

**BOARD OF EDUCATION  
HEUVELTON CENTRAL SCHOOL DISTRICT  
HEUVELTON, NEW YORK 13654**

**Monday, July 2, 2012---7:30 p.m.  
Reorganization Meeting**

**A-G-E-N-D-A  
(Revised)**

- 1. Call to Order by District Clerk/Pledge of Allegiance.**
- 2. Recommend the Board adopt the revised Agenda.**
- 3. Recommend the Board approve the items for adoption on the consent agenda.\***

**4. Election of Officers:**

1. President of the Board of Education (new Board President presides after election and taking Oath of Faithful Performance in Office administered by District Clerk.)
2. Vice President of the Board of Education (Oath of Faithful Performance in Office administered by District Clerk after election).

**5. Appointment of Officers:**

**1. District Clerk.**

Recommend the Board appoint the Secretary to the Superintendent of Schools as District Clerk for the period July 1, 2012 through June 30, 2013. (Oath of Faithful Performance in Office administered by President of the Board of Education after appointment)

**2. District Treasurer.**

Recommend the Board appoint the Superintendent of Schools as District Treasurer for the period July 1, 2012 through June 30, 2013. (Oath of Faithful Performance in Office administered by District Clerk after appointment)

**3. District Deputy Treasurer.**

Recommend the Board appoint the Assistant Business Manager assigned to the District by the BOCES Cooperative Business Office as District Deputy Treasurer for the period July 1, 2012 through June 30, 2013. (Oath of Faithful Performance in Office administered by District Clerk after appointment)

**4. \*District Tax Collector.**

Recommend the Board 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)

**5. Appointment of Officers: (cont.)**

5. \*External Auditor.

Recommend the Board 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)

6. \*Internal Auditor.

Recommend the Board appoint the firm of Poulsen & Podvin, CPA, P.C. as the District's Independent Auditor for the period July 1, 2012 through June 30 2013 at a stipend of \$5,250. (A13204182400)

7. \*Central Treasurer – Extra-classroom Activity Fund Account.

Recommend the Board 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.

8. \*Treasurer/Deputy Treasurer – Scholarship Funds.

Recommend the Board 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.

**6. Other Appointments:**

\* 1. Census Enumerator.

Recommend the Board appoint Marianne Weldon as Census Enumerator for the period July 1, 2012 through June 30, 2013. (A8070160000)

\* 2. School Physician/Medical Services

Recommend the Board 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)

Recommend the Board 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.

\* 3. Chairperson, Committee on Special Education and Committee on Preschool Special Education.

Recommend the Board 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.

## **6. Other Appointments: (cont.)**

- \* 4. Members of the District's Committee and Sub-Committee on Special Education.

Recommend the Board 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.

- \* 5. Members of the District's Committee on Preschool Special Education.

Recommend the Board 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.

- \* 6. Records Access and Records Management Officer.

Recommend the Board 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.

- \* 7. AHERA (LEA) Designee.

Recommend the Board 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.

- \* 8. Title IX Compliance Officer.

Recommend the Board appoint Margaret Sweeney as Title IX Compliance Officer for the period July 1, 2012 through June 30, 2013.

- \* 9. Section 504/ADA Compliance Officer.

Recommend the Board appoint Cynthia Belleau as Section 504/ADA Compliance Officer for the period July 1, 2012 through June 30, 2013.

- \* 10. Liaison for Homeless Children and Youth.

Recommend the Board appoint Margaret Sweeney as Liaison for Homeless Children and Youth for the period July 1, 2012 through June 30, 2013.

- \* 11. School Attorney.

Recommend the Board 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)

- \* 12. Claims Auditor.

Recommend the Board appoint Patricia Hebert as Claims Auditor at a stipend of \$1,500 for the period of July 1, 2012 through June 30, 2013.

## **6. Other Appointments: (cont.)**

- \* 13. Employees Medical and Workers' Compensation Plan Board of Directors Representatives.

Recommend the Board 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.

- \*14. Substitute Calling Person

Recommend the Board 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.

- \*15. After-School Coordinator

Recommend the Board 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.

- \*16. Dignity for All Students Act Coordinator

Recommend the Board appoint Stephanie Gilbert as DASA Coordinator for the period July 1, 2012 through June 30, 2013.

## **7. Designations:**

- \* 1. Petty Cash Fund.

Recommend the Board 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.

- \* 2. Official Newspaper.

Recommend the Board designate the Ogdensburg Journal and Advance News as the District's official newspaper for the period July 1, 2012 through June 30, 2013.

- \* 3. Official Bank Depository.

Recommend the Board designate the Community Bank, NA as the District's official bank depository for the period July 1, 2012 through June 30, 2013.

- \* 4. Signature-School District Checks.

- \* A. Recommend the Board designate the District Deputy Treasurer as the District Officer to sign all checks for the period July 1, 2012 through June 30, 2013.

## 7. Designations: (cont.)

\* B. Recommend the Board designate the District Treasurer, District Deputy Treasurer, the Assistant Business Manager assigned to the District by the BOCES Cooperative Business Office and the Central Treasurer-Extra-classroom Activity Fund Account as the District Officers to sign Extra-classroom Activity Fund Account checks for the period July 1, 2012 through June 30, 2013.

\* C. Recommend the Board 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.

### \* 5. District Purchasing Agent.

Recommend the Board 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.

### \* 6. Certification of Payroll.

Recommend the Board designate the Superintendent of Schools as the District Official to certify all payrolls for the period July 1, 2012 through June 30, 2013.

### \* 7. Designated Educational Official to Receive Court Notifications Regarding Students.

Recommend the Board 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.

### \* 8. Regular Board Meeting Dates.

Recommend the Board 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

## **8. Authorizations:**

### **\* 1. Conferences, Conventions and Workshops Attendance.**

Recommend the Board 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.

### **\* 2. Budgetary Transfers.**

Recommend the Board 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.

### **\* 3. State and Federal Grant Applications.**

Recommend the Board 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.

### **\* 4. Mileage Reimbursement Rate.**

Recommend the Board 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.

### **\* 5. Cooperative Investment Resolution.**

Recommend the Board approve a resolution to participate in a Cooperative Investment Program for the period July 1, 2012 through June 30, 2013.

### **\* 6. Cooperative Purchasing Resolution.**

Recommend the Board approve a resolution to participate in a Cooperative Purchasing Program for the period July 1, 2012 through June 30, 2013.

### **\* 7. Impartial Hearing Officer Appointments.**

Recommend the Board 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

## **9. Official Undertakings (Bonds):**

### **\* 1. Bond – District Treasurer.**

Recommend the Board 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.

## 9. Official Undertakings (Bonds): (cont.)

### \* 2. Bond – District Deputy Treasurer.

Recommend the Board 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.

### \* 3. Bond – District Tax Collector.

Recommend the Board 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.

### \* 4. Bond –Claims Auditor.

Recommend the Board authorize the purchase of a Bond for the District Internal Claims Auditor in the amount of \$350,000 for the period July 1, 2012 through June 30, 2013.

## 10. Other:

### 1. Recommend the Board 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

\* 2. Board Legislative Liaison.

Recommend the Board 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.

**3. 2012-2013 Audit Committee.**

Recommend the Board President appoint the following Board Members for the 2012-2013 Audit Committee:

1. Mike Davis
2. Dennis Durant
3. Keith Carmany

**July 2, 2012 Regular Board of Education Meeting**

**11. Public Forum.**

**12. \* Minutes:**

Recommend the Board approve the minutes of the June 20, 2012 Regular Meeting of the Board of Education.

**13. New Business:**

1. Election of BOCES Board Member

Recommend the Board adopt a resolution casting its vote for one (1) candidate in the annual election of members of the St. Lawrence-Lewis Board of Cooperative Educational Services Board of Education.

Choose one

Victor Rycroft

James Young

- \*2. 2012-2013 Free and Reduced School Breakfast and Lunch Program.

Recommend the Board approve the Free and Reduced School Breakfast and Lunch Program Policy and accompanying Income Eligibility Guidelines for the 2012-2013 school year.

- \*3. Recommend the Board approve the following prices for meals at HCS:

- Breakfast - \$1.35
- Lunch - \$1.70

- \* 4. Selection/Classification Athletic Program

Recommend the Board 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)

\* 5. 2012-2013 School Calendar

Recommend the Board approve the 2012-2013 Heuvelton Central School Calendar.

\*6. Substitute Rates

Recommend the Board approve the attached list of Substitute rates for the Heuvelton Central School District.

**15. Personnel:**

**A. Appointments**

**B. Extra-Curricular Advisors**

**C. Terms of Employment**

**16. Reports/Presentations:**

Administrative/Board Reports.

1. MS/HS Report
2. Elementary Report
3. Superintendent/Board Reports:

**17. Public Forum.**

**18. Executive Session:**

Recommend the Board convene an Executive Session for the purpose of discussing employment of particular individuals.

**19. Adjournment.**