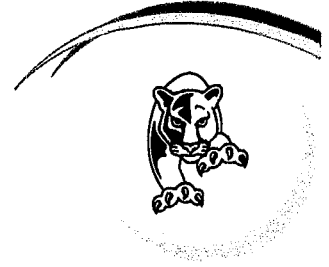


# BELLEVILLE HENDERSON CENTRAL SCHOOL

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BELLEVILLE HENDERSON CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION  
ORGANIZATIONAL MEETING MINUTES  
July 9, 2018

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

The following members were present (7): John Allen, David Bartlett, Roger Eastman, Kurt Gehrke, Adam Miner, Gary Ramsdell and Kristin Vaughn.

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

Members from the community/guests: Tucker Bovee, Alex Denehy, Megan Whitley, Jessica Taylor, David Winters and Abel Larkin.

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>
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
David Bartlett	May 17, 2016	5	7/2016-6/2021
Adam Miner	May 19, 2015	5	7/2015-6/2020
Kurt Gehrke	May 20, 2014	5	7/2014-6/2019
Gary Ramsdell	May 20, 2014	5	7/2014-6/2019

The District Clerk administered the Oath of Office to Mr. Roger Eastman and Mrs. Kristin Vaughn. Both Mr. Eastman and Mrs. Vaughn were elected on May 15, 2018 to five-year term from 7/2018-6/2023.

**OATH ADMINISTERED TO  
ROGER EASTMAN &  
KRISTIN VAUGHN**

The District Clerk asked for nominations for President of the Board of Education for the school year of 2018-19.

**NOMINATIONS FOR  
PRESIDENT**

Dave 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 Adam Miner and seconded by Kurt Gehrke to elect John Allen as President of the Belleville Henderson Board of Education for the 2018-19 school year. John Allen was elected as President with a vote of 6-0-1 with John Allen abstaining from the vote.

**ELECTION OF PRESIDENT**

The District Clerk administered the Oath of Office will be administered to President Allen.

**OATH ADMINISTERED TO PRESIDENT**

President Allen assumed the chair and asked for nominations for Vice President.

**NOMINATION FOR VICEPRESIDENT**

Kurt Gehrke made a motion to nominate Adam Miner as Vice President; the motion was seconded by Roger Eastman.

The President asked for any other nominations for Vice President. After hearing none, a motion was made by Kurt Gehrke and seconded by David Bartlett. Adam Miner was elected as Vice-President with a vote of 6-0-1 with Adam Miner abstaining from the vote.

**ELECTION OF VICE PRESIDENT MINER**

The District Clerk administered the Oath of Office to the Vice President and Superintendent.

**OATH ADMINISTERED TO VICE PRESIDENT AND SUP'T**

**1. APPOINT DISTRICT OFFICERS**

Resolved, that this Board of Education appoints the following district Officers for the school year 2018-19:

**APPOINT DISTRICT OFFICERS**

<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: Roger Eastman

Motion carried: 7-0

President Allen will administer the oath of office to the District Clerk.

**2. APPOINTMENTS**

Resolved, that this Board of Education:

Appoint the following for the 2018-19 school year:

**2018-19 APPOINTMENTS**

<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 BHCS Board of Education	AIDS Advisory Council Chairperson 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
Superintendent	Deputy Faculty Auditor
Superintendent & Scott Storey	Deputy Purchasing Agent
Shaun Gagan	Dignity for ALL Students Act Coordinator
David Kiblin	Energy Manager
Stackel & Navarra, C.P.A, P.C.	External (Independent) Auditor
Business Manager	Faculty Auditor
Haylor, Freyer & Coon	Insurance Consultants
David Kiblin	LEA Asbestos Designee
Shaun Gagan	McKinney-Vento Homeless Liaison Officer
Business Manager	Purchasing Agent
Business Manager	Records Access Officer
Marisa Riordan	Records Access Officer
Superintendent	Records Appeals Officer
Business Manager	Records Management Officer
Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Education Services	School Attorney
TBD	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

**2018-19 APPOINTMENTS  
 cont'd**

- Designates that the Community Bank NA, Adams Branch is the official depository for all funds of the school district for the school year 2018-19.
- 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 2018-19.
- 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.

**OFFICIAL DEPOSITORY**

**OFFICIAL NEWSPAPERS**

**DT & BM TO INVEST  
 SCHOOL FUNDS**

- Establishes the Board of Education meeting dates as follows for the 2018-19 school year:

Monday, July 09, 2018	Re-Organizational and Regular Meeting for 2018-19
Monday, July 30, 2018	
Monday, August 13, 2018	
Monday, August 27, 2018	
Monday, September 10, 2018	
Monday, September 24, 2018	
Monday, October 15, 2018	
Monday, October 29, 2018	
Monday, November 05, 2018	
Monday, November 26, 2018	
Monday, December 10, 2018	
Tuesday, January 08, 2019	
Monday, January 28, 2019	
Monday, February 11, 2019	
Monday, February 25, 2019	
Monday, March 11, 2019	
Monday, March 25, 2019	
Monday, April 08, 2019	
Thursday, April 25, 2019	BOCES Budget Vote
Tuesday, May 07, 2019	Public Hearing and Meeting Annual Budget Vote/Election and <b>BRIEF</b> Meeting
Tuesday, May 21, 2019	
Monday, June 03, 2019	
Monday, June 17, 2019	
Monday, July 08, 2019	Re-Organizational and Regular Meeting for 2019-20

*Special Board of Education meetings will be scheduled as needed.*

- Authorizes the Superintendent to certify payrolls.
- Authorizes the District Treasurer to sign checks.

**BOE MEETING DATES**

**SUP'T TO CERTIFY PAYROLLS**

**DT 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 2018-19 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 2018-19.
- Sets the tuition rate as follows for the 2018-19 school year:
  - \$500 each student/per year
  - \$750 per family/per year
- Sets the mileage rates as follows for the 2018-19 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 2018-19 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.

**SUP'T TO APPLY FOR GRANTS**

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

**PARTICIPATE WITH BOCES COOPERATIVE PUCHASING AGREEMENT**

**SUPT'S TO MAKE BUDGETARY TRANSFERS**

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

**PETTY CASH**

**TUITION RATE**

**MILEAGE RATE**

**BUS MILEAGE RATE**

**LOAN OF MONIES TO LUNCH AND FEDERAL FUND**

**READOPT ALL POLICIES AND CODE OF ETHICS**

Motion made by: Gary Ramsdell

Seconded by: Roger Eastman

Motion carried: 7-0

3. 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: Adam Miner

Seconded by: Gary Ramsdell

Motion carried: 7-0

4. REPRESENTATIVE TO JEFERSON-LEWIS SCHOOL BOARDS ASSOCIATON (JSLBA)

Resolved, that this Board of Education appoints Roger Eastman to act as Executive Committee delegate and Kurt Gehrke as alternate and John Allen 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: David Bartlett

Motion carried: 7-0

5. CSE & CPSE COMMITTEE APPOINTMENTS

Resolved, that this Board of Education appoints the following for the 2018-19school 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

**AUTHORIZE  
MEMBERSHIP AND  
PAYMENT TO JLSBA,  
NYSSBA & RURAL  
SCHOOLS**

**JSLBA REPRESENTATIVES**

**CSE/CPSE  
APPOINTMENTS**

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: Roger Eastman

Seconded by: Kurt Gehrke

Motion carried: 7-0

ADJOURNMENT

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

Motion made by: David Bartlett

Seconded by Roger Eastman

Motion carried: 7-0

CSE/CPSE  
APPOINTMENTS cont'd

ADJOURNMENT

Respectfully Submitted  
Sally Kohl