

WINDHAM-ASHLAND-JEWETT CENTRAL SCHOOL

Reorganization Meeting

Draft Agenda

Library – 3:00 PM
Friday, July 1, 2022

Call to Order by Clerk of the Board of Education

Pledge of Allegiance to the Flag

Recommended Actions:

Newly elected Board member, Loni Koument-Holdridge, given the Oath of Office by Board Clerk

Organization Meeting

Election of Officers for 2022-2023

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. 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 – 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, 2022
- 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 2bvi.

1) Routine Matters

- i. **RESOLVED**, the Board approves the minutes of the Special Meeting held on June 24, 2022.
- ii. **RESOLVED**, upon the recommendation of the Superintendent, the Board approves the final Superintendent's Transfers for June 2022, as presented.
- iii. **RESOLVED**, upon the recommendation of the Superintendent, the Board approves the Bill Schedule for July 2022 as presented:

General Fund - Ck#51705 - Ck#51749 in the amount of \$350,853.52
School Lunch – Ck#347 in the amount of \$15,082.86

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 2022-2023 school year pending a Clearance of Appointment:

Athletic Director – AJ Savasta
Alpine Skiing Coach – David McQueen
Alpine Skiing Assistant Coach – Reginald Willcocks
Boys Baseball Varsity Coach – James Adair
Boys Baseball Assistant Coach – Lee Rappleyea
Boys Basketball JV Coach – James Adair
Boys Basketball Varsity Coach – Evan Goettsche
Boys Varsity Soccer Coach – Andrew Lashua
Boys Varsity Soccer Assistant Coach – Anthony Savasta
Boys Soccer Modified Coach – James Adair
Class Advisor Pool– Amanda Dwyer, Eileen Martin, Doris Libby, and Cathi Aplin
Cheerleading Advisor – Samantha Eilenberger
Cross Country Varsity Coach – Jesse Berube
Drama Producer – Melissa Palumbo
eSports Club – Joseph Pudlewski
Events Coordinator – Joel Middleton
Fitness Club Advisor Pool - Jesse Berube and Connie Berube
Girls Basketball Modified Coach – Janice Hitchcock
Girls Basketball Varsity Coach – Eve Tuttle
Girls Soccer Coach Pool – Eve Tuttle, Olivia Kornbreck and Joel Middleton
Girls Softball Varsity Co-Coaches – Eve Tuttle and Nate Hoyt
Golf Coach – Janice Hitchcock
Mentors Pool – Amy Moore, Melissa Palumbo, Jesse Berube and Joseph Pudlewski
Morning Program Co-Coordinators – Nicole Baldner and Christine Corrigan
National Honor Society – Joseph Pudlewski
National Jr. Honor Society – Joseph Pudlewski
Science Club-Elementary Advisor – Deborah Valerio
Ski Tuesday Coordinator – Amy Moore
Snowboarding Coaches – AJ Savasta and Hamilton Mason
Student Council Advisor – Melissa Palumbo
Tennis Coach – Joseph Pudlewski
Track-Varsity – Connie Berube
Volunteer Sports Pool – Anthony Savasta and Anthony Pettigano
Wee Warriors Coaches Pool – Jesse Berube, Eve Tuttle, Jason Reinhard, Joel Middleton and James Adair
Scorekeepers/Gameworkers Pool – Beth Verhoeven, James Adair and Janice Hitchcock

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, 1249, 1386, 1392, 1485, 1502, 1614, 1647, 1708, 1784, 1795, 1938, 2022, 2171 and 2174.
- 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 2022-2023 school year.

- iv. **RESOLVED**, 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, 2022 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 to provide School Physician services between the Windham-Ashland-Jewett Central School District and the Columbia Memorial Hospital, as presented under separate cover.
- vi. **RESOLVED**, upon the recommendation of the Superintendent, the Board accepts Chartwell's Food Safety Plan as approved annually.
- vii. **BOND RESOLUTION DATED JULY 1, 2022 OF THE BOARD OF EDUCATION OF THE WINDHAM-ASHLAND-JEWETT CENTRAL SCHOOL DISTRICT AUTHORIZING NOT TO EXCEED \$5,655,000 AGGREGATE PRINCIPAL AMOUNT OF SERIAL GENERAL OBLIGATION BONDS TO FINANCE THE CONSTRUCTION, RECONSTRUCTION AND IMPROVEMENTS OF VARIOUS DISTRICT BUILDINGS, FACILITIES AND SITES, THE ACQUISITION OF ORIGINAL FURNISHINGS, EQUIPMENT, MACHINERY OR APPARATUS AT AN ESTIMATED MAXIMUM COST OF \$5,655,000, THE EXPENDITURE OF SUCH SUM FOR SUCH PURPOSES, LEVY OF TAX IN ANNUAL INSTALLMENTS IN PAYMENT THEREOF, AND DETERMINING OTHER MATTERS IN CONNECTION THEREWITH.**

WHEREAS, the qualified voters of the Windham-Ashland-Jewett Central School District (the "District"), at the annual meeting of such voters duly held on the 17th day of May, 2022, duly approved a proposition authorizing the issuance of serial general obligation bonds in an aggregate principal amount not to exceed \$5,655,000, to finance the construction, reconstruction and improvements of various District buildings, facilities and sites, including but not limited to athletic fields, courts and trails, and the acquisition of original furnishings, equipment, machinery or apparatus required for the purpose for which such buildings, facilities and sites are to be used and payment of incidental costs related, the expenditure of such sum for such purposes, and the levy of the necessary tax therefor, to be levied upon the taxable property of the District and collected in annual installments as provided by Section 416 of the Education Law;

NOW THEREFOR, BE IT RESOLVED BY THIS BOARD OF EDUCATION AS FOLLOWS:

Section 1. The District shall construct, reconstruct and improve various District buildings, facilities and sites, including but not limited to athletic fields, courts and trails and acquire original furnishings, equipment, machinery or apparatus required for the purpose for which such buildings, facilities and sites are to be used and payment of incidental costs related, at a maximum cost of \$5,655,000, as more particularly described in Section 3 hereof, and as generally outlined to and considered by the voters of the District at the annual District meeting held on May 17, 2022.

Section 2. The District is hereby authorized to issue its serial general obligation bonds (the "Bonds") in the aggregate principal amount of not to exceed \$5,655,000 pursuant to the Local Finance Law of New York, in order to finance the class of objects or purposes described herein.

Section 3. The class of objects or purposes to be financed pursuant to this Resolution (the "Purpose") is the construction, reconstruction and improvements of various District buildings, facilities and sites, including but not limited to athletic fields, courts and trails, and the acquisition of original furnishings, equipment, machinery or apparatus required for the purpose for which such buildings, facilities and sites are to be used and payment of incidental costs related thereto.

Section 4. It is hereby determined and declared that (a) the maximum cost of the Purpose, as estimated by the Board of Education, is \$5,655,000, (b) no money has heretofore been authorized to be applied to the payment of the cost of the Purpose, and (c) the District plans to finance the cost of the Purpose from funds received from the State of New York as building aid, and funds raised by the issuance of the Bonds and bond anticipation notes hereinafter referred to.

Section 5. It is hereby determined that the Purpose is one of the class of objects or purposes described in Subdivision 97 of Paragraph a of Section 11.00 of the Local Finance Law, and that the period of probable usefulness of the Purpose is thirty (30) years.

Section 6. Subject to the provisions of the Local Finance Law, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the sale of the Bonds, including renewals of such notes, is hereby delegated to the President of the Board of Education, the chief fiscal officer.

Section 7. The power to further authorize the issuance of the Bonds and bond anticipation notes and to prescribe the terms, form and contents of the Bonds and bond anticipation notes, including the consolidation with other issues and the use of substantially level or declining debt service, subject to the provisions of this Resolution and the Local Finance Law, and to sell and deliver the Bonds and bond anticipation notes, is hereby delegated to the President of the Board of Education. The President of the Board of Education is hereby authorized to sign and the District Clerk is hereby authorized to attest any Bonds and bond anticipation notes issued pursuant to this Resolution, and the District Clerk is hereby authorized to affix to such Bonds and bond anticipation notes the corporate seal of the District.

Section 8. The faith and credit of the District are hereby irrevocably pledged for the payment of the principal of and interest on such Bonds and bond anticipation notes as the same respectively become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such obligations becoming due and payable in such year. There shall be levied annually on all taxable real property of the District, a tax sufficient to pay the principal of and interest on such obligations as the same become due and payable.

Section 9. This Resolution shall constitute the declaration of the District's "official intent" to reimburse expenditures authorized by Section 1 with proceeds of the Bonds and notes, as required by United States Treasury Regulation Section 1.150-2.

Section 10. A summary of this Resolution shall be published by the District Clerk together with a notice in substantially the form prescribed by Section 81.00 of said Local Finance Law, and such publication shall be in each official newspaper of the District. The validity of the Bonds or of any bond anticipation notes issued in anticipation of the sale of the Bonds may be contested only if such obligations are authorized for an object or purpose for which the District is not authorized to expend money, or the provisions of law which should be complied with at the date of publication of this Resolution are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty (20) days after the date of such publication; or if said obligations are authorized in violation of the provisions of the Constitution.

Section 11. This Resolution shall take effect immediately upon its adoption.

Correspondence

Important Dates

August 10, 2022

AFC/BOE Meetings 4:15/5:00 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