

**HADLEY-LUZERNE CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION ORGANIZATIONAL MEETING
JULY 12, 2018 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, Mrs. Hoffman, Mrs. Braico
Members Absent: None
Others in Attendance: Superintendent–Beecher Baker, JR/SR HS Principal–Burgess
Ovitt, Elementary Principal–Jonathan Baker, Director of Special
Education–Jennifer Sanford, School Business Administrator–
Gregory Dale and 6+ 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 is appointed Chairman of the Board of Education of the Hadley-Luzerne Central School District for the 2018-2019 school year.

Seconded by Mr. Novotarski

Yes: 5 No: 0 Abstain: 0

Motion Carried

Clerk administered oath of office to new BOE member, Lia Braico

NOMINATION-ELECTION FOR PRESIDENT OF THE BOARD OF EDUCATION FOR THE 2018-2019 SCHOOL YEAR

Motion by Mr. Novotarski

RESOLVED, that Eddie Joe Moulton, nominated by Gregory Novotarski, be elected President of the Board of Education of the Hadley-Luzerne Central School District for the 2018-2019 school year.

Seconded by Mrs. Hoffman

Yes: 5 No: 0 Abstain: 0

Motion Carried

Clerk Administered oath of office to board President, Eddie Joe Moulton

NOMINATION-ELECTION OF VICE PRESIDENT OF THE BOARD OF EDUCATION FOR 2018-2019 SCHOOL YEAR

Motion by Mr. Novotarski

RESOLVED, that Mary Visscher, nominated by Gregory Novotarski, be elected Vice President of the Board of Education of the Hadley-Luzerne Central School District for the 2018-2019 school year.

Seconded by Mrs. Hoffman

Yes: 5 No: 0 Abstain: 0

Motion Carried

Clerk Administered oath of office to new term board member and Vice President, Mary Visscher

APPOINTMENTS

Motion by Mrs. Visscher

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 2018-2019 school year.

DISTRICT TREASURER	Kathryn Bailey-Brewer
DEPUTY TREASURER	T. Gregory Dale
DISTRICT CLERK	Regina York
TAX COLLECTOR	Darcey Hastings
DEPUTY TAX COLLECTOR	T. Gregory Dale
CLAIMS AUDITOR	Mariagnes DeMeo
CENTRAL TREASURER for Extra-classroom Fund	Darcey Hastings
ATTENDANCE OFFICER/ SCHOOL REGISTRAR	Ashley Osborne

Seconded by Mr. Moulton

Yes: 5 No: 0 Abstain: 0

Motion Carried

BONDING OF TREASURER AND TAX COLLECTOR:

Motion by Mrs. Hoffman

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 Mr. Novotarski

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. Novotarski

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 Mr. Moulton

Yes: 5 No: 0 Abstain: 0

Motion Carried

DESIGNATE DEPOSITORY FOR DISTRICT FUNDS:

Motion by Mr. Moulton

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 2018-2019 school year.

Seconded by Mrs. Hoffman

Yes: 5 No: 0 Abstain: 0

Motion Carried

ISSUE OF VOUCHERS:

Motion by Mrs. Visscher

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 2018-2019 school year:

Kathryn Bailey-Brewer, DISTRICT TREASURER

T. Gregory Dale, DEPUTY TREASURER

Seconded by Mrs. Hoffman

Yes: 5 No: 0 Abstain: 0

Motion Carried

CERTIFY PAYROLLS/ISSUE PAYROLL CHECKS:

Motion by Mrs. Hoffman

BE IT RESOLVED, that for the 2018-2019 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 Mr. Moulton

Yes: 5 No: 0 Abstain: 0

Motion Carried

SET ALLOWABLE MEAL REIMBURSEMENT:

Motion by Mr. Moulton

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 Mr. Novotarski

Yes: 5 No: 0 Abstain: 0

Motion Carried

SET MILEAGE RATE:

Motion by Mr. Moulton

BE IT RESOLVED, that the 2018-2019 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 2018-2019:

Motion by Mrs. Visscher

BE IT RESOLVED, that the 2018-2019 tuition rate will be based upon the calculation derived from the New York State Non-Resident Tuition Worksheet.

Seconded by Mrs. Hoffman

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 T. Gregory Dale, as the Purchasing Agent for the 2018-2019 school year.

Seconded by Mr. Moulton

Yes: 5 No: 0 Abstain: 0

Motion Carried

APPOINT SUPERINTENDENT TO AUTHORIZE ATTENDANCE AT CONFERENCES:

Motion by Mr. Moulton

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 2018-2019 school year.

Seconded by Mr. Novotarski

Yes: 5 No: 0 Abstain: 0

Motion Carried

APPOINT RECORDS MANAGEMENT OFFICER:

Motion by Mrs. Hoffman

BE IT RESOLVED, that the Hadley-Luzerne Central School District appoint T. Gregory Dale as Records Management Officer for the 2018-2019 school year with no additional stipend.

Seconded by Mr. Novotarski

Yes: 5 No: 0 Abstain: 0

Motion Carried

APPOINT RECORDS ACCESS (FOIL) OFFICER:

Motion by Mrs. Visscher

BE IT RESOLVED, that the Hadley-Luzerne Central School District appoint Regina York as Records Access Officer for the 2018-2019 school year with no additional stipend.

Seconded by Mr. Moulton

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 2018-2019 school year with no additional stipend.

Seconded by Mr. Moulton

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, T. Gregory Dale (SMTES 696-2378) Address: 27 Hyland Drive, Lake Luzerne, NY 12846 for the 2018-2019 school year. Student reports of harassment shall be forwarded to the District Wide DASA Coordinator and Building level DASA Coordinators:

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 – Jonathan Baker (ES 696-2378) for the 2018-2019 school year.

Seconded by Mrs. Hoffman

Yes: 5 No: 0 Abstain: 0

Motion Carried

APPOINT BUILDING/DISTRICT WIDE SAFETY TEAM MEMBERS**

Motion by Mr. Novotarski

BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School District to appoint the following members to the 2018-2019 Building and ****District Safety Committees:**

SMT Elementary School

- Teacher, Julia Bradley
- Teacher, Timothy Brown
- Parent, Lauren Wittenberg
- **Warren County Sherriff, SRO, Christopher Eggleston**

Junior-Senior High School

- ** Athletic Director, Gary Wilson**
- ** Warren County Sherriff, SRO, Mortimer Keane**
- ** Teacher, Joseph Winters**
- ** Parent, Community Member, Lonnie Willett and Kevin Wheaton**
- Student, Mikayla Anderson
- Guidance Counselor, Ashley Osborne

**** District Wide**

- Superintendent of Schools, Beecher Baker Sr.
- School Business Administrator Gregory Dale
- Director of Facilities, Brian Gereau
- Principals: Burgess Ovitt and Jonathan Baker
- BOCES Safety Officer: Carol Bohuslavsky
- Community Member: Colin Hagadorn

Seconded by Mr. Moulton

Yes: 5 No: 0 Abstain: 0

Motion Carried

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

Motion by Mrs. Hoffman

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 2018-2019 school year inclusive of one public hearing and one vote as follows:

Monday, May 13, 2019 for the Public Hearing on the proposed budget

Tuesday, May 21, 2019 for the Annual Budget Vote and Election.

Seconded by Mr. Moulton

Yes: 5 No: 0 Abstain: 0

Motion Carried

COMMITTEE APPOINTMENTS:

Motion by Mrs. Hoffman

1. Athletic; Mary Visscher and Eddie Joe Moulton
2. Negotiations; Mary Visscher and Eddie Joe Moulton
3. Finance/Audit; Susan Hoffman and Lia Braico
4. Policy/Programs; Susan Hoffman and Mary Visscher
5. Scholarship; Susan Hoffman
6. Technology; Lia Braico
7. Facilities and Grounds; Gregory Novotarski and Eddie Joe Moulton
8. Committee on Special Education; **Whole Board**

Seconded by Mr. Novotarski after discussions the committees were set.

Yes: 5 No: 0 Abstain: 0

Motion Carried

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

Motion by Mrs. Hoffman

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. Moulton

Yes: 5 No: 0 Abstain: 0

Motion Carried

APPOINT SCHOOL PHYSICIAN:

Motion by Mrs. Visscher

BE IT RESOLVED, that the District appoint Glens Falls Hospital as the provider of the School Physician for 2018-2019 and set the salary at \$11,800 and directs the Superintendent to sign and implement the agreement.

Seconded by Mr. Moulton followed by discussions.

No members voted and the resolution will be addressed at a later date.
Motion dies.

INDEPENDENT AUDITOR

Motion by Mrs. Visscher

BE IT RESOLVED, that the District appoint Jenkins, Beecher & Bethel, LLP as External Auditor extending their services for the 2018-2019 school year for the amount of \$13,225.00 and directs the Superintendent to sign and implement the agreement.

Seconded by Mr. Moulton

Yes: 5 No: 0 Abstain: 0

Motion Carried

INVESTMENT RESOLUTION:

Motion by Mr. Novotarski

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. Moulton

Yes: 5 No: 0 Abstain: 0

Motion Carried

BOND ISSUE INTEREST PAYMENT RESOLUTION:

Motion by Mrs. Visscher

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 2018-2019 school year.

Seconded by Mrs. Hoffman

Yes: 5 No: 0 Abstain: 0

Motion Carried

ESTABLISH PETTY CASH FUNDS:

Motion by Mr. Moulton

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. Visscher

Yes: 5 No: 0 Abstain: 0

Motion Carried

DESIGNATION OF OFFICIAL NEWSPAPER:

Motion by Mrs. Hoffman

BE IT RESOLVED, the Board Designates The Post Star as the official school newspaper for the

2018-2019 school year.

Seconded by Mr. Moulton

Yes: 5 No: 0 Abstain: 0

Motion Carried

APPOINT HOME-SCHOOL LIAISON

Motion by Mr. Novotarski

BE IT RESOLVED, the Board appoints Merrill Durham, as Home School Liaison for the 2018-2019 school year.

Seconded by Mrs. Hoffman

Yes: 5 No: 0 Abstain: 0

Motion Carried

APPOINT ASBESTOS (LEA) DESIGNEE AND DESIGNATED PERSON (DP): AHERA

Motion by Mr. Novotarski

BE IT RESOLVED, the Board appoints Brian Gereau, as Asbestos (LEA) Designee: AHERA of the District and Asbestos (LEA) Designated Person (DP): AHERA for the school year 2018-2019.

Seconded by Mrs. Braico

Yes: 5 No: 0 Abstain: 0

Motion Carried

APPOINT FINANCIAL ADVISORS:

Motion by Mrs. Hoffman

BE IT RESOLVED, the Board appoints Fiscal Advisors & Marketing, Inc. be appointed Financial Advisors for the school year 2018-2019.

Seconded by Mr. Moulton

Yes: 5 No: 0 Abstain: 0

Motion Carried

APPOINT BOND COUNSEL:

Motion by Mr. Moulton

BE IT RESOLVED, the Board appoints Barclay & Damon, LLP, 80 State Street, Albany, N.Y. 12207, be appointed Bond Counsel for the school year 2018-2019.

Seconded by Mrs. Braico

Yes: 5 No: 0 Abstain: 0

Motion Carried

APPOINTMENT OF SCHOOL ATTORNEY:

Motion by Mrs. Hoffman

BE IT RESOLVED, to appoint BARTLETT, PONTIFF, STEWART & RHODES, P.C., located at 1 Washington Street, Glens Falls, New York, as HL School Attorney for the 2018-2019 school year.
BE IT FURTHER RESOLVED, the June 25, 2018 fee agreement letter and legal counsel agreement for the 2018-2019 school year be approved, effective July 1, 2018.

Seconded by Mrs. Braico followed by a brief discussion.

Yes: 5 No: 0 Abstain: 0

Motion Carried

PUBLIC LIBRARY FUNDING:

Motion by Mr. Novotarski

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

Yes: 5 No: 0 Abstain: 0

Motion Carried

PROCEEDED TO REGULAR BOARD MEETING

Respectfully Submitted by Regina York, District Clerk

**HADLEY- LUZERNE CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION REGULAR MEETING
Thursday July 12, 2018
STUART M. TOWNSEND ES LGI
6:30 pm
27 Hyland Drive Lake Luzerne, NY**

MINUTES

Continued from organizational meeting

CORRESPONDENCE

The correspondence from Julia Moulton was acknowledged.

PRESENTATIONS/DISCUSSIONS/ADMINISTRATIVE COMMENTS

PUBLIC HEARING- Alices Harris Land Preserve

A presentation was given by Mr. Jim Mosher, Mr. Bennett along with Mr. Steve Ovitt of Wilderness & Property Management Inc. and Mr. Wayne LaMothe, Warren County Planner/Director. The history of the Harris family was presented on how the preserve was formed. Alice Harris believed in the power of education. She established the Alice Harris Scholarship Fund, but also wanted much to be learned from the 112 acres near Pot Ash Mountain, which will be utilized by the Hadley-Luzerne Central School District for forest based education. There is a curriculum being developed for the use of the land under the direction of Mr. Tim Brown. There will be a nature trail developed as part of the preserve for nature walks. The preserve will be part of the Warren County First Wilderness Heritage Corridor.

Attached is the information shared titled "A History of the Harris Land Preserve." In addition, a PowerPoint was presented by Mr. Steve Ovitt. The plan will be to build the nature trail and horse trail in September of 2018. Mr. Bennet shared a photo of Pot Ash Mountain; he pointed where the land is in reference to the mountain and shared the history of the Jessup and Harris families.

These gentlemen have been working on the establishment and planning of this preserve for two years. Their efforts and passion were very apparent during the presentation. The board members and administrators were very grateful for the details and information they shared.

No public comments

OLD BUSINESS

Board Meeting Minutes

Motion by Mrs. Hoffman

Resolution #1

Approve the June 20, 2018 regular board meeting minutes with corrected typos.

Seconded by Mrs. Visscher

Yes: 5 No: 0 Abstain: 0

Motion Carried

NEW BUSINESS

Obsolete Books

Motion by Mrs. Visscher to approve resolutions #2 and 3.

Resolution #2

As recommended by the Superintendent, that the Hadley-Luzerne Board of Education declare the attached list of books as obsolete and authorize district administration to properly dispose of the items in the most economic means possible.

Resolution #3

As recommended by the Superintendent, that the Hadley-Luzerne Board of Education declare Van #142 and Buses #137 and #140 as surplus and authorize district administration to properly dispose of the items in the most economic means possible.

Seconded by Mrs. Braico

Yes: 5 No: 0 Abstain: 0

Motion Carried

PERSONNEL

RESIGNATION/RETIREMENTS

Resignation

Motion by Mrs. Visscher

Resolution #4

BE IT RESOLVED, that the Board of Education of the Hadley Luzerne CSD hereby accepts with appreciation the resignation from Elementary Teacher, Mrs. Julia Moulton, effective July 31, 2018.

Seconded by Mr. Novotarski

Yes: 5 No: 0 Abstain: 0

Motion Carried

Retirement

Motion by Mr. Novotarski

Resolution #5

BE IT RESOLVED, that the Board of Education of the Hadley Luzerne CSD hereby accepts with appreciation the resignation for the purpose of retirement from Teaching Assistant, Mrs. Barbara Bormann, effective October 16, 2018. Barbara has worked 28 years in the District.

Seconded by Mrs. Braico

Yes: 5 No: 0 Abstain: 0

Motion Carried

HLTA EXTRA-CURRICULAR & COACHING APPOINTMENTS

Motion by Mrs. Hoffman

Resolution #6

As recommended by the 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 positions below pending all certifications and clearances, as per the HLTA agreement; Such appointments and the employment of the following individual are subject to termination upon written notice from the board of education. Be It Further resolved, Mrs. Lent's previous appointment on 6/20 as Modified Girls Soccer is amended:

Name	Position	Effective	Stipend/Wage
Nicole	McFarlane	Summer Curriculum Hours	2018-2019 \$30 per hour
Nicole	McFarlane	Teacher Leader	2018-2019 \$2500 yr.
Joseph	Winters	Summer Curriculum Hours AP Bio	2018-2019 \$30 per hour
Sue	Thompson	Summer Curriculum Hours	2018-2019 \$30 per hour
Jean	Szachacz	Summer Curriculum Hours/CSE Eval.	2018-2019 \$30 per hour
Earlyne	Payne	Summer Curriculum Hours	2018-2019 \$30 per hour
Elizabeth (BJ)	Lent	Varsity Girls Soccer	2018-2019 \$3932 Step B2/3 yrs.
Donavan	Santisteban	Modified Football	2018-2019 \$2268 Step E1/1yr.
Donavan	Santisteban	Modified Wrestling	2018-2019 \$2918 Step D1/1yr.

Seconded by Mrs. Braico

Yes: 5 No: 0 Abstain: 0

Motion Carried

SCHEDULE OF BILLS

Motion by Mrs. Hoffman

Resolution #7

As recommended by the superintendent for the board of education to accept warrants #56 (\$1,302,513.43),

#57 (\$366,942.04)

Seconded by Mrs. Braico

Yes: 5

No: 0

Abstain: 0

Motion Carried

TREASURER'S REPORT

Motion by Mr. Novotarski

Resolution #8

As recommended by the superintendent, for the board of education to accept the May 2018 Treasurer's Report.

Seconded by Mrs. Hoffman

Yes: 5

No: 0

Abstain: 0

Motion Carried

STUDENT /PUBLIC COMMENTS

None

ADMINISTRATIVE COMMENTS FOR THE GOOD OF THE ORDER

The board and administration welcomed Lia Braico and Jon Baker.

ADJOURNMENT

Motion by Mrs. Visscher to adjourn the meeting at 7:30 pm.

Seconded by Mrs. Hoffman

Yes: 5

No: 0

Abstain: 0

Motion Carried

Respectfully Submitted by Regina York, District Clerk

