

**BOARD OF EDUCATION MEETING
CHESTER UNION FREE SCHOOL DISTRICT
ORGANIZATIONAL MEETING – 7:00 P.M.
JULY 7, 2021**

1. Call to Order – Board Clerk
2. Pledge of Allegiance
3. Oath of Office administered to newly elected Board Members
4. Oath of Office administered to the Superintendent
5. Election of Board of Education Officers:
 - a. President – Nomination and Election
 - b. Vice-President – Nomination and Election
6. Oath of Office to President and Vice-President by Board Clerk
Oath of Office to District Clerk by BOE President
7. Appointment of Officers:
 - a. Clerk of the Board - #2563 \$xxxx
 - b. District Treasurer - #2398 \$xxxx
 - c. Deputy Treasurer - No Stipend
 - d. Tax Collector - #3104 \$xxxx
 - e. Claims Auditor - #2178 \$xxxx
 - f. Oath of office to other officers present (Treasurer, Tax Collector, Claims Auditor and all alternates)
by Board Clerk
 - g. Alternate Clerk of the Board - _____ - No Stipend
8. Other Appointments:
 - a. School Physician - Dr. James Wapshare - \$2,500
 - b. School Attorney - Shaw, Perelson, May & Lambert \$25,000 retainer, hourly billed at \$220/hour
 - c. School Negotiating Attorney - Shaw, Perelson, May & Lambert
 - d. Treasurer of Extraclassroom Activity Accounts - #2572
 - e. Attendance Officers - #3241 (CA) and #3519 (CES)
 - f. Independent External Auditor - Nugent & Haeussler, PC
 - g. Records Access Officer – #3085 - \$2,119
 - h. Records Appeal Officer – #3177, Superintendent of Schools
 - i. Asbestos Designee – #3516, Director of Facilities
 - j. Purchasing Agent - #2398, Business Official
 - k. District Representative to the OU BOCES Health Plan - #2398
 - l. Health Insurance Portability and Accountability Act Security Officer – #3447
9. Designations:
 - a. Bank Depositories - for all money received by the Treasurer and the Tax Collector:

Key Bank of New York, N. A.
NYCLASS
TD Bank North, N. A.
J. P. Morgan Chase Bank
Wells Fargo
Sterling Bank
BOA (Bank of America)

- b. Official Bank Signatories: Treasurer - #2398, Business Official

Deputy Treasurer -

Regular Board meeting days – Second and fourth Wednesday of each month unless otherwise noted - All meetings shall begin at 6:00 p.m.

- c. Official Newspaper – Orange County Post

10. Authorizations:

- a. Certify payrolls – Superintendent of Schools
- b. The Superintendent of Schools approves all conference and workshop attendance for the 2021-2022 school year, not to exceed budgeted amounts. The Board of Education approves attendance at overnight conferences, conventions, etc.
- c. Petty cash funds of one hundred eighty dollars (\$180) to be administered by the Treasurer as follows:
 - \$50.00 for Central Administration - #2135
 - \$50.00 for Elementary School- #2423
 - \$50.00 for Secondary School – #2727
 - \$15.00 for Elementary School Lunch Fund – 3102
 - \$15.00 for Secondary School Lunch Fund – #xxxx
- d. Treasurer to pay the following when due: salaries of administrators, principals, teachers, clerical personnel, custodial personnel, Clerk of the Board, School District Tax Collector, aides, extra-pay positions, construction bonds and interest of same, utility bills, transportation and all other bills approved by the Claims Auditor and Business Official.
- e. The Superintendent of Schools is authorized to approve Budget Transfers up to the amount of ten thousand dollars (\$10,000) during the school year, which are to be reflected on the monthly appropriations schedule, and for the Board to receive copies of the transfers.
- f. In the event that the Purchasing Agent is absent for more than five (5) consecutive days, the Board shall appoint an alternate Purchasing Agent until such time that the Purchasing Agent returns.
- g. The Superintendent of Schools will apply for State and Federal Grants in Aid.

11. Official Undertakings (Bonds)

- a. District Treasurer -- \$3,000,000
- b. District Tax Collector -- \$3,000,000
- c. Claims Auditor -- \$3,000,000
- d. All personnel responsible for handling money within the Chester UFSD -- \$3,000,000

12. Other Items:

- a. Mileage reimbursement for private vehicle use on school business for Board members as well as all employees shall be in accordance with the Internal Revenue Service guidelines.

- b. The Board of Education will continue its membership in and affiliation with the New York State School Boards Association, the Orange County School Boards Association, and the Mid-Hudson School Study Council for research services.
- c. Appointment of delegate and alternate for the Orange County School Boards Association
Delegate -
Alternate Delegate –
- d. Appointment of delegate and alternate for the New York State School Boards Association
Delegate –
Alternate Delegate –
- e. Re-adoption of all Policies and Codes of Ethics in effect during the 2020-2021 school year.
- f. Board Spokesperson - Board President
- g. Information Access Officer – Superintendent of Schools
- h. Residency Designee – Superintendent of Schools
- i. Asbestos Designee - Director of Facilities II
- j. Pesticide Representative - Director of Facilities II
- k. Chemical Hygiene Officer (OSHA) - Director of Facilities II
- l. Data Administrator – Director of Technology & Data Management
- m. Data Protection Officer – Director of Technology & Data Management
- n. Title VII Officers – CES Principal and Director of Technology & Data Management
- o. Title IX Officer – CES Principal
- p. Title VI Officer – Director of Pupil Personnel
- q. Dignity of all Student Coordinators – CES Principal & CA Principal
- r. Homeless Liaison – Director of Pupil Personnel
- s. Designated Education Official – Director of Pupil Personnel
- t. ADA/Section 504 Coordinator – Director of Pupil Personnel
- u. Members of Committee on Special Education - see attached list
- v. Members of Subcommittee on Special Education -see attached list

- w. Members of Committee on Preschool Special Education - see attached list
- x. Impartial Hearing Officers - The District shall utilize the most recent rotational list of Impartial Hearing Officers for the District as established by the State Education Department, on a rotating Basis, for the purpose of conducting Impartial Hearings pursuant to Section 200.5 of the Regulations Of the Commissioner of Education, Appointment and compensation shall be in accordance with Board Policy.
- y. District Substance Abuse Prevention Coordinator – #3053

13. Routine Matters

- 13.1 Approve Board meeting minutes of June 16, 2021

14. Presentations

15 Roundtable Discussion

- 15.1 2021-2022 Board of Education Meeting Dates
- 15.2 Board Retreat July 17, 2021

16. Public Comment

17. Consent Agenda/Administrative Agenda

- 17.1 Approve Financial Reports (7-7-21G1)
- 17.2 Approve CSE & CPSE for the 2020-2021 and 2021-2022 School Year (7-7-21G2)
- 17.3 Authorize BOE President to sign retainer Agreement with Shaw, Perelson, May & Lambert, LLP (7-7-21G3)
- 17.4 Approve MOA between CUFSD and the Administrators Association (7-7-21G4)
- 17.5 Amend stipend for Summer School Principals (7-7-21C1)
- 17.6 Amend hours for Summer School Teachers (7-7-21C2)
- 17.7 Accept resignation from CES Special Education Teacher (7-7-21C3)
- 17.8 Approve appointment of CES Special Education Teachers (7-7-21C4)
- 17.9 Approve appointment of School Psychologist (7-7-21C5)
- 17.10 Approve Extra Curricular appointment (7-7-21U1)
- 17.11 Approve appointment of Chester Academy Cook (7-7-21U2)
- 17.12 Accept resignation of Summer Custodian (7-7-21U3)

18. Adjournment