

JOHNSBURG CENTRAL SCHOOL
Tuesday, July 2, 2024
BOARD OF EDUCATION MEETING
Minutes

Board Members Present: Rachel DeGroat
Melissa Freebern
Erwin Morris
Tom Ordway
Tara Sears
Sarah Williams

Board Members Absent: Chris Jay

Call to Order: Rachel DeGroat opened the meeting at 6:00 with the Pledge of Allegiance.

Temporary Chair: Sarah Williams made a **MOTION** to appoint Cindy Homer, District Clerk, as Temporary Chairperson, seconded by Tara Sears and carried.

Nominations: Cindy Homer opened the floor for nominations for President. Tom Ordway made a **MOTION** to nominate Rachel DeGroat as Board of Education President, seconded by Sarah Williams.

Cindy Homer asked for any other nominations. There was none.

Cindy Homer called for a vote for Rachel DeGroat as President of the 2024-2025 Board of Education, all in favor. **MOTION** passed.

Cindy Homer opened the floor for nominations for Vice-President. Tom Ordway made a **MOTION** to appoint Tara Sears as Vice President, seconded by Sarah Williams.

Cindy Homer asked for any other nominations. Erwin Morris made a **MOTION** to appoint Sarah Williams as Vice President, seconded by Melissa Freebern.

Cindy Homer asked all in favor of Tara Sears as Vice President. Four votes were cast in favor - that was the majority. Cindy Homer recognized Tara Sears as the 2024-2025 Board of Education Vice President.

The District Clerk passed out new Oath of Office papers, all members signed.

Cindy Homer relinquished the temporary role of chairperson to Board President, Rachel DeGroat.

Motions/Agenda Changes: Tom Ordway made a **MOTION** to amend the original **MOTION** of Claims Auditor appointment of Mary Alexander at \$2,500 to included a 4% raise increase (\$2,600) for the 2024-2025 school year, seconded by Tara Sears, opposed by Erwin Morris, **MOTION** carried.

Tom Ordway made a **MOTION** to amend the original **MOTION** of Bank Reconciliation appointment of Kathy Spring at \$4,000 to included a 4% raise increase (\$4,160) for the 2024-2025 school year, seconded by Sarah Williams, opposed by Erwin Morris, **MOTION** carried.

Tom Ordway made a **MOTION** to amend the original **MOTION** of Payroll Auditor appointment of Kathy Spring at \$1,000 to included a 4% raise increase (\$1,040) for the 2024-2025 school year, seconded by Sarah Williams, opposed by Erwin Morris, **MOTION** carried.

Tom Ordway made a **MOTION** to amend the original **MOTION** of Dean of Students appointment of Cathy Kennedy at \$6,000 to included a 4% raise increase (\$6,240) for the 2024-2025 school year. When the Superintendent and Principal are both out of the building, the Dean of Students will be paid an additional \$100 per day and \$50 per half-day, seconded by Sarah Williams, opposed by Erwin Morris, **MOTION** carried.

Tom Ordway made a **MOTION** to amend the original **MOTION** of District Tax Collector appointment of Mary Alexander at \$6,000 to include a 4% raise increase (\$6,240) for the 2024-2025 school

year, seconded by Sarah Williams, opposed by Erwin Morris,
MOTION carried.

Tom Ordway made a **MOTION** to amend the original **MOTION** of District Clerk appointment of Cindy Homer at \$6,000 to include a 4% raise increase (\$6,240) for the 2024-2025 school year, seconded by Sarah Williams, opposed by Erwin Morris, **MOTION** carried.

Tom Ordway made a **MOTION** to amend the original **MOTION** of Substitute Caller appointment of Amanda May at \$2,603 to include a 4% raise increase (\$2,707.12) for the 2024-2025 school year, seconded by Sarah Williams, opposed by Erwin Morris, **MOTION** carried.

Appointments:

Tara Sears made a **MOTION** to accept the Consent Agenda for the following appointments:

1. Bussiness Administrator
appointment of Elizabeth Viele as the Business Administrator for the 2024-2025 school year.
2. District Treasurer
appointment of Kathy Spring as District Treasurer for the 2024-2025 school year.
3. Assistant District Treasurer
appointment of Mary Alexander as Assistant District Treasurer for the 2024-2025 school year.
4. Extra-Curricular Fund Comptroller
appointment of Heather Flanagan as Extra-Curricular Fund Comptroller for the 2024-2025 school year.
5. Extra-Curricular Fund Central Treasure
appointment of Sarah Kelly as the Extra-Curricular Fund Central Treasure for the 2024-2025 school year.
6. Asbestos Designee
appointment of Frank Morehouse Jr. as Asbestos Designee for the 2024-2025 school year.
7. Purchasing Agent
Authorizing the Superintendent of School as the Purchasing Agent for the 2024-2025 school year.

8. Deputy Purchasing Agent
Authorizing Elizabeth Viele as the Purchasing Agent for the 2024-2025 school year.
9. CSE Committee
appointment of the following members to the Committee on Special Education for the 2024-2025 school year:
Chairperson: Amanda Durkee
Co-Chairperson: Heather Flanagan
Case Managers as needed, including all special education teachers
School Nurse - Amber Aurilio
Physician: Hudson Headwaters
Regular Education Teacher as Required
Related Service Therapists as Required
10. CPSE Committee
appointment of the following members to the Pre-School Committee on Special Education for the 2024-2025 school year:
Chairperson: Amanda Durkee
Co-Chairperson: Heather Flanagan
Case Managers as needed, including all special education teachers
School Nurse - Amber Aurilio
Physician: Hudson Headwaters
Regular Education Teacher as Required
Related Service Therapists as Required
Warren County Representative, as needed
11. 504 Assessment Team
appointment of the following members to the 504 Assessment Team for the 2024-2025 school year:
Chairperson: Amanda Durkee
Co-Chairperson: Heather Flanagan
Case Managers as needed, including all special education teachers
School Nurse - Amber Aurilio
Physician: Hudson Headwaters
Regular Education Teacher as Required
Related Service Therapists as Required
12. Census Enumerator

- appointment of Laurie West as Census Enumerator for the 2024-2025 school year.
13. Attendance Officer
appointment of Laurie West as the Attendance Officer for the 2024-2025 school year.
 14. Records Access Officer
appointment of Cassie Noel as the Records Management Officer for the 2024-2025 school year.
 15. DASA Coordinator
appointment of Heather Flanagan as DASA Coordinator for the 2024-2025 school year.
 16. Homeless Liaison
appointment of Heather Flanagan as the Homeless Liaison for the 2024-2025 school year.
 17. Lead Data Officer
appointment of Michael Markwica as Lead Data Officer for the 2024-2025 school year.
 18. Title IX Coordinator
appointment of Michael J. Markwica as the primary Title IX Coordinator for the 2024-2025 school year.
 19. appointment of Heather Flanagan as the secondary Title IX Coordinator for the 2024-2025 school year.
 20. Substitute Teacher Rate of Pay
MOTION to set substitute teacher rate of pay at \$121 for certified teachers and \$109.00 for uncertified teachers for the 2024-2025 school year.
- seconded by Tom Ordway and carried.

Agency Appointments:

Tara Sears made a **MOTION** to accept the Consent Agenda for following Agency Appointments

1. District Physician
appointment of Hudson Headwaters Health Network as the School District Physician for the 2024-2025 school year.
2. Independent Auditor
appointment of Raymond G. Preusser, CPA, P.C., as Independent auditor of the 2024-2025 school year per bid contract.
3. Bond Counsel

appointment of Barclay Damon as our Bond Counsel as needed for the 2024-2025 school year.

4. Insurance Agent
appointment of USI Insurance Services LLC as our Insurance Agent for the 2024-2025 school year.
5. School Attorney
appointment of Giranvi & Ferlazzo, PC, as the School District Attorney for the 2024-2025 school year.

seconded by Tom Ordway and carried.

Designations:

Tara Sears made a **MOTION** to accept the Consent Agenda for following Designations:

1. Bank Depository designating Community Bank NA and NYCLASS, Glens Falls National as the Official Bank Depositories for the 2024-2025 school year.
2. Official Newspapers
designating the Post Star as the Official Newspaper for the 2024-2025 school year.

seconded by Tom Ordway and carried.

Authorizations:

Tara Sears made a **MOTION** to accept the Consent Agenda for the following Authorizations:

1. Certify Payrolls
authorizing the Superintendent of Schools to certify payrolls for the 2024-2025 school year
2. Board Conferences
authorizing the members of the Board of Education to attend conferences and conventions with expenses for the 2024-2025 school year.
3. Petty Cash Fund
authorizing a Petty Cash Fund not to exceed \$100 at any one time and to approve Laurie West as the Petty Cash Comptroller for 2024-2025 school year.
4. Signatories
authorizing Michael Markwica, Kathy Spring, Mary Alexander, and Elizabeth Viele to sign school checks for the 2024-2025 school year.
5. Budget Transfers

- authorizing the Superintendent of Schools to make budget transfers up to \$25,000 for the 2024-2025 school year.
6. State and Federal Funds
authorizing the Superintendent of Schools as Administrator of State and Federal Funds for the 2024-2025 school year.
 7. Investment of Funds
authorizing the District Treasurer and Superintendent to invest funds for the 2024-2025 school year.
 8. Grant Officer
authorizing the Superintendent or their designee to apply for grants in aid both State and Federal for the 2024-2025 school year.
- seconded by Tom Ordway and carried.

Official Undertakings:

Tara Sears made a **MOTION** to accept the consent Agenda for the following Official Undertakings (Bonds)

1. District Clerk Bond
approve the District Clerk Bond for the 2024-2025 school year.
2. Treasurer's Bond
approve the Treasurer's Bond for the 2024-2025 school year.
3. Substitute Treasurer's Bond
approve the Substitute Treasurer's Bond for the 2024-2025 school year.
4. Tax Collector's Bond
approve the Tax Collector's Bond for the 2024-2025 school year.
5. Superintendent's Bond
approve the Superintendent's Bond for the 2024-2025 school year.
6. Central Treasure Activity Bonds (Extra-Curricular)
approve the Central Treasurer Bond for the 2024-2025 school year.
7. Internal Claims Auditor Bond
approve the Internal Claims Auditor Bond for the 2024-2025 school year.
8. All persons and positions required by law or regulation to be bonded. approve the bond for all persons and positions required by law or regulation to be bonded for the

2024-2025 school year.
seconded by Tom Ordway and carried.

Other Items:

Tara Sears made a **MOTION** to approve the Consent Agenda for the following Other Items:

1. Mileage Reimbursement|
approve the mileage reimbursement rate to coincide with the IRS determined rate for the 2024-2025 school year.
2. Board Committees
approve the following Board Committees:
 - a) Finance/Negotiations/Audit;
 - b) Buildings and Grounds;
 - c) Staff Development/Curriculum;
 - d) School Climate/Safety and Community Relations for the 2024-2025 school year.
3. Free and Reduced Lunch Program Guidelines
approve the Free and Reduced Lunch Program Guidelines for the 2024-2025 school year.
4. Community Eligibility Program (CEP)
approve the continuation of the Community Eligibility Program (CEP) for free breakfast and lunch to all students for the 2024-2025 school year.
5. Tuition
approve tuition for the 2024-2025 school year at \$3,000 for Grades Pre-K- 12.
If Pre-K is a half day, tuition will be prorated accordingly.
6. Policy Manual
adopt the Policy Manual for the 2024-2025 school year.
7. BOCES Contract
approve the BOCES Contract for the 2024-2025 school year.
8. Athletic Placement Process Policy
approval of the Athletic Placement Process Policy as written below.
WHEREAS, Section 135.4©(7)(ii)(a)(4) of the Regulations of the Commissioner of Education provides for a board of education to permit pupils in grades no lower than seventh grade to compete on interscholastic athletic teams organized for senior high school pupils, or senior high school pupils to compete on interscholastic athletic teams

organized for pupils in the seventh and eighth grades; and WHEREAS, these pupils are to be allowed to compete at levels that are appropriate to their physical maturity, physical fitness, and sport skills in relationship to other pupils in accordance with the standards established by the Commissioner of Education; and WHEREAS, the State Education Department issues the competition standards for these pupils to compete under a program called the Athletic Placement Process; THEREFORE BE IT RESOLVED that the Johnsbury Central School District Board of Education shall permit pupils to compete after successfully completing the Athletic Placement Process for the requested sport and level.

seconded by Tom Ordway and carried.

Non-Consent Items: Tara Sears made a **MOTION** to approve the programs/Curriculum and the high school course catalog for the 2024-2025 school year, seconded by Tom Ordway and carried.

Approval of Minutes: Tara Sears made a **MOTION** to approve the minutes of the June 9, 2024, Board of Education Meeting, seconded by Tom Ordway and carried.

CSE/CPSE/504: Tara Sears made a **MOTION** to accept the CSE/CPSE/504 Reports seconded by Sarah Williams and carried.

Financial Report: Tara Sears made a **MOTION** to approve the Corrective Action Plan:
Corrective action plan for the 2022-2023 Johnsbury Central School Audit to be implemented on July 2, 2024 that includes: creation of an office procedure manual; create a disaster recovery plan; create a plan to ensure the proper 4% is maintained in fund balance; create a timeline for financial postings and record keeping to ensure a timely end of the school year closeout; create protocols to ensure that accounts receivable, accounts payable, and budget transfers are done in a timely manner; implement a process so all necessary reports are given to the Board of Education in a timely manner; monitor the school lunch fund closely to ensure that it does not run in a deficient; and create a written plan for

spending our reserved funds where appropriate.
Seconded by Tom Ordway and carried.

Agenda Changes:

- A. Item XVII Executive Session: Rachel DeGroat moved the Executive Session from Item XVII to XX.
- B. Tara Sears made a to amend the original **MOTION** to appoint Kim McKenna as the 2/3 Elementary Ski Club Advisor at \$1,600 for the 2024-2025, seconded by Tom Ordway, opposed by Erwin Morris, and carried.

Appointments:

Tara Sears made a **MOTION** to approve the following Consent Agenda for Appointments/Extra-Curricular:

1. **MOTION** to appoint Kim McKenna as Pre-K-3 Coordinator at 1.025 of her salary for the 2024-2025 school year.
2. **MOTION** to appoint Ilena Corr as Coordinator for 4-8 at 1.025 of her salary for the 2024-2025 school year.
3. **MOTION** to appoint Amanda Durkee as Department Chair for Special Education at 1.025 of her salary for the 2024-2025 school year.
4. **MOTION** to appoint Chad Pooler as Department Chair for Science at 1.025 of his salary for the 2024-2025 school year.
5. **MOTION** to appoint Shannon Ordway as Department Chair for Math at 1.025 of her salary for the 2024-2025 school year.
6. **MOTION** to appoint Steve Tomb as Department Chair for English at 1.025 of his salary for the 2024-2025 school year.
7. **MOTION** to appoint Russell Moro as Department Chair for Social Studies at 1.025 of his salary for the 2024-2025 school year.
8. **MOTION** to appoint Amanda May as Freshman Class Advisor at \$550.00 for the 2024-2025 school year.
9. **MOTION** to appoint Rebecca Morris as the Sophomore Class Advisor at \$550.00 for the 2024-2025 school year.
10. **MOTION** to appoint Heather Olesheski as Senior Class Advisor at \$550 for the 2024-2025 school year.
11. **MOTION** to appoint Heather Olesheski as Graduation Coordinator at \$1,150 for the 2024-2025 school year.

12. **MOTION** to appoint Rachel Brower as Jr. National Honor Society Advisor at \$550 for the 2024-2025 school year.
13. **MOTION** to appoint Janelle Turcotte as Sr. National Honor Society Advisor at \$550 for the 2024-2025 school year.
14. **MOTION** to appoint Matt Wells as Youth and Government Advisor at \$950 for the 2024-2025 school year.
15. **MOTION** to appoint Kristen Varney and Amanda May as Jr. High Travel Club Co-Advisors at \$550 each for the 2024-2025 school year.
16. **MOTION** to appoint Brent Pavlick as Advisor to the Spanish Club at \$550 for the 2024-2025 school year.
17. **MOTION** to appoint Katy Ashe, Sally Eichler, Sarah Fink, Cathy Kennedy, Kiely Knickerbocker, Kim McKenna, Heather Olesheski, Shannon Ordway, Jodie Seymour, Shannon Stone, Steve Tomb, Janelle Turcotte, Laura Webb, and Matt Wells as Mentors at \$1,000 each if needed for the 2024-2025 school year.
18. **MOTION** to appoint Maxwell Garrett as Select Instrumental Ensemble (Jazz Band) at \$1,850 for the 2024-2025 school year.
19. **MOTION** to appoint Katy Ashe as Select Vocal Ensemble (Pop Singers) at \$1,850 for the 2024-2025 school year.
20. **MOTION** to appoint Katy Ashe as the Advisor to the Musical Performance/Variety Show Director at \$1,650 for the 2024-2025 school year.
21. **MOTION** to appoint Heather Olesheski and Laura Webb as Co-Advisors for MakerSpace at \$750 each for the 2024-2025 school year.
22. **MOTION** to appoint Shannon Stone as Student Council/Student Government Advisor at \$950 for the 2024-2025 school year.
23. **MOTION** to appoint Mary Cooper and Michelle Volcheck as Co-After School Program Advisor at \$50/day for the 2024-2025 school year.
24. **MOTION** to appoint Pam Ross, Michelle Volcheck, and Sarah Kelly as Detention Monitors at \$50/day when

- needed for the 2024-2025 school year.
25. **MOTION** to appoint Katy Ashe as Gay Straight Alliance (GSA) Advisors at \$550 for the 2024-2025 school year.
 26. **MOTION** to appoint Ilena Corr as Advisor for Standing Together Club at \$550 for the 2024-2025 school year.
 27. **MOTION** to approve Chadwick Pooler as Advisor to the Marine Biology Club at \$550 for the 2024-2025 school year.
 28. **MOTION** to appoint Rebecca Morris and Rachel Pietryka as Co-Yearbook Advisor at \$1,075 each for the 2024-2025 school year.
 29. **MOTION** to appoint Rachel Bulera Advisor for Earth Club at \$550 for the 2024-2025 school year.
 30. **MOTION** to appoint Heather Olesheski as School Spirit Coordinator at \$950 for the 2024-2025 school year.
- Seconded by Sarah Williams and carried.

Athletic Appointments:

Tara Sears made a **MOTION** to appoint Joe San Antonio as the Varsity Girl' Soccer Coach for the 2024-2025 school year as per the JCSTA contract, seconded by Tom Ordway and carried.

Tara Sears made a **MOTION** to appoint Erika Patton as Trap Advisor at \$2,080 for the 2024-2025 school year, seconded by Tom Ordway and carried.

Tara Sears made a **MOTION** to appoint Shannon Stone as the Elementary Running Club Advisor at \$800 for the 2024-2025 school year, seconded by Tom Ordway and carried.

Tara Sears made a **MOTION** to appoint Joe San Antonio as the 5/6 Elementary Ski Club Advisor at \$800 for the 2024-2025 school year, seconded by Tom Ordway and carried.

Tara Sears made a **MOTION** to appoint Rob Wing as a Co-Varsity Boy's soccer coach at half the stipend as per the JCSTA contract, seconded by Tom Ordway and carried.

Tara Sears made a **MOTION** to appoint Tom Zauner as the Boy's

Modified soccer coach as per the JCSTA contract, seconded by Tom Ordway and carried.

**Outside Agency
Appointments:**

Tara Sears made a **MOTION** to appoint Jill Hodgson/North Creek Related Services, LLC for Occupational Therapy services per the contract for the 2024-2025 school year, seconded by Tom Ordway and carried.

Tara Sears made a **MOTION** to appoint Denise Putney/Putney Physical Therapy for Physical Therapy services per the contract for the 2024-2025 school year, seconded by Tom Ordway and carried.

Other Appointments:

Tara Sears made a **MOTION** to appoint Tazlynn Johnson as a cleaner at Level 3, per the CSEA contract, beginning July 1, 2024, seconded by Sarah Williams and carried.

Other Business:

Mike Markwica reported the Feasibility Study Report will be available for the Board of Education to review before the report is available to the Public on July 1, 2024

Executive Session:

Tara Sears made a **MOTION** to adjourn to executive session for Personnel Hiring at 6:51, seconded by Sarah Williams and carried.

Tara Sears made a **MOTION** to return to Regular Session at 7:26, seconded by Sarah Williams and carried.

Motion:

Tara Sears made a **MOTION** to appoint Peter Olesheski as the assistant volunteer to the Trap Club, seconded by Erwin Morris and carried.

Other Business:

Rachel DeGroat reported that the Elementary Ski program had roughly 20 students enrolled in the club

Adjournment:

Tara Sears made a **MOTION** to adjourn at 7:29pm, seconded by Tom Ordway and carried.