

**AGENDA, BOARD OF EDUCATION MEETING
MONDAY, MARCH 12, 2018, 7:00 P.M.
BOARD OF EDUCATION CONFERENCE ROOM**

1. MINUTES

A copy of the minutes from the February 12, 2018 Regular Board of Education Meeting was emailed to board members. If there are no additions or corrections, the Superintendent would recommend approval.

2. SUPERINTENDENT'S REPORT

3. PUBLIC PARTICIPATION (OPEN FORUM)

It is the policy of the Board of Education to allow public comment during the visitors period of the meeting, it is not our policy to engage in public debate. Your comments and statements are heard and are greatly appreciated. If there is information we can provide for you after the meeting, feel free to contact the Superintendent's Office with your request and we will do our best to get information for your needs as soon as possible. We ask that all speakers identify themselves verbally, and, if applicable, the organization they are representing so they may be recognized by the Board President. Open Forum is limited to a maximum of 30 minutes with 3 minutes allocated to each speaker.

4. REPORTS

- PTA/PTSA
- Student Council
- Audit and Finance
- Curriculum

5. CONSENT AGENDA

- A. Student Placements – CSE/CPSE Recommendations
- B. Financial Reports
 - 1. Warrant 8A, 8B, and the Internal Claims Auditor's Report
- C. Hartwick College Tour/Information Session on April 25, 2018
- D. Contracts for Health and Welfare Services
 - 1. Saratoga Springs City Schools
 - 2. Corinth Central School
- E. Internal Audit Agreement with Michael Wolff, CIA, Advisory Services

F. Personnel

1. Professional Appointment:

Moore, Kristy, Middle School Principal, Effective July 1, 2018, Salary; \$110,000.00, Probationary Period: July 1, 2018 – July 1, 2022

2. Substitute Appointment:

DeGregory, Brianna, Social Worker, Substitute for Steve Liquorman, Step 1 MA, \$47,849.00 (prorated), Effective March 5, 2018 – June 22, 2018

Warner, Lori, Nurse, Substitute for Amy Mignot, Salary; \$29,000.00 (prorated), Effective March 8, 2018 – June 22, 2018

3. Non-Teaching Resignations:

Havens, Deborah, Part-Time Bus Driver, Effective February 16, 2018

Geczy, Christopher, Cleaner, Effective February 26, 2018

Welch, Ashley, Teacher Aide, Effective February 27, 2018

Anderson, Glenn, Part-Time Bus Driver, Effective February 28, 2018

4. Non-Teaching Appointments:

Thibodeau, Eric, Cleaner, Effective February 20, 2018, Salary; \$25,245.00 + \$504.00 Second Shift Stipend, Probationary Period: February 20, 2018 – August 20, 2018

Colvin, Tara, Part-Time Bus Driver, Effective March 18, 2018, Salary; \$16.44 per hour, Probationary Period: March 18, 2018 – September 18, 2018

Moore, Assunta, 6.50 Hour Teacher Aide, Effective March 12, 2018, Salary; \$12,987.00, (Prorated), Probationary Period: March 12, 2018 – March 12, 2019

- 5. **Non-Teaching Change in Title:**
Colvin, Gene, from Building Maintenance Helper to Groundskeeper, Salary; \$33,764.00, Effective July 1, 2017 (retroactive)
- 6. **Sixth Class Stipend (2017-2018):**
Girard, Jennifer, Adaptive Art Teacher, \$6,499.80
- 7. **Rescind Middle School Club Advisor Appointment:**
Nixon, Patricia, Coding Club, Effective March 5, 2018
- 8. **Middle School Club Advisor (2017-2018):**
Dougherty, Francis Coding Club
- 9. **High School Advisor (2017-2018):**
Bombard, Trisha Strategic Games
- 10. **Coaching Appointment (2017-2018):**

<i>Donlon, Kevin</i>	Modified Boys Lacrosse	D-1	\$2,887.11
<i>Mulholland, Rob</i>	Modified Girls Lacrosse	D-1	\$2,887.11
- 11. **Volunteer Coaching Appointment (2017-2018):**
Richards, Scott Varsity Softball
- 12. **Chaperone Appointment:**
Deltoro, Isreal

END OF CONSENT AGENDA

- 6. **Approve Proposition 1 – Lease of School Buses (Roll Call):**
RESOLVED, that the Board of Education of the Glens Falls City School District is hereby authorized to enter into five year leases for two (2) 66 passenger school buses, at a total amount of lease payments not to exceed \$40,000 per year and that the total lease payments for the five year leases would be at an amount not to exceed \$200,000, and such annual lease payments shall be paid out of the operating budget of the District in each of the five years.
- 7. **Approve the Notice of Registration and Notice of Public Hearing and Annual Meeting Resolution: (Roll Call) (Attached)**
- 8. **CORRESPONDENCE**
- 9. **OLD BUSINESS**
- 10. **NEW BUSINESS**
- 11. **EXECUTIVE SESSION**
- 12. **ADJOURNMENT**

S.D.

Hartwick College College Tour - April 25, 2018

Depart Glens Falls- 8:00am

Arrive Hartwick College- 10:30am

Tour/Information sessions- 10:30am-12:00pm

Lunch: 12:00-1:00pm

Depart Hartwick- 1:00pm

Arrive Glens Falls- 3:30pm

Chaperones: Brian Bombard, Arlene Dudley, and John Woodell-Friere

Field Trip Information Sheet - Request for Field Trip
Senior High School

Please fill out the following information and have the principal's signature at least two weeks before your trip.

Teacher's Name: Brian Bombard

Trip Location: Hartwick College

Purpose: College Tour / Information Session

Address: Hartwick College, Oneonta NY

Telephone: _____

Date of Trip: 4/25/18

Time: Depart 8am Return 3:30pm

Chaperones: B. Bombard, A. Dickey, J. Wood-Fraw

Transportation Arrangements: On-line through the school website link
 Other non-district transportation

Details: _____

Cost to Students: 0

Cost to District: bus, with a 5.00/student = \$150.00

Signatures - Teacher(s): [Signature]

Principal: [Signature]

Date: 2/20/18

CC

No. of Students _____

TO BE FILLED IN BY TRANSPORTATION DEPARTMENT	
Bus No. _____	Phone No. _____
Driver _____	

APPLICATION FOR SCHOOL BUS

Application should be in the Transportation Office at least 72 hours before proposed trip.

APPLICATION MUST BE TYPEWRITTEN.

Send to Warehouse through Inter-School Mail

Type of Vehicle **LARGE BUS** (50-65 students) **SMALL BUS** (16-24 students) **W/C ACCESSIBLE** **OTHER** _____

Date to be used 4/25/18

Teacher and / or organization wishing to use it B. Bombard

Trip Destination Hartwick College

DEPART FOR DESTINATION 8:00 am Time ARRIVAL AT DESTINATION 10:30 am Time

DEPART FROM DESTINATION 1:00 pm Time ARRIVAL AT GLENS FALLS 3:30 pm Time

Pick Up Area _____

Signature of Applicant

Signature of Principal

Signature of Superintendent

2/27/18

Date of Application

Signature of Transportation Director

FOR DRIVER'S USE ONLY

BUS # _____

ODOMETER READING OUT _____	ODOMETER READING IN _____
ACTUAL LEAVE TIME _____	ACTUAL ARRIVAL TIME _____
ACTUAL RETURN LEAVE TIME _____	ACTUAL RETURN ARRIVAL TIME _____
NO. OF STUDENTS _____	NO. OF ADULTS _____

COMMENTS _____

Signature

5.E

Corinth Central School

105 Oak Street
Corinth, NY 12822
(518) 654-9000

CONTRACT FOR HEALTH AND WELFARE SERVICES

THIS AGREEMENT made in duplicate this **29th** day of January 2018, by and between the **Corinth Central School District**, Corinth NY party of the first party, and the **Glens Falls City School District**, **Glens Falls NY**, County of **Warren New York**, party of the second part.

WITNESSETH, that whereas the party of the first part has been duly empowered by the provisions of Section 912 of the Education Law to enter into a contract for the purpose of providing health and welfare services for children residing in said school district and attending non-public schools in the **Corinth Central School District**, Town of **Corinth**, County of **Saratoga**, **New York**, to begin on **September 6, 2017** and to end **June 22, 2018**.

Now, therefore, the said party of the second part hereby agrees to pay the party of the first part the sum of **\$2,480.06** for **7 children** residing in said city of **Glens Falls** County of **Warren**, **New York** and attending non-public schools in the **Corinth Central School District**, Town of **Corinth**, County of **Saratoga**, **New York**.

And the party of the second part hereby agrees with the party of the first part as follows:

1. That the health and welfare services provided under Section 912 shall consist of The following:

Physical Services

School Nurse Services

Registered Nurse Services

Clerk Services

Such services include, but are not limited to all services performed by a physician, school nurse, registered nurse, and clerk, and may also include vision and hearing tests, the taking of medical histories and health records, and the administration of emergency care programs for ill or injured pupils while attending school.

2. The party of the first part will also furnish the following equipment to be used in providing services if requested by the authorities in charge of the non-public school:

Supplies and equipment for use by physician, school nurse, registered nurse, clerk (i.e., scales, vision and hearing testing devices, health record forms, first aid supplies, and all other readily transportable equipment and supplies pertaining to delivery of services). It is expressly agreed by and between the parties hereto that the services agreed to be supplies under this contract shall not include any teaching service.

It is mutually agreed that this contract shall not become valid and binding upon either party thereto until the same shall be approved by the District Superintendent of Schools.

SUPERINTENDENT'S APPROVAL

2.15.18

(Date)



Superintendent of Schools
Corinth Central School District

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and year Above written.

**CORINTH CENTRAL SCHOOLS
105 OAK STREET
CORINTH, NY 12822**

Lori Baker

(President, Board of Education)
(Party of the First Part)

(Post Office Address)
**CORINTH CENTRAL SCHOOLS
105 OAK STREET
CORINTH, NY 12822**

Heleen Bardin

(Clerk, Board of Education)
(Party of the First Part)

(Post Office Address)

(President, Board of Education)
(Party of the Second Part)

(Post Office Address)

(Clerk, Board of Education)
(Party of the Second Part)

(Post Office Address)

SARATOGA SPRINGS CITY SCHOOLS

**3 Blue Streak Boulevard
Saratoga Springs, NY 12866-5967
(518) 583-4703**

CONTRACT FOR HEALTH AND WELFARE SERVICES

THIS AGREEMENT made in duplicate this 12th day of December, 2017 by and between the **Glens Falls City School District**, Town/City of **Glens Falls**, County of **Warren, New York**, party of the first part, and the **Saratoga Springs City School District**, City of **Saratoga Springs**, Town of **Saratoga**, County of **Saratoga, New York**, party of the second part.

WITNESSETH, that whereas the party of the first part has been duly empowered by the provisions of Section 912 of the Education Law to enter into a contract for the purpose of providing health and welfare services for children residing in said school district and attending non-public schools in the **Saratoga Springs City School District**, City of **Saratoga Springs**, Town of **Saratoga**, County of **Saratoga, New York**, to begin on **September 6, 2017** and to end **June 22, 2018**. (Estimate)

Now, therefore, the said party of the first part hereby agrees to pay the party of the second part the sum of **\$1,608.42** for **3** students residing in said Town or City of **Glens Falls**, County of **Warren, New York** and attending non-public schools in the **Saratoga Springs City School District**, City of **Saratoga Springs**, Town of **Saratoga**, County of **Saratoga, New York**.

And the party of the second part hereby agrees with the party of the first part as follows:

1. That the health and welfare services provided under Section 912 shall consist of the following:

Physician Services

School Nurse Services

Registered Nurse Services

Clerk Services

Such services include, but are not limited to all services performed by a physician, school nurse, registered nurse, and clerk, and may also include vision and hearing tests, the taking of medical histories and health records, and the administration of emergency care programs for ill or injured pupils while attending school.

- 2. The party of the first part will also furnish the following equipment to be used in providing services if requested by the authorities in charge of the non-public school:

Supplies and equipment for use by physician, school nurse, registered nurse, clerk (i.e., scales, vision and hearing testing devices, health record forms, first aid supplies, and all other readily transportable equipment and supplies pertaining to delivery of services). It is expressly agreed by and between the parties hereto that the services agreed to be supplied under this contract shall not include any teaching service.

It is mutually agreed that this contract shall not become valid and binding upon either party thereto until the same shall be approved by the District Superintendent of Schools.

SUPERINTENDENT'S APPROVAL

12/12/17
(Date)

Joseph M. Scavullo
Superintendent of Schools
Saratoga Springs City School District

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and year above written.

	15 Quade Street Glens Falls, NY 12801
(President, Board of Education) Glens Falls City School District (Party of the First Part)	(Post Office Address)

	15 Quade Street Glens Falls, NY 12801
(Clerk, Board of Education) Glens Falls City School District (Party of the First Part)	(Post Office Address)

	3 Blue Streak Boulevard Saratoga Springs, NY 12866-5967
<u>Deane Reynolds</u> Vice (President, Board of Education) Saratoga Springs City School District (Party of the Second Part)	(Post Office Address)

	3 Blue Streak Boulevard Saratoga Springs, NY 12866-5967
<u>T. ...</u> (Clerk, Board of Education) Saratoga Springs City School District (Party of the Second Part)	(Post Office Address)

5.F.



Amy Towers <atowers@gfsd.org>

Internal Audit for BOE meeting

Bobby Yusko <ryusko@gfsd.org>

Thu, Mar 1, 2018 at 12:17 PM

To: Amy Towers <atowers@gfsd.org>

Hi Amy,

Attached is the internal audit agreement, that will need to be placed on the BOE agenda for approval at the 3/12/18 meeting.

Thanks!

Bobby

Robert D. Yusko Jr., M.S.Ed., MPA, SDBL
Assistant Superintendent for Business
Glens Falls City School District
15 Quade Street
Glens Falls, New York 12801
(518) 792-1451

 **Glens Falls 2017-18.pdf**
416K

As the current Internal Auditor for similar sized districts as well as being the Claims Auditor for Capital District BOCES, our firm has the knowledge base and familiarity with common procedures and best practices that will enhance the audit process with the Glens Falls City School District.

Additional considerations for accepting this proposal:

- Michael Wolff Advisory Services only works with School Districts and BOCES. As a result, the audit services the District receives from Michael Wolff will be tailored for the district's environment and needs and will not be treated as a general audit client.
- Included within the proposal is approximately 2 hours of Extra-classroom training that is tailored specifically for the Glens Falls City School District. Additional training can be provided as time allows.

A. Firm Background

Michael T. Wolff, CIA, Advisory Services provides internal auditing and claims auditing services to School Districts and Board of Cooperative Educational Services ("BOCES"). Michael T. Wolff is the sole owner/officer of the firm and is a Certified Internal Auditor. Michael T. Wolff has been performing internal audits since 1992 and has focused on school districts and BOCES since February 2011, while working for the Rensselaer City School District. Michael was the Audit Manager supervising three part-time staff and completing the annual risk assessments for twenty-seven school districts, while working for the Rensselaer City School District.

Currently, Michael Wolff is the appointed Internal Auditor for ten school districts in the Capital Region performing internal audits and risk assessments. He also provides Claims Audit services to Capital Region BOCES, Dutchess County BOCES and six other districts. He is also the Internal Auditor for a local Teachers Association Benefit Trust and an Education Foundation and the Treasurer for an Education Foundations. Michael provides training in Extra-Classroom, Claims Auditing, and purchasing activities to numerous school districts throughout the state.

Prior to working with school districts, Michael was the Director of Internal Audit for the investment banking firm Gleacher Securities Group. As Director of Internal Audit, Michael oversaw the annual completion of the annual audit plan and all aspects of Sarbanes-Oxley compliance. Michael documented and tested the internal controls, recommended improvements to the design of internal controls and provided training to staff and management on sound internal control processes. Michael was the liaison to the firm's external auditor with the investment banking firm obtaining a reduction in audit fees by relying upon Michael documentation and test work.

Prior to Michael's thirteen years with Gleacher Securities Group, he performed supervisory audits for credit unions, and internal audits for the commercial bank, KeyCorp.

Michael Wolff is the past-President of the Albany Chapter of the Institute of Internal Auditors. Michael has been a speaker for training events held by the New York State Association of School Business Administrators and also provides school districts with training on extra-classroom activities and claims auditing. {See Appendix A for Resume of Michael Wolff}

Michael Wolff Advisory Services has one part-time employee who may assist with fieldwork at times. Edward Wade is a retired Director of Internal Audit for a New York State agency, and has been working with Michael Wolff performing Internal Audits of school districts for over five years. Ed is also an

experienced Claims Auditor for two local school districts.

B. Audit Methodology

Risk Assessment

The primary objective of the audit is to perform the required annual Risk Assessment. The Risk Assessment is completed through interviews of key personnel, internal control questionnaires (ICQs), and through a review of policies, procedures and Board of Education minutes. Typical areas of review during the Risk Assessment process include:

- Cash Management
- Payroll
- Purchasing/Receiving
- Investments
- Claims Auditor
- Information Technology
- Transportation
- Buildings & Grounds
- Outsourced Operations
- Extra-Classroom Activities
- Human Resources
- Cafeteria Operations
- Budgeting & Reserves
- Fixed Assets
- Medicaid

Focus Area (s)

A focus area is an internal control review of at least one specific area which is required annually along with the Risk Assessment. However, based upon the size of the District and priorities of the Board of Education, more than one functional area may be selected. The review of the focus area is usually performed by selecting a sample of transactions and reviewing them for completeness, accuracy, authorization, accounting treatment, and compliance with policies, procedures and, or, regulation. Areas typically selected for the focus area are payroll, cash receipts, cash disbursements, bank reconciliations, extra-classroom activities, café operations or information technology. However, Michael Wolff Advisory Services will work with the Board of Education to review any area requested.

Audit Approach

The typical Risk Assessment and focus area will begin by selecting what will be reviewed and selecting dates for an on-site visit. Prior to arriving, a "first day" letter is sent to the District's business official requesting items to be sent to the Internal Audit Services group electronically. Typical items on the "first day letter" include transaction reports, Board of Education minutes, past external audit reports and any other information that can be reviewed prior to arriving on-site and will assist with the audit. Samples will be selected from the transaction report and sent to the District's business official for employees of the district to have assembled on the arrival date of the audit team.

Once on-site, the audit team will test the selected sample items, interview key personnel and will review all pertinent data not sent prior to the audit team's arrival. Any exceptions noted during this process will be discussed and summarized with the Audit Committee and/or business official during an exit conference to be held prior to finishing on-site work. At any time during the review, if a defalcation is suspected the Audit Committee or designee will be alerted.

After the on-site work has been completed a draft report will be prepared for review by the District's Audit Committee and/or business official and any other designated officials to ensure agreement on the conclusions. The Audit Committee or Board will receive a copy of the final report and a presentation can be made at the next scheduled meeting. If there are no requests for changes to the report, the report can be considered "final" and can be accepted by the Audit Committee or Board.

C. Conflicts of Interest

There are no conflicts of interest that Michael Wolff Advisory Services is aware of that would impair the performance of internal auditing services to the Glens Falls City School District.

D. Audit Schedule

All scheduling would be coordinated with the Business Manager or their designee. Usually the Risk Assessment would be performed first in the first half of the year and require 3 to 5 days. The focus area could be chosen based upon the results of the risk assessment or at the direction of the Audit Committee.

Based upon the size of the district the following is an approximate schedule of time required:

<u>Audit Area</u>	<u>Approximate Fieldwork Time</u>
Risk Assessment	3 – 5 days
Focus Area	5 – 7 days
Total Time:	8 - 12 Days

Based upon past experience, this schedule has also provided to incorporate one to two hours of extra-classroom training.

Part II – Costs

- A. Based upon the required risk assessment and internal audits to be performed each year by the Audit and Finance Committee, it is expected that the yearly engagement will take approximately 8 – 12 days. Based upon these assumptions, the following are the proposed fees to be charged per year ended:

<u>Year</u>	<u>Contract</u>
June 30, 2018:	\$7,950.00

- B. There will be no other incidental costs or travel related costs.
- C. These costs are based on Advisory Services for Internal Audit only. These fees do not include specialty auditing services such as forensic auditing, fraud examination, or information technology penetration testing. These services would have to be discussed and/or negotiated if the determination was made by the Audit and Finance Committee that these services were warranted.

{See Appendix B – for Agreement for Internal Audit Services}

Part III – Reference List

Internal Audit Service Clients

Client & Contact Info	Services Provided
East Greenbush Central School District 29 Englewood Avenue East Greenbush, NY 12061	<ul style="list-style-type: none"> • Risk Assessment Review • 5 Focus Area Audits • Extra-classroom Training • Claims Auditor Training
South Colonie Central School District 102 Loralee Drive Albany, NY 12205	<ul style="list-style-type: none"> • Risk Assessment Review • 1 Focus Area Audit
Hudson City School District 215 Harry Howard Avenue Hudson, NY 12534	<ul style="list-style-type: none"> • Risk Assessment Review • 1 Focus Area Audit • Claims Auditor Training • Purchasing Training
Ichabod Crane Central School District 2910 Route 9 Valatie, NY 12184	<ul style="list-style-type: none"> • Risk Assessment Review • 1 Focus Area Audit • Extra-classroom Training • Claims Auditor Training • Purchasing Training
Cohoes City School District 7 Bevan Street Cohoes, NY 12047	<ul style="list-style-type: none"> • Risk Assessment Review • 1 Focus Area Audit • Claims Auditor Training
Ravena Coeymans Selkirk 15 Mountain Rd. Ravena, NY 12143	<ul style="list-style-type: none"> • Risk Assessment Review • 1 Focus Area Audit
Saugerties Central School District 310 Washington Ave. Ext. Saugerties, NY 12477	<ul style="list-style-type: none"> • Risk Assessment Review • 1 Focus Area Audit • Extra-classroom Training
Hoosick Falls Central School District 21187 Route 22 Hoosick, NY 12090	<ul style="list-style-type: none"> • Risk Assessment Review • 1 Focus Area Audit • Procedure Documentation
Burnt Hills-Ballston Lake Central School District 50 Cypress Drive Glenville, NY 12302	<ul style="list-style-type: none"> • Extra-classroom Training • Extra-Classroom Testing
Cairo-Durham Central School District PO Box 780 Cairo, NY 12413	<ul style="list-style-type: none"> • Extra-classroom Training
Ichabod Crane Teachers Association 2910 Route 9 Valatie, NY 12184	<ul style="list-style-type: none"> • Annual Financial Audit

Internal Claims Auditing Clients

Client & Contact Info	Services Provided
Capital Region BOCES 900 Watervliet-Shaker Road Albany, NY12205	<ul style="list-style-type: none">• Claims Auditing
Dutchess County BOCES 5 BOCES Road Poughkeepsie, NY 12601	<ul style="list-style-type: none">• Claims Auditing
North Colonie Central School District 91 Fiddlers Lane Latham, NY 12110	<ul style="list-style-type: none">• Claims Auditing
Menands Union Free School 19 Wards Lane Menands, NY 12204	<ul style="list-style-type: none">• Claims Auditing
Rensselaer City School District 25 Van Rensselaer Dr. Rensselaer, NY 12144	<ul style="list-style-type: none">• Claims Auditing
Brunswick/Brittonkill Central School District (October 2014) 3992 NY Route 2 Troy, NY 12180	<ul style="list-style-type: none">• Claims Auditing

RESOLVED, that the Board of Education hereby approves the following Notice of Registration and Notice of Public Hearing and Annual Meeting:

NOTICE OF REGISTRATION

Pursuant to Education Law, Section 2606, registration for the School Board Election/Budget Vote on May 15, 2018 will be held at the Glens Falls City School District Office, 15 Quade Street, Glens Falls, New York, Wednesday, April 25, 2018, from 9-11 a.m. and from 2-4 p.m., for the purpose of adding to the register the names and addresses of those qualified voters who present themselves personally for registration on this day. Any person who was not registered for the preceding general election or at the time of such registration resided in a school election district other than the one in which he/she presently resides or who has not voted in a general, special or primary election in the last four calendar years must present himself/herself personally for registration in order to be entitled to vote.

NOTICE OF PUBLIC HEARING AND ANNUAL MEETING

GLENS FALLS CITY SCHOOL DISTRICT BUDGET VOTE AND ELECTION, WARREN COUNTY

NOTICE IS HEREBY GIVEN, that a public hearing of the qualified voters of the Glens Falls City School District, Warren County, New York, will be held in the District Office of the Glens Falls City School District, Glens Falls, New York, in said District on **Tuesday, May 1, 2018 at 6:00 p.m.**, prevailing time, for the transaction of business as authorized by the Education Law, including the following items:

1. To receive such reports of the officials of the School District as shall be submitted.
2. To discuss all the items hereinafter set forth to be voted upon by voting machines at the vote and election to be held on **Tuesday, May 15, 2018.**
3. To transact such other business as may properly come before the meeting pursuant to Education Law of the State of New York and acts amendatory thereto.

AND FURTHER NOTICE IS HEREBY GIVEN, that said vote and election, will be held on **Tuesday, May 15, 2018**, between the hours of 12:00 noon and 9:00 p.m., prevailing time, at the following voting site:

Sanford Street School Gymnasium, 10 Sanford Street

For all qualified voters in the Glens Falls City School District, including all parts of the Town of Queensbury within the City School District.

At which time the polls will be opened by voting machine upon the following items:

1. **2018-19 Annual School Budget**
2. **Annual Election to Board of Education**
To elect one (1) member of the Board of Education for a term of five years, commencing on July 1, 2018.
3. **Proposition 1 – Lease of School Buses**
RESOLVED, that the Board of Education of the Glens Falls City School District is hereby authorized to enter into five year leases for two (2) 66 passenger school buses, at a total amount of lease payments not to exceed \$40,000 per year and that the total lease payments for the five year leases would be at an amount not to exceed \$200,000, and

such annual lease payments shall be paid out of the operating budget of the District in each of the five years.

AND FURTHER NOTICE IS HEREBY GIVEN, that a copy of the statement of the amount of money which will be required to fund the School District's budget for 2018-19 for school purposes, exclusive of public monies, may be obtained by any taxpayer in the school district during the fourteen (14) days immediately preceding the annual vote, except Saturdays, Sundays or holidays, at the Administration Office, 15 Quade Street, Glens Falls, New York, and at each of the following locations:

Big Cross Street Elementary School, 15 Big Cross Street
Jackson Heights Elementary School, 24 Jackson Avenue
Kensington Road Elementary School, 43 Kensington Road
Glens Falls Middle School, 20 Quade Street
Glens Falls High School, 10 Quade Street
Crandall Public Library, 221 Glen Street

AND FURTHER NOTICE IS HEREBY GIVEN, that petitions nominating candidates for the office of member of the Board of Education shall be filed with the Clerk of said School District at her office, 15 Quade Street, Glens Falls, New York, no later than 5:00 p.m. on Wednesday, April 25, 2018. Vacancies on the Board of Education are not considered separate, specific offices; candidates run at large. Nominating petitions shall not describe any specific vacancy upon the Board for which the candidate is nominated; must be directed to the Clerk of the Board; must be signed by at least 100 qualified voters of the District; must state the name and residence of each signed, and, must state the name and residence of the candidate. Nominating petitions are available from the Clerk of said School District at her office, 15 Quade Street, Glens Falls, NY.

AND FURTHER NOTICE IS HEREBY GIVEN, that applications for absentee ballots will be obtainable during school business hours (8:30 a.m. – 4:30 p.m.) from the District Clerk beginning Thursday, April 26, 2018 and ending Tuesday, May 8, 2018; completed applications must be received by the District Clerk at least seven (7) days before the election if the ballot is to be mailed to the voter, or the day before the election, if the ballot is to be delivered personally to the voter. Absentee ballots must be received by the District Clerk not later than 5:00 p.m., on Tuesday, May 15, 2018.

A list of persons to whom absentee ballots are issued will be available for inspection to qualified voters of the District in the Office of the District Clerk on and after Tuesday, May 8, 2018, between the hours of 8:30 a.m. to 3 p.m. on weekdays prior to the day set for the annual election and on Tuesday, May 15, 2018, the day set for the election, and said list will be posted at the polling places at the election. Any qualified voter then present in the polling place may object to the voting of the ballot upon appropriate grounds by making his/her challenge and the reasons therefore known to the Election Inspector before the close of the polls.

AND FURTHER NOTICE IS HEREBY GIVEN, that personal registration of voters is required either pursuant to §2014 of the Education Law or pursuant to Article 5 of the Election Law. If a voter has heretofore registered pursuant to §2014 of the Education Law and has voted at an annual or special district meeting within the last four (4) calendar years, he or she is eligible to vote at this election; if a voter is registered and eligible to vote under Article 5 of the Election Law, he or she is also eligible to vote at this election. All other persons who wish to vote must register on April 25, 2018, from 9 to 11 a.m. and 2 to 4 p.m., at the School District Office or by May 1, 2018 at the Warren County Board of Elections. The register so prepared pursuant to §2014 of the Education Law will be filed in the office of the Clerk of the School District in the Administration Building, 15 Quade Street, Glens

Falls, New York, and will be open for inspection by a qualified voter of the District beginning on Monday, May 7, 2018 between the hours of 9:00 a.m. and 3:00 p.m., prevailing time, on weekdays, and each day prior to the day set for the election, except Saturdays and Sundays.