

**HADLEY-LUZERNE CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION REORGANIZATIONAL MEETING AGENDA  
JULY 11, 2011 STUART M. TOWNSEND MS, Media Center – 6:30 PM**

**AGENDA**

- 1. CALL TO ORDER BY THE DISTRICT CLERK**
- 2. PLEDGE OF ALLEGIANCE**
- 3. OATH OF OFFICE ADMINISTERED TO KARL OTHMER**
- 4. NOMINATION OF ACTING CHAIRPERSON**
- 5. NOMINATION-ELECTION FOR PRESIDENT OF THE BOARD OF EDUCATION FOR THE 2011-2012 SCHOOL YEAR**
- 6. OATH OF OFFICE ADMINISTERED TO BOARD PRESIDENT**
- 7. NOMINATION-ELECTION OF VICE PRESIDENT OF THE BOARD OF EDUCATION FOR 2011-2012 SCHOOL YEAR**
- 8. OATH OF OFFICE ADMINISTERED TO BOARD VICE PRESIDENT**

**9. APPOINTMENTS**

BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School District that the following persons be granted appointment to the positions indicated below for the 2011-2012 school year.

<b>DISTRICT TREASURER</b>	<b>Kathleen DuBois</b>	<b>No additional stipend</b>
<b>DEPUTY TREASURER</b>	<b>Cynthia Woodcock</b>	<b>No additional Stipend</b>
<b>DISTRICT CLERK</b>	<b>Regina York</b>	<b>\$2,500</b>
<b>TAX COLLECTOR</b>	<b>Darcey Hastings</b>	<b>Hourly</b>
<b>CLAIMS AUDITOR</b>	<b>Mariagnes DeMeo</b>	<b>\$25 per hour</b>
<b>EXTRACLASSROOM FUND - TREASURER</b>	<b>Antoinette Lombardi</b>	<b>Hourly</b>

**10. BONDING OF TREASURER AND TAX COLLECTOR:**

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

**11. ISSUE OF RECEIPTS BY DISTRICT TREASURER:**

BE IT RESOLVED, that the Treasurer of the 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.

**12. METHOD OF REPORTING BY TREASURER:**

BE IT RESOLVED, that the 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.

**13. DESIGNATE DEPOSITORY FOR DISTRICT FUNDS:**

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 2011-2012 school year.

**14. ISSUE OF VOUCHERS:**

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 2011-2012 school year:

**KATHLEEN DUBOIS, DISTRICT TREASURER**  
**CYNTHIA WOODCOCK, DEPUTY TREASURER**

**15. ISSUE OF PAYROLL CHECKS:**

BE IT RESOLVED, that for the 2011-2012 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.

**16. SET ALLOWABLE MEAL REIMBURSEMENT:**

BE IT RESOLVED, that the allowable meal reimbursement will be set at a maximum of \$20 per day, reimbursable after submission of a claim voucher to the District Treasurer. Amounts in excess of \$20 must be substantiated by documentation and attached detailed receipts and subject to the discretion of the Superintendent and Business Manager.

**17. SET MILEAGE RATE:**

BE IT RESOLVED, that the 2011-2012 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 (currently .55).

**18. SET APPROVED TUITION RATE FOR 2011-2012:**

BE IT RESOLVED, that the 2011-2012 tuition rate will be based upon the calculation derived from the New York State Non-Resident Tuition Worksheet.

**19. APPOINT PURCHASING AGENT:**

BE IT RESOLVED, that the District appoints Kathleen DuBois, as the Purchasing Agent for the 2011-2012 school year.

**20. APPOINT INTERIM SUPERINTENDENT TO AUTHORIZE ATTENDANCE AT CONFERENCES:**

BE IT RESOLVED, that the District appoint Interim Superintendent William F. Scott to authorize attendance at conferences, conventions, workshops, and the like for the 2011-2012 school year.

**21. APPOINT RECORDS MANAGEMENT OFFICER:**

BE IT RESOLVED, that the District appoint Kathleen DuBois as Records Management Officer for the 2011-2012 school year with no additional stipend.

**22. APPOINT RECORDS ACCESS OFFICER:**

BE IT RESOLVED, that the District appoint Regina York as Records Access Officer for the 2011-2012 school year with no additional stipend.

**23. APPOINT RECORDS APPEAL OFFICER:**

BE IT RESOLVED, that the District appoint Superintendent, William F. Scott, as Records Appeal Officer for the 2011-2012 school year with no additional stipend.

**24. SET DATE/TIME AND PLACE FOR REGULAR MEETINGS OF THE BOARD OF EDUCATION:**

BE IT RESOLVED, that the Board approves regular meetings be 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 Board Meeting Schedule for the 2011-2012 school year.

**25. COMMITTEE APPOINTMENTS:**

Audit;  
Technology;  
Policy;  
Negotiations;  
Scholarship;

**26. APPOINT SCHOOL PHYSICIAN:**

BE IT RESOLVED, that the District appoint Glens Falls Hospital as the provider of the School Physician for 2011-2012 and set the salary at \$11,800 and directs the Superintendent to sign and implement the agreement.

**27. INVESTMENT RESOLUTION:**

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.

**28. BOND ISSUE INTEREST PAYMENT RESOLUTION:**

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 2011-2012 school year.

**29. ESTABLISH PETTY CASH FUNDS:**

BE IT RESOLVED that the total petty cash fund for the District will be set at two hundred seventy five dollars (\$375);

BE IT FURTHER RESOLVED that the petty cash fund will be dispersed to the Curriculum Coordinator/Grant Writer, 3-8 Principal, 9-12 Principal, Food Service Department and Central Office Treasurer who will be designated and be responsible for Fifty Dollars (\$50) each and the Transportation Department will be designated and be responsible for Twenty-Five Dollars (\$25).

A petty cash fund in the amount of One Hundred Dollars (\$100) will be controlled and maintained by the District Treasurer, for interscholastic athletic ticket sales.

**30. DESIGNATION OF OFFICIAL NEWSPAPER:**

BE IT RESOLVED, the Board Designates The Post Star as the official school newspaper for the 2011-2012 school year.

**31. APPOINTMENT OF SCHOOL ATTORNEY:**

BE IT RESOLVED, to appoint Girvin & Ferlazzo, P.C., 20 Corporate Woods Blvd., Albany, New York, at \$1,000.00 per month, effective July 1, 2011.

**32. MOTION TO START REGULAR BOARD MEETING**



# HADLEY-LUZERNE CENTRAL SCHOOL DISTRICT

**DRAFT**

## 2011-12 BOARD OF EDUCATION MEETING DATES

DATE	MEETING TYPE	LOCATION/TIME
JULY 11	REORGANIZATIONAL MEETING	SMTMS MEDIA CENTER/6:30 PM
JULY 11	REGULAR MEETING	SMTMS MEDIA CENTER/After reorg.
AUGUST 15	REGULAR MEETING	SMTMS MEDIA CENTER/6:30 PM
SEPTEMBER 12	PUBLIC HEARING FOR CAPITAL PROJECT/REGULAR MEETING	SMTMS LGI/6:30 PM
SEPTEMBER 20 (TUES.)	CAPITAL PROJECT PUBLIC VOTE	SMTMS LGI/12-8 PM
OCTOBER 3	COMMITTEE MEETING	SMTMS LGI/6:30 PM
OCTOBER 17	REGULAR MEETING	
NOVEMBER 21	REGULAR MEETING	SMTMS LGI/6:30 PM
DECEMBER 5	BUDGET WORKSHOP	SMTMS LGI/6:30 PM
DECEMBER 19	REGULAR MEETING	SMTMS LGI/6:30 PM
JANUARY 9	COMMITTEE MEETING	SMTMS LGI/6:30 PM
JANUARY 23 (4TH MON)	BUDGET WORKSHOP/REGULAR MEETING	SMTMS LGI/6:30 PM
FEBRUARY 6	BUDGET WORKSHOP	SMTMS LGI/6:30 PM
FEBRUARY 27 (4TH MON)	REGULAR MEETING	SMTMS LGI/6:30 PM
MARCH 12	BUDGET WORKSHOP	SMTMS LGI/6:30 PM
MARCH 19	REGULAR MEETING/Budget Workshop	SMTMS LGI/6:30 PM
APRIL 2	COMMITTEE MEETING	SMTMS LGI/6:30 PM
APRIL 16	REGULAR MEETING /BOCES VOTE	SMTMS LGI/6:30 PM
MAY 7(1ST MON)	BUDGET PUBLIC HEARING/REGULAR MEETING	SMTMS LGI/6:30 PM
MAY 15(3RD TUES)	ANNUAL BUDGET VOTE	SMTMS LGI/12-8 PM
JUNE 18	REGULAR MEETING	SMTMS LGI/6:30 PM

HADLEY-LUZERNE CENTRAL SCHOOL  
BOARD OF EDUCATION  
ADOPTED:

PO BOX 200  
27 Hyland Drive  
Lake Luzerne, NY 12846

Phone: 518-696-2378 X108  
Fax: 518-696-5884  
E-mail: scottw@hlcs.org  
yorkr@hlcs.org

**HADLEY-LUZERNE CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION REGULAR MEETING**

**July 11, 2011**

**STUART M. TOWNSEND MS Media Center, following Reorganizational Meeting**

**AGENDA**

**1. AGENDA ADDITIONS/DELETIONS**

**2. CORRESPONDENCE**

- Jill Bovee-Cheney

**3. STUDENT COMMENTS**

*The Hadley-Luzerne Board of Education welcomes district students and other interested persons to its meeting. It is our goal to work together to create an environment of high expectations, high performance and constant improvement, yielding excellent results. Student involvement at board meetings is encouraged so that the board can better understand and represent the views of its constituents. Please be aware that by law individual student information or particular personnel issues cannot be discussed at public sessions of the board. Please reserve comments or questions for the designated time on the agenda. When recognized by the Board President, please state your name. Statements are restricted to a maximum of two minutes and speakers will be notified by the Board President when their time has expired. The board and the district staff take student comment very seriously and careful notes of questions and concerns expressed will be taken. However, the board generally does not respond while the meeting is in public session. The board asks the public's cooperation in maintaining a safe and respectful decorum and the Board President does reserve the right to limit individual comments if it is deemed necessary. Thank you*

**4. OLD BUSINESS (ACTION)**

**A. CDB Connections Agreement**

Resolution #1

As Recommended by the Interim Superintendent - BE IT RESOLVED, that the Board of Education of the Hadley-Luzerne Central School District hereby approves the agreement with CDB Connections for the purpose of providing special education and/or related services to certain district students at a rate outlined in the agreement and authorizes the Board President to sign the agreement.

**B. Board Meeting Minutes Resolution #2**

Approve the June 20, 2011 Regular Board Meeting Minutes.

**5. NEW BUSINESS(ACTION)**

**A. CAPITAL PROJECT LEGAL AD APPROVAL**

Resolution #3

BE IT RESOLVED, the Board of Education of the Hadley-Luzerne Central School District gives approval to run the legal ad for the capital project vote after school attorney authorization.

**B. New Policy #5420 – Contracts for Instruction (Tabled from June 20, 2011)**

Resolution #4

BE IT RESOLVED, the Board of Education of the Hadley-Luzerne Central School District acknowledges the Second reading of Policy #5420 – Contracts for Instruction and approves as a new policy effective 7/11/2011.

**C. Discussion on Policy #1511 – Agenda**

**6. APPOINTMENTS(ACTION)**

**A. Extra Curricular/Summer School**

Resolution #5

As Recommended by the Interim Superintendent - BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School District that the following persons be granted appointment to the positions indicated below for the 2011-2012 school year as per the Postings and HLTA contract, pending all clearances/certifications.

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Kristal Allen	Modified Volleyball Coach	\$1,700 E1/1 yr
Sara Kana	HS Summer School Teacher	\$22.00 per hour
Justin Culligan	HS Summer School Teacher	\$22.00 per hour

**B. CSEA**

Resolution #6

As Recommended by the Interim Superintendent - BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School District that the following person be granted appointment to the position below as per the current agreement between the District and the CSEA.

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Kyle Dunn	Summer Cleaner	\$7.40 per hour	6/27/2011

**C. Recommendation by the Interim Superintendent that there be a Motion to enter into Executive Session regarding a matter leading to appointment.**

**D. Committee on Special Education Office Coordinator– Jean Chrabaszcz (Tabled from June 20, 2011)**

Resolution #7

As Recommended by Superintendent Sussman - BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School District that Jean Chrabaszcz be granted appointment to the position of Committee on Special Education Office Coordinator effective July 1, 2011.

BE IT FURTHER RESOLVED, the Board hereby approves the Terms and Conditions for Ms. Chrabaszcz for an annual salary of \$40,800.

**E. School Business Manager Agreement– Kathleen DuBois**

Resolution #8

As Recommended by the Interim Superintendent - BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne School District that the said Board approves the Agreement between the District and School Business Manager, Kathleen DuBois with a 0% increase in salary effective July 1, 2011 through June 30, 2012.

**7. MOA BETWEEN THE DISTRICT AND HL ADMINISTRATORS' ASSOCIATION (ACTION)**

Resolution #9

The Hadley Luzerne Central School District ("District") and the Hadley Luzerne Administrators' Association, ("Association") hereby enter into this Memorandum of Agreement in complete and final settlement of all issues proposed and negotiated for a July 1, 2011 to June 30, 2012 successor collective bargaining agreement to the July 1, 2007 to June 30, 2010 agreement, and the extension for the 2010-11 school year. The terms of this Memorandum of Agreement shall not become effective unless and until they are approved and ratified by the Board of Education of- the District ("Board") and ratified by the members of the Association. All provisions of the July

1, 2007- June 30, 2010 collective bargaining agreement and 2010-11 extension between the parties shall be continued unless specifically modified by this Memorandum of Agreement.

8. **RESIGNATION** (ACTION)

Cindy Chisholm

Resolution #10

The Board of Education accepts the resignation of Cynthia Chisholm from the position of Teacher Aide, effective June 10, 2011.

9. **CSE RECOMMENDATIONS** (ACTION)

Resolution #11

As Recommended by the Interim Superintendent - BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne School District, that the said Board approve the placement of students as recommended by the District Committee on Special Education, effective July 11, 2011.

10. **PUBLIC COMMENTS\***

*The Hadley-Luzerne Board of Education welcomes district residents, parents and other interested persons to its meeting. It is our goals to work together to create an environment of high expectations, high performance and constant improvement, yielding excellent results. Community involvement at board meetings is encouraged so that the board can better understand and represent the views of its constituents. Please be aware that by law individual student information or particular personnel issues cannot be discussed at public sessions of the board. Please reserve comments or questions for the designated time on the agenda. When recognized by the Board President, please state your name and town of residence. Statements are restricted to a maximum of two minutes and speakers will be notified by the Board President when their time has expired. The board and the district staff take public comment very seriously and careful notes of questions and concerns expressed will be taken. However, the board generally does not respond while the meeting is in public session. The board asks the public's cooperation in maintaining a safe and respectful decorum and the Board President does reserve the right to limit individual comments if it is deemed necessary. Thank you.*

11. **ADMINISTRATIVE/BOARD COMMENTS**

12. **ADJOURNMENT**