

Hartford Central School District
Board of Education Meeting

Date: July 9, 2024
Time: 6:30 p.m.
Type: Reorganizational Meeting
Location: DL Room #2

AGENDA

1. Meeting was called to order at 6:30pm by Superintendent Andrew Cook.
2. Motion to appoint Mrs. Amanda Howard as Acting District Clerk was made by Mrs. Thomas, seconded by Mr. Jessen:
Motion Carried: Ayes 5, Nays 0, Abstention 0
Mr. Cook gave the oath of Allegiance.

3. Election of Board Officers
 - Election of Board of Education President

<u>Phil Jessen</u>	<u>Janine Thomas</u>	<u>Adam Fish</u>
Name	Motion	Second

Motion Carried: Ayes 5, Nays 0, Abstention 0

- Election of Vice President

<u>Janine Thomas</u>	<u>Phil Jessen</u>	<u>Adam Fish</u>
Name	Motion	Second

Motion Carried: Ayes 5, Nays 0, Abstention 0

4. Mrs. Howard gave Oath of Allegiance to:
 - Superintendent Cook
 - Newly Elected Board of Education member (*Mrs. Thomas*);
 - Newly Appointed Board of Education Officers (*BOE President Jessen and Vice President Thomas*)
5. Public Hearings: The Board of Education held two public hearings.
 - The first hearing was for the district's Code of Conduct.
 - The second was on the "District Level Safety Plan".After no additional comments, the district closed the public hearing on both the "Code of Conduct" and the "District Level Safety Plan".
6. Upon the motion made by Mrs. Thomas and seconded by Mr. Fish, the Board of Education appointed the following officers for the 2024-2025 school year:

Motion Carried: Ayes 5, Nays 0, Abstention 0

Position	Recommendation
District Clerk	Amanda Howard
District Clerk Pro-Tem for conducting business after reconvening to Regular Session from Executive Session, unless otherwise specified for the 2023-2024 school year	Andrew Cook
Substance Abuse Resource Designee	Wendy Harrington
Homeless Liaison	Wendy Harrington
Records Access Officer	Amanda Howard
Records Appeals Officer	Andrew Cook
Treasurer	Amanda Howard
Tax Collector	Town of Hartford
Official Spokesperson for the district	Andrew Cook
Purchasing Agent	Andrew Cook
School Medical Officer	Hudson Headwaters Network
School Attorney	Bartlett, Pontiff, Stewart & Rhodes, PC
External Auditor	Raymond G Preusser CPA, PC
Financial Advisor	Bernard P. Donegan Inc.
Insurance Providers	Loomis and LaPann (Associates of Glens Falls)
Attendance Officer	Jennifer Nims
Extra Classroom Treasurer	Amanda Howard
Asbestos Designee	Kevin Lovely

Chemical Hygiene Officer	Byrn Oliver
Pesticide Notification Officer	Kevin Lovely
Title IX / Civil Rights Compliance Officer	Andrew Cook
DASA Coordinators	Trisha Shaw Shelley Dupuis
Free and Reduced Lunch Review Official	Capital Region BOCES
Free and Reduced Lunch Verification Official	Capital Region BOCES
Free and Reduced Lunch Hearing Official	Andrew Cook
Lead Teacher Evaluators	Andrew Cook Shelley Dupuis Bethellen Mannix
Lead Principal Evaluators	Andrew Cook
Designated Education Official to receive court records and coordinate student participation in programs, SAVE Legislation, Uniform Violence Reporting, and NCLB.	Andrew Cook
Chief Emergency Officer	Andrew Cook
Claims Auditor	Denise Petteys
Heat Coordinator	Brian Case

7. Upon the motion made by Mrs. Thomas and seconded by Mr. Fish, the Board of Education approved the proposed reorganizational action items.

Motion Carried: Ayes 5, Nays 0, Abstention 0

Action Items	Recommended Motion
Depository	<ul style="list-style-type: none"> • Glens Falls National Bank and Trust Co. - All Accounts, with exceptions per BOE Policy on Investments and BANS /BONDS • New York Cooperative Liquid Assets Securities System (NYCLASS) be designated as school monies depository, and that the Superintendent and Treasurer be authorized and directed to deposit proceeds of all loans, and all monies of the District.
Regular Meeting of Board of Education	<ul style="list-style-type: none"> • August 19, 2024 • September 9, 2024 • October 21, 2024 • November 18, 2024 • December 9, 2024 • January 13, 2025 • February 10, 2025 • March 10, 2025 • April 7, 2025 • May 12, 2025 • June 9, 2025 <p><i>Meeting time = 6:30pm</i></p>
Petty Cash Fund	<ul style="list-style-type: none"> • \$100 to District Office • \$100 to Principals' Office • \$75 Cafeteria
Authorization to advertise and open sealed bids	Superintendent of Schools or District Clerk
Official newspaper(s) of the district	<ul style="list-style-type: none"> • The Post Star, Glens Falls, New York • The Granville Sentinel, Granville, New York
Superintendent and District Treasurer bonded	Board authorize bond in amount of \$200,000
Account Clerk and Extra-Classroom Treasurer bonded	Board authorize bond in amount of \$50,000
Certification of payrolls	Andrew Cook, Superintendent
Official mileage reimbursement rate	As per IRS Adjustments
Authorization to sign federal grants	Andrew Cook, Superintendent
Authorization for Budget Code transfers up to \$1,000	Andrew Cook, Superintendent
Authorization to approve use of building and grounds	Shelley Dupuis, Middle/High School Principal
Authorization to suspend students during the 2024-2025 school year, in accordance with appropriate Education Law	Andrew Cook Shelley Dupuis Bethellen Mannix

Establish Substitute Pay-rate <i>Effective July 1, 2024</i>	<ul style="list-style-type: none"> • Certified Teachers: \$120 • Non-Certified Teachers: \$110 • Teacher Assistants/Nurse: \$105 • Bus Drivers: \$26.34 per hour • Teacher Aides/ Cleaners /Secretaries /Cafeteria Workers: \$15 per hour
Appointment of “Emergency Coaches” for the 2024-2025 school year.	Andrew Capone Caleb Sutliff Kristilyn Breault Andrew Cook
Authorization to approve tax refunds in an amount of \$2,500 or less, and additional authority to approve tax corrections where the change in taxes for the respective property is less than \$2,500	
Approval of the district’s Student Code of Conduct	
Approval of the district’s “Comprehensive Attendance Policy”	
Approval of the resolution for multi-year lease purchase agreements with the WSWHE BOCES	
Authorize the Superintendent to offer positions to new personnel with such positions to be confirmed by the Board of Education at its next meeting	
Authorization for the District Treasurer to pay in advance of audit, claims for public utility services, postage and freight and express charges; also invoices which take advantage of cash discounts. Additionally, be it resolved that in the event of necessary scheduling changes to Board of Education meetings or lack of quorum at a scheduled meeting; the Treasurer may pay necessary bills for operational purposes for the district in advance of the next regularly scheduled Board of Education Meeting.	

8. Board of Education Committees

Athletic Committee	Ronald Smith, Ashley Happy, and Janine Thomas
Transportation Sub Committee of B.O.E.	Adam Fish and Ashley Happy
Building and Grounds Sub-Committee of B.O.E.	Ronald Smith, Ashley Happy, and Janine Thomas
Education and Curriculum Sub-Committee of B.O.E.	Janine Thomas
Policy Committee	Adam Fish and Phil Jessen
Audit Committee (<i>Needs at least 3 members</i>)	Phil Jessen, Adam Fish, Ronald Smith

9. Adjournment: Upon the motion by Mrs. Thomas and seconded by Mr. Fish, the reorganizational meeting was adjourned at 6:38pm.

Motion Carried: Ayes 5, Nays 0, Abstention 0