

**AGENDA**  
**BOARD OF EDUCATION**  
**REORGANIZATION MEETING**  
**Tuesday, July 6, 2021**  
**5:30 p.m.**  
**MS/HS Library**

- I. Call meeting to order
- II. Appointment of Temporary Chairperson:  
*Board resolution to appoint Amber Parrotte as Temporary Chairperson until the election of the Board of Education President and/or Vice President is complete.*
- III. Pledge of Allegiance
- IV. Election of Officers:  
Nominations open for the position of:
- A. President  
Nominations open for the position of:
- B. Vice-President
- C. Oath of Office
- V. Approve additions & amended agenda
- VI. Board resolution to appoint the following for the period of July 1, 2021 to June 30, 2022:
- A. District Clerk – Amber Parrotte with a stipend of \$6,900
- B. District Treasurer – Holly Weightman at a salary of \$56,135
- C. Tax Collector – Cheryl Hamel at a compensation of \$5,678
- D. School Attorney – Stafford, Owens, Piller, Murnane, Kelleher & Trombley, PLLC, as needed at \$205 per hour for Attorney services and \$90 per hour for Paralegal services.
- E. Legal Counsel- The Law Office of Anthony J. Brock, at an annual cost of \$25,750 payable in equal monthly installments of \$2,145.83 for labor relations and other school related matters for the period of July 1, 2021 to June 30, 2022.
- F. Bonding Attorney – Trespasz & Marguardt, LLP – rate is variable-based on transaction.
- G. External Auditor- Boulerice & Wood, CPAs, P.C for external auditing services on an amount not to exceed \$15,300 for year ending June 30, 2021.
- H. Records Management Officer – Amber Parrotte without additional compensation
- I. Records Access Officer – Javier Perez without additional compensation

- J. *Confidential Secretary to Superintendent of Schools – Amber Parrotte at a salary of \$34,650.*
- K. *Extra Classroom Fund Central Auditor – Danielle McAfee without additional compensation*
- L. *Faculty Counselor: Extra Classroom Funds – Tracy Manor and Shannon Zagres without additional compensation*
- M. *Faculty Counselor: Extra Classroom Funds – Katie Francisco without additional compensation*
- N. *District-Wide Dignity Act Coordinator – Tracy Manor without additional compensation*
- O. *Dignity Act Coordinators:  
High School – Tracy Manor without additional compensation  
Middle School – Katie Francisco without additional compensation  
Morrisonville Elementary – Kathleen Moore without additional compensation  
Saranac Elementary – Connie Garman without additional compensation*
- P. *Health Consortium Trustee – Javier Perez without additional compensation*
- Q. *Asbestos Officer – Jamie Giroux without additional compensation*
- R. *The following committee members for the 2021-2022 school year (as per attached):  
-Committee on Special Education members  
-Sub-Committee on Special Education members  
-Committee on Pre-School Special Education members  
-Impartial Hearing Officers  
-Surrogate Parents  
-Board Designated 504 Compliance Officer – Jessica Mitchell-Briehl*
- S. *Medicaid Compliance Officer – Tracy Manor without additional compensation*
- T. *Homeless Liaison – Shannon Zagres without additional compensation*
- U. *Title IX Compliance Officer – Danielle McAfee without additional compensation*
- V. *Board of Education member as Legislative Liaison & Voting Delegate at the Annual Convention – NYSSBA is \_\_\_\_\_.  
School Board Member to act as District representative to Clinton County School Board's Association is \_\_\_\_\_.  
School Board Member to act as Board representative on Educational Enhancement Committee is \_\_\_\_\_.*
- W. *Board resolution to appoint Andra Lelbret-Hogle to the position of Continuing Education Coordinators with a shared stipend of \$2,500.*

VII. *Board resolution to designate the following:*

- A. *Official Bank Depository – All Funds: J.P. Morgan Chase Bank and Glens Falls National Bank are designated Official Depositories for funds of the Saranac Central School District for the 2021-2022 school year effective July 1, 2021.*

- B. *Board of Education Meetings: Day, time and place for regular meetings of the Board of Education:*  
 BOE Meetings: - first & third Monday of each month (exceptions noted)  
 Time: - 5:30 p.m. (exception noted)  
 Place: -MS/HS Library or District Office, Dannemora, NY (exception noted)  
 Executive Sessions: - as needed (to be announced)  
 Special meetings: -to be held with 24-hour notice to Board of Education

**1<sup>ST</sup> Monday**

\*\*\*July 6, 2021  
 \*August 9, 2021  
 \*\*\*September 7, 2021  
 October 4, 2021  
 November 1, 2021  
 December 6, 2021  
 January 3, 2022  
  
 March 7, 2022  
 \*\*\*\*April 11, 2022  
 \*\*\*May 3, 2022  
 June 6, 2022

**3<sup>rd</sup> Monday**

July 19, 2021  
 \*\*August 23, 2021  
 September 20, 2021  
 October 18, 2021  
 November 15, 2021  
 December 20, 2021  
 \*\*\*January 18, 2022  
 \*\*\*\*February 7, 2022  
 \*\*March 28, 2022  
 \*\*\*\*\*April 28, 2022  
 \*\*\*\*\*May 17, 2022  
 \*\*\*June 21, 2022

\*2nd Monday due to Warrant Requirements / Other  
 \*\*4<sup>th</sup> Monday  
 \*\*\*Tuesday due to Holiday / Warrant Requirements  
 \*\*\*\*2<sup>nd</sup> Monday Due to Warrant Requirements, School Recess, etc.  
 \*\*\*\*\*4<sup>th</sup> Tuesday  
 \*\*\*\*\*Thursday to Coincide with CVES Meeting  
 \*\*\*\*\*3rd Tuesday Due to Budget Vote (@ Middle School)

- C. *Polling Site – Designate Saranac Middle School as the official polling site for the 2021-2022 school year (including elections, both general and special)*
- D. *Official Newspapers: The Press Republican is designated as the official school newspaper for the 2021-2022 school year.*

VIII. *Board resolution to authorize the following:*

- A. *Certification of District Payrolls – Javier Perez*
- B. *District Purchasing Agent – Danielle McAfee*
- C. *Investment of Funds – Danielle McAfee, School Business Administrator, is authorized to invest such portions of the District’s money as she may determine in special time Deposit Accounts or in Certificates of Deposits issued by a bank or trust company, provided, however, that such investments shall be payable within such time as proceeds shall be needed to meet expenditures for which such money was obtained and further that such transaction meets all the requirements outlined in Law.*
- D. *Petty Cash Funds – Danielle McAfee, School Business Administrator, is authorized to establish petty cash funds in accordance with Education Law and School Board Policy.*

- E. *State and Federal Funds Signature – Javier Perez, Superintendent of Schools, is authorized to sign applications for all federal title programs.*
- F. *Use of Check Signing Device – Holly Weightman, School District Treasurer, is authorized to use the facsimile signature of a check signer machine. Danielle McAfee is authorized to use the facsimile signature of a check signer in the absence of Holly Weightman.*
- G. *Budget Transfers – Javier Perez, Superintendent of Schools, is allowed to make necessary budget transfers up to \$10,000.*
- H. *Cash Advances – District Treasurer is authorized to make cash advances from the General Fund to other operating funds of the District provided that corresponding revenues are anticipated with which to reimburse or accrue to the general fund prior to June 30.*
- I. *Establishment of mileage reimbursement rate – The reimbursement rate for all authorized travel by school district employees and officials is set for the period from July 1, 2021 to June 30, 2022 at the current rate established by the U.S. Internal Revenue Service.*
- J. *Re-adoption of Policies, Plans and Code of Ethics – All policies, plans, rules, regulations, standard practices and procedures, including the adopted Code of Ethics, heretofore existing in this District, unless specifically amended or changed, are continued in full force and effect.*
- K. *Cooperative Purchasing Program – Board resolution to participate in the St. Lawrence-Lewis BOCES Cooperative Purchasing Programs in accordance with the guidelines set forth in the “Cooperative Purchasing Agreement” for the 2021-2022 school year.*
- L. *Cooperative Investment Program- Board resolution to participate in the New York Liquid Asset Fund (NYLAF) in accordance with the guidelines set forth in the “Municipal Corporation Agreement” for the 2021-2022 school year.*
- M. *Conferences, Conventions, Workshop Attendance – Board resolution to authorize the Superintendent of Schools to approve attendance of staff and Board members for conferences, workshops and in-service activities.*
- N. *Grants in Aid (State and Federal) – Board resolution to authorize the Superintendent of Schools to sign for Grants in Aid (State and Federal).*
- O. *Bonding – Board resolution to maintain a blanket dishonesty bond in the amount of \$100,000 for all District employees.*
- P. *Credit Card Authorization – Board resolution to authorize the Business Administrator and the Superintendent of Schools to use the school district credit card for the 2021-2022 school year.*
- Q. *Association Membership(s) – Board resolution to approve 2021-2022 membership in the following associations: New York State School Boards Association; Clinton County School Boards Association.*
- R. *Substitute Rates of Pay – Board resolution to establish the following substitute rates of pay for the 2020-2021 school year:*  

|                           |                  |
|---------------------------|------------------|
| <i>Certified Teachers</i> | <i>\$115/Day</i> |
|---------------------------|------------------|

|                                                              |                                     |
|--------------------------------------------------------------|-------------------------------------|
| <i>Non-Certified Teachers</i>                                | <i>\$95/Day</i>                     |
| <i>Teacher (after 35 school days<br/>in same assignment)</i> | <i>Step 1 of Teacher's Contract</i> |
| <i>Teacher Assistant Certified</i>                           | <i>\$95/Day</i>                     |
| <i>Teacher Assistant Non-Certified</i>                       | <i>\$95/Day</i>                     |
| <i>Registered Professional Nurse</i>                         | <i>\$18.00/Hour</i>                 |
| <i>Teacher Aide/Student Aide</i>                             | <i>\$13.20/Hour</i>                 |
| <i>Typist</i>                                                | <i>\$13.20/Hour</i>                 |
| <i>School Monitor</i>                                        | <i>\$13.20/Hour</i>                 |
| <i>Food Service Helper</i>                                   | <i>\$13.20/Hour</i>                 |
| <i>Custodial Worker</i>                                      | <i>\$13.20/Hour</i>                 |
| <i>Messenger/Custodial Worker</i>                            | <i>\$13.20/Hour</i>                 |
| <i>Clerk</i>                                                 | <i>\$13.20/Hour</i>                 |
| <i>Building Maintenance Mechanic</i>                         | <i>\$13.20/Hour</i>                 |
| <i>Senior Custodial Worker</i>                               | <i>\$13.20/Hour</i>                 |
| <i>Cook</i>                                                  | <i>\$13.20/Hour</i>                 |
| <i>Building Maintenance Helper</i>                           | <i>\$13.20/Hour</i>                 |
| <i>Library Aide</i>                                          | <i>\$13.20/Hour</i>                 |
| <i>Bus Driver</i>                                            | <i>\$32/Run</i>                     |

S. *Athletic Event Staff – Board resolution to adopt the following rates for athletic event staff effective July 1, 2021:*

*Scoreboard Operators:*

|                                    |             |
|------------------------------------|-------------|
| <i>JV Soccer</i>                   | <i>\$20</i> |
| <i>Varsity Soccer</i>              | <i>\$20</i> |
| <i>Modified JV Basketball</i>      | <i>\$20</i> |
| <i>Varsity Basketball</i>          | <i>\$20</i> |
| <i>Modified &amp; JV Wrestling</i> | <i>\$20</i> |
| <i>Varsity Wrestling</i>           | <i>\$20</i> |
| <i>JV Volleyball</i>               | <i>\$20</i> |
| <i>Varsity Volleyball</i>          | <i>\$20</i> |
| <i>Ice Hockey</i>                  | <i>\$20</i> |

*Shot Clock Operators:*

|                           |             |
|---------------------------|-------------|
| <i>JV Basketball</i>      | <i>\$20</i> |
| <i>Varsity Basketball</i> | <i>\$20</i> |

*Penalty Box Personnel:*

*\$15*

*Ticket Takers:*

|                                      |             |
|--------------------------------------|-------------|
| <i>JV Football</i>                   | <i>\$20</i> |
| <i>Varsity Football</i>              | <i>\$20</i> |
| <i>JV &amp; Varsity Football</i>     | <i>\$20</i> |
| <i>JV &amp; Varsity Wrestling</i>    | <i>\$20</i> |
| <i>Varsity Wrestling Tournaments</i> | <i>\$40</i> |
| <i>JV Wrestling Tournaments</i>      | <i>\$40</i> |
| <i>Ice Hockey</i>                    | <i>\$20</i> |

*Sports Attendants:*

|                                  |             |
|----------------------------------|-------------|
| <i>JV Football</i>               | <i>\$40</i> |
| <i>Varsity Football</i>          | <i>\$40</i> |
| <i>Modified Football</i>         | <i>\$30</i> |
| <i>Varsity Soccer</i>            | <i>\$40</i> |
| <i>JV Soccer</i>                 | <i>\$40</i> |
| <i>Varsity Basketball Games</i>  | <i>\$40</i> |
| <i>JV Basketball Games</i>       | <i>\$40</i> |
| <i>Modified Basketball Games</i> | <i>\$15</i> |

|                                            |           |
|--------------------------------------------|-----------|
| Wrestling Matches                          | \$40      |
| Varsity Wrestling Tournaments              | \$100     |
| JV Wrestling Tournaments                   | \$80      |
| Volleyball Matches                         | \$40      |
| Varsity Volleyball Tournaments             | \$80      |
| JV & Modified Volleyball Tournaments       | \$80      |
| Non-Athletic Evening Events:               | \$40      |
| School Musicals:                           | \$60      |
| After-School Athletic Supervision Programs | \$15/Hour |

T. *Establishing Work Schedule – Board resolution for the Saranac Central School District to establish the standard work day of 6.5 hours per day for the following titles and report the officials to the New York State and Local Retirement System based on time keeping system records or their record of activities:*

|                                       |                 |
|---------------------------------------|-----------------|
| Treasurer                             | Holly Weightman |
| District Clerk/Sec. to Superintendent | Amber Parrotte  |

U. *Board resolution for the following standard work days be reported for the employees listed for the purpose of determining reportable days worked to the New York State and Local Employees' Retirement System effective July 1, 2021 to June 30, 2022:*

*Employees – Five Day Workweek, Eight Hour Day:*

|                               |                                |
|-------------------------------|--------------------------------|
| Automotive Mechanic           | Transportation Supervisor      |
| Automotive Mechanic Helper    | FT Bus Driver/Custodian        |
| Building Maintenance Mechanic | Cook Manager                   |
| Building Maintenance Worker   | Network & Systems Coordinator  |
| Building Maintenance Helper   | School Food Service Director I |
| Bus Driver/Custodial Worker   | Director of Facilities II      |
| Custodian                     | Sr. Custodial Worker           |
| Custodial Worker              | Messenger/Custodial Worker     |

*Employees – Five Day Workweek, Seven and a Half Hour Day:*

|                         |                               |
|-------------------------|-------------------------------|
| Computer Lab Assistant  | Registered Professional Nurse |
| School Business Manager | Help Desk Technician          |
| Typist                  |                               |

*Employees – Five Day Workweek, Seven and a Quarter Hour Day:*

Occupational Therapist  
Physical Therapist

*Employees – Five Day Workweek, Seven Hour Day:*

|                           |              |
|---------------------------|--------------|
| School Monitor            | Library Aide |
| Teacher Aide/Student Aide |              |

*Employees – Five Day Workweek, Six and a Half Hour Day:*

Confidential Secretary to Superintendent  
District Treasurer  
Account Clerk/Typist

*Employee – Five Day Workweek, Six Hour Day:*

|                     |               |
|---------------------|---------------|
| Bus Driver          | Cook          |
| Food Service Helper | Guard         |
| School Bus Monitor  | Tax Collector |

V. *Board resolution to approve the 2021-2022 District Wide Safety Plan.*

**SARANAC CENTRAL SCHOOL**  
**COMMITTEE ON SPECIAL EDUCATION**

TO: Javier Perez, Superintendent

FROM: Jessica A. Mitchell-Briehl, Chairperson

DATE: July 1, 2021

RE: Yearly Appointments

Based on past requirements and suggestions from Compliance Reviews the following appointments should be made on an annual basis:

- Committee on Special Education members (attached)
- Sub-Committee on Special Education members (attached)
- Committee on Pre-School Special Education members (attached)
- List of Approved Impartial Hearing Officers (attached)
- Appointment of "504 Compliance Officer".

If you have any questions or require further information, please contact me at the Saranac Middle School (518-565-5725).

**SARANAC CENTRAL SCHOOL**  
**2021-2022 Members**  
**COMMITTEE ON SPECIAL EDUCATION**

Chairperson: Jessica A. Mitchell-Briehl  
Shannon Zagres (alternate)  
Connie Garman (alternate)  
Kathleen Moore (alternate)  
Tracy Manor (alternate)  
Katie Francisco (alternate)  
Catherine Damone (alternate)  
Jennifer Lederman (alternate)  
Nancy Dupree (alternate)  
Nicole Matthews (alternate)

School Psychologist: Nancy DuPree  
Catherine Damone (alternate)  
Deena Lewis (alternate)  
Christyn Denial (alternate)  
Nicole Matthews (alternate)  
CVES Psychologist (alternate)

Parent Members: Kelly Shadrick  
Kelley Cook (alternate)  
Jason Cook (alternate)  
Jay Bouchard (alternate)  
Anja Bouchard (alternate)

School Nurse: Linda Tripp  
Sarah Sorensen (alternate)  
Sabrina Paine (alternate)  
Emily Brown (alternate)

Guidance Counselor  
(for a student(s) in grade 9-12): Alison Rosenbaum  
Nicole Sproule (alternate)

School Medical Director (with notice): Lori Robinson, MS, RN, FNP-C

The Parent of the child being discussed.  
Whenever appropriate, the student being discussed.  
No less than one Special Education teacher of the child being discussed.  
No less than one Regular Education teacher of the child being discussed.

At the discretion of the parent or the local education agency, other individuals who have knowledge or special expertise regarding the student, including related service personnel as appropriate.



**SUB-COMMITTEE ON SPECIAL EDUCATION**  
**2021-2022 Members**

Chairperson: Jessica A. Mitchell-Briehl  
Shannon Zagres (alternate)  
Connie Garman (alternate)  
Kathleen Moore (alternate)  
Tracy Manor (alternate)  
Katie Francisco (alternate)  
Catherine Damone (alternate)  
Jennifer Lederman (alternate)  
Nancy Dupree (alternate)  
Nicole Matthews (alternate)

School Psychologist: When a new Psychological or program change to a more intensive staff/student ratio is being considered.

Nancy DuPree  
Catherine Damone (alternate)  
Deena Lewis (alternate)  
Christyn Denial (alternate)  
Nicole Matthews (alternate)  
CVES Psychologist (alternate)

The Parent of the child being discussed.

Whenever appropriate, the student being discussed.

No less than one Regular Education Teacher of the child being discussed.

No less than one Special Education Teacher of the child being discussed.

At the discretion of the parent or the local education agency, other individuals who have knowledge or special expertise regarding the student, including related services personnel as appropriate.

**SARANAC CENTRAL SCHOOL**  
**2021-2022 Members**  
**COMMITTEE ON PRE-SCHOOL SPECIAL EDUCATION**

|                            |                                               |
|----------------------------|-----------------------------------------------|
| Jessica A. Mitchell-Briehl | Chairperson/District Representative           |
| Shannon Zagres             | Alternate Chairperson/District Representative |
| Connie Garman              | Alternate Chairperson/District Representative |
| Kathleen Moore             | Alternate Chairperson/District Representative |
| Catherine Damone           | Alternate Chairperson/District Representative |
| Nancy Dupree               | Alternate Chairperson/District Representative |
| Nicole Matthews            | Alternate Chairperson/District Representative |

-- Parent Representative

-- The Parent of the child being discussed.

-- No less than one Regular Education provider if the child is or may be participating in the regular education environment.

-- No less than one special education teacher, or when appropriate, at least one special education provider of the student being discussed.

-- At the discretion of the parent or the agency, other individuals who have knowledge or special expertise regarding the student, including related services personnel as appropriate.

-- Whenever appropriate, the student being discussed.

-- An appropriately certified or licensed professional appointed by the Chief Executive Officer of the municipality of the preschool child's residence [SED];

**and**

-- for a preschool child in transition from early intervention, a professional designated by the Department of Health's Early Intervention Program [SED];

-- for meetings prior to initial recommendation, a professional who participated in the evaluation of the child; or a professional employed by the school district as described in section 4410(3)(a) of the Education Law.

**SARANAC CENTRAL SCHOOL**  
**2021-2022 Members**  
**504 COMPLIANCE OFFICERS**

Jessica A. Mitchell-Briehl  
Shannon Zagres (alternate)  
Connie Garman (alternate)  
Kathleen Moore (alternate)  
Tracy Manor (alternate)  
Katie Francisco (alternate)  
Catherine Damone (alternate)  
Danielle Squier (alternate)  
Jennifer Lederman (alternate)  
Nicole Matthews (alternate)

SARANAC CENTRAL SCHOOL DISTRICT  
IMPARTIAL HEARING OFFICERS  
(Not in Contact order- Check NYSED.gov website for update)

Mindy Wolman  
221-59 59<sup>th</sup> Avenue Oakland Gardens  
Bayside, NY 11364  
917-974-3346/917-974-3346

Botwinik Almeleh  
11 Lotus Street  
Cedarhurst, NY 11516  
5186-509-1923

James Bilik  
1971 Western Avenue  
Albany, NY 12203  
518-496-4159

Robert Briglio  
115 Jackson Avenue  
Huntington, NY 11743  
917-880-6813

Lana Flame  
10 Wesr 15<sup>th</sup> Street #1217  
New York, NY 10011  
917-886-0666/917-886-0666

Vanessa Gronbach  
25 Mine Hill Road  
New Milford, CT 06776  
914-671-2439/860-799-0929

Jeffrey Guerra  
250 Nassau Blvd., Suite 2  
Garden City, NY 11530  
516-695-8789/516-858-0219

Martin Kehoe  
2009 Western Avenue  
Albany, NY 12203  
518-221-9167/518-452-8000

Michael Lazan  
301 11<sup>th</sup> Street  
Brooklyn, NY 11215  
917-696-7838/917-696-7383

James McKeever  
P.O. Box 11  
Quogue, NY 11959  
212-233-0200

Kenneth Ritzenburg  
5 Palisades Drive, Suite 300  
Albany, NY 12205  
518-424-1027/518-438-9907

Jerome Schad  
199 Meadowview Lane  
Williamsville, NY 14221  
716-445-0842/716-445-0842

Aaron Turetsky  
1682 Front Street  
Keeseville, NY 12944  
518-420-4056/518-834-7747

James Walsh  
381 Delaware Ave.  
Delmar, NY 12054  
518-477-0659/518-475-7727