

BOARD OF EDUCATION
BELLEVILLE HENDERSON CENTRAL SCHOOL DISTRICT

ORGANIZATIONAL MEETING

July 10, 2023

7:00 p.m.

The District Clerk opened the meeting with the Pladge of Allegiance.

The Clerk called the meeting to order in the Library at 7:01 pm.

Board Members Present (6): 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, Administrative Coordinator, Stephen Magovney, Business Manager, and Sally Kohl, District Clerk.

Absent: Kyle Gehrke, Board Member.

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

Current Member	Annual Voting Date	# of Years	Term Period
Roger Eastman	May 16, 2023	5	7/2023-6/2028
Kristin Vaughn	May 16, 2023	5	7/2023-6/2028
John Allen	May 17, 2022	5	7/2022-6/2027
Dennis Jerome	May 18, 2021	5	7/2021-6/2026
Adam Miner	June 9, 2020	5	7/2020-6/2025
Anthony Barney	May 21, 2019	5	7/2019-6/2024
Kyle Gehrke	May 21, 2019	5	7/2019-6/2024

The oath of office was administered to elected Board of Education members, Roger Eastman and Kristin Vaughn.

The District Clerk asked for nominations for President of the Board of Education for the school year of 2023-2024.

Roger Eastman made the motion to nominate John Allen for President. The motion was seconded by Kristin Vaughn.

The Clerk asked if there were any additional nominations for President. There were none.

A motion was made by Roger Eastman for the election of John Allen as President. This motion was seconded by Kristin Vaughn. The motion was carried 5-0-1 (John Allen abstaining).

The Clerk administered the oath of office to President Allen.

President Allen assumed the chair and ask for nominations for Vice-President.

Kristin Vaughn made the motion to nominate Dennis Jerome for Vice President. The motion was seconded by Roger Eastman.

**OATH OF OFFICE TO
BOARD MEMBERS
ROGER EASTMAN AND
KRISTIN VAUGHN**

**ELECTION OF
PRESIDENT**

**OATH OF OFFICE TO
PRESIDENT ALLEN**

**ELECTION OF VICE
PRESIDENT**

President Allen asked for additional nominations for Vice President for the Board of Education for the school year 2023-2024. There were none.

A motion was made by Roger Eastman for the election of Dennis Jerome as Vice President. This motion was seconded by Kristin Vaughn. The motion was carried 5-0-1 (Dennis Jerome abstaining).

The Clerk administered the oath of office to Vice President Jerome and Superintendent Collins.

- 1. Resolved, that this Board of Education appoints the following District Officers for the school year 2023-2024.

Name	Position
Sally Kohl	District Clerk
Marisa Riordan	District Treasurer
Mary Forrester	Claims Auditor
Colleen Bellinger	Tax Collector

Motion made by Roger Eastman
Seconded by Kristin Vaughn

Motion Carried: 6-0

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

- 2. Resolved, that this Board of Education:

- Approve the following positions for the 2023-2024 school year:

NAME	POSITION
Building Principal	A.D.A Compliance Officer in accordance with the Americans with Disabilities Act of 1990
School Nurse	AIDS Advisory Council Chairperson
Building Principal	Supervisor of Attendance
BHCS Board of Education	Audit Committee
Trespasz & Marquardt, LLP	Bond Counsel
District Treasurer	Central Treasurer, Extra Classroom Activities Fund
Buildings and Grounds Supervisor	Chemical Hygiene Officer
Superintendent or Designee	Chief Emergency Officer
Building Principal	Civil Rights Compliance Officer
Business Manager	Data Protection Officer
Building Principal	Deputy Claims Auditor
Building Principal	Deputy District Clerk
Business Manager	Deputy District Treasurer
Superintendent	Deputy Faculty Auditor
Superintendent & Building Principal	Deputy Purchasing Agent
Mary Forrester	Deputy Tax Collector
Superintendent	Designated Educational Official (DEO)
School Counselor, School Principal and Interim School Administrator	Dignity Act Coordinator

OATH OF OFFICE TO VICE PRESIDENT JEROME

APPOINT DISTRICT OFFICERS

OATH OF OFFICE TO DISTRICT CLERK KOHL

APPROVE POSITIONS

Buildings and Grounds Supervisor	Energy Manager
Crowley & Halloran CPAs, P.C.	External (Independent) Auditor
Maryellen Thomes	Faculty Auditor
Haylor, Freyer & Coon	Insurance Advisor
Business Manager	Federal Child Nutrition Program Hearing Official
School Food Service Director	Federal Child Nutrition Program Reviewing Official
School Food Service Director	Federal Child Nutrition Program Verification Official
Buildings and Grounds Supervisor	LEA Asbestos Designee
School Counselor	McKinney-Vento Homeless Liaison Officer
Business Manager	Purchasing Agent
Business Manager, District Treasurer	Records Access Officer
Superintendent	Records Appeals Officer
Business Manager	Records Management Officer
Law Offices of Guercio & Guercio, LLP	School Attorney
Dr. Laura Gonzalez	School Dentist
Buildings and Grounds Supervisor	School Pesticide Representative
Dr. Alfred Gianfagna	School Physician
CSE Chairperson	Section 504 Compliance Officer in accordance with Rehabilitation Act of 1973
Building Principal, Interim School Administrator, Business Manager	Title IX Coordinator

**APPROVE POSITIONS
cont'd**

- Designates that the Community Bank NA, Adams Branch and NYCLASS are the official depositories for all funds of the school district for the school year 2023-2024.
- Designates that the Watertown Daily Times is the official newspaper for the Belleville Henderson Central School District for the year 2023-2024.
- 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 2023-2024 school year:
 - Monday, August 14, 2023
 - Monday, August 28, 2023
 - Monday, September 18, 2023
 - Monday, October 16, 2023
 - Monday, November 6, 2023
 - Monday, December 4, 2023
 - Monday, January 8, 2024
 - Monday, January 22, 2024

**OFFICIAL
DEPOSITORIES**

OFFICIAL NEWSPAPER

INVEST SCHOOL FUNDS

**2023-2024 BOE
MEETING DATES**

Monday, February 12, 2024
 Monday, March 4, 2024
 Monday, March 18, 2024
 Wednesday, April 17, 2024 BOCES VOTE
 Monday, May 13, 2024
 Tuesday, May 21, 2023 Annual Budget Vote/Election
 Monday, June 10, 2024
 Monday, July 15, 2024 Organizational Meeting
Special Board of Education meetings will be scheduled as necessary.

- Authorizes the Superintendent to certify payrolls.
- Authorizes the District Treasurer or Business Manager to sign checks.
- Authorizes the Superintendent to apply for grants in aid.
- Authorizes the Central Treasurer to sign activity fund checks.
- 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, Business Manager, 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.
- 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 2023-2024 school year.
- Establishes a petty cash fund in the amount of \$100.00 for the school year 2023-2024. The District Treasurer will be responsible for the petty cash fund.
- Sets the tuition rate as follows for the 2023-2024 school year:
 - \$500 each student/per year
 - \$750 per family/per year
- Sets the mileage rates as follows for the 2023-2024 school year:
 - \$.50 per mile if choosing not to use a school vehicle
 - \$.58 per mile if a school vehicle is not available
- Sets the mileage rate for the 2023-2024 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.

**BOE MEETING DATES
cont'd**

**SUP'T TO CERTIFY
PAYROLL**

**DT AND BM TO SIGN
CHECKS**

**SUP'T TO APPLY FOR
GRANTS**

**CT TO SIGN ACTIVITY
FUND CHECKS**

**SUP'T TO MAKE
BUDETARY TRANSFERS**

**AUTHORIZE TO
ATTEND CONFERENCES**

**AGREES TO
PARTICIPATE IN BOCES
COOPERATIVE
PURCHASING**

PETTY CASH

TUITION

MILEAGE RATES

**MILEAGE RATES FOR
BUS USE**

**APPROVE LOAN OF
MONIES TO LUNCH AND
FEDERAL FUNDS**

- Readopt all polices and code of ethics in effect during the previous year as implied in Education Law 1709, 2503.

Motion made by Roger Eastman
 Seconded by Dennis Jerome

Motion Carried: 6-0

**READOPT ALL POLICIES
 AND CODE OF ETHICS**

BONDING

3. Resolved that the personnel in the following titles for the 2023-2024 school year will be bonded:

- District Treasurer according to Education Law §2130; 8 NYCRR §170.2,
- Deputy Treasurer according to Education Law §1720,
- Tax Collector according to Education Law §2130; 8 NYCRR §170.2,
- Deputy Tax Collector,
- Extra Classroom Activities Fund Central Treasurer according to 8 NYCRR §172.5,
- Internal Claims Auditor according to Education Law §2527; 8 NYCRR §170.2.

This will be accomplished through use of a blanket bond of \$1,000,000 in lieu of specific official undertakings according to Public Officers Law §11

BONDING

Motion made by Roger Eastman
 Seconded by Adam Miner

Motion Carried: 6-0

MEMBERSHIP

4. 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

**MEMBERSHIP WITH
 JLSBA, NYSSBA AND RSA**

Motion made by Roger Eastman
 Seconded by Kristin Vaughn

Motion Carried: 6-0

**JLSBA
 REPRESENTATIVES**

REPRESENTATIVE TO JEFERSON-LEWIS SCHOOL BOARDS ASSOCIATON (JLSBA)

5. Resolved, that this Board of Education appoints Roger Eastman to act as Executive Committee delegate and Dennis Jerome 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 Adam Miner
 Seconded by Kristin Vaughn

Motion Carried: 6-0

**CSE & CPSE COMMITTEE
 APPOINTMENTS**

CSE & CPSE COMMITTEE APPOINTMENTS

6. Resolved, that this Board of Education appoints the following for the 2023-2024 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

**CSE & CPSE COMMITTEE
APPOINTMENTS cont'd****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 evaluation. 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 Roger Eastman
Seconded by Kristin Vaughn

Motion Carried: 6-0

ADJOURNMENT

Resolved, that at 7:12 pm that this meeting be adjourned.

Motion made by Roger Eastman
Seconded by Kristin Vaughn

Motion Carried: 6-0

ADJOURNMENT

Respectfully Submitted,



Sally Kohl,
District Clerk