

**North Warren Central School District
Organizational Meeting of the Board of Education
North Warren Central School
July 13, 2017**

Ms. Hill called the Meeting to order at 6:38 PM.

Call to
Order

School Board Members Present: Erickson (6:45 PM), Freebern, Maday, Swan, Willette, Buckman

School Board Members Absent: None

Also Present: Michele French, Mary Lou Carstensen, Margaret Hill, Theresa Andrew, Shelley Dupuis

Oaths to
Trustees

Oaths of Office administered to Cortney Swan, John Maday and Mike Erickson.

Motion by Mr. Willette, seconded by Mr. Freebern, to nominate John Maday as President.

President
Elected

Motion carried unanimously

Motion by Mr. Maday, seconded by Mr. Freebern, to nominate Jason Willette as Vice-President.

Vice-President
Elected

Motion carried unanimously

Oaths of Office administered to President and Vice-President.

Oaths to Pres
and VP

Motion by Mr. Freebern, seconded by Mr. Willette, to appoint the following Board Officers: School District Treasurer - Mary Lou Carstensen; School District Deputy Treasurer - Theresa Andrew; District Clerk – Margaret Hill; Claims Auditor - Sheila Ellsworth

Board Officers
Appointed

Motion carried unanimously.

Motion by Mr. Willette, seconded by Mr. Erickson to appoint the following:
Attendance Officer – Theresa Andrew; School Physician - Dr. John Ruggie; 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 (Tabled until discussions in Exec Session); DASA Coordinator – Mike Therio; Audit Committee – Mike Erickson, Paul Buckman and Dan Freebern; Policy Committee – Cortney Swan, Dan Freebern, Mike Erickson Building and Grounds (Tabled until Reg. Meeting) Purchasing Agent – Superintendent; LEA Designee – Brian Sabattis.

Appointments
Passed –
Athletic
Director
Tabled;
Building and
Grounds
Tabled

Motion carried unanimously

Designations
Approved

Motion by Mr. Freebern, seconded by Mr. Erickson to approve the following 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, Mary Lou Carstensen

Motion carried unanimously.

Authoriza-
tions
Approved

Motion by Mr. Erickson, seconded by Mr. Willette to approve the following authorizations:

Petty Cash Funds - \$100.00 each – Judith McAvey and Sheila Ellsworth
Kitchen Start Up Fund - \$200.00
Tax Collector Start Up Fund - \$100.00
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 the Board of Education members, with expenses.
Approve of 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.
Approval of authorized personnel for use of the Exxon-Mobil gas card with a credit limit of \$400.00: Superintendent, Board of Education, instructional staff, non-instructional staff.

Motion carried unanimously.

Motion by Mr. Erickson, seconded by Mr. Willette, to adopt the following: Time and Date of Regular Meetings (See Attached); Substitute Pay Rates (See Attached) ; IRS Mileage Rates; Policies Codes of Ethics, 8.2.1 Purchasing Procedure , 8.4.5 Investment Policy. Discussion over an increase to the substitute bus driver rate as there has not been an increase in a long time; Ms. Carstensen explains that the bus garage did not request an increase and that we are higher than other schools; Mr. Willette says we should not increase unless we increase all rates listed – BOE agrees to consider increase next year.

Motion carried unanimously.

Meeting
Dates/Pay/
Mileage/P
olicies
Adopted

The Board moved to regular meeting items.

Agenda
Changes

Motion by Mr. Erickson seconded by Mr. Freebern, to approve Agenda Changes.

Motion carried unanimously.

Motion by Mr. Willettee, seconded by Mr. Buckman, to approve the minutes of the June 12, 2017 Regular Meeting of the Board of Education.

Motion carried unanimously.

06/12/167
Minutes
Approved

Public Comment A – none.

Public
Comment
A

Motion by Mr. Erickson, seconded by Mr. Buckman, to approve warrants 67, 68, 75 76.

Motion carried unanimously.

Warrants
Approved

Motion by Mr. Freebern, seconded by Mr. Buckman, to accept the Treasurer's Report for May 2017.

Motion carried unanimously.

Treasurer's
Rpt
Accepted

School Lunch Report is reviewed.

IEP's
Approved

Motion by Mr. Willette, seconded by Mr. Freebern, to accept the recommendation of the Committee on Special Education for students: 6807, 7144 and 6941.

Motion carried unanimously.

E. Smit
Resignation

Motion by Mr. Willette, seconded by Mr. Buckman, to accept, the resignation of Estelle Smit as Trustee of the Board of Education.

Motion carried unanimously.

Motion by Mr. Willette, seconded by Mr. Buckman, to appoint Mr. Frank Hill as Trustee of the Board of Education. This position will be up for election in May 2018. Oath of Office administered.

Motion carried unanimously.

F. Hill
Appointed
Trustee

Motion by Mr. Erickson, seconded by Mr. Willette, to appoint Frank Hill, Dan Freebern and Mike Erickson to the BOE Building and Grounds Committee.

Motion carried unanimously.

Building
and
Grounds
Committee

Motion by Mr. Erickson,, seconded by Mr. Willette, to set the rate of pay for the Tax Collector at \$ 15.00 per hour.

Motion carried unanimously.

Tax
Collector
Rate Set

J. Kubaryk
Mentor
Coordinator

Motion by Mr. Buckman, seconded by Mr. Willette, to appoint Jean Kubaryk as Mentor Coordinator for the 2017-2018 school year.

Motion carried unanimously.

Mentors
Appointed

Motion by Mr. Willette, seconded by Mr. Buckman, to appoint the following as Mentors for the 2017-2018 school year: Billie Jo Brown, Lori Korniak, Amy Gronert.

Motion carried unanimously.

Stipend Set
for Athletic
Directions

Motion by Mr. Freebern, seconded by Mr. Buckman, to set the stipend for Athletic Director as \$ 5,083.68 for the 2017-2018 school year.

Motion carried unanimously.

Legal
Agreement
Approved

Motion by Mr. Buckman, seconded by Mr. Willette, to approve the legal services agreement with Guerico & Guercio, LLP for the 2017-2018 school year.

Motion carried unanimously

Chris Nelson
Appointed

Motion by Mr. Willette, seconded by Mr. Buckman, upon recommendation of the Superintendent, to appoint 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 NWT A contract and will not be credited toward tenure or seniority.

Motion carried unanimously.

Fall
Coaches
Appointed

Motion by Mr. Freebern, seconded by Mr. Erickson to 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

Motion carried unanimously.

Lisa Packer
Appointed

Motion by Mr. Willette, seconded by Mr. Hill to 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.

Motion carried unanimously

Safety Plan
Approved

Motion by Mr. Freebern, seconded by Mr. Erickson to approve the updated Districtwide Safety Plan.

Motion carried unanimously.

First Reading of Policy 8.4.2 School Food Service Program (Lunch and Breakfast)
– New Policy #5660.

Motion by Mr. Willette, seconded by Mr. Freebern, to appoint Mrs. Cheryl Erickson as Teacher on Special Assignment for part of her day to cover computer based instruction for the 2017-2018 school year.

Motion carried unanimously.

Meeting
Dates/Pay/
Mileage/P
olicies
Adopted

Motion by Mr. Willette, seconded by Mr. Hill, to pass the following resolution:

RESOLUTION APPROVING PURCHASE OF VACANT AND AUTHORIZING A PROPOSITION TO BE PRESENTED TO THE VOTERS AT A SPECIAL DISTRICT MEETING

Resolution
Passed-
Vacant
Land
Purchase

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.

Motion carried unanimously.

Motion by Mr. Erickson, seconded by Mr. Willette to approve the overnight stay for the Natural Helpers with the Counsel for Prevention on August 10, 2017.

Motion carried unanimously

Motion by Mr. Erickson, seconded by Mr. Freebern to accept the Claim's Auditor's Report.

Motion carried unanimously.

Motion by Mr. Willette, seconded by Mr. Erickson to approve the Student Transportation Cooperative Agreement for the 2017-2018 school year.

Motion carried unanimously.

Motion by Mr. Freebern, seconded by Mr. Hill, to 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

Motion carried unanimously.

Motion by Mr. Buckman, seconded by Mr. Freebern, to approve the agreement with Warren County Board of Elections for additional vote date.

Motion carried unanimously.

Board of
Elections
Agreement
Approved

Motion by Willette, seconded by Mr. Hill to accept the donation from the North Warren PTO in the amount of \$ 1,000.00 for playground equipment and supplies.

Motion carried unanimously.

Donation
from PTO
Accepted

Motion by Mr. Erickson seconded by Mr. Freebern, to accept, with regret, the resignation of Amy Peet as Food Service Worker effective July 12, 2017.

Motion carried unanimously.

Amy Peet
Resignation

End of the Year Reports are reviewed.

Administrative Reports: Ms. French recaps the Upwards Bound Program at SUNY Adirondack, Playground Update, HVAC Generator Update, Bid Opening on 07/19 at 4:00; Ms. Carstensen reports that Auditor has left and Ind. Auditor will be here the week after next, also still searching for a Tax Collector; Ms. Andrew reports on graduation, keystone and summer school, regents scores will be compared to neighboring school districts; Ms. Dupuis reports on the reading program at the Y outreach center.

Discussion ensues regarding retaining walls leading to baseball field – Mr. Buckman will speak with a rep from Peckam's to secure donation; Also possible netting installation is discussed to increase safety.

Public Interaction B – Questions and discussions regarding vacant land purchase.

Matters: Next Special BOE Meeting on 07/19 at 4:30 (after bid opening).

Motion by Ms. Swan, seconded by Mr. Freebern to recess general session and convene into executive session at 8:24 PM to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

Motion carried unanimously.

Executive
Session

Motion by Mr. Buckman, seconded by Ms. Swan to recess executive session and enter into general session at 9:10 PM.

Motion carried unanimously.

Adjourn
Exec Session

Motion by Mr. Buckman, seconded by Mr. Willette to pass the following resolution:

BE IT RESOLVED, that the Board of Education of the North Warren Central School District hereby re-appoints Michele French as Superintendent of Schools for a term of five years, commencing July 1, 2017, upon the terms and conditions set forth in a written Agreement between the parties, and hereby authorizes the President of the Board of Education to execute the Agreement on behalf of the Board.

M. French
Contract

Motion carried unanimously.

J. Whipple
Appointed
Ath.
Director

Motion by Mr. Willette, seconded by Mr. Freebern, to appoint Jeremy Whipple as Athletic Director for the 2017-2018 school year.

Motion carried unanimously.

Mtg.
Adjourned

Motion by Mr. Buckman, seconded by Mr. Willette, to adjourn the meeting at 9:20 PM.

Motion carried unanimously.

District Clerk