

Hamilton Central School District
BOARD OF EDUCATION ORGANIZATIONAL MEETING
 Tuesday, July 11, 2023

BOARD MEMBERS PRESENT: Michelle Jacobsen, Jennifer Jones, Sung Choe, Amanda Phillips, and Cory Duclos (*participated virtually*)

ADMINISTRATORS PRESENT: William Dowsland, Matthew Crumb, Christopher Rogers, Jodi Shantal, District Clerk

ABSENT:

VISITORS: Travis Ames

1.0 CALL TO ORDER

Call to Order

1.1 The organizational meeting of the Hamilton Central School District Board of Education was held in the Large Group Instruction Room, 47 West Kendrick Ave, Hamilton, New York. Michelle Jacobsen, President, called the meeting to order at 5:30 p.m. The following items of business were conducted:

1.2 Pledge of Allegiance

Pledge of Allegiance

1.3 Swearing in of newly elected Board Members— Amanda Phillips and Sung Choe

Both Mr. Choe and Mrs. Phillips were sworn in by the District Clerk on Monday, July 10, 2023. This took place in order to receive the board agenda and contents prior to the meeting. We would like to congratulate them on their election and welcome them to the HCS Board of Education.

2.0 NEW BUSINESS

New Business

2.1 Videoconferencing Resolution — BE IT RESOLVED to approve the resolution to authorize Board of Education Members to attend meetings by videoconferencing under extraordinary circumstances for the Hamilton Central School District.

Videoconferencing Resolution

Moved by: Jones

Seconded by: Jacobsen

Ayes: 5 Nays: 0 Absent: 0 Motion carried.

2.2 Election of Board President

*Board President
M. Jacobsen*

Mrs. Jones nominated Mrs. Jacobsen. There were no further nominations.

Election of Board President -- BE IT RESOLVED to nominate Michelle Jacobsen as president of the Board of Education.

Moved by: Jones

Seconded by: Phillips

Ayes: 5 Nays: 0 Absent: 0 Motion carried.

Michelle Jacobsen was nominated as President of the Board of Education for 2023-2024 school year.

2.3 Board Vice President

Mrs. Jacobsen nominated Mrs. Jones. There were no further nominations.

Election of Board President -- BE IT RESOLVED to nominate Jennifer Jones as vice president of the Board of Education.

Moved by: Duclos
Seconded by: Jacobsen
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

Jennifer Jones was nominated as vice president of the Board of Education for 2023-2024 school year.

2.4 Swearing in the President & Vice President

2.5 District Clerk

BE IT RESOLVED to approve the appointment of Jodi Shantal as District Clerk from July 1, 2023 through June 30, 2024 as recommended by the Superintendent.

Moved by: Jones
Seconded by: Phillips
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

2.6 Clerk Pro Tem

BE IT RESOLVED to approve the appointment of the Business Manager or Superintendent as Clerk Pro Tem in the absence of the District Clerk.

Moved by: Jones
Seconded by: Duclos
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

2.7 District Treasurer

BE IT RESOLVED to approve the appointment of Deborah Welsh as District Treasurer and to authorize a bonding of \$275,000 as recommended by the Superintendent.

Moved by: Duclos
Seconded by: Jones
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

2.8 Treasurer of Extracurricular Accounts

BE IT RESOLVED to approve the appointment of Deborah Welsh as Treasurer of Extracurricular Accounts as recommended by the Superintendent.

Moved by: Jones
Seconded by: Choe
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

*Board Vice President
J. Jones*

Swearing in of Officers

District Clerk

Clerk Pro Tem

District Treasurer

Treasurer of Extra-Curricular Accts.

<p>2.9 Comptroller of Extracurricular Accounts</p> <p>BE IT RESOLVED to approve the appointment of Heather Thomas and Mark Arquiatt as Comptroller of Extracurricular Accounts as recommended by the Superintendent.</p> <p>Moved by: Phillips Seconded by: Choe Ayes: 5 Nays: 0 Absent: 0 Motion carried.</p>	<p><i>Comptroller of Extracurricular Accts.</i></p>
<p>2.10 Audit Committee</p> <p>DISCUSSION—The Board decided to have the committee as a whole. BE IT RESOLVED to establish an audit committee to include the Board as a whole.</p> <p>Moved by: Choe Seconded by: Phillips Ayes: 5 Nays: 0 Absent: 0 Motion carried.</p>	<p><i>Audit Committee</i></p>
<p>2.11 Tax Collector</p> <p>BE IT RESOLVED to approve the appointment of Debra Kirley as Tax Collector from July 1, 2023 through June 30, 2024 and to authorize a bonding of \$275,000 as recommend by the Superintendent.</p> <p>Moved by: Jones Seconded by: Choe Ayes: 5 Nays: 0 Absent: 0 Motion carried.</p>	<p><i>Tax Collector</i></p>
<p>2.12 Tax Levying Body</p> <p>BE IT RESOLVED to designate William Dowsland, Superintendent of Schools, as the tax levying body and shall designate that such delegation of authority is applicable only where the recommended refund or credit is \$2,500 or less.</p> <p>Moved by: Jones Seconded by: Choe Ayes: 5 Nays: 0 Absent: 0 Motion carried.</p>	<p><i>Tax Levying Body</i></p>
<p>2.13 Law Enforcement Unit/Chief Emergency Officer</p> <p>BE IT RESOLVED to designate Mr. Matthew Crumb, Business Manager, as Law Enforcement Unit and Chief Emergency Officer, as recommended by the Superintendent.</p> <p>Moved by: Jones Seconded by: Phillips Ayes: 5 Nays: 0 Absent: 0 Motion carried.</p>	<p><i>Law Enforcement Unit/Chief Emergency Officer</i></p>
<p>2.14 Dignity for All Students (DASA)</p> <p>BE IT RESOLVED to designate Mr. Christopher Rogers as the district-wide and Mr. Kevin Ellis, Mr. Mark Arquiatt and Ms. Heather Thomas as the Building-wide DASA Coordinators as recommended by the Superintendent.</p> <p>Moved by: Choe Seconded by: Jones Ayes: 5 Nays: 0 Absent: 0 Motion carried.</p>	<p><i>Dignity for All Students Act</i></p>

2.15 Custodian of Petty Cash

Custodian of Petty Cash

BE IT RESOLVED to establish a petty cash fund in the amount of \$100.00 to be administered by Deborah Welsh, District Treasurer, as recommended by the Superintendent.

Moved by: Jones
Seconded by: Phillips
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

2.16 Custodian of School Lunch Petty Cash

School Lunch Petty Cash

BE IT RESOLVED to establish a petty cash fund in the amount of \$75.00 to be administered by Andrea Cass, Cook/Food Service Manager, as recommended by the Superintendent.

Moved by: Jones
Seconded by: Choe
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

2.17 Designation of Authorized Signature on Checks

Designation of Authorized Signature on Checks

BE IT RESOLVED to designate Ms. Deborah Welsh, District Treasurer, as the official signer of District checks and in her absence, William Dowsland, Superintendent of Schools.

Moved by: Phillips
Seconded by: Choe
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

2.18 Budget Transfers

Budget Transfers

BE IT RESOLVED to authorize William Dowsland, Superintendent of Schools, and Matthew Crumb, Business Manager, to make transfers within and between major budget categories.

Moved by: Phillips
Seconded by: Choe
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

2.19 403b Liaison

403b Liaison

BE IT RESOLVED to approve Matthew Crumb, Business Manager, as the 403b liaison as recommended by the Superintendent.

Moved by: Jones
Seconded by: Choe
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

2.20 Purchasing Agent

Purchasing Agent

BE IT RESOLVED to approve Matthew Crumb, Business Manager, as the purchasing agent as recommended by the Superintendent.

Moved by: Jones
Seconded by: Choe
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

2.21 Claims Auditor

Claims Auditor

BE IT RESOLVED to approve the appointment of Shannon Newkirk as Claims Auditor and to authorize a bonding of \$275,000 as recommended by the Superintendent.

Moved by: Jones
Seconded by: Phillips
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

2.22 School Attorney

School Attorney

BE IT RESOLVED to appoint the law firm of Ferrara & Fiorenza as School Attorneys as recommended by the Superintendent.

Moved by: Jones
Seconded by: Choe
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

2.23 School Physician

School Physician

BE IT RESOLVED to appoint Community Memorial Hospital for school physician services as recommended by the Superintendent.

Moved by: Jones
Seconded by: Phillips
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

2.24 School Newspaper

School Newspaper

BE IT RESOLVED to designate Observer Dispatch as the official newspaper for the school district as recommended by the Superintendent and as amended.

Moved by: Phillips
Seconded by: Choe
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

2.25 Mileage Rate

Mileage Rate

BE IT RESOLVED to recommend that the reimbursement for mileage for 2023-2024 for the use of a personal vehicle shall be the IRS rate per mile.

Moved by: Jones
Seconded by: Choe
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

2.26 Depository for School Funds

Depository for School Funds

BE IT RESOLVED to designate NBT Bank, Community Bank or HSBC as Depository for School Funds as recommended by the Superintendent.

Moved by: Phillips
Seconded by: Choe
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

2.27 Wire Transfers

BE IT RESOLVED to limit the maximum amount of a wire transfer at \$1,000,000 as recommended by the Superintendent.

Moved by: Jones
Seconded by: Choe
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

Wire Transfers

2.28 Freedom of Information Officer

BE IT RESOLVED to appoint William Dowsland, Superintendent of Schools, as the Freedom of Information Officer.

Moved by: Choe
Seconded by: Jones
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

Freedom of Information Officer

2.29 Title IX/Section 504/ADA Compliance Officer

BE IT RESOLVED, to appoint Mark Arquiett, Heather Thomas and/or Matthew Crumb as Title IX/Section 504/ADA Compliance Officer.

Moved by: Jones
Seconded by: Choe
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

Title IX, 504, ADA Compliance Officers

2.30 Asbestos Designee

BE IT RESOLVED to appoint Randy Freeman, Director of Facilities I, as Asbestos Designee as recommended by the Superintendent.

Moved by: Jones
Seconded by: Phillips
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

Asbestos Designee

2.31 Data Privacy & Protection Officer

BE IT RESOLVED to appoint Christopher Rogers, Director of Technology, as the District's Data Privacy and Protection Officer as recommended by the Superintendent.

Moved by: Jones
Seconded by: Choe
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

Data Privacy Officer

2.32 Records Access Officers

BE IT RESOLVED to appoint Matthew Crumb, Business Manager, and Jodi Shantal, District Clerk, as Records Access Officers as recommended by the Superintendent.

Moved by: Jones
Seconded by: Phillips
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

Records Access Officers

2.33 Records Management Officer/Appeals Officer

BE IT RESOLVED to appoint William Dowsland, Superintendent of Schools, as the Records Management Officer/Appeals Officer.

Moved by: Jones
Seconded by: Choe
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

Records Management and Appeals Officer

2.34 Attendance Officer

BE IT RESOLVED to appoint Heather Vergara, Heather Thomas, and Mark Arquiatt as Attendance Officers.

Moved by: Jones
Seconded by: Choe
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

Attendance Officer

2.35 Borrowing and Investment Officer

BE IT RESOLVED to appoint Matthew Crumb as the Borrowing and Investment Officer.

Moved by: Choe
Seconded by: Jones
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

Borrowing and Investment Officer

2.36 Liaison for Homeless Children and Youth

BE IT RESOLVED to appoint Kevin Ellis as the Liaison for Homeless Children and Youth.

Moved by: Jones
Seconded by: Phillips
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

Liaison for Homeless Children and Youth

2.37 District Auditor

BE IT RESOLVED to appoint Cwynar, Farrow & Locke, CPAs as the District Auditor.

Moved by: Jones
Seconded by: Choe
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

District Auditor

2.38 Committee on Special Education, Committee on Pre-School Special Education, and Committee on 504

BE IT RESOLVED to approve the appointment of Kevin Ellis and Jared Dart as CSE, CPSE, and 504 co-chairs for the 2023-2024 school year as recommended by the Superintendent.

Moved by: Jones
Seconded by: Phillips
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

Committee on Special Education, Committee on Pre-School Special Education, and Committee on 504

<p>2.39 Madison-Oneida Health Plan Consortium</p> <p>BE IT RESOLVED to appoint William Dowsland, Superintendent of Schools, and Matthew Crumb, Business Manager, as members of the Madison-Oneida Health Plan Consortium.</p> <p>Moved by: Phillips Seconded by: Choe Ayes: 5 Nays: 0 Absent: 0 Motion carried.</p>	<p><i>M-O Health Plan Consortium</i></p>
<p>2.40 Substitute Compensation</p> <p>BE IT RESOLVED to approve certified substitute teacher rate at \$105 p/day, uncertified teacher \$100 p/day and for all retired teachers a per diem rate of \$110 p/day, substitute teacher aides \$13.20 p/hr. with the subsequent changes to minimum wage, if any.</p> <p>Moved by: Jones Seconded by: Choe Ayes: 5 Nays: 0 Absent: 0 Motion carried.</p>	<p><i>Substitution Compensation</i></p>
<p>2.41 Conference/Grant Aid Authorizations</p> <p>BE IT RESOLVED to authorize William Dowsland, Superintendent of Schools, to approve staff conferences and to apply for grants (State & Federal).</p> <p>Moved by: Jones Seconded by: Phillips Ayes: 5 Nays: 0 Absent: 0 Motion carried.</p>	<p><i>Conference & Grant Aid Authorizations</i></p>
<p>2.42 Adoption of Policies</p> <p>BE IT RESOLVED to re-adopt the Hamilton Central School Board of Education policies in effect during 2022-2023 school year.</p> <p>Moved by: Choe Seconded by: Jones Ayes: 5 Nays: 0 Absent: 0 Motion carried.</p>	<p><i>Adoption of Policies</i></p>
<p>2.43 Annual Required Policies</p> <p>BE IT RESOLVED to re-adopt the Hamilton Central School Board of Education annual required policies that were in effect during the 2022-2023 school year.</p> <p>Moved by: Jones Seconded by: Choe Ayes: 5 Nays: 0 Absent: 0 Motion carried.</p>	<p><i>Annual Required Policies</i></p>
<p>2.44 Cell Phones</p> <p>BE IT RESOLVED to authorize the following employees to use cell phones issued under the district-paid service agreement: Superintendent, Business Manager, Secondary & Elementary Principals, Director of PPS, and Sub Service.</p> <p>Moved by: Jones Seconded by: Choe Discussion was held on Laura Russin being the sub caller.</p>	<p><i>Cell Phones</i></p>

<p>Ayes: 5 Nays: 0 Absent: 0 Motion carried. 2.45 Secondary & Elementary Student Code of Conduct</p> <p>BE IT RESOLVED to approve the secondary and elementary Student Code of Conduct as recommended by the Kevin Ellis, Director of PPS, Mark Arquiett, Secondary Principal, and Heather Thomas, Elementary Principal as recommended by the Superintendent.</p> <p>Moved by: Jones Seconded by: Phillips Discussion was held on the approval being for the existing COC. Ayes: 5 Nays: 0 Absent: 0 Motion carried.</p>	<p><i>Secondary/Elementary Student Code of Conduct</i></p>
<p>2.46 School Board Meeting Dates</p> <p>INFORMATIONAL – The following school board meeting dates for 2023-24 as approved on June 13, 2023.</p>	<p><i>School Board Meeting Dates</i></p>
<p>2.47 Board Involved Committees</p> <p>DISCUSSION—Committees with board member participation and who is going to serve on what committee.</p>	<p><i>Board Involved Committees</i></p>
<p>2.48 Building Steering Team Representatives</p> <p>BE IT RESOLVED to appoint Amanda Phillips as representative to the Elementary Steering Team and Cory Duclos to the Secondary Steering Team.</p>	<p><i>Building Steering Team Representatives</i></p>
<p>Moved by: Choe Seconded by: Jones Ayes: 5 Nays: 0 Absent: 0 Motion carried</p> <p>2.49 Policy Sub-Committee</p>	<p><i>Policy Sub-Committee</i></p>
<p>BE IT RESOLVED to appoint William Dowsland, Superintendent of Schools, Cory Duclos, Sung Choe to the Policy sub-committee.</p> <p>Moved by: Jones Seconded by: Phillips Ayes: 5 Nays: 0 Absent: 0 Motion carried</p>	<p><i>Inclusivity Committee</i></p>
<p>2.50 Inclusivity Committee</p> <p>BE IT RESOLVED to appoint William Dowsland, Superintendent of Schools, Sung Choe, and the recommended list of individuals to the Inclusivity Committee.</p> <p>Moved by: Jones Seconded by: Phillips Discussion was held on additional members may be added to the list as the year progresses. Ayes: 5 Nays: 0 Absent: 0 Motion carried</p>	<p><i>Inclusivity Committee</i></p>

2.51 School Boards Institute

BE IT RESOLVED to appoint Jennifer Jones and Amanda Phillips as co-representatives to the School Boards Institute.

Moved by: Duclos
Seconded by: Choe
Ayes: 5 Nays: 0 Absent: 0 Motion carried

2.52 NYSBBA Advocacy Liaison

BE IT RESOLVED to appoint Jennifer Jones and Cory Duclos as the Board of Education representative.

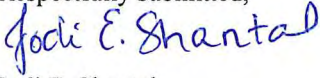
Moved by: Choe
Seconded by: Phillips
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

As established at the Board Workshop on August 2, 2023 the role on committees is as follows: Active member of the board - active voice, active role on committee. The board isn't present - you are a member that can communicate back to the board on behalf of the committee. Help distinguish what is a board level item vs what is a principal level item.

3.0 ADJOURNMENT

BE IT RESOLVED to adjourn the organizational meeting at 6:02 p.m.

Moved by: Jones
Seconded by: Choe
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

Respectfully submitted,

Jodi E. Shantal
District Clerk

School Boards
Institute

NYSBBA Advocacy
Liaisons

Adjournment