

# BELLEVILLE HENDERSON CENTRAL SCHOOL

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## BELLEVILLE HENDERSON CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION REGULAR MEETING MINUTES November 7, 2022

President Allen opened the meeting with the Pledge of Allegiance and called to order in the Library at 7:00 p.m.

Called to order in the Library at 7:00 pm by President Allen with the following members:

Present: John Allen, Anthony Barney, Roger Eastman, Dennis Jerome, Adam Miner and Kristin Vaughn.

Others present: Jane Collins, Superintendent, Scott Storey, Building Principal, Ashleigh Barnhart-Burto, Curriculum Instruction & Assessment Director/Athletic Director, Stephen Magovney, Business Manager and Sally Kohl, District Clerk.

Absent/Excused: Kyle, Gehrke,

Members from the community/guests: Pam Halloran, Michael Crowley, Ben Maslona, Stephen Staveski, Carrie Eastman, Bill Ambler, Kaci Coseo, and Ann Colby.

### AMENDING THE AGENDA

Resolved that this Board of Education amend the agenda to remove resolution # 13.

Motion made by: Kristin Vaughn

Seconded by: Roger Eastman

Motion Carried: 6-0

### PRESENTATIONS

Pam Halloran and Michael Crowley from Crowley and Halloran COAs, P.C. presented to the Board, their findings for the 2022 audit. They congratulated BH on receiving an unmodified opinion, which is the highest opinion allowed. They answered any questions that the board had.

Stephen Staveski, SEI Design Group and Ben Maslona, Fiscal Advisors presented to the Board on the scope, project timeline, financial information and impact to tax levy for the proposed Capital Project that will be presented to voters of the district in a February vote.

### PUBLIC PARTICIPATION

Ann Colby congratulated Mrs. Barnhart-Burto on completion of her first marathon over the weekend. Mrs. Barnhart-Burto is a great example to the students on hard work, determination and strength.

### AMEND THE AGENDA

### **CALENDAR OF EVENTS**

11/3	2:00 pm	NJHS Inductions
11/3	6:00 pm	Booster Club Meeting-Library
11/4	9 am-2 pm	Bi-County Festival at BH
11/5	9 am-2 pm	Bi-County Festival at BH
11/7	7:00 pm	Board of Education Meeting-Library
11/9	8:10 am	Veteran's Day Assembly
11/9	3:00 pm	Curriculum Council Meeting
11/9	7:30 pm	Whiz Quiz Competition BH vs WCSO aired on WPBS
11/10		Superintendent's Day
11/10		Parent Meeting for Winter Sports
11/11		Veterans Day Holiday
11/14		JV and Varsity Winter Sports Begin
11/16	3:00 pm	Technology Committee Meeting
11/17	10:09 am	Safety Committee Meeting
11/17	5:30-7:30 pm	Parent Teacher Conferences (Pre-K-12)
11/18	11:45 am	Early Dismissal (K-6)
11/18	12-3:00 pm	Parent Teacher Conferences (Pre-K-6)
11/18	2:00 pm	NHS Inductions
11/18	6:00 pm	Farmers' Challenge
11/21	3:00 pm	Grade Level Meeting
11/23-25		Thanksgiving Holiday
12/1	6:00 pm	Booster Club Meeting-Library
12/5	7:00 pm	Board of Education Meeting-Library
12/6	6:30 pm	PTO Meeting-Library
12/7	3:00 pm	Curriculum Council Meeting
12/8	3:00 pm	Health and Wellness/Pro-Social Committee Meeting
12/15	10:09 am	Safety Committee Meeting
12/17	7-10 pm	Christmas Ball-Sponsored by Junior Class
12/21	3:00 pm	Grade Level Meeting
12/23-30		Christmas Holiday

### **COMMUNITY OF CARING UPDATE**

The Clerk informed the Board on the passing of Michelle Morales' niece, Chiarra Krafft and also the passing of Dona Barney, grandmother to Board Member Anthony Barney and student Nathan Barney and also great grandmother to students Paisley and Peyton Barney. President Allen expressed condolences to both families.

### **CONSENT AGENDA**

#### **1. Resolved that this Board of Education approve the following:**

##### **A. MINUTES**

BHCSO Board of Education Meeting Minutes from October 17, 2022

##### **B. WARRANTS**

General Warrant #6

##### **C. TREASURER'S REPORT**

The monthly Treasurer's Report for date September 2022

### **CONSENT AGENDA**

**APPROVAL OF BH BOE  
MINUTES FROM 10-17-  
2022**

**WARRANT #6**

**TREASURER'S REPORT**

D. STUDENT ACTIVITIES ACCOUNT QUARTERLY REPORT

Student Activities Account Quarterly Report of revenue and disbursements through September 2022

E. CSE/CPSE RECOMMENDATION(S)

Report on recommendations from the Committee on Special Education:

Student numbers: 99211257 and 099210571

This report is on file with Erica Pettit, Chairperson of the Committee on Special Education.

F. TAX CORRECTIONS

The application for corrected 2021 tax roll as submitted by Roxanne Burns:

**Name:** Valley, Jennifer & Leo (Remainderman). **Description:** 106.13-1-11, Town of Henderson. **Reason:** Previous owner remained as life tenant-enchanted exemption restored upon review of Jefferson County. **Original Tax:** \$1660.50. **Corrected Tax:** \$1123.50.

G. BUILDING/TRANSPORTATION USE

**Alexis Bellinger**, requests the use of the BHCSD Gymnasium for youth basketball practices and games from November 27, 2022 through February 28, 2023. IT BEING UNDERSTOOD, that school activities will come first and activities will be coordinated with the District Office and Mrs. Barnhart-Burto.

Motion made by: Roger Eastman

Seconded by: Anthony Barney

Motion Carried: 6-0

**PERSONNEL**

2. **APPROVE SUPERINTENDENT CONTRACT**

Resolved, that this Board of Education of the Belleville Henderson Central School District approves the employment agreement with Jane A. Collins as Superintendent of Schools effective July 1, 2022, and authorizes the Board President to execute the agreement on behalf of the District.

Motion made by: Kristin Vaughn

Seconded by: Anthony Barney

Motion Carried: 6-0

3. **SALARY INCREASE FOR BUSINESS MANAGER**

Resolved, upon the recommendation of the Superintendent, the Board of Education hereby approves a salary increase to \$90,000 for the position of School Business Manager for the 2022-2023 school year pro-rated effective November 7, 2022.

Motion made by: Adam Miner

Seconded by: Kristin Vaughn

Motion Carried: 6-0

STUDENT ACTIVITIES  
QUARTERLY REPORT  
THROUGH SEPTEMBER  
2022

CSE/CPSE  
RECOMMENDATIONS

TAX CORRECTIONS

BUILDING USE-ALEXIS  
BELLINGER-YOUTH  
GIRLS BASKETBALL

APPROVE  
SUPERINTENDENT  
CONTRACT JULY 1, 2022  
THOUGH JUNE 30, 2026

SALARY INCREASE FOR  
BUSINESS MANAGER

**4. CREATE SCHOOL SAFETY OFFICER POSITION**

Resolved, that upon the recommendation of the Superintendent, this Board of Education approves the creation of the 10-month position of a School Safety Officer within the CSEA Bargaining Unit.

Motion made by: Roger Eastman

Seconded by: Kristin Vaughn

Motion Carried: 6-0

**CREATE SCHOOL  
SAFETY OFFICER  
POSITION**

**5. APPOINT SCHOOL SAFETY OFFICER**

Resolved, that it is hereby determined that pursuant to the provisions of Civil Service Law, Section 22 of the State of New York, and upon the recommendation of the Superintendent, the following person be appointed as permanent serving probation school safety officer as follows:

Name: Steven B. Earl

Effective Date: December 12, 2022

Expiration Date: December 11, 2023

Salary: \$35,000 /per year

**APPOINT SCHOOL  
SAFETY OFFICER**

Motion made by: Kristin Vaughn

Seconded by: Anthony Barney

Motion Carried: 6-0

**6. EXTEND PROBATIONARY PERIOD-MICHAEL HATCH**

Upon the recommendation of the Superintendent, the Board of Education resolves as follows:

1. That the probationary appointment of Michael Hatch be extended a total of 72 days from November 8, 2021 up to and including January 19, 2022.

2. This resolution shall take effect immediately.

**EXTEND  
PROBATIONARY  
PERIOD FOR MICHAEL  
HATCH**

Motion made by: Adam Miner

Seconded by: Roger Eastman

Motion Carried: 6-0

**7. APPROVE PERMANENT APPOINTMENT-MATTHEW STEVENS**

Upon the recommendation of the Superintendent, Matthew Stevens who has successfully completed his probationary appointment as cleaner is to be made permanent effective November 9, 2022.

**APPROVE PERMANENT  
APPOINTMENT-  
MATTHEW STEVENS**

Motion made by: Adam Miner

Seconded by: Roger Eastman

Motion Carried: 6-0

**8. APPROVE PERMANENT APPOINTMENT-CRYSTAL HEMINGWAY**

Upon the recommendation of the Superintendent, Crystal Hemingway who has successfully completed her probationary appointment as Registered Nurse is to be made permanent effective November 29, 2022.

**APPROVE PERMANENT  
APPOINTMENT  
CRYSTAL HEMINGWAY**

Motion made by: Roger Eastman

Seconded by: Kristin Vaughn

Motion Carried: 6-0

**9. APPOINT BOYS' JV BASKETBALL COACH-JACOB HESS**

Resolved, that upon the recommendation of the Superintendent, this Board of Education approves, Jacob Hess as Boys' JV Basketball Coach for the 2022-2023 season.

Motion made by: Roger Eastman

Seconded by: Anthony Barney

Motion Carried: 6-0

**10. APPOINT BOYS' JV ASSISTANT COACH-BRADEN FARGO**

Resolved, that upon the recommendation of the Superintendent, this Board of Education approves, Braden Fargo as Boys' JV Basketball Assistant Coach for the 2022-2023 season.

Motion made by: Kristin Vaughn

Seconded by: Adam Miner

Motion Carried: 6-0

**11. APPOINT TEACHER ASSISTANT-WHITNEE MINER**

Resolved, upon the recommendation of the Superintendent, the Board of Education hereby approves Whitnee Miner to a four (4) year probationary appointment as follows:

Tenure Area: Teaching Assistant-Level 1

Effective Date: October 13, 2022

Expiration Date: October 14, 2026

Salary: \$14.36 per hour

Motion made by: Roger Eastman

Seconded by: Kristin Vaughn

Motion Carried: 5-0-1

Abstention: Adam Miner

**12. APPOINT BUS DRIVER-ALICIA LASHWAY**

Resolved, upon the recommendation of the Superintendent, the following person be appointed as permanent serving probationary bus driver as follows:

Name: Alisha Lashway

Effective Date: November 8, 2022

Expiration Date: November 7, 2023

Salary: \$20.00 per hour

Motion made by: Roger Eastman

Seconded by: Anthony Barney

Motion Carried: 6-0

**13. APPOINT BUS MONITOR-MICHAEL FRAWLEY**

Amended at the beginning of the meeting to remove resolution #13 from the agenda.

**APPOINT BOYS' JV  
BASKETBALL COACH—  
JACOB HESS**

**APPOINT BOYS' JV  
ASSISTANT COACH  
BRADEN FARGO**

**APPOINT TEACHER  
ASSISTANT-WHITNEE  
MINER**

**APPOINT BUS DRIVER-  
ALICIA LASHWAY**

**14. APPROVE FOOD SERVICE SUBSTITUTE-CAROLANN SMITH**

Resolved, that upon the recommendation of the Superintendent, this Board of Education approves Carolann Smith as substitute food service helper.  
IT BEING UNDERSTOOD, that Ms. Smith has had a criminal history background check, including fingerprinting, performed by the State Education Department.

Motion made by: Adam Miner  
Seconded by: Roger Eastman

Motion Carried: 6-0

**APPROVE FOOD  
SERVICE SUBSITUTE-  
CAROLANN SMITH**

**15. APPROVE BUS DRIVER SUBSTITUTE-WILLIAM BABCOCK**

Resolved, that this Board of Education approves William Babcock as a substitute bus driver.  
IT BEING UNDERSTOOD, that Mr. Babcock will not drive until he has received the proper training, license and physical.

Motion made by: Adam Miner  
Seconded by: Anthony Barney

Motion Carried: 6-0

**APPROVE BUS DRIVER  
SUBSTITUTE-WILLIAM  
BABCOCK**

**NEW BUSINESS**

**16. APPROVE EXTERNAL AUDIT**

Resolved, that this Board of Education approves the financial report and extra classroom report performed by Crowley and Halloran COAs, P.C. for the fiscal year ending June 2022.

Motion made by: Roger Eastman  
Seconded by: Kristin Vaughn

Motion Carried: 6-0

**APPROVE EXTERNAL  
AUDIT**

**17. APPROVE MOU WITH CORNELL COOPERATIVE EXTENSION**

Resolved, that this Board of Education gives permission for the Superintendent to sign the Memorandum of Understanding between the Belleville Henderson Central School District and Cornell Cooperative Extension Association of Jefferson County regarding roles and responsibilities in administration of the 21<sup>st</sup> Century Community Learning Center (21<sup>st</sup> CCLC) program during the 2022-2027 funding cycle.

Motion made by: Roger Eastman  
Seconded by: Dennis Jerome

Motion Carried: 6-0

**APPROVE MOU WITH  
CORNELL COOPERATIVE  
EXTENSION**

**18. APPROVE MOU WITH BH CSEA**

Resolved, that this Board of Education gives permission for the Superintendent to sign the Memorandum of Agreement with the Belleville Henderson CSEA regarding the school safety officer positon.

Motion made by: Kristin Vaughn  
Seconded by: Anthony Barney

Motion Carried: 6-0

**APPROVE MOU WITH BH  
CSEA**

**19. TAX REFUNDS**

Resolved that this Board of Education authorize the Treasurer to refund the following overpayment of the 2022 school taxes:

<b>Tax Payer</b>	<b>Amount of Refund</b>
John Jones	\$36.00
Rachel & Paul Chatterton	\$7.13
Corelogic	\$10,167.19
Lereta	\$4545.11

Motion made by: Roger Eastman

Seconded by: Anthony Barney

Motion Carried: 6-0

**20. ITEMS FOR DONATION, DISPOSAL AND/OR PUBLIC SALE**

Resolved, that upon the recommendation of the Superintendent, the Board of Education approves the following items to be considered for donation, disposal and/or public sale:

<b>Qty</b>	<b>Item</b>
19	MORIC Dell Desktop Computers
	Obsolete Playground Equipment from Bell Tower Area <ul style="list-style-type: none"><li>• (1)Dome Shaped Monkey Bars</li><li>• (1)Slide</li><li>• (2) Swing Sets (10 Swings)</li></ul>
50	Basketballs

Motion made by: Kristin Vaughn

Seconded by: Anthony Barney

Motion Carried: 6-0

**21. RETURN ITEM FOR EXCHANGE**

Resolved, that upon the recommendation of the Superintendent, the Board of Education approves to trade in the 2020 Frontier Power Rake 1148 for the purchase of 2022 CURTIS John Deere 2025R Advantage Cab and a John Deere 54 in Heavy Duty Snow Blower with Cazenovia Equipment Company.

Motion made by: Kristin Vaughn

Seconded by: Anthony Barney

Motion Carried: 6-0

**POLICY**

First reading of new Policy Manual Section 5676-Use of Force Regarding Authorized Carrying of Firearm for the District Policy Manual.

First reading of amendment to Policy Regulation #6410R-Social Media Guidelines for Employees for the District Policy Manual.

**FOR THE BOARD'S REVIEW**

Roger Eastman received a letter from Jeffrey Ginger, Director of Career & Technical Education at JL BOCES for the donation of a tractor for students to refurbish.

**APPROVE TAX REFUNDS**

**APPROVE ITEMS FOR  
DONATION, DISPOSAL  
AND OR PUBLIC SALE**

**RETURN ITEM FOR  
EXCHANGE**

### **ADMINISTRATIVE REPORTS**

- **Business Manager's Update**  
Mr. Magovney reported to the Board on the school tax collection reports for 2022. The majority of the tax bills were paid directly at school (either through mail or in person at designated hours). Around 7% were paid at the Community Bank in Adams. There was good feedback from having the option of paying at the bank. He also reported on the trade in of the power rake and field maintenance.
- **Curriculum Instruction & Assessment Director/Athletic Director's Update**  
Mrs. Barnhart-Burto reported on the proposed agenda for Superintendent's Day on Thursday, November 10, 2022.
- **Principal's Update**  
Mr. Storey gave a recap of the weekly events and highlighted upcoming events.
- **Superintendent's Update**  
Ms. Collins' report focused on the direction the Board wants to proceed with the Capital Project.

### **UPDATE TO BOARD OF EDUCATION QUESTIONS**

### **PUBIC PARTICIPATION**

Carrie Eastman complemented all staff involved with the Bi-County Festival that was held at BH over the weekend. There were great performances, a lot of talent it was very enjoyable for her to attend the concerts.

### **EXECUTIVE SESSION**

Resolved, that this Board of Education enter executive session at 9:08 pm to discuss matters pertaining to the appointment of particular personnel.

Motion made by: Adam Miner

Seconded by: Roger Eastman

Motion Carried: 6-0

President Allen declared open session at 9:30 pm.

### **ADJOURNMENT**

Resolved, that at 9:32 pm, this meeting be adjourned.

Motion made by: Roger Eastman

Seconded by: Dennis Jerome

Motion Carried: 6-0

Respectfully Submitted,



Sally Kohl,  
District Clerk

**EXECUTIVE SESSION**

**OPEN SESSION**

**ADJOURNMENT**



# BELLEVILLE HENDERSON CSD

Enc # 2  
11/7/2022



Check Warrant Report For A - 17: General Warrant #6 For Dates 10/1/2022 - 10/31/2022

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
.83	10/25/2022	80	John Allen Sanitatin Srv Inc.		1,235.00
19884	10/25/2022	6408	AUTO GLASS FOUR LESS LLC		500.00
19885	10/25/2022	270	Bicknell Building Supply	230130	3,644.53
19886	10/25/2022	4882	Bimbo Foods, Inc.		265.17
19887	10/25/2022	4098	Blue Mountain Spring Water		1,003.45
19888	10/25/2022	6267	Britton, Amanda		15.96
19889	10/25/2022	6292	BUCKLEY, TIM		227.10
19890	10/25/2022	420	Cascade School Supply	230003	590.39
19891	10/25/2022	420	Cascade School Supply	230008	1,484.37
19892	10/25/2022	3272	CDW-G		6,030.00
19893	10/25/2022	5929	Century Linen & Uniform		60.76
19894	10/25/2022	4651	CHARTER COMMUNICATIONS		441.81
19895	10/25/2022	4982	Christman Fuel Service		5,508.26
19896	10/25/2022	2934	Cintas Corporation #121		254.55
19897	10/25/2022	4341	Clayscapes Pottery Inc.	230075	407.00
19898	10/25/2022	4341	Clayscapes Pottery Inc.	230085	604.00
19899	10/25/2022	5816	COLLINS, JANE		695.32
19900	10/25/2022	3447	Elite Sales & Service		550.00
19901	10/25/2022	6409	FOLLETT HIGHER EDUCATION GROUP LLC		879.88
19902	10/25/2022	3787	Frontier		718.91
19903	10/25/2022	3588	Larry Gallo		230.10
04	10/25/2022	975	Inc., O.D. Greene Lumber Co.		2,958.00
19905	10/25/2022	5317	Hershey's Creamery Co.		308.38
19906	10/25/2022	5444	HILLYARD INC-ROCHESTER		496.44
19907	10/25/2022	5521	FRAN SEYMOUR, TREASURER		260.00
19908	10/25/2022	1310	Larry's Musical Instrument & Re		150.00
19909	10/25/2022	3391	Robert LeFevre Jr.		340.65
19910	10/25/2022	2818	Robert H. LeFevre Sr.		113.55
19911	10/25/2022	5262	LJC DISTRIBUTORS	230022	61.60
19912	10/25/2022	5527	CHAZ LOOMIS		113.55
19913	10/25/2022	5206	Mathison, Thinnarat		227.10
19914	10/25/2022	1465	McCabe's Mechanicals Inc.		3,909.42
19915	10/25/2022	1470	McCabe's Supply Inc.		621.28
19916	10/25/2022	6153	Music and Arts Centers	230033	105.16
19917	10/25/2022	1635	NCE Environmental Consultants		70.00
19918	10/25/2022	5489	NCC Systems, Inc.		1,820.00
19919	10/25/2022	495	New York Bus Sales, LLC		1,795.20
19920	10/25/2022	3367	NY School & Municipal Energy	230138	22,425.82
19921	10/25/2022	1700	NYSSBA		2,625.00
19922	10/25/2022	5478	NYSSMA C/O Charles R. Heck, General Chairperson		120.00
19923	10/25/2022	6002	Parkview Cleaners		50.00
19924	10/25/2022	4172	PASCO		11,670.00
25	10/25/2022	5805	PERKINS, STEWART		200.10
19926	10/25/2022	1780	Perma-Bound Books	230073	101.97
19927	10/25/2022	6410	SHELMIDINE-PITKIN RACHEL		340.65
19928	10/25/2022	3105	Pitney Bowes Inc.		108.50

# BELLEVILLE HENDERSON CSD



Check Warrant Report For A - 17: General Warrant #6 For Dates 10/1/2022 - 10/31/2022

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
29	10/25/2022	5806	PRICE, COREY		227.10
19930	10/25/2022	5437	Pulaski Urgent Care		125.00
19931	10/25/2022	4823	Pyramid School Products	230006	400.97
19932	10/25/2022	4832	Quill	230031	30.26
19933	10/25/2022	4832	Quill	230181	38.99
19934	10/25/2022	2492	Renzi Brothers Inc.		14,772.81
19935	10/25/2022	6349	REVIEWED COSTS DBA Industrial U.I. Services		500.00
19936	10/25/2022	2958	Riddell/All American Sports Corp.	230010	36.80
19937	10/25/2022	4464	Marisa Riordan		52.78
19938	10/25/2022	6234	RUSTKOTE LLC		525.00
19939	10/25/2022	5870	SANICO		3,102.88
19940	10/25/2022	6411	SNYDER, JAMES		83.55
19941	10/25/2022	4649	Stanley Convergent Security		40.87
19942	10/25/2022	3067	Staples	230152	453.12
19943	10/25/2022	5769	SUBURBAN PROPANE		1,923.71
19944	10/25/2022	3973	Town of Ellisburg		436.45
19945	10/25/2022	4886	Joseph Vaadi		227.10
19946	10/25/2022	6407	WALLY'S FORD OF ADAMS		97.92
19947	10/25/2022	5925	WHITES FARM SUPPLY		615.20
19948	10/25/2022	3205	Wilton, Mark		116.55
19949	10/25/2022	3392	Paul Eppolito		113.55

Number of Transactions: 67

Warrant Total: 100,259.54  
Vendor Portion: 100,259.54

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 67 in number, in the total amount of \$ 100,259.54. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

10/25/22  
Date

Mary Foner  
Signature

Claim Auditor  
Title

**TREASURER'S REPORT September 2022**

	General	Cafeteria	Trust &							
	A200	Lunch Revenue	Agency	Payroll	Federal	Capital	Private Purpose			
		C202	T&A200	TA203	F200	H200	TE200-1			

*Per Accounting Records:*

Balance September 1, 2022	\$ 343,119.47	\$ 127,841.95	\$ 89,142.85	\$ 7,387.55	\$ 0.43	\$ 58,440.03	\$ 3,539.20			
Add: Receipts	1,797,999.97	8,315.00	500,598.10	326,030.18	62,826.19					
Less: Disbursements	(867,253.51)		(547,861.50)	(322,199.16)	(62,826.19)	(5,110.48)				
Plus: Interest	4.31		0.28	0.19		0.44	0.03			
Balance September 30, 2022	\$ 1,273,870.24	\$ 136,156.95	\$ 41,879.73	\$ 11,218.76	\$ 0.43	\$ 53,329.99	\$ 3,539.23			

*Bank Reconciliation:*

Plus: Outstanding Checks	(57,951.58)		(8,491.02)	(8,223.02)						
Less: Deposits in Transit										
Adjustments:										
Adjustment to TA: Plus										
Adjustment to TA: Less										
Bank Balance: September 30, 2022	\$ 1,215,918.66	\$ 136,156.95	\$ 33,388.71	\$ 2,995.74	\$ 0.43	\$ 53,329.99	\$ 3,539.23			

**OK: MKZR 10/24/2022**

Enc. #3  
11/7/2022

# TREASURER'S REPORT September 2022

## Collateralization

Acct Description	Account Ending	Balance
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### Community

General Checking	4198	\$ 1,215,918.66
Cafeteria Lunch Revenue	4172	136,156.95
T&A Checking	4248	33,388.71
Payroll Checking	4255	2,995.74
Federal Checking	4230	0.43
Capital Checking	4354	53,329.99
Student Activities	4263	55,405.20
Private Purpose Fund	3314	2,539.17

Checking Account Total	\$	1,499,734.85
FDIC Insurance		250,000.00
Not Covered by FDIC Insurance	\$	1,249,734.85

^Denotes the following accounts:  
A231=Unemployment  
A232=ERS Contributions, A232-1=TRS Contributions  
A233=Tax Certiorari  
TN201=Endowment & Gifts  
V201=Debt Service

### Community Bank

General Savings	2684	\$ 44,158.28	A201
Tax Account	1215	2,697,165.99	A203
Capital Reserve	1231	350,136.04	A230
<b>Pooled Reserves*</b>	<b>1223</b>	<b>662,464.75</b>	<b>^A231, A232, A233, TN201, V201</b>
Capital Savings	1249	50,035.30	H201

(Remained the same from 6/2022)

\* Money not calculated/transferred from Pooled Reserves to Separate Bank Accounts of: 6685-Debt Service Reserve-Savings, 6677-EblAR-Savings, 6693-Permanent Funds-Savings, 6651-Retirement Contribution Reserve-TRS-Savings, 6669-Tax Certiorari Reserve-Savings, & 6644-Unemployment Reserve-Savings.  
(Accounts Balances at \$0.00)

Savings Total	\$	3,803,960.36
FDIC Insurance		250,000.00
Not Covered by FDIC Ins.	\$	3,553,960.36
Total Not Covered by FDIC Insurance	\$	5,131,170.02
Community Pledged Securities	\$	10,069,659.35
(Under)/Over Collateralized	\$	4,938,489.33

% Collateralized 196.24%

Interest Rate for Savings Account 0.02%

OK: MKZR 10/24/2022

Enc. #4  
11/7/2022

**BELLEVILLE HENDERSON CENTRAL SCHOOL DISTRICT**  
**STUDENT ACTIVITIES ACCOUNT**  
**QUARTERLY REPORT OF RECEIPTS AND DISBURSEMENTS**  
**July 1, 2022 and ending June 30, 2023**

Account Name	Balance 07/01/2022	Receipts 07/01/22--09/30/22	Disbursements 07/01/22--09/30/22	Balance 09/30/22
Class of 2022	\$3,017.60	\$57.24	\$3,074.84	(\$0.00)
Class of 2023	\$5,765.38	\$3,300.50	\$200.00	\$8,865.88
Class of 2024	\$8,891.00		\$3,172.50	\$5,718.50
Class of 2025	\$997.72	\$635.50	\$225.00	\$1,408.22
Class of 2026	\$0.00			\$0.00
Art Club	\$966.22			\$966.22
Business/Technology Club	\$107.85			\$107.85
FFA	\$15,349.39	\$3,278.00	\$2,600.00	\$16,027.39
Library Club	\$908.48		\$152.50	\$755.98
Music Club	\$9,765.20		\$2,920.00	\$6,845.20
NHS	\$272.53			\$272.53
NJHS	\$3,131.87	\$598.66		\$3,730.53
Outdoor Club	\$1,250.17			\$1,250.17
Student Council	\$4,124.28	\$1.51	\$100.00	\$4,025.79
Trap Shooting Team	\$1,617.00			\$1,617.00
World Language Club	\$2,509.60	\$203.00	\$50.00	\$2,662.60
Due to Tax/Expenditures	\$87.24			\$87.24

TOTALS \$58,761.53 \$8,074.41 \$12,494.84 \$54,341.10

OK: Marisa K. Z. Riordan

Sales Tax: \$87.24 Beginning Balance

**TOTAL: \$87.24** **\*\*To be reimbursed by Cafeteria Fund for 2022 NYS Sales Tax\*\***

## Memorandum of Understanding

Cornell Cooperative Extension Association of Jefferson County (CCE) and Belleville Henderson Central School District (BHCS D) agree to assume and perform the following roles and responsibilities in the administration of the 21<sup>st</sup> Century Community Learning Center (21<sup>st</sup> CCLC) program during the 2022-2027 funding cycle (7/1/22 - 6/30/27). The goal of this program is to provide a 21<sup>st</sup> Century Community Learning Center program of the highest quality for the participating students. The program is funded through the New York State Department of Education.

The MOU agreement is comprised of three sections:

- Joint responsibilities of the CCE and BHCS D.
- Responsibilities of CCE.
- Responsibilities of BHCS D.

### **Joint responsibilities of CCE and BHCS D.**

1. Ensure that all procedures and regulations for health, fire and safety, pick-ups, parent consents, transportation, field trips, food, insurance, medical and other emergency procedures will be clearly listed and widely disseminated, and that they will conform to applicable local and state standards.
2. Structure and facilitate meaningful communication between the BHCS D staff and the 21<sup>st</sup> Century Community Learning Center program. Provide on-going opportunities for BHCS D staff and 21<sup>st</sup> CCLC staff to plan, coordinate, and integrate curricular areas with school activities.
3. Hold regularly scheduled meetings between staff of CCE and BHCS D Principal as well as other appropriate personnel, to discuss all issues pertaining to the 21<sup>st</sup> CCLC program. Issues would include, but not be limited to, staff performance, effectiveness of program features, student development, and other issues of program evaluation.
4. Develop mechanisms and opportunities to communicate on a regular basis with both the Advisory Committee, School Board, and the family members of the program's students, including information regarding school day and afterschool program that is accessible in a public space.
5. Recruit, select, and enroll student participants in the 21<sup>st</sup> CCLC program and disseminate procedural information widely.
6. Both the school and CCE may share equipment to enhance each other's programming with youth and families.

### **Responsibilities of CCE**

1. Communicate and provide information to BHCS D about the 21<sup>st</sup> CCLC program through

- regularly scheduled meetings.
2. If applicable, recruit, hire, and train all program staff in cooperation with BHCS D. The BHCS D Principal and/or his/her designee will participate in the selection of the full-time person responsible for the program.
  3. Manage the day-to-day operations of the program and notify BHCS D of any problems, issues, and concerns in a timely fashion.
  4. Track student enrollment and attendance and provide that information to BHCS D as necessary. Ensure student enrollment into the program include a process for collecting parental consent for obtainment of academic information (GPA, report cards, test scores), behavior records, medical information, and custody from the school district as needed for facilitation of the program and required grant reporting.
  5. Invite designated BHCS D staff to attend staff meetings.
  6. Attend school staff meetings as determined by BHCS D.
  7. Make staff available for in-service training throughout the school year and arrange for appropriate substitute coverage.
  8. Work cooperatively with the research and evaluation component of the 21<sup>st</sup> CCLC program.
  9. Ensure the respectful treatment of school property, including replacing property damaged or destroyed by the students or staff of the afterschool program, and keeping the spaces used by the afterschool program clean. Notify BHCS D maintenance/custodial staff of any assistance needed in keeping program spaces clean. Equipment will be inventoried and labeled.
  10. Ensure that all state requirements for staff clearances and SACC licensing requirements are met.
  11. Develop protocol for emergency notification of parents and/or guardians.
  12. Establish procedures for the safe-keeping and safe transport of children after program hours.
  13. Ensure that there are staff on-site during program hours trained in first aid, CPR and medical emergencies.
  14. Maintain appropriate insurance coverage.
  15. Provide the oversight on all financial information and reports necessary for the 21<sup>st</sup> CCLC program.

### **Responsibilities of BHCS D**

1. Work cooperatively with CCE and Independent Evaluator. Information requested by evaluators is to be provided in a timely manner. This may include, but not be limited to, sharing school profiles and all relevant data available in the public domain. In addition, test scores, grades, report cards, GPA, attendance, etc. will be provided with full protection of the rights of the students and within the regulations of the school system.
2. Allow afterschool program staff to attend relevant professional development opportunities offered by BHCS D.

3. Assure the availability of clean spaces for the afterschool program in an adequate number of classrooms, as well as the cafeteria, kitchen, auditorium, library, gymnasium, and any other relevant space.
4. Provide CCE staff with an office/space to secure files and paperwork that may contain confidential student information, as well as a location suitable for program staff to hold meetings and plan during the school day.
5. Supply adequate and appropriate storage space for the after-school program's materials and equipment.
6. Facilitate the provision of full custodial services at no cost.
7. Identify and organize appropriate security for the afterschool program.
8. Provide a healthy, nutritious snack for the program.
9. Provide information to the program staff regarding student medical needs, vaccination status, allergies, emergency medication, IBP, custody information -when parent consent is provided.
10. Provide access to a landline telephone for the program to use in the event of an emergency.

Agreed on this day by,

Cornell Cooperative Extension Association of Jefferson County  
(Community Based Organization)

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(Signature of Executive Director)

Belleville Henderson Central School District  
(Name of School)

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(Signature of Superintendent)