

CHAZY UNION FREE SCHOOL DISTRICT

BOARD OF EDUCATION

Craig Giroux, President
 Daniel Bernard, Vice President
 Mary LaPierre, Board Clerk
 Lee Barcomb
 Jason Bruce
 Chris Demers
 Timothy Howley

_____	Scott Osborne, Superintendent/7-12 Principal	_____
_____	Kaitlyn Breton, District Clerk	_____
_____	Kaitlin Tetrault, Business Manager	_____
_____	Robert McAuliffe, Elementary Principal	_____
_____	Kerry Adams, Director of CSE	_____
_____	Krista Ringer, Assistant Principal	_____
_____		_____

AGENDA

(DRAFT Subject to Change)

Annual Organizational & Regular Board of Education Meeting
 Tuesday, July 11, 2023 @ 5:00 PM in the Boardroom

- I. **CALL TO ORDER**
- II. **PLEDGE OF ALLEGIANCE**
- III. **ELECTION OF OFFICERS FOR 2023-24**
 - A. Election of the President of the Board of Education by the District Clerk.
 - B. Administration of the Oath of Faithful Performance in Office to the President.
 - C. Election of the Vice President by the newly elected President.
 - D. Election of the Clerk of the Board by the newly elected President.
 - E. Administration of the Oath of Faithful Performance in Office to the Vice President and Board Clerk by the President.
 - F. Administration of the Oath of Faithful Performance in Office to newly elected Board Member(s) by the President.
 - G. Administration of the Oath of Faithful Performance in Office to the Superintendent of Schools by the District Clerk.
- IV. **EXECUTIVE SESSION**
 - A. Resolve to enter Executive Session to discuss a matter regarding proposed, pending or current litigation (#4).
 - B. Resolve that the Board of Education returns to regular session. Time _____
- V. **CONSENT AGENDA: APPOINTMENT OF OFFICERS TO THE BOARD**
 - A. Appoint the following individuals as Officers to the Board of Education for the 2023-24 school year:

Designation	Individual	Compensation	Indemnity Amount
District Clerk	Kaitlyn Breton	n/a	\$2,000,000
Internal Claims Auditor	Nancy Vesco	\$20.00/hour	\$2,000,000
Treasurer	Cierra Bell	n/a	\$2,000,000

Deputy Treasurer	Kaitlin Tetrault	n/a	\$2,000,000
Tax Collector	Nancy Vesco	\$2,500.00	\$2,000,000

VI. CONSENT AGENDA: OTHER APPOINTMENTS

- A. Approve the following individuals to other appointed positions for the 2023-24 school year:

Designation	Individual/Organization	Compensation
School Attorney	Stafford-Owens, PLLC	\$225/hr
School Attorney	Harris-Beach, PLLC	\$215/hr
School Attorney	Honeywell Law Firm, PLLC	\$210/hr
Municipal Finance Consultant	RBT, Inc.	n/a
School Architect	Bernier, Carr & Associates	n/a
School Insurance Consultant	Northern Insuring	n/a
Independent Auditing Firm	Boulrice & Wood, CPA PC	\$13,000.00
Director of Student Health Services	Plattsburgh Medical Care	\$2,100.00
Purchasing Agent	Kaitlin Tetrault	n/a
Extra Curricular Activity Fund Treasurer	Cierra Bell	n/a
Chief Faculty Counselor	Scott J. Osborne	n/a
Public Records Access Officer	Kaitlin Tetrault	n/a
Records Management Officer	Kaitlin Tetrault	n/a
Property Control Manager	Kaitlin Tetrault	n/a
Attendance Officer	Rob McAuliffe	n/a
Title IX Compliance Officer	Rob McAuliffe	n/a
Homeless Liaison	Rob McAuliffe	n/a
Pesticide Control Officer	Troy Tatro	n/a
Asbestos Designee	Troy Tatro	n/a
Section 504/ADA Coordinator	Kerry Adams	n/a
Section 504/ADA Compliance Officer	Scott Osborne	n/a
Home Schooling Coordinator	Kerry Adams	n/a
Comptroller of Petty Cash Funds	Scott Osborne	n/a

VII. CONSENT AGENDA: DESIGNATIONS

- A. Designate TD Bank and Bank of New York (CLASS) as official depositories of all funds of the District during the 2023-24 fiscal year.
- B. Designate the following Board Members as the Audit Committee:
 - 1. Dan Bernard
 - 2. Jason Bruce
 - 3. Tim Howley
 - 4. Craig Giroux (alternate)
- C. Designate the following Board Members for the Building Committee:
 - 1. Craig Giroux
 - 2. Chris Demers
 - 3. Tim Howley
- D. Designate the Press Republican and the Sun Community News as official newspapers of the district.
- E. Designate the second Tuesday of each month, at 6:00 PM in the CCRS Board Room, as the meeting date, time and location of Board of Education meetings for the 2023-24 school year, as follows, unless otherwise stated: *August 8; September 12; October 10; November 14; December 12; January 9; February 13; March 12; April 9; May 14; June 11 .*
- F. Designate a mileage reimbursement rate to follow IRS mileage rates for employees who use their personal automobiles on official business of the District during the 2023-24 fiscal year.
- G. Designate the Superintendent of Schools as representative to the Clinton, Essex, Warren & Washington Worker’s Compensation and Health Insurance Consortium Board of Directors & Trustee representing the Chazy Union Free School District.
- H. Designate the bulletin boards in the Teacher’s Room, Receiving Room and outside the Main Office as the official bulletin boards for the posting of official district notices for the 2023-24 school year.

VIII. STANDARD WORK DAYS RESOLUTION

- A. BE IT RESOLVED, that the Chazy Union Free School District, location code 70904, hereby establishes the following as Standard Work Days for its employees and will report days worked to the New York State and Local Employees’ Retirement System based on the timekeeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Five Days/Week, 8 Hours/Day	All Building Maintenance Workers, Custodial Workers, Transportation Supervisor, Auto Mechanic, Auto Mechanic Helper, Cook Manager, Treasurer, Business Manager, Account Clerk, Typists, Superintendent Secretary, District Clerk
Five Days/Week, 7.25 Hours/Day	Registered Professional Nurse
Five Days/Week, 7 Hours/Day	Teacher Aide/Student Aide, School Monitor

Five Days/Week, 6 Hours/Day	Bus Drivers, School Bus Monitor, Food Service Helper
Five Days/Week, 3.5 Hours/Day	Part-Time Food Service Helper

IX. CONSENT AGENDA: AUTHORIZATIONS

A. Approve the following authorizations for the 2022-23 school year:

Authorization	Individual
Certify payroll	Superintendent
Approve attendance of all local staff conferences, conventions, workshops, and off-campus meetings subject to available budget appropriations	Superintendent
Sign all applications and forms required for Federal and State Programs and Grants	Superintendent
Sign all checks	Treasurer
Sign all checks in the absence of the Treasurer	Business Manager
Approve budgetary transfers within and between funds as necessary to balance accounts up to \$2,500	Superintendent
Alternate signature for all accounts	Superintendent
Establish petty cash funds for the District Office (\$50) and the Cafeteria (\$100)	Treasurer
Utilize the school district credit card	Business Manager
Invest idle funds in approved interest-bearing accounts	Business Manager

X. CONSENT AGENDA: DIGNITY ACT COORDINATORS

A. Appoint the following individuals as Dignity Act Coordinators for the 2023-24 school year:

1. Chazy Central Rural Elementary School: Rob McAuliffe
2. Chazy Central Rural Junior-Senior High School: Krista Ringer
3. District Coordinator: Scott Osborne

XI. CONSENT AGENDA: ANNUAL PROFESSIONAL PERFORMANCE REVIEW (APPR)

A. Appoint the following individuals as Lead Evaluators, respectively, to carry out the Annual Professional Performance Review (APPR) of applicable educators during the 2023-24 school year, in accordance with the District's state-approved APPR Plan:

Evaluator	Area
Rob McAuliffe	Teachers
Krista Ringer	Teachers
Scott Osborne	Teachers

Scott Osborne	Principals
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XII. CONSENT AGENDA: COMMITTEE ON PRESCHOOL & SPECIAL EDUCATION

- A. Appoint the Committee on Special Education for the 2023-24 school year as follows:

Role	Individual
Chairperson	Kerry Adams
School Nurse	Becky Hubbell
Director of Student Health Services	Sarah Howell
Guidance Counselor	Amy Racine
Psychologist	Krysten Kuktowski
Parent Member(s)	As needed
RSPs/Special Education Teachers	Faculty as requested
Teacher	Faculty as defined in Federal Regulations
Surrogate Parent	As needed
Mediation Program Representative	Kerry Adams

- B. Appoint the Committee on Preschool Special Education for the 2023-24 school year:

Role	Individual
Chairperson	Kerry Adams
Designated County Representatives	Jessica Matthews, Christa VanCour
Director of Student Health Services	Sarah Howell
Parent Member(s)	As needed
Teacher	As defined in Federal Regulations

- C. Approve the following resolution pertaining to Impartial Hearings under Part 200:
Whereas Commissioner's Regulation 200.5 directs that a Board of Education arrange for an impartial hearing in according with the Commissioner's Rules; and

Whereas, the Commissioner's Regulations require that the rotational election process must be initiated immediately, but not later than two (2) business days after receipt by the School District of the written request for the hearing; and

Whereas, the Commissioner's Regulations allow a Board of Education to designate one or more of its members to appoint the Impartial Hearing

Officer once an available impartial hearing officer from the rotational list has been found to be available;

Therefore, Resolved, that the Board President, Vice-President and/or Board Clerk be designated as having the power to appoint an impartial hearing officer who has been selected in accordance with the Regulations of the Commissioner of Education on behalf of the Board of Education.

XIII. CONSENT AGENDA: OTHER

A. Upon recommendation of the Superintendent, the Board resolves to:

1. Regulate the extra-classroom activity fund as established by the State Education Department for setting up accounting procedures that conform to the Regulations of the Commissioner of Education for the control of extraclassroom activity funds as outlined in The Safeguarding, Accounting, and Auditing of Extraclassroom Activity Funds of this District during the 2023-24 school year.
2. Participate in the St. Lawrence/Lewis BOCES Cooperative Purchasing Program in accordance with guidelines set forth in the associated "Cooperative Purchasing Agreement" for the 2023-24 school year.
3. Authorize the District to enter into an Initial Contract for Cooperative Educational Services with the Clinton-Essex-Washington-Warren BOCES (CVES) for the 2023-24 school year.
4. Hold memberships during the 2023-24 school year with the New York State School Boards Association (NYSSBA) and the Clinton County School Boards Association.
5. Approve District's intent to participate in the CVES 2024 Special Education School-Aged Summer School, and agrees to pay the actual CEWW BOCES costs for the 2024 summer school; and BE IT FURTHER RESOLVED, that no later than August 1, 2023 the Clerk of the Board shall notify the CEWW BOCES in writing of the District's commitment as described herein and the District's intent to participate in the 2024 Special Education School-Age Summer School.
6. Re-adopt all Policies and Code of Ethics in effect during the previous year.
7. Resolve to appoint the Superintendent, Business Manager, and Treasurer as District Clerk Pro-Tem, respectively, as-needed, during the 2023-24 school year.

XIV. CODE OF ETHICS

A. RESOLVE that the Board of Education has been presented with the standing District Policy 2160 School District Officer and Employee Code of Ethics of the Chazy Union Free School District.

[end of Organizational items and actions]

XV. PUBLIC COMMENT

XVI. AGENDA

- A. Approve the July 11, 2023 regular meeting agenda.

XVII. MINUTES

- A. Approve the following meeting minutes as presented by the District Clerk:
 - 1. June 13, 2023 (regular meeting)
 - 2. June 28, 2023 (special meeting)

XVIII. FINANCIALS

- A. Recommend approval of the following May 2023 Financial Reports:
 - 1. Monthly Financial Summary Memo
 - 2. Treasurer's Monthly Reports
 - 3. Cafeteria Status Report
 - 4. Revenue Status Report
 - 5. Appropriation Status Report
 - 6. Check Warrant Reports
 - 7. Trial Balance Report
 - 8. Year-to-Year and Year-to-Date Revenue and Expenditures

XIX. CONSENT AGENDA: ACTION ITEMS

- A. Authorize the Board President to execute the CV-TEC Adult Education and Safety Education Sponsorship Agreement related to Cooperative Service 103, at no cost to the District, for the 2023-24 school year.

- B. Be it resolved, by the Board of Education of the Chazy Union Free School District, the bid for Child Nutrition Contract be awarded to The Abbey Group of Enosburg Falls, VT, the lowest responsible bidder, for the 2023-24 school year and further authorize the President and Superintendent to execute the bid contract and take all actions necessary to effectuate the terms of the contract.

- C. Establish the following breakfast and lunch prices for the 2023-24 school year:
 - 1. Student breakfast \$1.75/adult breakfast \$3.00 plus tax;
 - 2. Student lunch \$3.15/adult lunch \$5.02 plus tax.

XX. DISCUSSION

- A. Discuss a board member liaison to the CCRS Education Foundation.

XXI. POINTS OF INFORMATION

- A. Next regular meeting: Tuesday, August 8, 2023 at 6 PM.

XXII. EXECUTIVE SESSION

- A. Resolve to enter Executive Session to discuss matters pertaining to the employment history of particular person or persons, or matters leading to the

appointment, employment, promotion, demotion, discipline, suspension dismissal, or removal of a particular person (#6).

B. Resolve that the Board of Education returns to regular session. Time _____

XXIII. COMMITTEE ON SPECIAL EDUCATION

A. Approve the recommendations of the Committee on Special Education as presented by the Director of Special Education.

XXIV. PERSONNEL ACTIONS

A. Accept the resignation of Ryley Duffy, substitute teacher, effective June 30, 2023.

B. Appoint Samantha O'Hagan to the extracurricular position of Yearbook Advisor for the 2023-24 school year at the stipend of \$2,760.00.

C. Appoint Taylore Bourdeau as a substitute teacher for the 2023 Summer ESY program at the rate of \$35/hour.

D. Upon recommendation of the Superintendent, appoint Nadine Barbari to the part-time, at-will position of French Teacher (0.55 FTE) for the 2023-24 school year. Salary for the 2023-24 school year is \$25,723.00 in accordance with 0.55 of Step 2-B60 of the collective bargaining agreement. This service will not be credited toward tenure.

E. Upon recommendation of the Superintendent of Schools, appoint Courtney J. Cooper to the position of temporary English Teacher commencing September 1, 2023 and subject to a Feinerman Agreement. This service will not be credited toward tenure. Salary for the 2023-24 school year is \$53,474 in accordance with Step 9 B+30 of the collective bargaining agreement.

F. Appoint John M. Chimento, Jr. as a per diem substitute teacher for the 2023-24 school year at the certified rate of \$125/day.

XXV. ADJOURN

A. Motion to adjourn the meeting at _____.