

WINDHAM-ASHLAND-JEWETT CENTRAL SCHOOL

Reorganization Meeting

Draft Agenda

Library – 3:00 PM
Wednesday, July 7, 2021

Call to Order by Clerk of the Board of Education

Pledge of Allegiance to the Flag

Recommended Actions:

Newly elected Board member, Jean Jaeger, given the Oath of Office by Board Clerk

Organization Meeting

Election of Officers for 2021-2022

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 – Karen Van Valkenburgh

School District Treasurer – Michelle Mattice

Deputy Treasurer – John Wiktoro

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. 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
- 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 Wiktoroko
- 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 and The Windham Weekly and other media outlets as necessary.
- d. Bus Drivers and Sub Drivers Physicals – No later than August 31, 2021
- 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 Wiktoroko
- b. Deputy Signer for Certification of Payroll - Assistant Superintendent; Alternate, Building Principal
- c. School Purchasing Agent - John Wiktoroko
- d. Authorized Signature on Checks for Funds - Michelle Mattice
- e. Deputy Authorized Signature on Checks for Funds - John Wiktoroko
- 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 Wiktoroko
- 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 Wiktoroko
- j. Approval for attendance of staff to conferences - John Wiktoroko
- 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.
- b. Approval of the following Committees: Audit Finance Committee - (Drew Shuster - Chair, Susan Simpfinderfer, George Telles, David Langdon), Board Capital Project Committee - (Drew Shuster-Chair, Debra Bunce, John Mattice, AJ Savasta and John Wiktoroko, Construction Manager), Academic Committee - (Assistant Superintendent, Debra Bunce, Susan Simpfinderfer, John Wiktoroko, two faculty member representatives (TBD), up to two additional members (TBD)), District Health & Safety Committee - (John Wiktoroko, 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 Wiktoroko).
- 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; Alternate, 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 – Sandra Miller
 - (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 - Dave 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 – Sandra Miller
- (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. (Barbara Wallace, 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 – Sandra Miller
- (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

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 1i through 2bix.

1) Routine Matters

- i. **RESOLVED**, the Board approves the minutes of the Regular Meeting held on June 9, 2021.
- ii. **RESOLVED**, the Board approves the minutes of the Special Meeting held on June 24, 2021.
- iii. **RESOLVED**, upon the recommendation of the Superintendent, the Board approves the Treasurers Report for June 2021, as presented.
- iv. **RESOLVED**, upon the recommendation of the Superintendent, the Board approves the final Superintendent's Transfers for June 2021, as presented.
- v. **RESOLVED**, upon the recommendation of the Superintendent, the Board approves the Bill Schedule for July 2021 as presented:

General Fund - Ck#50698 - Ck#50753 in the amount of \$325,877.19
School Lunch – Ck#334 in the amount of \$14,141.68

2) New Business

a) Personnel

- i. **RESOLVED**, upon the recommendation of the Superintendent, the Board approves the following substitute pay rates:
 - Teacher Uncertified/No Degree - \$110.00/day
 - Teacher Uncertified/Bachelor's Degree - \$120.00/day
 - Teacher Certified - \$135.00/day
 - Bus Driver/Custodians - \$16.00/hr.
 - Nurse - \$21.00/hr.

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 #: 1247, 1996, 2007, 2114, 2115, and 2139.
- 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 2021-2022 school year.
- iv. **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, 2021 and the Board of Education designates Michelle Mattice, Business Manager/Treasurer to serve as the District's interim designee.
- v. **RESOLVED**, upon the recommendation of the Superintendent, the Board approves the Agreement between the Windham-Ashland-Jewett Central School District and Columbia Memorial Hospital, as presented under separate cover.
- vi. **RESOLVED**, upon the recommendation of the Superintendent, the Board approves the Memorandum of Understanding between the Windham-Ashland-Jewett Central School District and the Greene County Mental Health Center for the 2021-2022 school year as presented under separate cover.
- vii. **RESOLVED**, upon the recommendation of the Superintendent, the Board approves the revised Memorandum of Understanding between the Windham-Ashland-Jewett Central School District and the Greene County Mental Health Center for the 2020-2021 school year 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 \$1.20, 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 of Education Department for the 2021-2022 school year.

Superintendent's Report

Additions to the Agenda

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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