

**REORGANIZATION MEETING
BOARD OF EDUCATION
CHARLOTTE VALLEY CENTRAL SCHOOL
JULY 06, 2023**

I. OPENING CEREMONY - Pledge of Allegiance

II. CALL TO ORDER & ROLL CALL by Clerk of the Board of Education.

III. ELECTION OF OFFICERS

- A) The District Clerk will call for the nominations and election of the President of the Board of Education.
- B) The District Clerk will administer the "Oath of Office" to the President
- C) The President will take over the meeting and call for the nomination and election of Vice-President.
- D) The District Clerk will administer the "Oath of Office" to the Vice-President.

IV. AGENDA REVISIONS

- A) Potential approval to approve the revisions to the preliminary agenda.

V. APPOINTMENT OF OFFICERS

- A) Appointment of District Clerk
(7/1/2023– 6/30/2024) - **Jennifer Plante / Stipend - \$2,500.00**
(for clerk duties for all regular and special meetings only; workshops are excluded)
- B) Appointment of District Treasurer - **Troy Rider / Per Contract**
- C) Appointment of Deputy District Treasurer - **TBD / No Stipend**
- D) Appointment of District Tax Collector - **Natalie Zimmerman / Stipend - \$3,200.00**

The President will administer the "Oath of Office" to the Clerk and the Clerk will administer the "Oath of Office" to the other Officers present.

VI. OTHER APPOINTMENTS

- A) School Health Care - **Southeastern Otsego Health Center**
- B) Census Enumerator - **SCHOOL NURSE / Stipend TBD**
- C) Liaison for Homeless Children - **SCHOOL NURSE / No Stipend**
- D) School District Independent Auditor - **Raymond D. Preusser, CPA, P. C.**
- E) Delegate - NYS School Board Association - **To Be Determined**
- F) Delegate Alternate - NYS School Board Assn. - **To Be Determined**
- G) Purchasing Agent - **SUPERINTENDENT / No Stipend**
- H) Central Treasurer - **Troy Rider / No Stipend**
- I) School District Attorneys - **Ferrara Fiorenza PC / Per Contract**
Girvin & Ferlazzo, P.C. / Per Contract
- J) Attendance Officer - **SCHOOL NURSE / No Stipend**
- K) Health Coordinator - **SCHOOL NURSE / No Stipend**
- L) Records Access Officer - **PRINCIPAL / No Stipend**
- M) Records Management Officer - **BUSINESS MANAGER / No Stipend**
- N) Asbestos (LEA) Designee - **Director of Facilities II / No Stipend**
- O) School Lunch Reviewing & Verification Official - **DISTRICT TREASURER / No Stipend**
- P) Title IX Compliance Officer - **PRINCIPAL / No Stipend**
- Q) Sexual Harassment Reporting Officers - **SCHOOL NURSE / No Stipend**
PRINCIPAL / No Stipend
- R) Civil Rights Compliance Officer - **PRINCIPAL / No Stipend**
- S) 504 Compliance Officer - **PRINCIPAL / No Stipend**

- T) Anti-Discrimination Compliance Officer - **PRINCIPAL / No Stipend**
- U) "Right to Know" Officer - **PRINCIPAL / No Stipend**
- V) Pesticide Control Officer - **Director of Facilities II / No Stipend**
- W) Article 19A Designee - **Kathleen Winans / Per Contract**
- X) Hazard Communication Notification Officials - **ONC BOCES / Per Contract**
- Y) Internal Claims Auditor - **Danielle Dorsey / Per Contract**
- Z) Labor Relations - **ONC BOCES / Per Contract**
- AA) School Lunch Hearing Officer - **SUPERINTENDENT / No Stipend**
- BB) Appoint the Chairpersons of the Committees on Special Education and Pre-School Special Education in accordance with all Federal and State laws.
 - 1) CSE Chairperson - Kelly Coons/Per Contract
 - 2) CPSE Chairperson - Kelly Coons/ No Stipend
- CC) Reappoint all preexisting parent members of both the Committees on Special Education and Pre-School Special Education. - **Per Confidential Roster**
- DD) Reappoint the Special Education Impartial Hearing Officers as per the previously established list of Charlotte Valley Central School Impartial Hearing Officers - **Per Established Roster**
- EE) Appointment of surrogate parents for the Committee on Special Education - **TBD**
- FF) Reappoint all substitute teachers currently on the district's list of approved substitutes. - **Per Established Roster**
- GG) Chemical Hygiene Officer(s) - **Director of Facilities II / No Stipend**
- **Danielle Dorsey / No Stipend**
- HH) Approval of the continued participation in the national school lunch program for the 2023-2024, school year.
- II) Dignity Act Coordinator - **SCHOOL COUNSELOR**
- JJ) The "procedure to resolve a tie where two or more staff members are appointed 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.)

- KK) Approval of the 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
Annual TOTAL	-	38 Hours
5-Year TOTAL	-	190 Hours

- LL) Director of Special Education - **Principal / No Stipend**
- MM) Substitute District Clerk - **Troy Rider / No Stipend**
- NN) Deputy Claims Auditor - **Rachel Mattice**
- OO) Date Security Officer - **Superintendent / No Stipend**

VII. DESIGNATIONS

- A) Official Bank Depositories - **NBT Bank, N.A.**
JP Morgan Chase Bank, N.A.
Community Bank (formerly WNB)
Citizens Bank

- B) Time/Place - Regular Board Meetings (Open) - **Delaware National Bank of Delhi Monthly / 1st Thursday @ 6:30 pm**
- C) Time/Place - Regular Board Workshops and Potential Special Meeting dates (Open) - **Monthly / 3rd Thursday @ 6:30 pm**
- D) Official Newspapers - **The Daily Star
The Mountain Eagle**
- E) Annual Meeting/Budget Vote - **3rd Tuesday in May – 5/21/2024**
- F) Chain of Command - **1) SUPERINTENDENT
2) PRINCIPAL
3) GUIDANCE COUNSELOR**
- G) Interim Superintendent / CEO as needed - **PRINCIPAL**
- H) Interim Principal / as needed - **SUPERINTENDENT**
- I) Emergency Closings – Vacation dates to be withdrawn for each emergency closing day after a fourth emergency closing day is used. - **1) May 24, 2024 (Friday)
2) April 01, 2024 (Monday)
3) April 02, 2024 (Tuesday)
4) April 03, 2024 (Wednesday)
5) April 04, 2024 (Thursday)**

VIII. AUTHORIZATIONS

- A) Chief School Officer Authorizations
 - 1) Certification of payrolls - **SUPERINTENDENT**
 - 2) Approve budget transfers - **SUPERINTENDENT**
 - 3) Negotiate contracts - **SUPERINTENDENT**
 - 4) Interim personnel appointments - **SUPERINTENDENT**
 - 5) Building project change orders <\$20,000 - **SUPERINTENDENT**
 - 6) Approve expenses, attendance at conferences, conventions, and workshops - **SUPERINTENDENT**
 - 7) Authorization of electronic signatures for purchase orders and checks - **SUPERINTENDENT**
- B) Establishment of Cafeteria Change Fund Officer - **DISTRICT TREASURER**
- C) Authorized signature(s) on checks (only one signature required) - **DISTRICT TREASURER
Deputy District Treasurer
Superintendent**
- D) Cooperative bidding agents - **ONC BOCES and DCMO BOCES**
- E) Authorization to appoint Impartial Hearing Officers - **Board of Education President - 1
Board of Education Vice-President - 2**

IX. BONDING OF PERSONNEL

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

X. OTHER ITEMS

- A) Re-adoption of all Board Policies and Code of Ethics in effect during the prior school year

- B) Establish Mileage Reimbursement Rate at the applicable Internal Revenue Service rate
- C) Establish Daily Rates for:
 - 1) Substitute Teacher & Assistants
 - a) Certified - \$120/ Day
 - b) Uncertified with a minimum of Bachelor's Degree - \$110 / Day
 - b) Uncertified Non-Bachelor teacher subs and LTA subs -\$100 / Day
 - 2) Substitute Custodian - \$16.00 / Hour
 - 3) Substitute Office Help - \$14.20 / Hour
 - 4) Substitute Cafeteria Help - \$14.20 / Hour
 - 5) Substitute Teacher Aide - \$14.20 / Hour
 - 6) Substitute Nurse - RN \$120.00 / Day
LPN \$110.00 / Day
Other \$100.00 / Day
- D) Approval of Election Inspectors: (Rate of Pay is current minimum wage)
 - 1) **Phyllis Butts (Chief Inspector)**
 - 2) **Vicky Porteus**
 - 3) **Donna Lubbers**
 - 4) **Donna Calhoun**
 - 5) **Donna Vroman**
- E) Approval of a motion to invoke the protections of the New York State Public Officer's Law, Section 18.

XI. ADJOURN REORGANIZATION MEETING