

HARRISVILLE CENTRAL SCHOOL  
BOARD OF EDUCATION  
REORGANIZATIONAL MEETING  
July 8, 2024, at 5:30 p.m. in the Library

Present: Jan Moser, President; Cory Bearor, Vice-President; Parish Atkinson; Denise Avallone; Heidi McIntosh and Tennille Schmitt

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

**1.0** Call to Order: Jan Mosher, President Pro Tempore called the Reorganizational Meeting to order at 5:32 p.m.

**2.0** Administration of Oath of Faithful Performance in Office to Newly Elected Board Members – Jolie Snider administered oath to Tennille Schmitt.

**3.0** Election of Officers:

Jan Mosher was nominated for President of the Board of Education

Motion made by:	Cory Bearor	Seconded by:	Denise Avallone
Voting Results:	YES: 5	NO: 0	ABSTAIN: 0
C. Bearor	Yes	D. Avallone	Yes
P. Atkinson	Yes	H. McIntosh	Yes
		T. Schmitt	Yes

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

Motion made by:	Tennille Schmitt	Seconded by:	Denise Avallone
Voting Results:	YES: 5	NO: 0	ABSTAIN: 0
J. Mosher	Yes	D. Avallone	Yes
P. Atkinson	Yes	H. McIntosh	Yes
		T. Schmitt	Yes

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

**4.0** Appointment of Officers for the 2024-2025 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 \$3,555
- 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

Motion made by:	Denise Avallone	Seconded by:	Heidi McIntosh
Voting Results:	YES: 6	NO: 0	ABSTAIN: 0
J. Mosher	Yes	D. Avallone	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 2024-2025 School Year - RESOLVED to adopt a single resolution approving the following appointments:

- School Physician – Lewis County General Hospital at a fee not to exceed \$13,500.
- 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 \$23,100 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 –Don Snider 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.
- 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.
- Workplace Violence Representative – Robert Finster, Superintendent at no additional stipend.

Motion made by:	Heidi McIntosh	Seconded by:	Parish Atkinson
Voting Results:	YES: 5	NO: 0	ABSTAIN: 1
J. Mosher	Yes	D. Avallone	Yes
C. Bearor	Abstain	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	

**6.0 Designations** – RESOLVED to adopt one single motion to approve the following designations for the 2024-2025 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 8, 2024 at 5:30 p.m.	December 9, 2024	April 29, 2025 (Approval of
August 12, 2024	January 13, 2025	BOCES Annual Budget)
September 9, 2024	February 10, 2025	May 12, 2025–Public Hearing
October 15, 2024	March 10, 2025	at 5:30 p.m. Reg. Mtg. 5:45
November 18, 2024	April 7, 2025	June 9, 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 Office to be supervised by Tammy 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:	Cory Bearor	Seconded by:	Tennille Schmitt
Voting Results:	YES: 6	NO: 0	ABSTAIN: 0
J. Mosher	Yes	D. Avallone	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	Yes

7.0 **Authorizations** – RESOLVED to adopt one single motion to approve 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** - RESOLVED to adopt a resolution establishing the mileage reimbursement rate at \$0.67.

Motion made by:	Heidi McIntosh	Seconded by:	Denise Avallone
Voting Results:	YES: 6	NO: 0	ABSTAIN: 0
J. Mosher	Yes	D. Avallone	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	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 2024-2025 school year.

Motion made by:	Cory Bearor	Seconded by:	Parish Atkinson
Voting Results:	YES: 6	NO: 0	ABSTAIN: 0
J. Mosher	Yes	D. Avallone	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	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 2024-2025 school year.

Motion made by:	Heidi McIntosh	Seconded by:	Tennille Schmitt
Voting Results:	YES: 6	NO: 0	ABSTAIN: 0
J. Mosher	Yes	D. Avallone	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	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 2024-2025 school year.

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

11.0 **Substitute Clerical and Substitute Nurse Rate** - RESOLVED to adopt a resolution establishing a substitute school clerical rate of \$16.00/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 2024-2025 school year.

Motion made by:	Tennille Schmitt	Seconded by:	Denise Avallone
Voting Results:	YES: 6	NO: 0	ABSTAIN: 0
J. Mosher	Yes	D. Avallone	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	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 2024-2025 school year.

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

- 13.0 **Substitute Bus Run Rate** - RESOLVED to adopt a resolution to establish a substitute bus run rate of \$22.40/hr. for the 2024-2025 school year.

Motion made by:	Heidi McIntosh	Seconded by:	Parish Atkinson
Voting Results:	YES: 6	NO: 0	ABSTAIN: 0
J. Mosher	Yes	D. Avallone	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	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 2024-2025 school year.

Motion made by:	Parish Atkinson	Seconded by:	Denise Avallone
Voting Results:	YES: 6	NO: 0	ABSTAIN: 0
J. Mosher	Yes	D. Avallone	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	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 2024-2025 school year.

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

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

HARRISVILLE CENTRAL SCHOOL  
BOARD OF EDUCATION  
REGULAR MEETING  
July 8, 2024 in the Library

Present: Jan Mosher, President; Cory Bearor, Vice-President; Parish Atkinson; Denise Avallone; Kathy Felio at 5:50 p.m.; Heidi McIntosh and Tennille Schmitt

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

- 1.0 President Jan Mosher called the regular meeting to order at 5:43 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 – the addition of 7.9 – Retirement of David Giver.
    - b. Approval of Minutes – June 10, 2024
    - c. Treasurer’s Report – May 2024
    - d. Student Activities Report – May 2024
    - e. Claims Auditor Report – None
    - f. Financial Reports – May 2024
- 3.0 Public Participation – None
- 4.0 Old Business - None
- 5.0 Committee Reports – None
- 6.0 New Business:
  - 6.1 Superintendent Report – Mr. Finster reported there are two bills on Governor Hochul’s desk; the first to ban cell phones in schools and the other to have a student representative on the Board of Education. The student would not be able to vote or go into Executive Sessions. Mr. Finster stated he felt that the school year went well. Mr. Matt Southwick, Superintendent of Clifton-Fine Central School has reached out to Mr. Finster letting him know that his Bus Mechanic is ill and wanted to know if Matt Pierce could help out with bus inspections and if so, Clifton-Fine Central School would reimburse Harrisville Central School for Mr. Pierce’s time. We have hired a new 3<sup>rd</sup> grade Teacher, AIS Teacher and Special Education Teacher in Elementary.
    - 6.1.a Maintenance Report
    - 6.1.b Transportation/Bus Garage Report
    - 6.1.c Enrollment Report
    - 6.1.d Health Office Report
  - 6.2 MS/HS Principal’s Report – Mr. Luther stated Graduation went well, he apologized he could not attend. CSE meetings are being wrapped up. He is working on scheduling baseball and softball games.
  - 6.3 Curriculum Coordinator’s Report –Mrs. Tuttle-Lamb is working with teachers to review the growth of the K-4 students. She met with 6-8 ELA Teachers to review the year with the new curriculum. She worked with Ms. Oxenford to review pacing guides for the 24-25 school year. She met with Title 1 Coordinator to assure our ESSA compliance. There are 21 students in grades K-4 attending summer school, which started today.
  - 6.4 2<sup>nd</sup> Reading and Approval of Policy – RESOLVED to adopt a resolution approving the 2<sup>nd</sup> reading and approval of the following policy.
    - 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.

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

- 6.5 HSEA Contract – RESOLVED to adopt a resolution approving the HSEA Contract for July 1, 2024 – June 30, 2027.

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

**Executive Session** – RESOLVED to adopt a resolution approving to go into Executive Session for the purpose of the medical, financial, credit, or employment history of a particular person.

**The Board entered into Executive Session at 6:00 p.m. and returned at 7:06 p.m.**

Administration of Oath of Faithful Performance in Office to Newly Elected Board Member – Jolie Snider administered oath to Kathy Felio.

- 6.6 CSE Recommendations – RESOLVED to 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.

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		

- 6.7 504 Recommendations – RESOLVED to adopt a resolution approving the following 504 recommendations: 1666.

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		

- 6.8 CPSE Recommendations – RESOLVED to adopt a resolution approving the following CPSE recommendations: 1891 and 1912.

Motion made by:	Kathy Felio	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		

7.0 Personnel –

7.1 Resignation – RESOLVED to adopt a resolution accepting the resignation of Marylou Johnson, Bus Driver effective June 25, 2024.

Motion made by:	Heidi McIntosh	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		

7.2 Tenure – RESOLVED to adopt a resolution granting Regina Countryman tenure in the area of Elementary Education effective September 1, 2024.

Motion made by:	Kathy Felio	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		

7.3 Elementary Teacher – RESOLVED to adopt a resolution approving Amy Lennox as a Tenure Track Elementary Teacher, effective August 1, 2024.

Motion made by:	Heidi McIntosh	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		

7.4 Elementary Teacher – RESOLVED to adopt a resolution approving Shelby Bebelheimer as a Tenure Track Elementary Teacher Step 1 per the HTA contract, effective August 1, 2024.

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		

7.5 Long-term Substitute – RESOLVED to adopt a resolution approving Jamie Martin as a Long-Term Substitute for AIS, Level 2 per the HTA contract.

Motion made by:	Heidi McIntosh	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		

7.6 Substitute Bus Aide – RESOLVED to adopt a resolution approving Beverly Frazee as a Substitute Bus Aide.

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		

- 7.7 Uncertified Substitute Teacher – RESOLVED to adopt a resolution approving Patrick Kelly as an Uncertified Substitute Teacher.

Motion made by:	Parish Atkinson	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		

- 7.8 Change in Position – RESOLVED to adopt a resolution approving the change of position for Alexis Ebersol from AIS to Elementary Teacher.

Motion made by:	Kathy Felio	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		

- 7.9 Retirement – RESOLVED to adopt a resolution accepting, with regret, the retirement of David Giver effective June 30, 2024.

Motion made by:	Kathy Felio	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		

- 8.0 Adjournment – The meeting was adjourned at 7:12 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  
District Clerk