

**Thousand Islands Central School
Minutes of Organizational/Regular Meeting – MS/HS Library
Board of Education
Tuesday, July 5, 2022**



Present: Erik Swenson Erin Churchill
Bruce Mason Carolyn Delaney
Jennifer Bach Sarah Riddoch
Dan Ward Tim (Tucker) Wiley

Also present: Michael Bashaw, Jr., Superintendent
Angela Picunas, Business Manager
Jessica Steblen, BOE Secretary

Absent: Shawn Cherchio

Superintendent Bashaw called the meeting to order at 6:02 p.m. and led the group in the Pledge of Allegiance.

Administration of Oaths:

The Oath of Faithful Performance in Office was administered to elected Board Members: Jennifer Bach, Bruce Mason, Daniel Ward and to Superintendent Bashaw.

Motion by Jenny Bach, second by Erin Churchill, for the Board to move into Executive Session to discuss negotiations and personnel. Vote was taken; all voting aye. The Board entered Executive Session at 6:11p.m. **8:0**

The Board reconvened at 6:51 pm.

Election and Appointment of Officers:

Nominations were accepted for President: Motion by Sarah Riddoch to nominate Tim Wiley, second by Erin Churchill. Motion to close as no others were nominated. Vote was taken; Tucker Wiley abstained; all voting aye. Tucker Wiley was elected President. **7:0:1**

Nominations were accepted for Vice-President: Motion by Carolyn Delaney to nominate Bruce Mason, second Erik Swenson. Motion to close as no others were nominated. Vote was taken; Bruce Mason abstained; all voting aye. Bruce Mason was elected Vice-President. **7:0:1**

President Wiley took over the meeting.

Motion by Erik Swenson, second by Sarah Riddoch, to appoint Jessica Steblen as Clerk of the Board. Vote was taken; all voting aye. **8:0**

Oath of Faithful Performance in Office administered to newly elected officers, President Wiley, Vice-President Mason, and Clerk Steblen.

Appointments:

Motion by Erik Swenson, second by Erin Churchill, to approve Angela Picunas as District Treasurer. Vote was taken; all voting aye. **8:0**

Administration of Oath for Treasurer Angela Picunas.

Other Appointments:

Motion by Jenny Bach, second by Sarah Riddoch, to approve the following:

Be it Resolved that the Thousand Islands CSD hereby authorizes:

- **Appointment** of Jefferson-Lewis BOCES and Ferrara Fiorenza, PC, as school attorneys to provide legal services- enclosure
- **Appointment** of Samaritan Medical’s Doctors and designation of the office of Samaritan Family Health Center, IMEC, LLC, and Occupational Medicine to provide medical services.
- **Appointment** of Bowers & Company, CPAs as External Auditors.
- **Appointment** of Dawn Smith as Internal Claims Auditor at a wage TBD.
- **Appointment** of Leha Hoyecki as Treasurer’s Account Clerk.
- **Appointment** of Angela Picunas as Records Access Officer.
- **Appointment** of Angela Picunas as Records Management Officer.
- **Appointment** of Kenneth Garnsey as Asbestos LEA Designee.
- **Appointment** of Angela Picunas as the Designated Representative for Public Law 874 Federal Impact Aid.
- **Appointment** of Angela Picunas as the School Pesticide Representative.
- **Appointment** of Superintendent Michael F. Bashaw, Jr. as Chief Emergency Officer.
- **Appointment** of Angela Picunas and Michael F. Bashaw, Jr., as Reviewing Officials, Hearing Officials, and Verification Officials for participation in the Federal Child Nutrition Program.
- **Appointment** of Attendance Officers as follows: Lorraine Bourcy-Ward - Guardino Elementary; Elizabeth Mason - Bashaw Elementary; Christine Parker - Middle and High School.
- **Appointment** of Michael F. Bashaw, Jr., Superintendent, as Title II, Title IX, and Section 504 Compliance Officer.
- **Appointment** of Michael F. Bashaw, Jr., Superintendent, as the Civil Rights Compliance Officer and Coordinator for the following areas: Title VI, Sex, Race, Color, and National origin.
- **Appointment** of Michael F. Bashaw, Jr., Superintendent, and Jon Benner, Director of Technology, as Data Security Officers.
- **Appointment** of Building Principals as Dignity for All Students Act (DASA) coordinators.

After no discussion, vote was taken; all voting aye.

8:0

Motion by Jenny Bach, second by Carolyn, to approve the following:

- **Appointment** of Board of Education Committees – **Audit:** Delaney, Cherchio, Mason, and Ward. **Long Range Plan/Construction:** Bach, Delaney, Mason, Wiley. **Negotiations:** Churchill, Bach, Wiley, Swenson. **Policy:** Cherchio, Riddoch, Swenson, Ward.
- **Appointment** of Carolyn Delaney as Representative to serve on Jefferson-Lewis School Board Association’s Executive Committee.
- **Appointment** of Erin Churchill as Alternate Member to serve on Jefferson-Lewis School Boards’ Executive Committee.
- **Appointment** of Sarah Riddoch as Legislative Liaison representative for the New York State School Boards Association.
- **Appointment** of Chelsea Nohle as Medicaid Compliance Officer.

Vote was taken; all voting aye.

8:0

Designations:

Noted the following:

- **Bank depositories:** Community Bank, Citizens Bank of Cape Vincent, and NY-Class.
- **Official Newspaper:** *Thousand Islands Sun*

Authorizations:

Motion by Erik Swenson, second by Erin Churchill, to approve the following:

- **Authorization** of Michael F. Bashaw, Jr., Superintendent, to apply for grants and aids (State and Federal).
- **Establishment** of the following petty cash funds and authorized receivers for those funds with a limit of \$25 per transaction:

Bashaw Elementary School	\$100.00	Chelsea Nohle
Guardino Elementary School	\$100.00	Lisa Freitag
Thousand Islands High/Middle/DO	\$100.00	Angela Picunas

Lunch Fund Petty Cash:

Bashaw Elementary School	\$10.00	Lynette Chapman
Guardino Elementary School	\$25.00	Lynette Chapman
High School/Middle School	\$40.00	Lynette Chapman

- **Authorization** of the District Treasurer and the Superintendent as the ones to invest school district funds in certificates of deposit; time deposit open accounts, and other investments authorized by law.
- **Authorization** of the Superintendent to certify and approve payrolls, conference and workshop attendance with expenses, act as purchasing agent, and make transfers between and within functional accounts up to \$10,000 each with documentation of such transfers presented to the Board of Education for information.
- **Resolution** to Authorize the District to make purchases on the basis of “Best Value,” as indicated in NYS GML §103 - enclosure
- **Authorization** of the Superintendent to hire staff temporarily pending Board of Education approval.
- **Authorization** of the Superintendent to interview, review, and recommend for hire people who will be placed on an approved Instructional Substitute List in accordance with Section 1709(16) and 2503(5) of the Education Law.
- **Authorization** of payment in advance of audit for public utility charges, postage, freight, conference and workshop registrations, room deposits, and orders requiring pre-payment.
- **Authorize** members of the Board of Education to attend conferences with expenses paid.
- **Authorize** Thousand Islands Central School District to continue participation in the Jefferson-Lewis, et al. Health Care Plan and Black River Valley Schools’ Workers’ Compensation Program.
- **Appoint** Michael F. Bashaw, Jr., Superintendent, as Designated Educational Official (DEO) under Chapter 181 of the Laws of 2000 Safe Schools against Violence in Education Act.
- **Authorization** of compensation for vote workers of \$150.00 for the entire voting time frame.

Vote was taken; all voting aye.

8:0

Other Items:

Motion by Erik Swenson, second by Jenny Bach, to approve the following:

- **Re-adoption** of all existing Board of Education Policies that were in effect during the previous year.
- Annual review of Code of Conduct on School Property Policy 3410.
- Annual review of Investments Policy 5220.
- Annual review of Purchasing Policy 5410.
- Annual review of Code of Ethics for Board Members and all District Personnel Policy 6110.
- Annual review of Comprehensive Student Attendance Policy 7110.
- Annual review of Title I Parent and Family Engagement Policy 8260.
- Professional Development Plan Statement of Certification.
- Mileage reimbursement rate as established by the IRS.
- Rotational Selection List of Impartial Hearing Officers as maintained on NYSED website.
- Appoint Board President as Designee to approve selected Impartial Hearing Officer as needed; Vice President as Alternate.
- Letter of Reasonable Assurance for Continued Employment (Unemployment Insurance) – enclosure
- **Resolution** for Employee Standard Work Day - enclosure
- Acknowledgement of June 2022 Summary of Science Safety Concerns submitted by Edward Oliver, Chemical Hygiene Officer.

Vote was taken; all voting aye.

8:0

Public Hearing:

Code of Conduct-enclosure

Business, Finance, and Property

Motion by Jenny Bach, second by Sarah Riddoch, to approve the following:

- Minutes of June 21, 2022 meeting – enclosure.
- Board of Education meetings for 2022-23 school year – enclosure.

Vote was taken; all voting aye.

8:0

Motion by Erik Swenson, second by Sarah Riddoch to approve Funding Capital Reserve- A878 Capital Reserve- \$2,950,000.00.

RESOLVED, that the Board of Education of Thousand Islands Central School District approves the funding of the A878 Capital Reserve up to \$2,950,000.00 effective June 30, 2022, as needed.

Vote was taken; all voting aye.

8:0

Motion by Erik Swenson, second by Jenny Bach, for the Board to move into Executive Session to discuss personnel. Vote was taken; all voting aye. The Board entered Executive Session at 7:21 p.m.

8:0

The Board reconvened at 7:26 pm

Personnel:

Motion by Erin Churchill, second by Sarah Riddoch, to approve the following:

- Annual Term Appointment of Joshua Ostrander in the area of Special Education pending NYS Certification at a salary of B30, Step 2, effective September 1, 2022- June 30, 2023, with benefits consistent with the TIEA contract.
- Appointment of MaryAnn Reff, 0.7 FTE French Teacher, in the tenure area of Foreign Language, at a salary of M, Step 36, effective September 1, 2022, with benefits consistent with the TIEA contract.
- Term Appointment of Susana Fairchild in the area of Foreign Language pending NYS Certification and Criminal Clearance at a salary of B, Step 6, effective September 1, 2022- June 30, 2023, with benefits consistent with the TIEA contract.
- Advance on Teacher Salary Schedule for Leann Hill, Special Education, to M18 Step 11, effective retroactively May 30, 2022.
- Advance on Teacher Salary Schedule for Lisa Ingerson, Secondary Science, to M12 Step 25, effective retroactively May 30, 2022
- Appointment of Extracurricular Coordinators and Advisors for 2022-23 school year, at a stipend per TIEA contract:

Chemical Hygiene- Ed Oliver

Extracurricular Treasurer- Lisa Ingerson

Educators Rising- Debbie Babcock

Whiz Quiz Advisor- Melissa Balk

Mentor Teacher Coordinator- Debbie Babcock

Class Advisors:

9th Grade- Mike Lonsberry / Amber Fay

10th Grade- Sharon Nebbia

11th Grade- Katie Varga / Nichole Badour

12th Grade (2)- Suzanne Perkins

Honor Society:

National Honor Soc. Advisor Jr.- Shannon Bourcy

National Honor Soc. Advisor Sr.- Sharon Nebbia

Music:

Marching Band, Summer- Katherine Wiley

Musical Director/Producer- Katherine Wiley

Musical Stage Manager- Joy Rhinebeck

Musical Vocal Director- Collin Zehr

Newspaper:

Student Newspaper MS- Rhonda Spencer

Student Newspaper HS- Lynn Hoover

Drama Club:

Drama Club Advisor/Director- Sarah Benjamin

Asst. Drama Club Advisor/Director- Vicki Flick

Year Book:

School Yearbook Manager- Katie Varga

School Yearbook Advisor- Nichole Badour

Video Yearbook Advisor, HS- Katie Varga

Yearbook Advisor, MS- Rhonda Spencer

Clubs:

AFS Advisor- Melissa Balk

Art Club- Stephanie Martin MS/Nichole Badour

HS

Family Consumer Science- Stacy Failing

International Club, MS- Melinda Bechaz / Alison

Mullarney

SADD Advisor- Nichole Badour

SAFE Advisor- Nichole Badour

Science Olympiad, HS- Ed Oliver

Science Olympiad, MS- Tim Bashaw / Barry

Roesch

Ski Club- Kathy Hummel / Chris Parker

Subject Area Coordinators:

English 6-12- Genesis Scales

Math 6-12- Debbie Babcock

Science 6-12- Lisa Ingerson

Social Studies 6-12- Michael Lonsberry

Technology 6-12- Melissa Balk

Foreign Lang/Special Area 6-12- Melinda Bechaz

Student Council:

Student Council, HS- Bobbi Nevala / Kathy Hummel

Student Council Advisor, MS- Taylor Kieffer / Amber Fay

Vote was taken; all voting aye.

8:0

Motion by Carolyn, second by Sarah Riddoch, to approve the following:

- **Reappointment** of Teaching, Non-Teaching substitutes, and Lifeguards.
- **Appointment** of the following stipends:

Building Check:	\$3,900	<i>Tom Docteur, Shannon Fox</i>
Certified Pool Maintenance:	\$ 950	<i>Tom Docteur, Shannon Fox</i>
Night Supervisors:	\$2,050	<i>Cindy Youngs</i>
CSE Stipend:	\$1,475	<i>Jessica Thompson</i>

Vote was taken; all voting aye.

8:0

Superintendent's Report:

- Superintendent Bashaw shared an overview of local and regional enrollment.
- Mrs. Amo's first grade at Bashaw Elementary received \$250 "Classroom Kindness" Grant.
- Fuel Depot Project update, moving quickly and looking great!

Students and Programs:

Motion by Erin Churchill, second by Erik Swenson to approve the Recommendations by Committee on Special Education for Meetings held on April 4; April 5; April 22; May 12; May 19; May 24; May 26; June 13; June 21; June 24 and July 5, 2022.

Vote was taken; all voting aye.

8:0

Motion by Erik Swenson, second by Sarah Riddoch, for the Board to move into Executive Session to discuss personnel. Vote was taken; all voting aye. The Board entered Executive Session at 7:36 p.m.

8:0

The Board reconvened at 7:59 pm

Personnel:

Motion by Carolyn Delaney, second by Sarah Riddoch to approve the Agreement between Thousand Islands Central School District and Thousand Islands Education Association July 1, 2022 - June 30, 2026- enclosure

Vote was taken; Erin Churchill abstained; all voting aye.

7:0:1

Motion by Jenny Bach, second by Erin Churchill, to approve the following:

- **Acknowledge** Superintendent's Goals for school year 2022-2023-enclosure
- **Reappointment** of Chris Maphey as Summer Computer Technical Assistant at a rate as per the 2022-2023 Hourly Compensation schedule.

Vote was taken; all voting aye.

8:0

Motion by Erin Churchill, second by Jenny Bach, to adjourn. Vote was taken; all voting aye.

8:0

President Wiley adjourned the meeting at 8:05 p.m.

Date

Clerk