

REORGANIZATION
BOARD OF EDUCATION
OF THE
MINERVA CENTRAL SCHOOL DISTRICT
2025-26 SCHOOL YEAR

JULY 10, 2025
6:30 PM

1) **CALL TO ORDER** – District Clerk

2) **ELECTION OF OFFICERS**

- a) President
- b) Vice-President

3) **ADMINISTRATION OF OATHS**

- a) Board President
- b) Board Vice-President
- c) Newly Elected Board Member
- d) Superintendent

4) **APPOINTMENTS - ANNUAL**

- 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)

5) **OTHER APPOINTMENTS**

- 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)

6) **DESIGNATIONS**

- a) Official newspaper(s) (Sun Community News)
(BOCES Cooperative Bid)
(Glens Falls Post Star)
- b) Official Bank Depositories (Arrow Bank, 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 (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) |

7) AUTHORIZATIONS

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

8) 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

9) Other Items

- 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