

**North Warren Central School District
Organizational Meeting of the Board of Education
North Warren Central School
July 8, 2019**

Mrs. McAvey called the meeting to order at 4:04 PM, followed by the Pledge of Allegiance.

School Board Members Present: Buckman, Erickson, Freebern, Hill, LaGuerre (arrived 4:13 PM), Maday, Swan.

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

Oath of Office administered to newly elected Board Trustees, Hill and Buckman.

Motion by Mr. Erickson, seconded by Mr. Freebern to appoint the following Board Officers:
School District Treasurer – Mary Lou Carstensen
School District Deputy Treasurer – Caleb Martin
District Clerk – Judith McAvey
Claims Auditor – Sheila Ellsworth
Motion carried unanimously.

Mrs. LaGuerre arrived at 4:13 PM.

Motion by Mr. Erickson, seconded by Mr. Freebern to nominate John Maday as President.
Motion carried unanimously.

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

Motion by Mrs. LaGuerre, seconded by Mr. Buckman to nominate Cortney Swan as Vice President.

Voting Yes for Erickson: Maday, Freebern, Erickson
Voting No for Erickson: Swan, Buckman, LaGuerre, Hill
Motion not carried

Voting Yes for Swan: Hill, Swan, Buckman, LaGuerre
Voting No for Swan: Maday, Freebern, Erickson
Motion carried for elect Swan for Vice President.

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

Motion by Mr. Erickson, seconded by Mr. Freebern to appoint the following:
Attendance Officer – Caleb Martin
School Physician – Dr. John Rugge
School Attorneys – Guercio & Guercio, LLP
Independent Auditor – Jenkins, Beecher & Bethel, LLP

(Appointments Continued)

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 and Special Education Sub-Committees (see attached)

Committee on Preschool Special Education (see attached)

Surrogate Parent (See attached)

Hearing Officers (see attached)

School Providers (see attached)

Athletic Director – Lynn Lewis

DASA Coordinator – Michael Therio

Board of Education Audit Committee: Paul Buckman, Mike Erickson, Tammie LaGuerre

Purchasing Agent – Superintendent

LEA Designee – Brian Sabattis

Motion carried unanimously.

Motion by Mr. Freebern, seconded by Mrs. Swan 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 – Michele French

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 Mrs. Swan 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 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. 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

Motion carried unanimously.

The Board moved to the regular meeting at 4:25 PM.

Agenda Changes
Approved

Motion by Mr. Erickson, seconded by Mr. Freebern to approve the agenda changes.

Motion carried unanimously.

6/11/18 Minutes
Approved

Motion by Mrs. Swan, seconded by Mr. Buckman to approve the minutes of the June 17, 2019 Regular Meeting of the Board of Education.

Motion carried unanimously.

6/26/19 Minutes
Approved

Motion by Mr. Freebern, seconded by Mr. Buckman to approve the minutes of the June 26, 2019 Special Meeting of the Board of Education.

Motion carried unanimously.

Mrs. Zarczynski inquired about the property recently purchased and if there are any plans being made for its use. Mr. Buckman reports there have been some discussions about leveling the property to make it look better until projects are planned.

Mr. Maday reports some ideas have been for a new bus garage, canopy for the buses or athletic fields but all projects will be costly. Mrs. French reports there will be discussion after the current projects have been completed.

Mr. Steen inquired about the advertising for coaching positions and asked why it was not in the Post Star. Mrs. French reports it had been posted at North Warren, OLAS and in the Sun Community news.

Warrants
Approved

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

Motion carried unanimously.

IEP's Accepted

Motion by Mrs. Swan, seconded by Mr. Freebern to accept the recommendation of the Committee on Special Education for students 7121, 6947, 6179, 6944, 4882, 7009, 6671, 7354, 7360, 6558.

Motion carried unanimously.

Motion by Mr. Erickson, seconded by Mrs. LaGuerre to approve second reading and adopt Board Policy 5681 School Safety Plan.

Motion carried unanimously.

~~Policy 5681~~
Adopted

Motion by Mr. Erickson, seconded by Mr. Buckman to approve second reading and adopt Board Policy 5741 Drug and Alcohol Testing for School Bus Drivers.

Motion carried unanimously.

Policy 5741
Adopted

Motion by Mrs. LaGuerre, seconded by Mr. Erickson to approve second reading and adopt Board Policy 6212 Certification and Qualification.

Motion carried unanimously.

Policy 6212
Adopted

Motion by Mr. Erickson, seconded by Mr. Freebern to approve the legal services agreement with Guercio & Guercio, LLP for the 2019-2020 school year.

Motion carried unanimously.

Guercio &
Guercio
Agreement
Approved

Motion by Mr. Freebern, seconded by Mrs. LaGuerre to appoint Lori Korniak as Mentor Coordinator for the 2019 – 2020 school year.

Motion carried unanimously.

L. Korniak
Mentor
Coordinator

Motion by Mrs. Swan, seconded by Mr. Buckman to appoint the following as Mentors for the 2019-2020 school year: Debra Varsames, Candy Fischer, Billie Jo Brown, Holley Bedell.

Motion carried unanimously.

Mentors
Appointed

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

Motion carried unanimously.

Tax Collector
Pay Rate Set

Motion by Mrs. LaGuerre, seconded by Mr. Buckman to appoint Mrs. Vivienne Frederick as Teacher on Special Assignment for the 2019-2020 school year.

Motion carried unanimously.

V. Frederick
Teacher on
Special Assign.

Motion by Mr. Buckman, seconded by Mrs. LaGuerre to appoint Mrs. Cheryl Erickson as Teacher on Special Assignment for part of her day to cover computer based instruction for the 2019-2020 school year.

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

Abstaining: Erickson

Motion carried.

C. Erickson
Teacher on
Special Assign.

Motion by Mr. Erickson, seconded by Mr. Freebern to close the inactive MOAS Club and transfer any remaining balance to the HS Student Council.

Motion carried unanimously.

MOAS Club
Inactivated

Motion by Mr. Buckman, seconded by Mrs. LaGuerre to create a Youth and Government Club to begin September 1, 2019.

Motion carried unanimously.

Youth &
Govern. Club
Formed

Mrs. Kubaryk explained the Youth and Government Program. The MOAS program will no longer be offered and AP US History will replace it.

First Reading of Policies 1336 Duties of Extraclassroom Activity Fund Central Treasurer and Faculty Auditor; 5520 Extraclassroom Activity Fund; 7222 Diploma or Credential Options for Students with Disabilities; 7410 Extracurricular Activities.

Committees
Approved

Motion by Mrs. Swan, seconded by Mr. Freebern to approve the following Committee:

Board Policy Committee: Katelyn Hill, Mike Erickson, Dan Freebern
Board Building & Grounds Committee: Paul Buckman, Mike Erickson, Tammie LaGuerre.

Motion carried unanimously.

A. Zarczynski
Appointed VP

Motion by Mr. Erickson, seconded by Mrs. LaGuerre to appoint Amy Zarczynski as Vice-Principal for grades PreK-6 for the 2019-2020 school year.

Motion carried unanimously.

Fischer & Bott
Appointed Co-VP

Motion by Mrs. LaGuerre, seconded by Mr. Erickson to appoint Candy Fischer and Eric Bott as Co Vice-Principals for grades 7-12 for the 2019-2020 school year.

Motion carried unanimously.

Motion by Mr. Freebern, seconded by Mr. Erickson to accept the resignation of Shelley Dupuis as Elementary Principal effective July 31, 2019, with regret.

Motion carried unanimously.

J. Harvey
Appointed

Motion by Mr. Freebern, seconded by Mr. Erickson to appoint Julie Harvey as Bus Driver effective September 1, 2019. This is a part-time 3 hour per day 180 day per year position. Mrs. Harvey will be appointed on Step 1 of the CSEA contract.

Motion carried unanimously.

Mrs. French discussed the hiring plan for an Elementary Principal. She has contacted Mr. Dexter and has a list of Administrators who would be an Interim Administrator through December 31st. Mrs. French would like to have the position advertised by the time school starts. Committees will be set up to interview. A list of candidates would be then sent to the Superintendent. The Superintendent would then send candidate list to the Board and work with them to hire a Principal.

Athletic
Committee
Members

Motion by Mr. Freebern, seconded by Mrs. Swan to appoint the following three members to the Athletic Committee: Cortney Swan, Paul Buckman, Dan Freebern.

Motion carried unanimously.

The Board discussed a proposed motion to approve chaperones for the St. Lawrence overnight basketball camp July 12-14. The Board had questions regarding the need to make an approval as this is not a school event. Mrs. French states that since no Basketball coaches have been appointed it would make them more comfortable to be approved as chaperones. Mrs. Swan and Mr. Buckman voiced concerns that if they are approved as chaperones they may expect to get coaching positions. Mrs. French stated coaching positions are not yet filled and she had been asked to find the most qualified coaches. Mr. Maday does not believe this should be on the agenda. The Board agreed not action was necessary on this item.

Motion by Mr. Buckman, seconded by Mr. Freebern to remove agenda item 6q (approving chaperones).

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

Voting No: Hill

Motion carried.

Mrs. Swan reports she would like to review the Regents scores and asked for data.

Mrs. French reports the new teacher orientation will be July 29 and July 30.

Mrs. Carstensen reports the Auditors will be here in two weeks.

Mrs. Dupuis thanked everyone for the opportunity to serve at North Warren. She thanked the dedicated teachers.

Mr. Erickson would like long-term tracking of graduates.

Mr. Freebern would like to see Board members on the Safety Committee: Mrs. Swan and Mr. Freebern will join the Safety Committee.

Special Meeting will be held July 22, 2019 at 9:00 AM.

Regular Meeting will be held August 12, 2019 at 4:30 PM.

Motion by Mr. Erickson, seconded by Katelyn Hill to adjourn at 5:18 PM.
Motion carried unanimously.

District Clerk