

**Schuyler-Steuben-Chemung-Tioga-Allegany (SSCTA)**  
**Board of Cooperative Educational Services**  
9579 Vocational Drive, Painted Post, New York 14870-9518

**REORGANIZATIONAL MEETING**

Coopers Education Center, Bldg. #8  
Large Conference Room

**TUESDAY, JULY 11, 2023**

5:30 p.m.

**TENTATIVE AGENDA**

- 1. Call to Order and Pledge of Allegiance - District Superintendent Saglibene**
- 2. Acceptance of the Agenda**
- 3. Appointment of Kathleen Taylor as Board Clerk for the 2023-2024 fiscal year, to remain in effect until the next Annual Reorganizational Meeting, or upon termination of services**
- 4. Oath of Office to Newly Elected Board of Education Members**  
(Donald Keddell, Pamela Strollo, Colleen Talada, Robert Wheeler)
- 5. Election and Oath of Officers of the Board of Education**

- A. Election of Board President & Oath of Office (conducted by District Superintendent Saglibene)
- B. Election of Board Vice President & Oath of Office (conducted by Board President)

**6. Appointments (one motion for 6.A to 6.GG)**

Resolved, to appoint the following to the indicated positions for the 2023-2024 fiscal year, to remain in effect until the next Annual Reorganizational Meeting, or upon termination of services:

- |   |  |
|---|--|
| A. Treasurer .....  | Merlyn Tiwari  |
| B. Deputy Treasurer .....   | Thomas Sheehan   |
| C. Internal Claims Auditor .....  | Christina Beuter   |
| D. Assistant Internal Claims Auditor .....  | Mary Swarthout   |
| E. Deputy Internal Claims Auditor .....   | Tamera Edsall  |
| F. School Physician .....   | Guthrie Clinic Occupational Medicine,<br>Sayre and Big Flats Offices<br>Dr. Anthony Grippo<br>Karol White, NP  |
| G. School Physician for Employee Related Needs .....                                    | Guthrie Clinic Occupational Medicine,<br>Sayre and Big Flats Offices<br>Dr. Anthony Grippo<br>Dr. Adam Pascoe<br>Dr. Sisay Akalu<br>Ann Klinger, NP<br>Karol White, NP<br>Shehla Javed, NP |
| H. School Physician as Independent Service<br>Providers for Student Related Needs ..... | Guthrie Southern Tier Pediatrics<br>Dr. Laura Leonard  |
| I. School Attorney .....  | Ferrara & Fiorenza PC  |
| J. Special Counsel, Independent Service Provider .....                                  | Sayles & Evans<br>Bond, Schoeneck, & King, PLLC<br>Timothy R. McGill, Esq.   |

K. Municipal Advisor .....	Bernard P. Donegan, Inc.
L. Health Insurance Broker .....	ENV, Assured Partners
M. Student Accounts and Activities .....	as noted below
1. <u>Bush Education Center</u>	
Central Treasurer .....	Mary Swarthout
Deputy Central Treasurer .....	Tamera Edsall
Auditor .....	Merlyn Tiwari
2. <u>Coopers Education Center</u>	
Central Treasurer .....	Tina Parker
Deputy Central Treasurer .....	Vincent Desparrios
Auditor .....	Merlyn Tiwari
3. <u>Wildwood Education Center</u>	
Central Treasurer .....	Michelle Chamberlin
Deputy Central Treasurer .....	Sharyl Hammond
Auditor .....	Merlyn Tiwari
N. Independent Auditor .....	Insero & Co.
O. Records Retention and Disposition Officer .....	Doug Johnson
P. Records Access Officer .....	Doug Johnson
Q. 403(b) and 457 Plan Administrator .....	Tracy Loukopoulous
R. Health Reimbursement Account (HRA)	
Plan Administrator .....	Tracy Loukopoulous
S. Flexible Spending Account (FSA)	
Plan Administrator .....	Tracy Loukopoulous
T. Purchasing Agent .....	Tammy Little
U. Deputy Purchasing Agent .....	Stacy Saglibene
V. Civil Rights Compliance Officer (Dignity for All Students Act, Section 504 and Title IX) .....	Doug Johnson
W. Chief Information Officer .....	Samuel Gauss
X. Chief Emergency Officer .....	Stacy Saglibene
Y. Data Privacy Officer .....	Robert McKenzie
Z. Asbestos Hazard Energy Response Act Officer (AHERA) .....	Brad Yackel
AA. Designated Educational Official under SAVE .....	Sarah Vakkas
BB. Integrity Officer .....	Sarah Vakkas
CC. Medicaid Compliance Officer .....	Steve Andrus
DD. Leader Evaluators .....	as noted below
1. Jillian Aho	14. Lori Krelie
2. Jeffrey Berdine	15. Kristen Miller
3. Michelle Carapella	16. Corey Nicholson
4. Devin Davis	17. Angela Olkey
5. David Donner	18. Richard Perkins
6. Beth Dryer	19. Jana Reidy
7. Jesse Ferris	20. Chris Sancomb
8. Sam Gauss	21. Rob Sherburne
9. Paula Koehler	22. Stephanie Stephens
10. Danielle Major	23. Sarah Vakkas
11. Joni Makowiec	24. Heidi VanWoert
12. Katie McDonough	25. Kathryn Wood
13. Caitlin Keller	
EE. Dignity Act Coordinators .....	as noted below
1. Devin Davis	5. Sam Gauss
3. David Donner	6. Paula Koehler
4. Jesse Ferris	7. Danielle Major

8. Kristen Miller
  9. Katie McDonough
  10. Chris Sancomb
  11. Kathryn Wood
- FF. Designated Board Committees ..... as noted below
1. GST BOCES Audit and Finance Subcommittee  
Neil Bulkley, Pamela Strollo
  2. GST BOCES Facilities Inspection Subcommittee  
Robert Wheeler
  3. GST BOCES Policy Development Subcommittee  
Donald Keddell, Kathleen Hagenbuch, Alice Learn, Colleen Talada
- GG. Attendance Supervision Officers ..... as noted below
1. Career and Technical Education  
Bush Education Center ..... TBD  
Coopers Education Center ..... Vincent Desparrios  
Wildwood Education Center ..... Sharyl Hammond  
ACA Grant & Principals ..... Tammy Clark
  2. Special Education  
Bush Education Center ..... Virginia Hatfield  
..... Linda Bryan  
Corning-Painted Post/Bath/Hornell/  
Jasper-Troupsburg Host Sites ..... Melanie Coots  
Elmira Heights Host Sites ..... Linda Bryan  
Elmira/Horseheads Host Sites ..... Elizabeth Biroscak  
Itinerants ..... Michele Hibbard  
RPC Grant & Principals ..... Mary Francis

## 7. Designations (one motion for 7.A to 7.C)

### A. Official Depository

It is hereby resolved that J.P. Morgan Chase Bank, Chemung Canal Trust Company, M&T Bank, Banc of America Public Capital Corp, Bancorp Bank, Five Star Bank, New York Liquid Asset Fund, and others as needed are designated for checking and/or savings, for fiscal year 2023-2024 as shown on the attached detailed list.

### B. Board of Education Meetings

It is hereby resolved that the date and time for holding BOCES Board of Education Meetings are as follows:

Regular Meeting	July 11, 2023	5:30 p.m.	Coopers, Bldg. 8
Regular Meeting	August 1, 2023	5:30 p.m.	Coopers, Bldg. 8
Regular Meeting	August 29, 2023	5:30 p.m.	Coopers, Bldg. 8
Regular Meeting	October 3, 2023	5:30 p.m.	Wildwood, Bldg. 7
Regular Meeting	November 7, 2023	5:30 p.m.	Coopers, Bldg. 8
Regular Meeting	December 5, 2023	5:30 p.m.	Bush, Bldg. 1
Regular Meeting	January 2, 2024	5:30 p.m.	Coopers, Bldg. 8
Regular Meeting	February 6, 2024	5:30 p.m.	Coopers, Bldg. 8
Regular Meeting	March 5, 2024	5:30 p.m.	Coopers, Bldg. 8
Regular Meeting	April 9, 2024	4:30 p.m.	Coopers, Bldg. 7
Annual Meeting	April 9, 2024	6:00 p.m.	Coopers, Bldg. 7
Regular Meeting	May 14, 2024	5:30 p.m.	Coopers, Bldg. 8
Regular Meeting	June 4, 2024	5:30 p.m.	Coopers, Bldg. 8

### C. Official Newspapers

It is hereby resolved that the Star-Gazette of Elmira, New York and the Evening Tribune of Hornell, New York are designated as the official newspapers for fiscal year 2023-2024.

## 8. Authorizations (one motion for 8.A to 8.P)

### A. Certification of Payroll

It is hereby resolved that the Assistant Superintendent of Finance, Tracy Loukopoulous, is authorized to certify payroll and that the Director of Human Resources & Employee Relations, C. Douglas Johnson, is authorized to certify payroll in the absence of the Assistant Superintendent of Finance for fiscal year 2023-2024.

### B. Approval of Staff and Board Member Conference Attendance and Expenses

It is hereby resolved that the District Superintendent or his/her designee are appointed to approve all conference attendance and expenses for fiscal year 2023-2024.

### C. Establishment of Petty Cash Funds

It is hereby resolved that the establishment of Petty Cash Funds in the amounts designated and custodians thereof on the attached list be established and that the Treasurer and/or Deputy Treasurer are responsible for maintaining funds for fiscal year 2023-2024.

### D. Signatures on Checks

It is hereby resolved that authorization to sign checks for the 2023-2024 fiscal year is given to the following listed personnel:

#### All Checks

Merlyn Tiwari  
Thomas Sheehan

#### Student Activity Accounts

Bush Education Center:

Coopers Education Center:

Wildwood Education Center:

Mary Swarthout

Tamera Edsall

Tina Parker

Vincent Desparrios

Michelle Chamberlin

Sharyl Hammond

### E. Budget Transfers

It is hereby resolved that authorization is granted to the District Superintendent or his/her designee to approve Budget Transfers up to \$10,000 for fiscal year 2023-2024.

### F. Apply for Grants

It is hereby resolved that the District Superintendent or his/her designee is authorized to approve applications for grants for fiscal year 2023-2024.

### G. Employment of Temporary, Substitute, Full-Time and Part-Time Employees

It is hereby resolved that authorization is granted to the District Superintendent or his/her designee to employ temporary, substitute, full-time and part-time employees on an interim basis for fiscal 2023-2024 until such time as the Board of Education is able to act upon a formal recommendation for appointment.

### H. Internal Controls Procedure

It is hereby resolved that the attached Internal Controls Procedure is accepted for fiscal year 2023-2024.

I. Legal Indemnification

It is resolved that the Board does and hereby approves legal indemnification of Board Members, Officers, the District Superintendent and School Administrators against all uninsured financial or property loss arising out of any proceeding, claim, demand, suit, tort, arbitration or judgment by reason of alleged negligence or other conduct resulting in bodily or other injury to any person or damage to the property of any person committed while Board Member, Officer, District Superintendent, and School Administrator is acting within the scope of his/her employment or at the discretion of the Board of Education for fiscal year 2023-2024.

J. Liability Insurance

It is hereby resolved that the Board does and hereby approves the liability insurance carrier to be Utica National Insurance Company for fiscal year 2023-2024.

K. Employee Theft (Bonding)

It is hereby resolved that bonding for fiscal year 2023-2024 of all personnel in the amount of \$5,000,000 per loss plus \$1,000,000 for treasurers and internal claims auditors will be carried with Utica National Insurance Company.

L. Student Field Trips and Itineraries

It is hereby resolved that the District Superintendent or his/her designee is authorized to approve student field trips for fiscal year 2023-2024.

M. Food Service Advertise and Accept Bids for Food Items and Perishables

It is resolved that the Board authorizes the Food Service Director and bid/specification committee to advertise and accept bids for food items and perishables based on the bid schedules. Furthermore, the Board awards the bid for purchase of said food items and perishables to the lowest, responsible bidding firm meeting the specifications as advertised. Be it further understood that the Food Service Director shall inform said lowest, responsible bidder of the bid award.

N. Disposal of BOCES Property

It is hereby resolved that the Assistant Superintendent of Finance, Tracy Loukopoulous, or his/her designee, Director of Facilities, Brad Yackel, is authorized to dispose of obsolete and surplus property for fiscal year 2023-2024.

O. Extracurricular Activities Accounts

It is hereby resolved that the Board authorizes the establishment of Extracurricular Activities Accounts at the Bush Education Center, Coopers Education Center, and Wildwood Education Center as shown on the attached list.

P. Execution of All Contracts

It is hereby resolved that the Board delegates to the District Superintendent the authority to execute all contracts on behalf of the BOCES. The District Superintendent may delegate such authority to the District Superintendent's Cabinet.

**9. Other Items (one motion for 9.A to 9.B)**

**A. Adoption of All Policies, Code of Ethics, and Code of Conduct**

It is hereby resolved that all policies, code of ethics, code of conduct, regulations and procedures in effect in the GST BOCES during the 2022-2023 fiscal year shall be carried over into the 2023-2024 fiscal year.

**B. Authorization to Establish Mileage Reimbursement**

It is hereby resolved that the mileage reimbursement rate is to follow the IRS standard rate per mile for fiscal year 2023-2024.

**10. Motion to Adjourn Reorganizational Meeting**