

BOARD OF EDUCATION
BELLEVILLE HENDERSON CENTRAL SCHOOL DISTRICT

ORGANIZATIONAL MEETING

JULY 10, 2017

7:00 p.m.

ORGANIZATIONAL MEETING

The District Clerk led with the Pledge of Allegiance.

The Organization Meeting was called to order in the Library at 7 p.m. by the District Clerk.

Those in attendance:

Board of Education members present: John Allen, David Bartlett, Roger Eastman, Kurt Gehrke, Laurie Goodwin, Adam Miner and Gary Ramsdell.

Others present: Jane Collins, Interim Superintendent, Scott Storey, Building Principal, Sally A. Kohl, District Clerk, Brianne R. Kirchoff, Business Manager.

Public members present: Karen Bertram, Deanna Cobb, Linda Zehr, Kathy Sidmore, Lori Redden, Pat Shatney and Krissy Vaughn.

An examination of the minutes of the Annual Meeting shows the following members elected for specified period of years:

<u>CURRENT MEMBERS</u>	<u>ANNUAL VOTING DATE</u>	<u># of YEARS</u>	<u>TERM PERIOD</u>
John Allen	May 16, 2017	5	2017-2022
David Bartlett	May 17, 2016	5	2016-2021
Adam Miner	May 19, 2015	5	2015-2020
Kurt Gehrke	May 20, 2014	5	2014-2019
Gary Ramsdell	May 20, 2014	5	2014-2019
Roger Eastman	May 21, 2013	5	2013-2018
Laurie Goodwin	May 21, 2103	5	2013-2018

The District Clerk administered the Oath of Office to Mr. John Allen, Board of Education member, who was reelected on May 16, 2017 to a five year term from 2017-2022.

**OATH OF OFFICE FOR NEW
BOARD MEMBER**

The District Clerk asked for nominations for President of the Board of Education for the school year of 2017-18.

**NOMINATION FOR
PRESIDENT**

David Bartlett made a motion to nominate John Allen for President; the motion was seconded by Kurt Gehrke.

The District Clerk asked for any other nominations for President. After hearing none, a motion was made by Kurt Gehrke and seconded by Gary Ramsdell to elect John Allen as President of the Belleville Henderson Board of Education for the 2017-18 school year. John Allen was elected as President with a unanimous vote.

**JOHN ALLEN ELECTED
PRESIDENT**

The District Clerk administered the Oath of Office to John Allen , President of the Board of Education.

**OATH OF OFFICE FOR
PRESIDENT ALLEN**

President Allen asked for nominations for Vice-President.

David Bartlett made a motion to nominate Roger Eastman for Vice-President; the motion was seconded by Laurie Goodwin.

President Allen asked if there were any other nominations for Vice-President.

Gary Ramsdell made a motion to nominate Adam Miner for Vice-President; the motion was seconded by Kurt Gehrke.

After receiving 4 votes for Adam Miner and 3 votes for Roger Eastman; Adam Miner was elected as Vice President for the 2017-18 school year.

The District Clerk administered the oath of office to Vice-President Miner and Superintendent Collins.

President Allen welcomed Ms. Collins, Interim Superintendent to BHCS.

DISTRICT OFFICERS

Resolved, that this Board of Education appoints the following district Officers for the school year 2017-18:

<u>NAME</u>	<u>POSITION</u>
Sally Kohl	District Clerk
Marisa K. Riordan	District Treasurer
Colleen Bellinger	Tax Collector
Mary Forrester	Claims Auditor

Motion made by: Adam Miner;
Seconded by: Laurie Goodwin
Vote: Yes-7, No -0.

President Allen administered the oath of office to the District Clerk.

1. Resolved, that this Board of Education:
Appoint the following for the 2017-18 school year:

<u>NAME</u>	<u>POSITION</u>
Scott Storey	A.D.A Compliance Officer in accordance with the Americans with Disabilities Act of 1990
Ashleigh Barnhart-Burto	AIDS Advisory Council Chairperson
BHCS Board of Education	Audit Committee
Marisa Riordan	Central Treasurer, Student Activities Fund
Mary Forrester	Claims Auditor
Scott Storey	Compliance Officer
Scott Storey	Deputy Claims Auditor
Scott Storey	Deputy District Clerk
Brianne Kirchoff	Deputy Purchasing Agent
Shaun Gagan	Dignity for ALL Students Act Coordinator

NOMINATIONS FOR VICE PRESIDENT

ADAM MINER ELECTED AS VICE PRESIDENT

OATH OF OFFICE FOR VP AND SUP'T

APPOINT DISTRICT OFFICERS

DISTRICT CLERK OATH

APPOINTMENT FOR 2017-18

David Kiblin	Energy Manager
Stackel & Navarra, C.P.A, P.C.	External (Independent) Auditor
Brianne Kirchoff	Faculty Auditor
Haylor, Freyer & Coon	Insurance Consultants
David Kiblin	LEA Asbestos Designee
Shaun Gagan	McKinney-Vento Homeless Liaison Officer
Superintendent	Purchasing Agent
Brianne Kirchoff	Records Access Officer
Marisa Riordan	Records Access Officer
Superintendent	Records Appeals Officer
Brianne Kirchoff	Records Management Officer
Ferrara Fiorenza, P.C.	School Attorney
Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Education Services	School Attorney
Dr. Laura Gonzalez	School Dentist
Dr. Alfred Gianfagna	School Physician
Erica Pettit	Section 504 Compliance Officer in accordance with Rehabilitation Act of 1973
Scott Storey	Title IX Compliance Officer

- Designates that the Community Bank NA, Adams Branch is the official depository for all funds of the school district for the school year 2017-18.
- Designates that the South Jeff Journal and the Watertown Daily Times are the official newspapers for the Belleville Henderson Central School District for the year 2017-18.
- Authorizes the District Treasurer and the Business Manager, after consultation with the Superintendent, to invest school funds in accordance with the investment policy when such funds are available.
- Establishes the Board of Education meeting dates as follows for the 2017-18 school year:

Monday, July 17, 2017	BOE Workshop
Monday, July 31, 2017	
Monday, August 07, 2017	
Monday, August 28, 2017	
Monday, September 11, 2017	
Monday, September 25, 2017	
Monday, October 16, 2017	
Monday, October 30, 2017	
Monday, November 13, 2017	
Monday, November 27, 2017	

APPOINTMENTS FOR 2017-18-cont'd

OFFICIAL DEPOSITORY

OFFICIAL NEWSPAPERS

AUTHORIZE DT & BM TO INVEST IN SCHOOL FUNDS

BOE MEETINGS

Monday, December 11, 2017	
Monday, January 08, 2018	
Monday, January 22, 2018	
Monday, February 05, 2018	
Monday, February 26, 2018	
Monday, March 12, 2018	
Monday, March 26, 2018	
Monday, April 09, 2018	
Wednesday, April 18, 2018	BOCES Budget Vote
Monday, April 30, 2018	
Wednesday, May 02, 2018	Public Hearing
	Annual Budget
Tuesday, May 15, 2018	Vote/Election & Meeting
Monday, June 04, 2018	
Monday, June 18, 2018	
Monday, July 09, 2018	
	Re-Organizational/Regular Meeting for 2018-19

Special Board of Education meetings will be scheduled as needed.

- Authorizes the Superintendent to certify payrolls.
- Authorizes the District Treasurer to sign checks.
- Authorizes the Superintendent to apply for grants in aid.
- Authorizes, Central Treasurer to sign activity fund checks.
- Agrees to participate in the St. Lawrence/Lewis BOCES Cooperative Purchasing Programs in accordance with the guidelines set forth in the "Cooperative Purchasing Agreement" for the 2017-18 school year.
- Authorizes the Superintendent to make budgetary transfers up to \$20,000.00 of an appropriation when necessary.
- Authorizes attendance of School Board members, the School District Clerk, the Director of Business and Finance, and the Superintendent to local and state conferences with expenses paid by the district and further authorizes the Superintendent to approve attendance at state and local conferences.
- Establishes a petty cash fund in the amount of \$100.00 for the school year 2017-18.
- Sets the tuition rate as follows for the 2017-18 school year:
 - \$500 each student/per year
 - \$750 per family/per year

BOE MEETINGS-cont'd

**SUP'T TO CERTIFY
PAYROLLS**

DT TO SIGN CHECKS

**SUP'T TO APPLY FOR
GRANTS**

**CENTRAL TRES. TO SIGN
ACTIVITY FUND CHECKS**

**PARTICIPATE IN
ST.LAWRENCE/LEWIS
BOCES COOPERATIVE
PURCHASING PROGRAMS**

**SUP'T MAKE BUDGETARY
TRANSFERS**

**BOE, DC, BM SUP'T TO
ATTEND CONFERENCES**

PETTY CASH

TUITION RATE

- Sets the mileage rates as follows for the 2017-18 school year:
 \$.50 per mile if choosing not to use a school vehicle
 \$.55 per mile if a school vehicle is not available
- Sets the mileage rate for the 2017-18 school year for use of a bus at actual cost to district.
- Approves the loan of monies to the Lunch Fund and the Federal Fund up to \$25,000 each to meet payrolls and expenses until State Aid is received.
- Readopt all polices and code of ethics in effect during the previous year as implied in Education Law 1709, 2503.

Motion made by: Adam Miner;
Seconded by: Kurt Gehrke;
Vote: Yes-7, No-0.

2. MEMBERSHIP

Resolved, that this Board of Education authorizes membership and payment of annual dues to the following organizations:

Jefferson Lewis School Boards Association
New York State School Boards Association
Rural Schools Association of NYS

Motion made by: Kurt Gehrke
Seconded by: Roger Eastman;
Vote: Yes-7, No-0.

REPRESENTATIVE TO JEFFERSON-LEWIS SCHOOL BOARDS ASSOCIATION (JLSBA)

3. Resolved, that this Board of Education appoints John Allen to act as Executive committee delegate and Kurt Gehrke as alternate and Roger Eastman as legislative representative of the Belleville Henderson School District Board of Education to the Jefferson Lewis School Boards Association

Motion made by: Kurt Gehrke;
Seconded by: Adam Miner;
Vote: Yes-7, No-0.

CSE & CPSE COMMITTEE APPOINTMENTS

4. Resolved, that this Board of Education appoints the following for the 2017-18 school year:

Committee on Pre-School Special Education:

- District Representative (Chairperson) Erica Pettit
- Not <1 General Education Teacher (If child is or may be in general education)
- Not <1 Special Education Teacher/Provider
- Parents of the Student
- Additional parent member, if requested (72 hrs)
- Representative from Early Intervention, by request for transition to CPSE
- Representative from Municipality, Invited

VEHICLE MILEAGE RATE

BUS MILEAGE RATE

LOAN OF MONIES TO LUNCH AND FEDERAL FUND

READOPT ALL POLICES AND CODE OF ETHICS

AUTHORIZE MEMBERSHIP AND PAYMENT

JLSBA, NYSSBA & RURAL SCHOOLS

JLSBA REPRESENTATIVES

CSE & CPSE COMMITTEE APPOINTMENTS

Committee on Special Education:

- District Representative (Chairperson), Erica Pettit
- School Psychologist, Erica Pettit
- Not <1 General Education Teacher (If child is or may be in general education)
- Not <1 Special Education Teacher/Provider
- Parents of the Student
- Additional parent member, if requested (72 hrs)
- School Physician, if requested (72 hrs)
- Agency Representative – for transition planning, or when considering residential or more restrictive placement, with parent consent
- Student, if appropriate

The Subcommittee on Special Education:

- District Representative (Chairperson), Erica Pettit
- School Psychologist, Erica Pettit (for new psych eval. or change to more intensive staff ratio)
- Not <1 General Education Teacher (If child is or may be in general education)
- Not <1 Special Education Teacher/Provider
- Parents of the Student
- Agency Representative – for transition planning, or when considering residential or more restrictive placement, with parent consent
- Student, if appropriate

The Manifestation Team:

- District Representative (Chairperson), Erica Pettit
- School Psychologist, Erica Pettit
- Pre-K – 12 Principal, Scott Storey
- Not <1 General Education Teacher (If child is or may be in general education)
- Not <1 Special Education Teacher/Provider
- Parents of the Student
- Student, if appropriate

Impartial Hearing Officers:

- Certified by Commissioner of Education for Jefferson County

504 Coordinator:

- Erica Pettit

Medicaid Compliance Officer:

- Erica Pettit

Motion made by: David Bartlett;

Seconded by: Adam Miner;

Vote: Yes-7, No-0.

ADJOURNMENT

Resolved, that at 7:14 p.m. that this meeting be adjourned.

Motion made by: David Bartlett;

Seconded by: Adam Miner;

Vote: Yes-7, No-0.

**CSE & CPSE COMMITTEE
APPOINTMENTS cont'd**

ADJOURNMENT

Official Meeting
Minutes
Sally Kohl,
District Clerk