

**MINUTES**  
**PUBLIC MEETING OF THE BOARD OF EDUCATION**  
**CROWN POINT CENTRAL SCHOOL DISTRICT**  
**REORGANIZATIONAL MEETING**  
**TUESDAY, JULY 11, 2023 - 7:00 PM**  
**SCHOOL DISTRICT AUDITORIUM**

**CALL TO ORDER**

Board President Mitch St. Pierre called this meeting to order at 7:02 P.M.

**PLEDGE OF ALLEGIANCE**

**BOARD MEMBERS PRESENT**

Michael St. Pierre, Board President  
Florence St. Pierre-Sears  
June Glebus  
Jodi Ingleston  
Terry Ross

**OTHERS PRESENT**

Tara S. Celotti, Superintendent  
Vicki Russell, District Treasurer  
Karla J. Vigliotti, District Clerk  
Brandy Harrington, Deputy District Treasurer  
Tieah Gunnison, C.S.E./C.P.S.E. Chairperson

**ELECTION OF TEMPORARY CHAIRPERSON**

**Motion** made by Mrs. Glebus, second by Mrs. Ingleston, that the Board of Education appoint Tara S. Celotti, Superintendent of Schools, as Temporary Chairperson. All in Favor – Motion Carried 5-0

**ROLL CALL OF BOARD MEMBERS** – Michael St. Pierre, Florence St. Pierre Sears, Terry Ross, June Glebus, and Jodie Ingleston, administered by Mrs. Celotti, Temporary Chairperson.

**APPOINTMENT OF DISTRICT CLERK**

**Motion** made by Mrs. Glebus, second by Mrs. Ingleston, that the Board of Education appoint Karla Vigliotti as School District Clerk for the 2023-2024 school year, effective July 1, at an annual salary of \$15,480. All in Favor – Motion Carried 5-0 Oath of Office administered by Mrs. Celotti, Temporary Chairperson.

**OATH OF OFFICE – NEW BOARD OF EDUCATION MEMBERS** – Florence St. Pierre-Sears and Terry Ross - Oath of office administered by the Mrs. Vigliotti, District Clerk.

**ELECTION OF OFFICERS**

**Board of Education President** - Mrs. St. Pierre-Sears nominated Michael St. Pierre for Board of Education President. Three times Tara S. Celotti, Temporary Chairperson asked for nominations from the Board of Education for President, no other nominees were presented.

**Motion** made by Mrs. St. Pierre-Sears, second by Mrs. Glebus, that the Board of Education elect Michael St. Pierre as President of the Board of Education for the 2023-2024 school year. All in Favor – Motion Carried 4-0-1. Oath of Office administered by Mrs. Vigliotti, District Clerk.

**Board of Education Vice President** - Mrs. Ingleston nominated Florence St. Pierre-Sears for Board of Education Vice President. Three times Tara S. Celotti, Temporary Chairperson asked for nominations from the Board of Education for Vice President, no other nominees were presented. **Motion** made by Mrs. Ingleston, second by Mr. Ross, that the Board of Education

elect Florence St. Pierre-Seats as Vice President of the Board of Education for the 2023-2024 school year. All in Favor – Motion Carried 4-0-1. Oath of Office administered by Mrs. Vigliotti, District Clerk.

**PERSONNEL APPOINTMENTS**

**School Treasurer - Motion** made by Mrs. Glebus, second by Mrs. Ingleston, that the Board of Education appoint Victoria Russell as School District Treasurer for the 2023-2024 school year at an annual salary of \$52,660, as presented. All in Favor – Motion Carried 5-0. Oath of Office administered by Mr. St. Pierre, School Board President.

**Deputy Treasurer - Motion** made by Mrs. St. Pierre-Sears, second by Mrs. Glebus, that the Board of Education appoint Brandy Harrington as School District Deputy Treasurer for the 2022-2023 school year at an annual salary of \$37,904, as presented. All in Favor – Motion Carried 5-0. Oath of Office administered by Mr. St. Pierre, School Board President.

**Claims Auditor - Motion** made by Mrs. St. Pierre-Sears, second by Mr. Ross that the Board of Education appoint Margaret Polhironakis as Claims Auditor for the 2023-2024 school year, effective July 1, 2023, at an annual stipend of \$4,000, as presented. All in Favor – Motion Carried 5-0.

**Deputy Claims Auditor - Motion** made by Mrs. St. Pierre-Sears, second by Mr. Ross, that the Board of Education appoint Karla Vigliotti as Deputy Claims Auditor for the 2023-2024 school year, effective July 1, 2023, at an annual stipend of \$1,000, as presented. All in Favor – Motion Carried 5-0.

**OTHER APPOINTMENTS**

**Motion** made by Mrs. St. Pierre-Sears, second by Mr. Ross, that the Board of Education appoint, for the 2023-2024 school year Local School Attorneys: Stafford, Owens, Murnane, Kelleher, Miller, Meyer & Zedick PLLC, Plattsburgh, \$225 per hour plus disbursements. All in favor – Motion Carried 5-0

**Motion** made by Mrs. St. Pierre-Sears, second by Mr. Ross, that the Board of Education appoint, for the 2023-2024 school year CSE/CPSE School Attorneys: Ferrara Fiorenza, P.C., \$230 per hour plus disbursements. All in favor – Motion Carried 5-0

**Motion** made by Mrs. St. Pierre-Sears, second by Mr. Ross, that the Board of Education appoint, for the 2023-2024 school year School Physician: Hudson Headwaters, \$6,460, per school year. All in favor – Motion Carried 5-0

**Motion** made by Mrs. St. Pierre-Sears, second by Mr. Ross, that the Board of Education appoint, for the 2023-2024 school year School Auditor: Telling & Hillman, PC, \$10,700 – school year 2023-2024. Plus, Federal Single Audit at \$4,000 for 2022-2023. All in favor – Motion Carried 5-0

**Motion** made by Mrs. St. Pierre-Sears, second by Mr. Ross, that the Board of Education appoint, for the 2023-2024 school year Tax Collector: Kama Ingleston, \$2,295 annually. All in favor – Motion Carried 5-0

**Motion** made by Mrs. St. Pierre-Sears, second by Mr. Ross, that the Board of Education appoint, for the 2023-2024 school year Deputy Tax Collector: Lori Cutting, \$1,000 annually. All in favor – Motion Carried 5-0

**Motion** made by Mrs. St. Pierre-Sears, second by Mr. Ross, that the Board of Education appoint, for the 2023-2024 school year Hazardous Materials Coordinator: Caleb Spaulding, \$500 annually. All in favor – Motion Carried 5-0

**Motion** made by Mrs. St. Pierre-Sears, second by Mr. Ross, that the Board of Education appoint, for the 2023-2024 school year Records Access Officer: Karla Vigliotti. All in favor – Motion Carried 5-0

**Motion** made by Mrs. St. Pierre-Sears, second by Mr. Ross, that the Board of Education appoint, for the 2023-2024 school year Records Management Officer: Karla Vigliotti, \$15.00/hour. All in favor – Motion Carried 5-0

**Motion** made by Mrs. St. Pierre-Sears, second by Mr. Ross, that the Board of Education appoint, for the 2023-2024 school year Census Taker: Jennifer Sours \$750 stipend plus mileage. All in favor – Motion Carried 5-0

**Motion** made by Mrs. St. Pierre-Sears, second by Mr. Ross, that the Board of Education appoint, for the 2023-2024 school year Attendance Officer: Kellie Bilow, \$2,000 per school year. All in favor – Motion Carried 5-0

**Motion** made by Mrs. St. Pierre-Sears, second by Mr. Ross, that the Board of Education appoint, for the 2023-2024 school year Superintendent of Schools as the: Title I Coordinator, Drug/Alcohol Testing Coordinator, Title IX Compliance Officer in conjunction with the School Nurse, Chief Information Officer (data), Dignity For All Students Act –DASA Coordinator, Home Education Coordinator, Drug/Alcohol Testing Coordinator Alternate, CSE/CPSE District Representative, and Data Protection Officer. All in favor – Motion Carried 5-0

**Motion** made by Mrs. St. Pierre-Sears, second by Mr. Ross, that the Board of Education appoint, for the 2023-2024 school year Treasurer as Assistant Grants Coordinator, (Title I/Special Education/Lunch), \$3,500 stipend annually. All in favor – Motion Carried 5-0

**Motion** made by Mrs. St. Pierre-Sears, second by Mr. Ross, that the Board of Education appoint, for the 2023-2024 school year Title IX Compliance Officers: School Nurse and the Superintendent of Schools. All in favor – Motion Carried 5-0

**Motion** made by Mrs. St. Pierre-Sears, second by Mr. Ross, that the Board of Education appoint, the list of 2023-2024 Impartial Hearing Officers for the Committee on Special Education, on a per diem basis, as per current SED website listing. All in Favor – Motion Carried 5-0

**Motion** made by Mrs. St. Pierre-Sears, second by Mr. Ross, that the Board of Education appoint, for the 2023-2024 school year Deputy Treasurer as Extra Class Account Treasurer CSE/CPSE Clerk - Brandy Harrington Recommended Action: Brandy Harrington, \$7,500 stipend. All in Favor – Motion Carried 5-0

**BONDING OF PERSONNEL**

**Motion** made by Mr. Ross, second by Mrs. Ingleston, that the Board of Education bond the Superintendent of Schools: \$500,000 per occurrence, for the 2023-2024 school year. All in Favor – Motion Carried 5-0

**Motion** made by Mr. Ross, second by Mr. Ingleston, that the Board of Education bond the Assistant Superintendent for Business: \$500,000 per occurrence for the 2023-2024 school year. All in Favor – Motion Carried 5-0

**Motion** made by Mr. Ross, second by Mrs. Ingleston, that the Board of Education bond the District Treasurer: \$500,000 per occurrence for the 2023-2024 school year. All in Favor – Motion Carried 5-0

**Motion** made by Mr. Ross, second by Mrs. Ingleston, that the Board of Education bond the Deputy District Treasurer: \$500,000 per occurrence for the 2023-2024 school year. All in Favor – Motion Carried 5-0

**Motion** made by Mr. Ross, second by Mrs. Ingleston, that the Board of Education bond the Tax Collector: \$500,000 per occurrence for the 2023-2024 school year. All in Favor – Motion Carried 5-0

**Motion** made by Mr. Ross, second by Mrs. Ingleston, that the Board of Education bond the Deputy Tax Collector: \$500,000 per occurrence for the 2023-2024 school year. All in Favor – Motion Carried 5-0

**Motion** made by Mr. Ross, second by Mrs. Ingleston, that the Board of Education bond the Claims Auditor: \$100,000 per occurrence for the 2023-2024 school year. All in Favor – Motion Carried 5-0

**Motion** made by Mr. Ross, second by Mrs. Ingleston, that the Board of Education bond the All-other school district employees: \$100,000 per occurrence for the 2023-2024 school year. All in Favor – Motion Carried 5-0

**DESIGNATIONS**

**Motion** made by Mrs. Glebus, second by Mrs. St. Pierre-Sears, that the Board of Education designate The Champlain National Bank as the District’s official depositories for the 2023-2024 School year, as presented. All in Favor – Motion Carried 5-0

**Motion** made by Mrs. Glebus, second by Mrs. St. Pierre-Sears, that the Board of Education designate The Sun Community News and Press-Republican as the District’s official newspapers, as presented. All in Favor – Motion Carried 5-0

**AUTHORIZATIONS**

**Motion** made by Mrs. Ingleston, second by Mr. Ross, that the Board of Education authorize the Assistant Superintendent for Business to certify payrolls and appoint her as School District Purchasing Agent. All in Favor – Motion Carried 5-0

**Motion** made by Mrs. Ingleston, second by Mr. Ross, that the Board of Education authorize expenses for the Superintendent of Schools and the Board of Education members who wish to attend state/county conferences/workshops during the school year. All in Favor – Motion Carried 5-0

**Motion** made by Mrs. Ingleston, second by Mr. Ross, that the Board of Education authorize the District Treasurer and/or Deputy Treasurer to open a Petty Cash fund in the amount of \$100.00. All in Favor – Motion Carried 5-0

**Motion** made by Mrs. Ingleston, second by Mr. Ross, that the Board of Education authorize the District Treasurer and/or Deputy Treasurer to pay monthly utility bills and bills associated with contracts. All in Favor – Motion Carried 5-0

**Motion** made by Mrs. Ingleston, second by Mr. Ross, that the Board of Education authorize signatures of the Assistant Superintendent for Business and/or the Treasurer/Deputy Treasurer on checks. All in Favor – Motion Carried 5-0

**Motion** made by Mrs. Ingleston, second by Mr. Ross, that the Board of Education the Assistant Superintendent of Business to approve budget transfers up to \$20,000 and report transfers to the Board of Education at the next regular meeting. All in Favor – Motion Carried 5-0

**OTHER ITEMS**

**Motion** made by Mrs. St. Pierre-Sears, second by Mr. Ross, that the Board of Education authorize the Superintendent and/or appropriate staff to apply for federal and state grants and/or funding in compliance with state and federal guidelines and regulations. All in Favor – Motion Carried 5-0

**Motion** made by Mrs. St. Pierre-Sears, second by Mr. Ross, that the Board of Education authorize the payment of the I.R.S. rate for travel. All in Favor – Motion Carried 5-0

**Motion** made by Mrs. St. Pierre-Sears, second by Mr. Ross, that the Board of Education authorize Essex County School Boards Association, Membership, Executive Committee Representative Mitch St. Pierre. All in Favor – Motion Carried 5-0

**Motion** made by Mr. Ross, second by Mrs. Ingleston, that the Board of Education authorize NYS School Boards Association, Membership, Appointment of Legislative Liaison Anita Johnson. All in Favor – Motion Carried 5-0

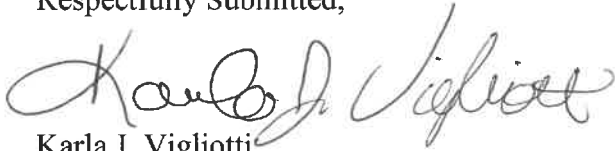
**Motion** made by Mrs. St. Pierre-Sears, second by Mr. Ross, that the Board of Education authorize the Budget Calendar for the 2023-2024 school year, as presented. All in Favor – Motion Carried 5-0

**Motion** made by Mrs. St. Pierre-Sears, second by Mr. Ross, that the Board of Education authorize the 2023-2024 Board of Education Committees, as presented. All in Favor - Motion Carried 5-0

**ADJOURNMENT**

**Motion** made by Mrs. Ingleston, second by Mrs. St. Pierre-Sears, that the Board of Education adjourn this meeting at 7:16 P.M. All in Favor - Motion Carried 5-0

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Karla J. Vigliotti".

Karla J. Vigliotti  
District Clerk