

**HADLEY- LUZERNE CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION REGULAR MEETING  
August 12, 2024  
STUART M. TOWNSEND ES MEDIA 6:30 pm**

**MINUTES**

**1. CALL TO ORDER - Present: Mr. Moulton, Mr. Novotarski Mr. Weiss Absent: Mr. Hunt, Mrs. Graham**

**2. PLEDGE OF ALLEGIANCE**

**3. CORRESPONDENCE**

**4. PUBLIC HEARING**

**High School Code of Conduct Revisions**

The High School Code of Conduct has been updated to reflect several key additions and modifications due to change in legislation in regards to students' rights and responsibilities within the school environment.

New requirements articulate the addition of:

- Inclusion of purpose and rationale for the need of a separate High School Code of Conduct to be more specific than a student Handbook
- Inclusion of language in regards to the SAVE (Safe Schools Against Violence Act)
- Inclusion of language in regards to DASA (Dignity for All students Act)
- Inclusion of language in regards to disciplining students with disabilities

Changes and modification to student Handbook to include:

- Modification of essential partners within the school and community
- Addition of definitions to clarify meaning of specific terms
- Addition and modification of Student Bill of Rights
- Addition of methods for reporting violations of code of conduct
- Modification of unacceptable behavior and expansion of the system for reporting and procedure for referrals
- Addition of specific Code of Conduct violations and consequences to include a system of progressive discipline.

**5. ADMINISTRATIVE COMMENTS- Mr. Hamm briefed the board on the reformatting of the High School Code of Conduct that was done due to a state requirement to review it. He said it is now more user friendly.**

Mr. Ovitt said there had not been any committee meetings recently. He said that they would like to move forward with a merger with Corinth for girls modified soccer since we have 9 girls and Corinth has 5.

Brian Gereau said he had the figures regarding the Queen Anne. He also said that he and Gary Wilson spoke and they would like to put a little money in to the fields at the Elementary.

**6. OLD BUSINESS (ACTION) (PA)**

**A. Board Meeting Minutes**

Resolution #23

As recommended by the Superintendent to approve the July 8, 2024 Organizational & Regular Meeting minutes.

Motion by Mr. Novotarski    Seconded by Mr. Weiss

Yes: 3 No: 0 Abstain:0

**B. Adirondack Area School Boards Association**

Resolution #24

As recommended by the Superintendent - BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School District hereby approves the 2024-2025 membership between the District and the Adirondack Area School Boards Association in the amount of \$400.

Motion by Mr. Weiss Seconded by Mr. Novotarski

Yes: 3 No: 0 Abstain:0

**C. District Wide Safety Plan**

Resolution #25

BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School District hereby approves the Updated District Wide Safety Plan.

A motion was made by Mr. Novotarski to enter in to Executive Session at 6.35pm to review the District-Wide and Building Level Safety Plans. Mr. Weiss seconded the motion. Motion was carried.

A motion was made by Mr. Novotarski to return to public session at 6:43pm. Mr. Weiss seconded the motion. Motion was carried.

Motion by Mr. Weiss Seconded by Mr. Novotarski

Yes: 3 No: 0 Abstain:0

**D. Adirondack Education Associates Agreement**

Resolution #26

As recommended by the Superintendent - BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School District hereby approves the agreement between the District and Adirondack Education Associates – Lorraine Thompson, up to 10 days during the 2024-2025 school year as per the terms outlined in the agreement.

Motion by Mr. Novotarski Seconded by Mr. Weiss

Yes: 3 No: 0 Abstain:0

**E. Building Level Emergency Response Plans**

Resolution #27

BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School District hereby approves the 2024-2025 Building Level Emergency Response Plans for the Stuart M. Townsend Elementary School and the Hadley-Luzerne Jr/Sr. High School.

Motion by Mr. Weiss Seconded by Mr. Novotarski

Yes: 3 No: 0 Abstain:0

**F. Four Winds Tutorial Agreement**

Resolution #28

As recommended by the Superintendent - BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School District hereby approves the agreement between the District

and Four Winds for tutorial services as per the terms outlined in the agreement for the 2024-25 school year.

Motion by Mr. Novotarski    Seconded by Mr. Weiss

Yes: 3    No: 0    Abstain:0

7. **NEW BUSINESS** (ACTION) (PA)

A. **2024-2025 School Year-Tax Warrant Approval**  
Resolution #29

**2024-25 School Year – Tax Warrant**

WHEREAS: Chapter 73 of the Laws of 1977, amended Section 1318, subdivision 1 of the Real Property Tax Law; and WHEREAS: the unencumbered, unreserved fund balance at the close of the last fiscal year must be applied in determining the amount of school tax levy except for an amount not to exceed 4% of the current school year budget of \$24,202,479 and WHEREAS: this latter amount may be held as surplus funds during the current school year; now therefore BE IT RESOLVED: that Hadley-Luzerne Central School District Board of Education retain as surplus funds \$968,099 from the estimated restricted and unrestricted fund balance of \$6,123,000, thereby applying \$1,300,000 to the reduction of the levy,

To the Collector of Hadley-Luzerne Central School District, Towns of Day, Edinburg, Hadley, Lake Luzerne, Stony Creek, Warrensburg, Counties of Warren and Saratoga, New York State.

YOU ARE HEREBY COMMANDED:

1. To give notice and start tax collection on September 3, 2024. (In accordance with the provisions of Section 1322 of the Real Property Tax Law)
2. To give notice that tax collections will end on November 1st, 2024.
3. To collect taxes in the total sum of **\$11,865,512.00 (\$11,656,012 + \$19,500 Stony Creek Free Library + \$190,000 Rockwell Falls Public Library)** in the same manner that Collectors are authorized to collect town and county taxes in accordance with the provisions of Section 1318 of the Real Property Tax Law.
4. To make no changes or alterations in the tax warrant or the attached tax rolls but shall return the same to the board of education. The board may recall its warrant and tax roll for correction of errors or omissions in accordance with the provisions of Section 1316 of the Real Property Tax Law.
5. To forward by mail to each owner or real property listed on the tax rolls within ten days after the start of collection a statement of taxes due on his property on numbered tax bill forms provided by the school district in accordance with the provisions of Section 922 of the Real Property Tax Law. To forward by mail without interest penalties, to the office of the County Treasurer on the school tax rolls in accordance with provisions of Section 540 and 544 of the Real Property Tax Law.
6. To receive from each of the taxable corporations and natural persons the sums listed on the attached tax roll without interest penalties when such sums are paid on or before October 2nd, 2024, to add two percent (2%) penalties to all taxes collected from October 3rd, 2024, to November 1st, 2024, and to account for such sum's income due the school district.
7. To issue numbered receipts on forms provided by the school district in acknowledgment of receipt payments of taxes and to retain, preserve and file copies of all such receipts issued as required by Section 986 of the Real Property Tax Law.
8. To promptly return this warrant at its expiration and if any taxes on the attached tax rolls shall be unpaid at that time, deliver an accounting thereof on forms showing by town the total assessed valuation, tax rate, the total tax levy, the total amounts collected and the total amounts remaining uncollected as required by Section 1330 of the Real Property Tax Law.

**This Warrant is issued pursuant to Section 910, 912, and 914 of the Real Property Tax Law and is delivered in accordance with Sections 1306 and 1318 of the law. It is effective immediately after it is properly signed by a majority of the members of the board of education. This warrant shall expire on the date stated above unless a renewal or extension has been endorsed on the face of this warrant in writing in accordance with Section 318, subdivision 2 of the Real Property Tax Law.**

Motion by Mr. Novotarski    Seconded by Mr. Weiss

Yes: 3    No: 0    Abstain:0

**B. Repair Reserve Fund Usage**

Resolution #30

A public hearing having been held for the purpose of transferring funds in an amount not to exceed \$60,000, from the Repair Reserve Fund to the General Fund. Said funds are to be used for repairs to address safety in Elementary parking lot for replacement of catch basin and asphalt, now, therefore, it is Resolved, upon the recommendation of the Superintendent, that \$60,000 be moved from the Repair Reserve Fund to the General Fund for purpose of funding repairs.

Motion by Mr. Weiss    Seconded by Mr. Novotarski

Yes: 3    No: 0    Abstain:0

**C. Health-Safety-Risk Management Goods and Services Cooperative Bid**

Resolution #31

BE IT RESOLVED that the Board of Education of the Hadley-Luzerne Central School District authorizes Capital Region BOCES to represent it in all matters leading up and including the entering into a contract for the purchase of goods and services related to Health-Safety-Risk Management for the 2024-25 school years.

Motion by Mr. Novotarski    Seconded by Mr. Weiss

Yes: 3    No: 0    Abstain:0

**D. MuniPay Electronic Billing and Collection of School Taxes**

Resolution #32

WHEREAS, General Municipal Law 5-b authorizes public school districts to adopt a resolution authorizing electronic billing and collection of taxes via the internet as one method of tax collection; and,

WHEREAS, the Board of Education of the Hadley-Luzerne Central School District ("School District") deems it in the interest of the public to permit electronic billing and collection of school tax payments by use of credit/debit cards as one permissible way to receive school tax payments while still permitting existing payment by mail and in-person by appt & drop box options (i.e. cash, check, or money order); and,

WHEREAS, Nationwide Payment Solutions, LLC (operating as "MuniPay") is a third-party vendor which provides for online collection of school tax payments via credit/debit card.

IT IS THEREFORE RESOLVED THAT, upon the recommendation of the Superintendent of Schools:

1. Pursuant to General Municipal Law Section 5-b, the School District hereby authorizes the payment of school taxes by ACH and/or credit/debit card payment, including any fees, penalties, or other charges related to the payment of school taxes ("tax payments").
2. Any vendor selected by the School District to accept or process internet and/or credit card payment shall comply with any rules or guidance provided by New York State Law or the New York State Office of the Comptroller governing such actions. At a minimum, this requires the vendor to (a) authenticate the identity of the sender; and (b) ensure the security of the information transmitted. In addition, the vendor is directed to provide a confirmation page to the taxpayer following the completion of the internet transaction. The confirmation page shall include, at least, the following:

- (a) the date the internet transaction was completed and sent by the taxpayer;
- (b) the amount paid;
- (c) a unique confirmation number; and
- (d) a notice advising the taxpayer to print out and retain the confirmation page as his/her receipt.

3. Payments via the internet shall be considered received by the Tax Collector or Treasurer and paid by the taxpayer, subject to receipt of funds in full, at the time the internet transaction is completed by the taxpayer. Any convenience fee or other charge by a vendor to a taxpayer who is exercising the option of internet payment by ACH and/or credit/debit card shall be borne by the taxpayer and made clear to the taxpayer at the time of the transaction.

4. The Board designates the Tax Collector or Treasurer is hereby authorized to accept such tax payments via the internet.

5. This resolution shall be effective commencing with collection of the School Taxes for the 2024-2025 school year and continue thereafter

6. The Board of Education hereby approves a contract with MuniPay for the online collection of school taxes via ACH and/or credit/debit card beginning with the 2024-2025 school year and authorizes the President of the Board to execute said contract on behalf of the School District.

Motion by Mr. Weiss    Seconded by Mr. Novotarski

Yes: 3    No: 0    Abstain:0

8. **PERSONNEL** (ACTION) (PA)

A. **RESIGNATIONS**

Resolution #33

Randi Maxam

BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School District to accept the resignation of Randi Maxam Teacher Aide, effective July 28, 2024.

Resolution #34

Yvonne Sutton

BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School District to accept the resignation of Yvonne Sutton, School Monitor, effective July 1, 2024.

Motion by Mr. Novotarski    Seconded by Mr. Weiss

Yes: 3    No: 0    Abstain:0

Resolution #35

Frank Dymond

BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School District to accept the resignation of Frank Dymond, Physical Education Teacher, effective August 31, 2024.

Motion by Mr. Novotarski    Seconded by Mr. Weiss

Yes: 3    No: 0    Abstain:0

Resolution #36

Drew Cornell

BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School District to accept the resignation of Drew Cornell, effective July 31, 2024.

Motion by Mr. Novotarski    Seconded by Mr. Weiss

Yes: 3    No: 0    Abstain:0

**B. APPOINTMENTS – OTHER**

Resolution #37

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 position below:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Wage</u>
Kaycie Trombley	Summer Nurse	7/1/2024	\$35/hr
Jessica Palmatier	Summer Nurse	7/1/2024	\$35/hr
Annie Horn	Summer Nurse	7/1/2024	\$35/hr
Ashley Wessling	Teacher Aide	9/3/2024	\$16.11/hr as per CSEA

**C. HLTA/ EXTRA PERIODS/CO-CURRICULAR APPOINTMENTS**

Resolution #38

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 position(s) below; *Such appointments and the employment of the following individual(s) are subject to the existence of the activity.*

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Stipend/Wage</u>
Wayne	Strong    SUNY Spanish	2024-2025	\$2500
Bridget	Wiggins    .5 Living Environment 2A Lab	2024-2025	\$1250
Carrie	Wilson    1 6 <sup>th</sup> Period Math AIS	2024-2025	\$2500
Wayne	Strong    1 MOAS Spanish	2024-2025	\$2500
Andrea	Palmer    1 6 <sup>th</sup> Period – Pottery	2024-2025	\$2500
Barbie	Eichorst    2 Extra Periods SE High School	2024-2025	\$5000
Fay	Gorton    2 Extra Periods SE High School	2024-2025	\$5000
Shannon	McLean    2 Extra Periods SE High School	2024-2025	\$5000
Christa	Terry    2 Extra Periods S.E. High School	2024-2025	\$5000
Nicole	McFarlane    2 Extra Periods S.E. High School	2024-2025	\$5000
Sarah	Lord    2 Extra Periods S.E. High School	2024-2025	\$5000
Kathleen	Thompson    .5 6 <sup>th</sup> Period Earth Science Lab	2024-2025	\$1250
Megan	Lucia    1 6 <sup>th</sup> Period Social Studies	2024-2025	\$2500
Kristin	Byrnes    1 6 <sup>th</sup> Period America at the Movies	2024-2025	\$2500
Joseph	Iachetta    1 Extra Period Jazz Band/HS Band	2024-2025	\$2500
Kevin	Trapasso    1 Extra Period Select Choir/Senior Chorus	2024-2025	\$2500
Tyler	Byrnes    0.5 6 <sup>th</sup> Period HS Health	2024-2025	\$1250
Jay	Connelly    1 Period MOAS	2024-2025	\$2500

Larry	Rounds	.5 6 <sup>th</sup> Period AP Calculus Lab	2024-2025	\$1250
Laura	Clothier	1 6 <sup>th</sup> Period Science 7 Accelerated Lab	2024-2025	\$2500
Joe	Winters	1 6 <sup>th</sup> Period AP Biology	2024-2025	\$2500
Erin	Ely	1 Algebra 1 Accelerated	2024-2025	\$2500
Bill	Scofield	1.0 6 <sup>th</sup> Period Pre-Calculus	2024-2025	\$2500
Jeannine	Bieber	.5 6 <sup>th</sup> Period Chemistry Lab	2024-2025	\$1250
Jack	Conway	.5 Lifetime Fitness	2024-2025	\$1250
Tim	Brown	Grade 5 STEM	2024-2025	\$2500
Tom	Boucher	1 Grade 6 PBL	2024-2025	\$2500
Siera	Persons	1 7 <sup>th</sup> Period Library	2024-2025	\$2500
Sandi	Lemery	1 7 <sup>th</sup> Period Grades 4-6 SPED	2024-2025	\$2500
Julia	Bradley	1 7 <sup>th</sup> Period Grades K-2 SPED	2024-2025	\$2500
Sharon	O'Neil	1 7 <sup>th</sup> Period Grades 4-6 SPED	2024-2025	\$2500
Donna	Robertson	1 7 <sup>th</sup> Period Grades 4-6 SPED	2024-2025	\$2500
Margaret	Albohn	1 7 <sup>th</sup> Period Grades 2-4 SPED	2024-2025	\$2500
Ashley	Torda-Ecuyer	1 7 <sup>th</sup> Period Grades K-2 SPED	2024-2025	\$2500
Jed	Bierman	Summer Curriculum Hours	Summer 2024	\$35/hr
Kristine	Burrell	Summer Curriculum Hours	Summer 2024	\$35/hr
Taylor	Keys	Summer Curriculum Hours	Summer 2024	\$35/hr
Mandy	Hughes	Summer Curriculum Hours	Summer 2024	\$35/hr
Sarah	Lord	Summer CSE Meetings	Summer 2024	\$35/hr
Sharon	O'Neil	Summer CSE Meetings	Summer 2024	\$35/hr
Rachel	Jensen	Teacher Aide/Summer Aide	Effective 7/1/2024	As per CSEA Contract
Patti	Cook	1 7 <sup>th</sup> period Grades 5-6 ELA AIS	2024-2025	\$2500
Melanie	Brooks	1 7 <sup>th</sup> period Grades 3-4 ELA AID	2024-2025	\$2500
Patrick	Iverson-Searer	Long-term Substitute Teacher-Elem	9/3/2024-6/30/2025	As per SASTA
Patrick	Iverson-Searer	Summer Curriculum Hours	Summer 2024	\$35/hr

Motion by Mr. Weiss    Seconded by Mr. Novotarski

Yes: 3    No: 0    Abstain:0

**9. TREASURER'S REPORT (ACTION)**

Resolution #39

As recommended by the Superintendent, for the Board of Education to accept the Treasurer's Report June 2024

Motion by Mr. Weiss    Seconded by Mr. Novotarski

Yes: 3    No: 0    Abstain:0

**10. SCHEDULE OF BILLS (ACTION)**

Resolution #40

As recommended by the Superintendent - accept warrants #1 (\$34,970.81), #2 (\$1,751,543.38), #3 (\$33,059.57), #4 (\$65,505.73), #5 (\$42,160.66)

Motion by Mr. Weiss    Seconded by Mr. Novotarski

Yes: 3    No: 0    Abstain:0

11. **CSE RECOMMENDATIONS** (ACTION)

Resolution #41

As recommended by the Superintendent, for the Board of Education to accept the CSE recommendations dated 7/29/2024.

Motion by Mr. Novotarski    Seconded by Mr. Weiss

Yes: 3    No: 0    Abstain:0

12. **PUBLIC/STUDENT COMMENTS** - None

13. **ADMINISTRATIVE/BOARD COMMENTS FOR THE GOOD OF THE ORDER**

Mr. Baker said that summer school is complete and thanked all of the staff for their hard work over the summer. He said he has seen a number of staff here getting ready for September and said TCIS training was happening this week.

Mr. Hamm said the same was happening at the high School.

Mr. Mark said that there is an RFP out for the Kindergarten grant.

Mrs. Taylor said the RFP for an architect was out but had no responses at this point and they will advertise again. She said they reach out to previous applicants.

Mr. Ovitt said the schedules are out for next year and they just have the P.E. position to fill.

Mr. Gereau said the gym floor in the elementary is being taken down to bare wood and the high school gym floor is being recoated.

Gary Wilson said football starts next week.

14. **ADJOURNMENT**

Mr. Novotarski made a motion to adjourn at 7:01pm. Seconded by Mr. Weiss. Motion carried.