

LAKE GEORGE CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
REORGANIZATION MEETING
Lake George Jr.-Sr. High School Library

MINUTES
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7:00 PM

July 11, 2017

1. ROLL CALL

Tim Collins, Kim Heunemann, James McCabe, Marc Mularz, Courtney Richichi, Superintendent Lynne Rutnik, Business Manager, Kate DuBois, Principal James Conway, Sec. Principal Francis Coccozza, and 6-staff members. Absent: John Kelleher, Tom Seguljic.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. ORGANIZATIONAL MATTERS

a. The District Clerk of the Board administered the of Oath of Office to newly elected Board Members Tom Seguljic and Tim Collins on June 22, 2017.

b. Election of 2017-2018 Officers of the Board of Education.

The District Clerk called for nominations for the position of Board of Education President.

Resolution #17-107

MOTION made by Kim Heunemann and seconded by Courtney Richichi that Tim Collins be nominated for President of the Lake George Central School District Board of Education.

No additional requests for nominations for Board President received.

BE IT RESOLVED that Tim Collins be elected as President of the Lake George Central School District Board of Education.

Aye: Kim Heunemann, James McCabe, Marc Mularz, Courtney Richichi, Tim Collins. Nay: None. Abstain: None. Absent: John Kelleher, Tom Seguljic. Motion carried.

The Oath of Office for newly appointed Board President Tim Collins was administered by Clerk of the Board.

Board President to preside over the balance of the meeting.

Board President called for nominations for the position of Board of Education Vice President.

Resolution #17-108

MOTION made by Tim Collins and seconded by Courtney Richichi that Kim Heunemann be nominated for Vice President of the Board of Education.

No additional requests for nominations for Vice President received.

BE IT RESOLVED that Kim Heunemann be elected as Vice-President of the Lake George Central School District Board of Education.

Aye: Kim Heunemann, James McCabe, Marc Mularz, Courtney Richichi, Tim Collins. Nay: None. Abstain: None. Absent: John Kelleher, Tom Seguljic. Motion carried.

The Oath of Office for newly appointed Board Vice-President Kim Heunemann was administered by Clerk of the Board.

REORGANIZATIONAL MEETING CONSENT AGENDA (A-HH)

MOTION made by Courtney Richichi and seconded by Kim Heunemann that the Lake George Board of Education approves the Reorganizational Meeting Consent Agenda (A-JJ).

Aye: Kim Heunemann, James McCabe, Marc Mularz, Courtney Richichi, Tim Collins. Nay: None. Abstain: None. Absent: John Kelleher, Tom Seguljic. Motion carried.

- A. MOTION to appoint Sarah Barton to the position of District Clerk for the 2017-2018 School year. Salary per contract.
- B. MOTION to appoint the Business Official to the position of Deputy Treasurer for the 2017-2018 school year and be bonded by the Utica National Insurance Company for \$1,000,000.00.
- C. MOTION to appoint Rene Palmer to the position of Treasurer for the 2017-2018 school year and be bonded by the Utica National Insurance Company for \$1,000,000.00. Salary per contract.
- D. MOTION to appoint Central Registrar to the position of Census Enumerator for the 2017-2018 school year.

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- E. MOTION to appoint Rosemarie Sandora-Earl as the school district liaison for children and youth for the 2017-2018 school year.
- F. MOTION to appoint Elementary Principal James Conway and Jr.-Sr. High School Vice Principal Cody Conley as the Title IX Coordinators for the 2017-2018 school year.
- G. MOTION to appoint Elementary Principal James Conway, and Jr.-Sr. High School Vice Principal Cody Conley as the Dignity for All Students Act Coordinators for the 2017-2018 school year.
- H. MOTION to appoint Cody Conley as the 504 Compliance Officer for the 2017-2018 school year.
- I. MOTION to appoint the High School Principal as Attendance Supervisor for the 2017-2018 school year.
- J. MOTION to appoint Sarah Barton as the Records Retention and Disposition Officer for the 2017-2018 school year. Salary per contract.
- K. MOTION to appoint Sarah Barton as the Records Access Officer for the 2017-2018 school year.
- L. MOTION to appoint Dr. Martin Breen as School Physician for the 2017-2018 school year at an annual salary of \$13,288 with Glens Falls Pediatrics on a fee basis as alternate when Dr. Breen is not available.
- M. MOTION to appoint Linda Sicard as Central Treasurer for the 2017-2018 school year and be bonded by Utica National Insurance Company for \$1,000,000.00. Salary per contract.
- N. MOTION to appoint the Business Official as alternate Central Treasurer for the 2017-2018 school year.
- O. MOTION to appoint the Secondary Principal as Chief Faculty Counselor for Student Extra Curricular Activity Funds for the 2017-2018 school year.
- P. MOTION to appoint Mariagnes DeMeo as Claims Auditor and be bonded by Utica National Insurance Company for \$1,000,000. Salary per contract.
- Q. MOTION to appoint the following law firms as school board attorneys for the 2017-2018 school year:
- Bartlett, Pontiff, Stewart & Rhodes
Girvin & Ferlazzo
Tabner, Ryan & Keniry
Barclay & Damon
- R. MOTION to appoint Richard Clothier as Asbestos LEA Designee for the 2017-2018 school year.
- S. MOTION to designate The Post Star as the Official Newspaper for the 2017-2018 school year.
- T. MOTION to designate Lynne Rutnik, Superintendent of Schools for the Lake George Central School District as the Designated Educational Official under Subdivision 1 §380.90 of the Criminal Procedure Law, and Subdivision 17 §301.2 of the Family Court Act.
- U. MOTION to approve the committee appointments as follows:
- Athletics: **John Kelleher, James McCabe, Tom Seguljic
Audit & Finance: **Tim Collins, John Kelleher, Kim Heunemann
Buildings and Grounds: **James McCabe, Tom Seguljic, Courtney Richichi
Curriculum & Instruction: **Kim Heunemann, Courtney Richichi, Marc Mularz
Personnel: **Marc Mularz, Tim Collins, Kim Heunemann
Policy: **Courtney Richichi, Tim Collins, Marc Mularz
- V. MOTION to accept the following resolution:
RESOLVED that the Business Official be appointed as purchasing agent for the period of July 1, 2017 to June 30, 2018 and that he/she be authorized to purchase supplies and materials for the maintenance and operation of the school within the total limits established in the adopted budget. In the absence of the Business Official, the Superintendent of Schools is authorized to act as the Purchasing Agent until the return of the Business Official.

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- W. MOTION to accept the following resolution:
RESOLVED that the Superintendent of the Lake George Central School District be authorized to make budgetary transfers within the 2017-2018 school district budget.
- X. MOTION to accept the following resolution:
RESOLVED that the District Treasurer and/or Deputy District Treasurer be authorized to sign school checks and that the Superintendent be authorized to sign school checks as an alternate for the District Treasurer and/or Deputy District Treasurer.
- Y. MOTION to accept the following resolution:
RESOLVED that the Glens Falls National Bank, TD Banknorth, Citizens Bank, NY CLASS, and NYLAF be designated as the official depository for all school district funds.
- Z. MOTION to accept the following resolution:
RESOLVED that the Board of Education of the Lake George Central School District shall hold their regular monthly meeting on the second Tuesday of each month at 7:00 pm. It is further RESOLVED that the reorganization meeting and regular July meeting for 2018-2019 will be established, as per Education Law, at the regular monthly meeting held in June 2018.
- AA. MOTION to accept the following resolution:
RESOLVED that the Superintendent be authorized to certify all school payrolls.
- BB. MOTION to accept the following resolution:
RESOLVED that the Superintendent be authorized to approve all school employees' attendance at conferences.
- CC. MOTION to accept the following resolution:
RESOLVED that the Superintendent be authorized to sign all Federal and State Fund proposals.
- DD. MOTION to accept the following resolution:
RESOLVED that in accordance with subdivision 29 or Section 1709 of the Education Law a petty cash fund shall be established for the elementary school, which will be limited to \$50.00 and one for the high school, which will be limited to \$75.00. Responsibility for the funds shall rest with the Principal in the elementary school and the District Treasurer in the high school.
- ALSO RESOLVED that a petty cash fund shall be established for the elementary school cafeteria, which will be limited to \$50.00 and one for the high school cafeteria, which will be limited to \$100.00. Responsibility for the funds shall rest with the Chef/Food Service Director for both schools.
- ALSO RESOLVED that a petty cash fund for school-sponsored events shall be established which shall be limited to \$200.00 and responsibility for the funds shall rest with the Treasurer.
- EE. MOTION to accept the following resolution:
RESOLVED that the superintendent and/or the building principals are authorized to approve activities that are outlined by the Lake George Parent Teacher Student Association and the Lake George Booster Club.
- FF. MOTION to accept the following resolution:
RESOLVED that the mileage expense reimbursement rate be set at the IRS rate per mile for the 2017-2018 school year.
- GG. MOTION to accept the following resolution:
RESOLVED that the President of the Board of Education and Vice President of the Board of Education for the 2017-2018 school year be authorized to sign statements and forms relative to handicapped children and their programs.
- HH. MOTION to accept the following resolution:
RESOLVED that the President of the Board of Education and Vice President of the Board of Education for the 2017-2018 school year be authorized to appoint an Impartial Hearing Officer for the Committee on Special Education.
- II. MOTION to accept the following resolution:
RESOLVED that the Lake George Board of Education re-adopt the completed Policy Handbook, Code of Ethics, and other policies in effect during the 2017-2018 school year.
- JJ. MOTION to accept the following resolution:

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WHEREAS THE BOARD OF EDUCATION is desirous of securing the services of a well-qualified person who will become adequately informed of tax collection procedures, who will accumulate reliable lists of addresses of tax payers and who will serve as a competent tax collector and public relations officer of the school district:

THEREFORE, be it resolved that Deborah Foley be appointed to serve as tax collector for the 2017-2018 school year to collect taxes for that portion of the school district located in the town of Fort Ann.

AND FURTHER RESOLVED that the appointment of the Queensbury Receiver of Taxes to be bonded by Utica National Insurance Company for \$1,000,000.00 and the appointment of the Lake George Receiver of Taxes to be bonded by Utica National Insurance Company for \$1,000,000.00 and

AND IT IS FURTHER DIRECTED that the tax collector shall, at the expense of the school district, give due notice of the start and end of the tax collection period as required by law: that the tax collector shall issue his or her receipt as evidence of receipt of all taxes and fees received by said tax collector on the forms furnished and prescribed: that the tax collector shall make deposits of such receipts to the credit of the General Fund Savings Account of the school district on deposit in the Glens Falls National Bank that the tax collector shall secure duplicate deposit slips receipted by the bank cashier and shall forward same at the end of each week to the district treasurer with a statement listing total taxes and total interest and penalties collected by days for the information of the treasurer; and that at the expiration of the tax warrant the tax collector shall present to the Board a statement listing by totals the following information accounting for the handling of the tax warrant and tax roll:

Total assessed valuation by towns
Total rates by towns
Total amount of taxes collected by towns as they are listed on return ta claims certified by the Collector
Total amount of interest collected.

4. ADJOURNMENT

MOTION made by James McCabe and seconded by Courtney Richichi that the Board of Education of the Lake George Central School District adjourn it's July 11, 2017 Reorganization Meeting and begin its regular meeting. Aye: Kim Heunemann, James McCabe, Marc Mularz, Courtney Richichi, Tim Collins. Nay: None. Abstain: None. Absent: John Kelleher, Tom Seguljic. Motion carried.

Reorganization Meeting adjourned at 7:07 pm.

Sarah E. Barton, District Clerk