

Putnam Central School
Re-Organizational Meeting

DRAFT

DATE: July 1, 2025

MEMBERS PRESENT: Beth McIntyre; Carol Koehler and Alexis Harrington

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

1. Call to Order

The meeting was called to order at 6:37 p.m. by Kim Brown, District Clerk.

2. Election of Officers

2.1 A motion was made by Alexis Harrington and seconded by Carol Koehler to nominate Alexis Harrington as President of the Board of Education for the 2025-2026 School Year. After discussion and no other nominations from the floor, the motion was carried. Motion carried 3-0

2.2 A motion was made by Alexis Harrington and seconded by Carol Koehler to nominate Beth McIntyre as Vice President of the Board of Education for the 2025-2026 School Year. After discussion and no other nominations from the floor, the motion was carried. Motion carried 3-0

3. Administration of Oath

Oath of Office was administered to all Board Members present and Matthew Boucher, Superintendent.

4. Public Participation - none

5. Appointment of Officers

A motion was made by Carol Koehler and seconded by Beth McIntyre to appoint Jamie O'Dell of FEH BOCES as District Treasurer for the 2025-2026 School Year. Motion carried 3-0

A motion was made by Beth McIntyre and seconded by Carol Koehler to appoint Chelsea Glenny of FEH BOCES as Deputy Treasurer for the 2025-2026 School Year. Motion carried 3-0

A motion was made by Beth McIntyre and seconded by Carol Koehler to appoint Steven Peck of FEH BOCES as 2nd Deputy Treasurer for the 2025-2026 School Year. Motion carried 3-0

A motion was made by Beth McIntyre and seconded by Carol Koehler to appoint Darlene Kerr as District School Tax Collector for the 2025-2026 school year at same rate of pay as 2024-2025 school year. Motion carried 3-0

A motion was made by Beth McIntyre and seconded by Carol Koehler to appoint Kim Brown as Clerk of the Board (District Clerk) for the 2025-2026 school year at the same rate of pay as 2024-2025 school year. Motion carried 3-0

6. Other Appointments

A motion was made by Beth McIntyre and seconded by Carol Koehler to appoint Hudson Headwaters Health Network (HHHN) as the official school district physician for the 2025-2026 School Year. Motion carried 3-0

A motion was made by Carol Koehler and seconded by Beth McIntyre to appoint Girvin & Ferlazzo as School Attorney for the 2025-2026 School year at contract price. Motion carried 3-0

A motion was made by Carol Koehler and seconded by Beth McIntyre to appoint Telling and Hillman PC as Independent Auditor for the 2025-2026 School year. Motion carried 3-0

A motion was made by Carol Koehler and seconded by Beth McIntyre to appoint James Forbes as Asbestos Designee for the District for the 2025-2026 School Year. Motion carried 3-0

A motion was made by Beth McIntyre and seconded by Carol Koehler to approve Chairperson, a parent representative, if requested, School Psychologist and a teacher to the Section 504 Committee members for the 2025-2026 School year. Motion carried 3-0

A motion was made by Beth McIntyre and seconded by Carol Koehler to approve Chairperson, a parent representative, if requested, School Psychologist and a teacher to the CSE Committee members for the 2025-2026 School year. Motion carried 3-0

A motion was made by Beth McIntyre and seconded by Carol Koehler to approve Chairperson, a parent representative, if requested, School Psychologist and a teacher to the CPSE Committee members for the 2025-2026 School year. Motion carried 3-0

A motion was made by Beth McIntyre and seconded by Carol Koehler to appoint Superintendent, Matthew Boucher, as Title 9 Coordinator for the 2025-2026 School Year. Motion carried 3-0

A motion was made by Beth McIntyre and seconded by Carol Koehler to appoint Superintendent, Matthew Boucher, as Qualified Lead Evaluator for APPR for the 2025-2026 School Year. Motion carried 3-0

A motion was made by Beth McIntyre and seconded by Carol Koehler to appoint Mary Mitchell of FEH BOCES as Internal Auditor of Bills for the 2025-2026 School Year. Motion carried 3-0

A motion was made by Beth McIntyre and seconded by Carol Koehler to appoint Lan Vanvu of FEH BOCES as Backup Claims Auditor of Bills for the 2025-2026 school year. Motion carried 3-0

A motion was made by Beth McIntyre and seconded by Carol Koehler to appoint Superintendent, Matthew Boucher, as Records Access Officer for the 2025-2026 School Year. Motion carried 3-0

A motion was made by Beth McIntyre and seconded by Carol Koehler to appoint District Clerk, Kim Brown, as Records Management Officer for the 2025-2026 School Year. Motion carried 3-0

A motion was made by Beth McIntyre and seconded by Carol Koehler to appoint Superintendent, Matthew Boucher, as Dignity Act Coordinator for the 2025-2026 School Year. Motion carried 3-0

A motion was made by Beth McIntyre and seconded by Carol Koehler to appoint Kim Brown as Attendance Officer for the 2025-2026 School Year. Motion carried 3-0

7. Designation

- 7.1 A motion was made by Carol Koehler and seconded by Beth McIntyre to designate Arrow Bank (formerly known as Glens Falls National Bank) as the Official Depository for the 2025-2026 school year for the Putnam Central School District. Motion carried 3-0
- 7.2 A motion was made by Beth McIntyre and seconded by Carol Koehler to designate the Glens Falls Post Star and The Sun Newspaper as the Official school newspapers for the 2025-2026 school year. Motion carried 3-0
- 7.3 A motion was made by Carole Koehler and seconded by Beth McIntyre to designate August 26, 2025 at 6:30 p.m. as the August meeting date and to approve the tax levy. Motion carried 3-0

7.4 A motion was made by Carol Koehler and seconded by Beth McIntyre to designate the third Tuesday of the month at 6:30 p.m. as regular meeting dates with exceptions. The meeting dates will be as follows:

July 1, 2025
August 26, 2025
September 16, 2025
October 21, 2025
November 18, 2025
December 16, 2025
January 20, 2026
February 10, 2026
March 17, 2026
April 28, 2026
May 12, 2026-Budget Hearing
May 19, 2026
June 16, 2026

Motion carried 3-0

8. Bonding of Personnel

A motion was made by Beth McIntyre and seconded by Carol Koehler to have Blanket Bond Coverage for the District Clerk, School Tax Collector and District Treasurer. (Same as last year.) Motion carried 3-0

9. Authorizations

9.1 A motion was made Beth McIntyre and seconded by Carol Koehler to authorize Superintendent, Matthew Boucher to certify payrolls for the 2025-2026 School year.
Motion carried 3-0

9.2 A motion was made by Beth McIntyre and seconded by Carol Koehler to appoint Superintendent, Matthew Boucher as purchasing agent for the 2025-2026 School Year.
Motion carried 3-0

9.3 A motion was made by Beth McIntyre and seconded by Carol Koehler to authorize Superintendent, Matthew Boucher to approve the attendance of conferences, conventions, workshops, etc., with designated expenses for the 2025-2026 School year. Motion carried 3-0

9.4 A motion was made by Beth McIntyre and seconded by Carol Koehler to establish a Petty Cash Fund in the amount of \$100.00 and Kim Brown will be responsible for such funds for the 2025-2026 school year. Motion carried 3-0

9.5 A motion was made by Beth McIntyre and seconded by Carol Koehler to designate Treasurer, Jamie O'Dell of FEH BOCES authorization to sign checks and Deputy Treasurer, Chelsea Glenny of FEH BOCES to sign checks in the Treasurers' absence for the 2025-2026 School Year. Motion carried 3-0

9.6 A motion was made by Carol Koehler and seconded by Beth McIntyre to provide reduced price and free meals for those who qualify; Breakfast rate for students will remain free to all; for the 2025-2026 school year. Adult price will be \$1.00 for toast and \$2.00 for hot entrée'
Motion carried 3-0

9.7 A motion was made by Beth McIntyre and seconded by Carol Koehler to authorize Superintendent, Matthew Boucher to approve budget transfers for the 2025-2026 School year.
Motion carried 3-0

9.8 A motion was made by Beth McIntyre and seconded by Carol Koehler to authorize Superintendent, Matthew Boucher to apply for grants in aid for the 2025-2026 School Year.
Motion carried 3-0

9.9 A motion was made by Beth McIntyre and seconded by Carol Koehler to re-adopt all polices and the Code of Ethics in effect during the previous year for the 2025-2026 school year
Motion carried 3-0

9.10 A motion was made by Beth McIntyre and seconded by Carol Koehler to re-adopt the Code of Conduct for the 2025-2026 School year. Motion carried 3-0

10. Other Items:

10.1 A motion was made by Carol Koehler and seconded by Beth McIntyre to establish rate for Mileage reimbursement at current IRS rate for the 2025-2026 School year. Motion carried 3-0

10.2 A motion was made by Carol Koehler and seconded by Beth McIntyre to adopt the current School breakfast policy for the 2025-2026 School year. Motion carried 3-0

10.3 A motion was made by Beth McIntyre and seconded by Carol Koehler to adopt the current District Wide School Safety Plan for the 2025-2026 school year. Motion carried 3-0

11. Extra-Curricular

11.1 A motion was made by Carol Koehler and seconded by Beth McIntyre to appoint Ashley Bigelow as Administrative Assistance for the 2025-2026 School year. Stipend will be remain the same at the 2024-2025 school year. Motion carried 3-0

11.2 A motion was made by Beth McIntyre and seconded by Carol Koehler to appoint Ashley Bigelow as CPSE/CSE Coordinator for the 2025-2026 School year. Stipend is per Teacher Contract. Motion carried 3-0

12. Adjournment

A motion was made by Beth McIntyre and seconded by Carol Koehler to adjourn.
Adjournment at 7:02 p.m. Motion carried 3-0

Respectfully Submitted,

Kim Brown
District Clerk