

HARRISVILLE CENTRAL SCHOOL
BOARD OF EDUCATION
REORGANIZATIONAL MEETING
July 10, 2023, at 5:30 p.m. in the Library

Present: Jan Moser, President; Cory Bearor, Vice-President; Parish Atkinson at 5:37 p.m.; Denise Avallone; Kathy Felio; Heidi McIntosh and Tennille Schmitt at 5:39 p.m.

Also Present: Robert Finster, Superintendent/Elementary Principal; Eric Luther, MS/HS Principal; Sheryl Tuttle-Lamb, Curriculum Coordinator; Amy Frost, District Treasurer and Jolie Snider, District Clerk

- Jan Mosher, President Pro Tempore called the Reorganizational Meeting to order at 5:30 p.m.
- Administration of Oath of Faithful Performance in Office to Newly Elected Board Members – Jolie Snider administered oath to Denise Avallone and Heidi McIntosh.
- Election of Officers:

Jan Mosher was nominated for President of the Board of Education

Motion made by:	Denise Avallone	Seconded by:	Kathy Felio
Voting Results:	YES: 4	NO: 0	ABSTAIN: 0
C. Bearor	Yes	K. Felio	Yes
D. Avallone	Yes	H. McIntosh	Yes

Cory Bearor was nominated for Vice President of the Board of Education

Motion made by:	Kathy Felio	Seconded by:	Denise Avallone
Voting Results:	YES: 4	NO: 0	ABSTAIN: 0
J. Mosher	Yes	K. Felio	Yes
D. Avallone	Yes	H. McIntosh	Yes

The Oath of Faithful Performance in Office was administered to the President and Vice President by Jolie Snider.

- **Appointment of Officers for the 2023-2024 School Year** - RESOLVED to adopt a single resolution approving the following appointments:
 - Clerk of the Board of Education - Jolie Snider
 - District Treasurer – Tammey Rebb and Amy Frost
 - Deputy District Treasurer – Alicia Mera
 - Tax Collector – Emily Woodard at a stipend of \$3,418
 - Internal Claims Auditor – Cooperative Business Office (CBO) Representative to audit claims, except for BOCES payments included in contract cost.
 - Internal Claims Auditor for St. Lawrence-Lewis BOCES payments - Eric Luther

Motion made by:	Cory Bearor	Seconded by:	Parish Atkinson
Voting Results:	YES: 6	NO: 0	ABSTAIN: 0
J. Mosher	Yes	K. Felio	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	Yes

Oath of Faithful Performance in Office to the offices of Clerk of the Board of Education was administered by Robert Finster.

Oath of Faithful Performance in Office to the Superintendent was administered by Jolie Snider.

5.0 Other Appointments for 2023-2024 School Year - RESOLVED to adopt a single resolution approving the following appointments:

- School Physician – Lewis County General Hospital at a fee not to exceed \$13,000.
- School Attorney – Silver & Collins at an annual retainer of \$5,000 and \$150/hr. to be billed against the retainer.
- Central Treasurer/Extra-Curricular Activity Account – Alicia Mera at no additional stipend.
- Attendance Officer - Julie Chartrand at no additional stipend.

- Independent Auditor - Bowers, Inc., Watertown, New York with an annual retainer not to exceed \$21,000 for general purpose financial statements and a single audit with an estimated cost of \$2,000 - \$4,000.
- Records Access Officer and Records Management Officer - Julie Chartrand at no additional stipend.
- Asbestos Designee – With the retirement of Rick Chartrand it was decided to table this item until the new Head Custodian is appointed.
- Purchasing Agent - Robert Finster, Superintendent at no additional stipend.
- CSE/CPSE/504 Additional Parent Representative – Heather Cook-Bearor
- Surrogate Parent – Heather Cook-Bearor
- Designee for Special Education Referrals – Robert Finster, Superintendent.
- Dignity for All Students Officer – Robert Finster, Superintendent at no additional stipend.
- Chief Financial Officer – Robert Finster, Superintendent as necessary for the fiscal operation of the District at no additional stipend.
- DASA Coordinator - Robert Finster, Superintendent at no additional stipend.
- Title (IX) Coordinator(s) – Robert Finster, Superintendent and Eric Luther, MS/HS Principal at no additional stipend.
- Civil Rights Compliance Officer(s) – Robert Finster, Superintendent and Eric Luther, MS/HS Principal at no additional stipend.

Motion made by:	Denise Avallone	Seconded by:	Heidi McIntosh
Voting Results:	YES: 6	NO: 0	ABSTAIN: 1
J. Mosher	Yes	K. Felio	Yes
C. Bearor	Abstain	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	Yes
D. Avallone	Yes		

6.0 Designations – RESOLVED to adopt one single motion to approve the following designations for the 2023-2024 School Year.

- Official Bank Depository – Community Bank, N.A. and NYSCLASS
- Regular Meetings – All meetings will be held at 6:00 p.m. unless otherwise noted.

July 10, 2023 at 5:30 p.m.	December 11, 2023	April 22, 2024 (Approval of
August 14, 2023	January 8, 2024	BOCES Annual Budget)
September 11, 2023	February 12, 2024	May 13, 2024–Public Hearing
October 10, 2023	March 11, 2024	at 5:30 p.m. Reg. Mtg. 5:45
November 13, 2023	April 8, 2024	June 10, 2024
	(if needed)	
- Official Newspaper - Watertown Daily Times for all official postings.
- Payroll Certification - Robert Finster, Superintendent
- Petty Cash Funds - a) \$100.00 for the Elementary Office to be supervised by Tammey Rebb b) \$150.00 for the Middle School/High School Office to be supervised by Alicia Mera and c) \$100.00 for the District Office to be supervised by Jolie Snider.
- Signing of Checks - District Treasurer and Deputy District Treasurer
- Purchase and Consult Professional Services – Robert Finster, Superintendent to consult with professionals and purchase professional services as necessary to carry out the responsibilities of the Board and Superintendent and mission of the school district.

Motion made by:	Heidi McIntosh	Seconded by:	Denise Avallone
Voting Results:	YES: 7	NO: 0	ABSTAIN: 0
J. Mosher	Yes	K. Felio	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	Yes
D. Avallone	Yes		

7.0 **Authorizations** – RESOLVED to adopt one single motion to approve the following authorizations for the 2023 – 2024 School Year.

- **In-service Education** - Robert Finster, Superintendent to approve meeting, conference, and convention attendance for the District Treasurer, District Clerk, Board Officers, Administrators, and other employees within budget limitations.
- **Budget Transfers** - Robert Finster, Superintendent to make budget transfers within and between the General, Federal, Capital and Lunch funds as necessary to balance accounts.
- **Application for Federal and State Grants** – Robert Finster, Superintendent
- **Impartial Hearing Officer** – President and Vice-President of the Board of Education to appoint the Impartial Hearing Officer to preside over Special Education Hearing pursuant to 8 NYCRR 200.5.
- **Execute BOCES Contracts** – Robert Finster, Superintendent
- **Mileage Reimbursement Rate** - RESOLVED to adopt a resolution establishing the mileage reimbursement rate at \$0.655.

Motion made by:	Cory Bearor	Seconded by:	Kathy Felio
Voting Results:	YES: 7	NO: 0	ABSTAIN: 0
J. Mosher	Yes	K. Felio	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	Yes
D. Avallone	Yes		

8.0 **Faithful Performance Blanket Bond** - RESOLVED to adopt a resolution to authorize the use of the Faithful Performance Blanket Bond in lieu of specific official undertakings for all persons and positions required by law or regulations to be bonded for the 2023-2024 school year.

Motion made by:	Cory Bearor	Seconded by:	Denise Avallone
Voting Results:	YES: 7	NO: 0	ABSTAIN: 0
J. Mosher	Yes	K. Felio	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	Yes
D. Avallone	Yes		

9.0 **Policies and Code of Ethics** - RESOLVED to adopt a resolution to readopt all Policies and Code of Ethics as they exist for the 2023-2024 school year.

Motion made by:	Katy Felio	Seconded by:	Tennille Schmitt
Voting Results:	YES: 7	NO: 0	ABSTAIN: 0
J. Mosher	Yes	K. Felio	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	Yes
D. Avallone	Yes		

10.0 **Substitute Teacher Rate** – RESOLVED to adopt a resolution to approving the substitute teacher rate as \$120/day for non-certified and \$130/day for certified teachers for the 2023-2024 school year.

Motion made by:	Parish Atkinson	Seconded by:	Denise Avallone
Voting Results:	YES: 7	NO: 0	ABSTAIN: 0
J. Mosher	Yes	K. Felio	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	Yes
D. Avallone	Yes		

- 11.0 **Substitute Clerical and Substitute Nurse Rate** - RESOLVED to adopt a resolution establishing a substitute school clerical rate of \$15.50/hour or current minimum wage and the substitute LPN rate of \$17.00/hour and the substitute RN rate of \$27.00/hour for the 2023-2024 school year.

Motion made by:	Heidi McIntosh	Seconded by:	Denise Avallone
Voting Results:	YES: 7	NO: 0	ABSTAIN: 0
J. Mosher	Yes	K. Felio	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	Yes
D. Avallone	Yes		

- 12.0 **Substitute Aide/Monitor Rate** - RESOLVED to adopt a resolution establishing a substitute aide/monitor will be paid at minimum wage for the 2023-2024 school year.

Motion made by:	Cory Bearor	Seconded by:	Kathy Felio
Voting Results:	YES: 7	NO: 0	ABSTAIN: 0
J. Mosher	Yes	K. Felio	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	Yes
D. Avallone	Yes		

- 13.0 **Substitute Bus Run Rate** - RESOLVED to adopt a resolution to establish a substitute bus run rate of \$21.54/hr. for the 2023-2024 school year.

Motion made by:	Parish Atkinson	Seconded by:	Heidi McIntosh
Voting Results:	YES: 7	NO: 0	ABSTAIN: 0
J. Mosher	Yes	K. Felio	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	Yes
D. Avallone	Yes		

- 14.0 **St. Lawrence-Lewis Counties School District Employees Medical Plan and Workers' Compensation Board of Directors** - RESOLVED a resolution approving Robert Finster as the Harrisville Central School District Representative and Eric Luther as the Alternate to attend meetings to the St. Lawrence-Lewis Counties School District Employees Medical Plan and Workers' Compensation Board of Directors' Plan for the 2023-2024 school year.

Motion made by:	Cory Bearor	Seconded by:	Heidi McIntosh
Voting Results:	YES: 7	NO: 0	ABSTAIN: 0
J. Mosher	Yes	K. Felio	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	Yes
D. Avallone	Yes		

- 15.0 **St. Lawrence-Lewis Cooperative Purchasing Program** - RESOLVED to adopt a resolution approving Harrisville Central School's participation in the St. Lawrence-Lewis Cooperative Purchasing Program for the 2023-2024 school year.

Motion made by:	Kathy Felio	Seconded by:	Denise Avallone
Voting Results:	YES: 7	NO: 0	ABSTAIN: 0
J. Mosher	Yes	K. Felio	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	Yes
D. Avallone	Yes		

- 16.0 **Standard Work Day** – RESOLVED to adopt a resolution approving the Standard Work Day to meet the requirements of the NYS Retirement System.

Motion made by:	Heidi McIntosh	Seconded by:	Tennille Schmitt
Voting Results:	YES: 7	NO: 0	ABSTAIN: 0
J. Mosher	Yes	K. Felio	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	Yes
D. Avallone	Yes		

- 17.0 **1/2 Days for the 2023-2024 School Year – RECOMMENDED ACTION** – RESOLVED to adopt a resolution approving the following 1/2 days for the 2023-2024 school year: Monday, November 20, 2023 and Tuesday, November 21, 2023 and Thursday, March 14, 2024 for Parent-Teacher Conferences.

Motion made by:	Cory Bearor	Seconded by:	Parish Atkinson
Voting Results:	YES: 7	NO: 0	ABSTAIN: 0
J. Mosher	Yes	K. Felio	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	Yes
D. Avallone	Yes		

Regular Meeting

- 1.0 President Jan Mosher called the regular meeting to order at 5:51 p.m.
- 2.0 RESOLVED to adopt a single resolution approving the following routine items:
- 2.1 Preliminary Actions & Business Operations
- a. Additions to and Approval of Agenda
 - b. Approval of Minutes – Regular Meeting - June 12, 2023
 - c. Treasurer’s Report – May 2023
 - d. Student Activities Report – March, April and May 2023
 - e. Claims Auditor Report – June 2023
 - f. Financial Reports – May 2023

Motion made by:	Denise Avallone	Seconded by:	Cory Bearor
Voting Results:	YES: 7	NO: 0	ABSTAIN: 0
J. Mosher	Yes	K. Felio	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	Yes
D. Avallone	Yes		

3.0 Public Participation: None

4.0 Old Business: None

5.0 Committee Reports: None

6.0 New Business:

- 6.1 Superintendent Report: The work on the Baseball field is nearing completion. Interviews will be held tomorrow, for the Head Custodian position. Mr. Finster stated the Interview Committee will be looking for a maintenance and construction background, whether the candidate has managed staff previously, their work ethic and if they will be a good fit for the staff they will be supervising.

- 6.1.a Maintenance Report
- 6.1.b Transportation/Bus Garage Report
- 6.1.c Enrollment Report
- 6.1.d Health Office Report
- 6.1.e Annual Library Report

- 6.2 MS/HS Principal’s Report: The end of the school year went smoothly. There were some students that failed their Regent Exams. Some students did retake their regents for a better grade. Summer school started today. CSE meetings have been completed for the 2022-2023 school year. Mr. Luther stated he will be working on a transparency report that needs to be completed every seven years. It focuses on what we are doing to help students going out into the workforce, what are we doing to help them reach their goals, etc.

- 6.3 Curriculum Coordinator's Report: Mrs. Tuttle-Lamb handed out an I-Ready Diagnostic Report which reviewed Math and ELA scores and how Harrisville students ranked in comparison to students on the national level and in other New York schools. She also handed out a table that showed percentages of how Harrisville students scored in comparison to students in other schools in the BOCES district.

Executive Session – RESOLVED to adopt a resolution approving to go into Executive Session for the purpose of Personnel.

Motion made by:	Denise Avallone	Seconded by:	Cory Bearor
Voting Results:	YES: 7	NO: 0	ABSTAIN: 0
J. Mosher	Yes	K. Felio	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	Yes
D. Avallone	Yes		

The Board entered into Executive Session at 6:13 p.m. and returned at 6:34 p.m.

- 6.6 **CSE Recommendations** - RESOLVED to adopt a resolution approving the following CSE recommendations: 737, 886, 1533 and 1852.

Motion made by:	Heidi McIntosh	Seconded by:	Denise Avallone
Voting Results:	YES: 7	NO: 0	ABSTAIN: 0
J. Mosher	Yes	K. Felio	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	Yes
D. Avallone	Yes		

- 6.7 **504 Recommendations** – None

- 6.8 **CPSE Recommendations** - None

- 7.0 **Personnel** – None

- 8.0 **Adjournment** – The meeting was adjourned at 6:36 p.m.

Motion made by:	Kathy Felio	Seconded by:	Denise Avallone
Voting Results:	YES: 7	NO: 0	ABSTAIN: 0
J. Mosher	Yes	K. Felio	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	Yes
D. Avallone	Yes		

Respectfully submitted,

Jolie Snider
Board of Education Clerk