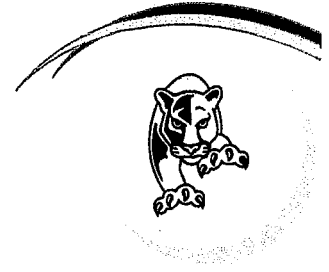


BELLEVILLE HENDERSON CENTRAL SCHOOL

8372 County Route 75
Adams, New York 13605
Main Office: 315-846-5411
Guidance Office: 315-846-5825
District Office: 315-846-5826
Fax: 315-846-5617

"Home of the Panthers"



BELLEVILLE HENDERSON CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
SPECIAL MEETING
July 17, 2018

The District Clerk opened the meeting with the Pledge of Allegiance and called to order in the Library at 8:05 a.m.

The following members were present (4): John Allen, Kurt Gehrke, Adam Miner and Kristin Vaughn.

Absent (3): David Bartlett, Roger Eastman and Gary Ramsdell.

Others present: Jane Collins, Interim Superintendent, Scott Storey, Building Principal, Brianne Kirchoff, Business Manager and Sally Kohl, District Clerk.

PUBLIC PARTICIPATION

There was no public participation.

PERSONNEL

1. APPROVE TEMPORARY BUSINESS MANAGER

Resolved, that this Board of Education approves Barbara Greene as Temporary Business Manager at a rate of \$40 per hour, effective July 17, 2018.

Motion made by: Adam Miner

Seconded by: Kurt Gehrke

Motion Carried: 4-0

NEW BUSINESS

2. INTERNAL CONTROLS

Resolved, that this Board of Education approved the internal controls as listed in the enclosure.

Motion made by: Adam Miner

Seconded by: Kristin Vaughn

Motion Carried: 4-0

PUBLIC PARTICIPATION

There was not public partition

ADJOURNMENT

Resolved, that at 8:12 a.m. that this meeting be adjourned.

Motion made by: Adam Miner

Seconded by: Kurt Gehrke

Motion Carried: 4-0

**APPROVE TEMPORAR
BUSINESS MANAGER-
BARB GREENE**

**APPROVE INTERNAL
CONTROLS**

ADJOURNMENT

*Respectfully
Submitted
Sally Kohl*

To: Board of Education
From: Jane Collins
Date: July 16, 2018
Re: Board Report for Special Board Meeting – July 17, 2018

Here is an update on the Business Office.

1. Approve Temporary Business Manager - Barb Green: I am recommending Barb Green be appointed as a temporary business manager to be able to assist with some of the functions in the business office. Some of the duties will include:
 - Reconciling bank statements
 - Assigning codes for purchasing
 - Check Disbursement - bills
 - Tax Warrant
 - Federal Funds
2. Internal Controls
 - a. Cash Transfers will be done by the Superintendent with Marisa Riordan to be the back-up for cash transfers, as recommended by Mark Hills, the External Auditor.
 - b. Signature on Manual Checks – As treasurer, Marisa Riordan signs checks, and in Marisa Riordan's absence, Sally Kohl, co-signer, will be on all bank account manual checks. This only occurs when Marisa is absent and with permission from the Superintendent. Sally and Marisa, will both send the Superintendent an email seeking permission to do so.
 - c. Claim Forms and Requisitions –
 - i. Codes will be determined by Superintendent, Marisa and Barb Greene, temporary Business Manager.
 - ii. Phil, Dave, Mindy and Scott will sign their department forms.
 - d. Approval of Superintendent's Timesheet – As temporary business manager, Barb Greene will approve the Superintendent's timesheet. In Barb Greene's absence, the President of the Board will approve the Superintendent's timesheet.
3. State Aid Submittals – We are seeking support from the QUESTAR BOCES to assist with this work.