

**Glens Falls Common School District  
Board of Education Meeting  
Organizational Meeting Minutes**

**Date: July 13, 2023**

**Time: 5:00pm**

**Location: Office of the Superintendent**

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**1. Call To Order**

Mr. Hanselman called the meeting to order at 5:00pm

**2. Motion to appoint Carisa Vogel as Acting Clerk**

Mr. Diamond made a motion seconded by Mr. Accardi to appoint Carisa Vogel as Acting Clerk; Mrs. Vogel took Oath of Allegiance.

Motion Carried: 3-0

**3. Superintendent of Schools**

Mr. George took Oath of Allegiance

**4. Election of Board Officers**

- Election of Board of Education President

**Name:** Kevin Hanselman      **Motion:** Jack Diamond      **Second:** Peter Accardi

- Election of Vice President

**Name:** Jack Diamond      **Motion:** Peter Accardi      **Second:** Kevin Hanselman

**5. Oath of Allegiance:** Read and signed by the board.

**6. Public Hearings:** Code of Conduct- no public comment

**7. Appointment of Officers and Reorganizational Action Items**

Mr. Diamond made a motion seconded by Mr. Accardi to appoint the following officers and approve the proposed reorganizational action items for the 2023-2024 School Year:

Motion Carried: 3-0

<b>Position</b>	<b>Recommended Motion</b>
Attorney	Braymer Law, PLLC
Attendance Officer	Lisa Pearl
Auditor	Raymond Preusser, CPA, PC
Authorized Treasurer	Angela Pfeiffer, official bank signatories Brian George and Angela Pfeiffer

Bank	Glens Falls National Bank
Audit Committee Meeting	Peter Accardi, Jack Diamond and Kevin Hanselman 4:45-5:00pm
Board Meetings	2 <sup>nd</sup> Thursday of each month at 5:00pm unless otherwise specified.
Clerk of the Board	Carisa Vogel
Committee on Special Education	Tricia Albrecht (CSE Chairperson & Psychologist), Alex Villanueva (Physician), Parent Members (Varies), Amy Horton (SPED Teacher), Ashley Girard (SPED Teacher), Andrea Morrison (SPED Teacher), Stephanie Hamel (SPED Teacher), Sara Nelson (Speech Therapist)
Committee on Pre- School Special Education	Tricia Albrecht (Chair & Psychologist), Warren County Health Dept (Varies), Special Education Teacher (Varies)
Insurance Advisor	Marshall and Sterling
Mileage Reimbursement	Current IRS rate
Newspaper	The Post Star
Payroll Dates	Per Schedule
Petty Cash	Secretary- \$100
Purchasing Agent	Brian George, Superintendent
Chief Emergency Officer	Brian George, Superintendent
Lead Evaluator	Brian George, Superintendent
Records Management Officer	Angela Pfeiffer
Records Access Officer	Angela Pfeiffer
Transportation Coordinator	Brian George, Superintendent
School Physician	Dr. Alex Villanueva- \$3,000
Tax Collector	City of Glens Falls
Teacher in Charge	Tricia Albrecht- \$75 per day
Assembly Coordinator	Jody Pratt and Luke Armstrong \$750 each
Internet Webmaster	Carisa Vogel -\$1600
Mentor Coordinator	Tricia Albrecht- \$800
Mentor Stipend for year 1 Mentee	\$1300
Mentor Stipend for year 2 Mentee	\$650
Accelerated Reader Administrator	Tricia Albrecht- \$1000
Report Card Coordinator	Melissa Lank- \$20/ Hour
DASA co-coordinators	Jody Pratt and Luke Armstrong- \$1250 each
Section 504 Coordinator	Meredith Miles- \$500
Asbestos Hazard Emergency Response Act Designee	Michael Cowles
Substance Use Resource Coordinator	Meredith Miles
Chemical Hygiene Officer	Michael Cowles
McKinney-Vento Liaison	Meredith Miles
Data Protection Officer	Brian George
AIMS Web Coordinator	Melissa Lank- \$3000
Claims Auditor	Carisa Vogel- \$500
Code of Conduct	
2023-2024 salary and benefits for non –instructional staff- already completed	

## 8. Authorizations

- 8.1 The Treasurer is approved to make early payment of utilities and contractual items as follows: Postage, National Grid, Verizon, First Light, Water/ Sewer and Time Warner.
- 8.2 That the superintendent, and the District Treasurer in the absence of the Superintendent, certify payroll for the 2023-2024 school year.
- 8.3 That the Superintendent, and the District Treasurer, can sign checks.
- 8.4 That the Superintendent and the Deputy Purchasing Agent in the absence of the Superintendent approve purchase orders as the purchasing agents for the 2023-2024 school year.
- 8.5 That the Superintendent be approved to authorize contracts for the school district up to a limit of \$10,000.
- 8.6 To establish a General Fund petty cash account in the amount of \$100 for the 2023-2024 and designate Carisa Vogel as the custodian of the petty cash account. The superintendent must approve expenditures from this account.
- 8.7 That the superintendent be approved to apply for grants in Aid (State and Federal) for the 2023-2024 school year.
- 8.8 That the district will hold membership in the New York State School Board Association, New York State Council of School Superintendents, The Adirondack Area School Superintendent's Association and the Association for Supervision and Curriculum Development.
- 8.9 Approves the Superintendent's attendance at the Chief School Officers meetings and authorize the Superintendent to approve the attendance of other employees at conferences for the 2023-2024 school year.

Mr. Hanselman made a motion seconded by Mr. Accardi to approve the authorizations as listed.

Motion Carried: 3-0

**9. Bonding of Personnel- The Following bonding of personnel is in effect for the 2023-2024 school year**

- 9.1 The District Treasurer, District Tax Collector and the Superintendent are bonded for the 2023-2024 school year.

Mr. Diamond made a motion seconded by Mr. Accardi to approve the bonding of personnel for the 2023-2024 school year.

Motion Carried: 3-0

**10. Adjournment**

Mr. Hanselman made a motion seconded by Mr. Accardi to adjourn the meeting at 5:15pm.

