

**Minutes of Reorganization/Regular Meeting  
Thousand Islands Central School District  
Organizational/Regular Board of Education Meeting  
Tuesday, July 5, 2023  
MS/HS Library**



Members Present: Erin Churchill (arrived at 6:07)  
Carolyn Delaney  
Bruce Mason  
Brooke Roes  
Erik Swenson  
Tim “Tucker” Wiley

Also Present: Mike Bashaw Jr., Superintendent  
Angela Picunas, Business Manager  
Jessica Steblen, BOE Secretary & District Clerk  
Kenny Garnsey, Building & Grounds  
Lisa Freitag, GES Principal  
Chelsea Nohle, BES Principal  
Andrea Lomber, 6-12 Principal  
Kasey Pitkin, Business Manager & Notary

Absent: Jenny Bach  
Shawn Cherchio  
Dan Ward

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; Erin Churchill, Brooke Roes, and Tucker Wiley, and to Superintendent Bashaw.

**Election and Appointment of Officers:**

Nominations were accepted for President: Motion by Carolyn Delaney to nominate Bruce Mason, second by Tucker Wiley. Motion to close as no others were nominated. Vote was taken; Bruce Mason abstained; all voting aye. Bruce Mason was elected President. **5:0:1**

Nominations were accepted for Vice-President: Motion by Erin Churchill to nominate Carolyn Delaney, second Erik Swenson. Motion to close as no others were nominated. Vote was taken; Carolyn Delaney abstained; all voting aye. Carolyn Delaney was elected Vice-President. **5:0:1**

President Mason took over the meeting.

Motion by Tucker Wiley, second by Bruce Mason, to appoint Jessica Steblen as Clerk of the Board. Vote was taken; all voting aye. **6:0**

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

**Appointments:**

Motion by Tucker Wiley, second by Carolyn Delaney, to approve Angela Picunas as District Treasurer. Vote was taken; all voting aye. **6:0**

Administration of Oath for Treasurer Angela Picunas.

**Other Appointments:**

Motion by Erik Swenson, second by Tucker Wiley, 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 \$21.25/hour.
- 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; TBD - 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.
- Appointment of Board of Education Committees – Audit, Long Range Plan/Construction, Negotiations, Policy- enclosure.
- 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 Brooke Roes as Legislative Liaison representative for the New York State School Boards Association.
- Appointment of Chelsea Nohle as Medicaid Compliance Officer.

After a brief discussion, vote was taken; all voting aye.

**6:0**

**Designations**

Noted the following:

- Designation of the following banks as depositories: Community Bank, Gouverneur Savings & Loan, NY-Class.
- Designation of the Thousand Islands Sun as the official newspaper.

**Authorizations:**

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

Be it Resolved that the Thousand Islands CSD:

- 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 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 timeframe.

Vote was taken; all voting aye.

6:0

**Other Items:**

Motion by Erin Churchill, second by Tucker Wiley, 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).
- Resolution for Employee Standard Work Day – enclosure.
- Acknowledgement of June 2023 Summary of Science Safety Concerns submitted by Edward Oliver, Chemical Hygiene Officer.

Vote was taken; all voting aye.

6:0

**Public Hearing:**

- Code of Conduct.
- District-Wide Safety School Safety Plan.

**Business, Finance, and Property:**

Motion by Erin Churchill, second by Tucker Wiley to approve the following:

- Approve Minutes of June 20, 2023 meeting.
- Approve Board of Education meetings for 2022-23 school year.

Vote was taken; all voting aye.

6:0

## Personnel:

Motion by Erin Churchill, second by Carolyn Delaney to approve the following:

- **Melissa Balk**- Appointment as High School Summer Plato Coordinator, at a compensation of \$90.00 per half day.
- Appointment of Summer Enrichment Program Staff, as listed, from July 10- July 28, 2023, 9:00 a.m- 1:00 p.m, at a rate of \$31/hour;
  - GES: Brooke Natali, Kelly Picunas, Sue Donato, Julie Robbins, Shelby Brown, Kelly Melfi, Alyssa Myers, Tanya Bulger, Jenn Durr (split BES), and Anna Coghlan (split BES), also to include Lorraine Bourcy-Ward as support staff at an hourly compensation rate.
  - BES: Pete Pettit, Sherry McCarthy, Sara Hoselton, Amber Augliano, and Tim Bashaw, also to include Meghan Swenson as support staff at an hourly compensation rate.
- **Josh Ostrander**- Resignation as Special Education Teacher, effective July 20, 2023- enclosure.
- **Nancy Aubertine**- Appointment as 1.0 FTE in the tenure area of English, at a salary of M Step 32, effective September 1, 2023, with benefits consistent with the TIEA contract, pending issuance of criminal clearance by New York State Department of Education.
- **Alana Hoover**- Appointment as 1.0 FTE Elementary/Special Education, in the tenure area of Elementary, at a salary of B, Step 1, with benefits consistent with the TIEA contract, with a four-year probationary period effective September 1, 2023- August 31, 2027, pending issuance of criminal clearance by New York State Department of Education.
- **Alyssa Robbins**- Appointment as 1.0 FTE Elementary Teacher, in the tenure area of Elementary, at a salary of M, Step 14, with benefits consistent with the TIEA contract, with a three-year probationary period effective September 1, 2023- August 31, 2026, pending issuance of criminal clearance by New York State Department of Education.
- **Mathew Gustafson**- Appointment as Cleaner, effective July 11, 2023, at a rate of \$15.88/hour, 8 hours/day excluding lunch, 260 days/year with benefits consistent with the CSEA contract, pending criminal clearance by New York State Department of Education, and a 52-week probationary period.
- **Lilianna Gray**- Appointment as Lifeguard for the 2023-2024 school year.
- Appointment of substitutes: **Sarah Corbett, Francoise Piron, and Paulette Roux**- enclosures.
- Reappointment of Teaching, Non-Teaching Substitutes, and Lifeguards for the 2023-2024 school year – enclosures.
- Appointment of the following for the 2023-24, at a stipend per CSEA Contract:
  - Building Check per Campus: Tom Docteur, Shannon Fox
  - Certified Pool Maintenance: Tom Docteur, Shannon Fox
  - Night Supervisor: Cindy Youngs
  - CSE Stipend: Jessica Thompson
- Appointment of mentor/mentees listed, with a stipend per TIEA contract:
  - Bobbi Nevala- Taylor Bennett, Year 1 of 2
  - Melissa Balk- Jeffrey Martinez, Year 1 of 2
  - Deb Babcock- Deanna Hughes, Year 1 of 2
  - Julie Rosbrook- Briel Faircloth, Year 2 of 2
- Appointment of Extracurricular Coordinators and Advisors for 2023-24 school year, at a stipend per TIEA contract:

Chemical Hygiene- Ed Oliver

Extracurricular Treasurer- Deb Babcock

Educators Rising- Deb Babcock

Varsity Club- Amber Fay

Whiz Quiz Advisor- Melissa Balk

Stage Lighting & Sound Technician-

Collin Zehr

Mentor Teacher Coordinator- Genny Scales

Class Advisors:

9<sup>th</sup> Grade- Rhonda Spencer

10<sup>th</sup> Grade- Sharon Nebbia / Amber Fay

11<sup>th</sup> Grade- Sharon Nebbia

12<sup>th</sup> Grade (2)- Katie Varga / Nicky Badour

Honor Society:

National Honor Soc. Advisor Jr.- Shannon Bourcy

National Honor Soc. Advisor Sr.- Sharon Nebbia

Music:

Marching Band, Summer- Katherine Wiley  
Marching Band Baton Instructor, Summer-  
Corrine Willis

Marching Band Flag Instructor, Summer-  
Corrine Willis

Select Vocal Ensemble- Collin Zehr

Musical Director/Producer- Katherine Wiley

Musical Pit Band Director- Collin Zehr

Musical Stage Manager- Joy Rhinebeck  
Musical Vocal Director- Collin Zehr  
K-12 Music Coordinator- Katherine Wiley

Newspaper:

Elementary Newspaper-  
Shannon Connerton (BES)  
Kelly Picunas (GES)  
Student Newspaper MS- Rhonda Spencer  
Student Newspaper HS- Lynn Hoover

Student Council:

Student Council, HS-  
Bobbi Nevala / Genny Scales  
Student Council Advisor, MS-  
Jen Augliano / Rhonda Spencer

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- Nicky Badour  
Video Yearbook Advisor, HS- Katie Varga  
Yearbook Advisor, MS- Rhonda Spencer

Clubs:

Art Club- Stephanie Martin MS /  
Nicky Badour HS  
Computer Tech Club- Melissa Balk  
Family Consumer Science- Stacy Failing  
International Club, MS- Melinda Bechaz /  
Alison Mullarney

Extracurricular Appointments continued:

SADD Advisor- Nichole Badour  
SAFE Advisor- Mikael Ann Melfi /  
Raegan Becker  
Science Olympiad, HS- Ed Oliver  
Science Olympiad, MS- Tim Bashaw /  
Ed Oliver  
Ski Club- Kathy Hummel / Chris Parker

Subject Area Coordinators:

English 6-12- Genny Scales  
Math 6-12- Deb Babcock  
Science 6-12- Ed Oliver  
Social Studies 6-12- Michael Lonsberry  
Technology 6-12- Melissa Balk  
Foreign Lang/Special Area 6-12-  
Melinda Bechaz

- **Meghan Pfister**- Permanent appointment as Typist at a rate of \$19.50 per hour, 8 hours per day (excluding lunch), 260 days per year, with benefits consistent with CSEA contract, with a 52-week probationary period effective July 10, 2023.
- Appointment of mentor/mentees listed, with a stipend per TIEA contract:
  - Mary Yonkovig- Anna Coghlan, Year 1 of 2
  - Jaymie Wiley- Mikael Ann Melfi, Year 2 of 2
  - Molly Beattie- Alyssa Robbins, Year 1 of 1

After a short discussion, vote was taken; all voting aye.

**6:0**

**Superintendent's Report:**

Mr. Bashaw invited Mrs. Lomber to share NYS Regents and AP data from this year's testing. She reported success overall, TI had a strong passing rate on regent's exams, however with the grading curves it was very difficult to obtain mastery and explained how that showed in our results. Mrs. Lomber also shared some impressive highlights including 6 perfect scores on Regents exams and a walk-in 100% for AP Bio!

Mr. Bashaw continued with the Post Graduate report, which showed another increase in graduates entering the work force. He went further to say that due to this continuing trend of high demand in CTE, BOCES is thankfully looking to open more sections offered to students this fall.

Motion by Tucker Wiley, second by Erin Churchill to enter executive session to discuss employment/appointment specifics of particular person(s) and personnel candidates.

Vote was taken, all voting aye. The Board entered Executive Session at 6:37 p.m.

**6:0**

The Board reconvened at 7:56 p.m.

Motion by Carolyn Delaney, second by Erik Swenson to approve the following:

- **Tyler Clark-** Appointment as Cleaner, effective July 24, 2023, at a rate of \$15.88/hour, 8 hours/day excluding lunch, 260 days/year with benefits consistent with the CSEA contract, and a 52-week probationary period- enclosure.

Vote was taken, all voting aye.

**6:0**

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

- **Lisa Ingerson-** Appointment as District-wide Administrator assigned as Principal at the Sand Bay Campus, grades 6-8, in the tenure area of School Building Leader, at a salary of \$98,000, with a four-year probationary period effective July 1, 2023 to August 30, 2027 (tentative), and benefits consistent with Administrator's Compensation and Benefits, to include 50 sick days.
- **Dan Hammond-** Appointment as District-wide Administrator assigned as Principal at the Sand Bay Campus, grades 9-12, in the tenure area of School Building Leader, at a salary of \$105,000, with a four-year probationary period effective August 7, 2023 to August 6, 2027 (tentative), and benefits consistent with Administrator's Compensation and Benefits, to include 30 sick days.

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

**6:0**

Motion by Brooke Roes, second by Tucker Wiley to adjourn

Vote was taken, all voting aye.

**6:0**

Meeting adjourned at 8:02 p.m.