

July 9, 2015  
Date

Reorganization  
Kind of Meeting

Windham School  
Where held

Anna Meli, Clerk of  
the Board, and  
Drew Shuster  
Presiding Officer

Members Present:  
Debra Bunce  
William Haltermann  
Drew Shuster  
Teri Martin  
Susan Simpfenderfer  
John Wiktorko, Superintendent of Schools  
Michelle Mattice, Treasurer  
Anna Wisniewska-Meli, Clerk of the Board

Absent

Others Present:  
Barbara Agostinoni  
Jackie Todaro  
Tammy Hebert  
Joel Middleton

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The Board Clerk, Anna Meli, called the meeting to order at 7:04 PM and led those assembled in the Pledge of Allegiance to the Flag.

Reports

- Joel Middleton, Athletic Director reported on 2014-2015 athletic program
- Mrs. Hebert, Assistant Superintendent for Curriculum and Instruction reported on 2014-2015 Regents Exams results and Professional Development planning for 2015-2016 School Year.

Ms. Meli administered the Oath of Office to the newly elected Board Member, Drew Shuster.

Oath of  
office for  
Shuster

On a motion by Drew Shuster, Teri Martin was nominated for President of the Board of Education for the 2015-2016 school year, and there being no other nominations, Debra Bunce seconded the motion.

Yes – Martin, Haltermann, Bunce, Shuster, Simpfenderfer

Election  
of  
Officers

No - 0

Motion Carried

On a motion by Drew Shuster, Debra Bunce was nominated for Vice President of the Board of Education for the 2015-2016 school year, and there being no other nominations, Susan Simpfenderfer seconded the motion.

Yes – Shuster, Bunce, Haltermann, Martin, Simpfenderfer

No - 0

Motion Carried

The Board Clerk, Ms. Meli, administered the Oath of Office to elected officers.

Oaths  
of  
Office  
Given

Dr. Martin, elected President of the Board of Education, took the chair.

On a motion by Drew Shuster, second by Debra Bunce, and carried by those present, the following Officers were appointed for the 2015-2016 school year:

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

Officer  
Appoint  
ments

The Board Clerk administered the Oath of Office to Ms. Mattice and Mr. Wiktorko. The Oath will be administered to Ms. Hitchcock in the near future.

Dr. Martin administered the Oath of Office to Anna Meli, the District Clerk.

On a motion by William Haltermann and second by Debra Bunce, the Consent Agenda Items 1(a) through 4(h) were approved.

**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 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 Cossackie
- 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, 2015
- 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- Anna Wisniewska-Meli
- 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, 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
- (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.

The Clerk of the Board took a roll call for approval of the above Consent Agenda as follows:

Yes – Haltermann, Bunce, Shuster, Martin, Simpfenderfer

No - 0

Motion Carried

Reorg  
Consent  
Agenda  
Roll  
Call

The Board began the regular monthly meeting calling for public comments. There were none.

Public  
Comments

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

On motion by William Haltermann and second by Debra Bunce, the Consent Agenda Items 1(ii) through 2(bxii) were approved.

Regular  
Meeting  
Consent  
Agenda

1) Routine Matters

- i. **RESOLVED**, the Board approves the minutes of the Regular Meeting held on June 24, 2015
- ii. **RESOLVED**, upon the recommendation of the Superintendent, the Board approves the Bill Schedule for July 2015 as presented:  
General Fund: Ck #44166 - #44222 totaling \$287,571.68  
Federal Fund: Ck#2377 totaling \$1,913.00
- iii. **RESOLVED**, upon the recommendation of the Superintendent, the Board approves the Superintendent's Transfers for July 2015 as presented.

Routine  
Matters

2) 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 2015-2016 school year effective September 1, 2015 and **BE IT FURTHER RESOLVED** that she will be paid on Step 18 as per the WAJ Teachers' Association Contract.
- ii. **RESOLVED**, upon the recommendation of the Superintendent, the Board appoints Margaret Scarey to the Substitute Teacher list effective September 1, 2015.
- iii. **RESOLVED**, upon the recommendation of the Superintendent, the Board appoints the following individuals to the following extra-curricular positions for the 2015-2016 school year pending a Clearance of Appointment:  
Athletic Director – Joel Middleton
- iv. **RESOLVED**, upon the recommendation of the Superintendent, the Board rescinds the resolution approved at the April 20, 2015 Board meeting approving the resignation of Laura Blanden for the purpose of retirement.
- v. **RESOLVED**, upon the recommendation of the Superintendent, the Board rescinds the resolution approved at the April 20, 2015 Board meeting approving the Memorandum of Agreement between Laura Blanden and Windham-Ashland-Jewett Central School, dated April 20, 2015.

Quinn App't

Scarey  
substitute

AD-Middleton

Blanden  
rescind

- |      |  |                        |
|------|--|------------------------|
| vi.  | <b>RESOLVED</b> , upon the recommendation of the Superintendent, the Board accepts the letter of resignation for the purpose of retirement of Laura Blanden effective November 30, 2015, as presented on the separate cover.   | Blanden Retirement     |
| vii. | <b>RESOLVED</b> , upon the recommendation of the Superintendent, the Board approves the memorandum of Agreement, dated July 9, 2015 between Laura Blanden and Windham-Ashland-Jewett Central School, as presented on the separate cover.   |                        |
| 3)   | <u>Other</u>   |                        |
| i.   | <b>RESOLVED</b> , 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: 0117, 619, 0632, 0641, 0710, 719, 0720, 730, 895, 897, 904, 0906, 909, 911, 1088, 1092, 1193, 1243, 1259, 1287, 1316, 1317, 1476, 1516, 1559, 1573, 1608, 1672, 1687, 1714, 1784, 1789.  | CSE/CPSE               |
| ii.  | <b>RESOLVED</b> , 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 <b>BE IT FURTHER RESOLVED</b> , 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 <b>AND BE IT FURTHER RESOLVED</b> , the Treasurer shall report monthly to the Board any and all refunds made during the prior month; <b>AND BE IT FURTHER RESOLVED</b> , 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. | Tax Refunding          |
| iii. | <b>RESOLVED</b> , 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 2015-2016 school year.   | Thorington Pro Tem     |
| iv.  | <b>RESOLVED</b> , 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.   | Standard Work Day      |
| v.   | <b>RESOLVED</b> , 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, 2015 and the Board of Education designates Michelle Mattice, Business Manager/Treasurer to serve as the District's interim designee.   | CASE BP                |
| vi.  | <b>RESOLVED</b> , upon the recommendation of the Superintendent, the Board approves the extension of the contract with Chartwells School dining Services commencing on July 1, 2015 and ending on June 30, 2016 with the first day of food service being September 10, 2015 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.   | Chartwells Contract    |
| vii. | <b>RESOLVED</b> , upon the recommendation of the Superintendent, the Board accepts Chartwell's Food Safety Plan as approved annually.  | Chartwells Safety Plan |

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|--|-----------------------|
| viii. <b>RESOLVED</b> , 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 \$1.95 and the adult meal price to be set at \$3.45 plus tax as mandated by the Child Nutrition Program of the State Education Department for the 2015-2016 school year. | Lunch<br>Prices       |
| ix. <b>RESOLVED</b> , upon the recommendation of the Superintendent, the Board accepts the donation from Target Corporation from their Thanks A Billion Teacher Appreciation program.  | Target<br>Donation    |
| x. <b>RESOLVED</b> , 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 2015-2016 school year as presented under separate cover.                                      | CROP<br>MOA           |
| xi. <b>RESOLVED</b> , 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.   | Athletic<br>Policy    |
| xii. <b>RESOLVED</b> , upon the recommendation of the Superintendent, the Board appoints Barbara Agostinoni as the Clerk Pro Tem effective July 20, 2015 through August 14, 2015.  | Agostinoni<br>Pro Tem |

Superintendent's Report

- BOE Summer Retreat
- Calendar Modification

Dr. Martin called for public comments. There were none.

**RESOLVED**, that the Board go into Executive Session at 8:02 p.m. for the purpose of discussing collective bargaining, and the Superintendent's evaluation on motion by William Haltermann, second by Drew Shuster, and carried by those present.

Executive  
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 9:10 p.m. on motion by William Haltermann, second by Debra Bunce, and carried by those present.

Adjourned

With no further business, the meeting was adjourned at 9:11 p.m. on motion by William Haltermann, second by Debra Bunce, and carried by those present.

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Anna Meli, Clerk of the Board

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John Wiktorko, Clerk ProTem