

**PUTNAM CENTRAL SCHOOL  
BOARD OF EDUCATION MEETING**

**DRAFT**

**DATE:** August 25, 2025

**TYPE OF MEETING:** Regular/Tax Levy

**PLACE OF MEETING:** Putnam Central School

**MEMBERS PRESENT:** Beth McIntyre; Alexis Harrington, Carol Koehler & Ashley Denno

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

**1. Call to order**

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

**2. Public Application for Participation- none**

**3. Approval of Tax Levy -**

**RESOLUTION TO CONFIRM TAX ROLLS AND AUTHORIZE TAX LEVY**

WHEREAS the Board of Education has been authorized by the voters at the Annual School

Meeting to raise for the current budget of the 2025-2026 school year a sum not to exceed \$2,077,080.00;

THEREFORE, BE IT RESOLVED, that the board fix the equalized tax rates by towns and confirm the extension of the taxes as they appear on the following described tax roll:

Name of Town	Total Assessed Valuations by Towns	Equalized Tax Rate by Towns	Total Tax Levy by Towns
Putnam	\$296,428,532.	66%	\$2,018,491.65
Dresden	\$1,224,015.	87.99%	\$6,282.76
Ticonderoga	\$9,367,001.	100%	\$42,305.59
TOTALS	\$307,019,548	XXX	\$2,077,080.00

AND BE IT HEREBY DIRECTED THAT the tax warrant of this board, duly signed shall be

affixed to the above-described tax rolls authorizing the collection of said taxes to begin September 1, 2025 and end November 7, 2025 giving the tax warrant an effective period of 40 days at the expiration of which time the tax collector shall make an accounting in writing to the board; AND IT IS FURTHER DIRECTED THAT the delinquent tax penalties shall be fixed as follows:

1<sup>st</sup> month free period,

2<sup>nd</sup> month interest of 2 percent added,

3<sup>rd</sup> month or fraction thereof, interest of 3 percent added.

Beth McIntyre made this motion and seconded by Carol Koehler. Motion carried 4-0

Tax Warrant – Beth McIntyre made a motion and seconded by Carol Koehler to accept the Tax Warrant for the 2025-2026 school year. Motion carried 4-0

#### **4. Regular Reports**

The minutes for the June and July meetings were presented by the clerk.

A motion was made by Beth McIntyre and seconded by Carol Koehler to approve the minutes for the June 2025 meeting. Motion carried 4-0

A motion was made by Beth McIntyre and seconded by Carol Koehler to approve the minutes of the July 2025 Motion carried 4-0.

## **5. Financial Reports**

The Treasurer Reports for June 2025 and July 2025 were presented by the Treasurer.

A motion was made by Beth McIntyre and seconded by Carol Koehler to accept the Financial Reports for June 2025 for the following accounts:

Consolidated Fund Account in the amount of	\$3,807,711.41
Unemployment Insurance Account in the amount of:	\$16,126.42
Capital Fund Account in the amount of:	\$1,302,114.96
Repair Fund Account in the amount of:	\$50,230.01
Employee Benefit Accrued Liability Reserve	\$50,032.14
Tax Certiorari Account in the amount of:	\$10,024.34

Motion carried 4-0

A motion was made by Beth McIntyre and seconded by Carol Koehler to accept the Financial Reports for July 2025 for the following accounts:

Consolidated Fund Account in the amount of	\$3,719,679.98
Unemployment Insurance Account in the amount of:	\$16,126.42
Capital Fund Account in the amount of:	\$1,302,114.96
Repair Fund Account in the amount of:	\$50,230.01
Employee Benefit Accrued Liability Reserve	\$50,032.14
Tax Certiorari Account in the amount of:	\$10,024.60

Motion carried 4-0

\*Beth McIntyre made a motion and seconded by Carol Koehler to accept warrant #50 for June 2025 in the amount of \$26,052.72. Motion carried 4-0

Carol Koehler made a motion and seconded by Beth McIntyre to accept warrant #53 for June 2025 in the amount of \$72,166.88. Motion carried 4-0

\*Beth McIntyre made a motion and seconded by Carol Koehler to accept payroll warrant for June 2025 in the amount of \$183,442.42. Motion carried 4-0

Beth McIntyre made a motion and seconded by Carol Koehler to accept warrant #1 for July 2025 in the amount of \$49,440.52 Motion carried 4-0

\*Beth McIntyre made a motion and seconded by Carol Koehler to accept payroll warrant for July 2025 in the amount of \$38,216.31. Motion carried 4-0

## **6. Correspondence –**

Board members received the summer 2025 NYSIR Legal Digest.

## **7. Reports and Recommendations of the Superintendent of Schools**

Mr. Boucher gave a report on Facility updates and timelines.

## **8. Executive Session**

Beth McIntyre made a motion to enter into Executive Session and seconded by Carol Koehler @ 6:42 p.m. for the purpose of the medical, financial, credit, or employment history of a particular person or corporation or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation. Motion carried 4-0

Beth McIntyre made a motion and seconded by Ashley Denno at 7:37 p.m. to come out of executive session. Motion carried 4-0

9. **District Issues/Operations**

9.1 District Distraction Free School Policy (First Read)- Beth McIntyre made a motion and seconded by Ashley Denno to proceed with the first read of a new school policy District Distraction Free School Policy which is mandate by New York State. Motion carried 4-0

9.2 Oath of Office- District Clerk, Kim Brown advised the Board of Education that the oaths of Office have been received prior to the deadline of July 30, 2025 from Jamie O'Dell, Treasurer; Chelsea Glenny, Deputy Treasurer; Mary Mitchell, internal claims auditor; Steven Peck; Lan VanVu; Darlene Kerr, School Tax Collector; Kim Brown, District Clerk and Ashley Denno.

9.3 Transportation Contract – Durrin, Inc. submitted an extension of the current contract with a CPI of 3.4%. After discussion, Carol Koehler made a motion and seconded by Beth McIntyre to accept the transportation extension contract with the current contractor, Durrin, Inc. at CPI of 3.4%. Motion carried 4-0

9.4 RFP's. District had RFP's for Fuel. Bid opening for fuel was August 13, 2025  
Fuel Bid- received 1 bid from Mt. Petroleum whose bid is 40 cent over rack for both fuel oil and kerosene. After discussion, Carol Koehler made a motion and seconded by Ashley Denno to accept Mountain Petroleum's bid. (They currently service/repair boilers) Motion carried 4-0

9.5 Application for Substitute- Matt Swajger and Emily Boucher applied for substitute teaching. After discussion Beth McIntyre made a motion and seconded by Carol Koehler to approve both applicants for substitute teaching. Motion carried 4-0

9.6 Substitutes rate of pay for 2025-2026 school year. After discussion, Beth McIntyre made a motion and seconded by Carol Koehler amend the rate of pay for substitutes according to new schedule. Motion carried 4-0

9.7 Appointment of Testing Coordinator; Budget Newsletter; Yearbook Coordinator and Soccer Coach for the 2025-2026 school year. Testing Coordinator-Meredith Sweeney expressed interest. After discussion, Beth McIntyre made a motion and seconded by Ashley Denno to appoint Meredith Sweeney as Testing Coordinator for the 2025-2026 school year. Stipend per teacher contract. Motion carried 4-0  
Budget Newsletter-Meredith Sweeney expressed interest. After discussion, Beth McIntyre made a motion and seconded by Ashley Denno to appoint Meredith Sweeney as Budget Newsletter for the 2025-2026 school year. Stipend per teacher contract. Motion carried 4-0

Yearbook Coordinator-Ashley Bigelow and Courtney Collins expressed interest in being co-yearbook coordinators. After discussion, Beth McIntyre made a motion and seconded by Ashley Denno to appoint Ashley Bigelow and Courtney Collins as co-yearbook coordinators for the 2025-2026 school year. Stipend per teacher contract. Motion carried 4-0

Soccer Coach-Daniel Polsin expressed interest in soccer coach. Mr. Boucher advised the board that soccer would expand into soccer, football and lacross. After discussion, Ashley Denno made a motion and seconded by Beth McIntyre to appoint Daniel Polsin as soccer coach for the 2025-2026 school year. Stipend per teacher contract. Motion carried 4-0

9.8 Beth McIntyre made a motion and seconded by Carol Koehler to modify the addendum to the Confidential Secretary and the District Superintendent. Motion carried 4-0

10) **Curriculum & Instruction**- none

11) **Special Education** - none

12) **Old Business** – none

13. **New Business**

Board meeting dates for September and October 2025. Carol Koehler made a motion and seconded by Beth McIntyre to move the September board meeting date from September 16, 2025 to September 15, 2025. Motion carried 4-0

Beth McIntyre made a motion and seconded by Carole Koehler to move the October board meeting date from October 21, 2025 to October 20, 2025. Motion carried 4-0

14. **Adjournment** – A motion was made to adjourn by Beth McIntyre and seconded by Ashley Denno at 7:51 p.m. Motion carried 4-0.

Respectfully Submitted,

Kim Brown  
School District Clerk