

**BOARD OF EDUCATION**  
**BELLEVILLE HENDERSON CENTRAL SCHOOL DISTRICT**

**ORGANIZATIONAL MEETING**

**July 11, 2022**

**7:00 p.m.**

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

The Clerk called the meeting to order in the Library at 7:00 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.

Excused: Kyle Gehrke, Board Member.

Members from the community/guests: Katie McGrath

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

<b>Current Member</b>	<b>Annual Voting Date</b>	<b># of Years</b>	<b>Term Period</b>
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
Roger Eastman	May 15, 2018	5	7/2018-6/2023
Kristin Vaughn	May 15, 2018	5	7/2018-6/2023

The oath of office was administered to the elected Board of Education member, John Allen.

The District Clerk asked for nominations for President of the Board of Education for the school year of 2022-2023.

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

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

A motion was made by Adam Miner for the election of John Allen as President. This motion was seconded by Roger Eastman. The motion was carried 6-0.

The Clerk administered the oath of office to President Allen.

The President Allen assumed the chair to preside over the remainder of the meeting.

**OATH OF OFFICE TO  
BOARD MEMBER JOHN  
ALLEN**

**NOMINATIONS FOR  
PRESIDENT**

**MOTION TO ELECT  
JOHN ALLEN AS  
PRESIDENT**

**OATH OF OFFICE TO  
PRESIDENT ALLEN**

President Allen asked for nominations for the position of Vice President of the Board of Education.

Dennis Jerome made a motion to nominate Adam Miner. This motion was seconded by Anthony Barney.

President Allen asked for any additional Vice President nominations. There were none.

A motion was made by Roger Eastman for the election of Adam Miner as Vice President. This motion was seconded by Dennis Jerome. The motion was carried 6-0.

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

- Resolved, that this Board of Education appoints the following District Officers for the school year 2022-2023.

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

Motion: Roger Eastman

Second: Adam Miner

Motion Carried: 6-0

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

- Resolved, that this Board of Education:

- Approve the following positions for the 2022-2023 school year:

<b>NAME</b>	<b>POSITION</b>
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

## NOMINATIONS FOR VP

## ELECTION OF ADAM MINER AS VP

## OATH OF OFFICE TO VP AND SUP'T

## APPOINT DISTRICT OFFICERS

## OATH OF OFFICE TO DISTRICT CLERK

## APPROVE POSITIONS

Superintendent & Building Principal	Deputy Purchasing Agent
Mary Forrester	Deputy Tax Collector
Superintendent	Designated Educational Official (DEO)
School Counselor, School Principal and Ashleigh Barnhart-Burto	Dignity Act Coordinator
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, Ashleigh Barnhart-Burto, Business Manager	Title IX Coordinator

- 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 2022-2023.
- Designates that the Watertown Daily Times is the official newspaper for the Belleville Henderson Central School District for the year 2022-2023.
- 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.

**APPROVE POSITIONS  
cont'd**

**OFFICIAL  
DEPOSITORIES**

**OFFICIAL NEWSPAPER**

**INVEST IN SCHOOL  
FUNDS**

- Establishes the Board of Education meeting dates as follows for the 2022-2023 school year:
  - Monday, July 11, 2022
  - Monday, July 25, 2022
  - Monday, August 15, 2022
  - Monday, August 29, 2022
  - Monday, September 19, 2022
  - Monday, October 3, 2022
  - Monday, October 17, 2022
  - Monday, November 7, 2022
  - Monday, December 5, 2022
  - Monday, January 9, 2023
  - Monday, January 23, 2023
  - Monday, February 13, 2023
  - Monday, March 6, 2023
  - ~~Monday, March 20, 2023~~ (conflicts with Superintendent's meeting)
  - Monday, April 3, 2023
  - Tuesday, April 25, 2023--BOCES Vote
  - Monday, May 08, 2023--Public Budget Hearing and BOE Meeting
  - Tuesday, May 16, 2023--Annual Budget Vote/Election and BOE Meeting
  - Monday, June 12, 2023
  - Monday, July 10, 2023--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 2022-2023 school year.
- Establishes a petty cash fund in the amount of \$100.00 for the school year 2022-2023. The District Treasurer will be responsible for the petty cash fund.

**BOE MEETING DATES  
FOR 2022-2023****SUP'T TO CERTIFY  
PAYROLLS****DT AND BM TO SIGN  
CHECKS****SUP'T TO APPLY FOR  
GRANTS****CT TO SIGN ACTIVITY  
FUND CHECKS****SUP'T TO MAKE  
BUDGETARY  
TRANSFERS****AUTHORIZE  
ATTENDANCE TO  
CONFERENCES****AGREES TO  
PARTICIPATED IN  
BICES COOPERATIVE  
PURCHASING  
PROGRAMS****ESTABLISH A PETTY  
CASH FUND**

- Sets the tuition rate as follows for the 2022-2023 school year:  
\$500 each student/per year  
\$750 per family/per year
- Sets the mileage rates as follows for the 2022-2023 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 2022-2023 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: Roger Eastman

Second: Adam Miner

Motion Carried: 6-0

### **BONDING**

3. Resolved that the personnel in the following titles for the 2022-2023 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

Motion: Kristin Vaughn

Second: Anthony Barney

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

Motion: Roger Eastman

Second: Kristin Vaughn

Motion Carried: 6-0

### **TUITION RATES**

### **MILEAGE RATES FOR SCHOOL VEHICLES**

### **MILEAGE RATE FOR BUS**

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

### **READOPT ALL POLIES AND CODE OF ETHICS**

### **BONDING OF PERSONNEL**

### **AUTHORIZE MEMBERSHIP AND PAYMENT OF ANNUAL DUES**

**REPRESENTATIVE TO JEFFERSON-LEWIS SCHOOL BOARDS ASSOCIATION (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: Adam Miner

Second: Kristin Vaughn

Motion Carried: 6-0

**CSE & CPSE COMMITTEE APPOINTMENTS**

6. Resolved, that this Board of Education appoints the following for the 2022-2023 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

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

JLSBA  
REPRESENTATIVES

CSE & CPSE  
COMMITTEE  
APPOINTMENTS

- 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: Adam Miner

Second: Roger Eastman

Motion Carried: 6-0

**ADJOURNMENT**

Resolved, that at 7:10 pm that this meeting be adjourned.

Motion: Roger Eastman

Second: Anthony Barney

Motion Carried: 6-0

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

Respectfully Submitted

Sally Kohl,  
District Clerk