

July 11, 2018
Date

Reorganization
Kind of Meeting

Windham School
Where held

William Haltermann
Presiding Officer

Members Present:
Teri Martin
William Haltermann
Drew Shuster
Susan Simpfenderfer

Absent
Debra Bunce
Barbara Agostinoni,
Clerk of the Board

Others Present:
David Donner
Joanne Krazit

John Wiktoro, Superintendent of Schools
Michelle Mattice, Treasurer

The Superintendent called the meeting to order at 6:00 PM and led those assembled in the Pledge of Allegiance to the Flag.

Clerk Pro Tem

RESOLVED, the Board appoints Michelle Mattice Clerk Pro Tem for the Board meeting on July 11, 2018 on motion by Teri Martin, second by Drew Shuster and carried by those present.

Clerk Pro
Tem

William Haltermann was nominated for President of the Board of Education for the 2018-2019 school year by Drew Shuster, and there being no other nominations, William Haltermann was elected President of the Board of Education on motion by Teri Martin, second by Drew Shuster.

Election
of
Officers

Yes – 4 -Haltermann, Martin, Simpfenderfer, Shuster
No – 0
Absent – 1-Bunce

Motion Carried

Drew Shuster was nominated for Vice President of the Board of Education for the 2018-2019 school year by William Haltermann, and there being no other nominations, Drew Shuster was elected Vice-President of the Board of Education on motion by Susan Simpfenderfer, second by Teri Martin..

Yes – 4 -Haltermann, Martin, Simpfenderfer, Shuster
No - 0
Absent – 1- Bunce

Motion Carried

The Clerk Pro Tem, Ms. Mattice, administered the Oath of Office to elected officers.

Oaths
of
Office
Given

Mr. Haltermann, elected President of the Board of Education, took the chair.

Barbara Agostinoni was appointed School District Clerk-Interim on a motion by Drew Shuster, second by Teri Martin and carried by those present.

Officer
Appoint-
ments

Michelle Mattice was appointed School District Treasurer on motion by Teri Martin, second by Susan Simpfenderfer, and carried by those present.

John Wiktoro was appointed Deputy Treasurer on motion by Teri Martin, second by Drew Shuster, and carried by those present.

Dawn Hitchcock was appointed School District Tax Collector on motion by Teri Martin, second by Drew Shuster, and carried by those present.

The Board Clerk will administer the Oath of Office to the Officers in the near future.

1. Other Appointments:

- a. School Physician-Dr. Jacqueline Maier and Columbia Memorial Hospital staff (TBD);
Alternate-Dr. Teri Martin
- b. School Attorney- Girvin & Ferlazzo, P.C. Attorneys at Law, Albany, New York
- c. School Census Taker- Assistant Superintendent for Curriculum and Instruction;
Alternate, the Building Principal
- d. Central Treasurer of Extra-Curricular Activity Fund –Melissa Palumbo

Other
Appoint-
ments

- e. Comptroller for Extra-Curricular Activity Fund- Assistant Superintendent for Curriculum and Instruction; Alternate, the Building Principal
- f. Attendance Officer- Assistant Superintendent for Curriculum and Instruction; Alternate, the Building Principal
- g. Auditor of School Accounts-Alexander Varga, CPA of Catskill
- h. Internal Claims Auditor-Christine Thorington
- i. Assistant Internal Claims Auditor – Cathi Aplin
- j. Payroll Clerk-Michelle Mattice
- k. Complaint Officer- Assistant Superintendent for Curriculum and Instruction; Alternate, the Building Principal
- l. Records Access Officer- Cathi Aplin
- m. Records Management Officer- Cathi Aplin
- n. LEA Asbestos Designee/Chemical Hygiene Officer-John Mattice
- o. District Civil Service Appointment Officer-Michelle Mattice
- p. Capital Assets Preservation Program Coordinator-John Mattice
- q. 504 Compliance Officer – Principal
- r. Board of Registration-Lola Hoyt, Laura Blanden, Joanne Conlin, District Clerk, Denise Woodbeck and up to 3 representatives from the Greene County Board of Election as deemed necessary by the Board of Education.
- s. Board member to serve on Executive Committee of the Greene County School Boards Association-William Haltermann
- t. Liaison for Homeless Children and Youth – Building Principal; Alternate, the CSE Chairperson
- u. Educational Official to receive court notification regarding a student's sentence/adjudication in certain criminal cases and juvenile delinquency proceedings-John Wiktoro
- v. Medicaid Compliance Officer – Michelle Mattice
- w. Coordinators for the Dignity For All Students Act – Building Principal, Guidance Counselors, Instructional Technology Coordinator

2. Designations:

- a. Official Bank Depositories as listed within the District Investment Policy: Key Bank, First Niagara, The Bank of Greene County, JP Morgan Chase and The National Bank of Coxsackie
- b. BOE Regular Meeting Dates-2nd Thursday of every month except the Regular May meeting being set as the 1st Thursday after the Annual Meeting Budget vote.
- c. Newspapers- The Daily Mail, the Mountain Eagle and Schoharie News
- d. Bus Drivers and Sub Drivers Physicals – No later than August 31, 2018.
- e. Radio-WRIP; TV and Radio-School Closing Network
- f. Mileage reimbursement at the current rate as established by the IRS

3. Authorizations:

- a. Chief School Officer to Certify Payrolls-John Wiktoro
- b. Deputy Signer for Certification of Payroll- Assistant Superintendent for Curriculum and Instruction; Alternate, Building Principal
- c. School Purchasing Agent- John Wiktoro
- d. Authorized Signature on Checks for Funds-Michelle Mattice
- e. Deputy Authorized Signature on Checks for Funds-John Wiktoro
- f. Authorized Signatures on Checks for Extra-classroom Activity Funds- Melissa Palumbo and Assistant Superintendent for Curriculum and Instruction
- g. Authorization to Approve Budget Transfers up to \$1,000-John Wiktoro
- h. Authorization of Petty Cash Fund in the amount of \$100- Superintendent's Secretary
- i. Authorization to apply for Grants in Aid (State and Federal)-John Wiktoro
- j. Approval for attendance of staff to conferences-John Wiktoro
- k. Board authorizes the payment in advance of audit of claims for public utility services (including electric, gas, water, sewer and the telephone/cell services), postage and freight, and express charges, with all such claims being presented at the next regular Board meeting for audit, and the claimant and the officer incurring or approving the claim jointly and severally liable for any amount not allowed by the School Board (General Municipal Law §1774(3), 2524(2))

4. Other Additions:

- a. Adoption of all Board Policies that are in place as of this date
- b. Approval of the following Committees: Audit Finance Committee (William Haltermann-Chair, Drew Shuster, George Telles, David Langdon), Board Capital Project Committee (Drew Shuster-Chair, John Wiktorko, William Haltermann, Construction Manager), Academic Committee (Assistant Superintendent for Curriculum and Instruction, William Haltermann, Teri Martin, two faculty member representatives (TBD), up to two additional members (TBD)), District Health & Safety Committee (John Wiktorko, John Mattice, Michelle Mattice, Representative of the WAJTA, Representative of the WAJNIS, Construction Manager and the Building Principal, School Nurse and 2 parent representatives).
- c. Acceptance of existing Substitute Lists for teachers/tutors, teacher assistants, aides, bus drivers, bus aides and nurses
- d. Approval of list of Impartial Hearing Officers as provided by the State Education Department
- e. Title IX Compliance Officer –Assistant Superintendent of Curriculum and Instruction; Alternate, the Building Principal
- f. Adoption of GASB 34 accounting practices threshold to be set at \$1,000.00 for depreciation.
- g. CSE Committee:
 - (1) The parent(s) or persons in parental relationship to the student.
 - (2) The regular education teacher of the student, whenever the student is or may be participating in the regular education environment.
 - (3) A special education teacher of the student, or a special education provider, if appropriate.
 - (4) The school psychologist – Holly Breault
 - (5) CSE Chairperson – Lara McAneny
 - (6) Other persons having knowledge or special expertise regarding the student, including related services personnel as appropriate, as the school district or the parent(s) shall designate, including school counselors Nicole Baldner and Michael Pellettier
 - (7) If appropriate, the student
 - (8) Special Education Teachers-David McQueen, Emily Lacombe
 - (9) School Physician-Dr. Jacqueline Maier
 - (10) Parent Representatives - Cynthia Telles or Cathy Stang
 - (11) Recording Secretary – The Confidential Secretary for Student Support Services or Chrissy Thorington

Committee on Preschool Special Education (CPSE):

- (1) Parents or legal guardian of the preschool child.
- (2) CSE Chairperson – Lara McAneny; alternate Broke Van Fleet
- (3) Regular education representatives – Christine Corrigan, Melody Coughlin
- (4) Parent Representatives – Cynthia Telles or Cathy Stang
- (5) Other persons having knowledge or special expertise regarding the child, including related services personnel as appropriate that the school district designates.
- (6) For a child in transition from early intervention programs and services, the appropriate professional designated by the agency that has been charged with the responsibility for the preschool child.
- (7) A representative of the municipality of the preschool child's residence provided that the attendance of the appointee of the municipality shall not be required for a quorum. (Lauren Clark, Municipal Representative).
- (8) Recording Secretary – the Confidential Secretary for Student Support Services or Chrissy Thorington

Sub-Committee on Special Education:

- (1) The parent(s) of the student.
- (2) One regular education teacher of the student whenever the student is or may be participating in the regular education environment.

- (3) The student's special education teacher or, if appropriate, special education provider of the student.
 - (4) CSE Chairperson – Lara McAneny
 - (5) Persons having knowledge or special expertise regarding the student, including related services personnel as appropriate.
 - (6) The student, if appropriate.
- h. CSE/CPSE Surrogate Parents- Mr. and Mrs. Richard Pelham.

The consent agenda, Items 1a through 4h was approved on motion by Drew Shuster, second by Susan Simpfinderfer. Yes: William Haltermann, Teri Martin, Susan Simpfinderfer, Drew Shuster
Absent, Debra Bunce

Reorg
Consent
Agenda
Roll
~ ..
Public
Comments

Public Comments: None

The next item of business was the Consent Agenda for Items 1(i) through 2(bvii).

1) Routine Matters

Regular

- i. **RESOLVED**, upon the recommendation of the Superintendent and the Audit Finance Committee, the Board approves the Treasurer's Report for June 2018 as presented.
- ii. **RESOLVED**, upon the recommendation of the Superintendent and the Audit Finance Committee, the Board approves the Superintendent's Final Transfers for June 2018 as presented.
- iii. **RESOLVED**, upon the recommendation of the Superintendent and the Audit Finance Committee, the Board approves the Bill Schedule for July 2018 as presented:

Routine
Matters

General Fund: Ck #47531 - #47600 totaling \$362,310.39

2) New Business

a) Personnel

- i. **RESOLVED**, upon the recommendation of the Superintendent, the Board does hereby appoint, Sharon Quinn as a long-term, 0.5 basis Elementary Art Teacher for the 2018-2019 school year effective September 1, 2018 and **BE IT FURTHER RESOLVED** that she will be paid per the WAJ Teachers' Association Contract.
- ii. **RESOLVED**, upon the recommendation of the Superintendent, the Board appoints John Valenti as an extended leave substitute teacher commencing September 5, 2018 through December 22, 2018. Mr. Valenti will be paid \$300 per day worked.
- iii. **RESOLVED**, upon the recommendation of the Superintendent, the Board appoints Joyce Valenti to the list of Substitute Teachers for the 2018-2019 school year.
- iv. **RESOLVED**, upon the recommendation of the Superintendent, the Board appoints Karen Van Valkenburgh as the Confidential Secretary to the Superintendent/District Clerk for a probationary period of one year effective August 13, 2018, pending Clearance from the Commissioner of Education. **AND BE IT FURTHER RESOLVED**, the Board accepts the Memorandum of Agreement between Karen Van Valkenburgh, Confidential Secretary to the Superintendent/ District Clerk and the Board, dated July 11, 2018, as presented under separate cover.
- v. **RESOLVED**, upon the recommendation of the Superintendent, the Board appoints the following individuals to the following extra-curricular positions for the 2018-2019 school year pending a Clearance of Appointment:
Athletic Director – Joel Middleton
Senior Class Advisors (Class of 2019) – Nicole Baldner, Mike Pellettier
Junior Class Advisors (Class of 2020) – Jesse Berube, David McQueen
Sophomore Class Advisors (Class 2021) – Julie Wawrzynek, Danqing Li

Quinn App't

Valenti, John
Ext Lve Sub

Valenti, Joyce
Sub list

Van
Vlakenburgh
app't

Extracurr
App'ts

Yearbook Advisors – Joanne Conlin, Cathi Aplin
 Science Club Advisor – Julie Wawrzynek
 Elementary Science Club Advisor – Deb Valerio
 Mentors Pool – Amy Moore, Melissa Palumbo
 National Honor Society – Joe Pudlewski, Michael Porter
 National Jr. Honor Society – Joe Pudlewski, Michael Porter
 LOTE Club Advisor – Amanda Dwyer
 Morning Program Co-Coordinators – Nicole Baldner, Christi Corrigan
 Fitness Club Advisor Pool – Jesse Berube, Michael Porter, AJ Savasta
 Modified Boys Soccer Coach – James Adair
 Varsity Boys Soccer Coach – Joel Middleton
 Modified Girls Soccer Coach – John Valenti
 Varsity Cross Country Coach – Jesse Berube
 Modified Cross Country Coach – Amy Moore
 Golf Coach – Janice Hitchcock
 Varsity Boys Basketball Coach – Joel Middleton
 JV Boys Basketball Coach – James Adair
 Modified Girls Basketball Coach – Eve Tuttle
 Varsity Baseball Coach – James Adair
 Wee Warriors Coordinator – Joel Middleton
 Wee Warriors Coaches Pool – Jesse Berube, Janice Hitchcock, Eve Tuttle, James Adair
 Scorekeepers/Gameworkers Pool – Beth Verhoeven, James Adair

b) Other

- | | |
|--|---|
| <p>i. RESOLVED, by the Board of Education of the Windham-Ashland-Jewett Central School District, that the authority of the Board of Education pursuant to Real Property Tax Law Section 556 with respect to refunds and credits of real property taxes paid in the case of clerical error, unlawful entry, or error in essential fact, is hereby delegated to the Treasurer, upon audit by the internal auditor and reviewed by the Superintendent, where the recommended refund or credit is \$2,500 or less: and BE IT FURTHER RESOLVED, that applications for refund of taxes based upon a change in assessment by final order of a court in any tax certiorari proceeding, pursuant to §726 of the Real Property Tax Law, is delegated to the treasurer upon audit by the internal auditor, in an amount not to exceed \$2,500 AND BE IT FURTHER RESOLVED, the Treasurer shall report monthly to the Board any and all refunds made during the prior month; AND BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately and remain in effect during this calendar year, and shall be submitted to the Board in January annually for consideration of renewal.</p> | <p>Refund/Credit
Property
Taxes</p> |
| <p>ii. RESOLVED, upon the recommendation of the Superintendent, the Board designates Christine Thorington to carry out the required duties of the District Clerk when necessitated by the unavoidable absence or incapacitation of the District Clerk during the 2018-2019 school year.</p> | <p>District Clk
Sub</p> |
| <p>iii. RESOLVED, upon the recommendation of the Superintendent, the Board hereby establishes the attached as standard work days for elected and appointed officials and will report the days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by this official to the clerk of this body as presented under separate cover.</p> | <p>Standard
Work Day</p> |
| <p>iv. RESOLVED, upon the recommendation of the Superintendent, the Board designates John Wiktoro, Superintendent, to represent the District on the governing Board of the Catskill Area Schools Employee Benefit Plan for the plan year beginning July 1, 2018 and the Board of Education designates Michelle Mattice, Business Manager/Treasurer to serve as the District's interim designee.</p> | <p>CASEBP
Represent-
atives</p> |
| <p>v. RESOLVED, upon the recommendation of the Superintendent, the Board accepts Chartwell's Food Safety Plan as approved annually.</p> | <p>Chartwells
Safety Plan</p> |

- vi. **RESOLVED**, upon the recommendation of the Superintendent, the Board approves the basic student breakfast meal price to be set at \$1.10, the basic student lunch meal price to be set at \$2.15 and the adult meal price to be set at the rate mandated by the Child Nutrition Program of the State Education Department for the 2018-2019 school year. Meal Prices
- vii. **RESOLVED**, upon the recommendation of the Superintendent, the Board accepts the donation of \$262.87 from Ronald McDonald House Charities to be used by the Guidance Department for the School Store. Grant to
Guidance

On motion by Susan Simpfinderfer, second by Teri Martin, the Consent Agenda, Items 1(i) through 2(bvii), was approved..

Yes: William Haltermann, Teri Martin, Susan Simpfinderfer Drew Shuster

Absent: Debra Bunce

3) Routine Matters

- i. **RESOLVED**, the Board approves the Minutes of the April 12, 2018 Regular meeting, on motion by Teri Martin, second by Susan Simpfinderfer, and carried by those present. April 12, 2018
Minutes
- ii. **RESOLVED**, the Board approves the Minutes of the June 14, 2018 Regular meeting, on motion by Drew Shuster, second by Susan Simpfinderfer, and carried by those present. June 14, 2018
Minutes

Superintendent's Report

Mr. Wiktorko reported on the proposed Building Project and the proposed Hearing for the Veterans Tax Exemption.

Principal's Report

Mr. Donner reported on the ongoing discussion of cell phone use and the code of conduct.

Public Comments - None

RESOLVED, that the Board go into Executive Session at 6:49 p.m. for the purpose collective bargaining on motion by Teri Martin, second by Susan Simpfinderfer, and carried by those present. Exec Session

The items discussed during the Executive Session will be made public as appropriate at future meetings of the Board of Education.

The Board reconvened into regular session at 7:08 p.m. on motion by Teri Martin, second by Susan Simpfinderfer, and carried by those present.

With no further business, the meeting was adjourned at 7:09 p.m. on motion by Drew Shuster, second by Teri Martin, and carried by those present. Adj

Minutes Prepared by
Barbara Agostinoni,
Interim Clerk of the Board

Michelle Mattice
Clerk Pro Tem

John Wiktorko
Clerk Pro Tem