

**MINUTES OF
BOARD OF EDUCATION MEETING
REORGANIZATION MEETING
July 6, 2021**

HELD IN: MS/HS Library

MEMBERS PRESENT: Tracy Allen-Waite, Charlene Favaro, Amy Belair, Jules LaPoint, Dan Ashline-Beaudet and Norman Lewis.

MEMBERS ABSENT: None

ALSO PRESENT: Javier Perez and Danielle McAfee

MEETING TO ORDER: President Allen-Waite called the meeting to order at 5:30 p.m.

**TEMPORARY
CHAIRPERSON:
Parrotte** Motion by Charlene Favaro, seconded by Amy Belair, to appoint Amber Parrotte as Temporary Chairperson until the election of the Board of Education President is complete.
All in favor.

Amber Parrotte led the Pledge of Allegiance.

**NOMINATIONS
PRESIDENT &
VICE PRESIDENT:** Tracy Allen-Waite was nominated as President on motions by Charlene Favaro and Jules LaPoint. There were no further nominations and nominations were closed on motions by Charlene Favaro and Amy Belair.
All in favor.

Charlene Favaro was nominated as Vice President on motions by Dan Ashline-Beaudet and Amy Belair. There were no further nominations and nominations were closed on motions by Dan Ashline-Beaudet and Amy Belair.
All in favor.

The District Clerk administered the Oath of Office to the President and Vice President at the end of the meeting.

**ADDITIONS &
AMENDED AGENDA:** Motion by Charlene Favaro, seconded by Dan Ashline-Beaudet, to approve any additions or amended agenda.
All in favor.

**APPOINTMENTS
FOR THE
2021-2022:** Motion by Jules LaPoint, seconded by Charlene Favaro, to appoint the following for the period of July 1, 2021 to June 30, 2022:
District Clerk – Amber Parrotte with a stipend of \$6,900.
District Treasurer – Holly Weightman at a salary of \$56,135.
Tax Collector – Cheryl Hamel at a compensation of \$5,678.
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.
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.
Bonding Attorney – Trespasz & Marquardt, LLP – rate is variable, based on transaction.
External Auditor – Boulerice & Wood, CPA's for external auditing services in an amount not to exceed \$15,300 for year ending June 30, 2022.
Records Management Officer – Amber Parrotte without additional compensation.
Records Access Officer – Javier Perez without additional compensation.

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Confidential Secretary to Superintendent of Schools – Amber Parrotte at a salary of \$34,650.
Extra Classroom Fund Central Auditor – Danielle McAfee without additional compensation.
Faculty Counselor: Extra Classroom Funds – Tracy Manor without additional compensation.
Faculty Counselor: Extra Classroom Funds – Katie Francisco without additional compensation.
District-Wide Dignity Act Coordinator – Tracy Manor without additional compensation.
Dignity Act Coordinators:
 High School – Tracy Manor without additional compensation
 Middle School – Katie Francisco without additional compensation
 Morrisonville Elementary – Kathy Moore without additional compensation
 Saranac Elementary – Connie Garman without additional compensation
Health Consortium Trustee – Javier Perez without additional compensation
Asbestos Officer – Jamie Giroux without additional compensation
Integrated Pest Management Officer – Jamie Giroux without additional compensation
All in favor.

**SPECIAL
EDUCATION
COMMITTEE
MEMBERS:**

Motion by Jules LaPoint, seconded by Charlene Favaro, to appoint the following committee members for the 2021-2022 school year (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
All in favor.

**MEDICAID
COMPLIANCE
OFFICER:**

Motion by Jules LaPoint, seconded by Charlene Favaro, to appoint Tracy Manor as the Medicaid Compliance Officer without additional compensation.
All in favor.

**HOMELESS
LIAISON:**

Motion by Jules LaPoint, seconded by Charlene Favaro, to appoint Shannon Zagres as the Homeless Liaison without additional compensation.
All in favor.

**TITLE IX
COMPLIANCE
OFFICER:**

Motion by Jules LaPoint, seconded by Charlene Favaro, to appoint Danielle McAfee as the Title IX Compliance Officer without additional compensation.
All in favor.

**BOARD OF
EDUCATION
REPRESENTATIVES:**

Motion by Jules LaPoint, seconded by Charlene Favaro, to approve as the Legislative Liaison & Voting Delegate at the Annual NYSSBA Convention.
All in favor.

Motion by Jules LaPoint, seconded by Charlene Favaro to approve as the District representative to the Clinton County School Board’s Association.
All in favor.

Motion by Jules LaPoint, seconded by Charlene Favaro, to approve as the Board representative on Educational Enhancement Committee.
All in favor.

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CONTINUING ED. COORDINATOR: Motion by Jules LaPoint, seconded by Charlene Favaro, to appoint Andra Leibret-Hogle to the position of Continuing Education Coordinator with a stipend of \$2,500.
Leibret-Hogle
All in favor.

OFFICIAL BANK DEPOSITORIES: Motion by Jules LaPoint, seconded by Charlene Favaro, to designate the official bank depositories for all funds:
JP Morgan Chase Bank, Glens Falls National Bank and New York Liquid Asset Fund (NYLAF) for funds of the Saranac Central School District for the 2021-2022 school year effective July 1, 2021.
All in favor.

BOARD OF EDUCATION MEETING DATES: Motion by Jules LaPoint, seconded by Charlene Favaro, to establish the following procedures for Board of Education meetings for the 2020-2021 school year:
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

1ST 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

3RD 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
**4th Monday
***Tuesday due to Holiday / Warrant Requirements
****2nd Monday Due to Warrant Requirements, School Recess, etc.
*****4th Tuesday
*****Thursday to Coincide with CVES Meeting
*****3rd Tuesday Due to Budget Vote (@ Middle School
All in favor.

POLLING SITE: Motion by Jules LaPoint, seconded by Charlene Favaro, to designate Saranac Middle School as the official polling site for the 2020-2021 school year (including elections, (both general and special).
All in favor.

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- OFFICIAL NEWSPAPER:** Motion by Jules LaPoint, seconded by Charlene Favaro, to designate the Press Republican as the official school newspaper for the 2021-2022 school year.
All in favor.
- CERTIFICATION OF PAYROLLS / PURCHASING** Motion by Jules LaPoint, seconded by Charlene Favaro, to authorize the following:
Certification of District Payrolls:
-Javier Perez for the period of July 1, 2021 to June 30, 2022.
District Purchasing Agent:
-Danielle McAfee
All in favor.
- INVESTMENT OF FUNDS:** Motion by Jules LaPoint, seconded by Charlene Favaro, to authorize Danielle McAfee Business Administrator, 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 transactions meet all the requirements outlined in Law.
All in favor.
- PETTY CASH:** Motion by Jules LaPoint, seconded by Charlene Favaro, to authorize Danielle McAfee, Business Administrator, to establish petty cash funds in accordance with Education Law and School Board Policy.
All in favor.
- STATE & FEDERAL FUNDS SIGNATURE:** Motion by Jules LaPoint, seconded by Charlene Favaro, to authorize Javier Perez, Superintendent of Schools, to sign applications for all federal title programs.
All in favor.
- CHECK SIGNING DEVICE:** Motion by Jules LaPoint, seconded by Charlene Favaro, to authorize Holly Weightman, School District Treasurer, 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.
All in favor.
- BUDGET TRANSFERS:** Motion by Jules LaPoint, seconded by Charlene Favaro, to allow Javier Perez, Superintendent of Schools, to make necessary budget transfers up to \$10,000.
All in favor.
- CASH ADVANCES:** Motion by Jules LaPoint, seconded by Charlene Favaro, to authorize the District Treasurer 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.
All in favor.
- MILEAGE REIMBURSEMENT RATE:** Motion by Jules LaPoint, seconded by Charlene Favaro, to set the mileage reimbursement rate for all authorized travel by school district employees and officials for the period from July 1, 2021 to June 30, 2022 at the current rate established by the U.S. Internal Revenue Service.
All in favor.

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- POLICIES, PLANS & CODE OF ETHICS:** Motion by Jules LaPoint, seconded by Charlene Favaro, to re-adopt all policies, plans, rules, regulations, standard practices and procedures, including the adopted Code of Ethics, heretofore existing in this District, unless specially amended or changed, are continued in full force and effect.
All in favor.
- COOPERATIVE PURCHASING AGREEMENT:** Motion by Jules LaPoint, seconded by Charlene Favaro, 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.
All in favor.
- COOPERATIVE INVESTMENT PROGRAM: NYLAF .** Motion by Jules LaPoint, seconded by Charlene Favaro, 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.
All in favor.
- CONFERENCES, CONVENTIONS, WORKSHOPS & IN-SERVICE:** Motion by Jules LaPoint, seconded by Charlene Favaro, to authorize the Superintendent of Schools to approve attendance of staff and Board members for conferences, conventions, workshops and in-service activities.
All in favor.
- GRANTS IN AID:** Motion by Jules LaPoint, seconded by Charlene Favaro, to authorize the Superintendent of Schools to sign for Grants in Aid (State and Federal).
All in favor.
- BONDING:** Motion by Jules LaPoint, seconded by Charlene Favaro, to maintain a blanket dishonesty bond in the amount of \$100,000 for all District employees.
All in favor.
- CREDIT CARD AUTHORIZATION:** Motion by Jules LaPoint, seconded by Charlene Favaro, to authorize the Business Administrator and the Superintendent of Schools to use the school district credit card for the 2021-2022 school year.
All in favor.
- ASSOCIATION MEMBERSHIPS:** Motion by Jules LaPoint, seconded by Charlene Favaro, to approve the 2021-2022 membership in the following associations:
- New York State School Boards Association
- Clinton County School Boards Association
All in favor.
- SUBSTITUTE RATES OF PAY:** Motion by Jules LaPoint, seconded by Charlene Favaro, to establish the following substitute rates of pay for the 2021-2022 school year:
- | | |
|--|------------------------------|
| Certified Teachers | \$115/Day |
| Non-Certified Teachers | \$95/Day |
| Teacher (after 35 school days
In same assignment) | Step 1 of Teacher's Contract |
| Teacher Assistant Certified | \$95/Day |
| Teacher Assistant Non-Certified | \$95/Day |
| Registered Professional Nurse | \$18.00/Hour |
| Teacher Aide/Student Aide | \$13.20/Hour |

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Typist	\$13.20/Hour
School Monitor	\$13.20/Hour
Food Service Helper	\$13.20/Hour
Custodial Worker	\$13.20/Hour
Messenger/Custodial Worker	\$13.20/Hour
Clerk	\$13.20/Hour
Building Maintenance Mechanic	\$13.20/Hour
Senior Custodial Worker	\$13.20/Hour
Cook	\$13.20/Hour
Building Maintenance Helper	\$13.20/Hour
Library Aide	\$13.20/Hour
Bus Driver	\$32/Run
All in favor.	

**ATHLETIC EVENT
STAFF:**

Motion by Jules LaPoint, seconded by Charlene Favaro, to adopt the following rates for athletic event staff effective July 1, 2021:

Scoreboard Operators:

JV Soccer	\$20
Varsity Soccer	\$20
Modified JV Basketball	\$20
Varsity Basketball	\$20
Modified & JV Wrestling	\$20
Varsity Wrestling	\$20
JV Volleyball	\$20
Varsity Volleyball	\$20
Ice Hockey	\$20

Shot Clock Operators:

JV Basketball	\$20
Varsity Basketball	\$20

Penalty Box Personnel:

\$15

Ticket Takers:

JV Football	\$20
Varsity Football	\$20
JV & Varsity Football	\$20
JV & Varsity Wrestling	\$20
Varsity Wrestling Tournaments	\$40
JV Wrestling Tournaments	\$40
Ice Hockey	\$20

Sports Attendants:

JV Football	\$40
Varsity Football	\$40
Modified Football	\$30
Varsity Soccer	\$40
JV Soccer	\$40
Varsity Basketball Games	\$40
JV Basketball Games	\$40
Modified Basketball Games	\$15
Wrestling Matches	\$40
Varsity Wrestling Tournaments	\$100
JV Wrestling Tournaments	\$80
Volleyball Matches	\$40

Varsity Volleyball Tournaments	\$80
JV & Modified Volleyball Tournaments	\$80
<u>Non-Athletic Evening Events:</u>	\$40
<u>School Musicals:</u>	\$60
<u>After-School Athletic Supervision Programs:</u>	\$15/Hour

All in favor.

NYS & LOCAL RETIREMENT SYSTEM:

Motion by Jules LaPoint, seconded by Charlene Favaro, to resolve that the Saranac Central School District 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/Secretary to Superintendent	Amber Parrotte

All in favor.

NYS & LOCAL RETIREMENT SYSTEM:

Motion by Charlene Favaro, seconded by Amy Belair, to resolve that the work days be reported for the employees listed for the purpose of determining reportable days 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	School Food Service Director I
Building Maintenance Helper	Network & Systems Coordinator
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
Teacher Aide/Student Aide
Library 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

All in favor.

DISTRIST WIDE SAFETY PLAN:

Motion by Jules LaPoint, seconded by Charlene Favaro, to approve the 2021-2022 District Wide Safety Plan.

All in favor.


Amber Parrotte, District Clerk

**MINUTES OF
BOARD OF EDUCATION MEETING
July 6, 2021**

Immediately followed the Reorganization Meeting

- HELD IN:** MS/HS Library
- MEMBERS PRESENT:** Tracy Allen-Waite, Charlene Favaro, Amy Belair, Jules LaPoint, Norman Lewis and Dan Ashline-Beaudet
- MEMBERS ABSENT:** None.
- ALSO PRESENT:** Javier Perez and Danielle McAfee.
- AUDIT COMMITTEE DISCUSSION:** The Board discussed the audit committee for 2021-2022 and it was decided that Tracy Allen-Waite, Charlene Favaro and Dan Ashline-Beaudet would be committee members.
- BUDGET TRANSFER REPORT:** Motion by Charlene Favaro, seconded by Amy Belair, to approve the Budget Transfer Report- June 1-30, 2021.
All in favor.
- AUDIT COMMITTEE MEMBERS:** Motion by Charlene Favaro, seconded by Dan Ashline-Beaudet, to appoint Tracy Allen-Charlene Favaro and Dan Ashline-Beaudet, to the Saranac Central School District Audit Committee.
All in favor.
- CSEA RESIGNATION: Olsen** Motion by Charlene Favaro, seconded by Dan Ashline-Beaudet, to accept a letter of resignation from Chadwick Olsen, Help Desk Technician, Effective July 9, 2021.
All in favor.
- CSEA RESIGNATION: Kemp** Motion by Charlene Favaro, seconded by Dan Ashline-Beaudet, to accept a letter of resignation from Howard Kemp, School Bus Driver, retroactive to June 25, 2021.
All in favor.
- CSEA RESIGNATION: McDonald** Motion by Charlene Favaro, seconded by Dan Ashline-Beaudet, to accept a letter of resignation from Sandra McDonald, School Bus Monitor, retroactive to June 25, 2021.
All in favor.
- CSE RECOMMENDATIONS:** Motion by Charlene Favaro, seconded by Dan Ashline-Beaudet, to approve the Committee on Special Education recommendations of June 22-23, 2021
All in favor.
- SUMMER FOOD SERVICE STAFF:** Motion by Charlene Favaro, seconded by Dan Ashline-Beaudet, to appoint the following individuals as Summer Food Service Staff at a rate of pay per the contract agreement:
Laura Bechore
Isaac Dirolf
Courtney Flick
Nicole Goddeau
Maureen Pray
Colleen Walker
All in favor.

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- SPEC. ED. SUMMER SERVICES: Odell** Motion by Charlene Favaro, seconded by Dan Ashline-Beaudet, to allow Laura O'Dell Elementary Teacher, to provide special education services during the summer of 2021 with total hours not to exceed 10 at a rate of \$38.28 per hour.
All in favor.
- SPEC. ED. SUMMER SERVICES: Fleury** Motion by Charlene Favaro, seconded by Dan Ashline-Beaudet, to allow Aimee Fleury Elementary Teacher, to provide special education services during the summer of 2021 with total hours not to exceed 10 at a rate of \$35.87 per hour.
All in favor.
- SPEC. ED. SUMMER SERVICES: Brooker** Motion by Charlene Favaro, seconded by Dan Ashline-Beaudet, to allow Nicole Brooker Elementary Teacher, to provide special education services during the summer of 2021 with total hours not to exceed 10 at a rate of \$40.28 per hour.
All in favor.
- SPEC. ED. SUMMER SERVICES: Matthews** Motion by Charlene Favaro, seconded by Dan Ashline-Beaudet, to allow Nicole Matthews, School Psychologist, to provide special education services during the summer of 2021 with total hours not to exceed 10 at a rate of \$47.33 per hour.
All in favor.
- RESCIND & APPOINT: Krug** Motion by Charlene Favaro, seconded by Dan Ashline-Beaudet, to rescind the June 21, 2021 Board of Education Meeting appointment of Janis Krug in a four-year probationary appointment in the tenure area of School Counselor effective September 1, 2021 and ending August 31, 2025 at a salary of 51,737, Step 3 of the current salary schedule and appoint Janis Krug in a four-year probationary appointment in the tenure area of School Counselor effective September 1, 2021 and ending August 31, 2025 at a salary of \$52,491, Step 3 of the entry level teacher salary schedule.
All in favor.
- BOCES SUMMER SCHOOL 2022:** Motion by Charlene Favaro, seconded by Dan Ashline-Beaudet, to approve the Saranac Central School District to participate in the BOCES Summer School 2022 as follows:
- WHEREAS, the Saranac Central School District and its Board of Education have consistently appreciated, relied upon and subscribed to this region's Board of Cooperative Educational Services (BOCES) shared services for special education summer programming, on behalf of particular students who have individual education plans (IEPs) calling for such specialized summer services; and
- WHEREAS, this region's BOCES has the specialized administrative staff, program staff, facilities, expertise and general mission to provide for such services that are generally not feasible for individual component school districts to implement as efficiently and cost-effectively, as the BOCES offers this service on a shared basis for the component school districts and their Boards of Education; and
- WHEREAS, the Saranac Central School District cannot provide special education school-age summer school services in a more cost-effective manner than BOCES, due to the ability of BOCES to offer and provide services to multiple districts who are able to share costs; therefore;
- BE IT RESOLVED that the Saranac Central School District intends to participate in the 2022 Special Education School-Age Summer School, and agrees to pay the actual CEWW BOCES costs for the 2022 summer school; and

BE IT FURTHER RESOLVED, that no later than August 2, 2021, 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 2022 Special Education School-Age Summer School. A copy of this adopted resolution is to be provided to the CEWW BOCES and its District Superintendent.

All in favor.

**READING
SUMMER
SERVICES:
Waldron**

Motion by Charlene Favaro, seconded by Dan Ashline-Beaudet, to allow Jenell Waldron Elementary Teacher, to provide reading services during the summer of 2021 with total hours not to exceed 30 at a rate of \$41.48 per hour.

All in favor.

**EXECUTIVE
SESSION:**

Motion by Charlene Favaro, seconded by Jules LaPoint, to go into Executive Session at 5:36 p.m. for the purpose of discussing the employment of particular person(s).

All in favor.

Open session reconvened at 5:41 p.m.

**SUPERINTENDENT
AGREEMENT :**

Motion by Charlene Favaro, seconded by Jules LaPoint, to approve a change in the employment agreement with the Superintendent of Schools and extend the ending date of Agreement through to June 30, 2024 and authorize the President of the Board of Education to sign on behalf of the District.

All in favor.

ADJOURNMENT:

Charlene Favaro moved, seconded by Dan Ashline-Beaudet, to adjourn at 5:42 p.m.
All in favor.



Amber Parrotte, District Clerk

