

**HARRISVILLE CENTRAL SCHOOL  
BOARD OF EDUCATION  
REORGANIZATIONAL MEETING  
SUPERINTENDENT'S MEMORANDUM  
JULY 8, 2024 at 5:30 p.m.**

**1.0 Call to Order**

President Pro Tempore Jan Mosher will call the Reorganizational Meeting of the Board of Education of Harrisville Central School, Harrisville, New York, to order on July 8, 2024 at 5:30 p.m.

**2.0 Administration of Oath of Faithful Performance in Office to Newly Elected Board Members - RECOMMENDED ACTION – Jolie Snider, Clerk Pro Tempore, will administer oath to Kathy Felio and Tennille Schmitt.**

**3.0 Election of Officers**

**3.1 Nomination for President of Board of Education.**

**3.2 Nomination for Vice-President of Board of Education.**

**3.3 The Oath of Faithful Performance in Office to be administered to President and Vice-President.**

**4.0 Appointment of Officers for the 2024-2025 School Year – Adopt a single resolution approving the following appointments for the 2024-2025 school year.**

- **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 \$3,555.**
- **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.**

**Administer the Oath of Faithful Performance in Office to the above officers.**

**Administer the Oath of Office to the School Superintendent.**

**5.0 Other Appointments for 2024-2025 School Year - Adopt a single resolution to approve the following appointments for the 2024-2025 School Year.**

- **School Physician – Lewis County General Hospital at a fee not to exceed \$13,500. Enc.**
- **School Attorney – Silver & Collins at an annual retainer of \$5,000 and \$150/hr. to be billed against the retainer. Enc.**
- **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 \$23,100 for general purpose financial statements and \$500 for maintenance of lease schedules and a single audit with an estimated cost of \$2,000 - \$4,000. – Enc.**
- **Records Access Officer and Records Management Officer - Julie Chartrand at no additional stipend.**
- **Asbestos Designee – Don Snider as Asbestos Designee at no additional stipend.**
- **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 at no additional stipend.
- Dignity Act Coordinator – 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
- 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.
- Workplace Violence Representative – Robert Finster, Superintendent, at no additional stipend.

**6.0 Designations – RECOMMENDED ACTION - Adopt a single motion to approve the following resolutions for designations for the 2024-2025 school year.**

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

○ July 8, 2024 at 5:30 p.m.	December 9, 2024	April 29, 2025 (Approval of BOCES Annual Budget)
○ August 12, 2024	January 13, 2025	May 12, 2025 – Public Hearing at 5:30 p.m.
○ September 9, 2024	February 10, 2025	Reg. Mtg. at 5:45 p.m.
○ October 15, 2024	March 10, 2025	June 9, 2025
○ November 18, 2024	April 7, 2025 – 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 School to be supervised by Tammy Rebb; b) \$150.00 for the Secondary School 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.

**7.0 Authorizations – Adopt a single resolution approving the following authorizations for the 2024-2025 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 - RECOMMENDED ACTION - Adopt a resolution to establish the mileage reimbursement rate at \$.67 per mile for the 2024-2025 school year.**
- 8.0 Faithful Performance Blanket Bond - RECOMMENDED ACTION - 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 2024-2025 school year.**
  - 9.0 Policies and Code of Ethics - RECOMMENDED ACTION - Adopt a resolution to readopt all Policies and Code of Ethics as they exist for the 2024-2025 school year.**
  - 10.0 Substitute Teacher Rate - RECOMMENDED ACTION - Adopt a resolution to establish the substitute teacher rates as \$120.00/day for non-certified teachers and \$130.00/day for certified teachers for the 2024-2025 school year.**
  - 11.0 Substitute Clerical and Substitute School Nurse Rate – RECOMMENDED ACTION – Adopt a resolution to establish a substitute clerical rate of \$16.00/hour or current minimum wage and substitute school nurse rate of \$17.00/hour for an LPN and \$27.00/hour for a RN for the 2024-2025 school year.**
  - 12.0 Substitute Aide/Monitor Rate – RECOMMENDED ACTION – Adopt a resolution to establish the substitute aide/monitor will be paid at minimum wage for the 2024-2025 school year.**
  - 13.0 Substitute Bus Run Rate – RECOMMENDED ACTION – Adopt a resolution to establish a substitute bus run rate of \$22.40/hr. (with a 2-hr. minimum) for the 2024-2025 school year.**
  - 14.0 Medical Plan and Workers’ Compensation Plan – RECOMMENDED ACTION – Adopt a resolution approving Robert Finster as the Harrisville Central School District Representative and Eric Luther as the alternate Representative to the St. Lawrence-Lewis Counties School District Employees Medical Plan and Workers’ Compensation Plan for the 2024-2025 school year. Enc. 14.0**
  - 15.0 Annual Board Resolution for Participation in Cooperative Purchasing – RECOMMENDED ACTION – Adopt a resolution approving Harrisville Central School’s participation in the St. Lawrence-Lewis Cooperative Purchasing Program for the 2024-2025 school year. Enc. 15.0**
  - 16.0 Standard Work Day – RECOMMENDED ACTION – Adopt a resolution approving the attached Standard Work Day to meet the requirements of the NYS Retirement System. Enc. 16.0**
  - 17.0 1/2 Days for the 2024-2025 School Year – RECOMMENDED ACTION – Adopt a resolution approving the following 1/2 Days for students for the 2024-2025 School Year: October 21, 2024 (No PM BOCES), November 25, 2024 and November 26, 2024 for Parent-Teacher Conferences, February 14, 2025 (No PM BOCES) and March 31, 2025 (No PM BOCES).**

**BOARD OF EDUCATION  
HARRISVILLE CENTRAL SCHOOL  
SUPERINTENDENT'S MEMORANDUM  
REGULAR MEETING – July 8, 2024**

- 1.0 Board President will call the meeting to order directly following the Reorganizational Meeting.**
- 2.0 Consent Agenda – RECOMMENDED ACTION – Adopt a single motion to approve the Following routine items:**
  - 2.1 Preliminary Actions and Business Operations**
    - A. Additions to and Approval of Agenda**
    - B. Approval of Minutes – Regular Meeting – June 10, 2024 – Enc. 2.1B**
    - C. Treasurer's Report – May 2024 – Enc. 2.1C**
    - D. Student Activities Report – May 2024 – Enc. 2.1D**
    - E. Claims Auditor Report – None**
    - F. Financial Reports – May 2024 – Enc. 2.1F**
- 3.0 Public Participation**
  - 3.1 Board President will take public comments at this time.**
- 4.0 Old Business – None**
- 5.0 Committee Reports – None**
- 6.0 New Business**
  - 6.1 Superintendent's Report**
    - A. Maintenance Report – Enc. 6.1A**
    - B. Transportation/Bus Garage Report – Enc. 6.1B**
    - C. Enrollment – Enc. 6.1C**
    - D. Health Office Report – Enc. 6.1D**
    - E. Annual Library Report – Enc. 6.1E**
  - 6.2 MS/HS Principal's Report – Enc. 6.2**
  - 6.3 Curriculum Coordinator's Reports – Enc. 6.3**
  - 6.4 2<sup>nd</sup> Reading and Approval of Policy – RECOMMENDED ACTION – Adopt a resolution approving the 2<sup>nd</sup> reading and approval of the following policy. Enc. 6.4**
    - 7513 – Medication and Personal Care Items – Revised in response to an amendment to the Public Health Law which added new Section 3000-e, to permit, but not require, districts to purchase, acquire, possess and use rescue inhaler treatment devices for emergency treatment of a person appearing to experience asthmatic or other respiratory disease symptoms.**
  - 6.5 HSEA Contract – RECOMMENDED ACTION – Adopt a resolution approving the HSEA Contract for 7/1/2024 – 06/30/2027. Enc. 6.5**

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

**6.6 CSE Recommendations – RECOMMENDED ACTION – Adopt a resolution approving the following CSE recommendations: 886, 953, 1240, 1296, 1300, 1516, 1533, 1616, 1664, 1684 (Grade 4 and Grade 5), 1744 and 2012 . Enc. 6.6**

**6.7 504 Recommendations – RECOMMENDED ACTION – Adopt a resolution approving the following 504 recommendations: 1666. Enc. 6.7**

**6.8 CPSE Recommendations – RECOMMENDED ACTION – Adopt a resolution approving the following CPSE recommendations: 1891 and 1912. Enc. 6.8**

**7.0 Personnel –**

**7.1 Resignation – Adopt a resolution accepting the resignation of Marylou Johnson, Bus Driver effective June 25, 2024. Enc. 7.1**

**7.2 Tenure – RECOMMENDED ACTION - Adopt a resolution granting tenure to Regina Countryman in Elementary Education effective September 1, 2024.**

**7.3 Elementary Teacher – RECOMMENDED ACTION – Adopt a resolution approving Amy Lennox a Tenure Track Elementary Teacher, effective August 1, 2024. Enc. 7.3**

**7.4 Elementary Teacher – RECOMMENDED ACTION – Adopt a resolution approving Shelby Bebelheimer as a Tenure Track Elementary Teacher Step 1 per the HTA contract, effective August 1, 2024. Enc. 7.4**

**7.5 Long-Term Substitute – RECOMMENDED ACTION – Adopt a resolution approving Jamie Martin as a Long-term Substitute for AIS, Level 2 per the HTA Contract.**

**7.6 Substitute Bus Aide – RECOMMENDED ACTION – Adopt a resolution approving Beverly Frazee as a Substitute Bus Aide. Enc. 7.6**

**7.7 Uncertified Substitute Teacher – RECOMMENDED ACTION – Adopt a resolution approving Patrick Kelly as an Uncertified Substitute Teacher. Enc. 7.7**

**7.8 Change of Position – RECOMMENDED ACTION – Adopt a resolution approving the change of Alexis Ebersol from AIS to Elementary Teacher.**

**8.0 Information and Correspondence - None**

**9.0 Adjournment**