

**BOARD OF EDUCATION  
HARRISVILLE CENTRAL SCHOOL  
SUPERINTENDENT'S MEMORANDUM  
REGULAR MEETING – April 22, 2024 at 6:00 p.m.**

- 1.0 Board President will call the meeting to order.**
- 2.0 Appointment of Clerk Pro Tempore – RECOMMENDED ACTION – Adopt a resolution approving the appointment of Amy Frost as Clerk Pro Tempore for the April 22, 2024 meeting.**
- 3.0 Consent Agenda – RECOMMENDED ACTION – Adopt a single motion to approve the following routine items:**
  - 3.1 Preliminary Actions and Business Operations**
    - A. Additions to and Approval of Agenda**
    - B. Approval of Minutes – March 11, 2024 – Enc. 3.1B**
    - C. Treasurer's Report – February 2024 – Enc. 3.1C**
    - D. Student Activities Report – February 2024 Enc. 3.1D**
    - E. Claims Auditor Report – March 2024 Enc. 3.1E**
    - F. Financial Reports – February 2024 – Enc. 3.1F**
- 4.0 Public Participation**
  - 4.1 Board President will take public comments at this time.**
- 5.0 Old Business**
- 6.0 Committee Report(s) – None**
- 7.0 New Business**
  - 7.1 Superintendent's Report**
    - A. Maintenance Report – Enc. 7.1A**
    - B. Transportation/Bus Garage Report – Enc. 7.1B**
    - C. Enrollment – Enc. 7.1C**
    - D. Health Office Report – Enc. 7.1D**
  - 7.2 MS/HS Principal's Report – Enc. 7.2**
  - 7.3 Curriculum Coordinator's Reports – Enc. 7.3**
  - 7.4 2024 – 2025 Budget – RECOMMENDED ACTION – Adopt a resolution approving the 2024-2025 Budget of \$11,774,879. Enc. 7.4**

**7.5 BOCES 2024 – 2025 Administrative Budget – RECOMMENDED ACTION – Adopt a resolution approving the 2024 – 2025 BOCES Administrative Budget in the amount of \$9,533,027. Enc. 7.5**

**7.6 Election of three (3) Candidates for St. Lawrence-Lewis BOCES Board – RECOMMENDED ACTION – Adopt a resolution approving three (3) candidates for the St. Lawrence-Lewis BOCES Board. Enc. 7.6**

- 1. James Lattimer with residence in the Brasher Falls Central School District.**
- 2. Ward Remington with residence in the Parishville-Hopkinton Central School District.**
- 3. Dr. John “Jack” Zeh with residence in the Edwards-Knox Central School District.**

**7.7 1st Reading of Revised and New Policies – RECOMMENDED ACTION – Adopt a resolution approving the following revised and new policies. Enc. 7.7**

**Policy 1640 - Absentee, Military, and Early Mail Ballots -** Not required by law, but in the current manual. Revised in response to the New York Early Mail Voter Act, which created a process to allow New York State voters the opportunity to vote early by mail, in advance of an election day, closely mirroring the existing absentee voter process.

**Policy 3420 - Non-Discrimination and Anti-Harassment in the District -**This policy is required by law or regulation. Revised in response to New York State (NYS) issuing an updated model sexual harassment prevention policy for employers in NYS. Although it focuses on addressing sexual harassment in the workplace, the updated model sexual harassment prevention policy also provides that the methods for reporting and investigating discrimination also apply to other protected classes.

**Policy 5140 - Administration of the Budget -** Not required by law, but currently in the manual. Revised to reflect the expiration of Education Law Section 3614, Statement of the Total Funding Allocation. Education Law Section 3614 required that Districts annually submit to the Commissioner of Education and the Director of the Budget a detailed statement of the total funding allocation for each school in the District for the upcoming school budget year. In response to the expiration of the law, the section titled "Statement of the Total Funding Allocation" has been suggested for deletion.

**Policy 5630 - Facilities: Inspection, Operation, and Maintenance -**Not required by law, but currently in the manual. Revised in light of amendments to various laws and regulations. Revisions include: In the "Construction and Remodeling of School Facilities" section, language related to the "State Energy Conservation Construction Code" was added in response to amendments to 8 NYCRR Section 155.2.

**Policy 6190 - Workplace Violence Prevention Policy Statement** - This policy is required by law or regulation. In December 2023, Policy Services released new sample policy 6190, Workplace Violence Prevention Policy Statement, in response to amendments to Labor Law Section 27-b. Subsequent to the release of this new sample policy, the New York State Department of Labor (NYSDOL) released updated resources on workplace violence prevention. In response, Policy Services has revised sample policy 6190 to incorporate the latest terminology and recommendations located in the policy statement located on page twelve of the NYSDOL's Workplace Violence Program General Template.

**Policy 6190R - Workplace Violence Prevention Program** - This policy is required by law or regulation. In December 2023, Policy Services released new sample regulation 6190R, Workplace Violence Prevention Policy Statement, in response to amendments to Labor Law Section 27-b. After the release of this new sample regulation, the New York State Department of Labor (NYSDOL) released updated resources on workplace violence prevention. In response, Policy Services has revised sample regulation 6190R to mirror the NYSDOL's Workplace Violence Program General Template (the "NYSDOL Template"). Revised sample regulation 6190R incorporates the latest terminology and recommendations provided by the NYSDOL. The revisions to sample regulation 6190R were substantial and, as a result, no tracked version of the revisions exist.

**Policy 6214 - Incidental Teaching** - Not required by law, but currently in the manual. Revised to reflect the process for approval of incidental teaching assignments in districts. Currently, the District Superintendent is responsible for the approval of incidental teaching assignments. Districts should contact their local BOCES for information on requesting approval.

**Policy 7440 - Student Voter Registration and Pre-Registration** - This policy is required by law or regulation. Revised in light of amendments to Election Law Section 5-507, which added language requiring districts to develop policies and procedures for providing access to voter registration and preregistration applications, assistance with filing those applications, and information to students of New York State's requirements for voter registration and pre-registration.

**Policy 7350 - Timeout and Physical Restraints** - This policy is required by law or regulation. Revised in response to amendments to the Commissioner of Education's regulations relating to the prohibition of corporal punishment, aversive interventions, prone restraint, and seclusion, as well as the authorized limited use of timeout and physical restraint.

**Policy 7530 - Child Abuse and Maltreatment** - This policy is required by law or regulation. Revised in response to an amendment to Education Law Section 1125 which changed the definition of "child abuse" to include the use of corporal punishment. In response to this amendment, the definitions section concerning child abuse in an educational setting of the policy was revised to reflect the amended definition of "child abuse" to now include the use of corporal punishment.

**Policy 8450 - Home, Hospital, or Institutional Instruction (Homebound Instruction)** - Not required by law, but currently in manual. Revised in response to

amendments to the Commissioner of Education's regulations relating to instruction provided to students in a home, hospital, or institutional setting other than a school (sometimes referred to as homebound instruction).

**7.8 Workplace Violence Statement – RECOMMENDED ACTION – Adopt a resolution approving the Workplace Violence Statement. Enc. 7.8**

**Executive Session - RECOMMENDED ACTION – Adopt a resolution approving going into Executive Session for the purpose of the medical, financial, credit, or employment history of a particular person.**

**7.9 CSE Recommendations – RECOMMENDED ACTION – Adopt a resolution approving the following CSE recommendations in Enc. 7.9:  
2023-2024 school year: 722  
2024-2025 school year: 734, 824, 939, 1000, 1113, 1387, 1396, 1532, 1651 and 1960.**

**7.10 504 Recommendations – RECOMMENDED ACTION – Adopt a resolution approving the following 504 recommendations for the 2024-2025 school year: 933, 959, 1035 and 1556. Enc. 7.10**

**7.11 CPSE Recommendations – RECOMMENDED ACTION – Adopt a resolution approving the following CPSE recommendation: 722. Enc. 7.11**

**8.0 Personnel –**

**8.1 Change of Retirement Date – RECOMMENDED ACTION – Adopt a resolution approving the change of retirement date for Kim Cole from June 30, 2024 to April 30, 2024. Enc. 8.1**

**8.2 Leave of Absence – RECOMMENDED ACTION – Adopt a resolution approving the Leave of Absence for Alexis Ebersol. Enc. 8.2**

Alexis Ebersol

FTE – 1.0

Type – all of which falls under FMLA

Duration – April 29, 2024 – mid-June 2024

**8.3 Uncertified Substitute Teacher – RECOMMENDED ACTION – Adopt a resolution approving Zana Northrop as an Uncertified Substitute Teacher, pending fingerprinting. Enc. 8.3**

**8.4 Uncertified Substitute Teacher – RECOMMENDED ACTION – Adopt a resolution approving Amanda Newvine as an Uncertified Substitute Teacher, pending fingerprinting. Enc. 8.4**

**9.0 Information and Correspondence – None**

**10.0 Adjournment**