

**MINUTES OF
BOARD OF EDUCATION REORG MEETING,
July 06, 2023**

- HELD IN:** District Office
- MEMBERS PRESENT:** Tracy Allen-Waite, Amy Belair, Normal Lewis, Charlene Favaro, and Dan Ashline-Beaudet
- MEMBERS ABSENT:** Michelle Pelkey.
- ALSO PRESENT:** Javier Perez and Danielle McAfee.
- TEMPORARY CHAIRPERSON:** Motion by Dan Ashline-Beaudet, seconded by Amy Belair, to appoint Amber Parrotte as Temporary Chairperson until the election of the Board of Education President is complete. All in favor.
Parrotte
- Amber Parrotte led the Pledge of Allegiance.
- NOMINATIONS PRESIDENT & VICE PRESIDENT:** Tracy Allen-Waite was nominated as President on motions by Amy Belair and Dan Ashline-Beaudet. There were no further nominations and nominations were closed on motions by Dan Ashline-Beaudet and Amy Belair. All in favor.
- Charlene Favaro was nominated as Vice President on motions by Dan Ashline-Beaudet and Amy Belair. There were no further nominations and nominations were closed on motions by Dan Ashline-Beaudet and Amy Belair. All in favor.
- The District Clerk administered the Oath of Office to the President and Vice President at the end of the meeting.
- APPOINTMENTS FOR THE 2023-2024 SCHOOL YEAR:** Motion by Amy Belair, seconded by Dan Ashline-Beaudet to appoint the following for the period of July 1, 2023, to June 30, 2024:
Board member as Legislative Liaison and Voting Delegate- Amy Belair
Board member as District Representative at CCSBA- Charlene Favaro
Board representative on Educational Enhancement Committee- Charlene Favaro.
District Clerk – Amber Parrotte with a stipend of \$7,500.
District Treasurer – Holly Weightman at a salary of \$61,299.
Tax Collector – Cheryl Hamel with compensation of \$6,046.
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.
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.
Bonding Attorney – Trespasz & Marquardt, LLP – rate is variable, based on transaction.
External Auditor – Boulerice & Wood, CPA's for external auditing services in an amount not to exceed \$16,320 for year ending June 30, 2024.
Records Management Officer – Amber Parrotte without additional compensation.
Records Access Officer – Javier Perez without additional compensation.
Confidential Secretary to Superintendent of Schools – Amber Parrotte at a salary of \$37,838.
Extra Classroom Fund Central Auditor – Danielle McAfee without additional compensation.
Faculty Counselor: Extra Classroom Funds – Tracy Manor without additional compensation.
Faculty Counselor: Extra Classroom Funds – Katie Francisco without additional compensation.
District-Wide Dignity Act Coordinator – Tracy Manor without additional compensation.
Dignity Act Coordinators:
High School – Tracy Manor without additional compensation
Middle School – Katie Francisco without additional compensation

Morrisonville Elementary – Kathy Moore without additional compensation
Saranac Elementary – Connie Garman without additional compensation
Health Consortium Trustee – Javier Perez without additional compensation
Asbestos Officer – Erica Larrabee without additional compensation
Integrated Pest Management Officer – Ethan Goslin without additional compensation
All in favor.

**SPECIAL
EDUCATION
COMMITTEE
MEMBERS:**

Motion by Amy Belair, seconded by Dan Ashline-Beaudet, to appoint the following committee members for the 2023-2024 school year (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
All in favor.

**MEDICAID
COMPLIANCE
OFFICER:**

Motion by Amy Belair, seconded by Dan Ashline-Beaudet, to appoint Tracy Manor as the Medicaid Compliance Officer without additional compensation.
All in favor.

**HOMELESS
LIAISON:**

Motion by Amy Belair, seconded by Dan Ashline-Beaudet, to appoint Shannon Zagres as the Homeless Liaison without additional compensation.
All in favor.

**TITLE IX
COMPLIANCE
OFFICER:**

Motion by Amy Belair, seconded by Dan Ashline-Beaudet, to appoint Danielle McAfee as the Title IX Compliance Officer without additional compensation.
All in favor.

**OFFICIAL BANK
DEPOSITORIES:**

Motion by Amy Belair, seconded by Dan Ashline-Beaudet, to designate the official bank depositories for all funds:
JP Morgan Chase Bank, Glens Falls National Bank and New York Liquid Asset Fund (NYLAF) for funds of the Saranac Central School District for the 2022-2023 school year effective July 1, 2023.
All in favor.

GRANT WRITER:

Motion by Amy Belair, seconded by Dan Ashline-Beaudet, to approve Lisa McGinn as an Independent Contractor for Grant Writing Services July 1, 2023- June 30, 2024.
All in favor.

**INTERNAL CLAIMS
AUDITOR:**

Motion by Amy Belair, seconded by Dan Ashline-Beaudet, to approve Jessica Willett as an Independent Contractor for Internal Claims Auditing Services July 1, 2023- June 30, 2024.
All in favor.

**DISTRIST WIDE
SAFETY PLAN:**

Motion by Amy Belair, seconded by Charlene Favaro, to approve the 2023-2024 District Wide Safety Plan.
All in favor.

**DISTRICT VISION
STATEMENT:**

Motion by Amy Belair, seconded by Charlene Favaro, to approve the new District Vision statement.
All in favor.

**DISTRICT WIDE STRA-
TEGIC PRIORITIES:**

Motion by Amy Belair, seconded by Charlene Favaro, to approve the district wide strategic priorities.
All in favor.

**BOARD OF
EDUCATION
MEETING DATES:**

Motion by Amy Belair, seconded by Dan Ashline-Beaudet, to establish the following procedures for Board of Education meetings for the 2023-2024 school year:

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)

POLLING SITE:

Motion by Amy Belair, seconded by Dan Ashline-Beaudet, to designate Saranac Middle School as the official polling site for the 2023-2024 school year (including elections, (both general and special)).
All in favor.

**OFFICIAL
NEWSPAPER:**

Motion by Amy Belair, seconded by Charlene Favaro, to designate the Press Republican as the official school newspaper for the 2023-2024 school year.
All in favor.

**CERTIFICATION OF
PAYROLLS /
PURCHASING**

Motion by Amy Belair, seconded by Charlene Favaro, to authorize the following:
Certification of District Payrolls:
-Javier Perez for the period of July 1, 2023, to June 30, 2024.
District Purchasing Agent:
-Danielle McAfee
All in favor.

**INVESTMENT
OF FUNDS:**

Motion by Amy Belair, seconded by Dan Ashline-Beaudet to authorize Danielle McAfee Business Administrator, 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 transactions meet all the requirements outlined in Law.
All in favor.

PETTY CASH:

Motion by Amy Belair, seconded by Dan Ashline-Beaudet to authorize Danielle McAfee, Business Administrator, to establish petty cash funds in accordance with Education Law and School Board Policy.
All in favor.

- STATE & FEDERAL FUNDS SIGNATURE:** Motion by Amy Belair, seconded by Dan Ashline-Beaudet to authorize Javier Perez, Superintendent of Schools, to sign applications for all federal title programs.
All in favor.
- CHECK SIGNING DEVICE:** Motion by Amy Belair, seconded by Dan Ashline-Beaudet to authorize Holly Weightman, School District Treasurer, 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.
All in favor.
- BUDGET TRANSFERS:** Motion by Amy Belair, seconded by Dan Ashline-Beaudet to allow Javier Perez, Superintendent of Schools, to make necessary budget transfers up to \$10,000.
All in favor.
- CASH ADVANCES:** Motion by Amy Belair, seconded by Dan Ashline-Beaudet to authorize the District Treasurer 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.
All in favor.
- MILEAGE REIMBURSEMENT RATE:** Motion by Amy Belair, seconded by Dan Ashline-Beaudet to set the mileage reimbursement rate for all authorized travel by school district employees and officials for the period from July 1, 2023, to June 30, 2024, at the current rate established by the U.S. Internal Revenue Service.
All in favor.
- POLICIES, PLANS & CODE OF ETHICS:** Motion by Amy Belair, seconded by Dan Ashline-Beaudet, to re-adopt all policies, plans, rules, regulations, standard practices and procedures, including the adopted Code of Ethics, heretofore existing in this District, unless specially amended or changed, are continued in full force and effect.
All in favor.
- COOPERATIVE PURCHASING AGREEMENT:** Motion by Amy Belair, seconded by Dan Ashline-Beaudet 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.
All in favor.
- COOPERATIVE INVESTMENT PROGRAM: NYLAF** Motion by Amy Belair, seconded by Dan Ashline-Beaudet, 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.
All in favor.
- CONFERENCES, CONVENTIONS, WORKSHOPS & IN-SERVICE:** Motion by Amy Belair, seconded by Dan Ashline-Beaudet to authorize the Superintendent of Schools to approve attendance of staff and Board members for conferences, conventions, workshops, and in-service activities.
All in favor.
- GRANTS IN AID:** Motion by Amy Belair, seconded by Dan Ashline-Beaudet, to authorize the Superintendent of Schools to sign for Grants in Aid (State and Federal).
All in favor.
- BONDING:** Motion by Amy Belair, seconded by Dan Ashline-Beaudet, to maintain a blanket dishonesty bond in the amount of \$100,000 for all District employees.
All in favor.

CREDIT CARD AUTHORIZATION: Motion by Amy Belair, seconded by Dan Ashline-Beaudet to authorize the Business Administrator and the Superintendent of Schools to use the school district credit card for the 2023-2024 school year.
All in favor.

ASSOCIATION MEMBERSHIPS: Motion by Amy Belair, seconded by Dan Ashline-Beaudet to approve the 2023-2024 membership in the following associations:
- New York State School Boards Association
- Clinton County School Boards Association
All in favor.

SUBSTITUTE Motion by Amy Belair, seconded by Dan Ashline-Beaudet, to approve the 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 |
| All in favor. | |

ATHLETIC EVENT STAFF: Motion by Amy Belair, seconded by Dan Ashline-Beaudet, 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 |

All in favor.

**NYS & LOCAL
RETIREMENT
SYSTEM:**

Motion by Dan Ashline-Beaudet, seconded by Amy Belair, to resolve that the Saranac Central School District 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/Secretary to Superintendent | Amber Parrotte |

All in favor.

**NYS & LOCAL
RETIREMENT
SYSTEM:**

Motion by Dan Ashline-Beaudet, seconded by Amy Belair, to resolve that the workdays be reported for the employees listed for the purpose of determining reportable days 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 | School Food Service Director I |
| Building Maintenance Helper | Network & Systems Coordinator |
| 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 |
| All in favor. | |

Amber L. Parrotte, District Clerk