

BOARD OF EDUCATION MEETING AGENDA
REORGANIZATION MEETING
Thursday, July 06, 2023
5:30 p.m.-District Office

I. Call meeting to order

II. Appointment of Temporary Chairperson:

Board resolution to appoint Amber Parrotte as Temporary Chairperson until the election of the Board of Education President and/or Vice President is complete.

III. Pledge of Allegiance

IV. Election of Officers:

Nominations open for the position of:

A. President

Nominations open for the position of:

B. Vice-President

C. Oath of Office

V. Approve additions & amended agenda

VI. Board resolution to appoint the following for the period of July 1, 2023, to June 30, 2024:

A. Board of Education member as Legislative Liaison & Voting Delegate at the Annual Convention – NYSSBA is _____.

School Board Member to act as District representative to Clinton County School Board's Association is _____.

School Board Member to act as Board representative on Educational Enhancement Committee is _____.

B. District Clerk – Amber Parrotte with a stipend of \$7,500

C. District Treasurer – Holly Weightman at a salary of \$61,299.

D. Tax Collector – Cheryl Hamel as compensation of \$6,046.

E. School Attorney – Stafford, Owens, Piller, Murnane, Kelleher & Trombley, PLLC, as needed at \$225 per hour for Attorney services and \$95 per hour for Paralegal services.

F. Legal Counsel- The Law Office of Anthony J. Brock, at an annual cost of \$28,500 payable in equal monthly installments of \$2,375.00 for labor relations and other school related matters for the period of July 1, 2023, to June 30, 2024.

- G. Bonding Attorney – Trespasz & Marguardt, LLP – rate is variable-based on transaction.
- H. External Auditor- Boulerville & Wood, CPAs, P.C for external auditing services in an amount not to exceed \$16,320 for year ending June 30, 2024.
- I. Records Management Officer – Amber Parrotte without additional compensation
- J. Records Access Officer – Javier Perez without additional compensation
- K. Confidential Secretary to Superintendent of Schools – Amber Parrotte at a salary of \$37, 838.
- L. Extra Classroom Fund Central Auditor – Danielle McAfee without additional compensation
- M. Faculty Counselor: Extra Classroom Funds – Tracy Manor and Shannon Zagres without additional compensation
- N. Faculty Counselor: Extra Classroom Funds – Katie Francisco without additional compensation
- O. District-Wide Dignity Act Coordinator – Tracy Manor without additional compensation
- P. Dignity Act Coordinators:
 - High School – Tracy Manor without additional compensation
 - Middle School – Katie Francisco without additional compensation
 - Morrisonville Elementary – Kathleen Moore without additional compensation
 - Saranac Elementary – Connie Garman without additional compensation
- Q. Health Consortium Trustee – Javier Perez without additional compensation
- R. Asbestos Officer – Erica Larrabee without additional compensation
- S. The following committee members for the 2023-2024 school year (as per attached):
 - Committee on Special Education members
 - Sub-Committee on Special Education members
 - Committee on Pre-School Special Education members
 - Impartial Hearing Officers
 - Surrogate Parents
 - Board Designated 504 Compliance Officer – Jessica Mitchell-Briehl
- T. Medicaid Compliance Officer – Tracy Manor without additional compensation
- U. Homeless Liaison – Shannon Zagres without additional compensation
- V. Title IX Compliance Officer – Danielle McAfee without additional compensation
- W. Independent Contractor for Grant Writing Services July 1, 2022- June 30, 2023- Lisa McGinn.
- X. Independent Contractor for Internal Claims Auditing Services July 1, 2023- June 30, 2024- Jessica Willett.

- Y. Board resolution to approve the 2022-2023 District Wide Safety Plan.
- Z. Board resolution to approve the new District Vision Statement.
- AA. Board resolution to approve the district wide strategic priorities.

VII. Board resolution to designate the following:

A. Official Bank Depository – All Funds: J.P. Morgan Chase Bank and Glens Falls National Bank are designated Official Depositories for funds of the Saranac Central School District for the 2023-2024 school year effective July 1, 2023.

B. Board of Education Meetings: Day, time and place for regular meetings of the Board of Education:

- BOE Meetings : - first & third Monday of each month (exceptions noted)
- Time: - 5:30 p.m. (exception noted)
- Place: -District Office
- Executive Sessions: - as needed (to be announced)
- Special meetings: -to be held with 24-hour notice to Board of Education

1ST Monday

- *** July 06, 2023
- August 7, 2023
- ***September 5, 2023
- October 2, 2023
- November 6, 2023
- December 4, 2023
- ***January 4, 2024
- *February 12, 2024
- March 4, 2024
- April 8, 2024
- May 6, 2024
- June 3, 2024

3rd Monday

- ** July 24, 2023
- August 21, 2023
- September 18, 2023
- October 16, 2023
- November 20, 2023
- December 18, 2023
- ***January 16, 2024
- March 18, 2024
- ****April 18, 2024
- *****May 14, 2024
- ***June 17, 2024

- *2nd Monday due to Warrant Requirements / School Recess, etc./ Other
- **4th Monday/Tuesday
- ***Tuesday/Wednesday/ Thursday due to Holiday / Warrant Requirements
- ****Thursday to Coincide with CVES Meeting
- *****3rd Tuesday Due to Budget Vote (@ Middle School)

C. Polling Site – Designate Saranac Middle School as the official polling site for the 2023-2024 school year (including elections, both general and special)

D. Official Newspapers: The Press Republican is designated as the official school newspaper for the 2023-2024 school year.

VIII. Board resolution to authorize the following:

A. Certification of District Payrolls – Javier Perez

B. District Purchasing Agent – Danielle McAfee

C. Investment of Funds – Danielle McAfee, School Business Administrator, is authorized to invest such portions of the District's money as she may determine in special time Deposit Accounts or in Certificates of Deposits issued by a bank or trust company, provided, however, that such investments shall be payable within such time as proceeds shall be needed to meet expenditures for which such money was obtained and further that such transaction meets all the requirements outlined in Law.

- D. Petty Cash Funds – Danielle McAfee, School Business Administrator, is authorized to establish petty cash funds in accordance with Education Law and School Board Policy.
- E. State and Federal Funds Signature – Javier Perez, Superintendent of Schools, is authorized to sign applications for all federal title programs.
- F. Use of Check Signing Device – Holly Weightman, School District Treasurer, is authorized to use the facsimile signature of a check signer machine. Danielle McAfee is authorized to use the facsimile signature of a check signer in the absence of Holly Weightman.
- G. Budget Transfers – Javier Perez, Superintendent of Schools, is allowed to make necessary budget transfers up to \$10,000.
- H. Cash Advances – District Treasurer is authorized to make cash advances from the General Fund to other operating funds of the District provided that corresponding revenues are anticipated with which to reimburse or accrue to the general fund prior to June 30.
- I. Establishment of mileage reimbursement rate – The reimbursement rate for all authorized travel by school district employees and officials is set for the period from July 1, 2023, to June 30, 2024, at the current rate established by the U.S. Internal Revenue Service.
- J. Re-adoption of Policies, Plans and Code of Ethics – All policies, plans, rules, regulations, standard practices, and procedures, including the adopted Code of Ethics, heretofore existing in this District, unless specifically amended or changed, are continued in full force and effect.
- K. Cooperative Purchasing Program – Board resolution 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 2023-2024 school year.
- L. Cooperative Investment Program- Board resolution to participate in the New York Liquid Asset Fund (NYLAF) in accordance with the guidelines set forth in the "Municipal Corporation Agreement" for the 2023-2024 school year.
- M. Conferences, Conventions, Workshop Attendance – Board resolution to authorize the Superintendent of Schools to approve attendance of staff and Board members for conferences, workshops and in-service activities.
- N. Grants in Aid (State and Federal) – Board resolution to authorize the Superintendent of Schools to sign for Grants in Aid (State and Federal).
- O. Bonding – Board resolution to maintain a blanket dishonesty bond in the amount of \$100,000 for all District employees.
- P. Credit Card Authorization – Board resolution to authorize the Business Administrator and the Superintendent of Schools to use the school district credit card for the 2023-2024 school year.
- Q. Association Membership(s) – Board resolution to approve 2023-2024 membership in the following associations: New York State School Boards Association; Clinton County School Boards Association.

R. Substitute Rates of Pay – Board resolution to establish the following substitute rates of pay for the 2023-2024 school year:

Certified Teachers	\$120/Day
Non-Certified Teachers	\$100/Day
Teacher (after 35 school days in same assignment)	Step 1 of Teacher's Contract
Teacher Assistant Certified	\$100/Day
Teacher Assistant Non-Certified	\$100/Day
Retired School Registered Professional Nurse	\$30.00/Hour
Registered Professional Nurse	\$25.00/Hour
LPN	\$22.00/hour
Teacher Aide/Student Aide	\$15.00/Hour
Typist	\$15.00/Hour
School Monitor	\$15.00/Hour
Food Service Helper	\$15.00/Hour
Custodial Worker	\$15.00/Hour
Messenger/Custodial Worker	\$15.00/Hour
Clerk	\$15.00/Hour
Building Maintenance Mechanic	\$15.00/Hour
Senior Custodial Worker	\$15.00/Hour
Cook	\$15.00/Hour
Building Maintenance Helper	\$15.00/Hour
Library Aide	\$15.00/Hour
Bus Driver	\$32/Run

S. Athletic Event Staff – Board resolution to adopt the following rates for athletic event staff effective July 1, 2023:

Scoreboard Operators:	
JV Soccer	\$25
Varsity Soccer	\$25
Modified JV Basketball	\$25
Varsity Basketball	\$25
Modified & JV Wrestling	\$25
Varsity Wrestling	\$25
JV Volleyball	\$25
Varsity Volleyball	\$25
Ice Hockey	\$25
Shot Clock Operators:	
JV Basketball	\$25
Varsity Basketball	\$25
Penalty Box Personnel:	
\$25	
Sports Attendants:	
JV Football	\$40
Varsity Football	\$40
Modified Football	\$40
Varsity Soccer	\$40
JV Soccer	\$40
Varsity Basketball Games	\$40
JV Basketball Games	\$40
Modified Basketball Games	\$20
Wrestling Matches	\$40
Varsity Wrestling Tournaments	\$140
JV Wrestling Tournaments	\$80
Volleyball Matches	\$40
Varsity Volleyball Tournaments	\$140
JV & Modified Volleyball Tournaments	\$100
Non-Athletic Evening Events:	\$40
School Musicals:	\$60
After-School Athletic Supervision Programs	\$15/Hourly

T. Establishing Work Schedule – Board resolution for the Saranac Central School District to establish the standard workday of 6.5 hours per day for the following titles and report the officials to the New York State and Local Retirement System based on time keeping system records or their record of activities:

Treasurer	Holly Weightman
District Clerk/Sec. to Superintendent	Amber Parrotte

U. Board resolution for the following standard workdays be reported for the employees listed for the purpose of determining reportable days worked to the New York State and Local Employees' Retirement System effective July 1, 2023, to June 30, 2024:

Employees – Five Day Workweek, Eight Hour Day:

Automotive Mechanic	Transportation Supervisor
Automotive Mechanic Helper	FT Bus Driver/Custodian
Building Maintenance Mechanic	Cook Manager
Building Maintenance Worker	Network & Systems Coordinator
Building Maintenance Helper	School Food Service Director I
Bus Driver/Custodial Worker	Director of Facilities II
Custodian	Sr. Custodial Worker
Custodial Worker	Messenger/Custodial Worker
Head Bus Driver	

Employees – Five Day Workweek, Seven and a Half Hour Day:

Computer Lab Assistant	Registered Professional Nurse
School Business Manager	Help Desk Technician
Typist	Clerk

Employees – Five Day Workweek, Seven and a Quarter Hour Day:

Occupational Therapist
Physical Therapist

Employees – Five Day Workweek, Seven Hour Day:

School Monitor	Library Aide
Teacher Aide/Student Aide	

Employees – Five Day Workweek, Six and a Half Hour Day:

Confidential Secretary to Superintendent District Treasurer
Account Clerk/Typist

Employee – Five Day Workweek, Six Hour Day:

Bus Driver	Cook
Food Service Helper	Guard
School Bus Monitor	Tax Collector

SARANAC CENTRAL SCHOOL COMMITTEE ON SPECIAL EDUCATION

TO: Javier Perez, Superintendent
FROM: Jessica A. Mitchell-Briehl, Chairperson
DATE: July 1, 2023
RE: Yearly Appointments

Based on past requirements and suggestions from Compliance Reviews the following appointments should be made on an annual basis:

- Committee on Special Education members (attached)
- Sub-Committee on Special Education members (attached)
- Committee on Pre-School Special Education members (attached)
- List of Approved Impartial Hearing Officers (attached)
- Appointment of "504 Compliance Officer".

If you have any questions or require further information, please contact me at the Saranac Middle School (518-565-5725).

**SARANAC CENTRAL SCHOOL
2023-2024 Members
COMMITTEE ON SPECIAL EDUCATION**

Chairperson: Jessica A. Mitchell-Briehl
Shannon Zagres (alternate)
Connie Garman (alternate)
Kathleen Moore (alternate)
Tracy Manor (alternate)
Katie Francisco (alternate)
Catherine Damone (alternate)
Jennifer Lederman (alternate)
Deena Ott (alternate)

School Psychologist: Catherine Damone
Deena Ott (alternate)
Christyn Denial (alternate)
Nicole Matthews (alternate)
CVES Psychologist (alternate)

Parent Members: Toni Smith
Brittany LeBeouf (alternate)
Stephanie Wallace (alternate)

School Nurse: Lynda Tripp
Sarah Sorensen (alternate)
Martha Smith (alternate)
Emily Brown (alternate)

Guidance Counselor
(for a student(s) in grade 9-12): Alison Rosenbaum
Michael Johnson (alternate)

School Medical Director (with notice): Lori Robinson, MS, RN, FNP-C

The Parent of the child being discussed.
Whenever appropriate, the student being discussed.
No less than one Special Education teacher of the child being discussed.
No less than one Regular Education teacher of the child being discussed.

At the discretion of the parent or the local education agency, other individuals who have knowledge or special expertise regarding the student, including related service personnel as appropriate.

SUB-COMMITTEE ON SPECIAL EDUCATION 2023-2024 Members

Chairperson: Jessica A. Mitchell-Briehl
Shannon Zagres (alternate) Connie Garman (alternate)
Kathleen Moore (alternate) Tracy Manor (alternate)
Katie Francisco (alternate)
Catherine Damone (alternate)
Jennifer Lederman (alternate)
Deena Ott (alternate)

School Psychologist: When a new Psychological or program change to a more intensive staff/student ratio is being considered.

Catherine Damone
Deena Ott (alternate)
Christyn Denial (alternate)
Nicole Matthews (alternate)

CVES Psychologist (alternate)

The Parent of the child being discussed.

Whenever appropriate, the student being discussed.

No less than one Regular Education Teacher of the child being discussed.

No less than one Special Education Teacher of the child being discussed.

At the discretion of the parent or the local education agency, other individuals who have knowledge or special expertise regarding the student, including related services personnel as appropriate.

SARANAC CENTRAL SCHOOL
2023-2024 Members
COMMITTEE ON PRE-SCHOOL SPECIAL EDUCATION

Jessica A. Mitchell-Briehl	Chairperson/District Representative
Shannon Zagres	Alternate Chairperson/District Representative
Connie Garman	Alternate Chairperson/District Representative
Kathleen Moore	Alternate Chairperson/District Representative
Catherine Damone	Alternate Chairperson/District Representative
Deena Ott	Alternate Chairperson/District Representative
Jennifer Lederman	Alternate Chairperson/District Representative

- Parent Representative
- The Parent of the child being discussed.
- No less than one Regular Education provider if the child is or may be participating in the regular education environment.
- No less than one special education teacher, or when appropriate, at least one special education provider of the student being discussed.
- At the discretion of the parent or the agency, other individuals who have knowledge or special expertise regarding the student, including related services personnel as appropriate.
- Whenever appropriate, the student being discussed.
- An appropriately certified or licensed professional appointed by the Chief Executive Officer of the municipality of the preschool child's residence [SED];

and

- for a preschool child in transition from early intervention, a professional designated by the Department of Health's Early Intervention Program [SED];
- for meetings prior to initial recommendation, a professional who participated in the evaluation of the child; or a professional employed by the school district as described in section 4410(3)(a) of the Education Law.

**SARANAC CENTRAL SCHOOL
2023-2024 Members
504 COMPLIANCE OFFICERS**

Jessica A. Mitchell-Briehl
Shannon Zagres (alternate)
Connie Garman (alternate)
Kathleen Moore (alternate)
Tracy Manor (alternate)
Katie Francisco (alternate)
Catherine Damone (alternate)
Danielle Squier (alternate)
Jennifer Lederman (alternate)
Deena Ott (alternate)

SARANAC CENTRAL SCHOOL DISTRICT
IMPARTIAL HEARING OFFICERS

(Not in Contact order- Check NYSED.gov website for update)

Ellen Cutler-Igoe
55 Irma Drive
Oceanside, NY 11572
516-662-9447

Lana Flame
10 West 15th Street #1217
New York, NY 10011
917-886-0666/917-886-0666

Randy Glasser
9001 E. Vasser Avenue
Denver, CO 80231
631-278-3483

David Gronbach
25 Mine Hill Road
New Milford, CT, 06776
203-417-9304

Vanessa Gronbach
25 Mine Hill Road
New Milford, CT 06776
914-671-2439/860-799-0929

Jeffrey Guerra
250 Nassau Blvd., Suite 2
Garden City, NY 11530
516-695-8789/516-858-0219

Jeanne Keefe
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Staten Island, NY 10308
646-250-2130

Elise Kestenbaum
40 Cutter Mill Road, Suite 300
Great Neck, NY
11021
516-353-7187

Michael Lazan
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871 Ivy Hill Road
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Hashim Rahman
43 West 43rd Street Suite 204
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Aaron Turetsky
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Teaneck, NJ 07666
201-314-1096

James Walsh
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347-491-7213

Mindy Wolman
221-59 59th Avenue Oakland Gardens
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917-974-3346/917-974-3346

Botwinik Almeleh
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