

1. I did not notice the School Tax Collector position in last year's minutes. Has there been a change?

ANSWER: This appointment was done at the special meeting on July 16, 2009 due to a pending appointment decision for S. Owen, past Tax Collector, to enter into an Internship as Business Administrator – this appointment then made it necessary for S. Owens to resign as Tax Collector.

2. What is a S.T.A.C. designee?

ANSWER: S.T.A.C. = System to track and account for children is the way that the district keeps track of students in our district that require additional services or have been identified as “at risk” This district employee is authorized by the Board to submit all special education program decision to the State of NY for compliance and aid purposes. The district sends this person to training and other informational seminars to ensure the proper skill sets for this appointment.

3. There are now three petty cash funds and custodians. This is not a big deal, I am simply curious as to why.

ANSWER: The third was created to handle building postage expense – and other very small expenses when a purchase order is not accepted -

4. Why are we designating two banks this year (adding Pioneer)?

ANSWER: Last year when the district attempted to secure financing for our bus purchase through the bonding process we found that interest rates could be lowered by as much as .25% if we had a small deposit account. Later in the process Bank of America actually decided they would not be able to assist the district in this need. Although we will leave our daily operational accounts at Bank of America in Berlin, it is the opinion of the Business Office that the district will have a more competitive edge if we have a second deposit account at Pioneer as well as have the ability to “bid” our CD’s for possible higher rates and other financial instruments using more than one bank.

5. It appears as though we are increasing the pay for instructional substitutes. Does this keep us in-line with other local school districts?

ANSWER: This will keep Berlin competitive with surrounding districts.

6. The non-instructional substitutes list deleted a custodian and added a building maintenance worker. Does this reflect other staff changes?

ANSWER: The department uses only the custodial worker title when faced with the need for substitutes – if a custodian is out of work a permanent employee moves up to fill in and then a substitute is called to work for the custodial worker.

7. Would you please define a "Third Party Administrator".

ANSWER: *A Third Party Administrator is a company that is hired through a contractual agreement to provide a specialized service to the district. In this particular situation we have a contract for the administration of the 403(b) investment plans that employees have opted to join, and with the new IRS regulations the district is responsible for adhering to the new IRS regulations. This is a very specialized area of finance law best contracted to the experts. The district currently has a contractual agreement for services under this procedure for our Health Insurance Administration and the 125 Cafeteria Plan offered to district personnel.*

8. On the agenda, the last item is "Board & District Associations". I am not familiar with acronyms included in the list.

ANSWER:

CASDA – Capital Area School Development Association

CAPSBA – Capital District School Boards Association

NYSSBA – New York State School Boards Association

NYSCOSS – New York State Council of School Superintendents

It is certainly ok with me if you would rather not type answers to all these questions. I just wanted to give you a heads-up as to what items I would like explained in more detail either before or at the meeting.

**Thanks,
John M. Greene**