

ANNUAL ORGANIZATIONAL MEETING

The Annual Organizational Meeting of the Board of Education of the Scotia-Glenville Central School District was held in the Cafeteria of the Middle School, in said district on Monday, July 8, 2024.

The meeting was called to order by Jill Busman, Deputy District Clerk, at 7:00 p.m.

Present: Boucher Furnish, Carbone, Orr, Singh, K. Talbot, Superintendent Swartz, Business Manager Giaquinto and Deputy District Clerk Busman

Absent: None

Deputy District Clerk Busman noted that the Constitutional Oath of Office had been administered to newly elected Board members Roberts and H. Talbot. The Constitutional Oath of Office was also administered to Superintendent Swartz.

ELECTION OF PRESIDENT OF BOARD FOR THE 2024-2025 SCHOOL YEAR

Ms. Busman called for nominations for the office of President of the Board of Education for the 2024-2025 school year.

Ms. Carbone nominated Mr. Talbot for the office of President, SECONDED by Ms. Orr. Ms. Busman called for any other nominations. There were no other nominations

ROLL CALL
H. TALBOT: 7
OPPOSED: 0

Mr. Talbot was elected President of the Board of Education for 2024-2025.

ELECTION OF VICE-PRESIDENT OF BOARD FOR THE 2024-2025 SCHOOL YEAR

Ms. Boucher Furnish nominated Ms. Talbot for the office of Vice-President, SECONDED by Ms. Orr.

Ms. Talbot nominated Ms. Carbone for the office of Vice-President, SECONDED by Mr. Roberts.

Paper ballots were collected by Mr. Talbot

ROLL CALL
K. TALBOT: 4
CARBONE: 3

Ms. Talbot was elected Vice-President of the Board of Education for 2024-2025.

MOVED by K. Talbot, SECONDED by Boucher Furnish, that the Board of Education approve the following items:

APPOINTMENT OF OFFICERS

- a. Appointment of Sheri Tyrell as District Treasurer for the 2024-2025 school year in accordance with her individual contract.

- b. Appointment of Christine Carusone as Deputy Treasurer of the School District for the 2024-2025 school year in accordance with her individual contract.
- c. Appointment of Bobbie DeLong as School District Clerk from July 1, 2024 through July 30, 2024 in accordance with her individual contract.
- d. Appointment of Jill Busman as School Deputy District Clerk from July 1, 2024 through July 30, 2024 in accordance with her individual contract.
- e. Appointment of Jill Busman as School District Clerk from July 31, 2024 through June 30, 2025 in accordance with her individual contract.
- f. Resolved that the school taxes for the portion of the school district situated in the Town of Glenville be collected by the Town Receiver of Taxes, as provided by the Town Law.
- g. Appointment of Andrew Giaquinto as the Receiver of School Taxes for the portion of the school district situated in the Town of Amsterdam, Montgomery County, and the Town of Charlton, Saratoga County.
- h. Appointment of Andrew Giaquinto as School District Purchasing Agent for the 2024-2025 school year with no additional remuneration.
- i. Appointment of Susan Swartz and Rick Arket as Sexual Harassment Compliance Officers and Title IX/EEOC Hearing Officers for the 2024-2025 school year, with no additional remuneration.
- j. Appointment of Rick Arket as Districtwide DASA Coordinator for the 2024-2025 school year, with no additional remuneration.
- k. Appointment of Andrew Giaquinto as Health Insurance Portability and Accountability (HIPA) Compliance Officer and Medicaid Compliance Officer for the 2024-2025 school year with no additional remuneration.
- l. Appointment of Catie Magil as Section 504 Rehabilitation Officer for the 2024-2025 school year with no additional remuneration.
- m. Appointment of Andrew Giaquinto, School Business Manager, as Trustee for the Schoharie Area Workers' Compensation Plan and designate the District Treasurer, Sheri Tyrell, as Alternate Trustee for the Schoharie Area Workers' Compensation Board.
- n. Appointment of Andrew Giaquinto as Trustee for the Capital Area School Health Insurance Consortium, and designate Christine Carusone as Alternate Trustee for the Capital Area School Health Insurance Consortium.
- o. Appointment of Doris Munro as Internal Claims Auditor at the hourly rate of \$39.76 an hour for the 2024-2025 school year.
- p. Appointment of Sean Bouton as LEA Asbestos Designee (AHERA).
- q. Appointment of Dr. Audra Hanley as AED Medical Coordinator.

- r. Appointment of Christopher Mahar and Martin Bailey as District Residency Officers at the hourly rate of \$32.00 an hour for the 2024-2025 school year.

ROLL CALL

AYES: 7

NOES: 0

MOTION CARRIED

OTHER APPOINTMENTS

MOVED by Roberts, SECONDED by Orr, that the Board of Education approve the following items:

Ms. Boucher Furnish brought up some questions on the contracts for Girvin & Ferlazzo, P.C. and Honeywell Law Firm, PLLC, as School District Attorneys. After a brief discussion, with information provided by Mr. Giaquinto, the board proceeded with the approval of the following items:

- a. Appointment of Saratoga Hospital, specifically, Dr. Christopher Buff, Dr. Audra Hanley and Dr. Robert Halbig as Chief Medical Inspectors and School District Physicians, for the 2024-2025 school year at an annual stipend of \$37,800, in accordance with the agreement dated 7/8/2024 and further authorize the Superintendent of Schools and President of the Board to sign said agreement.
- b. Appointment of Girvin & Ferlazzo, P. C. as School District Attorneys for the 2024-2025 school year as per the agreement effective July 1, 2024 through June 30, 2025.
- c. Appointment of Honeywell Law Firm, PLLC, as School District Attorneys for the 2024-2025 school year as per the agreement effective July 1, 2024 through June 30, 2025.
- d. Appointment of West & Co. to conduct the annual independent audit of the school district's records and accounts.
- e. Appointment of Jill Busman as Records Management Officer and Records Access Officer for purposes of the New York State Access to Records Law at no additional remuneration.
- f. Appointment of Rick Arket as Student Records Access Officer for purposes of complying with the Buckley Amendment at no additional remuneration.
- g. Appointment of Susan Swartz and Rick Arket as Administrative Residency Officers at no additional remuneration.
- h. Appointment of Megan Johnson as Data Protection Officer, in accordance with the implementation of Education Law 2-d, with no additional remuneration.
- i. Appointment of Voting Delegate to the Scotia-Glenville PTA (Parent Teachers Association) Council and alternate:

Karnjit Singh – delegate

Chad Roberts – alternate

- j. Appointment of Extraclassroom Activity Fund Treasurers and Auditors for the 2024-2025 school year, as follows, with no additional remuneration:

| <u>School</u> | <u>Treasurer</u> | <u>Auditor</u> |
|---------------|------------------|----------------|
| High School | Amber Szady | Angela Cerrone |
| Middle School | Terri McKenzie | TBD |

Alternate Extraclassroom Activity Fund Treasurer for the Senior High School and Middle School – Sheri Tyrell

- k. Appointment of Karnjit Singh as Board of Education representative to the District’s Health & Safety Committee.
- l. Appointment of Asset Coordinators for the 2024-2025 school year, with no additional remuneration:
- District Coordinator- Bobbie DeLong
 - District Office/Buildings & Grounds- Dennis Cooper
 - Bus Garage- Clara Bisailon
 - Senior High School- Peter Bednarek
 - Middle School- Robert Cosmer
 - Glendaal Elementary- Tom Eagan
 - Glen-Worden Elementary- Nicholas Criscone
 - Lincoln Elementary- John Geniti
 - Sacandaga Elementary- Tonya Federico
- m. Appointment of AED Coordinators for the 2024-2025 school year, with no additional remuneration:
- Districtwide AED Coordinator- Betsy Williams
 - Senior High School- Caitlin Cerny
 - Middle School- Lyndsey Gannon
 - Glendaal- Betsy Williams
 - Glen-Worden- Lori DeSio
 - Lincoln- Kim Mastroianni
 - Sacandaga- Nicole Stuart
 - B & G/Transportation/District Office- Dennis Cooper
- n. Appointment of DASA (Dignity for All Students Act) Coordinators for the 2024-2025 school year with no additional remuneration.
- Senior High School- Peter Bednarek, Ryan Fedele, Angela Cerrone
 - Middle School- Robert Cosmer, Marcella Tebbano
 - Glendaal Elementary- Tom Eagan, Tracy Clark

 - Glen-Worden Elementary- Nicholas Criscone, Kelly Marsh
 - Lincoln Elementary- John Geniti, Erica Cullen
 - Sacandaga Elementary- Tonya Federico, Lindsay Seager
- o. Appointment of Pam Carbone and Kim Talbot as the Board representatives to work on Board Policies with the Superintendent, the District legal team and Erie BOCES Board Policy Service and to also be the Legislative Advocates for the Board.

ROLL CALL

AYES: 7

NOES: 0

MOTION CARRIED

MOVED by Boucher Furnish, SECONDED by Carbone, that the Board of Education approve the following times:

DESIGNATIONS

- a. Designate the below as the official depositories for the deposit of all monies received by the School District.

1. Depositories:

J.P. Morgan Chase:

Concentration Account
General Fund Checking
General Fund-Premier Money Market
Payroll Account
Capital Fund-Premier Account

Class-MBIA Asset Management:

Capital Fund
General Fund
Scholarship & Award
Unemployment Reserve
Tax Certification
Retirement Reserve
Workers Compensations
Reserve for Debt
Employee Benefit Reserve
Repair Reserve

Metropolitan Commercial Bank:

General Fund
Scholarship & Award
Unemployment Reserve
Tax Certification
Retirement Reserve
Workers Compensations
Reserve for Debt
Employee Benefit Reserve
Repair Reserve

1st National Bank of Scotia:

Business Checking
Municipal NOW Account
Municipal Money Market
High School-Extra Classroom Activity Fund-two accounts

Middle School-Extra Classroom Activity Fund-one account
School Lunch

Certificates of Deposit and Money Market Accounts

(Board Approved Banks)

1st National Bank of Scotia

JP Morgan Chase

Bank of Greene County

Metropolitan Commercial Bank

- b. Designate Andrew Giaquinto as the school district official responsible for certification of payrolls.
- c. Designate the Daily Gazette as the official newspaper of the district for the 2024-2025 school year.
- d. Designate Kimberly Boucher Furnish as Legislative Liaison for the 2024-2025 school year.
- e. Designate the following board members to serve on the Audit Committee:

Hal Talbot

Kim Talbot

Emily Orr

Designate Hal Talbot as Chairperson for the Audit Committee.

ROLL CALL

AYES: 7

NOES: 0

MOTION CARRIED

MOVED by Singh, SECONDED by Roberts, that the Board of Education approve the following items:

AUTHORIZATIONS

- a. Authorize the Superintendent of Schools and the Business Manager to sign agreements with the State of New York in connection with the operation of the Child Nutrition Program in the schools of this district and that the Business Manager be designated the authorized signatory for reports and the annual renewal agreement and authorize the District Treasurer to be the authorized signatory for claims.
- b. Authorize the Superintendent of Schools and the Business Manager to sign applications and reports for the Federal School Meals Programs.
- c. Authorize either the Superintendent of Schools or the Assistant Superintendent for Curriculum & Instruction to approve the attendance of staff members at professional conferences and meetings in accordance with provisions of the budget or as otherwise authorized by Board of Education resolution. Authorize the Business Manager to approve the attendance of non-instructional staff members at professional conferences and meetings in accordance with the provisions of the budget or as otherwise authorized by Board of Education resolution.
- d. Authorize the President and Clerk of the Board of Education to sign contracts with other districts for the instruction of nonresident pupils in the schools of this district.

- e. Authorize the payment of tuition and transportation charges for pupils from this district who attend other schools as permitted by state laws and regulations of the Board of Regents.
- f. Authorize the President and Clerk of the Board of Education to sign contracts for transportation of pupils by private contractors as needed.
- g. Authorize the District Clerk to sign an agreement with the Schenectady County Board of Elections for the use of digitized poll books for the annual district election and budget vote.
- h. Authorize the School District to participate in CASHIC (Capital Area School Health Consortium) for the 2024-2025 school year.
- i. Authorize the School District to participate in the Schoharie Area Worker's Compensation Plan for the 2024-2025 school year.
- j. Authorize the establishment of School Lunch Cash Register Change as follows (to be funded by Food Service Company at the beginning of each school year):

| | |
|---------------|-------|
| High School | \$100 |
| Middle School | \$60 |
| Lincoln | \$30 |
| Sacandaga | \$30 |
| Glen-Worden | \$30 |
| Glendaal | \$30 |

- k. Authorize the establishment of Petty Cash Funds for the Athletic Department and Library Department for the purposes of providing start up cash for ticket sales for games and the Districtwide Book Fair:

Athletics - \$700
Library - \$150

ROLL CALL

AYES: 7

NOES: 0

MOTION CARRIED

MOVED by Orr, SECONDED by Singh, that the Board of Education accept/approve the following items:

MISCELLANEOUS ACTIONS

- a. Approve the issuance of a district credit card to the Superintendent of Schools in accordance with Board of Education Policy #6782.
- b. Approve the cell phone allowance by job title in accordance with Board of Education Policy #8331. (See attached)
- c. Approve the use of purchasing cards for Home Depot and Lowes and authorize issuance by employee. (See attached)

ROLL CALL

AYES: 7

NOES: 0

MOTION CARRIED

Jill Busman, Deputy District Clerk