

<u>July 8, 2020</u> Date	<u>Reorganization</u> Kind of Meeting	<u>via Zoom</u> Where held	<u>John Wiktorko</u> Presiding Officer
<u>Members Present:</u> Dr. Teri Martin Susan Simpfenderfer Melissa Maldonado Drew Shuster John Wiktorko, Superintendent of Schools Karen Van Valkenburgh, District Clerk Michelle Mattice, Treasurer		<u>Absent</u> Debra Bunce	<u>Others Present:</u>

The District Clerk, Karen Van Valkenburgh called the meeting to order at 5:06 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, Drew Shuster

On a motion by Melissa Maldonado, Dr. Teri Martin was nominated for President of the Board of Education for the 2020-2021 school year and there being no other nominations, Drew Shuster moved and Susan Simpfenderfer seconded the motion and Dr. Teri Martin was elected President of the Board of Education.

Election
of
Officers

Yes – 5 - Simpfenderfer, Shuster, Martin and Maldonado
No – 0
Absent – 1 - Bunce

Motion Carried

On a motion by Drew Shuster, Susan Simpfenderfer was nominated for Vice President of the Board of Education for the 2020-2021 school year, and there being no other nominations, Dr. Teri Martin moved and Melissa Maldonado seconded the motion and Susan Simpfenderfer was elected Vice President of the Board of Education.

Yes – 5 –Shuster, Martin, Maldonado and Simpfenderfer
No - 0
Absent – 1-Bunce

Motion Carried

Oaths
of
Office
Given

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

On a motion by Dr. Teri Martin, seconded by Melissa Maldonado and carried by those present the following Officers were appointed for the 2020-2021 school year:

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

Officer
Appoint-
ments

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; Alternate, Building Principal
- d. Central Treasurer of Extra-Curricular Activity Fund – Melissa Palumbo
- e. Comptroller for Extra-Curricular Activity Fund - Assistant Superintendent; Alternate, Building Principal
- f. Attendance Officer - Assistant Superintendent; Alternate, 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

Other
Appoint-
ments

- k. Complaint Officer - Assistant Superintendent; Alternate, 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 - 2nd Wednesday of every month except the Regular May meeting being set as the 1st Wednesday 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, 2020.
- 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; 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
- 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 1st and 2nd readings of any policies updated or added at this time. Furthermore the Board of Education authorizes the Superintendent to modify or suspend, any policies to adjust for health, safety, employment, academic or any other requirement to meet with the evolving health crisis following laws and review by the Board of Education.
- b. Approval of the following Committees: Audit Finance Committee (Drew Shuster-Chair, Susan Simpferfer, 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, 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, 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
 - (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 and Michelle Linger
 - (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
- (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
- (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 after a brief discussion and additional wording added to 4a on motion by Susan Simpfinderfer, second by Melissa Maldonado. Yes: Drew Shuster, Dr. Teri Martin, Susan Simpfinderfer and Melissa Maldonado
Absent: Debra Bunce

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(bf).

1) Routine Matters

Regular
Meeting

- i. **RESOLVED**, the Board approves the minutes of the Special Meeting held on June 30, 2020.
- ii. **RESOLVED**, upon the recommendation of the Superintendent, the Board approves the Treasurers Report for June 2020.
- iii. **RESOLVED**, upon the recommendation of the Superintendent, the Board approves the final Superintendent's Transfers for June 2020, as presented.
- iv. **RESOLVED**, upon the recommendation of the Superintendent, the Board approves the Bill Schedule for July 2020 as presented:

Routine
Matters

General Fund: Ck #49591 - Ck #49619 in the amount of \$295,368.53 and
Ck#49620 – Ck#49621 in the amount of \$14,330.27

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 2020-2021 school year effective September 1, 2020 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 approves the appointment of Robert Prevosti as a part-time bus driver/custodian for the 2020-2021 school year, effective September 8, 2020, through June 25, 2021, with an aggregate salary not to exceed \$28,000.00.
- iii. **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 8, 2020 through June 25, 2021. Ms. Spear will be paid a salary not to exceed \$51,568.50, with any personal leave time taken to be considered unpaid leave.

Quinn App't

Part time
Prevosti

Spear Appt.

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 #s:1938, 2056, 2091, and 2096.
- 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 2020-2021 school year.
- d. **RESOLVED**, upon the recommendation of the Superintendent, the Board designates John Wiktorko, Superintendent, to represent the District on the governing Board of the Catskill Area Schools Employee Benefit Plan for the plan year beginning July 1, 2020 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 2020-2021 school year.

Catskill
Area School
Benefit
Designee

Chartwell's
Safety Plan

Breakfast/L
unch prices

On motion by Melissa Maldonado, second by Drew Shuster, the Consent Agenda, Items 1(i) through 2(bf), was approved..

Yes: Drew Shuster, Dr.Teri Martin, Susan Simpfinderfer, and Melissa Maldonado.

Absent: Debra Bunce

Consent
Agenda

Superintendent's Report - None

Public Comments - None

RESOLVED, that the Board go into Executive Session at 5:24 p.m. for the purpose of discussing 5 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 Dr. Teri Martin, seconded by Melissa Maldonado, 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 6:50 p.m. on motion by Drew Shuster, second by Melissa Maldonado, and carried by those present.

RESOLVED, upon the recommendation of the Superintendent, the Board accepts the resignation of Lara Mc Aneny, as Director of Student Services, effective July 31, 2020.

RESOLVED, upon the recommendation of the Superintendent, pursuant to Section 3012 of Education Law, and in compliance with part 30.3 of the Rules of the Board of Regents, the Board appoints Lara McAneny, who holds a New York State School District Leadership Professional Certificate, to the position of Assistant Superintendent, for a probationary period of three years commencing August 1, 2020 through July 31, 2023, pending a Clearance for Appointment from the Commissioner of Education.

RESOLVED, upon the recommendation of the Superintendent, the Board approves the Assistant Superintendent Contract dated July 8, 2020, between the Windham-Ashland-Jewett CSD and Ms. Lara Mc Aneny, as presented under separate cover.

RESOLVED, upon the recommendation of the Superintendent, the Board accepts the resignation of David Donner, as Principal, effective August 31, 2020, which will be his last day of employment.

RESOLVED, upon the recommendation of the Superintendent, pursuant to Section 3012 of Education Law, and in accordance with Part 30.3 of the Rules of the Board of Regents, the Board appoints Sandra Miller to a two (2) year probationary administrative position in the School District Administrator tenure area, as the Director of Student Services, effective August 24, 2020 through August 31, 2022. **BE IT FURTHER RESOLVED** that the Board accepts the Memorandum of Agreement between Windham-Ashland-Jewett CSD and Sandra Miller, Director of Student Services, dated July 8, 2020, as presented under separate cover.

RESOLVED, that the Board of Education does hereby approve and accept the Memorandum of Agreement between the Windham-Ashland-Jewett Central School District and the Windham-Ashland-Jewett Support Staff Association, dated June 30, 2020 adjusting the contract as mutually agreed to within, as presented under separate cover.

RESOLVED, upon the recommendation of the Superintendent, the Board approves the school calendar for the 2020-2021 school year as presented under separate cover, **BE IT FURTHER RESOLVED** that the Board of Education authorizes the Superintendent to modify the 2020-2021 calendar as necessary, to respond to district needs as they arise.

With no further business, the meeting was adjourned at 6:58 p.m. on motion by Drew Shuster, second by Melissa Maldonado, and carried by those present.

Karen Van Valkenburgh, District Clerk

John Wiktorko, Clerk Pro Tem