

The Re-organization meeting of the Minerva Central School Board of Education held on Thursday, July 9, 2026 was called to order by District Clerk, Lynn Green at 6:36 pm.

Present: Nellie R. Halloran, Hayley Killon, Jessica West, Michelle Ordway, Timothy Farrell, Cortney McCauliffe, Eric McCauliffe, and Lynn Green.

Absent: Nichole Griffen and Ron Sanalidro

3 Staff Members

Call to order

Pledge of Allegiance

Motion by Mrs. Killon seconded by Mrs. West to elect Nellie R. Halloran as Board President.

Carried 3-0

Motion by Mrs. West seconded by Ms. Halloran to elect Hayley Killon as Board Vice-President.

Carried 3-0

Oaths of office were administered to Board President Nellie Halloran, Vice-President Hayley Killon, Board Member Jessica West, District Clerk Lynn Green, and Deputy Clerk Cortney McCauliffe.

Motion by Mrs. Killon seconded by Mrs. West to approve Annual Appointments a-h:

- | | | |
|----|---|---------------------------------|
| a. | District Clerk | (Lynn Green) |
| b. | Deputy District Clerk | (Cortney McCauliffe) |
| c. | District Treasurer | (Cortney McCauliffe) |
| d. | Deputy Treasurer | (April Williams) |
| e. | Tax Collector | (Terri Brannon) |
| f. | External Auditor | (Boulrice & Wood CPAs, P.C.) |
| g. | Treasurer, Extra-classroom Activities Account | (April Williams) |
| a. | Audit Committee | (Hayley Killon/Nichole Griffen) |
- Carried 3-0

Motion by Mrs. West seconded by Mrs. Killon to approve Other Appointments a-h:

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|----|---|-----------------------------------|
| a. | Claims Auditor | (Ashley Christian) |
| b. | Census Enumerator | (Lynn Green) |
| c. | School Physician | (Hudson Headwaters) |
| d. | School Attorney | (Girvin & Ferlazzo, PC) |
| e. | Attendance Officer | (Terri Brannon-Strohmeyer) |
| f. | Youth Commission Representatives | (Nellie R. Halloran/Jessica West) |
| g. | Records Access Officer and Records Management Officer | (Lynn Green) |
| a. | Asbestos (LEA) Designee | (Ken Smith) |
- Carried 3-0

Motion by Mrs. Killon seconded by Mrs. West to approve Designations a-s:

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|----|-----------------------|----------------------------|
| a. | Official newspaper(s) | (Sun Community News, BOCES |
| | Cooperative Bid | and Glens Falls Post Star) |

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|--|--------------------------------------|
| b. Official Bank Depositories
NYCLASS) | (Arrow Bank, Community Bank and |
| b. Official Bank Signatories – District Accounts | (Cortney McCauliffe, Candice Husson) |
| b. Official Bank Signatories – Tax Collector Account | (Terri Brannon, Candice Husson) |
| b. Official Bank Signatories – Classroom activity accounts | (April Williams, Candice Husson) |
| b. Purchasing Agent | (Superintendent) |
| b. Certifier of Payrolls
President) | (Superintendent and/or Board |
| b. NYSSBA Legislative Liaison | (Nellie Halloran) |
| b. Regular monthly meetings | (2nd Thursday - 6:30 P.M.) |
| | Executive session prior to meeting |
| | if needed |
| j. Designated Educational Official
for Court Notification | (Superintendent) |
| k. School Pesticide Representative | (Matthew Dupay) |
| k. Child Nutrition Program Reviewing Official | (Cortney McCauliffe) |
| k. Child Nutrition Program Verification Official | (Terri Brannon-Strohmeyer) |
| k. Child Nutrition Program Hearing Official | (Superintendent) |
| k. Dignity for All Students Act Coordinator | (Eric McCauliffe) |
| k. Non-Discrimination and Anti-Harassment
Compliance Officers | (Eric McCauliffe, Superintendent) |
| q. Civil Rights Coordinator | (Superintendent) |
| q. Data Privacy Officer | (Superintendent) |
| q. Work Place Violence Coordinator | (Superintendent) |

Carried 3-0

Motion by Mrs. West seconded by Mrs. Killon to approve Authorizations a-e:

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| a. Attendance at conferences, conventions,
workshops, etc. with expenses. | (Superintendent) |
| b. Petty Cash Fund in the amount of \$100.00 | (Lynn Green) |
| c. Pay listed bills off warrant | |

- i. insurance
- ii. unemployment
- iii. postage, mass mailing permits, box rents
- iv. conference & dinner registration and advances
- v. field trips
- vi. sales tax
- vii. utilities
- viii. student testing fees
- ix. legal ads
- x. student awards
- xi. payroll
- xii. international student housing and coordination fees
- xiii. cafeteria program refund
- d. Apply for Grants in Aid (State and Federal)
as appropriate
- e) Budget Transfers up to \$5,000

(Superintendent)
(Superintendent)

Carried 3-0

Motion by Mrs. Killon seconded by Mrs. West to approve Bonding of Personnel a-f:

- a. District Treasurer - \$1,000,000

- b. District Tax Collector - \$1,000,000
- c. Superintendent - \$100,000
- d. Board President - \$100,000
- e. Deputy Treasurer - \$5,000
- f. Internal Claims Auditor - \$5,000

Carried 3-0

Motion by Mrs. West seconded by Mrs. Killon to approve Other Items a-c:

- a. Re-adoption of all Policies and Code of Ethics in effect during the previous year.
- b. Establish mileage reimbursement rate set at IRS standard mileage rate for business.
- c. Substitutes:
 - 1. Certified teachers \$125.00/day
 - 2. Non-certified teachers \$17.00/hour
 - 3. Non-certified personnel \$17.00/hour
 - 4. Bus drivers \$21.00/hour
 - 5. Licensed registered professional nurse \$120.00/day

Carried 3-0

Lynn Green
District Clerk
7-14-2026