

REGULAR BOARD OF EDUCATION MEETING  
BUDGET HEARING & ADOPTION  
TICONDEROGA CENTRAL SCHOOL DISTRICT  
High School Cafeteria  
Thursday, April 25, 2019 at 7:00 P.M.

“Sentinels for Excellence”

AGENDA

- I. CALL TO ORDER
- II. EMERGENCY EVACUATION INSTRUCTIONS
- III. PLEDGE OF ALLEGIANCE
- IV. BUDGET WORKSHOP
  - A. Budget Discussion - Dr. John McDonald, Jr.
  - B. Approval of the 2019-20 Budget
    1. Recommend motion: “That the Board of Education approve the proposed budget for expenditures in the amount of \$ \_\_\_\_\_ for the 2019-20 school year.”
- V. PUBLIC PARTICIPATION
- VI. RECOMMENDED ACTIONS
  - A. Approval of Financial Items
    1. a. Recommended motion: “That the Board of Education make any necessary corrections and approve the minutes of the Board of Education Meeting held on March 19, 2019, and the Special Board of Education Meeting held on April 9, 2019, and
      - b. acknowledge receipt of the monthly Financial Reports, and
      - c. approve the Schedule of Bills for payment, and
      - d. acknowledge receipt of the Extra Classroom Activity Fund Report for March dated April 9, 2019.” (Enc.)
  - B. Personnel
    1. Recommended motion: “That the Board of Education approve a Leave of Absence for Maurice O’Connor as a Bus Driver to be paid from his sick/personal leave time, if available, effective April 23, 2019 through June 30, 2019, under the Family and Medical Leave Act.” (Enc.).

2. Recommended motion: “That the Board of Education, upon the recommendation of the Superintendent, hereby grants tenure as a Teaching Assistant to Hilda Stacy; who holds a Level I Certification, effective September 3, 2019.”
3. Recommended motion: “That the Board of Education, upon the recommendation of the Superintendent, hereby grants tenure in the Physical Education tenure area to Kendra McCoy; who holds a Professional Certification in the Physical Education area, effective September 2, 2019.”
4. Recommended motion: “That the Board of Education, upon the recommendation of the Superintendent, hereby grants tenure in the Physical Education tenure area to Mary Kate Krol; who holds an Initial Certificate Physical Education area, effective September 2, 2019. Mary Kate Krol’s Initial Certification expires on August 31, 2020. Note: if the teacher does not have Professional Certification by the time the Initial Certification expires, she should take a leave of absence, resign or be subject to dismissal even if she has tenure.”
5. Recommended motion: “That the Board of Education, upon the recommendation of the Superintendent, hereby grants tenure in the Special Education tenure area to Amanda Christman; who holds an Initial Certification in the Students with Disabilities (Grades 1-6) area, effective September 2, 2019. Amanda Christman’s Initial Certification expires on August 31, 2021. Note: if the teacher does not have Professional Certification by the time the Initial Certification expires, she should take a leave of absence, resign or be subject to dismissal even if she has tenure.”
6. Recommended motion: “That the Board of Education, upon the recommendation of the Superintendent, hereby grants tenure in the Special Education tenure area to Brittini Phinney; who holds an Initial Certification in the Students with Disabilities (Birth-Grade 2 and Grades 1-6) and Childhood Education (1-6) areas, effective September 2, 2019. Brittini Phinney’s Initial Certifications expires on August 31, 2019. Note: if the teacher does not have Professional Certification by the time the Initial Certification expires, she should take a leave of absence, resign or be subject to dismissal even if she has tenure.”
7. Recommended motion: “That the Board of Education approve an Intermittent Leave of Absence for Lori McKee as a Senior Clerk to be paid from her sick/personal leave time, if available, effective April 4, 2019 through June 27, 2019, under the Family and Medical Leave Act.” (Enc.)

C. Vote on Champlain Valley Education Services Board of Education Members

1. Recommended motion: “That the Board of Education of the Ticonderoga Central School District cast one vote for Patricia Gero for one of the eight seats vacant on the Clinton-Essex-Warren-Washington Board of Cooperative Education Services (Champlain Valley Educational Services), and

2. that the Board of Education of the Ticonderoga Central School District cast one vote for Linda Gonyo-Horne for one of the eight seats vacant on the Clinton-Essex-Warren-Washington Board of Cooperative Education Services (Champlain Valley Educational Services), and
  3. that the Board of Education of the Ticonderoga Central School District cast one vote for Richard Harriman Sr. for one of the eight seats vacant on the Clinton-Essex-Warren-Washington Board of Cooperative Education Services (Champlain Valley Educational Services).” (Enc.)
  4. that the Board of Education of the Ticonderoga Central School District cast one vote for Richard Malaney for one of the eight seats vacant on the Clinton-Essex-Warren-Washington Board of Cooperative Education Services (Champlain Valley Educational Services).” (Enc.)
  5. that the Board of Education of the Ticonderoga Central School District cast one vote for Lorene Saunders for one of the eight seats vacant on the Clinton-Essex-Warren-Washington Board of Cooperative Education Services (Champlain Valley Educational Services).” (Enc.)
  6. that the Board of Education of the Ticonderoga Central School District cast one vote for Doug Spilling for one of the eight seats vacant on the Clinton-Essex-Warren-Washington Board of Cooperative Education Services (Champlain Valley Educational Services).” (Enc.)
  7. that the Board of Education of the Ticonderoga Central School District cast one vote for Michael St. Pierre for one of the eight seats vacant on the Clinton-Essex-Warren-Washington Board of Cooperative Education Services (Champlain Valley Educational Services).” (Enc.)
  8. that the Board of Education of the Ticonderoga Central School District cast one vote for Scott Thurber for one of the eight seats vacant on the Clinton-Essex-Warren-Washington Board of Cooperative Education Services (Champlain Valley Educational Services).” (Enc.)
- D. Vote on Administrative Budget of the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services
1. Recommended motion: “That the Board of Education of the Ticonderoga Central School District vote to \_\_\_\_\_ the tentative Administrative Budget of the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services for the school year 2019-20. (Enc.)
- E. New Business - Accept Donations/Grants
1. Recommended motion: “That the Board of Education accept the following donations/grants for the listed purposes:
    - a. Donation of \$100 to the Quiz Bowl Nationals and \$300 to the Senior Project T-Shirts from the Ti Teachers Assoc. and

- b. donation of \$50 to the Quiz Bowl Nationals from Scott & Marjorie Tierney, and
- c. donation of \$250 to the Quiz Bowl Nationals from the Knights of Columbus 333, and
- d. donation of \$100 to the Quiz Bowl Nationals from BPOE 1494, and
- e. donation of \$300 to the Robert Palandrani Scholarship from Francis & Eileen Fontana.”

F. New Business - Accept Donation from Ticonderoga Alumni Association

- 1. Recommended motion: “That the Board of Education accept the following donation from the Ticonderoga Alumni Association (Sentinel Support Fund) effective April 9, 2019:

Maria Bagneschi - Quiz Bowl Team’s Trip to DC - \$250.”

G. New Business - Approval and Adoption of Audit Committee Policy

- 1. Recommended motion: “That the Board of Education approve and adopt the following enclosed Board Policy:

Policy 6690 Audit Committee.” (Enc.)

First Reading - March 19, 2019

Adoption - April 25, 2019

VII. INFORMATIONAL ITEMS

A. Board Discussion

- 1. Board of Education Representation at Middle School Promotion on Wednesday, June 26<sup>th</sup>, at 7:00 p.m. and High School Graduation on Saturday, June 22<sup>nd</sup> at 10:00 a.m.
- 2. Drawing of names for placement on the ballot for election of Board Members

B. Reports - Superintendent of Schools - Dr. McDonald

- 1. Activities Reports - Elementary, Middle & High Schools (Enc.)
- 2. School Safety
- 3. Gear Up Grant
- 4. Transportation Report (Enc.)
- 5. Technology Report (Enc.)
- 6. Operations & Maintenance Department (Enc.)

A. Future Items

- 1. May 14, 2019                      Voter Registration - Ticonderoga High School Lobby & Hague Community Center 1:00 p.m. - 5:00 p.m.
- 2. May 14, 2019                      Public Hearing on the Budget - High School Cafe. 7:00 p.m.

- |                   |                                                                                                                                                    |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| 3. May 21, 2019   | Vote on Proposed 2019-20 Budget and Election of Board of Education Members - High School Lobby and Hague Community Center - 12:00 noon - 8:00 p.m. |
| 4. May 21, 2019   | High School Spring Concert - High School Audit. 7:00 p.m.                                                                                          |
| 5. May 21, 2019   | Special Board of Education Meeting - High School Lobby <u>8:30 p.m.</u> - Declare Results of Budget Vote                                           |
| 6. May 27 & 28    | NO SCHOOL - Memorial Day & Snow Day Giveback                                                                                                       |
| 7. May 28, 2019   | Regular Board of Education Meeting- High School Cafeteria 7:00 p.m.                                                                                |
| 8. June 4, 2019   | High School Academic Awards - 7:00 p.m.                                                                                                            |
| 9. June 11, 2019  | Regular Board of Education Meeting- High School Cafeteria 7:00 p.m.                                                                                |
| 10. June 22, 2019 | High School Graduation - 10:00 a.m.                                                                                                                |
| 11. June 26, 2019 | Middle School Promotion - 7:00 p.m.                                                                                                                |

#### VIII. PUBLIC PARTICIPATION

#### IX. EXECUTIVE SESSION

##### A. Adjournment to Executive Session

1. Recommended motion: "That the Board of Education adjourn to Executive Session to discuss the employment history of particular personnel."
2. Recommended motion: "That the Board of Education reconvene to Regular Session."

#### X. ADJOURNMENT

##### A. Adjournment from Regular Session

1. Recommended motion: "That the Board of Education adjourn from Regular Session."

\* Denotes Addendum Items to Agenda

REGULAR BOARD OF EDUCATION MEETING & BUDGET WORKSHOP  
TICONDEROGA CENTRAL SCHOOL DISTRICT  
High School Cafeteria  
Tuesday, March 19, 2019  
6:30 P.M.

“Sentinels for Excellence”

MINUTES

- Members Present Mark Russell, Erik Leerkes, Seanna Porter, John Bartlett, Tracey Cross-Baker, Martin Fitzgerald II,
- Mem. Absent James Wells, Sr., Marissa Palandrani, John Reale, Sr.
- Others Present John McDonald, Jr., Erin Hamel, Laurie & Matt Cossey, Bob Porter, John Garcia, Jr., John Donohue, Elizabeth Hayes, Scott Nephew, Herb & Maria Tedford, Scott Nephew, Kathy & Jim Marshall, Kim Powers, Maria Bagneschi, Kendra McCoy, Brittini Phinney, Jennee Iturrino, John Whiteley, Heather York
- Call to Order I. CALL TO ORDER
- Mr. Russell called the meeting to order at 6:35 p.m.
- II. EMERGENCY EVACUATION INSTRUCTIONS - Dr. McDonald
- III. PLEDGE OF ALLEGIANCE
- IV. EXECUTIVE SESSION
- A. Adjournment to Executive Session
- Adjourn to Exc. Session at 6:38 p.m. 1. It was moved by Mrs. Cross-Baker, seconded by Mr. Leerkes, that the Board of Education adjourn to Executive Session to discuss the employment history of particular personnel at 6:38 p.m.
- 5 Ayes 0 Nays 0 Abstain Motion Carried
- Reconvene to Reg. Session at 6:55 p.m. 2. It was moved by Mr. Leerkes, seconded by Mr. Bartlett, that the Board of Education reconvene to Regular Session at 6:55 p.m.
- 5 Ayes 0 Nays 0 Abstain Motion Carried
- Martin Fitzgerald II entered the room at 6:59 p.m.
- V. BUDGET WORKSHOP
- Budget Discus. A. Budget Discussion - Dr. John McDonald, Jr.
- VI. PUBLIC PARTICIPATION
- VII. RECOMMENDED ACTIONS
- A. Approval of Financial Items
- Approve Minutes 1. a. It was moved by Mrs. Cross-Baker, seconded by Mr. Bartlett, that the Board of Education make any necessary corrections and approve the minutes of the Board of Education Meeting held on February 26, 2019, and
- Acknowledge Sched. of Bills & Budget Transfer b. acknowledge receipt of the monthly Financial Reports, and
- c. approve the Schedule of Bills for payment, and

Acknowledge  
ECAAF Rept.

d. acknowledge receipt of the Extra Classroom Activity Fund Report for February dated March 15, 2019 (Enc.), and

Auth. Essex Co.  
& Warren Co.  
Real Prop. to  
Prepare Tax  
Rolls & Bills

2. that the Board of Education approve the authorization of the Essex County Real Property Tax Department and the Warren County Real Property Tax Department to prepare the tax roll and bills for the 2019-20 school year for the Ticonderoga Central School District, and

#### B. Personnel

Appoint J. Cook  
Groundskeeper  
TC/ Asst.  
Mechanic

1. that the Board of Education approve the appointment of Joshua Cook as a Groundskeeper TC/Assistant Mechanic upon his successful completion of his probationary appointment effective March 25, 2019 (Enc.), and

Approve D.  
Wojewodzc  
Vol. Driver

2. that the Board of Education approve Dawn Wojewodzc as a volunteer drivers of the district's occasional use vehicles for the 2018-19 school year (Enc.), and

Approve Extra-  
Curr. Appts.

3. that the Board of Education approve the following extra-curricular appointments for the 2018-19 school year:

Boys Junior Varsity Baseball Coach - Nathan Yaw  
Boys Modified Baseball Coach - Wayne Chagnon  
Assistant Outdoor Track Coach - Donald Kaupelis, and

Approve Chief  
Elect. Inspect.  
of Elect. &  
Machine Tech  
Budget & BOE  
Memb. Election  
5/21/19

4. that the Board of Education approve the appointment of Jean McKee and Michele Gautreau as Chief Election Inspectors for the Personal Registration Day on May 14, 2019, and

b. approve the following Chief Election Inspectors and Inspectors of Election, and Technicians for the budget vote and election of Board of Education Members on May 21, 2019:

##### Ticonderoga Inspectors

Jean McKee (Chief Inspt.)  
Cheryl O'Connor  
David Rutkowski

##### Hague Inspectors

Michele Gautreau (Chief Inspt.)  
Michele Litus

Laurie Cossey (Alternate - Ticonderoga or Hague)

Anne Michalak (Alternate - Ticonderoga or Hague), and

c. approve the appointment of Rick Carpenter as a Machine Tech for the budget vote and election of Board of Education Members on May 21, 2019 at a rate of \$150.00 for the day, and

Approve D.  
Kaupelis Vol.  
Driver

5. that the Board of Education approve Donald Kaupelis as a volunteer drivers of the district's occasional use vehicles for the 2018-19 school year (Enc.), and

Approve  
Sub/Temp on  
Call Emps.

6. that the Board of Education approve the following substitute/temp on call employee for the 2018-19 school year pending fingerprinting and approval by the State Education Department:

Katie Andresen - Uncertified Substitute Teacher, Teacher Assistant, Teacher Aide, Secretary (Enc.).

6 Ayes      0 Nays      0 Abstain      Motion Carried

Approver CSE,  
CPSE & 504  
Recomm.

C. New Business - Recommendations of Committee on Pre-School  
Special Education, Committee on Special Education and 504  
Committee

1. It was moved by Mrs. Cross-Baker, seconded by Mr. Bartlett,  
that the Board of Education approve the following  
recommendations:

<b>CSE/CPSE/504 Recommendations for the Board of 3/19/19</b>		
<b>Meeting Date</b>	<b>Committee</b>	<b>Meeting Reason</b>
2/25/19	CSE	Amendment no meeting
2/25/19	CSE	Amendment no meeting
2/27/19	504	Annual Review
2/27/19	CSE	Annual Review
2/27/19	504	Annual Review
2/27/19	CSE	Annual Review
2/27/19	CSE	Annual Review
2/27/19	504	Annual Review
2/27/19	CSE	Annual Review
2/27/19	CSE	Annual Review
2/28/19	504	Annual Review
2/28/19	CSE	Annual Review
2/28/19	CSE	Annual Review
2/28/19	CSE	Annual Review
2/28/19	504	Annual Review
2/28/19	504	Annual Review
2/28/19	CSE	Annual Review
2/28/19	504	Annual Review
2/28/19	CSE	Annual Review
3/1/19	CSE	Amendment no meeting
3/1/19	CSE	Annual Review
3/1/19	CSE	Annual Review
3/1/19	504	Annual Review
3/1/19	504	Annual Review
3/1/19	504	Annual Review
3/1/19	504	Annual Review
3/1/19	CSE	Annual Review
3/1/19	CSE	Annual Review
3/4/19	CSE	Amendment no meeting
3/4/19	504	Amendment no meeting
3/5/19	CSE	Transfer no meeting
3/6/19	504	Annual Review
3/6/19	504	Annual Review
3/6/19	CSE	Annual Review
3/6/19	504	Annual Review
3/6/19	CSE	Annual Review
3/6/19	504	Annual Review
3/6/19	504	Amendment
3/6/19	CSE	Amendment
3/6/19	504	Amendment
3/8/19	CSE	Requested Review (Enc.), and



Accept  
Donations/  
Grants

D. New Business - Accept Donations/Grants

1. that the Board of Education accept the following donations/grants for the listed purposes:
  - a. Donation of \$17,784.50 to the Backpack Program from the Fall Fundraising Campaign, and
  - b. grant of \$1,200 to create a library of CI Spanish readers at the Middle School from Adirondack Foundation - Adirondack Foreign Language Enhancement Fund, and
  - c. grant of \$1,500 to create a library of CI Spanish readers at the High School from Adirondack Foundation - Adirondack Foreign Language Enhancement Fund, and
  - d. donation of \$50 to Quiz Bowl from Five Nations Golf, LLC., and
  - e. donation of \$50 to Quiz Bowl from Sip & Chip, LLC, and
  - f. Holiday Match grant of \$500 to Middle School Technology from Stewart's Holiday Match, and
  - g. Holiday Match grant of 500 to the Radio Club from Stewart's Holiday Match, and

Approve Est.  
Scholarship

E. New Business - Approve Establishing a Graduation Award/Scholarship Fund

1. that the Board of Education approve establishing the following graduation award/scholarship:  
Tony & Jean DiFebbo Trust (Karl & Patricia Johnston will be the Trustee) (Enc.), and

Approve  
2019-20 Schl.  
Calendar

F. New Business - Approve the 2019-20 School District Calendar

1. that the Board of Education approve the enclosed 2019-20 School Calendar for the Ticonderoga Central School District with the school year beginning on September 3, 2019 through June 26, 2020 (Staff Development on September 3 & 4, 2019) and school for students beginning on September 5, 2019 (Enc.), and

Authorize SOS  
to Sign  
Agreem. w/  
Essex Co.

G. New Business - Authorize the Superintendent of Schools to Sign Agreement with Essex County Board of Elections

1. that the Board of Education authorize the Superintendent of Schools to sign the Election Services Agreement with Essex County Board of Elections (Enc.), and

Adopt Policy  
4311.1 Display  
of Flag

H. New Business - Approval and Adoption of the Display of Flag Policy

1. that the Board of Education approve and adopt the following enclosed Board Policy:

Policy 4311.1 Display of Flag (Enc.), and

First Reading - February 26, 2019  
Adoption - March 19, 2019

Adopt Policy  
5152 Non-  
Resident  
Tuition

I. New Business - Approval and Adoption of the Admission of Certain Non-Resident Tuition Students

1. that the Board of Education approve and adopt the following enclosed Board Policy:

Policy 5152 Admission of Certain Non-resident Tuition Students (Enc.), and

First Reading - February 26, 2019  
Adoption - March 19, 2019

Approve/Adopt  
Audit  
Committee  
Policy

J. New Business - Approval and Adoption of Audit Committee Policy

1. that the Board of Education approve and adopt the following enclosed Board Policy:

Policy 6690 Audit Committee (Enc.).

First Reading - March 19, 2019

Adoption - April 25, 2019

6 Ayes      0 Nays      0 Abstain      Motion Carried

VIII. INFORMATIONAL ITEMS

Board  
Discussion

A. Board Discussion

SOS Reports

B. Reports - Superintendent of Schools - Dr. McDonald

1. Activities Reports - Elementary, Middle & High Schools (Enc.)
2. School Safety
3. Gear Up Grant
4. Transportation Report (Enc.)
5. Technology Report (Enc.)
6. Operations & Maintenance Department (Enc.)

Future Items

A. Future Items

1. March 21, 2019      Pops Concert -7:00 p.m.
2. April 5, 2019      Drama Production - 7:00 p.m.
3. April 6, 2019      Drama Production - 2:00 p.m. (Saturday)
4. April 9, 2019      Special Board of Education Meeting -  
2019-20 Budget High School Cafeteria -  
7:00 p.m.
5. April 15 - 22      NO SCHOOL - Spring Break
6. April 22, 2019      Petitions Due from Candidates for BOE  
District Clerk's Office - 4:00 p.m.
7. April 25, 2019      Regular Board of Education Meeting &  
Hearing & Adoption of 2019-20 Budget -  
High School Cafeteria - 7:00 p.m.
8. May 14, 2019      Voter Registration - Ticonderoga High  
School Lobby & Hague Community Center  
1:00 p.m. - 5:00 p.m.
9. May 14, 2019      Public Hearing on the Budget - High  
School Cafeteria 7:00 p.m.
10. May 21, 2019      Vote on Proposed 2019-20 Budget and  
Election of Board of Education Members -  
High School Lobby and Hague Community  
Center - 12:00 noon - 8:00 p.m.
11. May 21, 2019      High School Spring Concert - High School  
Auditorium 7:00 p.m.
12. May 21, 2019      Special Board of Education Meeting - High  
School Lobby 8:30 p.m. - Declare Results  
of Budget Vote
13. May 27, 2019      NO SCHOOL - Memorial Day
14. May 28, 2019      Regular Board of Education Meeting- High  
School Cafeteria 7:00 p.m.

IX. PUBLIC PARTICIPATION

1. Jennee Iturrino announced there is no admissions for the Pops Concert

X. EXECUTIVE SESSION

B. Adjournment to Executive Session

Adjourn to  
Ex. Session at  
8:06 p.m.

1. It was moved by Mrs. Cross-Baker, seconded by Mrs. Porter, that the Board of Education adjourn to Executive Session to discuss the employment history of particular personnel at 8:06 p.m.

6 Ayes      0 Nays      0 Abstain      Motion Carried

Reconvene to  
Reg. Session at  
8:45 p.m.

2. It was moved by Mrs. Cross-Baker, seconded by Mr. Leerkes, that the Board of Education reconvene to Regular Session 8:45 p.m.

6 Ayes      0 Nays      0 Abstain      Motion Carried

XI. ADJOURNMENT

ADJOURN  
8:50 p.m.

A. Adjournment from Regular Session

1. It was moved by Mr. Leerkes, seconded by Mrs. Cross-Baker, that the Board of Education adjourn from Regular Session at 8:50 p.m.

6 Ayes      0 Nays      0 Abstain      Motion Carried

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Erin Hamel, District Clerk

SPECIAL BOARD OF EDUCATION MEETING  
BUDGET WORKSHOP  
TICONDEROGA CENTRAL SCHOOL DISTRICT  
High School Cafeteria  
Tuesday, April 9, 2019 at 7:00 P.M.

"Sentinels for Excellence"

MINUTES

- |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Members Present                                 | Erik Leerkes, John Bartlett, Tracey Cross-Baker, James Wells, Sr., Seanna Porter, John Reale, Sr.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Mem. Absent                                     | Mark Russell, Martin Fitzgerald II, Marissa Palandrani                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Others Present                                  | John McDonald, Jr., Erin Hamel, Laurie & Matt Cossey, Tracy Price, John Donohue, John Garcia, Jr., Elizabeth Hayes, Pam Nolan, Herb & Maria Tedford, Kerrie Tierney, Delaina Dinsmore, Kathy & Jim Marshall, Nick Follette, Tina Russell, Heather York, Eric & Nancy Rich, Kim Powers, Kendra McCoy, Brittini Phinney, Mike Iturrino, John Whiteley, Tim Rowland, Shelly Young, Phil Kneller, Mary Kate Krol, Kyle Lang, Marge Hurlburt, Sarah Ellsworth, Eric Heckman, Alicia Vilardo, Bob Porter, Amy Smith, Becky Burnett, Rick Smith, Diane Granger, Dave Iuliano, Todd Mitchell,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Call to Order                                   | <p>I. CALL TO ORDER</p> <p>Mr. Leerkes called the meeting to order at 7:00 p.m.</p> <p>II. EMERGENCY EVACUATION INSTRUCTIONS - Dr. McDonald</p> <p>III. PLEDGE OF ALLEGIANCE</p> <p>IV. BUDGET WORKSHOP</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Budget Discus.                                  | <p>A. Budget Discussion - Dr. John McDonald, Jr.</p> <p>V. PUBLIC PARTICIPATION</p> <p>A. There was public participation regarding the budget</p> <p>VI. RECOMMENDED ACTIONS</p> <p>A. Personnel</p> <ol style="list-style-type: none"><li>1. It was moved by Mrs. Cross-Baker, seconded by Mr. Bartlett, that the Board of Education approve a Leave of Absence for AnnMarie Elethorp as a Teaching Assistant to be paid from her sick/personal leave time, if available, effective April 5, 2019 through approximately April 26, 2019, awaiting physician release, under the Family and Medical Leave Act (Enc.), and</li><li>2. that the Board of Education approve a Leave of Absence for Patricia Patch as a Food Service Helper to be paid from her sick/personal leave time, if available, effective February 11, 2019 through approximately April 22, 2019, awaiting physician release, under the Family and Medical Leave Act (Enc.), and</li><li>3. that at the Board of Education accept the resignation of Nadine Sheehan as a Child Associate effective April 26, 2019 (Enc.), and</li></ol> |
| Approve LOA<br>A. Elethorp<br>Teach. Assist.    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Approve LOA<br>P. Patch FSH                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Accept Resign.<br>N. Sheehan Child<br>Associate |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

Accept  
Donations/Grants

B. New Business - Accept Donations/Grants

1. that the Board of Education accept the following donations/grants for the listed purposes:
  - a. Donation of \$10,000 to the Auditorium Project from Bridget McDonald Fawcett, and
  - b. Holiday Match grant of \$750 to the Middle School End of Year Activities, and
  - c. donation of \$50 to the Deborah Breitenbach Scholarship from Danielle Boyer, and

Approve  
Establish  
Scholarship  
S. O'Hara

C. New Business - Approve Establishing a Graduation Award/Scholarship Fund

1. that the Board of Education approve establishing the following graduation award/scholarship:

Sharon E. O'Hara Scholarship  
(High School Principal will be the Trustee) (Enc.).

6 Ayes      0 Nays      0 Abstain      Motion Carried

VII. PUBLIC PARTICIPATION

- A. Mr. Iturrino spoke regarding the Music Department.

VIII. EXECUTIVE SESSION

A. Adjournment to Executive Session

1. It was moved by Mr. Wells, seconded by Mr. Reale, that the Board of Education adjourn to Executive Session to discuss the employment history of particular personnel at 7:50 p.m.

6 Ayes      0 Nays      0 Abstain      Motion Carried

2. It was moved by Mrs. Cross-Baker, seconded by Mr. Wells, that the Board of Education reconvene to Regular Session at 9:15 p.m.

6 Ayes      0 Nays      0 Abstain      Motion Carried

IX. ADJOURNMENT

A. Adjournment from Regular Session

1. It was moved by Mrs. Porter, seconded by Mr. Bartlett, that the Board of Education adjourn from Regular Session at 9:20 p.m.

6 Ayes      0 Nays      0 Abstain      Motion Carried

ADJOURN  
9:20 p.m.

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Erin Hamel, District Clerk

## **AUDIT COMMITTEE**

### **Audit Committee Authority**

The Board of Education of the Ticonderoga Central School District has established an audit committee to assist and advise the Board of Education in the oversight of both the internal and external audit functions. The requirement to create an audit committee was established by Education Law §2116-c. In accordance with *Education Law §2116-c (4)*, the role of an audit committee shall be advisory and any recommendations it provides to the Board shall not be substituted for any required review and acceptance by the Board of Education. The District's resolution also states that the ultimate responsibility for review and action on audit reports remains with the full board.

### **Mission**

The Board of Education of the Ticonderoga Central School District district has established an audit committee to provide independent advice, assistance, and recommendations to the Board in the oversight of the internal and external audit functions of the district.

### **Composition and Requisite Skills**

The Ticonderoga Central School District Audit Committee is comprised of three Board members, to be appointed annually. The composition of the Audit Committee shall be reviewed each year and updated as appropriate at the annual reorganization meeting of the Board of Education.

The Committee members collectively should possess the knowledge in accounting, auditing, financial reporting and school district finances needed to understand and evaluate the school district's financial statements, the external audit and the district's internal audit activities. Accordingly, the Audit Committee's members, collectively, should:

- Have the ability to communicate with auditors, public finance officers and the school board.
- Be knowledgeable about internal controls, financial statement audits and management/operational audits.
- Possess the requisite knowledge necessary to understand technical and complex financial reporting issues.

### **Duties and Responsibilities**

The duties and responsibilities of the Ticonderoga Central School District Audit Committee include the following:

### **External Audit Focus**

- Provide recommendations regarding the selection of the external auditor to the Board of Education.
- Meet with the external auditor prior to commencement of the audit to, among other things, review the engagement letter.
- Review and discuss with the external auditor any risk assessment of the district's fiscal operations developed as part of the auditor's responsibilities under governmental auditing standards for a financial statement audit and federal single audit standards, if applicable.
- Receive and review the draft annual audit report and accompanying draft management letter, including the external auditor's assessment of the district's system of internal controls, and, working directly with the external auditor, assist the Board of Education in interpreting such documents.
- Make a recommendation to the Board of Education on accepting the annual audit report.
- Review every corrective action plan developed by the school district and assist the Board of Education in the implementation of such plans.

### **Internal Audit Focus**

- While the Ticonderoga Central School District district is not required to have an internal auditor because its enrollment is less than 1,500, the Audit Committee should make recommendations to the Board of Education regarding the appointment of the internal auditor.
- Assist in the oversight of the internal audit function, including reviewing the annual internal audit plan to ensure that high risk areas and key control activities are periodically evaluated and tested, and reviewing the results of internal audit activities.
- Review significant recommendations and findings of the internal auditor, if one is appointed.
- Monitor implementation of the internal auditor's recommendations by management, if one is appointed.
- Participate in the evaluation of the performance of the internal audit function.

### **Administrative Matters**

- Hold regularly scheduled meetings at least twice a year.
- Review and revise the Audit Committee Charter, annually.

### **Membership**

The membership duties of the Ticonderoga Central School District Audit Committee include the following:

**Good Faith** – Members of the Committee shall perform their duties in good faith, in a manner they reasonably believe to be in the best interests of the Committee and the District with such care as a generally prudent person in a similar position would use under similar circumstances.

**Independence** – An individual, other than members of the Board of Education, may not serve on an audit committee constituted as an advisory committee if he or she:

- Is employed by the district.
- Currently provides, or within the prior two years, has provided, goods or services to the district.
- Is an immediate family member (spouse, spouse equivalent or dependent [whether or not related]) or close family member (parent, sibling or nondependent child) of an individual who is an employee, officer or contractor providing services to the district.
- Is the owner of or has a direct and material interest in a company providing goods or services to the district.

**Confidentiality** – During the exercise of duties and responsibilities, the Committee members may have access to confidential information. The Committee shall have an obligation to the district to maintain the confidentiality of such information.

### **Meetings and Notification**

The Ticonderoga Central School District Audit Committee shall meet a minimum of two times each year. An agenda of each meeting should be clearly determined in advance and the Audit Committee should receive supporting documents in advance, for reasonable review and consideration. Any member of the Board of Education, who is not a member of the Audit Committee, may attend audit committee meetings if authorized by a resolution of the Board.

The Audit Committee shall give notice and prepare minutes of each meeting. At a minimum, the minutes will include the following:

- The meeting agenda
- Date, attendance and location of the meeting
- Except as otherwise provided by law in connection with executive sessions, summaries of the topics discussed, and all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon, including recommendations agreed to by the committee.
- As appropriate, copies of materials discussed or presented at the meeting.



### **Decision-Making Process**

All decisions shall be reached by vote of a simple majority of the total membership of the committee. A quorum constitutes a simple majority of the total membership and meetings will not be conducted unless a quorum is present.

### **Reporting Requirements**

The Ticonderoga Central School District Audit Committee has the duty and responsibility to report its activities to the Board of Education as needed, but not less than annually. Periodic written reports of Audit Committee activities are an important communication link between the Audit Committee and the Board on key decisions and responsibilities. The Audit Committee's reporting requirements are to:

- Report on the scope and breadth of committee activities so that the Board of Education is kept informed of its work.
- Provide minutes or a summary of minutes of meetings that clearly record the actions and recommendations of the Committee.
- Report on their review of the District's draft annual audit report and accompanying management letter and their review of significant findings.
- Report on suspected fraud, waste or abuse, or significant internal control findings and activities of the internal control function.
- Report on indications of material or significant non-compliances with laws or District policies and regulations.
- Report on any other matters that the committee believes should be disclosed to the Board of Education.

### **Review of the Charter**

The Ticonderoga Central School District Audit Committee shall assess and report to the Board of Education on the adequacy of this Charter no less than an annual basis or as necessary. Charter modifications, as recommended by the Audit Committee, should be presented to the Board of Education in writing for their review and action.

Adoption Date:

# TICONDEROGA CENTRAL SCHOOL DISTRICT

5 CALKINS PLACE  
TICONDEROGA, NEW YORK 12883



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Dean of Students  
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## High School Activities Report 04/26/19 – 05/28/19

- |                  |                                                                                                                                                                                |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 04/26/19         | <ul style="list-style-type: none"><li>- JV/Varsity Softball Game – Home</li><li>- Art Field Trip – Malone</li><li>- Phys. Ed. Field Trip</li></ul>                             |
| 04/27/19         | <ul style="list-style-type: none"><li>- Varsity Baseball – Away – Doubleday Field</li><li>- Music Trip – New York City</li></ul>                                               |
| 04/29/19         | <ul style="list-style-type: none"><li>- Golf Match – Away -NCCS</li><li>- JV/Varsity Softball – Away - Plattsburgh</li><li>- Unified Basketball – Home</li></ul>               |
| 04/30/19         | <ul style="list-style-type: none"><li>- JV/Varsity Baseball – Away – Saranac Lake</li><li>- Track Meet – Home</li></ul>                                                        |
| 05/01/19         | <ul style="list-style-type: none"><li>- Golf Match – Away – Beekmantown</li><li>- JV/Varsity Softball – Away – Saranac</li><li>- Unified Basketball – Away – Saranac</li></ul> |
| 05/02/19         | <ul style="list-style-type: none"><li>- JV/Varsity Baseball – Away – Saranac Lake</li><li>- Track Meet – Home</li></ul>                                                        |
| 05/03/19         | <ul style="list-style-type: none"><li>- SAT Regular Registration Deadline for June</li><li>- JV/Varsity Softball – Home</li></ul>                                              |
| 05/03 – 05/04/19 | <ul style="list-style-type: none"><li>- NYSSA Solo Festival - Peru</li></ul>                                                                                                   |
| 05/04/19         | <ul style="list-style-type: none"><li>- JV/Varsity Baseball – Away – Ausable</li><li>- Varsity Softball Tournament – Away – Corinth</li></ul>                                  |
| 05/06/19         | <ul style="list-style-type: none"><li>- Golf Match – Home</li><li>- JV/Varsity Softball – Home</li></ul>                                                                       |
| 05/06 – 05/24/19 | <ul style="list-style-type: none"><li>- NYS Field Testing Administration Period</li></ul>                                                                                      |
| 05/07/19         | <ul style="list-style-type: none"><li>- FBLA Field Trip - Queensbury</li></ul>                                                                                                 |

- JV/Varsity Baseball – Home
  - Track Meet – Home
- 05/08/19
- A. P. English Literature Exam
  - Golf Match – Home
  - JV/Varsity Softball – Away – Beekmantown
  - Unified Basketball – Away – Peru
- 05/09/19
- JV Baseball – Away – NCCS
  - Varsity Baseball – Away – Lake Placid
  - Track Meet – Home
- 05/10/19
- A. P. U. S. History Exam
  - Q4 Interim Closes
  - Golf Match – Home
  - JV/Varsity Softball – Away – Lake Placid
  - Track Meet – Away – Lake Placid
- 05/11/19
- JV/Varsity Softball – Away – Lake George
  - JV Baseball – Away – Saranac Lake
  - Varsity Baseball – Away – NAC
- 05/13/19
- Golf Match – Away – Saranac Lake
  - JV Baseball - Away – Ausable
  - Varsity Baseball – Home – Moriah
  - JV/Varsity Softball – Home – NAC
  - Track Meet – Away – Seton
  - Unified Basketball – Away – Ausable
- 05/14/19
- A. P. Calculus Exam
  - Faculty Meeting - Cafeteria
  - JV/Varsity Baseball – Home – Saranac
  - JV/Varsity Softball – Home – Lake Placid
- 05/15/19
- A. P. English Language Exam
  - Golf Match – Away – Moriah
  - Varsity Softball – Away – Moriah
  - Unified Basketball – Home – Saranac Lake
- 05/16/19
- JV/Varsity Baseball – Away – Beekmantown
- 05/17/19
- Q4 Interim Progress Reports mailed
  - Golf March – Away – Peru
- 05/20/19
- Unified Basketball – Home – Beekmantown
- 05/21/19
- Spring Concert – Auditorium
- 05/22/19
- Phys. Ed. Field Trip - Willsboro

05/23/19

- Varsity Baseball Sectionals – TBD
- Golf Sectionals – Away

05/27/19

- NO SCHOOL – MEMORIAL DAY

05/28/19

- NO SCHOOL – SNOW DAY (GIVE BACK)
- Board of Education Meeting - Cafeteria

# TICONDEROGA ELEMENTARY SCHOOL

116 Alexandria Avenue  
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K-5 Principal  
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Superintendent of Schools  
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## TICONDEROGA ELEMENTARY SCHOOL ACTIVITIES REPORT

**April 26 – May 28, 2019**

- April 30 - Faculty Meeting, 3:00 PM
- May 1 & 2 - Grades 3-5 NYS Math Testing
- May 7 - Bicycle Safety Assembly for Grades K, 1, Young 5
- May 7 - PBIS Meeting, 2:50 PM
- May 7 - Grade Level Team Meetings
- May 8 - Grades 3-4 Spring Concert Dress Rehearsal
- May 9 - Grades 3-4 Spring Concert & Art Show, 6:30 PM Auditorium
- May 14 - Family Partner Day
- May 14 - Elementary Strategic Planning Team Meeting, 3:00 PM
- May 14-16 - Kindergarten Screenings
- May 21 - Faculty Meeting, 3:00 PM
- May 22 - Grade 4 NYS Science Performance Test
- May 25 - Author Visit, Eric Bennett
- May 27 - No School – Memorial Day
- May 28 - No School, Snow Day Give Back

# TICONDEROGA MIDDLE SCHOOL

116 Alexandria Avenue  
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Middle School Principal  
(518) 585-7400, Ext. 2214



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htedford@ticonderogak12.org

## MIDDLE SCHOOL ACTIVITIES REPORT

**APRIL 26 – MAY 30, 2019**

- April 30 - Principal's Faculty Meeting, 3:00 PM
- May 1 & 2 - NYS Math Test
- May 7 - Grade 6 Putnam Student Orientation
- May 10 - CFES Student Give Back Day
- May 17 - 4Q Interim Reports Issued
- May 22-24 - Grade 8 Trip to Camp Chingachgook
- May 23 - Grade 5 Visit to Middle School, 12:30-1:00 PM
- May 27-28 - No School – Memorial Day/Snow Day Giveback
- May 29-31 - Grade 8 NYS Science Performance Test
- May 30 - Spring Concert, 7:00 PM



**TICONDEROGA CENTRAL SCHOOL DISTRICT**

5 CALKINS PLACE  
TICONDEROGA, NY 12883

"SENTINELS FOR EXCELLENCE"

*2/4/19/19*

RECEIVED  
APR - 9 2019  
TICONDEROGA  
CENTRAL SCHOOL

Date: April 8, 2019

To: Board of Education

From: Mr. Michael Vigliotti, Transportation Supervisor

*mcv*

We have DOT inspections over spring break, which is really a good time to have them being that school is closed.

We should start getting trip busy after break, and we still have 2 more inspections before school is out, all other aspects are normal.

We got a good jump on the fields this spring, and were able to get some scheduled baseball games, and one extra in. Girls varsity softball was open for practice March 27th, with j.v softball opening April 5th. Varsity boys baseball opened April 2nd, with the first game on April 3rd. J.V.. baseball is still closed.

Unfortunately, today, April 8th, the rain has closed us down for at least a few days. Track and field is ready with their first meet on April 11th.

All other aspects normal

GO GIANTS !!!!

MV:lf

pc: Dr. John C. McDonald, Jr., Ed. D.

4/10/2019

*S* *4/10/19*

RECEIVED  
APR 10 2019  
TICONDEROGA  
CENTRAL SCHOOL

## Technology Update

We finally have our Firewall situation under control. We have been able to work with NERIC to defray the cost of the device and it has been ordered and shipped to Albany. We selected the Meraki MX250.

NERIC works with ConvergeOne for installation and maintenance of the device. We had a conference call on Wednesday, April 10th to discuss installation details.

An engineer from ConvergeOne, a NERIC network tech, and myself will be installing the device after school on Monday, April 29th. We expect about a two hour window of internet downtime.

In other news, the Middle School will be receiving technology integration sessions on Friday, April 26th. Through the Model Schools program, NERIC will be sending a technology integration specialist to our district.

We choose Digital Citizenship (geared towards students, ideas about Internet safety, showing respect online, etc) as our topic.

Mr. Tedford and I will work on a schedule to get as many students as possible through the forty minute, hands on sessions.

If you have any questions, please contact me at [mcossey@ticonderogak12.org](mailto:mcossey@ticonderogak12.org) or ext. 1519.



RECEIVED  
APR 10 2019  
TICONDEROGA  
CENTRAL SCHOOL

4/10/19

To: Board of Education  
From: John Garcia, Director of Facilities

Re: Update for April Board Meeting

Enclosed is a summary of completed and ongoing projects for the facilities department since the last Board Meeting:

### **Grounds**

- First baseball game was played.
- Water and bathrooms to track shed are back in service.
- Water main for field irrigation system was damaged over winter and repaired.

### **Elementary School and Middle School**

- Working on servicing and repairing all of our exhaust units. Also serviced the air handling compressor.
- Over spring break Alliance Mechanical will be providing a boiler technician to assist our maintenance crew to get the gasket replaced on boiler number 2 which has been down for quite some time.
- Control Technologies will be working on completing their HVAC service as required by contract in both buildings.
- Security Grant has been completed and we will be adding many items to enhance the safety and security of our buildings in the near future.
- Custodians burnished floors.
- Exterior windows were cleaned over break.
- Fire Alarm system will be serviced over spring break.

### **High School**

- Working on servicing and repairing all of our exhaust units.
- Worked with DEC to resolve a compliance issue received last summer regarding our high school fuel tanks.
- Fire inspections have been certified and occupancy certificates have been received for all of our buildings.
- Storage container we were paying for which had old desks and light fixtures stored for over four years has been emptied. Many of the items were stored under the HS gym or if damaged beyond repair, disposed of.
- Exterior windows were cleaned over break.
- Custodians burnished floors.