

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

_____	Rob McAuliffe Superintendent	_____
_____	Kait Breton, District Clerk	_____
_____	Kaitlin Tetrault, Business Manager	_____
_____	Sanford Coakley, Interim Elementary Principal	_____
_____	Kerry Adams, Director of CSE	_____
_____	Krista Ringer, Principal	_____
_____		_____

SPECIAL AGENDA

Regular Board of Education Meeting
 Tuesday, July 9, 2024 at 6:00 PM in the Board Room

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. ELECTION OF OFFICERS FOR 2024-25**
 - 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. CONSENT AGENDA: APPOINTMENT OF OFFICERS TO THE BOARD**
 - A. Appoint the following individuals as Officers to the Board of Education for the 2024-25 school year:

Designation	Individual	Compensation	Indemnity Amount
District Clerk	Kait 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

V. CONSENT AGENDA: OTHER APPOINTMENTS

A. Approve the following individuals to other appointed positions for the 2024-25 school year:

Designation	Individual/Organization	Compensation
School Attorney	Stafford-Owens, PLLC	\$230/hr
School Attorney	Honeywell Law Firm, PLLC	\$210/hr
Municipal Finance Consultant	R.G. Timbs, 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
Director of Student Health Services	Plattsburgh Medical Care	\$1,900
Purchasing Agent	Kaitlin Tetrault	n/a
Extra Curricular Activity Fund Treasurer	Cierra Bell	n/a
Chief Faculty Counselor	Robert McAuliffe	n/a
Public Records Access Officer	Kaitlin Tetrault	n/a
Records Management Officer	Kaitlin Tetrault	n/a
Attendance Officer	Robert McAuliffe	n/a
Title IX Compliance Officer	Krista Ringer	n/a
Homeless Liaison	Amanda Thew	\$7,000
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	Robert McAuliffe	n/a
Home Schooling Coordinator	Kerry Adams	n/a
Comptroller of Petty Cash Funds	Robert McAuliffe	n/a

VI. CONSENT AGENDA: DESIGNATIONS

- A. Designate TD Bank and Bank of New York(CLASS) as official depositories of all funds of the District during the 2024-25 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
- A. Designate the Press Republican and the Sun Community News as official newspapers of the district.
- D. Designate the second Tuesday of each month, at 6:00 PM in the CCRS Board Room, as the meeting date, time and location of the Board of Education meetings for the 2024-25 school year, as follows, unless otherwise stated: *August 13; September 10; October 8; November 12; December 10; January 14; February 11; March 11; April 8; May 13; June 10.*
- E. 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 2024-25 fiscal year.
- F. Designate the Superintendent of Schools as representative to the Clinton, Essex, Warren & Washington Workers Compensation and Health Insurance Consortium Board of Directors & Trustee representing the Chazy Union Free School District.
- G. 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 2024-25 school year.

VII. 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
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	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

VIII. CONSENT AGENDA: AUTHORIZATIONS

A. Approve the following authorizations for the 2024-25 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

IX. CONSENT AGENDA: DIGNITY ACT COORDINATORS

A. Appoint the following individuals as Dignity Act Coordinators for the 2024-25 school year:

1. Chazy Central Rural Elementary School: Krista Ringer
2. Chazy Central Rural Junior-Senior High School: Megan Walls

3. District Coordinator: Robert McAuliffe

X. 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 2024-25 school year, in accordance with the District’s state-approved APPR Plan:

Evaluator	Area
Robert McAuliffe	Principals
Krista Ringer	Teachers
Robert McAuliffe	Teachers
Megan Walls	Teachers

XI. CONSENT AGENDA: COMMITTEE ON PRESCHOOL & SPECIAL EDUCATION

- A. Appoint the Committee on Special Education for the 2024-25 school year as follows:

Role	Individual
Chairperson	Kerry Adams
School Nurse	Becky Hubbell
Director of Student Health Services	Sarah Howell
Guidance Counselor	Rachel Chapman
Psychologist	Dina Casey
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 2024-25 school year:

Role	Individual
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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 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.

XII. 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 the District during the 2024-25 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 2024-25 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 2024-25 school year.
 4. Hold memberships during the 2024-25 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 2025 Special Education School-Aged Summer School, and agrees to pay the actual

CEWW BOCES costs for the 2025 summer school; and BE IT FURTHER RESOLVED, that no later than August 1, 2024 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 2025 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 2024-25 school year.

XIII. 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]

XIV. PUBLIC COMMENT

XV. MINUTES

- A. Approve the following meeting minutes as presented by the District Clerk:
 1. June 11, 2024 (Regular Meeting)

XVI. FINANCIALS

- A. Recommend approval of the following May 2024 Financial Reports:
 1. Monthly Financial Summary Memo
 2. Treasurer's Monthly Reports
 3. Appropriation Status Report

XVII. REPORTS

- A. Superintendent's Report
- B. Middle/High School Principal's Report
- C. Elementary Principal's Report
- D. Director of Special Education's Report

XVIII. 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 2024-25 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 2024-25 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. Approval of Chazy Central Rural School's NYSPHSAA Section VII Combining of Teams application to merge with Beekmantown Central School District for the sport of Cross Country for the 2024-25 school year (fall season) and further authorize the Superintendent and Board President to sign the application, with no additional cost to the District beyond league administrative fees.

XIX. POINTS OF INFORMATION

- A. Next regular meeting: Tuesday, August 13, 2024 at 6 PM.

XX. 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, discipline, suspension dismissal, or removal of a particular person (#6).

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

XXI. PERSONNEL ACTIONS

- A. Accept the letter of resignation from Laura Sample, Full Time Teacher Aide/Study Hall Monitor effective June 30, 2024.
- B. Accept the letter of resignation from Peter Braun, Bus Driver for the 2024-25 school year.
- C. Approve Josh Barriere for tenure in his position of special education.
- D. Approve the CCRS Safety Plan.
- E. Approve Nancy Vesco at the \$20/hour to come in and review retention documents.
- F. Appoint Lynn Pandure as the Full Time Teacher Aide/Study Hall Monitor effective September 1, 2024 at entry level pay of \$19,706.

XXII. ADJORN

- A. Motion to adjourn the meeting at _____.