

**NORTH WARREN CENTRAL SCHOOL
ORGANIZATIONAL MEETING
July 13, 2017 - 6:30**

_____ Call to Order – Pledge of Allegiance _____ PM

Board Members Present:

_____ **Paul Buckman**
_____ **Mike Erickson**
_____ **Dan Freebern**
_____ **John Maday**
_____ **Cortney Swan**
_____ **Jason Willette**

Also Present:

_____ **Michele G. French, Superintendent**
_____ **Mary Lou Carstensen, Business Manager**
_____ **Theresa Andrew, 7-12 Principal**
_____ **Shelley Dupuis, PreK – 6 Principal**
_____ **Margaret Hill, District Clerk**

1. _____ Organizational Business

_____ Oath of Office - Trustees

_____ John Maday – Three year term
_____ Cortney Swan – Three year term
_____ Mike Erickson – Three year term

_____ Election of Board President

_____ Election of Board Vice President

_____ Oath of Office, President and Vice President

_____ Appointments Board Officers - Superintendent's Recommendation

_____ School District Treasurer - Mary Lou Carstensen
_____ School District Deputy Treasurer – Theresa Andrew
_____ District Clerk – Margaret Hill
_____ Claims Auditor – Sheila Ellsworth

_____ Appointments – Superintendent's Recommendation

_____ Attendance Officer – Theresa Andrew
_____ School Physician - Dr. John Ruge
_____ School Attorneys- Guercio & Guercio, LLP
_____ Independent Auditor- Jenkins, Beecher & Bethel, LLP
_____ Central District Treasurer – Margaret Hill
_____ Records Retention & Access Officer - Mary Lou Carstensen
_____ Records Management & Disposition Officer – Rachele Maresca
_____ Committee on Special Education (see attached)
_____ Committee on Preschool Special Education (see attached)
_____ Committee on Special Education Sub-Committees (see attached)
_____ Surrogate Parent (see attached)
_____ Hearing Officers (see attached)
_____ School Providers (see attached)
_____ Athletic Director – Jeremy Whipple
_____ DASA Coordinator - Michael Therio
_____ Board of Education Audit Committee –

- _____ Board of Education – Policy Committee –
- _____ Board of Education – Building & Grounds Committee – (3 members)
- _____ Purchasing Agent – Superintendent
- _____ LEA Designee – Brian Sabattis

_____ Designations

- _____ Official School Depository - Glens Falls National Bank
- _____ Third Party Custodian - Manufacturers & Traders Trust Co. (M & T Bank)
- _____ Payroll Certification Officer - Superintendent
- _____ Insurance Officer - Mark Carpenter
- _____ Designate Superintendent to sign Grant Applications
- _____ Designate Superintendent to hire substitutes
- _____ Official School Newspaper – The Post Star
- _____ Compliance Officer (Title IX/Section 504/ADA) – Superintendent
- _____ Homeless Liaison – Shelley Dupuis
- _____ Reviewing Official, Hearing Official and Verification Official for Child Nutrition Program – David Scroggins, MaryLou Carstensen

_____ Authorizations

- _____ Petty Cash Funds - \$100 each - Judith McAvey and Sheila Ellsworth
- _____ Kitchen Start Up Fund - \$200
- _____ Tax Collector Start Up Fund - \$100
- _____ Checking Account Signatures – School District Treasurer *or* School District Deputy Treasurer
- _____ Savings Account Signatures - School District Treasurer *or* School District Deputy Treasurer
- _____ Activity Fund Checking Signatures - Central District Treasurer
- _____ Investment Accounts - School District Treasurer *or* School District Deputy Treasurer
- _____ Approval of attendance at conferences, conventions, workshops for Board of Education members, with expenses.
- _____ Approve the following as authorized personnel for use of the Glens Falls National Bank district credit card with a credit limit of \$7,000.00: Superintendent, Board of Education, instructional staff, non-instructional staff.
- _____ Approve the following as authorized personnel for use of the Exxon-Mobil gas credit card with a credit limit of \$400.00: Superintendent, Board of Education, instructional staff, non-instructional staff.

_____ Adopt

- _____ Time & Date of Regular Meetings -(See attached)
- _____ Adopt Substitute Pay Rates (See Attached)
- _____ Adopt IRS mileage rate for all employees
- _____ Re-adopt all Policies, Codes of Ethics, 8.2.1 Purchasing Procedure, 8.4.5 Investment Policy in effect during the previous year.

REGULAR MEETING ITEMS

2. _____ Agenda Changes

3. _____ Minutes

- a. _____ Recommend the Board approve the minutes of the June 12, 2017 Regular Meeting of the Board of Education. (Copies attached)

4. _____ Public Comment – A

5. _____ Continuing Business

- a. _____ Recommend the Board approve warrants 67, 68, 75 and 76.
- b. _____ Recommend the Board accept the Treasurer's report for May 2017.
- c. _____ Review of School Lunch report.
- d. _____ Recommend the Board accepts the IEP's

6. _____ New Business

- a. _____ Recommend the Board accept, with regret, the resignation of Estelle Smit as Trustee of the Board of Education.
- b. _____ Recommend the Board appoint Mr. Frank Hill as Trustee of the Board of Education. This position will be up for election in May 2018.
- c. _____ Oath of Office – Frank Hill
- d. _____ Recommend the Board set the rate of pay for the Tax Collector at \$15.00 per hour.
- e. _____ Recommend the Board appoint Jean Kubaryk as Mentor Coordinator for the 2017 – 2018 school year.
- f. _____ Recommend the Board appoint the following as Mentors for the 2017 – 2018 school year: Billie Jo Brown, Lori Korniak, Amy Gronert
- g. _____ Recommend the Board set the stipend for the Athletic Director at \$5,083.68 for the 2017 – 2018 school year.
- h. _____ Recommend the Board approve the contract for legal services agreement with Guercio and Guercio for the 2017-2018 school year.
- i. _____ Upon recommendation of the Superintendent, to appoint Mr. Christopher Nelson, who is Initially Certified in Social Studies 7-12 to the temporary position of Technology Teacher, under approved waiver, from September 1, 2017 and ending June 30, 2018. Mr. Nelson will be placed on Step 2 of the NWTa contract and will not be credited toward tenure or seniority.

- j. _____ Recommend the Board appoint the following coaches for the 2017 Fall Season:
Varsity Field Hockey – Lynn Lewis
JV Soccer – Chris Nelson
Modified Soccer – Shannon Phelps
Varsity Cross Country – Judy Benway
Modified Cross Country – Eric Bott
Varsity Golf – Josh Gifford
Modified Golf – Jeremy Whipple
- k. _____ Recommend the Board appoint Lisa Packer to a part-time position as Teacher Aide effective 9/1/17. This is a 3 hour per day 177 day per year position. Ms. Packer will be placed on Step 6 of the CSEA contract.
- l. _____ Recommend the Board approve the updated Districtwide Safety Plan.
- m. _____ First Reading of Policy 8.4.2 School Food Service Program (Lunch and Breakfast) - New Policy #5660
- n. _____ Recommend the Board appoint Mrs. Cheryl Erickson as a Teacher on Special Assignment for part of her day to cover computer based instruction for the 2017-2018 school year.
- o. _____ **RESOLUTION APPROVING PURCHASE OF VACANT LAND AND AUTHORIZING A PROPOSITION TO BE PRESENTED TO THE VOTERS AT A SPECIAL DISTRICT MEETING**

WHEREAS, the Board of Education of the North Warren Central School District has been notified by Gilma Enterprises, Inc. of the opportunity to purchase a parcel of vacant land located near District property; and

WHEREAS, said parcel is depicted as Lot 2 Area=16.75 Acres on that certain survey entitled Map of a Proposed Subdivision of the lands of Gilma Enterprises, Inc., Town of Chester, County of Warren, State of New York, map dated September 17, 2015, last revised January 27, 2017, prepared by Patrick J. Magee, L.S., Magee Land Surveying D.P.C., map filed in the Warren County Clerk’s Office on April 27, 2017 in Plat Cabinet D, Slide 11; and

WHEREAS, Gilma Enterprises, Inc. has offered to sell the parcel to the District for \$150,000 and the Board has determined that a purchase of the parcel at this price is in the best interests of the school district; and

WHEREAS, the Board of Education of the North Warren Central School District has issued a negative SEQRA declaration with regard to the proposed purchase of the property; and

WHEREAS, the purchase of real property by the School District requires voter approval; and

WHEREAS, the Board of Education desires to call a Special District Meeting for the purpose of submitting a proposition to the voters to approve the purchase of the above-described parcel for an amount not to exceed \$150,000;

NOW THEREFORE BE IT RESOLVED, that the Board of Education of the North Warren Central School District hereby approves the purchase from Gilma Enterprises, Inc. of the vacant parcel of land identified as Lot 2 Area=16.75 Acres on that certain survey entitled Map of a Proposed Subdivision of the lands of Gilma Enterprises, Inc., Town of Chester, County of Warren, State of New York, map dated September 17, 2015, last revised January 27, 2017, prepared by Patrick J. Magee, L.S., Magee Land

Surveying D.P.C., map filed in the Warren County Clerk's Office on April 27, 2017 in Plat Cabinet D, Slide 11, at the purchase price of \$150,000 , subject to approval of the purchase by the qualified voters of the North Warren Central School District at a public referendum; and

BE IT FURTHER RESOLVED, that the Board of Education of the North Warren Central School District hereby authorizes the President of the Board of Education to execute a Purchase and Sale Agreement with Gilma Enterprises, Inc. for the purchase of the above-referenced parcel at the purchase price of \$150,000, subject to the contingencies contained in the contract, including a contingency for approval of the purchase by the voters at a District meeting; and

BE IT FURTHER RESOLVED, that the Board of Education of the North Warren Central School District hereby calls a Special District Meeting of the qualified voters of the North Warren Central School District as provided by the New York Education Law on September 14, 2017, to vote upon the following proposition:

PROPOSITION 1:

RESOLVED, that the Board of Education of the North Warren Central School District is authorized to acquire by purchase from Gilma Enterprises, Inc. the vacant parcel of land identified as Lot 2 Area=16.75 Acres on that certain survey entitled Map of a Proposed Subdivision of the lands of Gilma Enterprises, Inc., Town of Chester, County of Warren, State of New York, map dated September 17, 2015, last revised January 27, 2017, prepared by Patrick J. Magee, L.S., Magee Land Surveying D.P.C., map filed in the Warren County Clerk's Office on April 27, 2017 in Plat Cabinet D, Slide 11, at a cost not to exceed \$150,000, and said sum is hereby appropriated for out of the District's unappropriated fund balance.

BE IT FURTHER RESOLVED, that the District Clerk is hereby directed to provide all required notices of said meeting in accordance with law; and

BE IT FURTHER RESOLVED, that upon approval of the sale by the qualified voters of the District, the President of the Board of Education is hereby authorized to execute any and all documents necessary to purchase said property prior to and/or at the time of closing pursuant to said Purchase and Sale Agreement.

- p. _____ Recommend the Board approve the overnight stay for the Natural Helpers with the Counsel for Prevention August 10th.
- q. _____ Recommend the Board accept the Claims Auditor's quarterly report.
- r. _____ Recommend the Board approve the Student Transportation Cooperative Agreement for the 2017-2018 school year.
- s. _____ Recommend the Board appoint the following Advisors for the 2017-2018 School year:

Class of 2018	Debra Varsames and Judy Benway
Class of 2019	Amy Peet and Shannon Phelps
Class of 2020	Candy Fischer and Jeff Dibble
Class of 2021	Chris Nelson
Class of 2022	Josh Gifford
Class of 2023	Nicole Rushlow
Elem Student Council	Deanne Peters
H. S. Student Council	Frank DeCresenzo
Yearbook	Eric Welch, Jeff Dibble
NHS	Denice Whipple

Interact Club	Amy Gronert
Lifeskills Club	Chris Stiles
Performing Arts	Maria Swartz
SADD	Mike Therio, Shannon Phelps, Debra Varsames
MOAS	Jean Kubaryk
Foreign Language	Denice Whipple, Jessica Birkholz
AV Club	Vivi Higgins
Cougar Club	Lynn Lewis
Backpack Club	Jessica Edick

- t. _____ Recommend the Board approve the agreement with Warren County Board of Elections for additional vote date.

7. _____ End of the Year Reports

- a. _____ PreK – 5 Nurse
b. _____ 6 – 12 Nurse
c. _____ Athletic Department
d. _____ Guidance Department
f. _____ CSE/CPSE Department

8. _____ Administrative Reports

- a. _____ Superintendent’s Report
b. _____ Business Office Report – MaryLou Carstensen
c. _____ 7-12 Principal – Theresa Andrew
d. _____ PreK – 6 Principal – Shelley Dupuis

9. _____ Public Interaction – B

10. _____ Matters Relating to the Board

11. _____ Date and Time of Next Meeting – August 21, 2017 At 6:30 PM

12. _____ Executive Session to discuss matters relating to employment of a particular person.