

Hamilton Central School District
BOARD OF EDUCATION ORGANIZATIONAL MEETING
Monday, July 15, 2025

BOARD MEMBERS PRESENT: Michelle Jacobsen, Jennifer Jones, Sung Choe, Amanda Phillips, and Cory Duclos

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

ABSENT:

VISITORS:

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. Jodi Shantal, District Clerk, 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 the re-elected Board Member— Cory Duclos

Swearing in of Re-elected Board Member

2.0 ELECTION OF OFFICERS

Election of Officers

2.1 Election of Board President

*Board President
Michelle Jacobsen*

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

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

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

Michelle Jacobsen was nominated as President of the Board of Education for 2024-2025 school year.

2.2 Board Vice President

*Board Vice President
Jennifer Jones*

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

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

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

Jennifer Jones was nominated as vice president of the Board of Education for 2024-2025 school year.

2.3 Swearing in the President & Vice President

*Swearing in of
Officers*

**3.0 APPOINTMENT OF SCHOOL OFFICERS FOR THE 2024-2025
SCHOOL YEAR**

*Appointment of
School Officers for
the 2024-2025 School
Year*

BE IT RESOLVED to approve the following School Officers (3.1-3.16) for the 2024-2025 school year as recommended by the Superintendent.

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

- 3.1 **District Clerk** - Jodi Shantal as District Clerk from July 1, 2024 through June 30, 2025
- 3.2 **Clerk Pro Tem**—Business Manager and the Superintendent as Clerk Pro Tem in the absence of the District Clerk.
- 3.3 **District Treasurer**-- Deborah Welsh as District Treasurer and to authorize a bonding of \$275,000.
- 3.4 **Treasurer of Extracurricular Accounts**-- Deborah Welsh as Treasurer of Extracurricular Accounts
- 3.5 **Comptroller of Extracurricular Accounts**-- Heather Thomas and Mark Arquiatt Comptroller of Extracurricular Accounts
- 3.6 **Tax Collector**-- Debra Kirley as Tax Collector from July 1, 2024 through June 30, 2025 and to authorize a bonding of \$275,000
- 3.7 **Law Enforcement Unit/Chief Emergency Officer**—Matthew Crumb, Business Manager, as Law Enforcement Unit and Chief Emergency Officer
- 3.8 **Chemical Hygiene Officer** – Randy Freeman, Director of Facilities, as Chemical Hygiene Officer
- 3.9 **District Wide Safety Officer**—Matthew Crumb, Business Manager, as District Wide Safety Officer
- 3.10 **Freedom of Information Officer**-- William Dowsland, Superintendent of Schools, as the Freedom of Information Officer.
- 3.11 **Title IX/Section 504/ADA Compliance Officer**-- Mark Arquiatt, Heather Thomas and/or Matthew Crumb as Title IX/Section 504/ADA Compliance Officer.
- 3.12 **Data Privacy & Protection Officer**—Christopher Rogers, Director of Technology, as the District's Data Privacy and Protection Officer
- 3.13 **Records Access Officer**—Matthew Crumb, Business Manager, and Jodi Shantal, District Clerk, as Records Access Officers
- 3.14 **Records Management/Appeals Officer**—William Dowsland, Superintendent of Schools, as the Records Management/Appeals Officer.

3.15 **Attendance Officer**—Heather Vergara, Heather Thomas, and Mark Arquiatt as Attendance Officers.

3.16 **Borrowing and Investment Officer**—Matthew Crumb as the Borrowing and Investment Officer.

4.0 **OTHER APPOINTMENTS AND AUTHORIZATIONS FOR THE 2024-2025 SCHOOL YEAR**

BE IT RESOLVED to approve the following other appointments and authorizations (4.1-4.23) for the 2024-2025 school year as recommended by the Superintendent.

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

*Other Appointments
and Authorizations
for the 2024-2025
School Year*

4.1 **Custodian of Petty Cash**—The amount of \$100.00 to be administered by Deborah Welsh

4.2 **Custodian of School Lunch Petty Cash**—The amount of \$75.00 to be administered by Andrea Cass

4.3 **Budget Transfers**-- William Dowsland, Superintendent of Schools and Matthew Crumb, Business Manager, to make transfers within and between major budget categories.

4.4 **403b Liaison**—Matthew Crumb, Business Manager, as the 403b liaison.

4.5 **Purchasing Agent**—Matthew Crumb, Business Manager, as the purchasing agent

4.6 **Claims Auditor**—Shannon Newkirk as Claims Auditor and to authorize a bonding of \$275,000

4.7 **School Attorney**--The law firm of Ferrara Fiorenza PC

4.8 **School Physician**--Community Memorial Hospital for School Physician services

4.9 **Mileage Rate**—The reimbursement for mileage for 2024-2025 for the use of a personal vehicle shall be the IRS rate per mile.

4.10 **Wire Transfer**—The maximum amount of a wire transfer at \$1,000,000.

4.11 **Asbestos Designee**-- Randy Freeman, Director of Facilities, as Asbestos Designee

4.12 **Liaison for Homeless Children and Youth**—Kevin Ellis as the Liaison for Homeless Children and Youth.

4.13 **District Auditor**—Cwynar, Farrow, & Locke, CPAs as the District Auditor.

4.14 **Bond Council**— Trespasz Law Offices, LLP

4.15 **Committee on Special Education, Committee on Pre-School Special Education, and Committee on 504**—Kevin Ellis and Jared Dart as CSE, CPSE, and 504 co-chairs

- 4.16 **Madison-Oneida Health Plan Consortium**—William Dowsland, Superintendent of Schools, and Matthew Crumb, Business Manager, as members of the Madison-Oneida Health Plan Consortium.
- 4.17 **Worker’s Compensation Consortium**—Matthew Crumb, Business Manager, as a representative for the Worker’s Compensation Consortium and Deborah Welsh, District Treasurer as an alternate
- 4.18 **Conference/Grant Aids Authorization** -- William Dowsland, Superintendent of Schools, to approve staff conferences and expenses and to apply for grants (State & Federal).
- 4.19 **Workplace Violence Coordinator** – Matthew Crumb, Business Manager, as the Workplace Violence Coordinator
- 4.20 **Impartial Hearing Officers**—Authorize the Board President to appoint an Impartial Hearing Officer, if the need arises, off the District’s rotating list of Impartial Hearing Officers as provided by New York State.
- 4.21 **Hearing Officers**—Authorize the law firm of Ferrara Fiorenza PC and Madison-Oneida BOCES Labor Relations to be hearing officers for pupil suspension.
- 4.22 **Substitute Caller** – Laura Russin as the substitute caller with stipend
- 4.23 **Free and Reduced**—Authorize Matthew Crumb to certify individuals for free and reduced lunch status.

5.0 OTHER APPOINTMENTS WITH BOARD INVOLVEMENT FOR THE 2024-2025 SCHOOL YEAR

Board Involved Committees—DISCUSSION
 Who will serve on which committee, and whether the Audit Committee, as per policy, will operate as a whole or as a subcommittee of the Board of Education.

BE IT RESOLVED to approve the following appointments (5.1-5.6) with Board involvement for the 2024-2025 school year as discussed by the Board of Education, recorded by the District Clerk, and as recommended by the Superintendent.

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

- 5.1 **Building Steering Team Representatives**—
 Board of Education representative to the elementary steering team – Amanda Phillips
 Board of Education representative to the secondary steering team – Michelle Jacobsen
- 5.2 **Audit Committee**—The committee will meet as a whole
- 5.3 **Policy Sub-Committee**—William Dowsland, Superintendent of Schools, and the following individuals: Sung Choe and Cory Duclos
- 5.4 **Inclusivity Committee**—William Dowsland, Superintendent of Schools or designee, and the following Board of Education members as liaisons: Sung

*Other Appointments
 with Board
 Involvement for the
 2024-2025 School
 Year*

Choe and Cory Duclos (Cory was added this year since he is our Board Representative on State Wide DEI Committee)

- 5.5 **School Boards Institute**—Representatives to the School Boards Institute: Jennifer Jones (only one this year)
- 5.6 **NYSBBA Advocacy Liaison**—Board of Education representative: Jennifer Jones, with Amanda Phillips as an alternate/assistant. Amanda was added this year to help manage the increased advocacy efforts required for various topics.

6.0 DESIGNATIONS FOR THE 2024-2025 SCHOOL YEAR

*Designations for the
2024-2025 School
Year*

BE IT RESOLVED to approve the following designations (6.1-6.5) for the 2024-2025 school year as recommended by the Superintendent.

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

- 6.1 **Tax Levying Body**—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.
- 6.2 **Dignity for All Students Act (DASA)**— Christopher Rogers as the District DASA Coordinator and Kevin Ellis, Mark Arquiatt and Heather Thomas as the Building DASA Coordinators
- 6.3 **Designation of Authorized Signature on Checks**-- Deborah Welsh, Treasurer, as the official signer of District checks and in her absence, William Dowsland, Superintendent of Schools.
- 6.4 **School Newspaper**—The Observer Dispatch as the official newspaper for the school district
- 6.5 **Depository for School Funds**-- NBT Bank, Community Bank or HSBC as Depository for School

7.0 OTHER APPROVALS FOR THE 2024-2025 SCHOOL YEAR

*Other Approvals for
the 2024-2025 School
Year*

BE IT RESOLVED to approve the following other school related business (7.1-7.5) for the 2024-2025 school year as recommended by the Superintendent.

Moved by: Duclos
Seconded by: Phillips
The Board discussed whether our substitute rates are comparable to those of other districts. The status of the Code of Conduct was also reviewed.
Ayes: 5 Nays: 0 Absent: 0 Motion carried.

- 7.1 **Policies**— All the existing Hamilton Central School Board of Education policies will remain in effect during 2024-2025 school year. The policy committee will review and amend policies as needed.
- 7.2 **Cell Phones**—The Superintendent of Schools, Business Manager, Secondary & Elementary Principal, Director of PPS, District Treasurer/Athletic Coordinator and Sub Service are authorized to use cell phones issued under the district-paid service agreement.

7.3 **Secondary & Elementary Student Code of Conduct**—The secondary and elementary Student Code of Conduct as recommended by the Director of PPS, secondary and elementary principals.

7.4 **Substitute Compensation**—The certified substitute teacher rate of \$105 per day, the uncertified teacher rate is \$100 per day, and the rate for all retired teachers, per diem, is \$110 per day. Substitute teacher aides will be paid \$14.20 per hour, with subsequent changes to reflect minimum wage adjustments, if any.

7.5 **School Board Meeting Dates** -- INFORMATIONAL – The following school board meeting dates for 2024-25 as approved previously.

8.0 ADJOURNMENT

Adjournment

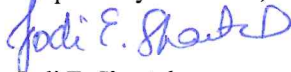
BE IT RESOLVED to adjourn the organizational meeting at 5:47 p.m.

Moved by: Choe

Seconded by: Jones

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

Respectfully submitted,



Jodi E. Shantal
District Clerk