North Greenbush Common School District

Re-Organizational Meeting

July 1, 2026, 12:00pm

District Office

Meeting Minutes

Meeting Called to Order: 12:00 pm
Pledge of Allegiance
Attendance: Mrs. O'Connell, Mr. Dukes, Mrs. Karas, Ms. Meister & Mr. Casale (arrival 12:04 pm)
Public Comment: None

Approvals and Appointments:

I **Administration of Oath of Newly Elected Board Members**

a) Newly Elected Board Members; Administer Oath of Faithful Performance in Office to newly elected board members: New York State Constitution, Article XIII; Public Officers 10, 30 — **Douglas Dukes**

Motion Made By: Mr. Casale
Seconded By: Mrs. O'Connell
Any Discussion: None
All In Favor: 2-0

II **Election of Board of Trustee Officers**

a) President of the Board: Ed. Law1701, 2504, 2563 — **Douglas Dukes**
b) Vice President: ED. Law 1701, 2504, 563 — **Sue O'Connell**

Motion Made By: Mr. Casale
Seconded By: Mrs. O'Connell
Any Discussion: None
All In Favor: 2-0

III **Appointment of Officers (Consent Agenda)**

a) Superintendent of School — **Valarie Karas**
b) Clerk of the Board: Ed. Law 2114, 2130, 2503; Comm's Reg.170.2 — **Ann Meister**
c) District Treasurer: Ed. Law 2114, 2130, 2503; Comm's Reg.170.2 — **Jenny Hotaling**
d) Tax Collector: Ed. Law 2101, 2114, 2130, 2506; Comm's Reg.170.2; Town Law 37 — **Ann Meister**
e) Internal Claims Auditor: Ed. Law 1709-20a; Comm's Reg. 170.2 — **Michael Wolff**
f) External Auditors — **Bryans & Gramuglia,CPA's, LLC**

Motion Made By: Mrs. O'Connell
Seconded By: Mr. Casale
Any Discussion: None
All In Favor: 3-0

BOE APPROVED: 8/12/2026

IV **Other Appointments (Consent Agenda)**

a) School Attorney	**Honeywell Law Firm, PLLC**
b) Attendance Officer: Ed. Law 902	**Valarie Karas**
c) Records Access Officer: Public Officer's Law 87(b) (iii)	**Valarie Karas**
d) Records Management Officer: Comm's Reg. 185.2 (a) (1)	**Jenny Hotaling**
e) Asbestos (LEA) Designee: AHERA, Public 99-519	**Valarie Karas**
f) Pesticide and Hazardous Materials Notification Officer	**Valarie Karas**
g) Purchasing Agent: Comm's Reg. 170.2	**Valarie Karas**
h) Data Protection Officer	**Valarie Karas**

Motion Made By: Mrs. O'Connell
Seconded By: Mr. Casale
Any Discussion: None
All In Favor: 3-0

V **Designations (Consent Agenda)**

a) Official Bank Depository, All Funds: Ed. Law 2129,2130 Comm's Reg. 170.2	**Pioneer Bank**
b) Regular Meetings: Ed. Law 1708(at least once in each quarter), 2504	**See Attached Calendar**
c) Official Newspapers: Ed. Law 2004; General Municipal Law 103	**Troy Record**

Motion Made By: Mrs. O'Connell
Seconded By: Mr. Casale
Any Discussion: None
All In Favor: 3-0

VI **Authorizations (Consent Agenda)**

a) To Certify Payrolls: Ed. Law 1720, 2523; Comm's Reg. 170.2	**Valarie Karas**
b) Conferences, Conventions, Workshops Attendance: General Municipal Law 77b	**Valarie Karas**
c) Designation of Signatures on Checks: Ed. Law 1720, 2523	**Jenny Hotaling**
d) Alternate designee for Signatures on Checks	**BOE President**
e) Budget Transfers on Chief School Officer's approval: Comm's Reg. 170.2	**Jenny Hotaling**
f) Superintendent to apply for Grants in Aid (State & Federal) Ed. Law 1711, 2508	**Valarie Karas**

Motion Made By: Mrs. O'Connell
Seconded By: Mr. Casale
Any Discussion: None
All In Favor: 3-0

VII **Official Undertakings (Bonds) (Consent Agenda)**

a) District Treasurer: Ed. Law 2122, 2130, 2527, Comm's Reg. 170.2	**Jenny Hotaling**
b) District Tax Collector: Ed. Law 2124, 2527: Comm's Reg. 170.2	**Ann Meister**

Motion Made By: Mrs. O'Connell
Seconded By: Mr. Casale
Any Discussion: None
All In Favor: 3-0

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VIII **Other Items: (Consent Agenda)**

a) Re adoption of all District Policies, Plans and Codes of Ethics in effect: Implied in Ed. Law 1709, 2503		**Board of Trustees**
b) Establish Mileage Reimbursement Rate: Ed. Law 2118		**IRS established rate**
c) Set rates for Substitutes:	Certified Teachers	**$20/hr, not exceed $120/day**
	Non-Certified Teachers	**$20/hr, not exceed $120/day**
	Custodian	**$23/hr**
	Registered Nurse	**$31/hr**
	Administrator	**$400/day**
d) Set rates for Summer School Teachers		**$40/hr**

Motion Made By: Mrs. O'Connell
Seconded By: Mr. Casale
Any Discussion: None
All In Favor: 3-0

IX **Additional Appointments (Consent Agenda)**

a) CSE/CPSE Committee	**See Attached List**
b) Impartial Hearing Officers	**See Attached List**
c) Homeless Liaison Coordinator	**Valarie Karas**
d) DASA Coordinator	**Valarie Karas**
e) Chief Information Officer (CIO)	**Valarie Karas**
f) School Physician	**Riverview Pediatrics**
g) Civil Rights Compliance Officer	**Valarie Karas**
h) Title IX Coordinator	**Valarie Karas**
i) 504 Compliance Officer	**Lori Hotaling**

Motion Made By: Mrs. O'Connell
Seconded By: Mr. Casale
Any Discussion: None
All In Favor: 3-0

End of Organizational Meeting: 12:10 pm

Public Comment: None

Adjournment at: 12:10 pm

BOE APPROVED: 8/12/2026

Back-up Details for Re-Organizational Meeting

IV **Other Items (Consent Agenda)**

a) IRS mileage rate currently at $0.725

VIII **Additional Appointments (Consent Agenda)**

a) CSE/CPSE Chairperson: Lori Hotaling
Committee Members: Sp. Ed. Teachers: Alison Calacone & Shannon Manning
Reg. Ed Teachers: Lisa Lillis, Sarah Lichorowiec, Megan Driscoll & LSI Teachers
Nurse: Tori Davey as needed
Related Providers: Sp/Lang, PT/OT, others as needed
Parent Member: TBD

b) Impartial Hearing Officers (SEO List)
c) School Physician at $75/hr as needed

BOE APPROVED: 8/12/2026

North Greenbush Common School District

Regular Board of Trustees Meeting

July 1, 2026, 12:00pm

District Office

Meeting Minutes

1.0 Meeting Called to Order: 12:11pm

1.1 Recording of Attendance: Mrs. O'Connell, Mr. Dukes, Mr. Casale, Mrs. Karas & Ms. Meister

1.2 Pledge of Allegiance

1.3 Public Comment - None

2.0 Reports to the Board of Education

2.1 Approval of Minutes of Previous Meeting - 6/10/26

Motion Made By: Mrs. O'Connell

Seconded By: Mr. Casale

Any Discussion: None

All In Favor: 3-0

2.2 Superintendent's Report: The CORE Phonics Survey

3.0 Appointments and Authorizations

3.1 Approval of the following contracts for the 2026-2027 school year:

Lori Hotaling, CSE-CPSE Chair & School Psychologist, July 1, 2026-June 30, 2027 @ $55 hourly up to 650 hours per year and $800 per evaluation

Ann Meister, Tax Collector, July 1, 2026-June 30, 2027, stipend $1,750

Ann Meister, Confidential Secretary to the Superintendent, Registrar, & District Clerk, July 1, 2026-June 30, 2027 @ $58,750/yearly

Jenny Hotaling, Treasurer, July 1, 2026-June 30, 2027, $73,645

Megan Driscoll, Teacher, July 1, 2026-June 30, 2027, $58,286 yearly

Sarah Lichorowiec, Teacher, July 1, 2026-June 30, 2027, $65,000 yearly

Lisa Lillis, Teacher, July 1, 2026-June 30, 2027, $78,810 yearly

Kathleen Testo, Part Time Teacher, September 1, 2026-June 30, 2027, $52.50 hourly, approximately 15 hours per week, 5 days per week

Karen Court, Part Time Nurse, July 1, 2026-June 30, 2027, $32 hourly, up to 2 days per week

Chris Gribben, School Counselor, September 1, 2026-June 30, 2027, $52.50 hourly, up to 5 hours per month

Alison Calacone, Special Ed Teacher, July 1, 2026-June 30, 2027, $70,789/yearly

Shannon Manning, Special Ed Teacher, July 1, 2026-June 30,2027, $58,286/yearly

Tori Davey, School Nurse, July 1, 2026-June 30, 2027, $58,176/yearly

Kathleen Dayton, Clerical Sub., July 1, 2026-June 30, 2027, $22 hourly up to 2 days per week

Lauren Hunn, Music Teacher, July 1, 2026-June 30, 2027, $52.50 hourly, 150 minutes of teaching per week and 1 hour of planning per week
Jason Kimball, Head Custodian, July 1, 2026-June 30, 2027, $23 hourly, 198 days up to 4 hours per day
Donald Kearns, Substitute Custodian, July 1, 2026-June 30, 2027, $23 hourly
William Lyons, Consultant, July 1, 2026-June 30, 2027, $85 hourly
Sally Shields, Consultant, July 1, 2026-June 30, 2027, $75 hourly
Carol d'Estienne, Substitute Administrator, July 1, 2026-June 30, 2027, $400 per day
Deborah Sharpe-DeFries, Substitute Administrator, July 1, 2026-June 30, 2027, $400 per day
Ani Mooney, Substitute Nurse, July 1, 2026-June 30, 2027, $31 hourly
Carol Crucetti, Substitute Nurse, July 1, 2026-June 30, 2027 @ $31 hourly

3.2 Approve Kathleen Testo, Megan Driscoll, Tessa McElligott, Lauren Hunn and Amanda Barrett as teachers for the summer school program at a rate of $40/hourly from July 7, 2026 – August 13, 2026
3.3 Approve the Honeywell Law Firm, PLLC Agreement for the 2026-2027 School Year
3.4 Approve the transportation contract with Wynantskill for the 2026-2027 school year
3.5 Approve the Occupational Therapy contract with Wynantskill for the 2026-2027 school year
3.6 Approve an additional six days, not to exceed seven hours during summer compensated at per diem equal to 1/200th of her salary for the school nurse.
3.7 Approve additional transportation requests for two students to St. Pius and one student to St. Jude's
3.8 Approve the Michael Wolff Advisory Services contract for July 1, 2026 – June 30, 2027
3.9 Approve the District Wide School Safety Plan for the 2026-2027 school year
3.10 Approve the payroll schedule for the 2026-2027 school year
3.11 Approve an additional 40 hours for the 2025-2026 school year for Lorraine Thompson, CSE/CPSE Chair
3.12 Approval of the emergency transportation contract for a student's summer program transportation not to exceed $485 per day
3.13 Approval of Recommendations of CSE/CPSE
Motion Made By: Mrs. O'Connell
Seconded By: Mr. Casale
Any Discussion: None
All In Favor: 3-0

4.0 Old Business: None

5.0 New Business:

5.1 Discussion of the 2026-2027 school year safety plan

6.0 Informational

6.1 Next District Board of Trustees Meeting is 8/12/26 @ 12:00 pm, District Office.
6.2 Public Comment

7.0 Request for Executive Session
8.0 Return to Open Session
9.0 Adjournment: 12:45 pm

Motion Made By: Mrs. O'Connell
Seconded By: Mr. Casale
Any Discussion: None
All In Favor: 3-0

BOE APPROVED: 8/12/2026