

**HADLEY-LUZERNE CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION ORGANIZATIONAL MEETING
JULY 8, 2024 STUART M. TOWNSEND ES – 6:00 PM**

ORGANIZATIONAL MEETING - MINUTES

(PA) Public Access Document

1. CALL TO ORDER BY THE DISTRICT CLERK

Present: Mr. Moulton, Mrs. Graham, Mr. Novotarski Absent: Mr. Hunt, Mr. Weiss

2. PLEDGE OF ALLEGIANCE

3. NOMINATION OF SUPERINTENDENT AS ACTING CHAIRMAN

RESOLVED, that Burgess Ovitt is appointed Chairman of the Board of Education of the Hadley-Luzerne Central School District for the 2024-2025 school year.

District Clerk started the meeting @ 6pm. Motion was made by Mr. Novotarski to appoint Mr. Ovitt as Acting Chairman. Motion was seconded by Mrs. Graham. Motion was carried.

CHAIRMAN:

4. NOMINATION FOR PRESIDENT OF THE BOARD OF EDUCATION FOR THE 2024-2025 SCHOOL YEAR

RESOLVED, that Eddie Joe Moulton be elected President of the Board of Education of the Hadley-Luzerne Central School District for the 2024-2025 school year.

Mr. Novotarski made a motion to nominate Mr.Moulton for Board President. Mrs. Graham seconded the motion. Motion was carried.

5. ADMINISTER OATH OF OFFICE TO BOARD PRESIDENT – Administered by District Clerk to Mr. Moulton

6. DISTRICT CLERK ADMINISTERS OATH OF OFFICE TO NEW TERM BOE MEMBERS –

Shana Graham Justin Hunt

7. NOMINATION FOR VICE PRESIDENT OF THE BOARD OF EDUCATION FOR THE 2024-2025 SCHOOL YEAR

RESOLVED, that Gregory Novotarski be elected Vice President of the Board of Education of the Hadley-Luzerne Central School District for the 2024-2025 school year.

Mrs. Graham made a motion to nominate Mr.Novotarski for Board Vice President. Mr. Moulton seconded the motion. Motion was carried.

8. CLERK ADMINISTERS OATH OF OFFICE 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 position indicated below for the 2024-2025 school year.

DISTRICT TREASURER	Amber Mercure
DEPUTY TREASURER	Michelle Taylor
DISTRICT CLERK	Mary Visscher
TAX COLLECTOR	Darcey Hastings
DEPUTY TAX COLLECTOR	Michelle Taylor
CLAIMS AUDITOR	Cynthia Barrows
CENTRAL TREASURER for Extra-classroom Fund	Darcey Hastings
SCHOOL REGISTRAR	Stephanie Gordon

Motion by Mr. Novotarski. Seconded by Mrs. Graham. Motion Carried.

10. BONDING OF TREASURER AND TAX COLLECTOR:

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.

Motion by Mrs. Graham. Seconded by Mr. Novotarski. Motion Carried.

11. ISSUE OF RECEIPTS BY DISTRICT TREASURER:

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.

Motion by Mr. Novotarski. Seconded by Mrs. Graham. Motion Carried.

12. METHOD OF REPORTING BY TREASURER:

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.

Motion by Mrs. Graham. Seconded by Mr. Novotarski. Motion Carried.

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 2024-2025 school year.

Motion by Mr. Novotarski. Seconded by Mrs. Graham. Motion Carried.

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 2024-2025 school year:

Amber Mercure, DISTRICT TREASURER
Michelle Taylor, DEPUTY TREASURER

Motion by Mr. Novotarski. Seconded by Mrs. Graham. Motion Carried.

15. CERTIFY PAYROLLS/ISSUE PAYROLL CHECKS:

BE IT RESOLVED, that for the 2024-2025 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.

Motion by Mrs. Graham. Seconded by Mr. Novotarski. Motion Carried.

16. SET ALLOWABLE MEAL REIMBURSEMENT:

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.

Motion by Mr. Novotarski. Seconded by Mrs. Graham. Motion Carried.

17. SET MILEAGE RATE:

BE IT RESOLVED, that the 2024-2025 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.

Motion by Mrs. Graham. Seconded by Mr. Novotarski. Motion Carried.

18. SET APPROVED TUITION RATE FOR 2024-2025:

BE IT RESOLVED, that the 2024-2025 tuition rate will be based upon the calculation derived from the New York State Non-Resident Tuition Worksheet.

Motion by Mr. Novotarski. Seconded by Mrs. Graham. Motion Carried.

19. APPOINT PURCHASING AGENT:

BE IT RESOLVED, that the Hadley-Luzerne Central School District appoint Michelle Taylor, as the Purchasing Agent for the 2024-2025 school year.

Motion by Mr. Novotarski. Seconded by Mrs. Graham. Motion Carried.

20. APPOINT SUPERINTENDENT TO AUTHORIZE ATTENDANCE AT CONFERENCES:

BE IT RESOLVED, that the Hadley-Luzerne Central School District appoint Superintendent Burgess Ovitt to authorize attendance at all conferences, conventions, workshops, with expenses and the like for the 2024-25 school year.

Motion by Mrs. Graham. Seconded by Mr. Novotarski. Motion Carried.

21. APPOINT RECORDS MANAGEMENT OFFICER:

BE IT RESOLVED, that the Hadley-Luzerne Central School District appoint Michelle Taylor as Records Management Officer for the 2024-2025 school year with no additional stipend.

Motion by Mr. Novotarski. Seconded by Mrs. Graham. Motion Carried.

22. APPOINT RECORDS ACCESS (FOIL) OFFICER:

BE IT RESOLVED, that the Hadley-Luzerne Central School District appoint Mary Visscher as Records Access Officer for the 2024-2025 school year with no additional stipend.

Motion by Mrs. Graham. Seconded by Mr. Novotarski. Motion Carried.

23. APPOINT RECORDS DISTRICT DATA OFFICER:

BE IT RESOLVED, that the District appoint Leonard Locke as District Data Officer for the 2024-2025 school year with no additional stipend.

Motion by Mr. Novotarski. Seconded by Mrs. Graham. Motion Carried.

24. APPOINT RECORDS APPEAL OFFICER:

BE IT RESOLVED, that the District appoint Superintendent, Burgess Ovitt, as Records Appeal Officer for the 2024-2025 school year with no additional stipend.

Motion by Mrs. Graham. Seconded by Mr. Novotarski. Motion Carried.

25. APPOINT COMPLIANCE OFFICER AND DASA COORDINATORS

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, Michelle Taylor (SMTES 696-2378) Address: 27 Hyland Drive, Lake Luzerne, NY 12846 for the 2022-2023 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-Nia Ketter (ES 696-2378) and Building level DASA Coordinators, Principal – Dan

Hamm (HS 696-2112 and Principal – Jonathan Baker (ES 696-2378) for the 2024-2025 school year.

Motion by Mr. Novotarski. Seconded by Mrs. Graham. Motion Carried.

26. APPOINT HOMELESS LIASION –

As recommended by the Superintendent - BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School District that Jennifer Holcomb be appointed as Homeless Liaison for the District for the 2024-2025 school year.

Motion by Mrs. Graham. Seconded by Mr. Novotarski. Motion Carried.

27. ALTERNATE CSE CHAIRPERSON -

As recommended by the Superintendent - BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School District that Emma Wuerdeman be appointed as Alternate CSE Chairperson for the District for the 2024-2025 school year.

Motion by Mr. Novotarski. Seconded by Mrs. Graham. Motion Carried.

28. CLERK PRO TEM

As recommended by the Superintendent - BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School District that Michelle Taylor be appointed as Clerk Pro tem for the District for the 2024-2025 school year.

Motion by Mrs. Graham. Seconded by Mr. Novotarski. Motion Carried.

29. APPOINT BUILDING/DISTRICT WIDE SAFETY TEAM MEMBERS**

BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School District to appoint the following members to the 2024-2025 Building and ****District Safety Committees:**

SMT Elementary School – Jonathan Baker

Counselor, Stephanie Gordon

Teacher, Julia Bradley

Teacher, Timothy Brown

Parent, - TBD

****Warren County Sherriff, ES SRO, Christopher Eggleston**

Junior-Senior High School – Daniel Hamm

**** Athletic Director, Gary Wilson**

**** Warren County Sherriff, HS SRO, Jim Trottier**

**** Teacher, Joseph Winters**

**** Parent, Community Member, Lonnie Willett and Kevin Wheaton**

Student, Trevor Graham

Guidance Counselor, Jaclynn DuMoulin

**** District Wide Safety Team Member**

Superintendent of Schools, Burgess Ovitt

School Business Official, Michelle Taylor

Director of Facilities, Brian Gereau

HS Principal: Daniel Hamm

ES Principal: Jonathan Baker

Director of Special Education: Robert Mark

BOCES Safety Officer: Hillary Hofsted

Community Member: Tim Hanlon

Motion by Mrs. Graham. Seconded by Mr. Novotarski. Motion Carried.

**30.SET DATE/TIME AND PLACE FOR MEETINGS OF THE BOARD OF EDUCATION:
(PA)**

BE IT RESOLVED, that the Board approves regular meetings be generally held on the second 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 2024-2025 school year inclusive of one public hearing and one vote as follows:

Monday, May 12, 2025 for the Public Hearing on the proposed budget

Tuesday, May 20, 2025 for the Annual Budget Vote and Election.

Motion by Mr. Novotarski. Seconded by Mrs. Graham. Motion Carried.

31.COMMITTEE APPOINTMENTS:

1. Athletic; - Eddie Joe, Justin
2. Negotiations; Eddie Joe, Bruce
3. Finance/Audit; Shana
4. Policy/Programs; Shana
5. Scholarship; Eddie Joe
6. Technology; Greg
7. Facilities and Grounds; Greg, Justin
8. Committee on Special Education; *Whole Board*

Motion by Mr. Novotarski. Seconded by Mrs. Graham. Motion Carried.

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

Code of Conduct on School Property #3410

Investments #5220

Purchasing #5410

Student Attendance #7110

Student Records: Access & Challenge #7240

Code of Conduct #7310

Motion by Mr. Novotarski. Seconded by Mrs. Graham. Motion Carried.

33.APPOINT SCHOOL PHYSICIAN: (PA)

BE IT RESOLVED, that the District appoint Hudson Headwaters as the provider of the School Physician (Director of School Health Services) for 2024-2025 and set the salary at \$15,300 plus \$100 per physical for greater than ten physicals as noted in the terms and directs the Superintendent to sign and implement the agreement.

Motion by Mrs. Graham. Seconded by Mr. Novotarski. Motion Carried.

34. INDEPENDENT AUDITOR

BE IT RESOLVED, that the District appoint Raymond G. Preusser, CPA, P.C as External

Auditor extending their services for 2024-2025 school year and directs the Superintendent to sign and implement the agreement.

Motion by Mr. Novotarski. Seconded by Mrs. Graham. Motion Carried.

35. 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 Comptroller's 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.

Motion by Mrs. Graham. Seconded by Mr. Novotarski. Motion Carried.

36. 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 2024-2025 school year.

Motion by Mr. Novotarski. Seconded by Mrs. Graham. Motion Carried.

37. 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 (\$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).

Motion by Mrs. Graham. Seconded by Mr. Novotarski. Motion Carried.

38. DESIGNATION OF OFFICIAL NEWSPAPER:

BE IT RESOLVED, the Board Designates The Post Star as the official school newspaper for the 2024-2025 school year.

Motion by Mr. Novotarski. Seconded by Mrs. Graham. Motion Carried.

39. APPOINT HOME-SCHOOL LIAISON

BE IT RESOLVED, the Board appoints Merrill Durham, as Home School Liaison for the 2024-2025 school year.

Motion by Mrs. Graham. Seconded by Mr. Novotarski. Motion Carried.

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

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 2024-2025.

Motion by Mrs. Graham. Seconded by Mr. Novotarski. Motion Carried.

41. APPOINT FINANCIAL ADVISORS

BE IT RESOLVED, the Board appoints Fiscal Advisors & Marketing, Inc. be appointed Financial Advisors for the school year 2024-2025.

Motion by Mr. Novotarski. Seconded by Mrs. Graham. Motion Carried.

42. APPOINT BOND COUNSEL

BE IT RESOLVED, the Board appoints Barclay & Damon, LLP, 80 State Street, Albany, N.Y. 12207, be appointed Bond Counsel for the school year 2024-2025.

Motion by Mrs. Graham. Seconded by Mr. Novotarski. Motion Carried.

43. APPOINTMENT OF SCHOOL ATTORNEY:

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 2024-2025 school year.

BE IT FURTHER RESOLVED, the Superintendent may execute the fee and legal counsel agreement effective July 1, 2024 through June 30, 2025.

Motion by Mrs. Graham. Seconded by Mr. Novotarski. Motion Carried.

44. PUBLIC LIBRARY FUNDING:

- I. BE IT RESOLVED, by said board to approve payment to Rockwell Falls Public Library following the collection of taxes for the amount approved by school district voters on June 25, 2019 - \$190,000 annually.

Motion by Mrs. Graham. Seconded by Mr. Novotarski. Motion Carried.

PLEASE PROCEED TO REGULAR BOARD MEETING AGENDA.....