

**APPROVED MINUTES**  
**Laurens Central School**  
**Board of Education**  
**Reorganizational Meeting**  
**Home Ec Room 115 - 8:00 PM**  
**July 6, 2011**

**Opening of Meeting**

**I. OPENING OF MEETING**

- A. Call to Order

**The meeting was called to order at 8:00 PM by Superintendent R. Wenck.**

- B. Adoption of Agenda

**Motion made by C. Struckle, seconded by F. Nichols to adopt the agenda. Motion carried 4-0-0.**

**Board Member**

**II. BOARD OF EDUCATION MEMBERS**

- A. Board of Education Member Oath of Office: Robert Holstead

Superintendent R. Wenck administered the Oath of Office to Board Member R. Holstead

**Roll Call**

**III. ROLL CALL AND QUORUM CHECK**

Board Members Present: C. Struckle, F. Nichols R. Holstead, T. Francisco, G. Murello

Board Members Absent:

Others Present: R. Wenck, Superintendent; W. Dorritie, Building Principal; K. DeGroat, Treasurer; S. Dugan, District Clerk; E. Wright, Deputy Treasurer

**Election of Officers**

**IV. ELECTION OF OFFICERS**

- A. President - Oath of Office

**R. Holstead nominated C. Struckle as Board President, seconded by F. Nichols. Motion carried 5-0-0.**

Superintendent R. Wenck administered the Oath of Office to President C. Struckle.

- B. Vice President - Oath of Office

**G. Murello nominated R. Holstead as Board Vice President, seconded by T. Francisco. Motion carried 5-0-0.**

President C. Struckle administered the Oath of Office to Vice President R. Holstead.

**Appointment of Officers**

**V. APPOINTMENT OF OFFICERS**

- A. District Clerk - Sheryl Dugan - Oath of Office  
B. Deputy District Clerk – Romona N. Wenck – Oath of Office  
C. Tax Collector - Doris Schlee - Oath of Office  
D. District Treasurer – Kristyn DeGroat - Oath of Office  
E. Deputy Treasurer – Edward Wright - Oath of Office  
F. Internal Claims Auditor - Wanda Perry - Oath of Office

- G. District Representative Officer on the Governing Board of the Catskill Area Schools Employee Benefit Plan – Romona N. Wenck
- H. District Representative Interim Designee on the Governing Board of the Catskill Area Schools Employee Benefit Plan – Kristyn DeGroat

**Motion made by R. Holstead, seconded by T. Francisco to appoint the above officers. Motion carried 5-0-0.**

President C. Struckle administered the Oath of Office to all of the above officers with the exception of Doris Schlee, Tax Collector, and Wanda Perry, Internal Claims Auditor who were not present. The Oath will be administered to them at a later date by the District Clerk.

**Other Appointments**

**VI. OTHER APPOINTMENTS**

- A. Director of Physical Education – Romona N. Wenck
- B. School Physician - School Based HealthZone-Dr. Kjolhede, MD & Theresa Turick-Gibson, NP
- C. Attorney – Ferrara, Fiorenza, Loarrison, Barrett & Reitz, PC and Hogan, Sarzynski, Lynch Surowka & DeWind LLP
- D. Records Access Officer - Sheryl Dugan
- E. Central Treasurer - Extra Curricular Activity Accounts – Kristyn DeGroat
- F. Faculty Advisor, Extracurricular – Romona N. Wenck
- G. Attendance Officer – Corena Martin
- H. Insurance Consultant - Tim Parsons
- I. District Auditor – Cywnar & Co.
- J. Internal Auditor – TBD
- K. Fire Safety Inspector - Pamela Zoll, ONC BOCES Safety Risk Management
- L. Investment Officers – Kristyn DeGroat and Romona N. Wenck
- M. Records Management Officer – Sheryl Dugan
- N. Permanent Chairperson for District Meetings and Elections - Romona N. Wenck
- O. Asbestos Designee – Steve West
- P. Safety Coordinator – Steve West
- Q. Census Enumerator – Corena Martin
- R. Purchasing Agent - Romona N. Wenck
- S. Committee on Special Education
  - 1. Sandra Kaster, Chairperson/Teacher of Special Education
  - 2. School Psychologist
  - 3. The Child’s Parent(s) or Person(s) in Parental Relationship to the Child
  - 4. The Child’s Regular Education Teacher
  - 5. The Child’s Special Education Teacher or Related Service Provider
  - 6. The Student, if appropriate
  - 7. Dr. Chris Kjolhede or Ms. Theresa Turick-Gibson, PHP (if requested)
  - 8. Parent Representative
  - 9. Heidi Sider, Guidance Counselor
  - 10. Celeste Leone, Guidance Counselor
  - 11. Kathleen Jones, Speech/Language Therapist
  - 12. Other persons having knowledge or special expertise regarding the student as deemed appropriate by the parent(s) or school district
- T. Committee on Pre-School Education
  - 1. Sandra Kaster - Chairperson/Teacher of Special Education
  - 2. Celeste Leone - Guidance Counselor
  - 3. Parent Representative
  - 4. The Child’s Parent(s) or Person(s) in Parental Relationship to the Child
  - 5. The Child’s Regular Education Teacher
  - 6. The Child’s Special Education Teacher or Related Service Provider

7. A representative from the Municipality
  8. A representative from Early Intervention who is responsible for the child
  9. Other persons having knowledge or special expertise regarding the student as deemed appropriate by the parent(s) or school district
- U. Subcommittee on Special Education
1. Sandra Kaster, Special Education Teacher, Chairperson
  2. The Child's Parent(s) or Person(s) in Parental Relationship to the Child
  3. The Child's Regular Education Teacher
  4. The Child's Special Education Teacher or Related Service Provider
  5. School Psychologist (when a new psychological evaluation is reviewed or a change to a more intensive staff/student ratio is being considered)
  6. Other persons having knowledge or special expertise regarding the student as deemed appropriate by the parent(s) or school district
  7. The Student, if appropriate
- V. Impartial Hearing Officers  
Approval of the list of Impartial Hearing Officers as certified by the Impartial Hearing Reporting System for Otsego County

**Motion made by F. Nichols, seconded by T. Francisco to approve Other Appointments A-V. Motion carried 5-0-0.**

**Designations**

**VII. DESIGNATIONS**

- A. Official Banks
  1. Key Bank
  2. Community Bank, N.A.
  3. NBT Bank, N.A.
  4. J.P. Morgan
  5. Any other bank or trust company when bidding conditions warrant
- B. Regular Monthly Board of Education Meetings
  1. 7/27/11
  2. 8/24/11
  3. 9/21/11
  4. 10/19/11
  5. 11/16/11
  6. 12/21/11
  7. 1/18/12
  8. 2/15/12
  9. 3/21/12
  10. 4/18/12
  11. 5/8/12 - Budget Hearing
  12. 5/15/12 - Annual Meeting (Budget Vote)
  13. 5/16/12 - Regular Board Meeting
  14. 6/15/12
- C. Official Newspaper - The Daily Star, Oneonta, NY

**Motion made by T. Francisco, seconded by G. Murello to approve the above designations. Motion carried 5-0-0.**

**Authorizations**

**VIII. AUTHORIZATIONS**

- A. Certify Payrolls - Romona N. Wenck
- B. Certify attendance at Conferences/Workshops/Conventions/Attendance - Romona N. Wenck
- C. Designation of authorized signatures on payroll checks – Kristyn DeGroat or Edward Wright or Romona N. Wenck
- D. Designation of authorized signatures on all other checks – Kristyn DeGroat or Edward Wright and Romona N. Wenck

- E. Authorize the Superintendent to transfer up to \$1,000 within the General Fund Budget
- F. Superintendent to apply for Grants in Aid (State and Federal)

**Motion made by F. Nichols, seconded by T. Francisco to approve the above Authorizations. Motion carried 5-0-0.**

**Bonding of Personnel**

**IX. BONDING OF PERSONNEL**

- A. District Clerk (Sheryl Dugan)
- B. Deputy District Clerk (Romona N. Wenck)
- C. District Treasurer (Kristyn DeGroat)
- D. District Tax Collector (Doris L. Schlee)
- E. Central Treasurer - Extra Curricular Activity Funds (Kristyn DeGroat)
- F. Deputy District Treasurer (Edward Wright)
- G. Superintendent (Romona N. Wenck)
- H. Internal Claims Auditor (Wanda R. Perry)

**Motion made by R. Holstead, seconded by G. Murello to approve the above Bonding of Personnel. Motion carried 5-0-0.**

**Other Items**

**X. OTHER ITEMS**

- A. Adoption of Board of Education Policies
- B. Establish mileage reimbursement - \$.50
- C. Old Age Exemption - \$16,000
- D. Substitute Teacher Salary
  - 1. Certified - \$75.00 per diem
  - 2. Non-certified - \$65.00 per diem
- E. Substitute School Nurse (RN) Salary - \$80.00 per diem (LPN \$65.00 per diem)
- F. 2011-2012 Free and Reduced Price Policy

**Motion made by T. Francisco, seconded by F. Nichols to approve the above Other Items. Motion carried 5-0-0.**

**Adjournment**

**XI. ADJOURNMENT**

**Motion made by R. Holstead, seconded by T. Francisco to adjourn. Motion carried 5-0-0. The board adjourned, without further discussion, at 7:14 PM.**

**Respectfully submitted,**

**Sheryl A. Dugan  
District Clerk**