5 ayes and 0 nays. The motion carried.

#### **Payroll Certification Officer**

On a motion made by D. Reed, seconded by T. Hollingsworth, the Board of Education authorized the Superintendent of Schools, to make intra-fund budgetary transfers for the 2017-18 school year. There were 5 ayes and 0 nays. The motion carried.

#### **Authorization of Budget Transfers**

### **Membership of District in Organizations and Designation of Representatives**

On a motion by N. Maiura, seconded by D. Reed, the Board approved membership in the Rural Schools Program for the 2017-18 school year. There were 5 ayes and 0 nays. The motion carried.

#### **Rural Schools Program**

B. Reaves volunteered as a delegate and N. Maiura volunteered as an alternate for the Rural Schools Program for the 2017-18 school year. There were 5 ayes and 0 nays. The motion carried.

#### **Rural Schools Delegate/Alternate**

On a motion by K. Guinto, seconded by N. Maiura, the Board approved membership in the Oneida-Madison-Herkimer School Board Institute for the 2017-18 school year. There were 5 ayes and 0 nays. The motion carried.

**School Board  
Institute**

B. Reaves volunteered as a delegate and K. Guinto volunteered as an alternate for the Oneida-Madison-Herkimer School Board Institute for the 2017-18 school year. There were 5 ayes and 0 nays. The motion carried.

**SBI Delegate/  
Alternate**

**Compliance with Laws and Regulations and Re-adoption of District Policies**

On a motion made by T. Hollingsworth, seconded by D. Reed, the Board pledged its commitment to comply with all applicable laws and regulations as follows:

**Federal Laws and  
Regulations of the  
Department of  
Education**

“The Board of Education of the Stockbridge Valley Central School District states its commitment to comply with Federal Laws and Regulations of the Department of Education.”

There were 5 ayes and 0 nays. The motion carried.

On a motion made by T. Hollingsworth, seconded by D. Reed, the Board pledged its commitment to comply with all applicable laws and regulations as follows:

**School District  
Policies**

“The Board of Education of the Stockbridge Valley Central School District readopts all school district policies in effect during the 2016-2017 school year; such policies to remain in effect throughout the 2017-2018 school year.” There were 5 ayes and 0 nays. The motion carried.

**Miscellaneous**

On a motion made by N. Maiura, seconded by D. Reed, the Board of Education authorizes the establishment of a petty cash fund for the following areas and in the stated amounts:

**Petty Cash Fund**

Superintendent's Office	\$100.
Bus Garage	\$100.
Extra-Curricular Activities	\$100.
School Lunch	\$ 25.

There were 5 ayes and 0 nays. The motion carried.

On a motion made by N. Maiura, seconded by D. Reed, the Board approved the following membership for the Committee on Special Education and Pre-School Special Education for the 2017-18 school year:

**Membership  
Committee on Special  
Education and Pre-  
School Special  
Education**

CSE/CPSE Chairperson, Julie Suber; Psychologist, Walter Owens; Special Education Teachers, Melissa Smith, Kim Basford-Koe, Brittney Woods, Sheryl Whipple; Special Education Coordinator

Madison Co., Roseann Lewis; Special Education Coordinator Oneida Co., Barbara Pellegrino; School Physician, Dr. Keri Taylor; Parent Member, JoAnn Burke; Principal Clerk, Terry McInerney.

There were 5 ayes and 0 nays. The motion carried.

On a motion by N. Maiura, seconded by D. Reed, the Board authorized the CPSE Chairperson, Julie Suber, to sign STAC-1 Forms for the 2017-18 school year. There were 5 ayes and 0 nays. The motion carried.

**Authorization for  
STAC-1 Forms**

On a motion by N. Maiura, seconded by D. Reed, the Board approved the following election inspectors for the 2017-18 school year:

**Election Inspectors**

Pamela Mennig	Chairperson
Carolyn Hall	Chief Election Inspector
Diana Cordell	Election Inspector
Joanne Shea	Election Inspector

There were 5 ayes and 0 nays. The motion carried.

On a motion by N. Maiura and seconded by D. Reed, the Board approved a resolution for sales tax reimbursement to employees on meals incurred while performing school duties during the 2017-2018 school year. There were 5 ayes and 0 nays. The motion carried.

**Tax Reimbursement  
on Meals**

**BOE Representation on District Committees**

D. Reed, K. Guinto and B. Reaves volunteered to represent the Board on the SVCS Budget and Finance Committee for the 2017-18 school year. There were 5 ayes and 0 nays. The motion carried.

**Budget & Finance  
Committee**

D. Reed, K. Guinto and B. Reaves volunteered to represent the Board on the SVCS Audit Committee for the 2017-18 school Year. There were 5 ayes and 0 nays. The motion carried.

**Audit Committee**

K. Guinto volunteered to represent the Board on the Stockbridge Valley Educational Foundation Committee for the 2017-18 school year. There were 5 ayes and 0 nays. The motion carried.

**Foundation**

T. Hollingsworth and L. Cross volunteered to represent the Board on the SVCS Long Range Facilities Committee for the 2017-18 school year. There were 5 ayes and 0 nays. The motion carried.

**Facilities Committee**

N. Maiura and L. Cross volunteered to represent the Board on the SVCS Policy Committee for the 2017-18 school year. There were 5 ayes and 0 nays. The motion carried.

**SVCS Policy  
Committee**

H. Bingel volunteered to represent the Board on the SVCS Safety Committee for the 2017-18 school year. There were 5 ayes and 0 nays. The motion carried.

**SVCS Safety  
Committee**

On a motion by T. Hollingsworth, seconded by D. Reed, the meeting went into recess at 6:44 p.m. There were 5 ayes and 0 nays. The motion carried.

**Recess**

Respectfully submitted,

Pamela Mennig  
District Clerk