

HARRISVILLE CENTRAL SCHOOL
BOARD OF EDUCATION
REORGANIZATIONAL MEETING
SUPERINTENDENT'S MEMORANDUM
JULY 13, 2026 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 13, 2026, 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 Cory Bearor.

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 2026-2027 School Year – Adopt a single resolution approving the following appointments for the 2026-2027 school year.

- Clerk of the Board of Education – Jolie Snider
- District Treasurer – Tammey Breton and Amy Frost
- Deputy District Treasurer – Alicia Mera
- Tax Collector – Emily Woodard at a stipend of \$3,864
- Internal Claims Auditor – Cooperative Business Office (CBO) Representative to audit claims, except for BOCES payments included in contract cost – Jean LaVancha at a stipend of \$3,120.
- 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 2026-2027 School Year - Adopt a single resolution to approve the following appointments for the 2026-2027 School Year.

- School Physician – Lewis County General Hospital at a fee not to exceed \$14,500. 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 – TBD at no additional stipend.
- Independent Auditor - Bowers, Inc., Watertown, New York with an annual retainer not to exceed \$27,900 for general purpose financial statements and \$500 for maintenance of lease schedules. – Enc.
- Records Access Officer and Records Management Officer - TBD 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 2026-2027 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 13, 2026 at 5:30 p.m.	January 11, 2027	May 10, 2027 - Public
○ August 10, 2026	February 8, 2027	Hearing at 5:30 p.m.
○ September 14, 2026	March 8, 2027	Reg. Mtg. at 5:45 p.m.
○ October 13, 2026	April 5, 2027	June 14, 2027
○ November 9, 2026	April 26, 2027	July 12, 2027
○ December 14, 2026	(Approval of BOCES Annual Budget)	
- Official Newspaper – Noth Country This Week and North Country Now (digital); and The Bargain Hunter.
- Payroll Certification - Robert Finster, Superintendent
- Petty Cash Funds - a) \$100.00 for the Elementary School to be supervised by Tammey Breton; 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 2026-2027 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 \$.725 per mile.

- 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 2026-2027 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 2026-2027 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 2026-2027 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 2026-2027 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 2026-2027 school year.
- 13.0 Substitute Bus Run Rate – RECOMMENDED ACTION – Adopt a resolution to establish a substitute bus run rate of \$32.70/hr. (with a 2-hr. minimum) for the 2026-2027 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 2026-2027 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 2026-2027 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 2026-2027 School Calendar - October 9, 2026 (No PM BOCES), November 23, 2026 and November 24, 2026 for Parent-Teacher Conferences, December 8, 2026 (No PM BOCES); and March 12, 2027 (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 13, 2026

- 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 8, 2026 – Enc. 2.1B
 - C. Treasurer's Report – April, May and June 2026 and Warrants – June 2026 – Enc. 2.1C
 - D. Student Activities Report – June 2026 – Enc. 2.1D
 - E. Claims Auditor Report – None
 - F. Financial Reports – June 2026 – 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
 - 6.3 Board of Education Student Representative – RESOVLED to adopt a resolution approving Vivian Looby as the Student Representative on the Board of Education. It was noted Ms. Looby will be an ex-officio member.
 - 6.4 Authorization to Dispose of Unused Textbooks – RECOMMENDED ACTION – Adopt a resolution approving the disposal of the following unused textbooks.
 - Amsco Integrated Mathematics Course II - copyright 1991, 1982 – 12 textbooks
 - Holt Algebra 1 – copyright 2007 – 58 textbooks
 - Holt Algebra 2 – copyright 2008 – 14 textbooks
 - Integrated Math Course 2 – copyright 1990 – 31 textbooks
 - Holt Geometry – copyright 2007 – 32 textbooks
 - Amsco Math A – copyright 2002 – 4 textbooks
 - Amsco U.S. History and Government Revised second edition – published 2006 – 31 textbooks
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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.

6.5 CSE Recommendations – RECOMMENDED ACTION – Adopt a resolution approving the following CSE recommendations: 1296 (25/26 and 26/27) 1952 (25/26 and 26/27), 2121 (25/26 and 26/27) and 2146 (25/26 and 26/27). Enc. 6.5

6.6 504 Recommendations – None

6.7 CPSE Recommendations – None

7.0 Personnel –

7.1 CREATE Bus Run – RECOMMENDED ACTION – Adopt a resolution approving Emily Woodard as the CREATE Bus Run Driver at a salary of \$22,306 per the HSEA contract.

7.2 Resignation – RECOMMENDED ACTION – Adopt a resolution accepting, with regret, the resignation of Amy Lennox, Elementary Teacher effective June 30, 2026. Enc. 7.2

8.0 Information and Correspondence - None

9.0 Adjournment