

**MINUTES OF
BOARD OF EDUCATION REORG MEETING
July 11, 2022**

- HELD IN:** District Office
- MEMBERS PRESENT:** Tracy Allen-Waite, Amy Belair, Normal Lewis, Michelle Pelkey, and Dan Ashline-Beaudet
- MEMBERS ABSENT:** Charlene Favaro and Jules LaPoint.
- ALSO PRESENT:** Javier Perez and Danielle McAfee.
- TEMPORARY CHAIRPERSON:** Parrotte
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.
- 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 2021-2022 SCHOOL YEAR:**
Motion by Amy Belair, seconded by Dan Ashline-Beaudet to appoint the following for the period of July 1, 2022, to June 30, 2023:
District Clerk – Amber Parrotte with a stipend of \$7,200.
District Treasurer – Holly Weightman at a salary of \$58,941.
Tax Collector – Cheryl Hamel at a compensation of \$5,870.
School Attorney – Stafford, Owens, Piller, Murnane, Kelleher & Trombley PLLC, as needed at \$215 per hour for Attorney services and \$90 per hour for Paralegal services.
Legal Counsel – The Law Office of Anthony J. Brock, at an annual cost of \$27,300 payable in equal monthly installments of \$2,275.00 for labor relations and other school related matters for the period of July 1, 2022, to June 30, 2023.
Bonding Attorney – Trespasz & Marquardt, LLP – rate is variable, based on transaction.
External Auditor – Boulerville & Wood, CPA's for external auditing services in an amount not to exceed \$15,700 for year ending June 30, 2023.
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 \$36,383.
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 – Jamie Giroux without additional compensation
Integrated Pest Management Officer – Jamie Giroux 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 2022-2023 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.
- BOARD OF EDUCATION REPRESENTATIVES:** Motion by Amy Belair, seconded by Dan Ashline-Beaudet, to approve Amy Belair as the Legislative Liaison & Voting Delegate at the Annual NYSSBA Convention.
All in favor.
- Motion by Amy Belair, seconded by Dan Ashline-Beaudet, to approve Tracy Allen-Waite as the District representative to the Clinton County School Board's Association.
All in favor.
- Motion by Amy Belair, seconded by Dan Ashline-Beaudet, to approve Charlene Favaro as the Board representative on Educational Enhancement Committee.
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, 2022.
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, 2022- June 30, 2023.
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, 2022- June 30, 2023.
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 2020-2021 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: -MS/HS Library or District Office, Dannemora, NY (exception noted)
Executive Sessions: - as needed (to be announced)
Special meetings: -to be held with 24-hour notice to Board of Education

1ST Monday

*July 11, 2022
 *August 8, 2022
 ***September 6, 2022
 October 3, 2022
 November 7, 2022
 December 5, 2022
 ***January 3, 2023

March 6, 2023

****April 3, 2023

May 8, 2023

June 5, 2023

*2nd Monday due to Warrant Requirements / Other

**4th Monday

***Tuesday due to Holiday / Warrant Requirements

****2nd Monday Due to Warrant Requirements, School Recess, etc.

*****4th Tuesday

*****Thursday to Coincide with CVES Meeting

*****3rd Tuesday Due to Budget Vote (@ Morrisonville Elementary

All in favor.

3rd Monday

July 25, 2022

**August 22, 2022

September 19, 2022

October 17, 2022

November 21, 2022

December 19, 2022

***January 17, 2023

****February 13, 2023

**March 20, 2023

*****April 20, 2023

*****May 16, 2023

***June 20, 2023

POLLING SITE:

Motion by Amy Belair, seconded by Dan Ashline-Beaudet, to designate Morrisonville Elementary School as the official polling site for the 2022-2023 school year (including elections, (both general and special)).
 All in favor.

**OFFICIAL
 NEWSPAPER:**

Motion by Jules LaPoint, seconded by Charlene Favaro, to designate the Press Republican as the official school newspaper for the 2022-2023 school year.
 All in favor.

**CERTIFICATION OF
 PAYROLLS /
 PURCHASING**

Motion by Jules LaPoint, seconded by Charlene Favaro, to authorize the following:
 Certification of District Payrolls:
 -Javier Perez for the period of July 1, 2022, to June 30, 2023.
 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, 2022, to June 30, 2023, 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 2022-2023 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 2022-2023 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 2022-2023 school year. All in favor.
- ASSOCIATION MEMBERSHIPS:** Motion by Amy Belair, seconded by Dan Ashline-Beaudet to approve the 2022-2023 membership in the following associations:
 - New York State School Boards Association
 - Clinton County School Boards Association
 All in favor.
- SUBSTITUTE RATES OF PAY:** Motion by Amy Belair, seconded by Dan Ashline-Beaudet, establish the following substitute rates of pay for the 2022-2023 school year:
 Certified Teachers \$115/Day
 Non-Certified Teachers \$95/Day

Teacher (after 35 school days in same assignment)	Step 1 of Teacher’s Contract
Teacher Assistant Certified	\$95/Day
Teacher Assistant Non-Certified	\$95/Day
Registered Professional Nurse	\$18.00/Hour
Teacher Aide/Student Aide	\$13.90/Hour
Typist	\$13.90/Hour
School Monitor	\$13.90/Hour
Food Service Helper	\$13.90/Hour
Custodial Worker	\$13.90/Hour
Messenger/Custodial Worker	\$13.90/Hour
Clerk	\$13.90/Hour
Building Maintenance Mechanic	\$13.90/Hour
Senior Custodial Worker	\$13.90/Hour
Cook	\$13.90/Hour
Building Maintenance Helper	\$13.90/Hour
Library Aide	\$13.90/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, 2022:

Scoreboard Operators:	
JV Soccer	\$20
Varsity Soccer	\$20
Modified JV Basketball	\$20
Varsity Basketball	\$20
Modified & JV Wrestling	\$20
Varsity Wrestling	\$20
JV Volleyball	\$20
Varsity Volleyball	\$20
Ice Hockey	\$20
Shot Clock Operators:	
JV Basketball	\$20
Varsity Basketball	\$20
Penalty Box Personnel:	\$15
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	\$100
JV Wrestling Tournaments	\$80
Volleyball Matches	\$40
Varsity Volleyball Tournaments	\$80
JV & Modified Volleyball Tournaments	\$80
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, 2022, to June 30, 2023:

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

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

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

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

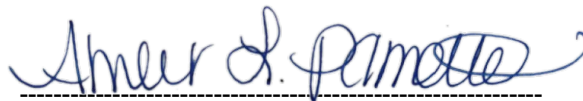
Employee – Five Day Workweek, Six Hour Day:

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

All in favor.

**DISTRIST WIDE
SAFETY PLAN:**

Motion by Jules LaPoint, seconded by Charlene Favaro, to approve the 2022-2023 District Wide Safety Plan.
All in favor.



Amber L. Parrotte, District Clerk