

The Heuvelton Central School Board of Education met in the Multi-Media Room on Monday, July 2, 2012, for the purpose of reorganization and selection of officers and officials for the school year 2012-2013.

The Meeting was called to order by the District Clerk Tessa E. Herron at 7:30 p.m.

Members present: Dr. John Zeh, Keith Carmany, Michael Davis, Dennis Durant, Andrew Martin, Richard Moore and Thomas Nichols

Members absent:

Also present: Susan Todd, Superintendent; Michael Warden, MS/HS Principal, Cynthia Belleau, Elementary Principal/CSE Chairperson, Michael Robinson Assistant Business Manager, and Tessa Herron, District Clerk.

Guests: S. Murdock and D. Hale

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| 12-01 | Motion #1
Agenda | To adopt the revised agenda.
Moved: Zeh Seconded: Durant
Seven present, seven ayes. Carried |
| 12-02 | Motion #2
Consent Agenda | <p>To approve the items for adoption on the consent agenda for the July 2, 2012 meeting which included:</p> <ul style="list-style-type: none"> • To appoint the Town of Oswegatchie Town Clerk, Janet Wheeler, as District Tax Collector at a stipend of 2,200 for the period July 1, 2012 through June 30, 2013. (A13330160000) • To appoint the firm of Furgison & Co., C.P.A., PC, as the District's Independent Auditor for the period July 1, 2012 through June 30, 2013 at a stipend of \$10,865. (A1320400000) • To appoint the firm of Poulsen & Podvin, CPA, P.C. as the District's Independent Internal Auditor for the period July 1, 2012 through June 30, 2013 at a stipend of \$5,250. (A13204182400) • To appoint Tessa Herron as Central Treasurer – Extra-Classroom Activity Fund Account for the period July 1, 2012 through June 30, 2013 at a stipend of \$2,700. • To appoint the Superintendent of Schools as Treasurer and the Secretary to the Superintendent of Schools as Deputy Treasurer of the District's Scholarship Funds for the period July 1, 2012 through June 30, 2013. • To appoint Marianne Weldon as Census Enumerator for the period July 1, 2012 through June 30, 2013. (A8070160000) • To appoint Dr. Prasad Yitta as School Physician for the period July 1, 2012 through June 30, 2013 at a stipend of \$200 per month. (A2815400000 - \$2,000/A5510406000 - \$400) • To appoint Nancy Merkley, FNP-C to provide medical services to the Heuvelton Central School District for the 2012-2013 school year at a stipend of \$8,840. • To appoint Cynthia Belleau as the District's Chairperson for the Committee on Special Education and Chairperson for the Committee on Preschool Special Education for the period July 1, 2012 through June 30, 2013. • To appoint the members of the District's Committee and Sub-Committee on Special Education for the period July 1, 2012 through June 30, 2013 as per the attached list. • To appoint the members of the District's Committee on Preschool Special education for the period July 1, 2012 through June 30, 2013 as per the attached list. • To appoint the Superintendent of Schools, as Records Access Officer and the Secretary to the Superintendent of Schools, as Records Management Officer for the period July 1, 2012 through June 30, 2013. • To appoint Stephen Knowlton, Head of Building and Grounds, as AHERA (LEA) Asbestos Hazardous Emergency Response Act Designee for the period July 1, 2012 through June 30, 2013. • To appoint Margaret Sweeney as Title IX Compliance Officer for the period July 1, 2012 through June 30, 2013. • To appoint Cynthia Belleau as Section 504/ADA Compliance Officer for the period July 1, 2011 through June 30, 2012. • To appoint Margaret Sweeney as Liaison for Homeless Children and Youth for the period July 1, 2012 through June 30, 2013. • To appoint Andrew Silver as School Board Attorney for the period July 1, 2012 through June 30, 2013. (A1420400000 - \$1,000 retainer/anything above and beyond at a rate of \$125 per hour) • To appoint Patricia Hebert as Claims Auditor at a stipend of \$1,500 for the period of July 1, 2012 through June 30, 2013. |

- To appoint Board member Dennis Durant as the District's representative and the Superintendent of Schools as the District's alternate representative to the Board of Directors of the St. Lawrence-Lewis Counties School District Employees Medical Plan and the St. Lawrence-Lewis Counties School District Employees Workers' Compensation Plan for the period July 1, 2012 through June 30, 2013.
- To approve for the period September 1, 2012 through June 30, 2013, a stipend of \$2,600 for Sharon Murdock to the position of Substitute Calling Person.
- To approve for the period September 1, 2012 through June 30, 2013 a stipend of \$4,500 for Joan Fischer to the position of After-School Coordinator.
- To designate a petty cash fund in the amount of \$100 to be established for the period July 1, 2012 through June 30, 2013 with the District Treasurer having responsibility for the proper supervision of this fund.
- To designate the Ogdensburg Journal and Advance News as the District's official newspaper for the period July 1, 2012 through June 30, 2013.
- To designate the Community Bank, NA as the District's official bank depository for the period July 1, 2012 through June 30, 2013.
- To designate the District Deputy Treasurer as the District Officer to sign all checks for the period July 1, 2012 through June 30, 2013.
- To designate the District Treasurer, District Deputy Treasurer, the Assistant Business manager assigned to the District by the BOCES Cooperative Business Office and the Deputy Treasurer of the District's Scholarship Funds as the District Officers to sign District Scholarship Fund Checks for the period July 1, 2012 through June 30, 2013.
- To designate the Assistant Business Manager assigned to the District by the BOCES Cooperative Business Office as District Purchasing Agent for the period July 1, 2012 through June 30, 2013.
- To designate the Superintendent of Schools as the District Official to certify all payrolls for the period July 1, 2012 through June 30, 2013.
- To designate the Superintendent of Schools as the person to receive court notifications regarding a student's sentence/adjudication in certain criminal cases and juvenile delinquency proceedings.
- To designate the following dates for the Board of Education meetings for the 2012-2013 school year:
 - Wednesday, August 8, 2012 @ 5:00 p.m. – Special Meeting/BOE Retreat
 - Wednesday, August 22, 2012 @ 7:30 p.m. – Regular Meeting
 - Wednesday, September 26, 2012 @ 7:30 p.m. – Regular Meeting
 - Wednesday, October 24, 2012 @ 7:30 p.m. – Regular Meeting
 - Wednesday, November 28, 2012 @ 7:30 p.m. – Regular Meeting
 - Wednesday, December 19, 2012 @ 7:30 p.m. – Regular Meeting
 - Wednesday, January 23, 2013 @ 7:30 p.m. – Regular Meeting
 - Wednesday, February 27, 2013 @ 7:30 p.m. – Regular Meeting
 - Wednesday, March 13, 2013 @ 7:30 p.m. – Special Budget Meeting
 - Wednesday, March 27, 2013 @ 7:30 p.m. – Regular Meeting
 - Monday, April 22, 2013 @ 7:30 p.m. – Regular Meeting/Vote on BOCES Budget
 - Wednesday, May 1, 2013 @ 7:30 p.m. – Special Budget Meeting
 - Wednesday, May 22, 2013 @ 7:30 p.m. – Regular Meeting
 - Wednesday, June 26, 2013 @ 7:30 p.m. – Regular Meeting
- To authorize the Superintendent of Schools to approve, with expenses, all appropriate staff members' conference, convention and workshop requests for the period July 1, 2012 through June 30, 2013. Further recommend the Board authorize the Board President to approve, with expenses, all appropriate Board Members' and Superintendent conferences, convention and workshop requests for the period July 1, 2012 through June 30, 2013.
- To authorize the Superintendent of Schools to approve budgetary transfers between and within functional unit appropriations for the period July 1, 2012 through June 30, 2013.
- To authorize the Superintendent of Schools to be the District representative to sign and file all applications and certifications for federal and state grants for the period July 1, 2012 through June 30, 2013.
- To authorize the IRS Rate as the Mileage Reimbursement Rate for the period July 1, 2012 through June 30, 2013 when appropriate staff use their own vehicles on official business.
- To approve a resolution to participate in the Cooperative Investment Program for the period July 1, 2012 through June 30, 2013.

- To approve a resolution to participate in a Cooperative Purchasing Program for the period July 1, 2012 through June 30, 2013.
- To approve a resolution authorizing the Board President and Vice President to appoint the impartial hearing officer to preside over Special Education Hearings held pursuant to 8 NYCRR 200.5
- To authorize the purchase of a Bond for the District Treasurer in the amount of \$350,000 for the period July 1, 2012 through June 30, 2013.
- To authorize the purchase of a Bond for the District Deputy Treasurer in the amount of \$350,000 for the period July 1, 2012 through June 30, 2013.
- To authorize the purchase of a Bond for the District Tax Collector in the amount of \$350,000 for the period July 1, 2012 through June 30, 2013.
- To appoint Richard Moore as Legislative Liaison to the New York State School Boards Association and as Board Representative to the St. Lawrence-Lewis Counties School Boards Association's Standing Committee of Education Legislation for the period July 1, 2012 through June 30, 2013.
- To approve the minutes of the June 20, 2012 Regular Meeting of the Board of Education.
- To approve the Free and Reduced School Breakfast and Lunch Program Policy and accompanying Income Eligibility Guidelines for the 2012-2013 school year.
- To approve the following prices for meals at HCS:
 - Breakfast - \$1.35
 - Lunch - \$1.70
- To approve a resolution permitting pupils in grades no lower than seventh to compete on any senior high school team, or permit senior high pupils to compete on any teams in grades no lower than seventh, provided the pupils are placed at levels of competition appropriate to their physiological maturity, physical fitness and skills in relationship to other pupils on those teams in accordance with standards established by the Commissioner. – Commissioner's Regulation Section 135.4 (c) (7) (ii) (a) (4)
- To approve the 2012-2013 Heuvelton Central School Calendar.
- To approve the attached list of Substitute Rates for the Heuvelton Central School District.

Moved: Zeh Seconded: Martin
 Seven present, seven ayes. Carried

12-03

Motion #3
 President Nomination

Dr. John Zeh nominated Michael Davis for President, seconded by Durant.

<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>
Carmany		
Davis		
Durant		
Martin		
Moore		
Nichols		
Zeh		

Motion passed. Seven members present, seven ayes. Michael Davis elected President. The oath of office was administered to Michael Davis, President by Tessa Herron, District Clerk

12-04

Motion #4
 Vice President
 Nomination

Michael Davis nominated Dr. John Zeh for Vice President, seconded by Martin.

<u>Ayes</u>	<u>Nays</u>
Carmany	
Davis	
Durant	
Martin	
Moore	
Nichols	
Zeh	

Motion passed. Seven members present, seven ayes. Dr. John Zeh elected Vice President. The oath of office was administered to Dr. John Zeh, Vice President by Tessa Herron, District Clerk.

- 12-05
Motion #5
Appointment of Officers
- To appoint Tessa Herron as District Clerk for the period July 1, 2012 through June 30, 2013. The oath of office was administered to Tessa Herron, District Clerk by Andrew Martin, President.
- To appoint Superintendent of Schools as District Treasurer for the period July 1, 2012 through June 30, 2013. The oath of office was administered to Susan Todd, District Treasurer by Tessa Herron, District Clerk.
- To appoint the Assistant Business Manager as Deputy District Treasurer for the period July 1, 2012 through June 30, 2013. The oath of office was administered to Michael Robinson, Deputy District Treasurer, by Tessa Herron, District Clerk.
- Moved: Nichols Seconded: Zeh
Seven present, seven ayes. Carried
- 12-06
Motion #6
2nd Reading of Required Policies
- To approve the second reading of the Required Policies and Regulations with recommended additions/amendments/deletions by Erie 1 BOCES Policy Services for:
- Policy 1330, Appointments and Designations by the Board of Education
 - Policy 1336, Duties of Extraclassroom Activity Fund Central and Faculty Auditor
 - Policy 2110, Orienting and Training Board Members
 - Policy 3160, Charter Schools
 - Policy 3310, Public Access to Records
 - Policy 3410, Code of Conduct on School Property
 - Policy 3420, Non-Discrimination and Anti-Harassment in the School District
 - Policy 5110, Budget Planning and Development
 - Policy 5410, Purchasing
 - Policy 5510, Accounting of Funds
 - Policy 5511, Reserve Funds
 - Policy 5520, Extraclassroom Activity Fund
 - Policy 5632, Pest Management and Pesticide Use
 - Policy 5670, Records Management
 - Policy 5674, Employee Personal Identifying Information
 - Policy 5751, Idling School Buses on School Grounds
 - Policy 5761, Drug & Alcohol Testing for School Bus Drivers
 - Policy 6110, Code of Ethics for Board Members and All District Personnel
 - Policy 6120, Equal Employment Opportunity
 - Policy 6121, Sexual Harassment (District Personnel)
 - Policy 6170, Safety of Students (Fingerprinting Clearance of New Hires)
 - Policy 6210, Certified Personnel
 - Policy 6212, Certification and Qualifications
 - Policy 6213.1, Disciplining Tenured Teach or Certified Personnel
 - Policy 6471, Use of Email in School Districts
 - Policy 6510, Health Insurance
 - Policy 6550, Leaves of Absence
 - Policy 6551, Family and Medical Leave Act (FMLA)
 - Policy 6570, Determination of Employment Status: Employee or Independent Contractor
 - Policy 6571, Professional Services Providers
 - Policy 6572, Employment of Retired Persons
 - Policy 7130, Entitlement to Attend - Age & Residency
 - Policy 7132, Education for Homeless Children and Youth
 - Policy 7212, Response to Intervention (RTI) Process
 - Policy 7222, Credential Options for Students with Disabilities
 - Policy 7240, Student Records: Access and Challenge
 - Policy 7242, Student Directory Information
 - Policy 7330, Searches & Interrogations of Students
 - Policy 7360, Weapons in the School
 - Policy 7514, Student Health Records
 - Policy 7521, Students with Life-Threatening Health Conditions
 - Policy 7531, Sexual Harassment of Students
 - Policy 7532, Bullying: Peer Abuse in the Schools
 - Policy 7534, Dignity for All Students Act
 - Policy 7611, Children with Disabilities

- Policy 7620, Students with Disabilities Participating in School District Programs
- Policy 7621, Section 504 of the Rehabilitation Act of 1973
- Policy 7660, Parent Involvement for Children with Disabilities
- Policy 7670, Impartial Due Process Hearings/Selection of Impartial Hearing Officers
- Policy 8240, Instructional Programs: Driver Education, Gifted & Talented, Physical Education
- Policy 8243, Civility, Citizenship and Character Education/Interpersonal Violence Prevention Education
- Policy 8244, Animals in the School (Instructional Purposes)
- Policy 8271, Childrens Internet Protection Act (CIPA)
- Regulation 3110R; 3110F and 3110F.1, Media Access: Student Interviews... and related Release forms
- Regulation 3150F, Application for Volunteers
- Regulation 3230R, Complaints Concerning School Personnel
- Regulation 3310R; 3310P and 3310F, Public Access to Records
- Regulation 3420R; 3420P; 3420F; 3420F.1 and 3420F.2, Non-Discrimination and Anti-Harassment in the School District
- Regulation 5410R.2, Procurement Guidelines
- Regulation 5511R, Reserve Funds
- Regulation 5520R, Safeguarding, Accounting and Auditing of Extraclassroom Activity Funds
- Regulation 5570R, Revenue and Cash
- Regulation 5620P, Placing Purchases into Inventory System
- Regulation 5650R, Energy Conservation in the Schools
- Regulation 5670R, Records Management
- Regulation 5673R, Employee Personal Id. Info.
- Regulation 5680R.2, Hazard Communication Program
- Regulation 5682R, Pest Management and Pesticide Usage
- Regulation 5690F, Universal Precautions Inservice Attendance Record
- Regulation 5731R, Idling School Buses on School Grounds
- Regulation 6170R and 6170R.1, Safety of Students
- Regulation 6216R, Professional Certification
- Regulation 6471R, Acceptable Email Usage--Guidelines and Etiquette
- Regulation 6551R, Family and Medical Leave Act (FMLA)
- Regulation 6560R, Determination of Employment Status: Employee or Independent
- Regulation 6561R, Professional Services Providers
- Regulation 6562R, Employment of Retired Persons
- Regulation 7130R.1, Residency Guidelines
- Regulation 7132R, Education of Homeless Children and Youth
- Regulation 7222R, Credential Options for Students with Disabilities
- Regulation 7240R, Access to Student Records
- Regulation 7314R and 7314F.1, Student Acceptable Use Guidelines; Parent/Guardian Consent
- Regulation 7420R and 7420R.3, Selection/Classification Process for Interscholastic Athletics; and Athletic Health
- Regulation 7511R, Immunization Guidelines
- Regulation 7512R and 7512F, Health Screening Guidelines; Health Cert./ Appraisal Form
- Regulation 7513F, Parent/Physician Authorization for Administering Medication
- Regulation 7514R, Student Health Records
- Regulation 7520F, Accident/Health Emergency Report
- Regulation 7521P; 7521F; 7521F.1; 7521F.2; and 7521F.3, Life Threatening Health Conds.; Notice to Parents; Anaphylaxis Protocol; Field Trip Checklist; Parent Ltr.
- Regulation 7532R.1, Cyberbullying Behavior in the Schools
- Regulation 7615R, Least Restrictive
- Regulation 7640R, Guidelines for Referral -- Comm. on Special Education
- Regulation 7680R, Independent Educational Evaluation
- Regulation 8250F, Animal Dissection -- Letter to Parents
- Regulation 8271R, Children's Internet Safety/Internet Content Filtering Guidelines
- Regulation 8320R, Instructional Materials Selection Criteria
- Regulation 8350R.2 and 8350R.4, Guidelines for Reproducing Copyrighted Material; Multimedia Material
- Regulation 8430R, Independent Study
- Regulation 8470R.2, Chart: Public Schools Responsibility re: Provision of Services (Non-Public Schools and Home Instructed)

Items recommended to delete:

- Policy 2130, Board Member Training

- Policy 3231, Complaints and Grievances by Employees
- Policy 3232, Complaints and Grievances by Students
- Regulation 3230R.1; 3230P; and 3230F, Anti-Discrimination Complaint Guidelines, Procedure & Form
- Regulation 3231R, Employee Discrimination Grievance Guidelines
- Regulation 3232R, Student Discrimination Grievance Guidelines
- Regulation 7513F.1, Daily Medication Log

- 12-07 Motion #7
2012-2013 Audit
Committee
- To appoint the following Board Members for the 2012-2013 Audit Committee:
- Mike Davis
 - Tom Nichols
 - Keith Carmany
- Moved: Zeh Seconded: Carmany
Seven present, seven ayes. Carried
- 12-08 Public Forum
- No one from the public addressed the board at this time.
- 12-09 Motion #8
BOCES Board Member
Election
- To adopt a resolution casting its vote for James Young in the annual election of member of the St. Lawrence-Lewis Board of Cooperative Educational Services Board of Education.
- Moved: Zeh Seconded: Davis
Seven present, seven ayes. Carried
- 12-10 Motion #9
Appointments
- To approve hiring the following individuals for part-time summer maintenance help at the rate of \$10.00 per hour:
- Emilie Ross
 - Brandi Daniel
 - Dedrick Johnson
- Moved: Zeh Seconded: Martin
Seven present, seven ayes. Carried
- 12-11 Motion #10
Extra-Curricular
Advisors
- To approve the following individuals to be extra-curricular advisors for the 2012-2013 school year with stipends based on the current negotiated agreement with the HTA:
- Joan Fischer - Yearbook
 - Ginger Collier/Kari Lutters - Musical/Play
 - Bruce Durant - Whiz Quiz
 - Jamie Bush - Student Council
 - Debra Hale - Honor Society
 - Sarah Hopper - French Club
 - Ashley Putney - Art Club
 - Brad LaPoint - Mock Trial
 - Kari Lutters - Select Chorus
 - Erik Lutters - Marching Band
- Moved: Nichols Seconded: Martin
Seven present, seven ayes. Carried
- 12-12 Motion #11
Terms of Employment
- To approve tabling the 2012-2013 Terms of Employment for the following individuals:
- Michael Warden, Middle/High School Principal
 - Cynthia Belleau, Elementary Principal/CSE Chairperson
 - Tessa Herron, Confidential Secretary to the Superintendent/District Clerk
 - Stephen Knowlton, Head of Buildings and Maintenance
 - Christopher Cole, Building and Grounds Supervisor
 - William Rupp, Transportation Coordinator/Part-Time Mechanic
- Moved: Moore Seconded: Zeh
Seven present, seven ayes. Tabled
- 12-13 Information
Administrative/Board
Reports
- Mr. Warden discussed with the Board the following:
- Graduation went well on June 22nd. He thanked everyone that was involved. Dr. Zeh expressed that the speeches were phenomenal.

Mrs. Belleau was not in attendance.

Mrs. Todd discussed with the Board the following:

- House of Delegates meeting on June 27th & 28th in Lake Placid
- Mr. Warden, Mrs. Belleau and she will be working on goals at the Constructivist Conference July 16-20.
- August 8th is scheduled for the Board retreat.
- An email was received from Tom Burns regarding the sub-committee meeting that was held on June 29th to discuss options for a regional high school regarding Jim Chadwick drafting up a RFP to have a study done. The email stated that Jim estimated that it would take 10-12 hours to complete the RFP at \$85.00/hr.

12-14 Motion #12 RFP To approve having Jim Chadwick draft an RFP for the Regional High School study at \$85.00/hr.
Moved: Zeh Seconded: Carmany
Seven present, seven ayes. Carried

12-15 Public Forum Mrs. Hale spoke about attending the meeting that was held in Hermon-DeKalb regarding the Regional High School meetings that have taken place between Hermon-DeKalb, Morristown and Heuvelton.

Executive Session convened at 7:59 p.m.

12-16 Motion #13 Convene Executive Session To approve convening an Executive Session for the purpose of discussing employment of particular individuals and to appoint Susan Todd as Clerk Pro-Tem.
Moved: Martin Seconded: Carmany
Seven present, seven ayes. Carried

Respectfully Submitted

Tessa E. Herron

Tessa E. Herron
District Clerk

12-17 Motion #14 Clerk Pro-Tem To approve ending Executive Session at 8:40 p.m.
Moved: Nichols Seconded: Durant
Seven present, seven ayes. Carried

Executive Session ended at 8:40 p.m.

12-18 Motion #15 Terms of Employment To approve the 2012-2013 Terms of Employment for the following individuals:

- Michael Warden, Middle/High School Principal
- Cynthia Belleau, Elementary Principal/CSE Chairperson
- Tessa Herron, Confidential Secretary to the Superintendent/District Clerk
- Stephen Knowlton, Head of Buildings and Maintenance
- Christopher Cole, Building and Grounds Supervisor
- William Rupp, Transportation Coordinator/Part-Time Mechanic

Moved: Nichols Seconded: Durant
Seven present, seven ayes. Carried

12-19 Motion #16 Adjournment To approve adjourning the meeting at 8:45 p.m.
Moved: Carmany Seconded: Moore
Seven present, seven ayes. Carried

Respectfully Submitted

Susan E. Todd

Susan E. Todd
Clerk Pro-Tem