

Putnam Central School
Re-Organizational Meeting

DRAFT

DATE: July 7, 2026

MEMBERS PRESENT: Alexis Harrington, Carol Koehler, and Nicole Cross

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

1. Call to Order

The meeting was called to order at 6:34 p.m. by Kim Brown, District Clerk.

2. Election of Officers

- 2.1 A motion was made by Alexis Harrington to nominate Alexis Harrington for President; Carol Koehler made a motion to nominate Beth McIntyre for President... there was discussion and it was decided to table the nomination for both Board President and Board Vice President until the August meeting. All board members in attendance were in agreement- 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 Alexis Harrington and seconded by Carol Koehler to appoint Jamie O'Dell of FEH BOCES as District Treasurer for the 2026-2027 School Year. Motion carried 3-0

A motion was made by Alexis Harrington and seconded by Carol Koehler to appoint Chelsea Glenney of FEH BOCES as Deputy Treasurer and Steven Peck as 2nd Deputy Treasurer for the 2026-2027 School Year. Motion carried 3-0

A motion was made by Alexis Harrington and seconded by Nicole Cross to appoint Nancy Treadway as District School Tax Collector for the 2026-2027 school year school year. (Salary was already established at June Board meeting) Motion carried 3-0

A motion was made by Alexis Harrington and seconded by Nicole Cross to appoint Kim Brown as Clerk of the Board (District Clerk) for the 2026-2027 school year. (Salary was already established at the June Board meeting.) Motion carried 3-0

6. Other Appointments

A motion was made by Nicole Cross and seconded by Alexis Harrington to appoint Hudson Headwaters Health Network (HHHN) as the official school district physician for the 2026-2027 School Year. Motion carried 3-0

A motion was made by Alexis Harrington and seconded by Carol Koehler to appoint Girvin & Ferlazzo as School Attorney for the 2026-2027 School year at contract price. Motion carried 3-0

A motion was made by Alexis Harrington and seconded by Carol Koehler to appoint Telling and Hillman PC as Independent Auditor for the 2026-2027 School year. Motion carried 3-0

A motion was made by Alexis Harrington and seconded by Carol Koehler to appoint James Forbes and Kenneth Chester as Asbestos Designee(s) for the District for the 2026-2027 School Year. Motion carried 3-0

A motion was made by Carol Koehler and seconded by Alexis Harrington to approve Chairperson, a parent representative, if requested, School Psychologist and a teacher to the Section 504 Committee members for the 2026-2027 School year. Motion carried 3-0

A motion was made by Alexis Harrington 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 2026-2027 School year. Motion carried 3-0

A motion was made by Alexis Harrington and seconded by Nicole Cross to approve Chairperson, a parent representative, if requested, School Psychologist and a teacher to the CPSE Committee members for the 2026-2027 School year. Motion carried 3-0

A motion was made by Nicole Cross and seconded by Alexis Harrington to appoint Superintendent, Matthew Boucher, as Title 9 Coordinator for the 2026-2027 School Year. Motion carried 3-0

A motion was made by Alexis Harrington and seconded by Nicole Cross to appoint Superintendent, Matthew Boucher, as Qualified Lead Evaluator for APPR for the 2026-2027 School Year. Motion carried 3-0

A motion was made by Alexis Harrington and seconded by Carol Koehler to appoint Mary Mitchell of FEH BOCES as Internal claims auditor and Lan Vanvu as backup claims auditor for the 2026-2027 School Year. Motion carried 3-0

A motion was made by Nicole Cross and seconded by Alexis Harrington to appoint Superintendent, Matthew Boucher, as Records Access Officer for the 2026-2027 School Year. Motion carried 3-0

A motion was made by Alexis Harrington and seconded by Nicole Cross to appoint District Clerk, Kim Brown, as Records Management Officer for the 2026-2027 School Year. Motion carried 3-0

A motion was made by Nicole Cross and seconded by Alexis Harrington to appoint Superintendent, Matthew Boucher, as Dignity Act Coordinator for the 2026-2027 School Year. Motion carried 3-0

A motion was made by Alexis Harrington and seconded by Nicole Cross to appoint Kim Brown as Attendance Officer for the 2026-2027 School Year. Motion carried 3-0

7. Designation

7.1 A motion was made by Alexis Harrington and seconded by Carol Koehler to designate Arrow Bank (formerly known as Glens Falls National Bank) as the Official Depository for the 2026-2027 school year for the Putnam Central School District. Motion carried 3-0

7.2 A motion was made by Carol Koehler and seconded by Alexis Harrington to designate the Glens Falls Post Star and The Sun Newspaper as the Official school newspapers for the 2026-2027 school year. Motion carried 3-0

7.3 A motion was made by Alexis Harrington and seconded by Carol Koehler to designate August 25, 2026 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 7, 2026
 - August 25, 2026
 - September 15, 2026
 - October 20, 2026
 - November 17, 2026
 - December 15, 2026
 - January 19, 2027
 - February 23, 2027
 - March 16, 2027
 - April 20, 2027
 - May ?, 2027 (Budget Hearing) TBD
 - May 18, 2027
 - June 15, 2027
- Motion carried 3-0

8. Bonding of Personnel

A motion was made by Carol Koehler and seconded by Alexis Harrington 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 Alexis Harrington and seconded by Nicole Cross to authorize Superintendent, Matthew Boucher to certify payrolls for the 2026-2027 School year. Motion carried 3-0
- 9.2 A motion was made by Alexis Harrington and seconded by Carol Koehler to appoint Superintendent, Matthew Boucher as purchasing agent for the 2026-2027 School Year. Motion carried 3-0
- 9.3 A motion was made by Alexis Harrington and seconded by Nicole Cross to authorize Superintendent, Matthew Boucher to approve the attendance of conferences, conventions, workshops, etc., with designated expenses for the 2026-2027 School year. Motion carried 3-0
- 9.4 A motion was made by Alexis Harrington and seconded by Nicole Cross to establish a Petty Cash Fund in the amount of \$100.00 and Kim Brown will be responsible for such funds for the 2026-2027 school year. Motion carried 3-0
- 9.5 A motion was made by Carol Koehler and seconded by Alexis Harrington to designate Treasurer, Jamie O'Dell of FEH BOCES authorization to sign checks and Deputy Treasurer, Chelsea Glenn of FEH BOCES to sign checks in the Treasurers' absence for the 2026-2027 School Year. Motion carried 3-0
- 9.6 A motion was made by Alexis Harrington and seconded by Nicole Cross to provide reduced price and free meals for those who qualify; Breakfast rate for students will remain free to all; for the 2026-2027 school year. Adult price will be \$1.00 for toast and \$1.50 for hot entrée' and \$3.22 for full breakfast. Motion carried 3-0
- 9.7 A motion was made by Alexis Harrington and seconded by Nicole Cross to authorize Superintendent, Matthew Boucher to approve budget transfers for the 2026-2027 School year. Motion carried 3-0
- 9.8 A motion was made by Carol Koehler and seconded by Alexis Harrington to authorize Superintendent, Matthew Boucher to apply for grants in aid for the 2026-2027 School Year. Motion carried 3-0

- 9.9 A motion was made by Alexis Harrington and seconded by Carol Koehler to re-adopt all policies and the Code of Ethics in effect during the previous year for the 2026-2027 school year
Motion carried 3-0
- 9.10 A motion was made by Alexis Harrington and seconded by Nicole Cross to re-adopt the Code of Conduct for the 2026-2027 School year. Motion carried 3-0

10. Other Items:

- 10.1 A motion was made by Carol Koehler and seconded by Alexis Harrington to establish rate for Mileage reimbursement at current IRS rate for the 2026-2027 School year. Motion carried 3-0
- 10.2 A motion was made by Alexis Harrington and seconded by Nicole Cross to adopt the current School breakfast policy for the 2026-2027 School year. Motion carried 3-0
- 10.3 A motion was made by Alexis Harrington and seconded by Nicole Cross to re-adopt the current District Wide School Safety Plan for the 2026-2027 school year. Motion carried 3-0

11. Extra-Curricular

- 11.1 A motion was made by Carol Koehler and seconded by Alexis Harrington to appoint Ashley Bigelow as Administrative Assistance for the 2026-2027 School year. Stipend will be remain the same at the 2026-2027 school year. Motion carried 3-0
- 11.2 A motion was made by Alexis Harrington and seconded by Carol Koehler to appoint Ashley Bigelow as CPSE/CSE Coordinator for the 2026-2027 School year. Stipend is per Teacher Contract. Motion carried 3-0

12. . New Business

- 12.1 Transportation Contract- Durrin Inc. expressed interest in continuing with the transportation Contract for the 2026-2027 school year. The quote is as follows: \$12,267.00 per bus per bus. After discussion, Alexis Harrington made a motion and seconded by Nicole Cross to accept the quote. Motion carried 3-0
- 12.2 Appointment of Yearbook Coordinator; Testing Coordinator and Newsletter Coordinator for the 2026-2027 school year. Ashley Bigelow and Courtney Collins express interest in being Co-*Yearbook Coordinator. After discussion, Alexis Harrington made a motion and seconded by Carol Koehler to appoint Ashley Bigelow and Courtney Collins as co-yearbook coordinators for the 2026-2027 school year. Stipend per teacher contract. Motion carried 3-0
*Testing Coordinator-Courtney Collins expressed interest in being the Testing Coordinator. After discussion, Alexis Harrington made a motion and seconded by Carol Koehler to appoint Courtney Collins as Testing Coordinator for the 2026-2027 school year. Stipend per teacher contract. Motion carried 3-0
*Budget Newsletter Coordinator- Meredith Sweeney expressed interest. After discussion, Alexis Harrington made a motion and seconded by Carol Koehler to appoint Meredith Sweeney as Budget Newsletter for the 2026-2027 school year. Stipend per teacher contract. Motion carried 3-0
- 12.3 Nomination for Area 6 Director for the New York State School Boards Association-After Discussion, no action will be taken in regards to this.
- 12.4 CVES Special Education Summer School-No action to be taken as is it no applicable to the District.
- 12.5 Resignation Letter from Mrs. Lesley Allen-After discussion, Alexis Harrington made a motion And seconded by Nicole Cross to accept the resignation of Mrs. Lesley Allen effective August 31, 2026. Motion carried 3-0

- 12.6 NERIC- Mr. Boucher discussed the cost of the computer tech for the district. He has had conversation with Dolores Nolet who has expressed interest in servicing the district. After discussion with the board members, Alexis Harrington made a motion and seconded by Nicole Cross to appoint Dolores Nolet as I.T. Coordinator for the 2026-2027 school year at the rate of \$45.00 per hour. Motion carried 3-0
- 13.0 Adjournment- A motion was made by Alexis Harrington and seconded by Carol Koehler to Adjourn. Adjournment at 7:15 p.m. Motion carried 3-0

Respectfully Submitted,

Kim Brown
District Clerk