

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

REORGANIZATIONAL BOARD MEETING

TUESDAY, JULY 11, 2023

Coopers Education Center, Bldg. 8
Large Conference Room

5:30 p.m.

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- PRESENT:** Neil Bulkley, Kathy Hagenbuch, Don Keddell, Pam Strollo, Colleen Talada, Bob Wheeler
- EXCUSED:** Alice Learn
- ALSO PRESENT:** District Superintendent Stacy Saglibene, Board Clerk Kate Taylor
Cabinet Members: Steve Andrus, Jeff Berdine, Doug Johnson, Tracy Loukopoulous, Vince Moschetti, Rob Sherburne, Sarah Vakkas, Brad Yackel
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1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
DISTRICT SUPERINTENDENT SAGLIBENE

District Superintendent Saglibene called the meeting to order and led the Pledge of Allegiance at 5:30 p.m.

2. ACCEPTANCE OF THE AGENDA

24-001

Upon the motion of Talada, seconded by Hagenbuch, it was resolved to accept the agenda with the following amendment: 6.W should be Sarah Vakkas.

CARRIED UNANIMOUSLY

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

24-002

Upon the motion of Keddell, seconded by Bulkley, it was resolved to appoint Kathleen Taylor as Board Clerk for the 2023-2024 fiscal year.

CARRIED UNANIMOUSLY

4. OATH OF OFFICE TO NEWLY ELECTED BOARD OF EDUCATION MEMBERS
(Donald Keddell, Pamela Strollo, Colleen Talada, Robert Wheeler)

District Superintendent Saglibene administered the Oath of Office to newly elected Board Members.

5. ELECTION AND OATH OF OFFICERS OF THE BOARD OF EDUCATION

24-003

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

Kathy Hagenbuch nominated Donald Keddell as Board President, seconded by Neil Bulkley. No other nominations were made.

CARRIED UNANIMOUSLY

24-004

- B. Election of Board Vice President & Oath of Office (conducted by Board President Keddell)

Bob Wheeler nominated Alice Learn as Board Vice President, seconded by Colleen Talada. No other nominations were made.

CARRIED UNANIMOUSLY

6. APPOINTMENTS

24-005

Upon the motion of Wheeler, seconded by Strollo, it was 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 Swarouth
- E. Deputy Internal Claims Auditors Tamera Edsall
- F. School Physician Guthrie Clinic Occupational
Medicine, Sayre & Big Flats
Dr. Anthony Grippo
Karol White, NP
- G. School Physician for Employee Related Needs Guthrie Clinic Occupational
Medicine, Corning & Big Flats
Dr. Anthony Grippo
Dr. Adam Pascoe
Dr. Sisay Akalu
Ann Klinger, NP
Karol White, NP
Shehla Javed, NP
- H. School Physician as Independent Service
Providers for Student Related Needs Guthrie Southern Tier Pediatrics
Dr. Laura Leonard
- I. School Attorney Ferrara & Fiorenza PC
- J. Special Counsel, Independent Servicer Provider ... Sayles & Evans
Bond, Schoeneck, & King, PLLC
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. Bush Education Center
 - Central Treasurer Mary Swarouth
 - Deputy Central Treasurer Tamera Edsall
 - Auditor Merlyn Tiwari
 - 2. Coopers Education Center
 - Central Treasurer Tina Parker
 - Deputy Central Treasurer Vincent Desparrios
 - Auditor Merlyn Tiwari

3. Wildwood Education Center
- 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) an d457 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 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 Sarah Vakkas
 - CC. Medicaid Compliance Officer Steve Andrus
 - DD. Lead Evaluators as noted below

1. Jillian Aho	11. Joni Makowiec	21. Rob Sherburne
2. Jeff Berdine	12. Katie McDonough	22. Stephanie Stephens
3. Michelle Carapella	13. Caitlin Keller	23. Sarah Vakkas
4. Devin Davis	14. Lori Krelie	24. Heidi VanWoert
5. David Donner	15. Kristen Miller	25. Kathryn Wood
6. Beth Dryer	16. Corey Nicholson	
7. Jesse Ferris	17. Angela Olkey	
8. Sam Gauss	18. Richard Perkins	
9. Paula Koehler	19. Jana Reidy	
10. Danielle Major	20. Chris Sancomb	
 - EE. Dignity Act Coordinators as noted below

1. Devin Davis	5. Paula Koehler	9. Chris Sancomb
2. David Donner	6. Danielle Major	10. Kathryn Wood
3. Jesse Ferris	7. Katie McDonough	
4. Gam Gauss	8. Kristen Miller	
 - 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
Kathleen Hagenbuch, Donald Keddell, Alice 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

CARRIED UNANIMOUSLY

7. DESIGNATIONS

24-006

Upon the motion of Talada, seconded by Strollo, the following designations were approved:

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.

CARRIED UNANIMOUSLY

8. AUTHORIZATIONS

24-007

Upon the motion of Wheeler, seconded by Bulkley, the following authorizations were approved:

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 Swarhout
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.

CARRIED UNANIMOUSLY

9. OTHER ITEMS

24-008

Upon the motion of Hagenbuch, seconded by Talada, the following other items were approved:

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.

CARRIED UNANIMOUSLY

10. MOTION TO ADJOURN REORGANIZATIONAL MEETING

24-009

Upon the motion of Wheeler, seconded by Strollo, it was resolved to adjourn the reorganizational meeting at 5:38 p.m.

CARRIED UNANIMOUSLY

Respectfully Submitted,

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July 12, 2023

Kathleen E. Taylor
Board Clerk
