

**PARISHVILLE-HOPKINTON CENTRAL SCHOOL DISTRICT**

**PARISHVILLE, NEW YORK 13672**

**ORGANIZATIONAL MEETING AGENDA**

**MONDAY, JULY 10, 2023**

**6:00 P.M.**

**I. Superintendent takes annual Oath of Office**

**II. Newly Elected Members take Oath of Office**

**III. Election of Board Officers**

- a. Nominate President
- b. Nominate Vice President

**IV. Appointment of Board Clerk**

**V. Appointment of Audit Committee**

**VI. Appointment of District Officers**

- a. Appoint District Clerk (Stefanie Latimer)
- b. Appoint Superintendent of Schools as Acting District Clerk
- c. Appoint Treasurer (Stefanie Latimer)
- d. Appoint Superintendent of Schools as Deputy Treasurer in order to authorize checks in absence of Treasurer
- e. Appoint District Tax Collector (Deborah Bagnato)
- f. Appoint Claims Auditor (BOCES Cooperative Business Office)
- g. Administer Oaths of Faithful Performance in Offices

**VII. Appointment of Other Positions**

- a. Appoint New York State School Boards Association Legislative Liaison/Representative to serve on the St. Lawrence-Lewis Counties School Board Committee of Education Legislation
- b. Appoint School Physician – St. Lawrence Health at Canton-Potsdam Hospital (Noreen von Borstel – Family Nurse Practitioner; Current Supervising Physician; or current Family Nurse Practitioner)
- c. Appoint Superintendent as District Representative on St. Lawrence-Lewis Counties School District Employees Medical Plan Board of Directors and appoint Business Manager as Alternate – included in packet
- d. Appoint Superintendent as District Representative on St. Lawrence-Lewis Counties School District Employees Workers' Compensation Plan Board of Directors and appoint Business Manager as Alternate – included in packet
- e. Appoint School Attorney – Linden Law Firm (Roger Linden)
- f. Appoint Census Taker (Chelsea Johnston)
- g. Appoint Insurance Advisor – Tompkins Insurance Group (Broker Jackie Collins)
- h. Appoint External Auditor – Bowers and Company, CPAs
- i. Appoint Records Access Officer (Stefanie Latimer)

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- j. Appoint Records Management Officer (Claudia McIntosh)
- k. Appoint Copyright Officer – Superintendent of Schools
- l. Appoint Surrogate Parents of CSE/CPSE – included in packet
- m. Appoint Superintendent of Buildings & Grounds and Transportation as LEA Asbestos Designee
- n. Appoint person in charge of Transportation – Superintendent of Buildings & Grounds and Transportation, or the Superintendent in his absence
- o. Appoint DASA Compliance Officers (Principal and Assistant Principal)
- p. Appoint Title IX/Section 504/ADA Compliance Officers (Principal and Assistant Principal)
- q. Appoint Civil Rights Compliance Officer (Principal)
- r. Appoint members of the Committee on Pre-School Special Education – included in packet
- s. Appoint members of the Committee and Subcommittee on Special Education – included in packet
- t. Appoint Assistant Principal as School District Liaison for Homeless Children and Youth
- u. Appoint School Nurse as Attendance Officer
- v. Appoint Extra-classroom Activity Fund Officers:
  - Treasurer – Principal's Secretary
  - Auditor – Business Manager
  - Controller – Superintendent of Schools or designee
- w. Appoint Official School Newspaper (North Country This Week)

## **VIII. Designations/Approvals**

- a. Approve District Organizational Chart – included in packet
- b. Approve Standard Work Day Resolutions – included in packet
- c. Approve List of State Education Department and St. Lawrence County Approved Evaluation/Provider Sites for Preschool Children with Disabilities (CPSE) – included in packet
- d. Approve List of State Education Department and St. Lawrence County Approved Evaluation/Provider Sites for Children with Disabilities (CSE) – included in packet
- e. Designate Official Depository – Community Bank
- f. Designate persons authorized to invest and borrow moneys – Superintendent, Business Manager, and Board President
- g. Designate Purchasing Agent – Superintendent of Schools or designee, in absence of Superintendent
- h. Designate Educational Official (DEO) – Superintendent of Schools or designee, in absence of Superintendent
- i. Approve Payroll Dates – The 15<sup>th</sup> and the last day of the month as per contract – included in packet
- j. Approve Regular Board Meeting Night – Third Monday of each month (as practical), and Approve the Organizational Meeting to be held within the first 15 days of July – included in packet
- k. Approve Mileage Rate for private cars – 62¢ per mile (Federal reimbursement rate for mileage is at 65.5¢ per mile through 12/31/23) – included in packet

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**IX. Authorizations**

- a. Authorize Superintendent to approve and certify payrolls
- b. Authorize students to compete under the selection/classification program in all sports according to the standards set forth by the New York State Education Department and in conjunction with Board of Education Policy
- c. Authorize amended Special Education Programs to begin effective immediately with the approval of the Superintendent
- d. Authorize Conferences and Educational Trips by Superintendent of Schools or designee, in absence of Superintendent
- e. Authorize Participation in State and Federal School Lunch Programs
- f. Authorize Cafeteria Prices – PreK-Grade 12 Breakfast – \$1.50; PreK-Grade 8 Lunch – \$2.65; Grades 9-12 Lunch – \$2.75; Milk - 60¢; Adult Lunch – \$5.20 (including tax)
- g. Authorize Petty Cash Funds – \$100.00 for District Office and \$50.00 for Cafeteria
- h. Authorize Treasurer to sign checks with approval of Superintendent of Schools and to make payments to take advantage of discounts and avoid surcharges whenever possible
- i. Authorize Impartial Hearing Officer Resolution – included in packet
- j. Authorize Vice President to Appoint Impartial Hearing Officer
- k. Authorize budget transfers by Superintendent of Schools or Business Manager, in absence of Superintendent
- l. Authorize the investment of district funds with Community Bank and NYCLASS for the fiscal year 2023-2024
- m. Board of Education authorization required to establish any new Extra-classroom Activity Club
- n. Authorize Treasurer to pay postage for mailings, parcel post returns, UPS/FedEx charges, and health insurance as necessary
- o. Authorize Treasurer to make Federal and School Lunch transfers as necessary
- p. Authorize Co-op BOCES bid whenever desirable

**X. Adoptions**

- a. Adopt usual system of Treasurer's receipts and audit
- b. Adopt all present Board Policies & Code of Ethics

**XI. Move to Regular Meeting**