

**Putnam Central School
Board of Education Meeting**

DRAFT

DATE: April 18, 2024

TYPE OF MEETING: Regular

PLACE OF MEETING: Putnam Central School

MEMBERS PRESENT: Jodie Bruce; Beth McIntyre; Carol Koehler and Alexis Harrington

OTHERS PRESENT: Matthew Boucher, Superintendent and Kim Brown, District Clerk

Call to Order

The meeting was called to order by President, Jodie Bruce at 6:30 p.m.

Public Participation - None

Regular Report

The minutes of the March meeting were presented by the clerk. A motion was made by Alexis Harrington and seconded by Beth McIntyre to accept the minutes as presented. Motion carried 4-0.

Financial Reports

Treasurer's Report – The Treasurer's Reports were presented.

A motion was made by Beth McIntyre and seconded by Alexis Harrington to accept the Financial Reports for March 2024 for the following accounts:

Consolidated Fund Account in the amount of:	\$4,197,618.41
Capital Fund Account in the amount of:	\$1,101,327.23
Repair Fund Account in the amount of:	\$50,198.70
Unemployment Insurance Fund Account in the amount of:	\$16,116.36
Employee Benefit Accrued Liability Reserve in the amount of:	\$15,005.14
Tax Certiorari Account in the amount of:	\$10,020.58

Motion carried 4-0

A motion was made by Beth McIntyre and seconded by Alexis Harrington to accept AP Warrant #36 for March 2024 in the amount of \$66,970.42 Motion carried 4-0

A motion was made by Beth McIntyre and seconded by Carol Koehler to accept the AP Warrant #38 for March 2024 in the amount of \$31,578.38. Motion carried 4-0

A motion was made by Beth McIntyre and seconded by Carol Koehler to accept Payroll Warrant for March 2024 in the amount of \$103,007.34. Motion carried 4-0

Correspondence - None

Superintendent Reports and Recommendations

Mr. Boucher advised the Board that the NYS ELA testing was this month. Students in Grade 5 took their test on-line which was state mandated.

District Issues/Operations

*Old Ballots-Beth McIntyre made a motion and seconded by Alexis Harrington to destroy the ballots from the 2023 school budget vote/school election. Motion carried 4-0

*CVES-Administrative Budget Vote/Board Member Election

RESOLUTION FOR ELECTION OF BOARD MEMBERS:

It is resolved that the Board of Education of the Putnam School District cast one vote for Patricia Gero for one of the seats vacant on the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services (Champlain Valley Educational Services) Board. Motion made by Beth McIntyre seconded by Alexis Harrington Vote: 4 yes 0 no

It is resolved that the Board of Education of the Putnam School District cast one vote for Richard Harriman, Sr. for one of the seats vacant on the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services (Champlain Valley Educational Services) Board. Motion made by Alexis Harrington seconded by Carol Koehler. Vote: 4 yes 0 no

It is resolved that the Board of Education of the Putnam School District cast one vote for Donna Wotton for one of the seats vacant on the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services (Champlain Valley Educational Services) Board. Motion made by Beth McIntyre seconded by Carol Koehler Vote: 4 yes 0 no

RESOLUTION FOR ADMINISTRATIVE BUDGET VOTE

It is resolved that the Board of Education of the Putnam School District voted to **approve** the tentative Administrative Budget of the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services for the school year 2024-2025. Motion made by Beth McIntyre seconded by Carol Koehler. Vote: 4 yes 0 no

*Re-organizational Meeting – After discussion regarding the date, Beth McIntyre made a motion and seconded by Alexis Harrington to set the date of July 2, 2024 @ 6:30 p.m. Motion carried 4-0

*Tellers for Budget Vote –Budget Vote/School Election Tellers- After discussion, Beth McIntyre made a motion and seconded by Alexis Harrington to set the rate of pay at \$20.00 per hour to work at the budget vote. Motion carried 4-0

Alexis Harrington made the motion and seconded by Beth McIntyre to appoint Mary Jane Dedrick as Chief Election Inspector; Mary Ann Smith and Jennifer Charlton as Election Inspectors for the upcoming Budget Vote being held on Tuesday, May 21, 2024. Motion carried 4-0

*Acceptance of Property Tax Report Card-The Property Tax Report Card was distributed. After discussion, Beth McIntyre made a motion and seconded by Alexis Harrington to accept the Property Tax Report Card. Motion carried 4-0

*June Board Meeting- Discussion was had about the date. Alexis Harrington made a motion and seconded by Carol Koehler to change the date of the June Board meeting from June 18th to June 11th, 2024 at 6:30 p.m. Motion carried 4-0

*Application for Substitute- Paige MacDougal applied for being a substitute. After discussion, Beth McIntyre made a motion and seconded by Alexis Harrington to approve Paige MacDougal as a substitute for the district. Motion carried 4-0

Curriculum & Instruction – None

Old Business –None

New Business

***Reserves Plan**

The practice of planning ahead and systematically saving for contingencies is considered prudent management. The Board of Education, therefore, has established reserve funds to provide resources for intended future use. A reserve fund is a separate account established by a school district to finance expenditures for a specific purpose. Generally, reserve funds are authorized under Education law or General Municipal Law and must adhere to strict guidelines. The Putnam Central School District has established the following reserves (Upon the recommendation of the District Treasurer, Jamie O’Dell and Superintendent, Matthew Boucher, for each of the listed Reserves); the Board of Education does hereby:

***Capital Reserve Fund** – Carol Koehler made a motion and seconded by Beth McIntyre to accept the estimated balance of \$300,732.11.00 as of June 30, 2024. Motion carried 4-0

***Capital Improvement Reserve Fund-**

BE IT RESOLVED that Beth McIntyre made a motion and seconded by Alexis Harrington to accept the recommended deposits/expenditures/transfers to transfer \$200,000 to Capital Reserve Fund from the Consolidated Fund by June 30, 2024. To fully fund reserve. Motion carried 4-0.

Carol Koehler made a made and seconded by Beth McIntyre to accept the estimated balance as of 6/30/24 of \$1,000,732.12 Motion carried 4-0.

***Reserve for Unemployment Insurance**

BE IT RESOLVED that Alexis Harrington made a motion and seconded by Beth McIntyre to Accept the Recommended deposits/Expenditures/Transfers 6/30/24: \$1,667.07 to re-fund the reserve in its entirety from any spending during the 23-24 school year. Current spending is \$1,667.07 Motion carried 4-0

Carol Koehler made a motion and seconded by Beth McIntyre to accept the estimated balance as of 6/30/24 of \$16,118.36 Motion carried 4-0

***Repair Reserve**

BE IT RESOLVED that Beth McIntyre made a motion and seconded by Carol Koehler to accept the Recommend deposits/Expenditures/Transfers 6/30/24: \$9,075, to re-fund the reserve in its entirety from any spending during the 23-24 school year. Current spending is \$9,075. Motion carried 4-0

Carol Koehler made a motion and seconded by Beth McIntyre to accept the estimated balance as of 6/30/24 of \$50,204.94 Motion carried 4-0

***Reserve for Tax Certiorari**

Carol Koehler made a motion and seconded by Beth McIntyre to accept the estimated balance amount of \$10,021.33 as of 6/30/23. Motion carried 4-0

***Employee Benefit Accrued Liability Reserve (EBALR)**

BE IT RESOLVED that Beth McIntyre made a motion and seconded by Alexis Harrington to Accept the recommended deposits/expenditures/transfers by 6/30/24 of \$35,000. To Employee Benefit Accrued Liability Reserve (EBALR) from the Consolidated Fund by June 30, 2024. Motion carried 4-0.

Carol Koehler made a motion and seconded by Beth McIntyre to accept the estimated balance As of 6/30/24 of \$50,007.01 Motion carried 4-0

Mr. Boucher advised the board that the district has 3 unused snow days at the current time. After discussion, Beth McIntyre made a motion and seconded by Alexis Harrington to “give back” the unused snow days at the end of the school year. Motion carried 4-0

Executive Session- None

Adjournment

A motion was made to adjourn by Beth McIntyre and seconded by Alexis Harrington at 7:10 p.m.
Motion carried 4-0

Respectfully submitted,

Kim Brown
District Clerk