

<u>July 2, 2024</u> Date	<u>Reorganization</u> Kind of Meeting	<u>Library</u> Where held	<u>Drew Shuster</u> Presiding Officer
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<u>Members Present:</u> Drew Shuster Melissa Maldonado Heidi Schwarz Jean Jaeger Loni Koument-Holdridge John Wiktorko, Superintendent of Schools Karen Van Valkenburgh, District Clerk Michelle Mattice, Treasurer	<u>Absent</u>	<u>Others Present:</u>
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The District Clerk, Karen Van Valkenburgh called the meeting to order at 3:00 PM and led those assembled in the Pledge of Allegiance to the Flag.

Ms. Van Valkenburgh administered the Oath of Office to the re-elected Board Member, Melissa Maldonado.

On a motion by Jean Jaeger, Drew Shuster was nominated for President of the Board of Education for the 2024-2025 school year and there being no other nominations, Jean Jaeger moved and Melissa Maldonado seconded the motion and Drew Shuster was elected President of the Board of Education.

Election
of
Officers

Yes – 5 – Jaeger, Schwarz, Shuster, Maldonado and Koument-Holdridge
No – 0
Absent – 0

Motion Carried

On a motion by Drew Shuster, Jean Jaeger was nominated for Vice President of the Board of Education for the 2024-2025 school year, and there being no other nominations, Drew Shuster moved and Melissa Maldonado seconded the motion and Jean Jaeger was elected Vice President of the Board of Education.

Yes – 5 – Jaeger, Schwarz, Shuster, Maldonado and Koument-Holdridge
No - 0
Absent - 0

Motion Carried

Oaths
of
Office
Given

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

On a motion by Jean Jaeger, seconded by Loni Koument-Holdridge and carried by those present the following Officers were appointed for the 2024-2025 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. 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

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, Catherine Aplin 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 Designations
- 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, 2024.
- 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 Authorizations
- 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 (Drew Shuster-Chair, Jean Jaeger, George Telles), Board Capital Project Committee (Drew Shuster-Chair, Jean Jaeger, John Mattice, AJ Savasta, John Wiktorko, Construction Manager), Academic Committee (Assistant Superintendent, John Wiktorko, two faculty member representatives (TBD), up to two additional members (TBD), District Health & Safety Other Additions

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 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 – 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 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) CPSE 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

The consent agenda, Items 1a through 4h on motion by Jean Jaeger, second by Melissa Maldonado.
Yes: Jean Jaeger, Heidi Schwarz, Loni Koument-Holdridge, Drew Shuster and Melissa Maldonado.

Reorg
Consent
Agenda
Roll Call

REGULAR BUSINESS

Regular

Public Comments: None

The next item of business was the Consent Agenda for Items 1(i) through 2(bvii).

1) Routine Matters

- i. **RESOLVED**, the Board approves the minutes of the Special Meeting held on June 28, 2024.
- ii. **RESOLVED**, upon the recommendation of the Superintendent and the Audit Finance Committee, the Board approves the Bill Schedule for July 2024 as presented:

Routine
Matters

General Fund: Ck #53592 - Ck #53615 in the amount of \$324,427.78

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 2024-2025 school year pending a Clearance of Appointment:
Athletic Director – AJ Savasta
After School Site Coordinator – Kimberly Young
After School Help Pool Joanne Conlin and Suzanne Filippone
Band Director – Leslie Beauregard
Boys Varsity Soccer Coach – Anthony Savasta
Boys Varsity Soccer Assistant Coach – Evan Goettsche
Class Advisor Pool– Cathi Aplin, Olivia Drum and Melissa Palumbo
Computer Coding Club Advisor – Melissa Palumbo
Cross Country Varsity Coach – Jesse Berube
Cross Country Modified Coach – Jesse Berube
Detention Supervisor Pool – Eileen Martin
Drama Set Technician – Dykeman Pelham
eSports Club – Joseph Pudlewski
Events Coordinator – Joel Middleton
Fitness Club Advisor Pool - Jesse Berube, Connie Berube and Janice Hitchcock
Girls Soccer Varsity Coach – Olivia Drum
Girls Soccer Varsity Assistant Coach – Eve Tuttle
Girls Soccer Modified Coach – Joel Middleton
Golf Coach – Janice Hitchcock
Mentors Pool – Amy Moore, Jesse Berube and Joseph Pudlewski
Morning Program Co-Coordinator – Nicole Baldner and Christine Corrigan
National Honor Society – Joseph Pudlewski
National Jr. Honor Society – Joseph Pudlewski
Outdoor Club Advisor – Dykeman Pelham
Science Club-Elementary Co-Advisor – Connie Berube
Science Club Advisor – Julie Wawrzynek
Ski Tuesday Coordinator – Amy Moore
Spelling Bee Advisor – Chalya Pudlewski
Student Council Advisor – Melissa Palumbo
Wee Warriors Coordinator – Joel Middleton
Wee Warriors Coaches Pool – Jason Reinhard, Julie Wawrzynek, Jesse Berube, Connie Berube, Luke McGeeney and Eve Tuttle
Yearbook Advisor – Jordan Church
Scorekeepers/Gameworkers Pool – Catherine Aplin, Suzanne Filippone, Janice Hitchcock, Beth Verhoeven, Melissa Palumbo and Joel Middleton.

Extra
Curricular
Appt

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's #s: 1649, 1698, 1864, 1894, 1903, 1935, 1941, 1946, 1947, 1957, 1974, 1993, 2042, 2050, 2052, 2054, 2055, 2057, 2066, 2074, 2086, 2090, 2093, 2096, 2109, 2132, 2133, 2140, 2142, 2154, 2161, 2163, 2183, 2192, 2206, 2231, and 2250.
- 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 2024-2025 school year. District Clerk designee
- 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, 2024 and the Board of Education designates Michelle Mattice, Business Manager/Treasurer to serve as the District's interim designee. CASEBP designee
- v. **RESOLVED**, upon the recommendation of the Superintendent, the Board authorizes the creation of a Hiking Club for the 2024-2025 school year as a pilot program. Hiking Club Pilot Program
- vi. **RESOLVED**, upon the recommendation of the Superintendent, and per Board of Education Policy 5250, the Board approves the disposal of the 2004 GMC 1 ton Dump Truck (Tag #1438), which is unusable and unrepairable, as presented under separate cover. GMC 1 ton Disposal
- 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**, the Board accepts the \$5,000.00 grant from the Windham Foundation, to be used to support the Afterschool Enrichment Program. Windham Foundation Grant

On motion by Loni Koument-Holdridge, second by Heidi Schwarz, the Consent Agenda, Items 1(i) through 2(bviii), was approved.
 Yes: Jean Jaeger, Heidi Schwarz, Melissa Maldonado, Drew Shuster and Loni Koument-Holdridge.
 Absent: None

Correspondence - None

Important Dates

August 14, 2024

AFC/BOE Meetings 4:15/5:00 p.m.

Important Dates

Superintendent's Report –

Mr. Wiktoro reported updates on the following:

- Capital Project
- State Education Department

Public Comment – None

With no further business, the meeting was adjourned at 3:07 pm on motion by Melissa Maldonado, Adj. second by Jean Jaeger, and carried by those present.

Karen Van Valkenburgh, District Clerk