

The re-organization meeting and regular board meeting of the Minerva Central School Board of Education held on Thursday, July 11, 2024 was called to order by District Clerk, Lynn Green at 6:30 pm.

Present: Nellie Halloran, Hayley Killon, Ron Sanalidro, Nichole Griffen, Candice Husson, Jody Hyatt (via web), Cortney McCauliffe and Lynn Green

Absent: Jessica West  
Community Member – 1

Call to Order

Motion by Mr. Sanalidro seconded by Mrs. Griffen to elect Nellie Halloran as Board President.  
Carried 4-0

Motion by Mrs. Griffen seconded by Mr. Sanalidro to elect Mrs. Killon as Board Vice President.  
Carried 4-0

Oaths of office were administered to Board President Nellie Halloran, Vice-President Hayley Killon, Board Member Nichole Griffen, Board Member Ron Sanalidro, Superintendent Candice Husson, District Clerk Lynn Green, and Deputy Clerk Cortney McCauliffe.

Motion by Mr. Sanalidro seconded by Mrs. Killon to approve Annual Appointments a – h as follows:

- |    |   |                                     |
|----|---|-------------------------------------|
| a. | District Clerk                                | (Lynn Green)                        |
| b. | Deputy District Clerk                         | (Cortney McCauliffe)                |
| c. | District Treasurer                            | (Cortney McCauliffe)                |
| d. | Deputy Treasurer                              | (Kim Monthony)                      |
| e. | Tax Collector                                 | (Danae Tucker)                      |
| f. | External Auditor                              | (Boulrice & Wood CPAs, P.C.)        |
| g. | Treasurer, Extra-classroom Activities Account | (Kim Monthony)                      |
| h. | Audit Committee                               | (Hayley Killon and Nichole Griffen) |
- Carried 4-0

Motion by Mrs. Griffen seconded by Mr. Sanalidro to approve Other Appointments a –h as follows:

- |    |  |                                       |
|----|--|---------------------------------------|
| 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<br>and Records Management Officer | (Lynn Green)                          |
| h. | Asbestos (LEA) Designee                                  | (Ken Smith)                           |
- Carried 4-0

Motion by Mr. Sanalidro seconded by Mrs. Killon to approve Designations a-s as follows:

- |    |   |  |
|----|---|--|
| a. | Official newspaper(s)                             | (Sun Community News)<br>(BOCES Cooperative Bid<br>Glens Falls Post Star) |
| b. | Official Bank Depositories                        | (Glens Falls National,<br>Community Bank and NYCLASS)                    |
| 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 (Kim Monthony, 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
- j. Designated Educational Official for Court Notification (Superintendent)
- k. School Pesticide Representative (Matthew Dupay)
- l. Child Nutrition Program Reviewing Official (Cortney McCauliffe)
- m. Child Nutrition Program Verification Official (Terri Brannon-Strohmeier)
- n. Child Nutrition Program Hearing Official (Superintendent)
- o. Dignity for All Students Act Coordinator (Jody Hyatt)
- p. Non-Discrimination and Anti-Harassment Compliance Officers (Bruce Hodgson, Superintendent)
- q. Civil Rights Coordinator (Superintendent)
- r. Data Privacy Officer (Superintendent)
- s. Work Place Violence Coordinator (Superintendent)

Carried 4-0

Motion by Mrs. Killon seconded by Mr. Sanalitra to approve Authorizations as follows:

- 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 4-0

Motion by Mrs. Griffen seconded by Mrs. Killon to approve Bonding Personnel a-f as follows:

- 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 4-0

Motion by Mrs. Killon seconded by Mrs. Griffen to approve Other Items a-c as follows:

- a. Re-adoption of all Policies and Code of Ethics in effect during the previous year.
- b. Establish mileage reimbursement rate \$0.67/mile
- c. Substitutes:
  - 1. Certified teachers \$120.00/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 4-0

Lynn Green  
District Clerk  
7/22/2024