

On Tuesday, July 06, 2023, the Charlotte Valley Central School Board of Education held its Reorganization Meeting in the elementary Gymnasium.

Members present: B. Garrison, M. Moyse, J. Ballard, and J. Vroman  
Members absent: R. Dianich  
Others present: E. Whipple, and T. Rider

J. Plante called the meeting to order at 6:30 p.m.

Pledge to the flag.

J. Plante swore in B. Garrison and J. Vroman, reelected in May for a three year term beginning July 01, 2023.

On a motion by J. Ballard and seconded by J. Vroman, the Board elected B. Garrison as President of the Charlotte Valley Central School Board of Education.

Election of Board Pres

B. Garrison - yes M. Moyse - yes J. Ballard - yes  
R. Dianich - absent J. Vroman- yes Roll call - Motion passed

J. Plante administered the Oath of Office to B. Garrison as President of the BOE.

Oath of Office

On a motion by M. Moyse and seconded by B. Garrison, the Board elected J. Vroman to the position of Vice-President of the Charlotte Valley Central School Board of Education.

Election of the Board Vice Pres

B. Garrison - yes M. Moyse - yes J. Ballard - yes  
R. Dianich - absent J. Vroman- yes Roll call - Motion passed

B. Garrison administered the Oath of Office to J. Vroman as Vice-President of the BOE.

Oath of Office

On a motion by M. Moyse and seconded by J. Vroman, the Board approved the following appointments:

District Clerk

J. Plante to the position of District Clerk from July 01, 2023 through June 30, 2024 with a stipend of \$2,500.00. (for clerk duties for all Regular and Special meetings only; workshops are excluded)

Troy Rider to the position of District Treasurer  
Deputy District Treasurer is to be determined

Treasurer

Natalie Zimmerman to the position of Tax Collector at a stipend of \$3,200.00

Tax Collector

B. Garrison - yes M. Moyse - yes J. Ballard - yes  
R. Dianich - absent J. Vroman- yes Roll call - Motion passed

On a motion by M. Moyse and seconded by J. Ballard, the Board approved the following appointments:

Various Appts

- School Health Care - Southeastern Otsego Health Center
- Census Enumerator - School Nurse - Stipend To be determined
- Liaison for Homeless Children - School Nurse - No Stipend
- School District Independent Auditor - Raymond D. Preusser, CPA PC
- Delegate - NYS School Board Association - TBD
- Delegate Alternate - NYS School Board Association - TBD
- Purchasing Agent - Superintendent - No Stipend
- Central Treasurer - Troy Rider - No Stipend
- School District Attorneys - Ferrara Fiorenza PC  
Girvin & Ferlazzo, P.C.

- Attendance Officer – School Nurse – No Stipend
- Health Coordinator – School Nurse – No Stipend
- Records Access Officer – Principal - No Stipend
- Records Management Officer - Business Manager - No Stipend
- Asbestos (LEA) Designee – Director Facilities II - No Stipend
- School Lunch Reviewing & Verification Official – District Treasurer - No Stipend
- Title IX Compliance Officer – Principal- No Stipend
- Sexual Harassment Reporting Officers - School Nurse and Principal - No Stipend
- Civil Rights Compliance Officer – Principal- No Stipend
- 504 Compliance Officer – Principal - No Stipend
- Anti-Discrimination Compliance Officer – Principal - No Stipend
- "Right to Know" Officer – Principal - No Stipend
- Pesticide Control Officer – Director of Facilities II - No Stipend
- Article 19A Designee – Kathleen Winans - Per Contract
- Hazard Communication Notification Officials – ONC BOCES
- Internal Claims Auditor – Danielle Dorsey - Per Contract
- Labor Relations – ONC BOCES / Per Contract
- School Lunch Hearing Officer – Superintendent - No Stipend
- Appoint the Chairpersons of the Committees on Special Education and Pre-School Special Education in accordance with all Federal and State laws
  - CSE Chairperson – Kelly Coons – Stipend - Per Contract
  - CPSE Chairperson – Kelly Coons – no additional stipend
- Reappoint all preexisting parent members of both the Committees on Special Education and Pre-School Special Education.
- Reappoint the Special Education Impartial Hearing Officers as per the previously established list of Charlotte Valley Central School Impartial Hearing Officers.
- Reappoint George and Margaret Ortega to the Surrogate Parent to the Committee on Special Education.
- Reappoint all substitute teachers currently on the district's list of approved Chemical Hygiene Officer(s) - Director of Facilities II and Danielle Dorsey.
- continued participation in the National School lunch program for the 2021-2022 school year.

APPROVED

Dignity Act Coordinator - School Counselor

The "procedure to resolve a tie where two or more staff members are pointed to the same tenure area at the same Board of Education Meeting" shall be as follows.

The appointees' placement in the approved BOE minutes shall determine seniority. The appointee recorded first is senior. Subsequent appointees' seniorities are determined to be junior based on their relative placement in the minutes. (i.e. the 2nd appointee is next most senior, the 3rd appointee is next most senior, etc)

Professional development time of 100 hours over 5 years as follows:

- 11 faculty meetings per year (minimum) - 11 Hours
- 03 Superintendent's Days per year - 21 Hours
- 02 Staff Development Half Days per year - 06 Hours
- 5 Year Total - 190 Hours

Director of Special Education - Principal/No Stipend

Substitute District Clerk \_ Troy Rider/No Stipend

Deputy Claims Auditor - Rachel Mattice

Data Security Officer - Superintendent/No Stipend

*B. Garrison - yes    M. Moyse - yes    J. Ballard - yes*  
*R. Dianich - absent    J. Vroman- yes    Roll call - Motion passed*

On a motion by **J. Ballard** and seconded by **M. Moyse** the Board approved the  
 On a motion by J. Ballard and seconded by M. Moyse the Board approved the following designations:

- NBT Bank, NA
- JP Morgan Chase Bank, N.A.
- Community Bank (formerly WNB)

Official Depositories

- Citizens Bank  
Delaware National Bank of Delhi  
Regular Board meetings: Monthly / 1st Thursday at 6:30PM  
Potential Special Meeting dates / 3rd Thursday @ 6:30PM  
Official Newspapers / Daily Star / Mountain Eagle  
- 3rd Tuesday in May (May 21, 2024) as the Annual Meeting/Budget Vote from 12 - 8  
Chain of Command 1) Superintendent 2) Principal 3) Guidance Counselor  
The Principal as the emergency interim Superintendent/CEO and the Superintendent  
as the emergency interim Principal.  
- Emergency closings - vacation dates to be withdrawn for each emergency closing day  
after a fourth emergency closing day is used:

BOE Meetings  
Special BOE meetings  
Official Newspapers  
Annual Budget Vote  
Chain of Command  
Emergency Interim  
Superintendent and Principal  
Emergency closings

May 24, 2024 - (Friday)  
April 01, 2024 - (Monday)  
April 02, 2024 - (Tuesday)  
April 03, 2024 - (Wednesday)  
April 04, 2024 - (Thursday)

B. Garrison - yes    M. Moyse - yes    J. Ballard - yes  
R. Dianich - absent    J. Vroman- yes    Roll call - Motion passed

On a motion by **M. Moyse** and seconded by **J. Vroman**, the Board approved the following authorizations:

Chief School Officer authorizations:  
Certification of payrolls - Superintendent  
Negotiate contracts – Superintendent  
Interim Personnel appointments - Superintendent  
Building Project Change Orders <@20,000.00 - Superintendent  
Approve expenses attendance at conferences, conventions, and workshops -  
Superintendent  
Authorization of electronic signatures for purchase orders and checks - Superintendent  
Establishment of Cafeteria Change Fund Officer - District Treasurer  
Authorized signature(s) on checks- District Treasurer  
(only one signature required) - Deputy District Treasurer, Superintendent  
Cooperative bidding agents - ONC BOCES and DCMO BOCES  
Authorization to appoint Impartial Hearing Officers - BOE President - 1 BOE Vice Pres -

Various Authorizations

**APPROVED**

B. Garrison - yes    M. Moyse - yes    J. Ballard - yes  
R. Dianich - absent    J. Vroman- yes    Roll call - Motion passed

On a motion by **J. Ballard** and seconded by **M. Moyse**, the Board approved the following Bonding of Personnel:

Bonding Personnel

Public Employee Dishonesty Form O (per loss) - \$3,000,000  
Forgery or alteration Form B (included Credit Debit Charge Card Forgery) - \$100,00  
(Deductible \$500)  
Theft, Disappearance & Destruction Coverage form C (Money & Securities In and Out  
\$50,000    Deductible - \$500  
Computer Fraud Coverage Form F (Including Wire Transfer Coverage)  
\$3,000,000    Deductible - \$1,000

B. Garrison - yes    M. Moyse - yes    J. Ballard - yes  
R. Dianich - absent    J. Vroman- yes    Roll call - Motion passed

On a motion by **J. Vroman** and seconded by **J. Ballard**, the Board approved the following other items:

Re-Adoption of all Board Policies and Code of Ethics in effect during the prior school  
Mileage reimbursement at the applicable IRS rate.

Code of Ethics and Policies  
Mileage rate  
Sub rates

Establish Daily rates for:

Substitute Teacher and Assistants

- Certified - \$120/day
- Uncertified with a minimum of Bachelor's Degree - \$110/Day
- Uncertified Non-Bachelor teacher subs and LTA subs - \$100/day

Substitute Custodian - \$16.00/hour

Substitute Office Help - \$14.20

Substitute Cafeteria Help - \$14.20

Substitute Teacher Aide - \$14.20

Substitute Nurse - RN - \$120/day; LPN - \$110/day; Other \$100/day

Invoke the protections of the New York State Public Officer's Law, section 18

Public Officers Law

*B. Garrison - yes M. Moyse - yes J. Ballard - yes  
R. Dianich - absent J. Vroman- abstain Roll call - Motion passed*

On a motion by J. Ballard and seconded by M. Moyse, the Board approved the following election Inspectors:

Election Inspectors: (Rate of Pays current minimum wage): 1) Phyllis Butts (Chief Inspector) 2) Vicky Porteus 3) Donna Lubbers 4) Donna Calhoun 5) Donna Vroman

Election inspectors

*B. Garrison - yes M. Moyse - yes J. Ballard - yes  
R. Dianich - absent J. Vroman- abstain Roll call - Motion passed*

On a motion by M. Moyse and seconded by J. Ballard the Reorganizational meeting was adjourned at 6:45 p.m.

Adjourn

*B. Garrison - yes M. Moyse - yes J. Ballard - yes  
R. Dianich - absent J. Vroman- yes Roll call - Motion passed*

**APPROVED**

On Tuesday, July 06, 2023, the Charlotte Valley Central School Board of Education held its Meeting in the elementary Gymnasium.

Regular Meeting

Members present: B. Garrison, M. Moyse, J. Ballard and J. Vroman  
Members absent: R. Dianich  
Others present: E. Whipple, T. Rider

R Garrison called the meeting to order at 6:45 p.m.

On a motion by J. Ballard and seconded by M. Moyse, the Board approved the revisions to the agenda.

Revisions

*B. Garrison - yes M. Moyse - yes J. Ballard - yes  
R. Dianich - absent J. Vroman- yes Roll call - Motion passed*

On a motion by J. Ballard and seconded by M. Moyse, the Board approved the following items:

Minutes - June 01, 2023 Regular Board of Education Meeting Minutes, and June 22, 2023 Special EOY, Board of Education Meeting.

BOE Minutes

- General Warrant #02 dated 7/06/23 in the amount of \$1,166,325.81 with expenditures through 6/30/22.

Warrant #45 dtd 6/30/22

-Cafeteria Warrant #03 dated 7/06/23 in the amount of \$10,755.74 with expenditures through 6/30/23.

Warrant #46 dtd 6/30/22

- Federal Warrant #04 dated 7/06/23 in the amount of \$101,903.10 with expenditures

Warrant #47 dtd 6/30/22

-Capital Warrant #05 dated 7/06/23 in the amount of \$49,614.38 with expenditures

Warrant #2 dtd 07/08/22

Approval of the May Student Activity Report

Student Activity Report

Approval of the Budget Status Report and the Revenue Status Report for the General and Cafeteria Funds as of 06/30/2023.  
Surplus 13 Children's World Atlas books due to them being outdated.

Budget Status  
surplus books

*B. Garrison - yes M. Moyses - yes J. Ballard - yes*  
*R. Dianich - absent J. Vroman- yes Roll call - Motion passed*

On a motion by **R. Dianich** and seconded by **J. Vroman**, the Board approved the following resignations:

The resignation of Jamie Cox from her Vocal Teaching position effective August 30, 2023

Cox resignation

The resignation of Shaylyn MacCracken from her Licensed Teaching Assistant position effective September 04, 2023.

MacCracken LTA resignation

*B. Garrison - yes M. Moyses - yes J. Ballard - yes*  
*R. Dianich - absent J. Vroman- yes Roll call - Motion passed*

On a motion by **J. Ballard** and seconded by **M. Moyses**, the board approved the following resolution for probationary appointment:

MacCracken, Shaylyn

Upon recommendation of the Superintendent, and on motion of J. Ballard seconded by M. Moyses, the following probationary appointment is hereby made:

Name of Appointee: Shaylyn MacCracken

Tenure Area: Students with Disabilities 1-6

Date of commencement of probationary appointment: September 04, 2023

Expiration Date of appointment: September 04, 2027

Certification status: Initial

*B. Garrison - yes M. Moyses - yes J. Ballard - yes*  
*R. Dianich - absent J. Vroman- yes Roll call - Motion passed*

On a motion by **M. Moyses** and seconded by **J. Vroman**, the board approved the following resolution for probationary appointment pending NYS certification:

Garrison, Honnah

Upon recommendation of the Superintendent, and on motion of M. Moyses seconded by J. Vroman, the following probationary appointment is hereby made:

Name of Appointee: Honnah Garrison

Tenure Area: Students with Disabilities 1-6

Date of commencement of probationary appointment: September 05, 2023

Expiration Date of appointment: September 05, 2027

Certification status: pending

*B. Garrison - abstain M. Moyses - yes J. Ballard - yes*  
*R. Dianich - absent J. Vroman- yes Roll call - Motion passed*

On a motion by **J. Vroman** and seconded by **M. Moyses**, the Board approved the following:

Extracurricular

Director of Athletics - Eric Whipple - No Stipend

Athletic Director - Cheryl Butler - Per CVTA Contract

AIS Coordinator Elementary - Kelly Coons - Per CVTA contract

Newsletter Coordinator - Jennifer Plante - Per CVTA contract

Ais Coordinator MS/HS - Deb Moorby - Per CVTA contract

Website Coordinator - Jason Slocum - Per CVTA Contract

IST Member - Amanda Brownell - Per CVTA Contract

IST Member - Penny Ridgeway - Per CVTA Contract

IST Member - Mary Leh - Per CVTA Contract

IST Member - Kelly Coons - Per CVTA Contract

IST Member - Christina Losie - Per CVTA Contract

IST Member - Matt Jones - Per CVTA Contract

Science Instructional Leader - Danielle Dorsey - Per CVTA contract  
 SS Instructional Leader - Rachel Scott - Per CVTA Contract  
 ELA Instructional Leader - Rachel Scott - Per CVTA contract  
 Math Instructional Leader - Rachel Mattice - Per CVTA Contract  
 Prek-2nd Gr Instructional Leader - Deb Thorsland - per CVTA contract  
 3rd - 6th Gr Instructional Leader - Matt Jones - Per CVTA Contract  
 Varsity Girls' Soccer Coach - Lisa MacNeil - \$3,995.00  
 Modified Girls' Soccer Coach - Cheryl Butler - \$3,072.00  
 Boys' Varsity Soccer Coach - Michael Ballard - \$3,203.00  
 Boys' Modified Soccer Coach - Christopher Matz - \$1,660  
 Varsity Softball Coach - Cheryl Butler - \$5,170  
 Golf Coach - Jim Wolf - Per CVTA contract  
 \*J. Ballard abstained from M. Ballard's appointment

B. Garrison - yes      M. Moyse - yes      J. Ballard - yes  
 R. Dianich - absent      J. Vroman- yes      Roll call - Motion passed

On a motion by J. Ballard and seconded by M. Moyse the Board approved the appointment of Heidi Mills to the position of Head Bus Driver at a stipend of \$3,500.00.

Heidi Mills/Head bus driver

B. Garrison - yes      M. Moyse - yes      J. Ballard - yes  
 R. Dianich - absent      J. Vroman- yes      Roll call - Motion passed

On a motion by M. Moyse and seconded by J. Ballard the Board approved the following appointments:

Various Summer Appointments

Olivia Sperry - Substitute Peer Tutor  
 Cecile Wilke - Summer Program and Summer Crop Substitute  
 Katrina Boest - Summer Program and Summer Crop Substitute

**APPROVED**

Superintendent's Report: Mr. Whipple began his report by thanking all those involved in helping get all of our Seniors to graduation as well as everyone involved in making Graduation a success. Those mentioned were R. Hildebrandt, L. Klukkert, C. Davis and the rest of the CVCS faculty.

Superintendent's Report

He then gave a brief update of the current building projects.  
 The Capital project submittal will be done the 17th.  
 The playground is waiting on the installers to give us an install date.  
 The EPC contract submission has been done. We already have back the level 1 approval and are waiting for level 2.  
 The Smart Schools project has been approved. This is the \$350,000 project that is for recabling throughout the building. We are hoping to have some of this work done during second shift to cause the least disruption possible.  
 We are looking into a project that will put a large pavilion down by the soccer and softball fields. This will allow us a covered space for the concession trailer as well as some seating for fans during weather.  
 Next, Mr. Whipple went over the two recent Special Ed reviews. The first review found two small issues to be addressed and they are already being worked on.  
 The second review stated that our Conflict of Interest Policy needs to be updated. He will bringing an updated policy to the Board for their approval at one of the upcoming meetings.  
 Summer school for the Special Ed program started this week. Crop will be back next week as well as middle school. High school will begin in two weeks. We also have a summer rec program starting that provides a place for 7-12 students to come and get some exercise and time with their peers. This program will run from 8:30 - 2:00 Monday through Thursday.

We are working on trying to fill several positions for next school year. They are Foreign Language, HS Math, Vocal and Instrumental Music, and Elementary Special Ed teachers.

We are looking at going through BOCES to do an advertisement in various newspapers throughout New York.

On a motion by J. Ballard and seconded by J. Vroman, the BOE approved the following items:

MOA for Jennifer Plante

Plante MOA

Eric Whipple as designated officer to represent the District on the governing Board of the Catskill Area Schools Employee Benefit Plan year beginning July 01, 2023.

CASEBP

Troy Rider as designated substitute officer to represent the District on the governing Board of the Catskill Area Schools Employee Benefit Plan for the plan year beginning July 2023.

The amendment to the Superintendent contract.

Superintendent contract

Abolish the Director of Instructional Support and Student Supervision position and create the Instructional Support and Student Programs Leader position.

Instructional Support

Transfer \$1,500,000.00 from the Capital Reserve fund to the Capital Fund as authorized by District residents on December 06, 2022.

Reserve transfer

Application of the use of School District Facilities by the Community Action Taskforce for a meeting.

Use of facilities

Athletic merger between Charlotte Valley Central school and Schenevus Central School for Golf for the 2023-2024 school year.

Athletic merger

Adoption of Supported Sports Policy to the Athletic Handbook.

Supported Sports

On a motion by M. Moyse and seconded by J. Vroman, the BOE approved to go into executive session to discuss a legal issue.

Executive Session

B. Garrison - yes M. Moyse - yes J. Ballard - yes  
R. Dianich - absent J. Vroman - yes Roll call - Motion passed

**APPROVED**

The Board returned at 7:57 p.m.

On a motion by J. Ballard and seconded by J. Vroman, the Board approved the MOA between Charlotte Valley Central School and the Charlotte Valley Teachers' Association regarding the Stipends for Play and Musical Director for the 2023-2024 and 2024-2025 school years, as well as the Authorization for the Superintendent to execute said agreement.

MOA CVTA

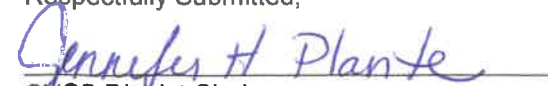
B. Garrison - yes M. Moyse - yes J. Ballard - yes  
R. Dianich - absent J. Vroman - yes Roll call - Motion passed

On a motion by M. Moyse and seconded by J. Vroman, the Board approved to go back into executive session to discuss contractual and legal issues.

Executive Session

B. Garrison - yes M. Moyse - yes J. Ballard - yes  
R. Dianich - absent J. Vroman - yes Roll call - Motion passed

Respectfully Submitted,

  
CVCS District Clerk

Future Meeting Dates: August 03, 2023

APPROVED