

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

**Tuesday, July 2, 2013---7:00 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. Oath of Faithful Performance in Office to Newly Elected Board Members Backus and McGaw**

**5. 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).

**6. 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, 2013 through June 30, 2014. (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, 2013 through June 30, 2014. (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, 2013 through June 30, 2014. (Oath of Faithful Performance in Office administered by District Clerk after appointment)

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

4. \*District Tax Collector.

Recommend the Board appoint the Town of Oswegatchie Town Clerk, Vicki Thornhill, as District Tax Collector at a stipend of \$2,200 for the period July 1, 2013 through June 30, 2014. (A133301600000)

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, 2013 through June 30 2014 at a stipend of \$11,410. (A13204182300)

6. \*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, 2013 through June 30, 2014 at a stipend of \$2,700.

7. \*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, 2013 through June 30, 2014.

**7. Other Appointments:**

- \* 1. Census Enumerator.

Recommend the Board appoint Marianne Weldon as Census Enumerator for the period July 1, 2013 through June 30, 2014. (A80701600000)

- \* 2. School Physician/Medical Services

Recommend the Board appoint Dr. Prasad Yitta as School Physician for the period July 1, 2013 through June 30, 2014 at a stipend of \$200 per month. (A28154000000 - \$2,000 / A55104182600 - \$400)

Recommend the Board appoint Nancy Merkley, FNP-C to provide medical services to the Heuvelton Central School District for the 2013-2014 school year at a stipend of \$8,840. (A28154000000 - \$6760.00/A55104182600 - \$2080)

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

Recommend the Board appoint Susan Bouchey 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, 2013 through June 30, 2014.

## **7. 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, 2013 through June 30, 2014 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, 2013 through June 30, 2014 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, 2013 through June 30, 2014.

- \* 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, 2013 through June 30, 2014.

- \* 8. Title IX Compliance Officer.

Recommend the Board appoint Margaret Sweeney as Title IX Compliance Officer for the period July 1, 2013 through June 30, 2014.

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

Recommend the Board appoint Susan Bouchey as Section 504/ADA Compliance Officer for the period July 1, 2013 through June 30, 2014.

- \* 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, 2013 through June 30, 2014.

- \* 11. School Attorney.

Recommend the Board appoint Andrew Silver as School Board Attorney for the period July 1, 2013 through June 30, 2014. (A14204002500 - \$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, 2013 through June 30, 2014.

## **7. 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, 2013 through June 30, 2014.

- \*14. Substitute Calling Person

Recommend the Board approve for the period September 1, 2013 through June 30, 2014, 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, 2013 through June 30, 2014 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, 2013 through June 30, 2014.

## **8. 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, 2013 through June 30, 2014 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, 2013 through June 30, 2014.

- \* 3. Official Bank Depository.

Recommend the Board designate the Community Bank, NA as the District's official bank depository for the period July 1, 2013 through June 30, 2014.

- \* 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, 2013 through June 30, 2014.

**8. 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, 2013 through June 30, 2014.

\* 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, 2013 through June 30, 2014.

\* 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, 2013 through June 30, 2014.

\* 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, 2013 through June 30, 2014.

\* 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 2013-2014 school year:

Wednesday, August 6, 2013 @ 5:00 p.m. – Special Meeting/BOE Retreat  
Wednesday, August 28, 2013 @ 7:00 p.m. – Regular Meeting  
Wednesday, September 25, 2013 @ 7:00 p.m. – Regular Meeting  
Wednesday, October 23, 2013 @ 7:00 p.m. – Regular Meeting  
Wednesday, November 20, 2013 @ 7:00 p.m. – Regular Meeting  
Wednesday, December 18, 2013 @ 7:00 p.m. – Regular Meeting  
Wednesday, January 22, 2014 @ 7:00 p.m. – Regular Meeting  
Wednesday, February 26, 2014 @ 7:00 p.m. – Regular Meeting  
Wednesday, March 12, 2014 @ 7:00 p.m. – Special Budget Meeting  
Wednesday, March 26, 2014 @ 7:00 p.m. – Regular Meeting  
Wednesday, April 9, 2014 @ 7:00 p.m. – Special Budget Meeting  
Monday, April 28, 2014 @ 7:00 p.m. – Regular Meeting/Vote on BOCES Budget  
Wednesday, May 28, 2014 @ 7:00 p.m. – Regular Meeting  
Wednesday, June 25, 2014 @ 7:00 p.m. – Regular Meeting

## **9. 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, 2013 through June 30, 2014. 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, 2013 through June 30, 2014.

### **\* 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, 2013 through June 30, 2014.

### **\* 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, 2013 through June 30, 2014.

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

Recommend the Board authorize the IRS Rate as the Mileage Reimbursement Rate for the period July 1, 2013 through June 30, 2014 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, 2013 through June 30, 2014.

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

Recommend the Board approve a resolution to participate in a Cooperative Purchasing Program for the period July 1, 2013 through June 30, 2014.

### **\* 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

## **10. 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, 2013 through June 30, 2014.

**10. 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, 2013 through June 30, 2014.

\* 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, 2013 through June 30, 2014.

\* 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, 2013 through June 30, 2014.

**11. Other:**

\* 1. Board Legislative Liaison.

Recommend the Board appoint Darcy Backus 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, 2013 through June 30, 2014.

\* 2. 2013-2014 Audit Committee.

Recommend the Board President appoint the following Board Members for the 2013-2014 Audit Committee:

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

**July 2, 2013 Regular Board of Education Meeting**

**12. Public Forum.**

**13. \*New Business:**

1. District Students with Disabilities

Recommend the Board approve arranging for the appropriate programs and services for District Students with disabilities as previously approved by the District’s Committee on Special Education and the District’s Preschool Committee on Special Education.

2. 2013-2014 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 2013-2014 school year.

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

- Breakfast - \$1.40
- Lunch - \$1.75

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. 2013-2014 School Calendar

Recommend the Board approve the 2013-2014 Heuvelton Central School Calendar.

6. Substitute Rates

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

7. May 23, 2013 Fire Inspection Report

Recommend the Board approve the May 23, 2013 Fire Inspection Report.

8. Bus/Generator/Globe Lift(Hoist) Bids

Recommend the Board approve the Highest bids received for the following equipment declared surplus on May 22, 2013:

1. Bus #83– 1997 International – \$900.00 to Rick’s Auto Body, Brasher Falls
2. Bus #84 – 1998 International - \$900.00 to Rick’s Auto Body, Brasher Falls
3. Bus #87 – 1999 International - \$900.00 to Rick’s Auto Body, Brasher Falls
4. Bus #88 – 1999 GMC - \$900.00 to Rick’s Auto Body, Brasher Falls
5. 25,000 lbs Globe lift (hoist) – \$1,250.00 to George Kirby
6. 100kw generator - \$250.00 to Town of Madrid

**14. Personnel:**

**A. Extra-Curricular Advisors**

**B. Terms of Employment**

**15. Reports/Presentations:**

Administrative/Board Reports.

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

**16. Public Forum.**



**17. Executive Session:**

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

**18. Adjournment.**