

## WINDHAM-ASHLAND-JEWETT CENTRAL SCHOOL

### Reorganization Meeting

### Agenda

Library – 7:00 PM  
Thursday, July 7, 2016

Call to Order by Clerk of the Board of Education

Pledge of Allegiance to the Flag

#### Recommended Actions:

Newly elected Board member Teri Martin given the Oath of Office by Board Clerk.

#### Organization Meeting

Election of Officers for 2016-2017      President-Nominations and Election  
Vice President-Nominations and Election

Administration of Oath of Office for elected officers by Board Clerk

(At this point the new President takes over)

Appointment of Officers:

- School District Clerk – Anna Wisniewska-Meli
- School District Treasurer – Michelle Mattice
- Deputy Treasurer –John Wiktorko
- School District Tax Collector- Dawn Hitchcock

Administration of Oath of Office for appointed officers by Board Clerk

Administration of Oath of Office for Board Clerk by Board President

The Consent Agenda is the next item of business. Does any member wish to discuss any item on the consent agenda or remove any item for separate consideration? If not, may I have a motion to approve the Consent Agenda Items 1 (a) through 4(h).

#### 1. Other Appointments:

- a. School Physician-Dr. Jacqueline Maier; 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
- 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 – Anna Wisniewska-Meli
- j. Payroll Clerk-Michelle Mattice
- k. Complaint Officer- Assistant Superintendent for Curriculum and Instruction; Alternate, the Building Principal
- l. Records Access Officer- Anna Wisniewska-Meli
- m. Records Management Officer- Anna Wisniewska-Meli
- 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, Anna Wisniewska-Meli 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 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-Windham Journal and The Daily Mail
- d. Bus Drivers and Sub Drivers Physicals – No later than August 31, 2016
- 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- Anna Wisniewska-Meli
- 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
- 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, 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), Long Range Planning Committee (William Haltermann-Chair, Debra Bunce and Drew Shuster, 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 – Janna Buell
- (5) CSE Chairperson – Janna Buell
- (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, Bridget Lopez, 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 or Anna Wisniewska-Meli

Committee on Preschool Special Education (CPSE):

- (1) Parents or legal guardian of the preschool child.
- (2) CSE Chairperson – Janna Buell; 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 or Anna Wisniewska-Meli

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 – Janna Buell
- (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.

**Regular Business**

**Public Comments**

The Windham-Ashland-Jewett Central School District permits public comment to the Board of Education at its regular monthly meeting. Individuals will state their names and addresses before speaking. Comment will be

given in a civil manner, will be of reasonable duration, and will respect the privacy of all individuals. The Board will respond to questions, if appropriate, in the days following the meeting.

The Consent Agenda for Regular Business is the next item of business. Does any member wish to discuss any item on the consent agenda or remove any item for separate consideration? If not, may I have a motion to approve the Consent Agenda Items 1 (i) through 2(bxii).

1) Routine Matters

- i. **RESOLVED**, the Board approves the minutes of the Regular Meeting held on June 9, 2016
- ii. **RESOLVED**, the Board approves the minutes of the Special Meeting held on June 24, 2016
- iii. **RESOLVED**, upon the recommendation of the Superintendent and the Audit Finance Committee, the Board approves the Superintendent's Transfers for July 2016 as presented.
- iv. **RESOLVED**, upon the recommendation of the Superintendent and the Audit Finance Committee, the Board approves the Bill Schedule for July 2016 as presented:

General Fund: Ck # 45349-# 45410 totaling \$ 130,093.55

Federal Fund: Ck# 2383 totaling \$ 444.50

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 2016-2017 school year effective September 1, 2016 and **BE IT FURTHER RESOLVED** that she will be paid on Step 19 as per the WAJ Teachers' Association Contract.
- ii. **RESOLVED**, upon the recommendation of the Superintendent, the Board appoints Judith Cook to the list of Substitute Teaching Assistants for the 2016-2017 school year, pending clearance from the Commissioner of Education.
- iii. **RESOLVED**, upon the recommendation of the Superintendent, the Board appoints Naomi Potter to the substitute bus driver, pending training, certification and a Clearance of Appointment from the Commissioner of Education.

b) Other

- i. **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 student #'s: 1862, 1247, 0729, 1086, 0641.
- ii. **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.
- iii. **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 2016-2017 school year.
  - iv. **RESOLVED**, upon the recommendation of the Superintendent, that the BOE adopts the District Goals for 2016-2017 as presented under separated cover.
  - v. **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.
  - vi. **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, 2016 and the Board of Education designates Michelle Mattice, Business Manager/Treasurer to serve as the District's interim designee.
  - vii. **RESOLVED**, upon the recommendation of the Superintendent, the Board approves the extension of the contract with Chartwells School Dining Services commencing on July 1, 2016 and ending on June 30, 2017 with the first day of food service being September 8, 2016 following the provision of Section 305, subdivision 14 of Education Law and Section 114.2 of the Regulations of the Commissioner of Education and Section 210.16 Part 7 of the Consolidated Federal Regulations as presented under separate cover.
  - viii. **RESOLVED**, upon the recommendation of the Superintendent, the Board accepts Chartwell's Food Safety Plan as approved annually.
  - ix. **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 \$2.05 and the adult meal price to be set at the rate mandated by the Child Nutrition Program of the State Education Department for the 2016-2017 school year.
  - x. **RESOLVED**, upon the recommendation of the Superintendent, the Board approves the Memorandum of Agreement between Roxbury Central School and Windham-Ashland-Jewett Central School for the Creating Rural Opportunities Partnership (CROP) After School Program for the 2016-2017 school year as presented under separate cover.
  - xi. **RESOLVED**, upon the recommendation of the Superintendent, the Board approves the amended Athletic Placement Process Policy as required by the Commissioner's Regulations and as presented under separate cover.
  - xii. **RESOLVED**, upon the recommendation of the Superintendent, the Board accepts the proposal from Bay State Elevator Company, Dalton MA to maintain the building elevator, effective July 1, 2016 until June 30, 2017 as presented under separate cover.

Superintendent's Report  
ASCI

Additions to the Agenda

Public Comments

The Windham-Ashland-Jewett Central School District permits public comment to the Board of Education at its regular monthly meeting. Individuals will state their names and addresses before speaking. Comment will be given in a civil manner, will be of reasonable duration, and will respect the privacy of all individuals. The Board will respond to questions, if appropriate, in the days following the meeting.

**RESOLVED**, that the Board go into Executive Session at \_\_\_\_\_ for the purpose of discussing collective bargaining.

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 \_\_\_\_\_ on motion by \_\_\_\_\_, seconded by \_\_\_\_\_, and carried by those present.

With no further business, the meeting was adjourned at \_\_\_\_\_ PM on motion by \_\_\_\_\_, seconded by \_\_\_\_\_, and carried by those present.

Respectfully submitted,

John Wiktorko  
Superintendent