

**Draft MINUTES**  
**Laurens Central School**  
**Board of Education**  
**Reorganizational Meeting**  
**FACS Room 115 - 7:00 PM**  
**July 2, 2024**

**Opening of Meeting**

**I. OPENING OF MEETING**

**A. Call to Order**

**The meeting was called to order at 7:00 pm by Superintendent W. Dorritie.**

**B. Adoption of Agenda**

**Motion made by C. Struckle, seconded by M. Wikoff to adopt the agenda.  
Motion carried 5-0-0.**

**Board of Education Members**

**II. BOARD OF EDUCATION MEMBERS**

**A. Board of Education Member Oath of Office: Gerard Murello**

**District Clerk P. Weir administered the Oath of Office to Board  
Member G. Murello.**

**Roll Call**

**III. ROLL CALL AND QUORUM CHECK**

**Board Members Present: C. Struckle, T. Francisco, M. Wikoff, P.  
Bush-Allen, G. Murello**

**Board Members Absent: None**

**Others Present: W. Dorritie, Superintendent; P. Weir, District Clerk;  
A. Schlee, District Treasurer; E. Wright, Deputy Treasurer**

**Election of Officers**

**IV. ELECTION OF OFFICERS**

**A. President - Oath of Office**

**P. Bush-Allen nominated C. Struckle as Board President, seconded  
by M. Wikoff and carried 4-0-1.**

**District Clerk P. Weir administered the Oath of Office to C. Struckle.**

**B. Vice President - Oath of Office**

**G. Murello nominated T. Francisco as Board Vice President, seconded by  
M. Wikoff and carried 4-0-1.**

**Board President C. Struckle administered the Oath of Office to T.  
Francisco**

**Superintendent Oath**

**V. ADMINISTRATION OF OATH FOR DISTRICT SUPERINTENDENT**

**A. William Dorritie**

**Board President C. Struckle administered the Oath of Office to W. Dorritie.**

**Appointment of Officers**

**VI. APPOINTMENT OF OFFICERS**

- A. District Clerk – Pamela Weir - Oath of Office**
- B. Deputy District Clerk – William Dorritie – Oath of Office**
- C. Tax Collector – Deborah Lawyer - Oath of Office**
- D. District Treasurer – Amy Schlee - Oath of Office**
- E. Deputy Treasurer – Edward Wright - Oath of Office**

- F. Internal Claims Auditor – Kerri Gartung - Oath of Office
- G. District Representative Officer on the Governing Board of the Catskill Area Schools Employee Benefit Plan – William Dorritie
- H. District Representative Interim Designee on the Governing Board of the Catskill Area Schools Employee Benefit Plan – Amy Schlee

**Motion made by M. Wikoff, seconded by P. Bush-Allen to approve the above appointments. Motion carried 5-0-0.**

**President, C. Struckle administered the Oath of Office to officers Pamela Weir, William Dorritie, Amy Schlee, and Edward Wright. The Oath of Office will be administered to absent officers at a later date.**

## Other Appointments

### VII. OTHER APPOINTMENTS

- A. School Physician - School Based HealthZone-Dr. Kerri LeBlanc, MD & Jessica Gaske, PNP
- B. Attorney – (Ferrara, Fiorenza, PC), (Girvin and Ferlazzo, PC)
- C. Records Access/Management Officer – Pamela Weir
- D. Central Treasurer - Extra Curricular Activity Accounts – Pamela Weir
- E. Faculty Advisor, Extracurricular – William Dorritie
- F. Attendance Officer – Crystal Wust
- G. Insurance Consultant – Chris Slonaker
- H. District Auditor – Cwynar & Co.
- I. Fire Safety Inspector – Josh Reiss, ONC BOCES Safety Risk Management
- J. Investment Officers – Amy Schlee and William Dorritie
- K. Permanent Chairperson for District Meetings and Elections – William Dorritie
- L. Asbestos Designee – Steve West, Director of Facilities III
- M. Safety Coordinator – Steve West, Director of Facilities III
- N. Dignity for All Students Coordinator – John Mushtare
- O. Census Enumerator – Crystal Wust
- P. Purchasing Agent – William Dorritie
- Q. Education Law 2D Compliance Officer – William Dorritie
- R. Committee on Special Education and Committee on Pre-School Education  
See attached Regulations
- S. 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 T. Francisco, seconded by G. Murello to approve the above appointments. Motion carried 5-0-0.**

## Designations

### VIII. DESIGNATIONS

- A. Official Banks
  - 1. Community Bank, N.A.
  - 2. NBT Bank, N.A.
  - 3. NYLAF New York Liquid Asset Fund
  - 4. Any other bank or trust company when bidding conditions warrant
- B. Regular Monthly Board of Education Meetings
  - 1. 7/17/24 Wednesday
  - 2. 8/21/24
  - 3. 9/18/24
  - 4. 10/16/24
  - 5. 11/20/24
  - 6. 12/18/24
  - 7. 1/15/25
  - 8. 2/19/25
  - 9. 3/19/25
  - 10. 4/16/25
  - 11. 5/6/25 - Public Hearing
  - 12. 5/20/25 - Annual Meeting (Budget Vote)

- 13. 5/21/25 - Regular Board Meeting
- 14. 6/18/25 Tuesday
- C. Official Newspaper - The Daily Star, Oneonta, NY

**Motion made by M. Wikoff, seconded by T. Francisco to approve the above designations with corrected Board meeting dates. Motion carried 5-0-0.**

#### **Authorizations**

#### **IX. AUTHORIZATIONS**

- A. Certify Payrolls – William Dorritie
- B. Certify attendance at Conferences/Workshops/Conventions/Attendance – William Dorritie
- C. Designation of authorized signatures on payroll checks – Amy Schlee or Edward Wright or William Dorritie
- D. Designation of authorized signatures on all other checks – Amy Schlee or Edward Wright and William Dorritie
- 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)
- G. Authorize and designate Amy Schlee, Edward Wright and William Dorritie to direct and effect wire transfers of funds from the district's account with Key Bank, Community Bank, N.A, NBT Bank, N.A., NYLAF New York

**Motion made by G. Murello, seconded by P. Bush-Allen to approve the above authorizations. Motion carried 5-0-0.**

#### **Bonding of Personnel**

#### **X. BONDING OF PERSONNEL**

- A. District Clerk (Pamela Weir)
- B. Deputy District Clerk (William Dorritie)
- C. District Treasurer (Amy Schlee)
- D. District Tax Collector (Deborah Lawyer)
- E. Central Treasurer - Extra Curricular Activity Funds (Pamela Weir)
- F. Deputy District Treasurer (Edward Wright)
- G. Superintendent (William Dorritie)
- H. Internal Claims Auditor (Kerri Gartung)

**Motion made by P. Bush-Allen, seconded by G. Murello to approve the above bonding. Motion carried 5-0-0.**

#### **Other Items**

#### **XI. OTHER ITEMS**

- A. Adoption of Board of Education Policies
- B. Establish mileage reimbursement - \$.67
- C. Old Age Exemption - \$16,000
- D. Substitute Teacher Salary
  - 1. Certified - \$110.00 per diem
  - 2. Non-certified - \$101.00 per diem
- E. Substitute School Nurse (RN) Salary - \$130.00 per diem (LPN \$101.00 per diem)
- F. Bus Driver Substitute Rate: \$23.00 per hour
- G. 2024-2025 Free and Reduced Price Policy
- H. The 2024-2025 Laurens Central School Professional Development Plan. (CTLE Plan: Continuing Teacher and Leader Education Plan)

**Motion made by G. Murello, seconded by P. Bush-Allen to approve the above other items. Motion carried 5-0-0.**

#### **Adjournment**

#### **XII. ADJOURNMENT**

**The Board adjourned without further discussion at 7:09 pm. Motion made by M. Wikoff, seconded by C. Struckle. Motion carried 5-0-0.**

