

July 2, 2025
Date

Reorganization
Kind of Meeting

Library
Where held

Jean Jaeger
Presiding Officer

Members Present:

Jean Jaeger
Loni Koument-Holdridge
Melissa Maldonado
Alan Trinkle
John Wiktorko, Superintendent of Schools
Karen Van Valkenburgh, District Clerk
Michelle Mattice, Treasurer

Absent

Heidi Schwarz

Others Present:

Amy Lloyd

The District Clerk, Karen Van Valkenburgh called the meeting to order at 3:00 PM and led those assembled in the Pledge of Allegiance.

Ms. Van Valkenburgh administered the Oath of Office to the newly elected Board Member, Alan Trinkle.

On a motion by Melissa Maldonado, Jean Jaeger was nominated for President of the Board of Education for the 2025-2026 school year and there being no other nominations, Melissa Maldonado moved and Loni Koument-Holdridge seconded the motion and Jean Jaeger was elected President of the Board of Education.

Election
of
Officers

Yes – 4 – Jaeger, Koument-Holdridge, Maldonado and Trinkle

No – 0

Absent – Heidi Schwarz

Motion Carried

On a motion by Melissa Maldonado, Loni Koument-Holdridge was nominated for Vice President of the Board of Education for the 2025-2026 school year, and there being no other nominations, Melissa Maldonado moved and Jean Jaeger seconded the motion and Loni Koument-Holdridge was elected Vice President of the Board of Education.

Yes – 4 – Jaeger, Maldonado, Koument-Holdridge and Trinkle

No - 0

Absent – Heidi Schwarz

Motion Carried

Oaths
of
Office
Given

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

On a motion by Loni Koument-Holdridge, seconded by Melissa Maldonado and carried by those present the following Officers were appointed for the 2025-2026 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
- k. Complaint Officer - Assistant Superintendent; Alternate, Building Principal

Other
Appoint-
ments

- 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, 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. 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 Cossackie
- 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, 2025.
- e. Radio-WRIP; TV and Radio-School Closing Network
- f. Mileage reimbursement at the current rate as established by the IRS

Designations

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))

Authorizations

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, George Telles), Board Capital Project Committee (Jean Jaeger-Chair, 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 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).

Other
Additions

- 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 Loni Koument-Holdridge, second by Melissa Maldonado. Yes: Jean Jaeger, Loni Koument-Holdridge, Alan Trinkle and Melissa Maldonado.
Absent: Heidi Schwarz

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(bxi).

1) Routine Matters

- i. **RESOLVED**, the Board approves the minutes of the Special Meeting held on June 27, 2025.
- ii. **RESOLVED**, upon the recommendation of the Superintendent and the Audit Finance Committee, the Board approves the final Superintendent's Transfers for June 2025.
- iii. **RESOLVED**, upon the recommendation of the Superintendent and the Audit Finance Committee, the Board approves the Bill Schedule for July 2025 as presented:
General Fund: Ck #54469 - Ck #54496 in the amount of \$366,079.41
School Lunch Fund: Ck #380 in the amount of \$13,590.76
- iv. **RESOLVED**, upon the recommendation of the Superintendent and the Audit Finance Committee, the Board approves the Extra-Curricular Activity Fund Account Balance Report for the month of February 2025.

Routine
Matters

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 2025-2026 school year pending a Clearance of Appointment:
Alpine Ski Coach – James Lawrence
Athletic Director – AJ Savasta
After School Site Coordinator – Kimberly Young
After School Help Pool - Suzanne Filippone
Band Director – Leslie Beauregard
Boys Varsity Soccer Coach – Anthony Savasta
Boys Varsity Soccer Assistant Coach – Evan Goettsche
Boys Modified Soccer Coach – James Lawrence
Chorus Director – Ann Drewello
Cross Country Varsity Coach – Jesse Berube
Cross Country Modified Coach – Jesse Berube
Dean Pool – Jesse Berube
eSports Club – Joseph Pudlewski
Events Coordinator – Joel Middleton
Fitness Club Advisor Pool - Jesse Berube, Connie Berube and Jordan Church
Girls Soccer Varsity Coach – Eve Tuttle
Girls Soccer Modified Coach – Joel Middleton
Golf Coach – Janice Hitchcock
Mentors Pool – Amy Moore, Joseph Pudlewski, Melody Coughlin and Jesse Berube
Morning Program Co-Coordinators – Nicole Ray and Connie Berube
National Honor Society – Joseph Pudlewski
National Jr. Honor Society – Joseph Pudlewski
Science Club-Elementary Co-Advisor – Connie Berube and Jennifer Higgins
Science Club Advisor – Julie Wawrzynek
Ski Tuesday Coordinator – Amy Moore
Spelling Bee Advisor – Chalya Pudlewski
Stage Warriors Middle/High School Drama (Pilot Program) – Tina Cody
Tennis Coach Modified – Joseph Pudlewski
Tennis Coach Varsity – Joseph Pudlewski
Tech Warriors Computer Club – Brent Jones
Track Varsity Coach – Connie Berube

Extra
Curricular
Appt

Wee Warriors Coordinator – Joel Middleton
 Wee Warriors Coaches Pool – Brent Jones, Jesse Berube, Connie Berube, Tina Cody and Eve Tuttle
 Yearbook Advisor – Jordan Church
 Scorekeepers/Gameworkers Pool – Catherine Aplin, Suzanne Filippone, AJ Savasta, and Joe Middleton.

- ii. **RESOLVED**, upon the recommendation of the Superintendent, the Board approves the appointment of Kelly Hammel as a Teacher Aide, beginning on September 2, 2025 and ending on June 30, 2026, (or until such time as circumstances dictate the position is no longer necessary) which will be her last day of employment in this position with the Windham-Ashland-Jewett CSD, pending a Clearance for Appointment from The Commissioner of Education and **AND BE IT FURTHER RESOLVED** that she will be compensated as outlined in the current W-A-J Support Staff Agreement. Hammel, K.
Teacher Aide
- iii. **RESOLVED**, upon the recommendation of the Superintendent, pursuant to Section 3012 of Education Law, and in compliance with Part 30.3 of the Rules of the Board of Regents, the Board appoints James Lawrence to a four year probationary teaching position in the Physical Education tenure area effective September 2, 2025 through September 3, 2029 and **BE IT FURTHER RESOLVED**, that Mr. Lawrence will be compensated per the current W-A-J Teachers Association Agreement, with a base salary of \$71,000, pending a Clearance of Appointment from the Commissioner of Education. Lawrence, J.
Physical Ed.
- iv. **RESOLVED**, upon the recommendation of the Superintendent, the Board approves adding Christine Corrigan to the list of Substitute Teachers, Teacher Assistants and Aides for the 2025-2026 school year, pending Clearance from the Commissioner of Education. Corrigan, C.
Sub
- v. **RESOLVED**, upon the recommendation of the Superintendent, the Board approves adding Beth Verhoeven to the list of Substitute Teachers, Teacher Assistants and Aides for the 2025-2026 school year, pending Clearance from the Commissioner of Education. Verhoeven, B.
Sub
- vi. **RESOLVED**, upon the recommendation of the Superintendent, the Board approves adding Joanne Conlin to the list of Substitute Teachers, Teacher Assistants and Aides for the 2025-2026 school year, pending Clearance from the Commissioner of Education. Conlin, J.
Sub
- vii. **RESOLVED**, upon the recommendation of the Superintendent, the Board approves adding Janice Hitchcock to the list of Substitute Teachers, Teacher Assistants and Aides for the 2025-2026 school year, pending Clearance from the Commissioner of Education. Hitchcock, J.
Sub.
- viii. **RESOLVED**, upon the recommendation of the Superintendent, the Board approves adding Janelle Partridge to the list of Substitute Teachers, Teacher Assistants and Aides for the 2025-2026 school year, pending Clearance from the Commissioner of Education. Partridge, J.
Sub
- ix. **RESOLVED**, upon the recommendation of the Superintendent, the Board approves adding Dona Kammerer to the list of Substitute Teachers, Teacher Assistants and Aides for the 2025-2026 school year, pending Clearance from the Commissioner of Education. Kammerer, D.
Sub.
- x. **RESOLVED**, upon the recommendation of the Superintendent, the Board accepts the resignation of Amy Lloyd, Confidential Assistant to the Treasurer, for the purpose of retirement effective December 31, 2025. Lloyd, A.
Retirement
- xi. **RESOLVED**, upon the recommendation of the Superintendent, the Board approves the Maternity Leave of Absence for Olivia Drum effective September 1, 2025 through December 31, 2025, to be paid using available sick leave and unpaid leave, with Drum, O.
Maternity Leave

modifications as needed.

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 2025-2026 school year. District Clerk designee
- iii. **RESOLVED**, upon the recommendation of the Superintendent, the Board approves the agreement between the Windham-Ashland-Jewett CSD and Samantha Lacy of Pioneer Occupational Therapy PLLC, to provide Occupational Therapy Services for the 2025-2026 school year, pending Clearance from the Commissioner of Education, as presented under separate cover. Pioneer Occupational Therapy
- iv. **RESOLVED**, upon the recommendation of the Superintendent, the Board approves the School District Tuition Agreement between Windham-Ashland-Jewett Central School and Parsons Child and Family Center effective July 1, 2025 through June 30, 2026. Parsons Child & Family Center Agreement
- 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 to provide School Physician services to the District for the 2025-2026 School year, as presented under separate cover. Columbia Memorial Agreement
- vi. **RESOLVED**, upon the recommendation of the Superintendent, the Board approves the Change Order No. CO GC-2 for Smith Site Development, as presented under separate cover. Smith Site Development Change Order
- vii. **RESOLVED**, upon the recommendation of the Superintendent, the Board approves the Change Order No. CO GC-3 for Smith Site Development, as presented under separate cover. Smith Site Development Change Order
- viii. **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, 2025 and the Board of Education designates Michelle Mattice, Business Manager/Treasurer to serve as the District's interim designee. Wiktorko, J CASEBP district designee
- ix. **RESOLVED**, upon the recommendation of the Superintendent, the Board accepts Chartwell's Food Safety Plan as approved annually. Chartwell's Food Safety Plan

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

Consent
Agend

Correspondence - None

Important Dates

August 13, 2025

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

Important
Dates

Superintendent's Report –

Mr. Wiktorko reported on the following:

- Amy Lloyd Retirement, advertisement going in the paper next week
- Graduation Location/Feedback
- State Ed Policy on Cell Phone prohibition/other updates
- Reports for August BOE Meeting – Extra Curricular and Assessment Data

Super
Report

Public Comment – None

RESOLVED, that the Board go into Executive Session at 3:14 p.m. for the purpose of discussing collective bargaining, on motion by Melissa Maldonado, seconded by Loni Koument-Holdridge, and carried by those present.

Executive
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 3:54 p.m. on motion by Melissa Maldonado, second by Alan Trinkle, and carried by those present.

With no further business, the meeting was adjourned at 3:59 p.m. on motion by Loni Koument-Holdridge second by Alan Trinkle, and carried by those present.

Adj.

Karen Van Valkenburgh, District Clerk

John Wiktorko, Clerk Pro Tem