

**Putnam Central School  
Board of Education Meeting**

**DRAFT**

**DATE:** June 16, 2026

**TYPE OF MEETING:** Regular

**PLACE OF MEETING:** Putnam Central School

**MEMBERS PRESENT:** Alexis Harrington, Beth McIntyre, Carol Koehler and Ashely Denno

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

**Call to Order**

The meeting was called to order by Vice President, Beth McIntyre at 6:30 p.m.

**Public Participation** - None

**Regular Reports**

The minutes of the Regular Board Meeting for May 2026 were presented. Alexis Harrington made a motion and seconded by Carol Koehler to accept the minutes as presented. Motion carried 4-0.

**Financial Reports**

The Treasurer's reports for May 2026 were presented.

A motion was made by Ashley Denno and seconded by Carol Koehler to accept the Financial Reports for May 2026 for the following accounts:

Consolidated Fund Account in the amount of:	\$4,219,454.82
Unemployment Insurance Fund Account in the amount of:	\$16,132.47
Capital Fund Account in the amount of:	\$1,055,341.78
Repair Fund Account in the amount of:	\$50,248.86
Tax Certiorari Account in the amount of:	\$10,027.14
Employee Benefit Accrued Liability Reserve in the amount of:	\$50,050.93

Motion carried 4-0

\*Carole Koehler made a motion and seconded by Ashley Denno to accept AP Warrant #43 in the amount of \$51,876.72. Motion carried 4-0

\*Ashley Denno made a motion and seconded by Carol Koehler to accept AP Warrant #45 in the amount of \$6,051.97. Motion carried 4-0

\*Carol Koehler made a motion and seconded by Ashley Denno to accept the payroll warrant for May 2025 in the amount \$75,735.88. Motion carried 4-0

**Correspondence**

Letter from Nancy Treadway

## Reports and Recommendation from the Superintendent of School

Mr. Boucher advised the board that the end of the school year is near. Staff will be having Professional Development Day at the BOCES in Saratoga on June 24, 2026.

## District Issues/Operations

Budget Results – Carol Koehler made a motion and seconded by Ashley Denno to accept the Budget Vote results of May 19, 2026 of:

Budget:	Yes	45
	No	29

Board Members:

5 year term

Nicole Cross	55
Write In:	
Jim Hock	1
Carol Koehler	1
Cindy Floor	4

Remaining Seat term of Gerald Gendron

Write In:	
Carol Koehler	19
Cyndy Floor	11
Janet Mallon	2
Mark Karlson	1
Gerry Gendron	1
Kathleen Coffman	3
Lani Ohly	1
Carolyn Andersen	1

Motion carried 4-0

Acceptance of School District Legal Counsel Agreement for the 2026-2027 School Year. Ashley Denno made a motion and seconded by Carol Koehler to accept the Legal Counsel Agreement for the 2026-2027 with Girvin & Ferlazzo P.C. Agreement begins 7/1/26 and ends 6/30/27. Motion carried 4-0

Instruction Contract with Ticonderoga Central School District for the 2026-2027 school year. This is the standard NYS contract for Putnam students attending grade 7-12 at Ticonderoga School. Ashley Denno made a motion and seconded by Carol Koehler to approve the Instruction contract with Ticonderoga Central School District for the 2026-2027 school year. Motion carried 4-0

Putnam Reserve Plan 2026-2027

Information for the Reserve Plan for 2026-2027 was distributed.

### Resolution #2026-06-01:

A MOTION WAS MADE BY ASHLEY DENNO AND SECONDED BY CAROL KOEHLER to approve the acceptance of the Reserve Plan 2026-2027:

**PUTNAM CENTRAL SCHOOL DISTRICT  
RESERVES PLAN  
JUNE 2026**

*Approved by the Board of Education June 16, 2026*

**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:**

**Capital Reserve Fund**

*Creation* – Established by the Board of Education in the 1995-1996 School Year and was originally known as the Building Reconstruction Reserve Fund, re-established most recently in the 2020-2021 School Year.

*Purpose* – This reserve is used to finance the construction of, general improvements, reconstruction, renovations or additions to, the district’s buildings, including site work and the acquisition of original furnishings equipment, machinery or apparatus required for the purpose for which such buildings are to be used. Voter approval is required to spend from this reserve. Expenditures must be specific, i.e., to purchase school buses, facility construction, equipment, etc. Annual appropriations to fund the reserve further must be authorized by voters.

*Funding Methods* – The reserve requires authorization by a majority of the voters. The forms of the required legal notice for the vote on establishing and funding the reserve and of the proposition to be placed on the ballot are both set forth in Section 3651 of Education Law. Limited to term or life approved by voters; may extend term only before end date.

*Monitoring of Reserve* – This reserve is monitored by the District Treasurer in collaboration with the Superintendent of Schools.

*Funding Level* – As determined by voters, amount and use must be specific.

**Actual Balance 3/31/26: \$ 300,000.00**

**Estimated Balance 6/30/25: \$ 52,738.00**

**Recommended Deposits/Expenditures/Transfers 6/30/25: Return \$52,738.00 unexpended from Capital Project for Playground to Fund Balance and close Capital Reserve Fund accordingly.**

**Capital Improvements Reserve Fund**

*Creation* – Established by the Board of Education in the 2021-2022 School Year

*Purpose* – This reserve is used to finance in whole or in part, the District’s activities in acquiring, constructing, reconstructing, adding to, renovating, altering and improving District buildings, facilities, grounds and real property, including the acquisition of original furnishings, equipment, machinery and apparatus required in connection therewith; that the ultimate amount of such Fund shall be not greater than one million dollars (\$1,000,000) plus interest earned thereon. Voter approval is required to spend from this reserve. Expenditures

must be specific, i.e., to purchase school buses, facility construction, equipment, etc. Annual appropriations to fund the reserve further must be authorized by voters.

*Funding Methods* – The reserve requires authorization by a majority of the voters to establish. Funding of the reserve to the ultimate amount can be done through resolutions from the Board of Education. The forms of the required legal notice for the vote on establishing and funding the reserve and of the proposition to be placed on the ballot are both set forth in Section 3651 of Education Law. Funding methods include (a) current and future unappropriated fund balances from the General Fund of the District, (b) State aid received as reimbursement for expenditures by the District in connection with District capital improvements (whether or not financed in whole or in part from such Fund), (c) the proceeds from the sale of unneeded District real or personal property and (d) such other sources as the Board or the voters of the District may direct. Limited to term or life approved by voters, the probable term of such Fund shall be not longer than ten (10) years but such Fund shall continue in existence for its stated purpose until liquidated in accordance with the Education Law; may extend term only before end date.

*Monitoring of Reserve* – This reserve is monitored by the District Treasurer in collaboration with the Superintendent of Schools.

*Funding Level* – As determined by voters, amount and use must be specific.

**Actual Balance 3/31/26: \$ 1,002,603.78**

**Estimated Balance 6/30/26: \$ 1,002,753.78**

**Recommended Deposits/Expenditures/Transfers 6/30/26: None**

**Reserve for Unemployment Insurance**

*Creation* – Established by the Board of Education in the 1994-1995 School Year

*Purpose* – This reserve is used to reimburse the New York State Unemployment Insurance fund for payments made to claimants where the district uses the benefit reimbursement method. The District does subscribe to the benefit reimbursement method, meaning we reimburse the State for actual claims incurred.

*Funding Methods* – The reserve may be established by board action and is funded by budgetary appropriations or funds from other reserves subject to permissive referendum. The Board of Education may terminate if the district converts to the tax contribution method of funding.

If the district elects to convert to the tax contribution basis, excess of funds over the sum sufficient to pay pending claims may be transferred, to other reserve fund(s) authorized by GML or ED § 3651. Within sixty days after the end of the fiscal year, excess amounts may either be transferred to other reserve fund(s) or applied to the appropriations of the next succeeding fiscal year's budget.

*Use of Reserve* – This reserve fund is used to pay the cost of reimbursement to the State Unemployment Insurance Fund for payments made to claimants where the school district has elected to use the benefit reimbursement method, in lieu of contributions under Article 18 of the Labor Law.

*Monitoring of Reserve* – This reserve will be monitored by the District Treasurer in conjunction with other central office administrators to assess the potential for incurring unemployment claims.

*Funding Level* – At this time, this level is deemed appropriate.

**Actual Balance 3/31/26: \$ 16,132.47**

**Estimated Balance 6/30/26: \$ 14,837.85**

**Recommended Deposits/Expenditures/Transfers 6/30/26: None. Reserve utilized in current school year to cover needed current claims of \$1,296.61**

**Repair Reserve:**

*Creation* – Established by the Board of Education in the 2014-2015 School Year

*Purpose* – This reserve may be used for repairs to capital improvements or equipment of a type that does not recur annually or at shorter intervals. Expenditures from this reserve may be made only after a public hearing has been held requiring 2/3 majority vote of BOE, except in emergency situations. If no hearing is held, the amount expended must be repaid to the reserve fund over the next two subsequent fiscal years.

*Funding Methods* – This reserve fund can only be funded by voter approval, either through the annual budgeting process or with referendum.

*Monitoring of Reserve* – This reserve is monitored by the District Treasurer in collaboration with the Superintendent of Schools.

*Funding Level* – There is no limit on the amount that can be accumulated in the fund. Recommended funding level is dependent on the District's assessment of capital repairs needed.

**Actual Balance 3/31/26: \$ 50,248.86**

**Estimated Balance 6/30/25: \$ 50,255.05**

**Recommended Deposits/Expenditures/Transfers 6/30/26: None**

**Reserve for Tax Certiorari**

*Creation* – Established by the Board of Education in the 2017-2018 School Year

*Purpose* – This reserve is used to pay for judgements and claims resulting from tax certiorari proceedings under Article 7 of the real property tax law.

*Funding Methods* – The reserve may be established by board action and is funded by budgetary appropriations.

*Use of Reserve* – To cover any judgements or claims arising out of tax certiorari proceedings.

*Monitoring of Reserve* – This reserve will be monitored by the District Treasurer in collaboration with the superintendent and legal counsel when claims assessments cases arise.

*Funding Level* – The total of the monies held in the reserve fund shall not exceed the amount which might reasonably be deemed necessary to meet anticipated judgments and claims arising out of tax certiorari proceedings in accordance with Article 7 of the Real Property Tax Law.

**Actual Balance 3/31/26: \$ 10,026.63**

**Estimated Balance 6/30/26: \$ 10,027.39**

**Recommended Deposits/Expenditures/Transfers 6/30/26: None**

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

*Creation* – Established by the Board of Education in the 2022-2023 School Year

*Purpose* – The governing board of any school district, by resolution, may establish a reserve for the purpose of funding the monetary value of accrued but unused sick leave, personal leave, vacation time, and any other forms of payment of accrued but unliquidated time earned by employees. Establishing or expending the reserve does not require voter approval. Expenditures may only be made for allowed cash payments of the monetary value of accrued and accumulated, but unused and unpaid sick leave, personal leave, vacation leave, holiday leave time allowances granted in lieu of overtime compensation earned by employees and due upon their termination of employment by retirement or otherwise.

*Funding Methods* – The reserve may be established by board action and is funded by budgetary appropriations.

*Use of Reserve* – To cover expenditures for monetary payment of unused and unpaid sick leave, personal leave, vacation leave, holiday leave time allowances earned by employees and due upon their termination of employment.

*Monitoring of Reserve* – This reserve will be monitored by the District Treasurer in collaboration with the superintendent and legal counsel when claims assessments cases arise.

*Funding Level* – Equivalent to the calculated total of compensated absences of all employees age 55 and over, or the one-year exposure of employees eligible for retirement.

**Actual Balance 3/31/25: \$ 50,050.93**

**Estimated Balance 6/30/25: \$ 50,057.10**

**Recommended Deposits/Expenditures/Transfers 6/30/26: \$8,000. To fully fund reserve**

Motion carried 4-0

Tax Collector for the 2026-2027 School year. After discussion Carol Koehler made a motion and seconded by Ashley Denno to accept and appoint Nancy Treadway as School Tax Collector for the District for the 2026-2027 School year. Motion carried 4-0

School Health Services Agreement for 2026-2027 school year with Hudson Headwater Health Network (HHHN) - contract reflects an increase of 3.5%. After discussion, Ashley Denno made a motion and seconded by Alexis Harrington to enter into the School Health Services Agreement for 2026-2027 school year. Motion carried 4-0

**Curriculum & Instruction** – None

**Special Education**

Carol Koehler made a motion and seconded by Ashley Denno to approve the CPSE/CSE recommendations for the 2026-2027 school year regarding student #2025.1. Motion carried 4-0

**Old Business** – None

**New Business** - None

### **Executive Session**

Ashley Denno made a motion at 6:44 p.m. and seconded by Alexis Harrington to enter into Executive Session for the medical, financial, credit, or employment history of a particular person(s) 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

Carol Koehler made a motion and seconded by Alexis Harrington at 6:51 p.m. to come out of executive session. Motion carried 4-0

Motion was made by Carol Koehler and seconded by Ashley Denno to accept the recommendation of the Superintendent of Schools, Matthew Boucher to grant Daniel Polsin in the Tenure area of Physical Education in the Putnam Central School District effective July 1, 2026. Motion carried 4-0

Motion was made by Carol Koehler and seconded by Ashley Denno to accept the recommendation of the Superintendent of Schools, Matthew Boucher to grant Sydney Clark tenure as an Elementary Teacher in the Putnam Central School District effective July 1, 2026. Motion carried 4-0

### **Resolution #2026-06-02:**

A motion was made by Carol Koehler and seconded by Ashley Denno to approve the adjustments in job description, benefits or salary for the Custodian; Summer Cleaner; Tax Collector; and Board Clerk all effective July 1, 2026. Motion carried 4-0

### **Adjournment**

A motion was made to adjourn by Alexis Harrington and seconded by Ashley Denno at 6:53 p.m. Motion carried 4-0

Respectfully submitted,

Kim Brown  
District Clerk