

HARRISVILLE CENTRAL SCHOOL
BOARD OF EDUCATION
REORGANIZATIONAL AND REGULAR MEETING
July 13, 2020 at 5:30 p.m.

Present: Jan Mosher, Cory Bearor, Denise Avallone, Parish Atkinson, Kathy Felio, Heidi McIntosh and Tennille Schmitt

Also Present: Robert Finster, Superintendent; Eric Luther, High School Principal; Rebecca Phillips, Assistant Business Manager; Jolie Snider, District Clerk.

Excused: Denise Avallone

- Jan Mosher, President Pro Tempore called the Reorganizational Meeting to order at 5:30 p.m.
- Administration of Oath of Faithful Performance in Office to Newly Elected Board Members – Jolie Snider administered oath to Jan Mosher.
- Election of Officers:

Jan Mosher was nominated for President of the Board of Education

Motion made by:	Kathy Felio	Seconded by:	Denise Avallone
Voting Results:	YES: 6	NO: 0	ABSTAIN: 0
C. Bearor	Yes	K. Felio	Yes
P. Atkinson	Yes	H. McIntosh	Yes
D. Avallone	Yes	T. Schmitt	Yes

Cory Bearor was nominated for Vice President of the Board of Education

Motion made by:	Denise Avallone	Seconded by:	Kathy Felio
Voting Results:	YES: 6	NO: 0	ABSTAIN: 0
J. Mosher	Yes	K. Felio	Yes
P. Atkinson	Yes	H. McIntosh	Yes
D. Avallone	Yes	T. Schmitt	Yes

The Oath of Faithful Performance in Office was administered to the President and Vice President by Jolie Snider.

- **Appointment of Officers for the 2020-2021 School Year** - RESOLVED to adopt a single resolution approving the following appointments:

- Clerk of the Board of Education - Jolie Snider at no additional stipend.
- District Treasurer – Tammey Rebb at no additional stipend.
- Deputy District Treasurer – Amy Frost at no additional stipend.
- Tax Collector – Tabled until the August meeting.
- Internal Claims Auditor – Cooperative Business Office (CBO) Representative to audit claims, except for BOCES payments included in contract cost.
- Internal Claims Auditor for St. Lawrence-Lewis BOCES payments - Eric Luther at no additional stipend.

Motion made by:	Denise Avallone	Seconded by:	Tennille Schmitt
Voting Results:	YES: 7	NO: 0	ABSTAIN: 0
J. Mosher	Yes	K. Felio	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	Yes
D. Avallone	Yes		

Oath of Faithful Performance in Office to the offices of Clerk of the Board of Education was administered by Robert Finster.

Oath of Faithful Performance in Office to the Superintendent was administered by Jolie Snider.

- **5.0 Other Appointments for 2020-2021 School Year** - RESOLVED to adopt a single resolution approving the following appointments:

- School Physician – Lewis County General Hospital at a fee not to exceed \$11,500.
- School Attorney – Silver & Collins at an annual retainer of \$5,000 and \$150/hr. to be billed against the retainer.
- Central Treasurer/Extra-Curricular Activity Account – Amy Frost at no additional stipend.
- Attendance Officer - Julie Chartrand at no additional stipend.
- Independent Auditor - Bowers, Inc., Watertown, New York with an annual retainer not to exceed \$14,800 for general purpose financial statements.
- Records Access Officer and Records Management Officer - Julie Chartrand at no additional stipend.
- Asbestos Designee - Rick Chartrand as Asbestos Designee at no additional stipend.
- Purchasing Agent - Robert Finster, Superintendent at no additional stipend.

- CSE/CPSE/504 Additional Parent Representative – Heather Bearor
- Surrogate Parent – Heather Bearor
- Designee for Special Education Referrals – Robert Finster, Superintendent.
- Dignity for All Students Officer – Robert Finster, Superintendent at no additional stipend.
- Chief Financial Officer – Robert Finster, Superintendent as necessary for the fiscal operation of the District at no additional stipend.
- DASA Coordinator - Robert Finster, Superintendent at no additional stipend.

Motion made by:	Tennille Schmitt	Seconded by:	Parish Atkinson
Voting Results:	YES: 7	NO: 0	ABSTAIN: 0
J. Mosher	Yes	K. Felio	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	Yes
D. Avallone	Yes		

6.0 Designations – RESOLVED to adopt one single motion to approve the following designations for the 2020-2021 School Year.

- Official Bank Depository – Community Bank, N.A.
- Regular Meetings –

○ July 13, 2020, at 5:30 p.m.	December 14, 2020	April 19, 2021
○ August 10, 2020	January 11, 2021	(Approval of
○ September 14, 2020	February 8, 2021	BOCES Annual
○ October 12, 2020	March 8, 2021	Budget)
○ November 9, 2020	April 12, 2021	May 10, 2021
		June 14, 2021
- Official Newspaper - Watertown Daily Times for all official postings.

Motion made by:	Cory Bearor	Seconded by:	Tennille Schmitt
Voting Results:	YES: 7	NO: 0	ABSTAIN: 0
J. Mosher	Yes	K. Felio	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	Yes
D. Avallone	Yes		

7.0 Authorizations – RESOLVED to adopt one single motion to approve the following authorizations for the 2020 – 2021 School Year.

- Payroll Certification - Robert Finster, Superintendent
- In-service Education - Robert Finster, Superintendent to approve meeting, conference, and convention attendance for the District Treasurer, District Clerk, Board Officers, Administrators, and other employees within budget limitations.
- Petty Cash Funds - a) \$100.00 for the Elementary Office to be supervised by Tammey Rebb b) \$100.00 for the Middle School/High School Office to be supervised by Amy Frost and c) \$100.00 for the District Office to be supervised by Jolie Snider.
- Signing of Checks - District Treasurer and Deputy District Treasurer
- Budget Transfers - Robert Finster, Superintendent to make budget transfers within and between the General, Federal, Capital and Lunch funds as necessary to balance accounts.
- Application for Federal and State Grants – Robert Finster, Superintendent
- Impartial Hearing Officer – President and Vice-President of the Board of Education to appoint the Impartial Hearing Officer to preside over Special Education Hearing pursuant to 8 NYCRR 200.5.
- Execute BOCES Contracts – Robert Finster, Superintendent
- Purchase and Consult Professional Services – Robert Finster, Superintendent to consult with professionals and purchase professional services as necessary to carry out the responsibilities of the Board and Superintendent and mission of the school district.

Motion made by:	Cory Bearor	Seconded by:	Kathy Felio
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Voting Results:	YES: 7	NO: 0	ABSTAIN: 0
J. Mosher	Yes	K. Felio	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	Yes
D. Avallone	Yes		

- 8.0 **Faithful Performance Blanket Bond** - RESOLVED to adopt a resolution to authorize the use of the Faithful Performance Blanket Bond in lieu of specific official undertakings for all persons and positions required by law or regulations to be bonded for the 2020-2021 school year.

Motion made by:	Cory Bearor	Seconded by:	Heidi McIntosh
Voting Results:	YES: 7	NO: 0	ABSTAIN: 0
J. Mosher	Yes	K. Felio	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	Yes
D. Avallone	Yes		

- 9.0 **Policies and Code of Ethics** - RESOLVED to adopt a resolution to readopt all Policies and Code of Ethics as they exist for the 2020-2021 school year.

Motion made by:	Cory Bearor	Seconded by:	Denise Avallone
Voting Results:	YES: 7	NO: 0	ABSTAIN: 0
J. Mosher	Yes	K. Felio	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	Yes
D. Avallone	Yes		

- 10.0 **Mileage** - RESOLVED to adopt a resolution establishing the mileage reimbursement rate at \$0.575 for the 2020-2021 school year.

Motion made by:	Tennille Schmitt	Seconded by:	Heidi McIntosh
Voting Results:	YES: 7	NO: 0	ABSTAIN: 0
J. Mosher	Yes	K. Felio	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	Yes
D. Avallone	Yes		

- 11.0 **Substitute Teacher Rates** - RESOLVED to adopt a resolution establishing the substitute teacher rates as \$100.00/day for non-certified and \$110.00/day for certified teachers for the 2020-2021 school year.

Motion made by:	Kathy Felio	Seconded by:	Tennille Schmitt
Voting Results:	YES: 7	NO: 0	ABSTAIN: 0
J. Mosher	Yes	K. Felio	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	Yes
D. Avallone	Yes		

- 12.0 **Substitute Clerical and Substitute Nurse Rate** - RESOLVED to adopt a resolution establishing a substitute clerical and school nurse rate of \$13.50/hour and the substitute clerical rate of \$12.80/hour for the 2020-2021 school year.

Motion made by:	Cory Bearor	Seconded by:	Heidi McIntosh
Voting Results:	YES: 7	NO: 0	ABSTAIN: 0
J. Mosher	Yes	K. Felio	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	Yes
D. Avallone	Yes		

- 13.0 **Substitute Aide/Monitor Rate** - RESOLVED to adopt a resolution establishing a substitute aide/monitor will be paid at minimum wage for the 2020-2021 school year.

Motion made by:	Denise Avallone	Seconded by:	Parish Atkinson
Voting Results:	YES: 7	NO: 0	ABSTAIN: 0
J. Mosher	Yes	K. Felio	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	Yes
D. Avallone	Yes		

- 14.0 **Substitute Bus Run Rate** - RESOLVED to adopt a resolution to establish a substitute bus run rate of \$30.00/run for the 2020-2021 school year.

Motion made by:	Tennille Schmitt	Seconded by:	Denise Avallone
Voting Results:	YES: 7	NO: 0	ABSTAIN: 0
J. Mosher	Yes	K. Felio	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	Yes
D. Avallone	Yes		

- 15.0 **St. Lawrence-Lewis Counties School District Employees Medical Plan and Workers' Compensation Board of Directors** - RESOLVED a resolution approving Robert Finster as the Harrisville Central School District Representative to the St. Lawrence-Lewis Counties School District Employees Medical Plan and Workers' Compensation board of Directors' Plan for the 2020-2021 school year.

Motion made by:	Cory Bearor	Seconded by:	Parish Atkinson
Voting Results:	YES: 7	NO: 0	ABSTAIN: 0
J. Mosher	Yes	K. Felio	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	Yes
D. Avallone	Yes		

- 16.0 **St. Lawrence-Lewis Cooperative Purchasing Program** - RESOLVED to adopt a resolution approving Harrisville Central School's participation in the St. Lawrence-Lewis Cooperative Purchasing Program for the 2020-2021 school year.

Motion made by:	Tennille Schmitt	Seconded by:	Denise Avallone
Voting Results:	YES: 7	NO: 0	ABSTAIN: 0
J. Mosher	Yes	K. Felio	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	Yes
D. Avallone	Yes		

Adjournment – The Reorganizational Meeting was adjourned at 5:44 p.m.

Motion made by:	Kathy Felio	Seconded by:	Denise Avallone
Voting Results:	YES: 7	NO: 0	ABSTAIN: 0
J. Mosher	Yes	K. Felio	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	Yes
D. Avallone	Yes		

Regular Meeting

- 1.0 President Jan Mosher called the regular meeting to order at 5:45 p.m.
- 2.0 RESOLVED to adopt a single resolution approving the following routine items:
 - 2.1 Preliminary Actions & Business Operations
 - a. Additions to and Approval of Agenda
 - b. Approval of Minutes – Regular Meeting - June 22, 2020
 - c. Treasurer's Report – May 2020/Consideration of Claims – June 2020
 - d. Student Activities Report – None
 - e. Claims Auditor Report – June 2020
 - f. Financial Reports – May 2020

Motion made by:	Tennille Schmitt	Seconded by:	Cory Bearor
Voting Results:	YES: 7	NO: 0	ABSTAIN: 0
J. Mosher	Yes	K. Felio	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	Yes
D. Avallone	Yes		

3.0 Public Participation – It was asked how we will communicate to the parents and the public what the plan is for returning to school. Mr. Finster stated we will put our plan on the school’s Website, Facebook page and we can also mail the plan home to all parents. Mr. Finster stated he may also do a one call now communication.

4.0 Old Business: None

5.0 Committee Reports: None

6.0 New Business:

6.1 Superintendent Report – Schools received some guidance today from the Board of Regents, the Governor and State Education Department. The Governor plans to reopen schools if we are in Phase IV and the COVID infection rate is 5% or less. We will be submitting three plans: 1. A plan with students come back to school as normal; 2. A plan with students coming back in person ½ time and on-line ½ time; and 3. A plan with students on-line the whole week. The plan is due to the State by July 31, 2020. We will know if New York schools are reopening the first week of August. Governor Cuomo has stated that schools will be allowed to reopen as long as New York stays under 5% infection rate for the past 14 days. He has stated face coverings will be mandated when social distancing is not possible, the cleaning staff will be required to fog every night, we have ordered the MER 13 filters to replace our existing filters. We also need to determine how social distancing will occur in the Cafeteria, Auditor and Gymnasium. The nurse will be required to have isolation rooms; therefore, the Business Office Manager and Superintendent’s Offices will move back over to the Main Office.

6.1.a Maintenance Report

6.1.b Transportation/Bus Garage Report

6.1.c Enrollment Report

6.1.d Health Office Report

6.1.e Annual Library Report

6.2 Pre-K -6 Principal’s Report - None

6.3 7-12 Principal’s Report

6.4 **REVISED 2020-2021 School Calendar** – RESOLVED to adopt a resolution approving the revised 2020-2021 school calendar, (adds Staff Development Days for 9/3 and 9/4 with the first day of school on 9/8/2020 and removes Staff Development Days in October and March).

Motion made by:	Denise Avallone	Seconded by:	Cory Bearor
Voting Results:	YES: 7	NO: 0	ABSTAIN: 0
J. Mosher	Yes	K. Felio	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	Yes
D. Avallone	Yes		

Executive Session – RESOLVED to adopt a resolution approving to go into Executive Session for the purpose of medical, financial, credit, or employment history of a particular person.

Motion made by:	Tennille Schmitt	Seconded by:	Denise Avallone
Voting Results:	YES: 7	NO: 0	ABSTAIN: 0
J. Mosher	Yes	K. Felio	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	Yes
D. Avallone	Yes		

The Board entered into Executive Session at 6:14 p.m. and returned at 7:10 p.m.

6.5 **CSE Recommendations** - None

6.6 **504 Recommendations** – None

6.7 **CPSE Recommendations** - None

7.0 Personnel

7.1 **Substitute Cleaner** – RESOLVED to adopt a resolution approving Emily Woodard as a Substitute Cleaner at a rate of \$11.80/hr. or current minimum wage, effective June 29, 2020.

Motion made by:	Denise Avallone	Seconded by:	Kathy Felio
Voting Results:	YES: 7	NO: 0	ABSTAIN: 0
J. Mosher	Yes	K. Felio	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	Yes
D. Avallone	Yes		

7.2 **Substitute Cleaner** – RESOLVED to adopt a resolution approving Nicole Sixberry as a Substitute Cleaner at a rate of \$11.80/hr. or current minimum wage, effective June 30, 2020.

Motion made by:	Cory Bearor	Seconded by:	Heidi McIntosh
Voting Results:	YES: 7	NO: 0	ABSTAIN: 0
J. Mosher	Yes	K. Felio	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	Yes
D. Avallone	Yes		

7.3 **Substitute Monitor and Substitute Cleaner** – RESOLVED to adopt a resolution approving Thomas Peck as a Substitute Monitor and Substitute Cleaner at a rate of \$11.80/hr. or minimum wage, pending fingerprinting.

Motion made by:	Cory Bearor	Seconded by:	Denise Avallone
Voting Results:	YES: 7	NO: 0	ABSTAIN: 0
J. Mosher	Yes	K. Felio	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	Yes
D. Avallone	Yes		

8.0 **Adjournment** - Meeting was adjourned at 7:13 p.m.

Motion made by:	Tennille Schmitt	Seconded by:	Denise Avallone
Voting Results:	YES: 7	NO: 0	ABSTAIN: 0
J. Mosher	Yes	K. Felio	Yes
C. Bearor	Yes	H. McIntosh	Yes
P. Atkinson	Yes	T. Schmitt	Yes
D. Avallone	Yes		

Respectfully submitted,

Jolie Snider
Board of Education Clerk