

BRASHER FALLS CENTRAL SCHOOL DISTRICT

**Organizational Board of Education Meeting**

St. Lawrence Central MS/HS School Library

Thursday, July 6, 2023 – 6:00 PM

**AMENDED**

AGENDA

Board of Education Members Present:

Sarah Ashley  
Abdo Bejjani  
Seth Belt  
Katherine Brown  
Courtney Hallahan  
Julie Carvel-Liberty  
Teresa Rios-Passon  
Bethany St. Hilaire  
Beth Todd

Administrators Present:

Christopher Rose, Superintendent of Schools  
Kathy Mitchell, Business Manager  
Kristen Zender, High School Principal  
Jamie LaBarge, Middle School Principal  
Danielle Colterman, Elementary Principal  
Katherine LaVigne, Admin. Director of Sp.Ed.  
Kevin Welsh, Dir. of Data & Technology  
Timothy Redmond, Dir. of Trans/Bldg & Gnds

District Clerk:

Cindy Delisle

Others Present:

**Call to Order**

**Pledge of Allegiance**

**Presentation – Erik McLaughlin – V Hockey Overnight Trip**

**Approval of Agenda** – Motion that the Board of Education approves the agenda for this Organizational Board of Education meeting.

**ORGANIZATIONAL ITEMS**

1. **Board of Education Oath of Office** will be administered to Bethany St. Hilaire and Beth Todd.
2. **Nominations/Elections of Officers** effective July 1, 2023 through June 30, 2024:
  - President of the Board of Education
  - Vice-President of the Board of Education
  - Legislative Liaison of the Board of Education
3. **Officers Oath of Office** will be administered to the President and Vice President.
4. **Appointment of Officers**
  - A. **Cynthia Delisle** is reappointed to the position of District Clerk and Secretary for the Superintendent of Schools;
  - B. **Cynthia Fraser** is reappointed to the position of District Treasurer and authorized to sign checks for the District;
  - C. **Christopher Rose** is reappointed to the position of Deputy Treasurer and authorized to sign checks in the absence or inability of the District Treasurer;
  - D. **Ellen M. Fukes** is reappointed to the position of Tax Collector;
  - E. **Tracy Villnave** is reappointed to the position of Deputy Tax Collector;
  - F. **St. Lawrence Lewis BOCES** will be appointed as Claims Auditor;

**Motion** that the Board of Education, upon the recommendation of Mr. Rose, Superintendent of Schools, reappoints/appoints the above 7 officer positions, for the 2023-2024 school year.

## 5. Oath of Faithful Performance in Office

The Oath of Faithful Performance administered by the President of the Board of Education to the District Clerk.

The Oath of Faithful Performance will be administered by the District Clerk to the District Treasurer, Deputy Treasurer, Tax Collector and Deputy Tax Collector in her office.

## 6. Other Appointments

- A. **Bowers & Company CPAs PLLC** is reappointed as the External Auditor;
- B. **Cynthia Fraser** is reappointed as Central Treasurer of Extra-Curricular Accounts;
- C. **Cynthia Delisle** is reappointed as Faculty Auditor of the Extra-Curricular Accounts;
- D. **Christopher Rose** is reappointed as Attendance Officer;
- E. **Kathy Mitchell** is reappointed as Records Access/Management Officer;
- F. **Christopher Rose** is reappointed as Records Appeals Officer;
- G. **Timothy Redmond** is appointed as Asbestos Control Officer under the Asbestos Hazard Emergency Response Act;
- H. **Cynthia Delisle** is reappointed as Liaison for Homeless Children and Youth;
- I. **Christopher Rose** be reappointed as the Designated Educational Official (DEO) to receive court notification regarding a student's sentence/adjudication in certain criminal cases and juvenile delinquency proceedings;
- J. Each **Building Principal** is reappointed as Dignity Act Coordinator for their students per the Dignity for All Students Act;
- K. **Kevin Welsh** be reappointed as Data Protection Officer;
- L. **Ferrara Fiorenza PC and Linden Law Firm and Roger Linden, Esq.** are reappointed as School District Attorneys;
- M. **Barclay & Damon, LLP, Syracuse**, is reappointed as School District Attorney for the capital project litigation;
- N. **Barclay & Damon, LLP, Albany**, is reappointed as Bond Counsel;
- O. **Haylor, Freyer & Coon, Inc.**, is reappointed as Insurance Agency;
- P. **Kathy Mitchell** is reappointed as the 403B Liaison;
- Q. **Elementary, Middle School and High School Secretaries** are reappointed to collect cash and issue receipts;
- R. **Kathy Mitchell** be reappointed as Purchasing Agent;
- S. **Jane Ward** is reappointed as Deputy Purchasing Agent;
- T. **Cynthia Fraser and Jane Ward** are reappointed as District Cashiers;
- U. **Jane Ward** is reappointed as Inventory Clerk;
- V. **Katherine LaVigne** is reappointed as CSE/CPSE/Section 504 Compliance Officer.
- W. **Kristen Zender** is reappointed as Title IX Officer.
- X. **Timothy Redmond** is appointed as School Pesticide Representative;
- Y. **Melany Cline** is reappointed as the School Lunch Manager;
- Z. **Melany Cline** is reappointed as the Reviewing and Verification Officer for participation in the federal Child Nutrition Program;
- AA. **Christopher Rose** is reappointed as Hearing Officer for participation in the federal Child Nutrition Program;
- BB. **Robin Hagey-Phillips, Darlene Lynch and Mandy Bell** are reappointed as CSE and CPSE Surrogate Parents;
- CC. **Committee Memberships** are appointed for: a) The Committee of Special Education; b) The Committee of Preschool Special Education; c) Section 504 Committee; as provided.
- DD. **CPSE Evaluation/Provider Sites** area approved for the CSE and CPSE, as provided.

**Motion** that the Board of Education, upon the recommendation of Mr. Rose, Superintendent of Schools, reappoints the above 31 positions/committees, for the 2023-2024 school year.

7. **Designations**

- A. **Watertown Daily Times and North Country This Week** be designated as the Official Newspapers for the District;
- B. **Key Bank** be designated as the Official Depository for Scholarship Accounts;
- C. **Chase Manhattan Bank & Key Bank** are the designated Official Depositories for the School District;

**Motion** that the Board of Education, upon the recommendation of Mr. Rose, Superintendent of Schools, agrees to the above 3 designations, for the 2023-2024 school year.

8. **Authorizations**

- A. **Christopher Rose** is authorized to act as Chief Financial Officer;
- B. **Christopher Rose** is authorized to certify the payrolls;
- C. **Christopher Rose** is authorized to accept funds;
- D. **Christopher Rose** is authorized to approve attendance at Conferences, Conventions and Workshops;
- E. **Christopher Rose** is authorized to execute BOCES contracts;
- F. **Christopher Rose** is authorized to purchase and consult professional services;
- G. **Christopher Rose** is authorized to approve budget transfers up to \$5,000;
- H. **Christopher Rose** is authorized to approve capital project change orders up to \$20,000;
- I. **Christopher Rose** is authorized to apply for Grants in Aid (State and Federal);
- J. **Christopher Rose** is authorized to approve transfers relative to Reserve Funds;
- K. **Christopher Rose and Cynthia Fraser** are authorized to sign extra-curricular fund checks;
- L. **Christopher Rose and Cynthia Fraser** are authorized to sign the Multifund Account, Payroll Account, T&A Scholarship Account, Debt Service Account, and BFCSD Capital Account;
- M. **Christopher Rose and Cynthia Fraser** are authorized to sign the Memorial Scholarship Account and BFCSD Donation Account;
- N. **Christopher Rose, Cynthia Fraser and Kristen Zender** are authorized to sign the Endowment Fund;
- O. **Christopher Rose, Cynthia Fraser, Jane Ward, Cynthia Delisle** and other school employees as approved by the Superintendent for specific purposes, are authorized to use a district credit card;
- P. **Cynthia Fraser** is authorized to establish the following Petty Cash Funds;
  - Business Office               \$100.00
  - School Lunch                 \$ 65.00
  - Elementary Office         \$100.00
  - Tax Collector               \$300.00
  - Blue Bird Café             \$ 50.00
- Q. **Kathy Mitchell**, purchasing agent, will be responsible for the assignment of fund balance as it relates to encumbrances on June 30<sup>th</sup>;
- R. The **Board of Education** will be responsible for the assignment of fund balance as it relates to appropriated fund balance on June 30<sup>th</sup>;
- S. **Brasher Falls Central School District** is authorized to use the District Specific List of Impartial Hearing Officers as maintained by the NYS Education Department's Impartial Hearing Reporting System (IHRS).

**Motion** that the Board of Education, upon the recommendation of Mr. Rose, Superintendent of Schools, approves the above 19 authorizations, for the 2023-2024 school year.

9. **Bonding**

- A. District Treasurer be bonded for up to \$500,000;
- B. Deputy Treasurer be bonded for up to \$500,000;
- C. District Tax Collector and Deputy Tax Collector be bonded for up to \$500,000;
- D. Claims Auditor be bonded for up to \$500,000;
- E. Extra-curricular fund treasurer be bonded for up to \$25,000;
- F. All persons and positions required by law or regulation to be bonded.

**Motion** that the Board of Education, upon the recommendation of Mr. Rose, Superintendent of Schools, approves the above 6 bonding issues, for the 2023-2024 school year.

10. **Other Items**

- A. All Policies and Code of Ethics in effect be readopted;
- B. The Board of Education adopts the following calendar for the 2023-2024 regular board of education meetings:

August 21, 2023	February 12, 2024
September 18, 2023	March 18, 2024
October 16, 2023	April 22, 2024
November 13, 2023	May 22, 2024
December 18, 2023	June 17, 2024
January 16, 2024	

- C. Mileage reimbursement rate set by the IRS (\$.65.5 per mile) be established for personnel traveling on school related matters;
- D. Milk, breakfast and lunch prices for the 2023-2024 school year be established as:

<u>Grades Pre-K – 4</u>		<u>Grades 5 -12</u>	
Milk	\$ .65	Milk	\$ .65
Breakfast	Ala Carte	Breakfast	Ala Carte
Lunch	Ala Carte	Lunch	Ala Carte

- E. Standard workday for appointed employees for the purpose of determining days worked reportable to the New York State and Local Employees' Retirement System be as follows:

Cook – 6.5 hour day  
Dishwasher – 6 hour day  
Food Service Helper – 6 hour day  
School Monitor – 6 hour day  
School Bus Driver – 6 hour day  
Dispatcher – 6 hour day  
Mechanic – 8 hour day  
Clerk – 8 hour day  
Key Board Specialist – 8 hour day  
Secretary I – 8 hour day  
Claims Auditor – 6 hour day  
District Clerk – 6 hour day  
Inventory Clerk -6 hour day  
Tax Collector – 6 hour day  
Teacher Aide – 7 hour day  
Cleaner – 8 hour day  
Custodian – 8 hour day  
Building Maintenance Worker – 8 hour day

Registered Professional Nurse – 6.5 hour day

F. Substitute wages are as follows:

Bus Drivers - \$17.25 per/hour – out of district  
Bus Drivers - \$16.50 per hour – in district  
Bus Monitor - \$14.20/hour presently or current minimum wage  
Cleaner –\$14.20/hour presently or current minimum wage  
Clerical –\$14.50/hour presently or current minimum wage, if higher  
All other support staff substitutes - \$14.20/hour presently or  
current minimum wage  
Teacher -Certified - \$130.00/day  
Teacher – Retired - \$140.00/day  
Teacher – Non-Certified - \$115.00/day  
Teacher Assistant-Certified - \$115.00/day  
Teacher Assistant-Non-Certified - \$100.00/day  
RN - \$125.00/day  
LPN - \$115.00/day  
Tutor - \$15.00/hour  
Fitness Center Monitor – \$15.00/hour

G. Building Use Charges:

Cleaner Hourly Charges - \$44.00  
Maintenance Hourly Charges - \$51.50

***Motion*** that the Board of Education, upon the recommendation of Mr. Rose, Superintendent of Schools, approves the above 7 items, for the 2023-2024 school year.

## REGULAR ITEMS

### Approval of Minutes

Motion that the Board of Education approves the minutes of the June 20, 2023 Regular Board of Education meeting and the June 21, 2023 Library voting results, as per enclosures.

### Administrative Reports – Superintendent of Schools

a) End of Year Goal #1

#### Administrators

a) End of Year Goals #'s 2&3

b) **Mrs. LaBarge – Summer Camps**

**Policy Reading** – The Board of Education is presented with the first reading of a new policy by State or Federal Law and/or Regulation:

#7522 – Students with Life-Threatening Health Conditions

### Board Communications

### Action Items

11. Motion that the Board of Education, upon the recommendation of Mr. Rose, Superintendent of Schools, agrees 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.

12. WHEREAS, the Brasher Falls Central School District is a Participant in the St. Lawrence-Lewis Counties School District Employees Medical Plan and Workers’ Compensation Plan; and WHEREAS, Section IV of the Municipal Cooperative Agreement directs this School District to select the Superintendent or a designee to serve on the Plans’ Board of Directors.

Motion that the Board of Education, upon the recommendation of Mr. Rose, hereby designates, **Kathy Mitchell**, effective July 1, 2023 through June 30, 2024 to serve as the School District’s representative on the Plans’ Board of Directors and designates Mr. Rose to serve as an alternate district representative on the Plans’ Board of Directors.

13. Motion that the Board of Education, upon the recommendation of Mr. Rose, Superintendent of Schools, agrees to reinstate our Service Agreement with The OMNI GROUP, at a cost of \$2,076.00 for the 2023-2024 school year.
14. Motion that the Board of Education, upon the recommendation of Mr. Rose, Superintendent of Schools, approves **Claxton-Hepburn Medical Center** (Dr. John Duffy) to provide school physician services for the 2023-2024 school year for an annual fee of \$12,000.00.
15. Motion that the Board of Education, upon the recommendation of Mr. Rose, Superintendent of Schools, accepts the gift of a mannequin and glass case for the Mascot suit and remaining funds of \$2,083.57 from the Class of 2023 to be transferred to the Class of 2027.
16. Motion that the Board of Education, upon the recommendation of Mr. Rose, Superintendent of Schools, accepts the following monetary gifts for the St. Lawrence Central Scholarship Fund in memory of Marie Dawson:
  - Mary K. Grow - \$100.00
  - H. James Grow - \$50.00
  - Lynn & Paul Muller - \$50.00
  - Anne Danforth-Ruscansky - \$150.00
17. Motion that the Board of Education, upon the recommendation of Mr. Rose, Superintendent of Schools, approves a Special Board of Education meeting to be held on July 31, 2023 at 3:00 PM.
18. **Motion** that the Board of Education, upon the recommendation of Mr. Rose, Superintendent of Schools, adopts the following Bond Resolution:

**BOND RESOLUTION DATED JULY 6, 2023 OF THE BOARD OF EDUCATION OF THE BRASHER FALLS CENTRAL SCHOOL DISTRICT AUTHORIZING NOT TO EXCEED \$498,518 AGGREGATE PRINCIPAL AMOUNT OF SERIAL GENERAL OBLIGATION BONDS AND/OR INSTALLMENT PURCHASE CONTRACTS TO FINANCE THE ACQUISITION OF SCHOOL BUSES AT AN ESTIMATED MAXIMUM COST OF \$538,518, THE EXPENDITURE OF SUCH SUM FOR SUCH PURPOSE, LEVY OF TAX IN ANNUAL INSTALLMENTS IN PAYMENT THEREOF TAKING INTO ACCOUNT STATE AID RECEIVED AND TRADE-IN VALUE, AND DETERMINING OTHER MATTERS IN CONNECTION THEREWITH.**

WHEREAS, the qualified voters of the Brasher Falls Central School District, Brasher Falls, New York (the “District”), at the annual meeting of such voters duly held on the 16<sup>th</sup> day of May, 2023 duly approved a proposition authorizing the issuance of serial general obligation bonds and/or installment purchase contracts in an aggregate principal amount not to exceed \$498,518, to finance the acquisition of school buses at a maximum cost of \$538,518, the expenditure of such sum for such purpose, the levy of the necessary tax therefor, to be levied upon the taxable property of the District and collected in annual installments as provided by Section 416 of the Education Law, taking into account state aid received and trade-in value;

NOW THEREFOR BE IT RESOLVED:

Section 1. The District shall acquire school buses at a maximum amount of not to exceed \$538,518, as more particularly described in Section 3 hereof, and as generally outlined to and considered by the voters of the District at the annual District meeting of May 16, 2023.

Section 2. The District is hereby authorized to issue its serial general obligation bonds (the “Bonds”) pursuant to the Local Finance Law of New York and/or enter into installment purchase contracts pursuant to the General Municipal Law, in the aggregate principal amount of not to exceed \$498,518, in order to finance the class of objects or purposes described herein.

Section 3. The classes of objects or purposes to be financed pursuant to this Resolution is the acquisition of school buses (the “Purpose”).

Section 4. It is hereby determined and declared that (a) the maximum cost of the Purpose, as estimated by the Board of Education, is \$538,518, (b) no money has heretofore been authorized to be applied to the payment of the cost of the Purpose, and (c) the District plans to finance the cost of the Purpose from State aid, trade-in value and funds raised by the issuance of the Bonds and bond anticipation notes hereinafter referred to and/or the proceeds of installment purchase contracts.

Section 5. It is hereby determined that the Purpose is one of the class of objects or purposes described in Subdivision 29 of Paragraph a of Section 11.00 of the Local Finance Law, and that the period of probable usefulness of the Purpose is five (5) years.

Section 6. Subject to the provisions of the Local Finance Law, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the sale of the Bonds, including renewals of such notes, is hereby delegated to the President of the Board of Education, the chief fiscal officer.

Section 7. The power to further authorize the issuance of the Bonds and bond anticipation notes and to prescribe the terms, form and contents of the Bonds and bond anticipation notes, including the consolidation with other issues and the use of substantially level or declining debt service, subject to the provisions of this Resolution and the Local Finance Law, and to sell and deliver the Bonds and bond anticipation notes, is hereby delegated to the President of

the Board of Education. The President of the Board of Education is hereby authorized to sign and the District Clerk is hereby authorized to attest any Bonds and bond anticipation notes issued pursuant to this Resolution, and the District Clerk is hereby authorized to affix to such Bonds and bond anticipation notes the corporate seal of the District.

Section 8. The faith and credit of the District are hereby irrevocably pledged for the payment of the principal of and interest on the Bonds and bond anticipation notes as the same respectively become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such obligations becoming due and payable in such year. There shall be levied annually on all taxable real property of the District, a tax sufficient to pay the principal of and interest on such obligations as the same become due and payable.

Section 9. This Resolution shall constitute the declaration of the District's "official intent" to reimburse expenditures authorized by Section 1 with proceeds of the Bonds and notes, as required by United States Treasury Regulation Section 1.150-2.

Section 10. The power to further authorize the execution of installment purchase contracts and to prescribe the terms, form and contents of the installment purchase contracts, subject to the provisions of this Resolution and the General Municipal Law, is hereby delegated to the President of the Board of Education. The President of the Board of Education is hereby authorized to sign and the District Clerk is hereby authorized to attest any installment purchase contracts entered into pursuant to this Resolution, and the District Clerk is hereby authorized to affix to such installment purchase contracts the corporate seal of the District.

Section 11. This Resolution, or a summary thereof, shall be published by the District Clerk together with a notice in substantially the form prescribed by Section 81.00 of said Local Finance Law, and such publication shall be in each official newspaper of the District. The validity of the Bonds or of any bond anticipation notes issued in anticipation of the sale of the Bonds may be contested only if such obligations are authorized for an object or purpose for which the District is not authorized to expend money, or the provisions of law which should be complied with at the date of publication of this Resolution are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty (20) days after the date of such publication; or if said obligations are authorized in violation of the provisions of the Constitution.

Section 12. Barclay Damon LLP, is hereby appointed bond counsel to the District in connection with the issuance of the Bonds and bond anticipation notes authorized herein.

Section 13. This Resolution shall take effect immediately upon its adoption.



## Executive Session

Motion that the Board of Education moves into Executive Session for the purpose of discussing 1 resignation, 1 **retirement**, 2 extra-curricular position appointments, 1 appointment, and 3 Adult Volunteer Coach appointments.

Motion that the Board of Education moves back into general session.

## Action Items

19. Motion that the Board of Education, upon the recommendation of Mr. Rose, Superintendent of Schools, accepts the resignation of **Andrea Martin** as School Counselor, effective August 9, 2023, contingent on her appointment at Salmon River CSD on July 10, 2023.
20. **Motion that the Board of Education, upon the recommendation of Mr. Rose, Superintendent of Schools, accepts the resignation, for purposes of retirement, from **Belinda Martin-Stone** as Teacher of Special Education effective at the end of the day on April 27, 2024.**
21. Motion that the Board of Education, upon the recommendation of Mr. Rose, Superintendent of Schools, appoints the following individuals to their respective extra-curricular position, **Hannah Laneuville and Savannah Adams** as Co-Advisors of the Drama Club and appoints **Paige Hewlett** as a Student Aide for the Modified Swim Team (to be paid 2 hrs/practice and 3 hrs/meet, at the current teacher aide per hour rate), for the 2023-2024 school year.
22. Motion that the Board of Education, upon the recommendation of Mr. Rose, Superintendent of Schools, reappoints **Leslie Dishaw**, as Printshop Technician with a stipend of \$3,712.00 for the 2023-2024 school year.
23. Motion that the Board of Education, upon the recommendation of Mr. Rose, Superintendent of Schools, appoints Gerald Burnett as Head Mechanic, effective July 31, 2023.
24. Motion that the Board of Education, upon the recommendation of Mr. Rose, Superintendent of Schools, approves the following individuals as Adult Volunteer Coaches, contingent on each of them obtaining their certifications, for the 2023-2024 school year:

**Robert Page** - Football

**Larry Jandreau** – Football

**Alan LaSalle** - Football

**Hunter Mitchell** – Cheerleading

## Adjournment

Motion that the Board of Education agrees to adjourn.