

<u>July 2, 2019</u> Date	<u>Reorganization</u> Kind of Meeting	<u>Windham School</u> Where held	<u>Drew Shuster</u> Presiding Officer
<u>Members Present:</u> Drew Shuster Dr. Teri Martin Debra Bunce Susan Simpfenderfer Melissa Maldonado John Wiktorko, Superintendent of Schools Karen Van Valkenburgh, District Clerk Michelle Mattice, Treasurer		<u>Absent</u>	<u>Others Present:</u> Tara Weiman Bridget Lopez Russell Pelham Joseph Pelham Kevin Maldonado Juliet Maldonado Erica

The District Clerk, Karen Van Valkenburgh called the meeting to order at 6:09 PM and led those assembled in the Pledge of Allegiance to the Flag.

Ms. Van Valkenburgh administered the Oath of Office to the newly elected Board Member, Melissa Maldonado

On a motion by Susan Simpfenderfer, Drew Shuster was nominated for President of the Board of Education for the 2019-2020 school year and there being no other nominations, Susan Simpfenderfer moved and Debra Bunce seconded the motion and Drew Shuster was elected President of the Board of Education.

Election  
of  
Officers

Yes – 4 –Martin, Bunce, Simpfenderfer, Shuster and Maldonado  
No – 0  
Absent – 0

Motion Carried

On a motion by Drew Shuster, Dr. Teri Martin was nominated for Vice President of the Board of Education for the 2019-2020 school year, and there being no other nominations, Drew Shuster moved and Debra Bunce seconded the motion and Dr. Teri Martin was elected Vice President of the Board of Education.

Yes – 4 –Shuster, Bunce, Simpfenderfer, Martin and Maldonado  
No - 0  
Absent – 0

Motion Carried

Oaths  
of  
Office  
Given

The District Clerk, Ms. Van Valkenburgh, administered the Oath of Office to elected officers.

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

On a motion by Debra Bunce, seconded by Drew Shuster and carried by those present the following Officers were appointed for the 2019-2020 school year:

Officer  
Appoint-  
ments

- School District Clerk – Karen Van Valkenburgh
- School District Treasurer – Michelle Mattice
- Deputy Treasurer –John Wiktorko
- School District Tax Collector – Dawn Hitchcock

President Drew Shuster administered the Oath of Office to Karen Van Valkenburgh, District Clerk.

The District Clerk will administer the Oath of Office to the Officers in the immediate future.

**1. Other Appointments:**

- a. School Physician - Dr. Nikolay Samedov 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 – Raymond G Preusser, CPA, P.C.
- h. Internal Claims Auditor - Christine Thorington
- i. Assistant Internal Claims Auditor – Catherine Aplin
- j. Payroll Clerk - Michelle Mattice
- k. Complaint Officer - Assistant Superintendent for Curriculum and Instruction; Alternate, the Building Principal
- l. Records Access Officer – Catherine Aplin
- m. Records Management Officer - Catherine 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 – Building Principal
- r. Board of Registration - Laura Blanden, Joanne Conlin, Lola Hoyt, Karen Van Valkenburgh, 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 – Drew Shuster
- 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 Wiktorko
- 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 - 2<sup>nd</sup> Thursday of every month except the Regular May meeting being set as the 1<sup>st</sup> Thursday after the Annual Meeting Budget vote.
- c. Newspapers- The Daily Mail, The Windham Weekly and other media outlets as necessary.
- d. Bus Drivers and Sub Drivers Physicals – No later than August 31, 2019.
- 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 Wiktorko
- b. Deputy Signer for Certification of Payroll - Assistant Superintendent for Curriculum and Instruction; Alternate, Building Principal
- c. School Purchasing Agent - John Wiktorko
- d. Authorized Signature on Checks for Funds - Michelle Mattice
- e. Deputy Authorized Signature on Checks for Funds - John Wiktorko
- 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 Wiktorko
- h. Authorization of Petty Cash Fund in the amount of \$100 – Karen Van Valkenburgh
- i. Authorization to apply for Grants in Aid (State and Federal) - John Wiktorko
- j. Approval for attendance of staff to conferences - John Wiktorko
- 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 and the waiver of the 1<sup>st</sup> and 2<sup>nd</sup> readings of any policies updated or added at this time.
- b. Approval of the following Committees: Audit Finance Committee (Drew Shuster-Chair, Susan Simpfenderfer, George Telles, David Langdon), Board Capital Project Committee (Drew Shuster-Chair, Debra Bunce, John Mattice, AJ Savasta, John Wiktorko, Construction Manager), Academic Committee (Assistant Superintendent for Curriculum and Instruction, Debra Bunce, Susan Simpfenderfer, John Wiktorko, two faculty member representatives (TBD), up to two additional members (TBD)), District Health & Safety Committee (John Wiktorko, John Mattice, Michelle Mattice, Representative of the WAJ Teacher's Assn., Representative of the WAJNIS, Construction Manager and the Building Principal, School Nurse and 2 parent representatives), Long Range Planning Committee – (Drew Shuster – Chair, Debra Bunce and John Wiktorko).
- 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 – Megan Wilkey
  - (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 and Emily Lacombe
  - (9) Parent Representatives - Cynthia Telles or Tara Weiman
  - (10) Recording Secretary – Catherine Aplin, Christine Thorington or Karen Van Valkenburgh

#### Committee on Preschool Special Education (CPSE):

- (1) Parents or legal guardian of the preschool child.
- (2) CSE Chairperson – Lara McAneny
- (3) Regular education representatives – Christine Corrigan, Melody Coughlin
- (4) Parent Representatives – Cynthia Telles or Tara Weiman
- (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 – Catherine Aplin, Christine Thorington or Karen Van Valkenburgh

#### 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. & Mrs. David Weiman

The consent agenda, Items 1a through 4h was approved on motion by Dr. Teri Martin, second by Susan Simpfinderfer. Yes: Drew Shuster, Dr. Teri Martin, Debra Bunce, Susan Simpfinderfer and Melissa Maldonado  
Absent: None

Reorg  
Consent  
Agenda  
Roll  
Call

**REGULAR BUSINESS**

Public Comments: None

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

1) Routine Matters

Regular  
Meeting

- i. **RESOLVED**, upon the recommendation of the Superintendent and the Audit Finance Committee, the Board approves the Bill Schedule for July 2019 as presented:

Routine  
Matters

General Fund: Ck #48635 - #48690 in the amount of \$316,973.09 and  
Ck#48691 in the amount of \$210.00  
School Lunch Fund – Ck#308 in the amount of \$10,729.23

- ii. **RESOLVED**, upon the recommendation of the Superintendent and the Audit Finance Committee, the Board approves the Extra-Curricular Activity Fund Account Balances Report for the month of May 2019

2) New Business

a) Personnel

- i. **RESOLVED**, upon the recommendation of the Superintendent, the Board approves the following individuals as the pools of staff members for the 2019 Summer School Program and summer work for the period of July 8, 2019 through August 16, 2019 as follows:

Summer  
School - Ray

Teacher of Technology – Nicole Ray

- ii. **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 2019-2020 school year effective September 1, 2019 and **BE IT FURTHER RESOLVED** that she will be paid per the WAJ Teachers' Association Contract.

Quinn App't

- iii. **RESOLVED**, upon the recommendation of the Superintendent, the Board approves the appointment of Robert Prevosti as a part-time bus driver/custodian for the 2019-2020 school year, effective September 3, 2019, through June 26, 2020, with an aggregate salary not to exceed \$28,000.00.

Part time  
Prevosti

- iv. **RESOLVED**, upon the recommendation of the Superintendent, the Board accepts the resignation of Casey Kobylar, Music Teacher, effective June 28, 2019, which will be Ms. Kobylar's last day of employment.

Kobylar  
resignation

- v. **RESOLVED**, upon the recommendation of the Superintendent, the Board appoints Melissa Glennon to the position of English Teacher (not to exceed .6 FTE) effective September 3, 2019 through June 30, 2020. Ms. Glennon will be paid a salary not to

Removed  
from consent  
agenda

exceed \$29,400.00, with any personal leave time taken to be considered unpaid leave.  
**(REMOVED FROM THE CONSENT AGENDA)**

- vi. **RESOLVED**, upon the recommendation of the Superintendent, the Board appoint Genevieve DeBoyace to the position of LLI Reading Teacher (not to exceed .6 FTE) effective September 3, 2019 through June 30, 2020. Ms. DeBoyace will be paid a salary not to exceed \$29,400.00, with any personal leave time taken to be considered unpaid leave. **(REMOVED FROM THE CONSENT AGENDA)** Removed from consent agenda
- vii. **RESOLVED**, upon the recommendation of the Superintendent, the Board appoints Carol Spear to the position as School Librarian (not to exceed .62 FTE) effective September 3, 2019 through June 30, 2020. Ms. Spear will be paid a salary not to exceed \$51,568.50, with any personal leave time taken to be considered unpaid leave. **(REMOVED FROM THE CONSENT AGENDA)** Removed from consent agenda
- viii. **RESOLVED**, upon the recommendation of the Superintendent, the Board appoints the following individuals to the following extra-curricular positions for the 2019-2020 school year pending a Clearance of Appointment: Extra-Curricular Appointments
- Art Club – Dan Yolen
  - Band Director – Leslie Beauregard
  - Boys Soccer Modified Coach – James Adair
  - Boys Soccer Varsity Coach – Joel Middleton
  - Boys Soccer Varsity Assistant Coach – AJ Savasta
  - Class of 2020 Co-Advisors - Jesse Berube and David McQueen
  - Class of 2021 Co-Advisors - Julie Wawrzynek and Danqing Li
  - Class of 2022 Advisor – Amanda Graham
  - Class of 2023 Advisor – Amanda Dwyer
  - Computer Coding Club Advisor – Melissa Palumbo
  - Cross Country Running Varsity Coach – Jesse Berube
  - Drama Producer – Melissa Palumbo
  - Drama Set Technician – Dykeman Pelham
  - eSports Advisor – Joseph Pudlewski
  - Fitness Club Advisor – Michael Porter
  - Fitness Club Advisor Pool – Jesse Berube, Michael Porter and AJ Savasta
  - Girls Soccer Modified Coach – Eve Tuttle
  - Girls Soccer Varsity Coaches Pool – Emily Lacombe and Nicole Ray
  - Golf Coach – Janice Hitchcock
  - LOTE Club Advisor – Amanda Dwyer
  - Mentor Pool – Joseph Pudlewski and Melissa Palumbo
  - Mock Trial Advisor – Michael Porter
  - Morning Program Co-Coordinator – Nicole Baldner and Christi Corrigan
  - Mountain Bike Club Advisor – David McQueen
  - National Jr. Honor Society Advisor – Joseph Pudlewski
  - National Honor Society Advisor – Joseph Pudlewski
  - Outdoor Club Advisor – Dykeman Pelham
  - Science Club – Elementary Advisor – Debbie Valerio
  - Science Club Advisor – Julie Wawrzynek
  - Scorekeepers/Gamewriters Pool – Beth Verhoeven, Janice Hitchcock, Suzanne Filippone, Denise Woodbeck and James Adair
  - Student Council Advisor – Melissa Palumbo
  - Tech Warriors Computer Club – Brent Jones
  - Wee Warriors Coordinator – Joel Middleton
  - Wee Warriors Coaches Pool – Jesse Berube, Eve Tuttle and James Adair
  - Yearbook Co-Advisors – Joanne Conlin and Catherine Aplin
  - Volunteer (Sports) – AJ Savasta

b) Other

- a. **RESOLVED**, upon the recommendation of the Superintendent, the Board approves the recommendation from the Committee on Special Education, Committee on Pre-School Special Education and the Americans with Disability Act, Section 504 for students CSE/SPSE

#s:729,1088,1093,1247,1249,1342,1381,1418,1476,1492,1600,1607,1608,1614,1649,1769,1795,1915,1948,1995,2022,2030,2052 and 2055.

- b. **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.
- c. **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 2019-2020 school year.
- d. **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, 2019 and the Board of Education designates Michelle Mattice, Business Manager/Treasurer to serve as the District's interim designee.
- e. **RESOLVED**, upon the recommendation of the Superintendent, the Board accepts Chartwell's Food Safety Plan as approved annually.
- f. **RESOLVED**, upon the recommendation of the Superintendent, the Board approves the basic student breakfast meal price to be set at \$1.20, the basic student lunch meal price to be set at \$2.25 and the adult meal price to be set at the rate mandated by the Child Nutrition Program of the State Education Department for the 2019-2020 school year.

Catskill  
Area School  
Benefit  
Designee

Chartwell's  
Safety Plan

Breakfast/L  
unch prices

Consent  
Agenda

On motion by Debra Bunce, second by Dr. Teri Martin, the Consent Agenda, Items 1(i) through 2(bvi), with the removal of 2av-2avii was approved..

Yes: Drew Shuster, Dr.Teri Martin, Susan Simpferfer, Debra Bunce and Melissa Maldonado.

Absent:

#### Superintendent's Report

Super  
Report

Mr. Wiktoro welcomed our new board member Melissa Maldonado and thanked all the Board members that were in attendance at the graduation ceremonies.

Mr. Wiktoro reported on:

- General school wide updates including:
- W-A-J Extra-Curricular clubs being offered for the 2019-2020 school year (new pilots: eSports and Computer Coding).
- Developing 2019 Capital Project items and scope.
- Potential shared services.

#### Public Comments - None

Executive  
Session

**RESOLVED**, that the Board go into Executive Session at 6:12 p.m. for the purpose of discussing personnel items leading to the possible appointment of employment, promotion, discipline, suspension, dismissal or removal of these individuals and collective bargaining on a motion by Debra Bunce, seconded by Susan Simpferfer, and carried by those present.

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 7:19 p.m. on motion by Debra Bunce, second by Susan Simpfenderfer, and carried by those present.

**RESOLVED**, upon the recommendation of the Superintendent, the Board approves the Collective Bargaining Agreement dated June 28, 2019, between the Windham-Ashland-Jewett CSD and the Windham-Ashland-Jewett Support Staff Association to cover the term July 1, 2019 through June 30, 2022, as presented under separate cover on a motion by Debra Bunce, seconded by Susan Simpfenderfer, and carried by those present.

**RESOLVED**, upon the recommendation of the Superintendent, the Board appoints Melissa Glennon to the position of English Teacher (not to exceed .6 FTE) effective September 3, 2019 through June 30, 2020. Ms. Glennon will be paid a salary not to exceed \$29,400.00, with any personal leave time taken to be considered unpaid leave on a motion by Debra Bunce, seconded by Susan Simpfenderfer, and carried by those present.

**RESOLVED**, upon the recommendation of the Superintendent, the Board appoint Genevieve DeBoyace to the position of LLI Reading Teacher (not to exceed .6 FTE) effective September 3, 2019 through June 30, 2020. Ms. DeBoyace will be paid a salary not to exceed \$29,400.00, with any personal leave time taken to be considered unpaid leave on a motion by Debra Bunce, seconded by Susan Simpfenderfer, and carried by those present.

**RESOLVED**, upon the recommendation of the Superintendent, the Board appoints Carol Spear to the position as School Librarian (not to exceed .62 FTE) effective September 3, 2019 through June 30, 2020. Ms. Spear will be paid a salary not to exceed \$51,568.50, with any personal leave time taken to be considered unpaid leave on a motion by Debra Bunce, seconded by Susan Simpfenderfer, and carried by those present.

With no further business, the meeting was adjourned at 7:22 p.m. on motion by Debra Bunce, second by Susan Simpfenderfer, and carried by those present.

---

Karen Van Valkenburgh, District Clerk

---

John Wiktorko, Clerk Pro Tem