

Peru Central School District  
17 School Street, Peru, NY 12972  
High School Community Room  
6:00 PM Reorganizational Board Meeting  
6:15 PM Regular Monthly Meeting  
Ms. Bonnie Berry, Presiding

ROLL CALL:

Ms. Sarah Graves - present  
Mr. Robert LaFountain – present  
Ms. Sarah Mitchell - present  
Ms. Linda Morgan -absent  
Mr. Steven Peters – absent  
Mr. Scott Thurber – present

**ALSO PRESENT:** Dr. Thomas Palmer, Superintendent of Schools, Randolph B. Sapp, School Business Administrator, administrators, faculty, staff, and the school attorney.

The **OATH OF OFFICE** was administered by the District Clerk to new Board Member **Mark Hamilton**.

**CALL TO ORDER:** At 6:05 p.m., it was moved by S. Mitchell, seconded by S. Graves to call the meeting to order.

Motion carried: 5-0

**PLEDGE OF ALLEGIANCE:** The Pledge was recited.

It was moved by S. Thurber, seconded by S. Mitchell to **APPOINT Sherri Provost** as **DISTRICT CLERK** for the 2021-2022 school year.

Motion carried: 5-0

It was moved by M. Hamilton, seconded by S. Graves to **APPOINT Dr. Thomas Palmer, Randolph B. Sapp,** and the **School Board President** and **Vice President** as Pro Tem District Clerk, as needed, for the 2021-2022 school year.

Motion carried: 5-0

**ELECTION OF OFFICERS—**District Clerk, CHAIRPERSON:

NOMINATIONS: The District Clerk called for nominations for President of the Board of Education for the 2021-2022 school year. It was moved by S. Mitchell, seconded by S. Thurber to nominate **Bonnie Berry**. Ms. Berry accepted the nomination/office.

Motion carried: 5-0

OATH OF OFFICE: The oath of office was administered by the District Clerk to the newly re-elected President, B. Berry, who then proceeded with the remainder of the meeting.

OATH OF OFFICE: The oath of office was administered by the newly-elected President to the District Clerk, S. Provost.

NOMINATIONS: B. Berry called for nominations for Vice President of the Board of Education for the 2021-2022 school year. It was moved by S. Thurber, seconded by M. Hamilton to nominate **Sarah Mitchell**. Ms. Mitchell accepted the nomination/office.

Motion carried: 5-0

OATH OF OFFICE: The oath of office was administered by the District Clerk to the newly re-elected Vice President, S. Mitchell.

RESOLUTION: It was moved by S. Thurber, seconded by S. Mitchell to adopt the following **RESOLUTION: BE IT RESOLVED**, that the Vice President be authorized to assume all responsibilities and perform all duties in the absence of the President.

Motion carried: 5-0

OATH OF OFFICE: The oath of office was administered by the District Clerk to the Superintendent of Schools, T. Palmer.

**CONSIDER APPROVAL OF THE AGENDA:** It was moved by S. Mitchell, seconded by S. Graves to approve the agenda as written. Motion carried: 5-0

It was moved by S. Mitchell, seconded by S. Thurber to approve a **School Attorney Agreement** for the 2021-2022 school year with Stafford, Owens, Piller, Murnane, Kelleher & Trombley, PLLC at a rate of \$205.00 per hour for attorney services and \$90.00 per hour for paralegal services. Motion carried: 5-0

It was moved by S. Graves, seconded by S. Mitchell to approve an **Engagement Agreement for Legal Services** for the 2021-2022 school year with Harris Beach, PLLC at a rate of \$235 per hour for attorneys and \$110 per hour for ancillary professional services. Motion carried: 5-0

It was moved by S. Thurber, seconded by S. Mitchell to appoint the following Officers for the 2021-2022 school year:

EMPLOYEE	POSITION	EMPLOYEE	POSITION
Kara Taylor	School District Treasurer	Donya Banker	Collector of Taxes
Krista Devins	Deputy School District Treasurer	Marilyn Brelia	Internal Claims Auditor
Susan Wagner	Temporary, Part-Time Deputy School District Treasurer (7/1/21 - 12/31/21 only)		

Motion carried: 5-0

It was moved by S. Graves, seconded by S. Thurber to appoint the following individuals for the 2021-2022 school year:

EMPLOYEE/ORGANIZATION	POSITION	EMPLOYEE/ORGANIZATION	POSITION
Stafford, Owens, Piller, Murnane, Kelleher & Trombley, PLLC	School Attorney	Matthew LeFevre	Asbestos (LEA) Designee
Kathryn Vincelette	Central Treasurer for Student Activities	Randolph B. Sapp	Purchasing Agent
Boulrice & Wood CPAs, PC	Independent Auditor	Matthew Berry	Chief Faculty Advisor (co-curricular)
Krista Devins	Records Access Officer (RAO)	Assistant Superintendent for Educational Services	Title IX Officer
Randolph B. Sapp	Records Access Appeal Officer	Dr. Thomas Palmer	Advocacy/Legislative Liaison with the New York State School Boards Association (NYSSBA)
Dr. Thomas Palmer	Records Access Alternate Appeal Officer	Shannon Rabideau	Americans w/Disabilities Act (ADA) Coordinator
Sherri Provost	Records Management Officer (RMO)	CVES Co-Ser 565	Medical/Student Health Services Provider
Sherri Provost	Fingerprint Coordinator	Matthew LeFevre	Pesticide Control Officer
Joha Battin	Faculty Auditor (co-curricular)	Carl Seyfarth, Jr.	Internal Auditor
Assistant Superintendent for Educational Services, Shannon Rabideau	Co-Categorical Grants Administrators	Assistant Superintendent for Educational Services	Civil Rights Data Collection (CRDC) Coordinator
Assistant Superintendent for Educational Services	ENL/ELL/ESL/ESOL Coordinator	Joha Battin	Homeless Liaison
Assistant Superintendent for Educational Services	Homeschooling Coordinator	Matthew LeFevre	Material Safety Data Sheet (MSDS) Coordinator
Shannon Rabideau	Medicaid Services Officer	Matthew Berry	Medicaid Compliance Officer

<b>Assistant Superintendent for Educational Services</b>	Migrant Education Coordinator	<b>Shannon Rabideau</b>	Health/Medical Administrator
<b>Matthew Berry</b>	High School DASA Coordinator	<b>Scott Storms</b>	Middle School DASA Coordinator
<b>Mary Sexton</b>	Elementary DASA Coordinator	<b>Krista Devins</b>	Workers' Compensation Coordinator
<b>Shannon Rabideau</b>	Student Accident Coordinator	<b>Assistant Superintendent for Educational Services</b>	Dignity for All Students Act (DASA) District Coordinator
<b>Assistant Superintendent for Educational Services, Shannon Rabideau</b>	Co-Chief Information Officers (CIO)/Student Data Warehousing Coordinators	<b>Nicholas Damiani</b>	Data Privacy Officer
<b>Randolph Sapp</b>	Pandemic Safety Compliance Officer (PSCO)	<b>Shannon Rabideau</b>	Alternate Pandemic Safety Compliance Officer (Alternate PSCO)
<b>Diana Bartholomew</b>	Athletic Coordinator, pending a MOA		

Motion carried:  
5-0

It was moved by S. Mitchell, seconded by M. Hamilton to adopt the following **RESOLUTION** regarding Clinton, Essex, Warren & Washington Counties, Board of Cooperative Education Services:

**BE IT RESOLVED** that the Board of Education appoints Dr. Thomas Palmer, Superintendent of Schools, as a member of the Clinton, Essex, Warren & Washington Counties Health Consortium Board of Directors & Trustee with Randolph B. Sapp, School Business Administrator, to the Executive Committee for this District during the 2021-2022 fiscal year.

Motion carried: 5-0

It was moved by S. Mitchell, seconded by S. Thurber to designate Official Financial Institutions as Depositories for Operating Funds using TD Bank, Greene County Commercial Bank, Glens Falls National Bank, New York Cooperative Liquid Assets Securities System (NYCLASS), and New York Liquid Asset Fund (NYLAF) .

Motion carried: 5-0

It was moved by S. Mitchell, seconded by S. Graves to designate Official Bank Depositories for Scholarship Funds using TD Bank.

Motion carried: 5-0

It was moved by S. Mitchell, seconded by S. Thurber to adopt the following **RESOLUTION** regarding Cooperative Purchasing:

**BE IT RESOLVED** that the Peru Central School District Board of Education agrees 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.

Motion carried:  
5-0

It was moved by S. Thurber, seconded by S. Graves to accept the 2021-2022 [POLICY STATEMENT](#) for Free and Reduced Price Meals or Free Milk Programs, including the Community Eligibility Provision (CEP).

Motion carried: 5-0

It was moved by S. Mitchell, seconded by M. Hamilton to accept the National School Lunch Program (NSLP) [Seamless Summer Option \(SSO\)](#), which allows the District to provide free breakfast and lunch to all students during the 2021-2022 school year, via a nationwide waiver during COVID-19 operations.

Motion carried: 5-0

It was moved by S. Thurber, seconded by S. Mitchell to adopt the following **RESOLUTION** regarding the Regulated Extraclassroom Activity Fund:

**BE IT RESOLVED** that the Board of Education of the Peru Central School District regulate the Extraclassroom Activity Fund, as established by the NYS Department of Education, for setting up accounting procedures that conform to the Regulations of the Commissioner of Education for the control of extraclassroom activity funds of this District during 2021-2022, as outlined in Finance Pamphlet #2, [The Safeguarding, Accounting, and Auditing of Extraclassroom Activity Funds](#) (Revised 2019).

Motion carried:  
5-0

It was moved by S. Graves, seconded by S. Mitchell to adopt the following **RESOLUTION** regarding Regular Monthly Board Meetings:  
**BE IT RESOLVED** that the regular monthly meetings of the Board of Education of the Peru Central School District for the 2021-2022 school year be held on the second Tuesday of each month, with the exception of July, which will be held on the first Tuesday, July 6, 2021.

Motion carried: 5-0

It was moved by S. Mitchell, seconded by S. Graves to designate the PRESS REPUBLICAN as the **Official Newspaper**.

Motion carried:  
5-0

It was moved by S. Graves, seconded by S. Mitchell to authorize the following designations:

DESIGNEE	TASK
Business Administrator	Certify payroll
Superintendent of Schools	Approve, if and as appropriate, conferences identified as consistent with district goals and priorities for continuous improvement
District Office	Establish Petty Cash Fund for \$100.00
Elementary buildings	Establish Petty Cash Fund for \$25.00
Jr/Sr High School	Establish Petty Cash Fund for \$25.00
School Lunch Fund	Establish Petty Cash Fund for \$100.00
Tax Collector	Establish Petty Cash Fund for \$100.00 during 2 month tax collection period
District Treasurer	Authority to sign checks
Deputy District Treasurer	Authority to sign checks in the absence of the district treasurer
Superintendent of Schools	Authorize budget transfers up to and including \$5,000
Superintendent of Schools	Authorize to exceed the \$5,000 budget transfer limitation when moving funds within a given secondary classification and description of expenditure (object code). For example, moving funds within Operation of Plant from the contractual object code of electricity to the contractual object code of telephone.
Business Administrator	Authorize loans to the special aid fund and capital fund, to meet requirements of Federal and State grants, on an as needed basis
Superintendent of Schools	Official representative of the Peru Central School District authorized to sign all applications and forms required for Federal and State Programs and Grants
Superintendent of Schools	Official Designee to approve and sign all applications for Corrected Tax Rolls. The BOE will be notified of action at the next scheduled meeting.
Superintendent of Schools	Authorize to approve capital project change orders up to and including \$25,000.
Board of Education Construction Committee	Authorize to approve capital project change orders up to and including \$50,000.

Motion carried: 5-0

It was moved by S. Thurber, seconded by S. Graves to approve Bonding of Personnel as follows:

PERSONNEL	AMOUNT
District Treasurer	(\$3,000,000.00)
Deputy District Treasurer	(\$3,000,000.00)
District Tax Collector	(\$3,000,000.00)
Employees: Faithful Performance Benefit Bond	(\$3,000,000.00)

Motion carried:  
5-0

**CONSENT AGENDA** – Other Items: It was moved by S. Mitchell, seconded by S. Graves to:

Approve 2021-2022 faculty/staff meal prices as follows:

Adult Breakfast	Adult Lunch	Milk
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A la carte + tax	4.60 (includes tax)	0.90 (includes tax)
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Establish mileage rate reimbursement to follow the IRS [mileage rate](#) for employees who use their own personal vehicles for official business. The current IRS mileage rate is 56 cents per mile.

Approve the school district’s 2021-2022 district credit card use plan, calling for continued use of one credit card account, with one plastic card maintained by the School Business Administrator, for use as delegated by the Superintendent of Schools.

Establish a rate of \$13.00 per hour for Election/Poll Inspector/Coordinator for the 2021-2022 school year.

Establish a rate of \$14.00 per hour for Temporary Records Inventory/Planning Clerk for the 2021-2022 school year.

Establish Substitute Rates for 2021-2022 as follows:

Position	Rate	Position	Rate
Teacher Aide	\$12.50/hr	Food Service Helper	\$12.50/hr
Typist	\$12.50/hr	Maintenance Worker	\$12.95/hr
Custodial Worker	\$12.50/hr	Automotive Mechanic	\$15.55/hr
School Monitor	\$12.50/hr	Permanent Building Substitute Teacher	\$120/day
School Bus Monitor	\$12.50/hr	Substitute Teaching Assistant	\$85/day
Substitute Licensed Practical Nurse (LPN)	\$105/day	Substitute Registered Nurse (RN)	\$125/day
Per Diem Substitute Teacher, Peru Retiree	\$120/day	Per Diem Substitute Teacher (Non-Certified with Bachelor’s Degree or equivalent in combined B.S./M.S.Ed. program)	\$100/day
Per Diem Substitute Teacher (Non-Certified with no degree or Associate’s Degree)	\$90/day	School Bus Driver (training/testing hourly rate)	\$15.97/hr
School Bus Driver (per run rate)	70% of appointed bus driver per run rate (based on 200 days)	Per Diem Substitute Teacher (Certified)	\$115/day
Cook Manager	\$14.21/hr		

Establish the following rates for 2021-2022 for particular services provided by the Buildings & Grounds, Food Service, and Transportation departments:

Program	Service	Rate	Program	Service	Rate
Food Service	Catering	\$31/hr	Food Service	Set-up/Delivery/Clean-up	\$25/event
Transportation	Non District-Related Transportation	\$35.25/hr, \$69.50/run, \$320.75 daily/overnight, \$3.06/mile	Transportation	District-Related Transportation	\$29.75/hr, \$271.50 daily/overnight, \$1.45/mile
Buildings & Grounds	Custodial	\$30/hr regular pay, \$45/hr time and one-half pay, \$65/hr holiday pay			

Motion carried: 5-0

**ADJOURN:** At 6:14 p.m., it was moved by S. Thurber, seconded by S. Mitchell to adjourn this reorganization meeting and proceed with the regular monthly meeting.

Motion carried: 5-0

Respectfully,

Sherri Provost  
District Clerk