

July 13, 2017
Date

Reorganization
Kind of Meeting

Windham School
Where held

Susan Simpfenderfer
Presiding Officer

Members Present:

Debra Bunce
William Haltermann
Susan Simpfenderfer
Drew Shuster
John Wiktorko, Superintendent of Schools
Michelle Mattice, Treasurer
Barbara Agostinoni, Clerk of the Board

Absent

Teri Martin

Others Present:

David Donner

The Board Clerk called the meeting to order at 5:02 PM and led those assembled in the Pledge of Allegiance to the Flag.

On a motion by William Haltermann, Debra Bunce was nominated for President of the Board of Education for the 2017-2018 school year, and there being no other nominations, Susan Simpfenderfer seconded the motion.

Election
of
Officers

Yes – 4 -Haltermann, Bunce, Simpfenderfer, Shuster
No – 0
Absent – 1-Martin

Motion Carried

On a motion by Drew Shuster, William Haltermann was nominated for Vice President of the Board of Education for the 2017-2018 school year, and there being no other nominations, Debra Bunce seconded the motion.

Yes – 4 -Haltermann, Bunce, Simpfenderfer, Shuster
No - 0
Absent – 1-Martin

Motion Carried

Oaths
of
Office
Given

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

Mrs. Bunce, elected President of the Board of Education, took the chair.

On a motion by William Haltermann, second by Drew Shuster, and carried by those present, the following Officers were appointed for the 2017-2018 school year:

Officer
Appoint-
ments

School District Clerk-Barbara Agostinoni
School District Treasurer–Michelle Mattice
Deputy Treasurer–John Wiktorko
School District Tax Collector- Dawn Hitchcock

The Board Clerk will administer the Oath of Office to the Officers in the near future.

Ms. Mattice administered the Oath of Office to Barbara Agostinoni, the District Clerk.

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 – Barbara Agostinoni
- j. Payroll Clerk-Michelle Mattice

Other
Appoint-
ments

- k. Complaint Officer- Assistant Superintendent for Curriculum and Instruction; Alternate, the Building Principal
- l. Records Access Officer- Cathi Aplin
- m. Records Management Officer- Cathi 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 – Principal
- r. Board of Registration-Lola Hoyt, Laura Blanden, Joanne Conlin, Barbara Agostinoni, Denise Woodcock 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

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 Thursday of every month except the Regular May meeting being set as the 1st 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, 2017.
- 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- Barbara Agostinoni
- 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 – Holly Breault
 - (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, 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 Barbara Agostinoni

Committee on Preschool Special Education (CPSE):

- (1) Parents or legal guardian of the preschool child.
- (2) CSE Chairperson – Lara McAneny; 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 Barbara Agostinoni

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. and Mrs. Richard Pelham.

The consent agenda, Items 1a through 4h was approved on motion by William Haltermann, second by Drew Shuster. Yes: William Haltermann, Debra Bunce, Susan Simpfenderfer, Drew Shuster
Absent, Teri Martin

Reorg
Consent
Agenda
Roll
~ ..
Public
Comments

Public Comments: None

The next item of business was the Consent Agenda for Items 1(i) through 2(bx).
Mr. Haltermann asked that Item 2biv, District Goals, be removed from this agenda and placed on a future agenda for consideration.

Regular
Meeting
Consent
Agenda

1) Routine Matters

- i. **RESOLVED**, the Board approves the Minutes of the June 8, 2017 Regular meeting.
- ii. **RESOLVED**, the Board approves the minutes of the Special Meeting held on June 29, 2017.
- iii. **RESOLVED**, upon the recommendation of the Superintendent the Board approves the Treasurer's Report for June 2017 as presented.
- iv. **RESOLVED**, upon the recommendation of the Superintendent the Board approves the Superintendent's Final Transfers for June 2017 as presented.
- v. **RESOLVED**, upon the recommendation of the Superintendent the Board approves the Bill Schedule for July 2017 as presented:

Routine
Matters

General Fund: Ck #46471 - #46519 totaling \$300,921.30

- vi. **RESOLVED**, upon the recommendation of the Superintendent the Board accepts the Extracurricular Account Balances Report for May 2017.

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 2017-2018 school year effective September 1, 2017 and **BE IT FURTHER RESOLVED** that she will be paid on Step 20 as per the WAJ Teachers' Association Contract.
- ii. **RESOLVED**, upon the recommendation of the Superintendent, the Board appoints Michelle Linger to the list of substitute Teacher/Teacher Aides/Assistants for the 2017-2018 school year.
- iii. **RESOLVED**, upon the recommendation of the Superintendent, the Board approves the child care leave of absence for Jesse Berube, effective on or about October 23, 2017 through December 22, 2017 to be paid using available accrued sick leave.
- iv. **RESOLVED**, upon the recommendation of the Superintendent, the Board appoints Mag Scarey as an extended leave substitute teacher commencing October 23, 2017 through December 22, 2017. Ms. Scarey will be paid as outlined in the current W-A-J Teachers contract.
- v. **RESOLVED**, upon the recommendation of the Superintendent, the Board appoints the following individuals to the following extra-curricular positions for the 2017-2018 school year pending a Clearance of Appointment:
Senior Class Advisors (Class of 2018) – Nicole Ray, Amy Moore
Sophomore Class Advisors (Class 2020) – David McQueen, Jesse Berube
Drama Advisor – Casey Kobylar
Art Club Advisor – Dan Yolen
Yearbook Advisors – Cathi Aplin, Joanne Conlin

Quinn App't

Linger Sub

Berube
Leave

Scarey App't
Extended
Leave

Extracurr
App'ts

Science Club Advisor – Julie Wawrzynek
 Elementary Science Club Advisor – Debra Valerio
 Mentors Pool – Amy Moore, Kathy Ramundo
 Band Director – Leslie Beauregard
 Chorus Director – Casey Kobylar
 Outdoor Club Advisor – Dykeman Pelham
 Morning Program Coordinator – Kathy Ramundo
 Tech Warrior Club Advisor – Brent Jones
 Fitness club Advisor – Mike Porter
 Fitness Club Advisor Pool – Jesse Berube, AJ Savasta, Mike Porter
 Modified Boys Soccer Coach– Jim Adair
 Varsity Boys Soccer Coach – Joel Middleton
 Varsity Girls Soccer Coach – Nicole Ray
 Varsity Girls Soccer Assistant Coach (JV funds) – Emily Lacombe
 Modified Girls Soccer Coach – John Valenti
 Varsity Cross Country Coach – Jesse Berube
 Modified Cross Country Coach – Amy Moore
 Golf Coach – Janice Hitchcock
 Varsity Boys Basketball Coach – Joel Middleton
 JV Boys Basketball Coach – Jim Adair
 Modified Girls Basketball Coach – Eve Tuttle
 Varsity Baseball Coach – Jim Adair
 Alpine Ski Coach – David McQueen
 Varsity Track Coach – Nicole Ray
 Modified Track Coach – Jesse Berube
 Mountain Bike Club Advisor – David McQueen
 Wee Warriors Coordinator – Joel Middleton
 Wee Warriors Coaches Pool – Jesse Berube, Eve Tuttle
 Scorekeepers/Gameworkers Pool – Jim Adair, Janice Hitchcock, Mag Scarey, Denise Woodbeck, Beth Verhoeven, Nate Hoyt
 Volunteer Pool – AJ Savasta

b) Other

- i. **RESOLVED**, upon 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: 1573, 1477, 1687, 1092, 1864, 1903, 1847, 1913, 1081, 1850,1915, 1903, 1512, 1906, 1902, 1904 CPSE/CSE
- 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. Tax Refunding
- 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 2017-2018 school year. Thorington District Clerk Pro Tem
- iv. **REMOVED-RESOLVED**, upon the recommendation of the Superintendent, that the BOE adopts the District Goals for 2017-2018 as presented under separated cover.

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|-------|--|------------------------------|
| 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. | Standard Work Day |
| vi. | 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, 2017 and the Board of Education designates Michelle Mattice, Business Manager/Treasurer to serve as the District's interim designee. | CASE BP |
| vii. | RESOLVED , upon the recommendation of the Superintendent, the Board accepts Chartwell's Food Safety Plan as approved annually. | Chartwell's Food Safety Plan |
| viii. | 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 2017-2018 school year. | Meal Prices |
| ix. | RESOLVED , the Board accepts the \$300.00 awarded to Nicole Baldner as the NYSUT Retiree Council #13 Professional Grant to be used in the school store. | Grant to Baldner |
| x. | RESOLVED , the Board accepts the \$320.00 donation from John T Moss CPA, to be used for the Minekill Soccer Program bus. | Moss Donation |

On motion by William Haltermann and second by Drew Shuster, the Consent Agenda Items 1(i) through 2(bx), excluding Item 2biv, were approved, with Mr. Haltermann abstaining from Item 1ii.
 Yes: William Haltermann, Debra Bunce, Susan Simpfenderfer, Drew Shuster
 Absent: Teri Martin

Superintendent's Report

Mr. Wiktorko informed the Board that there will be an Education Foundation meeting at 5:00pm on August 10th.

Principal's Report

Mr. Donner gave a recap of the extracurricular programs and discussed the Athletic and Extracurricular Handbook and coordinating fundraising activities.

Mrs. Bunce called for public comments. There were none.

RESOLVED, that the Board go into Executive Session at 5:44 p.m. for the purpose of discussing 1 particular personnel item on motion by William Haltermann, second by Drew Shuster, and carried by those present.

Exec 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 6:25 p.m. on motion by William Haltermann, second by Drew Shuster, and carried by those present.

With no further business, the meeting was adjourned at 6:26 p.m. on motion by William Haltermann, second by Drew Shuster, and carried by those present.

Adj

Barbara Agostinoni, Clerk of the Board

John Wiktorko, Clerk ProTem