

WINDHAM-ASHLAND-JEWETT CENTRAL SCHOOL

Reorganization Meeting

Agenda

Library – 3:00 PM
Tuesday, July 8, 2026

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 2026-2027

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 Wiktorko

School District Tax Collector – Amy Lloyd

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. Anita Goodrich 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 – Carol Spear, Joanne Conlin, Janice Hitchcock, Cathi Aplin, Karen Van Valkenburgh and up to 3 representatives from the Greene County Board of Election as deemed necessary by the Board of Education.
- s. Liaison for Homeless Children and Youth – Building Principal; Alternate, the CSE Chairperson
- t. Educational Official to receive court notification regarding a student's sentence/adjudication in certain criminal cases and juvenile delinquency proceedings - John Wiktorko
- u. Medicaid Compliance Officer – Michelle Mattice

- v. 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 Cocksackie
- 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, 2025
- 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.
- b. Approval of the following Committees: Audit Finance Committee - (Jean Jaeger - Chair, Alan Trinkle and George Telles), Board Capital Project Committee - (Jean Jaeger - Chair, John Mattice, AJ Savasta and John Wiktorko, Construction Manager), Academic Committee - (Assistant Superintendent, 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). Acceptance of existing Substitute Lists for teachers/tutors, teacher assistants, aides, monitors, bus drivers, bus aides and nurses
- c. Approval of list of Impartial Hearing Officers as provided by the State Education Department
- d. Title IX Compliance Officer – Assistant Superintendent; Alternate, Building Principal
- e. Adoption of GASB 34 accounting practices threshold to be set at \$1,000.00 for depreciation.
- f. 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-Ashline
 - (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 – Emily Lacombe, Tina Cody, Jesse Berube and Sasha Kubiciek
 - (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) CPSE Chairperson – Sandra Miller

- (3) Regular education representatives – Taylor Thorington and Michele Linger
- (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.

g. 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 2iv.

1) **Routine Matters**

- i. **RESOLVED**, the Board approves the minutes of the Special Meeting held on June 26, 2026.
- ii. **RESOLVED**, upon the recommendation of the Superintendent, the Board approves the June 2026 Treasurers report.
- iii. **RESOLVED**, upon the recommendation of the Superintendent the Board approves the final Superintendent's Transfers for June 2026.
- iv. **RESOLVED**, upon the recommendation of the Superintendent, the Board approves the Bill Schedule for July 2026 as presented:
 - General Fund - Ck#55369 - Ck#55401 in the amount of \$416,390.21
 - School Lunch Fund – Ck#390 in the amount of \$16,215.42
- v. **RESOLVED**, upon the recommendation of the Superintendent, the Board approves the Extra-Curricular Activity Fund Account Balance Report for the month of April 2026, May 2026 and June 2026.

2) **New Business**

a) Personnel

- i. **RESOLVED**, upon the recommendation of the Superintendent, the Board appoints the following individuals to the following extra-curricular positions for the 2026-2027 school year pending a Clearance of Appointment:

After School Site Coordinator – Kimberly Young
 Band Director – Leslie Beauregard
 Dean Pool – Jesse Berube
 eSports Club – Joseph Pudlewski
 Events Coordinator – Joel Middleton
 Fitness Club Advisor Pool – Connie Berube, Jesse Berube and Jordan Church
 Girls Soccer Varsity Coach – Madison Hoyt
 Golf Coach – Joel Middleton
 LOTE Club Advisor – Amanda Dwyer
 Mentors Pool – Amy Moore, Jesse Berube, Michele Linger and Joseph Pudlewski
 Morning Program Co-Coordinators – Connie Berube and Nicole Ray
 National Jr. Honor Society Advisor – Joseph Pudlewski
 National Honor Society Advisor – Joseph Pudlewski
 Science Club-Elementary Co-Advisor – Connie Berube and Jennifer Higgins
 Science Club Advisor – Julie Wawrzynek
 Scorekeeper/Gameworker – Melissa Palumbo
 Ski Tuesday Coordinator – Amy Moore
 Spelling Bee Advisor – Chalya Pudlewski
 Student Council Advisor – Melissa Palumbo
 Tech Warriors Club – Brent Jones
 Tennis Coach Modified – Joseph Pudlewski
 Tennis Coach Varsity – Joseph Pudlewski
 Track Varsity Coach – Connie Berube
 Wee Warriors Coaches Pool – Brent Jones, Connie Berube and Jesse Berube
 Yearbook Advisor – Jordan Church

- ii. **RESOLVED**, upon the recommendation of the Superintendent, the Board approves adding Kaetlin Cross to the list of Substitute Teachers, Teacher Assistants and Aides for the 2026-2027 school year, pending Clearance from the Commissioner of Education.
- b) Other
 - i. **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.
 - ii. **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 2026-2027 school year.
 - iii. **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, 2026 and the Board of Education designates Michelle Mattice, Business Manager/Treasurer to serve as the District's interim designee.
 - iv. **RESOLVED**, upon the recommendation of the Superintendent, the Board accepts Chartwell's Food Safety Plan as approved annually.
 - v. **RESOLVED**, upon the recommendation of the Superintendent, the Board accepts the \$5,000.00 grant from the Windham Foundation in support of the Afterschool Enrichment Program for the 2026-2027 school year.
 - vi. **RESOLVED**, upon the recommendation of the Superintendent and per Board of Education Policy 5250, the

Board approves the disposal of excess, damaged or outdated items from the bus garage and the main building from the list presented under separate cover.

- vii. **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 American with Disability Act, Section 504 for student #'s 3000 and 3066.

Correspondence

Important Dates

August 12, 2026

AFC/BOE Meetings 2:15/3:00 p.m.

Superintendent's Report

Additions to the Agenda

Public Comments

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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