

BOARD OF EDUCATION
BELLEVILLE HENDERSON CENTRAL SCHOOL DISTRICT

ORGANIZATIONAL MEETING

July 12, 2021

7:00 p.m.

The District Clerk opened the meeting with Pledge of Allegiance.

The Clerk called the meeting to order in Library at 7:00 p.m. by the District Clerk.

All seven Board members were present: John Allen, Anthony Barney, Roger Eastman, Kyle, Gehrke, Dennis Jerome, Adam Miner and Kristin Vaughn.

Others present: Jane Collins, Superintendent, Stephen Magovney, Business Manager and Sally Kohl, District Clerk.

Excused: Scott Storey, Building Principal, and Ashleigh Barnhart-Burto, Administrative Coordinator,

Members from the community/guests: Jessica Baggott.

Steven Overton was present prior to the meeting to meet the Board and left prior to the start of the meeting.

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
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
John Allen	May 16, 2017	5	7/2017-6/2022

The oath of office was administered to the elected Board of Education member, Dennis Jerome.

The District Clerk asked for nominations for President of the Board of Education for the school year of 2021-2022.

Roger Eastman made the motion to nominate John Allen for President. The motion was seconded by Anthony Barney. Mr. Allen accepted the nomination.

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 for President. This motion was seconded by Anthony Barney. The motion was carried 7-0.

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

**OATH OF OFFICE-BOARD
MEMBER JEROME**

**NOMINATION FOR
PRESIDENT**

ELECTION OF PRESIDENT

**OATH OF OFFICE TO
PRESIDENT ALLEN**

President Allen assumed the chair for the remainder of the meeting. President Allen asked for nominations for Vice-President.

Kristin Vaughn made a motion to nominate Adam Miner for Vice President. Roger Eastman seconded the motion. Adam Miner accepted the nomination.

President Allen asked if there were any additional nominations. There were none.

A motion was made by Kristin Vaughn and seconded by Roger Eastman to elect Adam Miner for Vice President. The motion was carried 7-0.

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

- Resolved, that this Board of Education appoints the following District Officers for the school year 2021-2022:

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

Motion made by: Adam Miner

Seconded by: Kristin Vaughn

Motion carried: 7-0

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

- Resolved, that this Board of Education:

- Approve the following positions for the 2021-2022 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	Attendance Officer
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

NOMINATION FOR VICE PRESIDENT

ELECTION OF VP

OATH OF OFFICE TO VP MINER AND SUPERINTENDENT COLLINS

APPOINT DISTRICT OFFICERS

OATH OF OFFICE TO DISTRICT CLERK KOHL

APPROVE POSITIONS

Mary Forrester	Deputy Tax Collector
Superintendent	Designated Educational Official (DEO)
School Counselor, School Principal and Administrative Coordinator	Dignity Act Coordinator
Buildings and Grounds Supervisor	Energy Manager
Crowley & Halloran CPAs, P.C.	External (Independent) Auditor
Business Teacher	Faculty Auditor
Haylor, Freyer & Coon	Insurance Consultants
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, Administrative Coordinator, Business Manager	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 2021-2022.
- Designates that the Watertown Daily Times is the official newspaper for the Belleville Henderson Central School District for the year 2021-2022.
- 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 2021-2022 school year:

Monday, July 12, 2021	
Monday, July 26, 2021	
Monday, August 16, 2021	
Monday, August 30, 2021	

APPROVE POSITIONS cont'd**OFFICIAL DEPOSITORY****OFFICIAL NEWSPAPER****INVEST SCHOOL FUNDS****BOE MEETING DATES FOR 2021-2022**

Monday, September 20, 2021	
Monday, October 04, 2021	
Monday, October 18, 2021	
Monday, November 08, 2021	
Monday, December 06, 2021	
Monday, January 10, 2022	
Monday, January 24, 2022	
Monday, February 14, 2022	
Monday, March 07, 2022	
Monday, March 21, 2022	
Monday, April 04, 2022	
Thursday, April 28, 2022	BOCES Vote
Monday, May 09, 2022	Public Budget Hearing and BOE Meeting
Tuesday, May 17, 2022	Annual Budget Vote/Election and Meeting
Monday, June 13, 2022	
Monday, July 11, 2022	

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 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 2021-2022 school year.
- Establishes a petty cash fund in the amount of \$100.00 for the school year 2021-2022. The District Treasurer will be responsible for the petty cash fund.
- Sets the tuition rate as follows for the 2021-2022 school year:
 - \$500 each student/per year
 - \$750 per family/per year

BOE MEETING DATES cont'd

**AUTHORIZE SUP'T TO
CERTIFY PAYROLLS**

**AUTHORIZE DT TO SIGN
CHECKS**

**AUTHORIZE CT TO SIGN
ACTIVITY FUND CHECKS**

**AUTHORIZE SUP'T TO
MAKE BUDGETARY
TRANSFERS**

**AUTHORIZE ATTENDANCE
TO CONFERENCES**

**AGREES TO PARTICIPATE
IN BOCES COOPERATIVE
PURCHASING PROGRAMS**

ESTABLISH PETTY CASH

TUITION RATES

- Sets the mileage rates as follows for the 2021-2022 school year:
\$.50 per mile if choosing not to use a school vehicle
\$.54 per mile if a school vehicle is not available
- Sets the mileage rate for the 2021-2022 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 policies and code of ethics in effect during the previous year as implied in Education Law 1709, 2503.

Motion made by: Adam Miner

Seconded by: Roger Eastman

Motion carried: 7-0

BONDING

3. Resolved that the personnel in the following titles for the 2021-2022 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 made by: Kristin Vaughn

Seconded by: Anthony Barney

Motion carried: 7-0

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 made by: Adam Miner

Seconded by: Kristin Vaughn

Motion carried: 7-0

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: Kristin Vaughn

Seconded by: Anthony Barney

Motion carried: 7-0

MILEAGE RATE

MILEAGE RATE FOR BUS

APPROVE LOAN OF MONIES TO LUNCH AND FEDERAL FUNDS

READOPT ALL POLICIES AND CODE OF ETHICS

BONDING OF PERSONNEL

AUTHORIZE MEMBERSHIP AND PAYMENT OF ANNUAL DUES

JLSBA REPRESENTATIVES

CSE & CPSE COMMITTEE APPOINTMENTS

6. Resolved, that this Board of Education appoints the following for the 2021-2022 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
- 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

CSE/CPSE COMMITTEE APPOINTMENTS

504 Coordinator:

- Erica Pettit

Medicaid Compliance Officer:

- Erica Pettit

Motion made by: Adam Miner

Seconded by: Anthony Barney

Motion carried: 7-0

ADJOURNMENT

Resolved, that at 7:11 pm that this meeting be adjourned.

Motion made by: Roger Eastman

Seconded by: Kristin Vaughn

Motion carried: 7-0

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

ADJOURNMENT

Respectfully Submitted,

A handwritten signature in black ink that reads "Sally Kohl". The signature is written in a cursive, flowing style.

Sally Kohl
District Clerk