

**North Warren Central School District**  
**Organizational Meeting of the Board of Education**  
**North Warren Central School**  
**July 2, 2018**

721

Mrs. McAvey called the meeting to order at 6:30 PM, followed by the Pledge of Allegiance.

School Board Members Present: Buckman, Erickson, Freebern, LaGuerre, Maday, Swan, Willette.

Also Present: Michele G. French, Superintendent; Mary Lou Carstensen, Business Manager; Judith G. McAvey, District Clerk, Shelley Dupuis, PreK-6 Principal; Caleb Martin, 7-12 Principal.

Oath of Office administered to District Clerk McAvey July 2<sup>nd</sup>.

Oath of Office administered to newly elected Board Trustees, LaGuerre, Freebern and Willette.

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

Motion carried unanimously.

Motion by Mr. Freebern, seconded by Mrs. LaGuerre to nominate Mike Erickson Vice President.

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

Voting Erickson: LaGuerre, Freebern, Swan, Erickson

Voting Willette: Buckman, Maday, Willette

Motion carried to appoint Mr. Erickson as Vice President.

Oath of Office administered to newly elected Board President and Vice President.

Motion by Mr. Freebern, seconded by Mr. Erickson to appoint the following Board Officers:

School District Treasurer – Mary Lou Carstensen  
School District Deputy Treasurer – Shelley Dupuis  
District Clerk – Judith McAvey  
Claims Auditor – Sheila Ellsworth

Motion carried unanimously.

Motion by by Mr. Erickson, seconded by Mr. Freebern to appoint the following:

Attendance Officer – Caleb Martin  
School Physician – Dr. John Ruge  
School Attorneys – Guercio & Guercio, LLP  
Independent Auditor – Jenkins, Beecher & Bethel, LLP  
Tax Collector – Keisha Smith

## (Appointments Continued)

Deputy Tax Collector – Rachele Maresca  
 Central District Treasurer – Margaret Hill  
 Faculty Auditor – Mary Lou Carstensen  
 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 – Deirdre Hill  
 Board of Education Audit Committee: Paul Buckman, Dan Freebern, Mike Erickson  
 Purchasing Agent – Superintendent  
 LEA Designee – Brian Sabattis

Motion carried unanimously.

Discussion on process of appointing coaches and athletic director.

Motion by Mrs. Swan, 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  
 Child Nutrition Officials

Verification Officer – David Scroggins  
 Reviewing Official – Mary Lou Carstensen  
 Hearing Official – Michele French  
 Chemical Hygiene Officer – Brian Sabattis

Motion carried unanimously.

Motion by Mr. Freebern, seconded by Mr. Buckman to approve the following authorizations:

Petty Cash Funds - \$100 each – Judith McAvey and Christine Jay  
 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

(Authorizations continued)

Approval of attendance at conferences, conventions, workshops for the Board of Education members, with expenses.

Approval of authorized personnel for use of the Glens Falls National Bank district credit car 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. Freebern to adopt the following:

Time and Date of Regular Meetings (see attached)

Substitute Pay Rates (see attached)

Adopt IRS mileage rate for all employees

Re-adopt all Policies and Codes of Ethics, 8.2.1 Purchasing Procedure, 8.4.5

Investment Policy in effect during the previous year.

Motion carried unanimously.

The Board moved to the regular meeting at 7:05 PM.

Motion by Mr. Freebern, seconded by Mr. Buckman 6n, 6o and 6p.

Motion carried unanimously.

Agenda  
Changes  
Approved

Motion by Mr. Buckman, seconded by Mrs. Swan to approve the minutes of the June 11, 2018 Regular Meeting of the Board of Education.

Motion carried unanimously.

6/11/18  
Minutes  
Approved

Mr. Buckman expressed concern over the Chemistry regents failure rate. Questioned a possible change in the curriculum to better help students. Mrs. French reports the district doing data analysis on this issue and it is a high priority. Mr. Martin reports he has been in conversation with teachers regarding all regents testing this year and item analysis and curriculum alignment will be reviewed.

Motion by Mrs. Swan, seconded by Mr. Freebern to accept the Treasurer's Report for May 2018.

Motion carried unanimously.

Treasurer's  
Report  
Accepted

The June 2018 Food Service Report was reviewed.

Motion by Mr. Erickson, seconded by Mrs. LaGuerre to accept the recommendation of the Committee on Special Education for students 4757, 4787, 4882, 6016, 6117, 6191, 6313, 6443, 6558, 6608, 6863, 7000, 7076, 7229.

Motion carried unanimously.

IEP's Accepted

Motion by Mr. Buckman, seconded by Mrs. Swan to approve the updated 2018-2019 Districtwide Safety Plan.

Motion carried unanimously.

Safety Plan  
Approved

Guercio &  
Guercio  
Agreement  
Approved

Motion by Mr. Willette, seconded by Mr. Buckman to approve the legal services agreement with Guercio & Guercio, LLP for the 2018-2019 school year.  
Motion carried unanimously.

M. Reiman  
Resignation

Motion by Mr. Erickson, seconded by Mr. Buckman to accept the resignation of Matthew Reiman as Family and Consumer Science Teacher.  
Motion carried unanimously.

BAP Analytics  
Agreement  
Approved

Motion by Mr. Freebern, seconded by Mrs. LaGuerre to approve the agreement with BAP Analytics Services for the 2018 – 2019 school year.  
Motion carried unanimously.

J. Kubaryk  
Mentor  
Coordinator

Motion by Mr. Erickson, seconded by Mr. Freebern to appoint Jean Kubaryk as Mentor Coordinator for the 2018 – 2019 school year.  
Motion carried unanimously.

Mentors  
Appointed

Motion by Mr. Willette, seconded by Mr. Buckman to appoint the following as Mentors for the 2018-2019 school year: Maria Swartz, Amy Gronert, Debra Varsames, William Miller, Eric Bott  
Motion carried unanimously.

Emergency  
Pesticide  
Application

Motion by Mr. Buckman, seconded by Mrs. Swan to authorize a one time emergency application of pesticide on all fields / grounds of North Warren Central School, with proper notice given to those who have required such notice.  
Motion carried unanimously.

2018-2019  
Coaches

Motion by Mr. Freebern, seconded by Mrs. Swan to approve the following coaches for the 2018-2019 Fall and Winter seasons:  
Varsity Field Hockey – Lynn Lewis  
Varsity Soccer – Chris Nelson  
JV Soccer – Jim Conway and Rob Smith  
Modified Girls Soccer – Shannon Phelps  
Varsity Corss Country – Eric Bott  
Modified Cross Country – Ray Cummings  
Varsity Golf – Josh Gifford  
Modified Golf – Jeremy Whipple  
JV and Varsity Bowling – Ray Cummings  
Varsity Cheerleading – Brenda Lewis  
Varsity Girls Basketball – PJ Hogan  
JV Girls Basketball – Todd Lawson  
Modified Girls Basketball – Lynn Lewis  
Varsity Boys Basketball – Jeremy Whipple  
JV Boys Basketball – Chris Nelson  
Modified Boys Basketball – Josh Gifford.  
All coaching appointment are pending student participation and completion of all coaching requirements.

Motion carried unanimously.

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

Tax Collector  
Pay Rate Set

Motion carried unanimously.

Motion by Mr. Buckman, seconded by Mr. Erickson to appoint Mrs. Vivienne Frederick as a Teacher on Special Assignment for the 2018-2019 school year.

V. Frederick  
Teacher on  
Special  
Assignment

Motion carried unanimously.

Motion by Mrs. Swan, seconded by Mr. Freebern to appoint Mrs. Cheryl Erickson as a Teacher on Special Assignment for part of her day to cover computer based instruction for the 2018-2019 school year.

C. Erickson  
Teacher on  
Special  
Assignment

Voting Yes: Buckman, Freebern, LaGuerre, Maday, Swan, Willette

Abstaining: Erickson

Motion carried.

Motion by Mr. Willette, seconded by Mr. Buckman to appoint the following Club Advisors for the 2018-2019 school year:

Advisors  
Appointed

Chris Stiles – Lifeskills Club

Josh Gifford – Interact Club

Motion carried unanimously.

The Board set the following committees:

Committees  
Set

Policy Committee: Freebern, Erickson, LaGuerre

Building & Grounds Committee: Freebern, Buckman, Willette

Athletic Committee: Swan, Buckman, Willette

Motion by Mr. Erickson, seconded by Mrs. LaGuerre to accept the donation of a grand piano from Mrs. Adele Tresten, with thanks.

Piano  
Donation  
Accepted

Motion carried unanimously.

Motion by Mrs. LaGuerre, seconded by Mr. Freebern to approve the annual agreement with Warren County Head Start, Inc.

Head Start  
Agreement  
Approved

Motion carried unanimously.

Motion by Mr. Freebern, seconded by Mr. Buckman to approve a leave of absence for Heidi Blanchard from October 8, 2018 to January 14, 2019.

H. Blanchard  
Leave  
Approved

Motion carried unanimously.

The end of the year reports were provided by PreK – 6 Nurse, Athletic Department, Guidance Department and CSE Department.

Mrs. French reports the gym floor is nearly complete and tennis court project is complete. The district is awaiting quotes on the safe room project. She has been working with Karl Griffith on the Capital Project. The Red Cross has been reviewing the building for use during non-school hours/days emergencies. A tax collector window was discussed. The Board agreed it is a good idea.

Mrs. Carstensen reports the two auditors were in last week and the Business Office is busy with year-end and start up projects.

Mr. Martin reports his office is moving to make a bigger conference room. June regents testing report reviewed.

Mrs. Dupuis reports on teacher changes for next year.

Next Board of Education Meeting will be July 23, 2018 at 5:30 PM.

Motion by Mr. Buckman, seconded by Mr. Willette to adjourn to Executive Session for a personnel matter at 8:08 PM.

Motion by Mr. Erickson, seconded by Mr. Freebern to come out of Executive Session at 8:19 PM.

Motion carried unanimously.

Motion by Mr. Freebern, seconded by Mr. Erickson to adjourn at 8:20 PM.

Motion carried unanimously.

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District Clerk