



July 11, 2023

The organizational meeting of the Alexandria Central School Board of Education, held in the Auditorium, was called to order at 6:00 p.m. by District Clerk, Renee Gill.

Board Members Present: Emily Chase, Timothy Davidson, Eric Heath, Suzanne Hunter, Heather Lavarney, Christine Lingenfelter, and Christopher Symenow

Others Present: Christopher Clapper, Superintendent, and Brianne Kirchoff, Business Administrator (Virtual)

The Pledge of Allegiance was recited.

The Board of Education members welcomed new and re-elected board members Emily Chase, Christine Lingenfelter, and Christopher Symenow. Their oaths of office were administered.

Christine Lingenfelter nominated Suzanne Hunter as President of the Board of Education, effective July 1, 2023 to June 30, 2024. The motion was offered by Lingenfelter, and seconded by Lavarney.

There were no other Presidential nominations, so the motion was carried to elect Suzanne Hunter as President, with a vote of 7 yes and 0 no.

Suzanne Hunter took her oath of office as President of the School Board for the 2023-2024 school year.

Christine Lingenfelter nominated Timothy Davidson as Vice-President of the Board of Education, effective July 1, 2023 to June 30, 2024. The motion was offered by Lingenfelter, and seconded by Heath.

There were no other Vice-Presidential nominations, so the motion was carried to elect Timothy Davidson as Vice-President, with a vote of 7 yes and 0 no.

Timothy Davidson took his oath of office as Vice-President of the School Board for the 2023-2024 school year.

Board President, Suzanne Hunter presided for the remainder of the meeting

Welcome new Board Members & Oaths of Office

Nomination of President

Election and Oath of Office to President

Nomination of Vice-President

Election and Oath of Office to Vice-President

Annual Appointments

Motion by Heath, seconded by Lavarnway, to approve the annual appointments listed below for the 2023-2024 school year.

Annual Appointments

TITLE	INCUMBENT	PRESENT SALARY	RECOMMENDED
Director of School Health Services.	River Hospital	Per agreement	River Hospital
School Attorney.....	D'Imperio Law, PLLC	Per agreement	D'Imperio Law, PLLC
Bond Attorney.....	Trespasz & Marquardt, LLP	Per agreement	Trespasz & Marquardt, LLP
Special Counsel..... (As needed)	Jeff-Lewis BOCES Office of Inter-Municipal Legal Services	Per agreement	Jeff-Lewis BOCES Office of Inter-Municipal Legal Services
Extra-Classroom Activity Fund Central Treasurer.....	Brianne Durham	Not applicable	Brianne Durham
External (Independent) Auditor.....	Stackel & Navarra CPAs, P.C.	Per agreement	Stackel & Navarra CPAs, P.C.
Fiscal Advisor.....	Fiscal Advisors & Marketing, Inc.	Per agreement	Fiscal Advisors & Marketing, Inc.
Insurance Advisor.....	Haylor, Freyer & Coon	Per agreement	Haylor, Freyer & Coon
Chairman District Meetings & Elections BOE Meetings.....	Suzanne Hunter President, BOE	Not applicable	Suzanne Hunter President, BOE
Records Access, Retention & Disposition Officer.....	Brianne Durham	Not applicable	Brianne Durham
Title I Coordinator.....	Brianne Durham	Not applicable	Brianne Durham
Title II Section 504/ADA Compliance Officer.....	Pamela Monica	Not applicable	Pamela Monica
Title IX Officer.....	Brianne Durham	Not applicable	Brianne Durham
Civil Rights Compliance Officer.....	Kevin Durr	Not applicable	Kevin Durr
Attendance Officer.....	Kylie Morgia & Robert Fountain III	Not applicable	Kylie Morgia & Robert Fountain III
McKinney-Vento Homeless Liaison Officer.....	Kevin Durr	Not applicable	Kevin Durr
DASA Coordinator.....	Michelle Mourino & Kathryn Durand	Not applicable	Michelle Mourino & Kathryn Durand
District Sexual Harassment Officers.....	Brianne Durham & Christopher Clapper	Not applicable	Brianne Durham & Christopher Clapper
Asbestos (AHERA) Local Educational Agency Designee.....	Jeff-Lewis BOCES, Health & Safety Officer	Not applicable	Jeff-Lewis BOCES, Health & Safety Officer
Chemical Hygiene Officer.....	Darin Trickey	Not applicable	Darin Trickey
Chief Emergency Officer	Christopher Clapper	Not applicable	Christopher Clapper
Safety Officer.....	Patricia Hunneyman	Not applicable	Patricia Hunneyman
Data Protection Coordinator.....	Robert Wagoner III	Per agreement	Robert Wagoner III
Notary Publics.....	Renee Gill	Not applicable	Renee Gill

7 yes 0 no Motion Carried

Authorizations

Motion by Symenow, seconded by Lingenfelter, to approve the authorizations listed below for the 2023-2024 school year.

Authorizations

TITLE	RECOMMENDED
Payroll Certification..... Attendance at Conferences, Conventions, Workshops, etc..... Director of Physical Education..... District Property Control Officer..... Budget Transfers up to \$20,000 (BOE authorizes transfers more than \$20,000)..... Purchasing Agent..... Chief Information Officer..... Apply for Grants in Aid (State and Federal) as appropriate..... Close the Junior High during Regents Week..... Participate in Coop-Purchasing Groups..... Apply for Public Law 874 funds and all other federal funds for the current school year..... Set the line of authority in the absence of the Superintendent..... Authorization to pre-approve resignations and appointments..... Authorize Staff working outside of contractual hours..... Authorize the selling back of unused vacation days by any district employee.....	Christopher Clapper
Petty Cash Funds <ul style="list-style-type: none"> • Main Office • District Office..... • Business Office..... 	\$250 \$750 \$750
Committee on Special Education - Alexandria Central School District CSE Committee (2023-2024): <ul style="list-style-type: none"> • Committee on Special Education Alternative Chairperson..... • Student • Student's Parent/Guardian(s) • General Education Teachers employed by ACS/School in which child attends • General Education Teachers employed by ACS/BOCES/School in which child attends • School Psychologist..... • ACS Representative/ Chairperson..... • School Physician, if appropriate..... • Parent Member(s)..... • Related Service Personnel (those servicing the student if not employed by ACS): Speech Therapist/Occupational Therapist/Physical Therapist/Teacher of the Deaf/ Audiologist/ Counselors/Student 	P. Monica, K. Morgia, or K Durand P. Monica or A. Miller Monica/Morgia/Durand River Hospital TBD if required
Committee on Preschool Special Education-Alexandria Central School CPSE Committee (2023-2024): <ul style="list-style-type: none"> • Student's Parent/Guardian(s) • General Education Teacher of the child • Special Education Teacher of the child • ACS Representative/ Chairperson..... • School Physician, if appropriate..... • Parent Member(s)..... • Related Service Personnel (those servicing the student if not employed by ACS): Speech Therapist/Occupational Therapist/Physical Therapist/Teacher of the Deaf/ Audiologist/ Counselors/Social Worker • Municipality Representative (County) • Agency Representative 	P. Monica, K. Morgia, or K Durand River Hospital TBD if required
Alexandria Central School District Committee on Special Education Sub-Committee (2023-2024): <ul style="list-style-type: none"> • Student's Parent/Guardian(s) • General Education Teachers employed by ACS/School in which child attends • Special Education Teachers employed by ACS/BOCES/School in which child attends • School Psychologist..... • ACS Representative/ Chairperson..... • Related Service Personnel (those servicing the student if not employed by ACS): Speech Therapist/Occupational Therapist/Physical Therapist/Teacher of the Deaf/ Audiologist/ Counselors/Student 	P. Monica or A. Miller P. Monica, K. Morgia or K Durand

7 yes 0 no Motion Carried

Appointment of Officers

Appointment of Officers

Motion by Heath, seconded by Symenow, to appoint the officers listed below for the 2023-2024 school year.

TITLE	INCUMBENT	SALARY	RECOMMENDED
District Treasurer.....	Connie Dack	Per agreement	Louise Aitcheson
District Clerk.....	Renee Gill	Per agreement	Renee Gill
Claims Auditor.....	Lisa Tillman	\$25/Hour	Lisa Tillman
Tax Collector.....	Lisa Tillman	\$25/Hour	Lisa Tillman

7 yes 0 no Motion Carried

Designations

Bonding of Personnel

Other Approval Items

Designations

Motion by Lavarney, seconded by Davidson, to approve the designations listed below for the 2023-2024 school year.

Official bank signatories for school accounts.....	Christopher Clapper Brienne Kirchoff Louise Aitcheson NYCLASS & Community Bank
Official bank depositories for school accounts.....	
Official newspapers for legal notices.....	Watertown Daily Times & Thousand Island Sun
Regular meeting dates (4th Tuesday of each month unless otherwise noted)..... Regular meeting times (unless otherwise noted)..... Regular meeting location unless otherwise noted.....	Per approved schedule 6:00 p.m. ACS Auditorium
Educational Official designated to receive court notification regarding a student's sentence /adjudication in certain criminal cases and juvenile delinquency proceedings.....	Kylie Morgia
School Pesticide Representative.....	Darin Trickey
Reviewing and Verification Official for participation in the Federal Child Nutrition Program.....	Cook Managers & Brienne Durham
Hearing Official for participation in the Federal Child Nutrition Program.....	Christopher Clapper

7 yes 0 no Motion Carried

Bonding of Personnel

Motion by Heath, seconded by Symenow, to approve the bonding of the personnel listed below for the 2023-2024 school year.

Treasurer.....	\$1,000,000
Tax Collector.....	\$1,000,000
Central Treasurer Extraclassroom.....	\$1,000,000
Claims Auditor.....	\$1,000,000
District Clerk.....	\$1,000,000

7 yes 0 no Motion Carried

Other Approval Items

Motion by Lingenfelter, seconded by Lavarney, to approve the items listed below for the 2023-2024 school year.

TITLE
Re-adoption of all policies, district plans, student handbooks, employee handbooks, operational manuals, non-contractual handbook, and code of ethics in place during the previous year.....
Establish mileage reimbursement at the Internal Revenue Service approved rate; and establish mileage reimbursement at the Internal Revenue Service approved rate for game officials.....
Approve the Jefferson County Board of Elections to determine qualified voters to serve on the school district's Board of Voter Registration, and as Inspectors of Election for the 2023-2024 school year.....
Annual review of vendors for disclosure of conflict of interest.....
Re-approve all reserve fund accounts.....

7 yes 0 no Motion Carried

Appoint Deputy Purchasing Agents

Motion by Symenow, seconded by Heath.

Be it resolved as follows, WHEREAS, the Board wishes to provide for a process to ensure timely approval and execution of documents in the event of the absence of the Superintendent of Schools;

1. The District Clerk, Renee Gill, is hereby appointed as Deputy Purchasing Agent, with authority to act in the absence of the Purchasing Agent from the District for a period expected to be 3 days or longer.
2. The School Business Administrator, Brianne Durham, and the District Clerk, Renee Gill, acting jointly, are hereby authorized to give such approvals and execute such documents for a current Capital Project and other necessary purposes as they deem necessary and appropriate in the absence of the Superintendent of Schools from the District for a period expected to be 3 days or longer.
3. This resolution shall take effect immediately and the authority granted hereby shall expire on July 15, 2024.

7 yes 0 no Motion Carried

Board Committees – 2023/2024 School Year

Motion by Heath, seconded by Chase, to approve the following Board Committees, their charters, and to appoint those listed as chairpersons and committee members for the 2023-2024 school year:

-**Safety**: Christopher Symenow, Suzanne Hunter

-**Bldgs. & Grounds**: Eric Heath (Chair), Timothy Davidson, Suzanne Hunter

-**Audit/Budget**: Heather Lavarney (Chair) Emily Chase, Christopher Symenow

-**Transportation**: Christine Lingenfelter (Chair) Timothy Davidson, Eric Heath

-**Policy**: Emily Chase (Chair), Christopher Symenow, Heather Lavarney

-**Personnel/Negotiation**: Heather Lavarney (Chair), Emily Chase, Christine Lingenfelter

-**Athletics**: Timothy Davidson (Chair), Eric Heath, Christine Lingenfelter

-**Educational Planning**: Suzanne Hunter

-**Ad Hoc Onboarding & New Gym Dedication**: Christine Lingenfelter, Heather Lavarney, Suzanne Hunter, Christopher Clapper

7 yes 0 no Motion Carried

Delegates – Executive Committee of the Jefferson-Lewis School Boards Association

Motion by Davidson, seconded by Symenow, to appoint Eric Heath to serve as delegate, and Heather Lavarney to serve as alternate on the Executive Committee of the Jefferson-Lewis School Boards Association, and forward dues to the association for the 2023-2024 school year.

7 yes 0 no Motion Carried

St. Lawrence/Lewis BOCES Cooperative Purchasing

Motion by Chase, seconded by Lingenfelter, on the recommendation of the Superintendent, to approve participating in the St. Lawrence/Lewis BOCES Cooperative Purchasing Programs in accordance with the guidelines set forth in the “Cooperative Purchasing Agreement” for the 2023/2024 school year.

7 yes 0 no Motion Carried

Appoint Deputy Purchasing Agents

Board Committees – 2023/2024 School Year

Delegates – Executive Committee of the Jefferson-Lewis School Boards Association

St. Lawrence/Lewis BOCES Cooperative Purchasing

Appointments

Motion by Davidson, seconded by Symenow, on the recommendation of the Superintendent, to approve the following appointments:

<u>Name</u>	<u>Position</u>	<u>Annual Salary/Rate of Pay</u>	<u>Probationary or Tenure Track Appt.</u>	<u>Effective Date</u>
Roberto Elizondo	Secondary Math Teacher	\$65,000 annually for 23-24 school year	Tenure Track Appointment	July 25, 2023
Shoshanna Cohen	Instrumental Music Teacher	\$47,500 annually for 23-24 school year	Tenure Track Appointment	September 1, 2023
Lisa Tillman	Annual Receiving & Tagging Assets	\$25 per hour	1 Year Annual Reappointment	July 1, 2023

7 yes 0 no Motion Carried

Administrative Reports by Mr. Christopher Clapper, Superintendent

1. Climate Survey Review

Executive Session

Motion by Davidson, seconded by Heath, to go into executive session to discuss the employment history of a particular person.

7 yes 0 no Motion Carried

Time: 6:58 p.m.

Motion by Heath, seconded by Chase, to come out of executive session and reconvene into regular meeting.

Time: 8:26 p.m.

7 yes 0 no Motion Carried

Adjournment

Motion by Chase, seconded by Davidson, to adjourn. Meeting adjourned at 8:27 p.m.

7 yes 0 no Motion Carried

District Clerk

Appointments

Administrative Reports by
Mr. Christopher Clapper,
Superintendent

Adjournment