

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 9, 2024

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 2024-2025 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**
(Kathleen Hagenbuch, Alice Learn)
- 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 2024-2025 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. Deputy Internal Claims Auditor | Mary Swarthout |
| E. School Physician | Guthrie Clinic Occupational Medicine,
Sayre and Big Flats Offices
Dr. Anthony Grippo
Karol White, NP |
| F. School Physician for Employee Related Needs | Guthrie Clinic Occupational Medicine,
Sayre and Big Flats Offices
Dr. Anthony Grippo
Dr. Adam Pascoe
Dr. Sisay Akalu
Karol White, NP
Shehla Javed, NP |
| G. School Physician as Independent Service
Providers for Student Related Needs | Guthrie Southern Tier Pediatrics
Dr. Laura Leonard |
| H. School Attorney | Ferrara & Fiorenza PC |
| I. Special Counsel, Independent Service Provider | Sayles & Evans
Bond, Schoeneck, & King, PLLC
Timothy R. McGill, Esq. |
| J. Municipal Advisor | Bernard P. Donegan, Inc. |
| K. Health Insurance Broker | ENV, Assured Partners |

- L. Student Accounts and Activities.....as noted below
1. Bush Education Center
 - Central Treasurer.....Mary Swarthout
 - Deputy Central TreasurerThomas Sheehan
 - AuditorMerlyn Tiwari
 2. Coopers Education Center
 - Central Treasurer.....Tina Parker
 - Deputy Central TreasurerKelsey Amidon
 - AuditorMerlyn Tiwari
 3. Wildwood Education Center
 - Central Treasurer.....Michelle Chamberlin
 - Deputy Central TreasurerSharyl Hammond
 - AuditorMerlyn Tiwari
- M. Independent Auditor Insero & Co.
- N. Records Retention and Disposition Officer Danielle Major
- O. Records Access Officer Danielle Major
- P. 403(b) and 457 Plan Administrator Tracy Loukopoulous
- Q. Health Reimbursement Account (HRA)
- Plan Administrator Tracy Loukopoulous
- R. Flexible Spending Account (FSA)
- Plan Administrator Tracy Loukopoulous
- S. Purchasing Agent Tammy Little
- T. Deputy Purchasing Agent Stacy Saglibene
- U. Workplace Violence Prevention Coordinator Danielle Major
- V. Civil Rights Compliance Officer (Dignity for All Students Act, Section 504 and Title IX) Danielle Major
- W. Chief Information Officer Sarah Vakkas
- 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 Beth Dryer
- CC. Medicaid Compliance Officer.....Patrick Mangino
- DD. Leader Evaluatorsas noted below
1. Jillian Aho
 2. Jeffrey Berdine
 3. Michelle Carapella
 4. David Donner
 5. Beth Dryer
 6. Jesse Ferris
 7. Rob Francischelli
 8. Camilla Green
 9. Stacy Illi
 10. Paula Koehler
 11. Joni Makowiec
 12. Katie McDonough
 13. Caitlin Keller
 14. Lori Krelie
 15. Kristen Miller
 16. Corey Nicholson
 17. Richard Perkins
 18. Jana Reidy
 19. Adam Rundell
 20. Chris Sancomb
 21. Rob Sherburne
 22. Stephanie Stephens
 23. Sarah Vakkas
 24. Heidi VanWoert
 25. Kathryne Wood
- EE. Dignity Act Coordinators.....as noted below
1. Michelle Carapella
 3. David Donner
 4. Jesse Ferris
 5. Rob Francischelli
 10. Chris Sancomb
 6. Paula Koehler
 7. Katie McDonough
 8. Kristen Miller
 9. Adam Rundell
 11. Kathryne 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 Officersas noted below

1. Career and Technical Education
Bush Education Center Tamara Wassel
Coopers Education Center Kelsey Amidon
Wildwood Education Center..... Sharyl Hammond
ACA Grant & Principals Tammy Clark
2. Special Education
Bush Education Center Virginia Hatfield
..... TBD
Corning-Painted Post/Bath/Hornell/
Jasper-Troupsburg Host Sites Melanie Coots
Elmira/Horseheads/Elmira Heights Host Sites Jennifer Mason
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 2024-2025 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 9, 2024	5:30 p.m.	Coopers, Bldg. 8
Regular Meeting	August 13, 2024	5:30 p.m.	Coopers, Bldg. 8
Regular Meeting	September 10, 2024	5:30 p.m.	Coopers, Bldg. 8
Regular Meeting	October 1, 2024	5:30 p.m.	Bush, Bldg. 1
Regular Meeting	November 5, 2024	5:30 p.m.	Wildwood, Bldg. 7
Regular Meeting	December 3, 2024	5:30 p.m.	Coopers, Bldg. 8
Regular Meeting	January 7, 2025	5:30 p.m.	Coopers, Bldg. 8
Regular Meeting	February 4, 2025	5:30 p.m.	Coopers, Bldg. 8
Regular Meeting	March 4, 2025	5:30 p.m.	Coopers, Bldg. 8
Regular Meeting	April 8, 2025	4:30 p.m.	Coopers, Bldg. 7
Annual Meeting	April 8, 2025	6:00 p.m.	Coopers, Bldg. 7
Regular Meeting	May 13, 2025	5:30 p.m.	Coopers, Bldg. 8
Regular Meeting	June 3, 2025	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 2024-2025.

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, Danielle Major, is authorized to certify payroll in the absence of the Assistant Superintendent of Finance for fiscal year 2024-2025.

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 2024-2025.

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 2024-2025.

D. Signatures on Checks

It is hereby resolved that authorization to sign checks for the 204-2025 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
Thomas Sheehan
Tina Parker
Kelsey Amidon
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 2024-2025.

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 2024-2025.

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 2024-2025 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 2024-2025.

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 2024-2025.

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 2024-2025.

K. Employee Theft (Bonding)

It is hereby resolved that bonding for fiscal year 2024-2025 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 2024-2025.

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 2024-2025.

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 2023-2024 fiscal year shall be carried over into the 2024-2025 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 2024-2025.

10. Motion to Adjourn Reorganizational Meeting