

The Annual Reorganization Meeting and Regular Board Meeting of the Minerva Central School Board of Education held on Thursday, July 10, 2025 was called to order by District Clerk, Lynn Green at 6:37 pm.

Present: Nellie R. Halloran, Jessica West, Hayley Killon, Candice Husson, Cortney McCauliffe, Eric McCauliffe, Elizabeth Lucas, Student Member Michelle Ordway and Lynn Green.

Absent: Nichole Griffen and Ron Sanalistro

2 Staff Members

Call to order and Pledge of Allegiance

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

Carried 3-0

Motion by Mrs. West seconded by Ms. Halloran to nominate Hayley Killon as Vice President.

Carried 3-0

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

Meeting was turned over to Board President Nellie R. Halloran.

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                                 | (Danae Tucker)                      |
| f. | External Auditor                              | (Boulrice & Wood CPAs, P.C.)        |
| g. | Treasurer, Extra-classroom Activities Account | (April Williams)                    |
| h. | Audit Committee                               | (Hayley Killon and Nichole Griffen) |
- Carried 3-0

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

- |    |   |                                       |
|----|---|---------------------------------------|
| 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 Halloran and Nichole Griffen) |
| g. | Records Access Officer and Records Management Officer | (Lynn Green)                          |
| h. | Asbestos (LEA) Designee                               | (Ken Smith)                           |
- Carried 3-0

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

- |    |   |  |
|----|---|--|
| a. | Official newspaper(s)                         | (Sun Community News)<br>(BOCES Cooperative Bid<br>Glens Falls Post Star) |
| b. | Official Bank Depositories<br>and NYCLASS)    | (Arrow Bank, Community Bank)   |
| c. | Official Bank Signatories – District Accounts | (Cortney McCauliffe, Candice Husson)                                     |

- d. Official Bank Signatories – Tax Collector Account (Danae Tucker, Candice Husson)
  - e. Official Bank Signatories – Classroom activity accounts (April Williams, Candice Husson)
  - f. Purchasing Agent (Superintendent)
  - g. Certifier of Payrolls (Superintendent)
  - h. NYSSBA Legislative Liaison (Nellie Halloran)
  - i. Regular monthly meetings (2nd Thursday - 6:30 P.M.)
- Executive session prior to meeting if needed  
(Superintendent)
- j. Designated Educational Official for Court Notification
  - k. School Pesticide Representative (Matthew Dupay)
  - l. Child Nutrition Program Reviewing Official (Cortney McCauliffe)
  - m. Child Nutrition Program Verification Official (Terri Brannon-Strohmeyer)
  - n. Child Nutrition Program Hearing Official (Superintendent)
  - o. Dignity for All Students Act Coordinator (Eric McCauliffe)
  - p. Non-Discrimination and Anti-Harassment Compliance Officers (Eric McCauliffe, Superintendent)
  - q. Civil Rights Coordinator (Superintendent)
  - r. Data Privacy Officer (Superintendent)
  - s. Work Place Violence Coordinator (Superintendent)

Carried 3-0

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

- 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 (Superintendent)
- e) Budget Transfers up to \$5,000 (Superintendent)

Carried 3-0

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

- 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. Killon seconded by Mrs. West 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 \$0.70/mile
- 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  
7/14/2025