

**HADLEY-LUZERNE CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION ORGANIZATIONAL MEETING
JULY 11, 2017 STUART M. TOWNSEND ES, Media – 6:30 PM**

MINUTES

Meeting Place: Stuart M. Townsend Elementary School, ES Media
Members Present: Mr. Moulton, Mrs. Visscher, Mr. Novotarski, Mr. Hanlon, Mrs. Hoffman
Members Absent: None
Others in Attendance: Superintendent – Beecher Baker, JR/SR HS Principal – Burgess Ovitt, Elementary Principal, Patrick Cronin, School Business Administrator, Stephanie Steinhart and 3+ others.

CALL TO ORDER BY THE DISTRICT CLERK

The clerk called the meeting to order at 6:30 pm.

PLEDGE OF ALLEGIANCE

NOMINATION OF SUPERINTENDENT AS ACTING CHAIRMAN

Motion by Mr. Moulton

RESOLVED, that Beecher Baker be appointed Chairman of the Board of Education of the Hadley-Luzerne Central School District for the 2017-2018 school year.

Seconded by Mr. Hanlon

Yes: 5 No: 0 Abstain: 0

Motion Carried

CHAIRMAN:

NOMINATION-ELECTION FOR PRESIDENT OF THE BOARD OF EDUCATION FOR THE 2017-2018 SCHOOL YEAR

Motion by Mr. Novotarski

RESOLVED, that Eddie Joe Moulton be re-elected President of the Board of Education of the Hadley-Luzerne Central School District for the 2017-2018 school year.

Seconded by Mr. Hanlon

Yes: 5 No: 0 Abstain: 0

Motion Carried

Clerk administered the oath of office to board president, Eddie Joe Moulton.

NOMINATION-ELECTION OF VICE PRESIDENT OF THE BOARD OF EDUCATION FOR 2017-2018 SCHOOL YEAR

Motion by Mr. Novotarski

RESOLVED, that Mary Visscher be elected Vice President of the Board of Education of the Hadley-Luzerne Central School District for the 2017-2018 school year.

Seconded by Mrs. Hoffman

Yes: 5 No: 0 Abstain: 0

Motion Carried

Clerk administered oath of office to board vice president, Mary Visscher.

APPOINTMENTS

Motion by Mr. Hanlon

BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School District that the following persons be granted appointment to the position indicated below for the 2017-2018 school year.

DISTRICT TREASURER	Stephanie Steinhart	No additional stipend
DEPUTY TREASURER	Cynthia Woodcock	No additional stipend
DISTRICT CLERK	Regina York	\$4,500
TAX COLLECTOR	Darcey Hastings	Rolled into salary
DEPUTY TAX COLLECTOR	Stephanie Steinhart	No additional stipend
CLAIMS AUDITOR	Mariagnes DeMeo	\$25 per hour
CENTRAL TREASURER for Extra-classroom Fund	Darcey Hastings	\$2,000
ATTENDANCE OFFICER/ SCHOOL REGISTRAR	Ashley Osborne	No additional stipend

Seconded by Mrs. Hoffman

Yes: 5 No: 0 Abstain: 0

Motion Carried

BONDING OF TREASURER AND TAX COLLECTOR:

Motion by Mr. Hanlon

BE IT RESOLVED, that the present insurance policy carried by the district covers bonding for the H-L District Treasurer, Deputy Treasurer and the Tax Collector in the amount of \$1,000,000., in additional to standard \$100,000 per employee amount.

Seconded by Mrs. Visscher

Yes: 5 No: 0 Abstain: 0

Motion Carried

ISSUE OF RECEIPTS BY DISTRICT TREASURER:

Motion by Mrs. Visscher

BE IT RESOLVED, that the Treasurer of the H-L District be required to issue receipts for all monies received by her for the district from all sources; these receipts to be of an approved form and in duplicate; the original copy to be delivered to the person from whom payment is received, the second copy to be retained in the files of the District Treasurer.

Seconded by Mr. Hanlon

Yes: 5 No: 0 Abstain: 0

Motion Carried

METHOD OF REPORTING BY TREASURER:

Motion by Mrs. Visscher

BE IT RESOLVED, that the H-L District Treasurer shall be required to make reports to the Board of Education each month showing the balance in her hands at the close of the month and
BE IT FURTHER RESOLVED, that at the close of the school year the books be properly audited.

Seconded by Mrs. Hoffman

Yes: 5 No: 0 Abstain: 0

Motion Carried

DESIGNATE DEPOSITORY FOR DISTRICT FUNDS:

Motion by Mrs. Hoffman

BE IT RESOLVED, that the Luzerne Branch of the Glens Falls National Bank and Trust Company be, and they are hereby designated, the official depository of funds of the Hadley-Luzerne Central School District No. 1 for the 2017-2018 school year.

Seconded by Mr. Novotarski

Yes: 5 No: 0 Abstain: 0

Motion Carried

ISSUE OF VOUCHERS:

Motion by Mr. Novotarski

BE IT RESOLVED, that the Board of Education shall adopt and use an approved form of voucher checks for the payment of all monies expended, which shall require the signature or facsimile signature of the District Treasurer or Deputy Treasurer in the absence of the Treasurer to make them valid and

BE IT FURTHER RESOLVED, that the District Clerk be and hereby is directed to notify the Luzerne Branch of the Glens Falls National Bank and Trust Company, the regular designated depository of the Hadley-Luzerne Central School District, to honor only such checks that the signature of the following officer with the proper title for the 2017-2018 school year:

STEPHANIE STEINHART, DISTRICT TREASURER

CYNTHIA WOODCOCK, DEPUTY TREASURER

Seconded by Mr. Hanlon

Yes: 5 No: 0 Abstain: 0

Motion Carried

CERTIFY PAYROLLS/ISSUE PAYROLL CHECKS:

Motion by Mrs. Visscher

BE IT RESOLVED, that for the 2017-2018 school year a single check to be used for all payrolls, requiring only the signature of the District Treasurer or Deputy Treasurer in the absence of the Treasurer and

BE IT FURTHER RESOLVED, that the District Treasurer or Deputy Treasurer in the absence of the Treasurer be authorized to issue a check from the General Fund, Federal Fund, and the School Lunch Fund or other District Fund as applicable to cover all payrolls as they fall due which are properly certified by the Superintendent.

Seconded by Mrs. Hoffman

Yes: 5 No: 0 Abstain: 0

Motion Carried

SET ALLOWABLE MEAL REIMBURSEMENT:

Motion by Mrs. Hoffman

BE IT RESOLVED, that the allowable meal reimbursement will be set at a maximum of \$30 per meal, reimbursable after submission of a claim voucher to the District Treasurer. Amounts in

excess of \$30 must be substantiated by documentation and attached detailed receipts and subject to the discretion of the Superintendent and Business Official.

Seconded by Mrs. Visscher

Yes: 5 No: 0 Abstain: 0

Motion Carried

SET MILEAGE RATE:

Motion by Mr. Hanlon

BE IT RESOLVED, that the 2017-2018 mileage reimbursement rate for staff and Board members for use of their personal vehicles on official business shall be the rate set by the Federal Internal Revenue Service.

Seconded by Mr. Novotarski

Yes: 5 No: 0 Abstain: 0

Motion Carried

SET APPROVED TUITION RATE FOR 2017-2018:

Motion by Mrs. Visscher

BE IT RESOLVED, that the 2017-2018 tuition rate will be based upon the calculation derived from the New York State Non-Resident Tuition Worksheet.

Seconded by Mr. Hanlon

Yes: 5 No: 0 Abstain: 0

Motion Carried

APPOINT PURCHASING AGENT:

Motion by Mrs. Visscher

BE IT RESOLVED, that the Hadley-Luzerne Central School District appoint Stephanie Steinhart, as the Purchasing Agent for the 2017-2018 school year.

Seconded by Mr. Novotarski

Yes: 5 No: 0 Abstain: 0

Motion Carried

APPOINT SUPERINTENDENT TO AUTHORIZE ATTENDANCE AT CONFERENCES:

Motion by Mrs. Hoffman

BE IT RESOLVED, that the Hadley-Luzerne Central School District appoint Superintendent Beecher Baker Sr. to authorize attendance at all conferences, conventions, workshops, with expenses and the like for the 2017-2018 school year.

Seconded by Mr. Hanlon

Yes: 5 No: 0 Abstain: 0

Motion Carried

APPOINT RECORDS MANAGEMENT OFFICER:

Motion by Mrs. Visscher

BE IT RESOLVED, that the Hadley-Luzerne Central School District appoint Stephanie Steinhart as Records Management Officer for the 2017-2018 school year with no additional stipend.
Seconded by Mr. Hanlon

Yes: 5 No: 0 Abstain: 0

Motion Carried

APPOINT RECORDS ACCESS (FOIL) OFFICER:

Motion by Mrs. Hoffman

BE IT RESOLVED, that the Hadley-Luzerne Central School District appoint Regina York as Records Access Officer for the 2017-2018 school year with no additional stipend.

Seconded by Mr. Hanlon

Yes: 5 No: 0 Abstain: 0

Motion Carried

APPOINT RECORDS APPEAL OFFICER:

Motion by Mrs. Hoffman

BE IT RESOLVED, that the District appoint Superintendent, Beecher Baker Sr., as Records Appeal Officer for the 2017-2018 school year with no additional stipend.

Seconded by Mr. Novotarski

Yes: 5 No: 0 Abstain: 0

Motion Carried

APPOINT COMPLIANCE OFFICER AND DASA COORDINATORS:

Motion by Mrs. Visscher

RESOLVED, The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide an environment that is free of harassment and intimidation as required by federal and state law.

WHEREAS, the said board appoints the District Wide Title IX/Section 504/ADA Compliance Officer, Stephanie Steinhart (SMTES 696-2378) who will report to the Building Principals and Superintendent of Schools. Address: PO Box 200, Lake Luzerne, NY 12846 for the 2017-2018 school year.

WHEREAS, the said board appoints the District Wide DASA Coordinator, Counselor-Laura Swertinski (Jr. HS 696-2112) and Building level DASA Coordinators, Principal – Burgess Ovitt(HS 696-2112 and Principal - Patrick Cronin (ES 696-2378) for the 2017-2018 school year.

Seconded by Mrs. Hoffman

Yes: 5 No: 0 Abstain: 0

Motion Carried

APPOINT BUILDING/DISTRICT WIDE SAFETY TEAM MEMBERS**

Motion by Mrs. Hoffman

BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School District to appoint the following members to the 2017-2018 Building and **District Safety Committees:

SMT Elementary School
Teacher, Julia Bradley
Teacher, Timothy Brown
Speech Pathologist, Jean Szachacz
Parent, Lauren Wittenberg

Junior-Senior High School
** Athletic Director, Gary Wilson
** Warren County Sherriff, Kevin Wheaton
** Teacher, Joseph Winters
** Parent, Community Member, Lonnie Willett
Student, TBD
Guidance Counselor, Ashley Osborne

** District Wide
Superintendent of Schools, Beecher Baker Sr.
Supt. of Buildings and Grounds, Claude Wright
Principals: Burgess Ovitt, Patrick Cronin
BOCES Safety Officer: Carol Bohuslavsky

Seconded by Mr. Novotarski

Yes: 5 No: 0 Abstain: 0

Motion Carried

SET DATE/TIME AND PLACE FOR MEETINGS OF THE BOARD OF EDUCATION:

Motion by Mr. Novotarski

BE IT RESOLVED, that the Board approves regular meetings be generally held on the third Monday of the month at 6:30 pm, unless they conflict with holidays or school vacations and BE IT FURTHER RESOLVED, the Board approves the attached board meeting schedule for the 2017-2018 school year inclusive of one public hearing and one vote as follows:

Monday, May 7, 2018 for the Public Hearing on the proposed budget

Tuesday, May 15, 2018 for the Annual Budget Vote and Election.

Seconded by Mrs. Hoffman

Yes: 5 No: 0 Abstain: 0

Motion Carried

COMMITTEE APPOINTMENTS:

Athletic; Mary Visscher and Joseph Hanlon
Negotiations; Mary Visscher and Eddie Joe Moulton
Finance/Audit; Susan Hoffman
Policy/Programs; Mary Visscher
Scholarship; Joseph Hanlon
Technology; Susan Hoffman
Facilities/Buildings and Grounds; Gregory Novotarski and Eddie Joe Moulton
Committee on Special Education; Whole Board

All agreed to the above committee assignments.

ANNUAL REVIEW OF SPECIFIC POLICIES AS REQUIRED BY EDUCATION AND GENERAL MUNICIPAL LAWS;

Motion by Mr. Hanlon

Code of Conduct on School Property #3410

Investments #5220
Purchasing #5410
Student Attendance #7110
Student Records: Access & Challenge #7240
Code of Conduct #7310

Seconded by Mr. Novotarski

Yes: 5 No: 0 Abstain: 0

Motion Carried

APPOINT SCHOOL PHYSICIAN:

Motion by Mrs. Hoffman

BE IT RESOLVED, that the District appoint Glens Falls Hospital as the provider of the School Physician for 2017-2018 and set the salary at \$11,800 and directs the Superintendent to sign and implement the agreement.

Seconded by Mr. Hanlon

Yes: 5 No: 0 Abstain: 0

Motion Carried

INDEPENDENT AUDITOR

Motion by Mrs. Visscher

BE IT RESOLVED, that the District appoints Jenkins, Beecher & Bethel, LLP as External Auditor extending their services for the 2017-2018 school year for the amount of \$12,975.00 effective through June 30, 2018.

Seconded by Mr. Novotarski

Yes: 5 No: 0 Abstain: 0

Motion Carried

INVESTMENT RESOLUTION:

Motion by Mrs. Visscher

BE IT RESOLVED, that the District Treasurer or Deputy Treasurer be authorized, to transfer monies from the General Fund for the purpose of investing surplus monies when they are available, pursuant to the guidelines of the State Comptrollers Office and review and approval of the Superintendent of Schools. The monies may be invested in a financial institution, other than Glens Falls National Bank, should the interest rate be more favorable.

Seconded by Mr. Hanlon

Yes: 5 No: 0 Abstain: 0

Motion Carried

BOND ISSUE INTEREST PAYMENT RESOLUTION:

Motion by Mrs. Hoffman

BE IT RESOLVED, that the District Treasurer and the District Deputy Treasurer be authorized to issue checks in the payment for all bond issues as they fall due during the 2017-2018 school year.

Seconded by Mr. Novotarski

Yes: 5 No: 0 Abstain: 0

Motion Carried

ESTABLISH PETTY CASH FUNDS:

Motion by Mr. Novotarski

BE IT RESOLVED that the total petty cash fund for the District will be set at two hundred seventy five dollars (\$275);

BE IT FURTHER RESOLVED that the petty cash fund amounts will be designated, dispersed as follows:

K-6 Principal responsible for - Fifty Dollars (\$50), 7-12 Principal responsible for – One Hundred Dollars (\$100), Food Service Department responsible for - Fifty Dollars (\$50), Central Office Treasurer responsible for - Fifty Dollars (\$50) and the Transportation Department will be designated and be responsible for Twenty-Five Dollars (\$25).

Seconded by Mrs. Hoffman

Yes: 5 No: 0 Abstain: 0

Motion Carried

DESIGNATION OF OFFICIAL NEWSPAPER:

Motion by Mrs. Visscher

BE IT RESOLVED, the Board Designates The Post Star as the official school newspaper for the 2017-2018 school year.

Seconded by Mrs. Hoffman

Yes: 5 No: 0 Abstain: 0

Motion Carried

APPOINT HOME-SCHOOL LIAISON

Motion by Mr. Hanlon

BE IT RESOLVED, the Board appoints Merrill Durham, as Home School Liaison for the 2017-2018 school year.

Seconded by Mr. Novotarski

Yes: 5 No: 0 Abstain: 0

Motion Carried

APPOINTMENT OF SCHOOL ATTORNEY:

Motion by Mrs. Visscher

BE IT RESOLVED, to appoint Girvin & Ferlazzo, P.C., 20 Corporate Woods Blvd., Albany, New York as School Attorney for the 2017-2018 school year.

BE IT FURTHER RESOLVED that the June 16, 2017 fee agreement letter and legal counsel agreement for the 2017-2018 school year be approved for the \$12,000 retainer fee (*no increase*), effective July 1, 2017 and directs the Superintendent to sign the legal counsel agreement.

Seconded by Mrs. Hoffman

Yes: 5 No: 0 Abstain: 0

Motion Carried

PUBLIC LIBRARY FUNDING:

Motion by Mr. Hanlon

BE IT RESOLVED, by said board to approve payment to Stony Creek Library for the amount approved by voters on May 15, 2012 - \$6,500 annually.

Seconded by Mrs. Hoffman followed by a brief discussion/explanation.

Yes: 5 No: 0 Abstain: 0

Motion Carried

PROCEED TO REGULAR BOARD MEETING MINUTES