

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

**REORGANIZATIONAL BOARD MEETING**  
Coopers Education Center, Bldg. 7

**TUESDAY, JULY 9, 2024**  
5:30 p.m.

**PRESENT:** Donald Keddell, Alice Learn, Neil Bulkley, Kathleen Hagenbuch,  
Pamela Stollo, Colleen Talada, Robert Wheeler

**ALSO PRESENT:** District Superintendent Stacy Saglibene  
Cabinet Members: Jeff Berdine, Beth Dryer, Colleen Hurd, Tracy  
Loukopoulous, Danielle Major, Rob Sherburne, Sarah Vakkas, Brad  
Yackel; Board Clerk Kate Taylor; Guests: Nicole Burt, Peter  
Meybaum, Amanda Postma, Jennifer Swayze

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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 5:29 p.m.

**2. ACCEPTANCE OF THE AGENDA**

Upon the motion of Learn, seconded by Bulkley, it was resolved to accept the agenda as presented. **25-001**

CARRIED UNANIMOUSLY

**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**

Upon the motion of Wheeler, seconded by Stollo, it was resolved to appoint Kathleen Taylor as Board Clerk for the 2024-2025 fiscal year. **25-002**

CARRIED UNANIMOUSLY

**4. OATH OF OFFICE TO NEWLY ELECTED BOARD OF EDUCATION MEMBERS**  
**(Kathleen Hagenbuch, Alice Learn)**

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

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

A. Election of Board President & Oath of Office (conducted by District Superintendent Saglibene) **25-003**

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

CARRIED UNANIMOUSLY

B. Election of Board Vice President & Oath of Office (conducted by Board President Keddell) **25-004**

Neil Bulkley nominated Kathleen Hagenbuch as Board Vice President, seconded by Colleen Talada. No other nominations were made.

CARRIED UNANIMOUSLY

## 6. APPOINTMENTS

25-005

Upon the motion of Learn, seconded by Wheeler, it was 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 Auditors ..... Mary Swarthout
- E. School Physician ..... Guthrie Clinic Occupational  
Medicine, Sayre & Big Flats  
Dr. Anthony Grippo  
Karol White, NP
- F. School Physician for Employee Related Needs ..... Guthrie Clinic Occupational  
Medicine, Corning & Big Flats  
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 Servicer 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 Treasurer ..... Thomas Sheehan
    - Auditor ..... Merlyn Tiwari
  - 2. Coopers Education Center
    - Central Treasurer ..... Tina Parker
    - Deputy Central Treasurer ..... Kelsey Amidon
    - Auditor ..... Merlyn Tiwari
  - 3. Wildwood Education Center
    - Central Treasurer ..... Michelle Chamberlin
    - Deputy Central Treasurer ..... Sharyl Hammond
    - Auditor ..... Merlyn Tiwari
- M. Independent Auditor ..... Insero & Co.
- N. Records Retention and Disposition Officer ..... Danielle Major
- O. Records Access Officer ..... Danielle Major
- P. 403(b) an d457 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. Lead Evaluators ..... as noted below
  - 1. Jillian Aho
  - 2. Jeff 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. Kathryn Wood
- EE. Dignity Act Coordinators ..... as noted below
  - 1. Michelle Carapella
  - 2. David Donner
  - 3. Jesse Ferris
  - 4. Rob Francischelli
  - 5. Paula Koehler
  - 6. Katie McDonough
  - 7. Kristen Miller
  - 8. Adam Rundell
  - 9. Chris Sancomb
  - 10. 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  
Kathleen Hagenbuch, Donald Keddell, Alice Colleen Talada
- GG. Attendance Supervision Officers..... as 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

CARRIED UNANIMOUSLY

**7. DESIGNATIONS**

**25-006**

Upon the motion of Strollo, seconded by Hagenbuch, 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 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.

CARRIED UNANIMOUSLY

8. AUTHORIZATIONS

25-007

Upon the motion of Learn, 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, 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 2023-2024 fiscal year is given to the following listed personnel:

All Checks

Merlyn Tiwari  
Thomas Sheehan

Student Activity Accounts

Bush Education Center:

Mary Swarthout  
Thomas Sheehan

Coopers Education Center:

Tina Parker  
Kelsey Amidon

Wildwood Education Center:

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.

CARRIED UNANIMOUSLY

**9. OTHER ITEMS**

**25-008**

Upon the motion of Wheeler, 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 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.

CARRIED UNANIMOUSLY

**10. MOTION TO ADJOURN REORGANIZATIONAL MEETING**

**25-009**

Upon the motion of Hagenbuch, seconded by Stollo, it was resolved to adjourn the reorganizational meeting at 5:39 p.m.

CARRIED UNANIMOUSLY

Respectfully Submitted,

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July 12, 2024

Kathleen E. Taylor  
Board Clerk

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