

**HARRISVILLE CENTRAL SCHOOL
BOARD OF EDUCATION
REORGANIZATIONAL MEETING
SUPERINTENDENT'S MEMORANDUM
JULY 14, 2025 at 5:30 p.m.**

1.0 Call to Order

President Pro Tempore Cory Bearor will call the Reorganizational Meeting of the Board of Education of Harrisville Central School, Harrisville, New York, to order on July 14, 2025, at 5:30 p.m.

**2.0 Administration of Oath of Faithful Performance in Office to Newly Elected Board Members -
RECOMMENDED ACTION – Jolie Snider, Clerk Pro Tempore, will administer oath to Brian Schrodt.**

3.0 Election of Officers

3.1 Nomination for President of Board of Education.

3.2 Nomination for Vice-President of Board of Education.

3.3 The Oath of Faithful Performance in Office to be administered to President and Vice-President.

4.0 Appointment of Officers for the 2025-2026 School Year – Adopt a single resolution approving the following appointments for the 2025-2026 school year.

- **Clerk of the Board of Education – Jolie Snider.**
- **District Treasurer – Tammey Rebb and Amy Frost.**
- **Deputy District Treasurer – Alicia Mera.**
- **Tax Collector – Emily Woodard at a stipend of \$3,715.**
- **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.**

Administer the Oath of Faithful Performance in Office to the above officers.

Administer the Oath of Office to the School Superintendent.

5.0 Other Appointments for 2025-2026 School Year - Adopt a single resolution to approve the following appointments for the 2025-2026 School Year.

- **School Physician – Lewis County General Hospital at a fee not to exceed \$14,000. Enc.**
- **School Attorney – Silver & Collins at an annual retainer of \$5,000 and \$150/hr. to be billed against the retainer. Enc.**
- **Central Treasurer/Extra-Curricular Activity Account – Alicia Mera 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 \$25,800 for general purpose financial statements and \$500 for maintenance of lease schedules. – Enc.**
- **Records Access Officer and Records Management Officer - Julie Chartrand at no additional stipend.**
- **Asbestos Designee – Don Snider as Asbestos Designee at no additional stipend.**
- **Purchasing Agent - Robert Finster, Superintendent at no additional stipend.**
- **CSE/CPSE/504 Additional Parent Representative – Heather Cook-Bearor**
- **Surrogate Parent – Heather Cook-Bearor**

- Designee for Special Education Referrals – Robert Finster, Superintendent at no additional stipend.
- Dignity Act Coordinator – 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
- Title IX Coordinator(s) – Robert Finster, Superintendent and Eric Luther, MS/HS Principal, at no additional stipend.
- Civil Rights Compliance Officer(s) – Robert Finster, Superintendent and Eric Luther, MS/HS Principal, at no additional stipend.
- Workplace Violence Representative – Robert Finster, Superintendent, at no additional stipend.

6.0 Designations – RECOMMENDED ACTION - Adopt a single motion to approve the following resolutions for designations for the 2025-2026 school year.

- Official Depositories – Community Bank, N.A. and NYSCLASS.
- Regular Meetings – All meetings will be held at 6:00 p.m. unless otherwise noted.

○ July 14, 2025 at 5:30 p.m.	December 8, 2025	April 20, 2026 (Approval of
○ August 11, 2025	January 12, 2026	BOCES Annual Budget)
○ September 8, 2025	February 9, 2026	May 11, 2026 – Public
○ October 14, 2025	March 9, 2026	Hearing at 5:30 p.m.
○ November 10, 2025	April 13, 2026 – if needed	Reg. Mtg. at 5:45 p.m.
		June 8, 2026
		July 13, 2026
- Official Newspaper - Watertown Daily Times for all official postings.
- Payroll Certification - Robert Finster, Superintendent
- Petty Cash Funds - a) \$100.00 for the Elementary School to be supervised by Tammy Rebb; b) \$150.00 for the Secondary School to be supervised by Alicia Mera; and c) \$100.00 for the District Office to be supervised by Jolie Snider.
- Signing of Checks - District Treasurer and Deputy District Treasurer.
- 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.

7.0 Authorizations – Adopt a single resolution approving the following authorizations for the 2025-2026 school year.

- 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.
- 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

- **Mileage Reimbursement Rate - RECOMMENDED ACTION - Adopt a resolution to establish the mileage reimbursement rate at \$.70 per mile for the 2025-2026 school year.**
- 8.0 Faithful Performance Blanket Bond - RECOMMENDED ACTION - 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 2025-2026 school year.**
 - 9.0 Policies and Code of Ethics - RECOMMENDED ACTION - Adopt a resolution to readopt all Policies and Code of Ethics as they exist for the 2025-2026 school year.**
 - 10.0 Substitute Teacher Rate - RECOMMENDED ACTION - Adopt a resolution to establish the substitute teacher rates as \$120.00/day for non-certified teachers and \$130.00/day for certified teachers for the 2025-2026 school year.**
 - 11.0 Substitute Clerical and Substitute School Nurse Rate – RECOMMENDED ACTION – Adopt a resolution to establish a substitute clerical rate of \$16.00/hour or current minimum wage and substitute school nurse rate of \$17.00/hour for an LPN and \$27.00/hour for a RN for the 2025-2026 school year.**
 - 12.0 Substitute Aide/Monitor Rate – RECOMMENDED ACTION – Adopt a resolution to establish the substitute aide/monitor will be paid at minimum wage for the 2025-2026 school year.**
 - 13.0 Substitute Bus Run Rate – RECOMMENDED ACTION – Adopt a resolution to establish a substitute bus run rate of \$23.30/hr. (with a 2-hr. minimum) for the 2025-2026 school year.**
 - 14.0 Medical Plan and Workers’ Compensation Plan – RECOMMENDED ACTION – Adopt a resolution approving Robert Finster as the Harrisville Central School District Representative and Eric Luther as the alternate Representative to the St. Lawrence-Lewis Counties School District Employees Medical Plan and Workers’ Compensation Plan for the 2025-2026 school year. Enc. 14.0**
 - 15.0 Annual Board Resolution for Participation in Cooperative Purchasing – RECOMMENDED ACTION – Adopt a resolution approving Harrisville Central School’s participation in the St. Lawrence-Lewis Cooperative Purchasing Program for the 2025-2026 school year. Enc. 15.0**
 - 16.0 Standard Workday – RECOMMENDED ACTION – Adopt a resolution approving the attached Standard Workday to meet the requirements of the NYS Retirement System. Enc. 16.0**
 - 17.0 1/2 Days for Students for the 2025-2026 School Year – It is noted that the following dates have been previously approved for 1/2 days for students as part of the 2025-2026 School Calendar - October 20, 2025 (No PM BOCES), November 24, 2025 and November 25, 2025 for Parent-Teacher Conferences, December 19, 2025 (No PM BOCES); and March 30, 2026 (No PM BOCES).**
 - 18.0 Official to Approve the Correction of the Tax Roll and Tax Bill up to \$2,500 – Amy Frost**

**BOARD OF EDUCATION
HARRISVILLE CENTRAL SCHOOL
SUPERINTENDENT'S MEMORANDUM
REGULAR MEETING – July 14, 2025**

- 1.0 Board President will call the meeting to order directly following the Reorganizational Meeting.**
- 2.0 Consent Agenda – RECOMMENDED ACTION – Adopt a single motion to approve the Following routine items:**
 - 2.1 Preliminary Actions and Business Operations**
 - A. Additions to and Approval of Agenda**
 - B. Approval of Minutes – Regular Meeting – June 12, 2025 – Enc. 2.1B**
 - C. Treasurer's Report – April 2025 – Enc. 2.1C**
 - D. Student Activities Report – May 2025 and June 2025 – Enc. 2.1D**
 - E. Claims Auditor Report – None**
 - F. Financial Reports – April 2025 – Enc. 2.1F**
- 3.0 Public Participation**
 - 3.1 Board President will take public comments at this time.**
- 4.0 Old Business – None**
- 5.0 Committee Reports – None**
- 6.0 New Business**
 - 6.1 Superintendent's Report**
 - A. Maintenance Report – Enc. 6.1A**
 - B. Transportation/Bus Garage Report – Enc. 6.1B**
 - C. Enrollment – Enc. 6.1C**
 - D. Health Office Report – Enc. 6.1D**
 - E. Annual Library Report – Enc. 6.1E**
 - 6.2 MS/HS Principal's Report – Enc. 6.2**
 - 6.3 HTA Contract – RECOMMENDED ACTION – Adopt a resolution approving the HTA Contract for 7/1/2025 – 06/30/2028. Enc. 6.3**
 - 6.4 Home Schooling Manual for 2025-2026 – RECOMMENDED ACTION – Adopt a resolution approving the Home Schooling Manual for the 2025-2026 school year. Enc. 6.4**
 - 6.5 AIS/RTI Intervention Plan K-12 – RECOMMENDED ACTION – Adopt a resolution approving the AIS/RTI Intervention Plan for 2024-2026. Enc. 6.5**
 - 6.6 Professional Learning Plan 2025-2026 – RECOMMENDED ACTION – Adopt a resolution approving the Professional Learning Plan for 2025-2026. Enc. 6.6**
 - 6.7 Authorization to Dispose/Donate Unused Items – RECOMMENDED ACTION – Adopt a resolution approving the following items from the Nurse's Office to be**

disposed/donated: Good light eye chart with extra bulb; 250 cloth masks; antique otoscope with extra parts; antique ear level testing stethoscope; energizer battery charger; IV pole.

- 6.8 Data Privacy Agreement with Regional Information Center – RECOMMENDED ACTION – Adopt a resolution approving the Data Privacy Agreement Repository with Regional Information Center (RIC). Enc. 6.8**

Executive Session - RECOMMENDED ACTION – Adopt a resolution approving going into Executive Session for the purpose of the medical, financial, credit, or employment history of a particular person.

- 6.9 CSE Recommendations – RECOMMENDED ACTION – Adopt a resolution approving the following CSE recommendations: 1296 (24/25 and 25/26), 2007 (25/26) and 2071 (25/26). Enc. 6.9**
- 6.10 504 Recommendations – RECOMMENDED ACTION – Adopt a resolution approving the following 504 recommendations: 1666 (25 and 26). Enc. 6.10**
- 6.11 CPSE Recommendations – RECOMMENDED ACTION – Adopt a resolution approving the following CPSE recommendations: 1990 (24/25 and 25/26) and 2079 (24/25 and 25/26). Enc. 6.11**

7.0 Personnel –

- 7.1 Long-term Substitute – RECOMMENDED ACTION to adopt a resolution approving Jamie Martin as a Long-term Substitute as an Elementary Teacher in 2nd Grade for the 2025-2026 school year.**
- 7.2 Teacher’s Aide – RECOMMENDED ACTION to adopt a resolution approving Angela Robert as a Teacher’s Aide in the Pre-K classroom at a rate of \$16.22/hr. per the HSEA contract effective August 27, 2025.**
- 7.3 Substitute Bus Driver – RECOMMENDED ACTION – Adopt a resolution approving Angela Robert as a Substitute Bus Driver at \$23.30/hr., effective July 1, 2025.**
- 7.4 Curriculum Consultant – RECOMMENDED ACTION – Adopt a resolution approving Sheryl Tuttle-Lamb as Curriculum Consultant at a number of days to be determined at a daily rate of \$430.56.**
- 7.5 Leave of Absence – RECOMMENDED ACTION – Adopt a resolution approving the following Leave of Absence.**

**Jean Lavancha, IT Director – 1 FTE
Type – All of which falls under FMLA
Duration – June 26, 2025 – up to six weeks**

8.0 Information and Correspondence - None

9.0 Adjournment