

**GOUVERNEUR CENTRAL SCHOOL DISTRICT**  
**Annual Organizational Meeting of the Board of Education**  
**July 1, 2024**  
**5:30 p.m. HIGH SCHOOL AUDITORIUM**  
**Final Agenda: [www.gcsk12.org/boe/](http://www.gcsk12.org/boe/)**  
***Delivering the Promise of a Brighter Future***

- I. CALL TO ORDER – ANNUAL ORGANIZATIONAL MEETING  
**The meeting will be called to order by Tatia Z. Kennedy, Clerk of the District.**
- PLEDGE OF ALLEGIANCE
- II. ANNUAL ORGANIZATIONAL MEETING BUSINESS

A. Election of Board Officers

1. President of the Board
2. Vice-President of the Board
3. Administration of Oath to Board Officers

***The School Board President will take charge of the remainder of the meeting.***

B. Appointment of District Officers

1. District Clerk - Tatia Z. Kennedy
2. Acting District Clerk - Jacquelyn L. Kelly
3. District Treasurer - Kimberly A. Shampine
4. Deputy Treasurer - Michelle A. LaVigne
5. School Tax Collector – Rachel Scott, Village of Gouverneur
6. Internal Claims Auditor - Tammy Law
7. Administration of Oath to Officers

*The District Clerk shall administer the oath of office to those not in attendance within 30 days.*

C. Other Appointments

1. Donald Schuessler, M.D. - School Physician
2. Case & Leader - School Attorney
3. Michelle Hassett - Central Treasurer; Tammy Mullin - Assistant Central Treasurer for Extraclassroom Activity Fund
4. Kimberly A. Shampine - Faculty Auditor for Extraclassroom Activity Funds
5. Crowley & Halloran CPAs, P.C. - Independent Auditor
6. Carley Bearden. - District Attendance Officer
7. Dale Munn, Jr. - Records Access Officer
8. Dale Munn, Jr - Records Management Officer
9. Jacquelyn L. Kelly - Data Protection Officer
10. Cory Wood - Residential Designee
11. Cory Wood - Asbestos Designee, as required by, the Asbestos Hazard Emergency Response Act of 1986.
12. Cory Wood - School Pesticide Representative
13. Jacquelyn L. Kelly - Chief Emergency Officer
14. Robert Klimowicz - District Chief Safety Officer
15. Beverly Martin - Student and Staff Substance Use Designee
16. Lisa Dunkelberg - Chemical Hygiene Officer, as required by the District's Chemical Hygiene Plan
17. Dale Munn, Jr. be appointed Purchasing Agent of the District; and in the case of his absence, that Jacquelyn L. Kelly be appointed as Purchasing Agent; and that the Purchasing Agent shall be authorized to purchase, procure, store, and distribute all supplies and equipment for which appropriations have been made with due regard to existing law, economy and efficiency, and the needs and desires of the departments of the school requesting such supplies; and that the Purchasing Agent is further authorized to execute in the name of the Board of Education any and all documents, contracts, orders or other instruments necessary to carry out the intent of this resolution, until such time as the Board may revoke the appointment.

18. MacFadden-Dier Agency, Inc. - Insurance Broker for the School and be instructed to purchase Security Bonds in the proper amounts for the District Treasurer, Tax Collector, Claims Auditor, and Central Treasurer of the Extraclassroom Activity Funds.
19. Monica Scott - School District McKinney-Vento Liaison for students in temporary housing, in accordance with Board Policy 7582, Education of Students in Temporary Housing.
20. Monica Scott - School District Foster Care Liaison in accordance with Board Policy 7133, Education of Students in Foster Care.
21. Cory Wood and Jessica Sullivan - Civil Rights Compliance Designees for students and staff.
22. *Dignity for All Students Act* Coordinators:  
 Jessica Sullivan - Lead Coordinator – District;  
 Building coordinators: The Principal(s) and Guidance Counselor(s) at each building.
23. Cory Wood and Jessica Sullivan - Title IX Coordinators
24. Impartial Hearing Officers for Committee on Special Education  
 The school district will use the district specific list of Impartial Hearing Officers as maintained by the IHRS (Impartial Hearing Reporting System), for the Committee on Special Education.
25. Committee on Special Education Members  
 Chairperson: Kimberly Richards, Director of Special Education  
 Alternate Chairpersons: Hayley Fletcher, Stacey Orlando, Dale Munn Jr.  
 Secretary: Katherine Brozzo, Donna Wood  
 School Physician: Donald Schuessler, M.D.  
 School Psychologist(s): Hayley Fletcher, Stacey Orlando  
 Teacher of the Disabled Child: As defined by Federal Regulations  
 Regular Education Teacher: As defined by Federal Regulations  
 Parent of Child  
 Parent Representative: Adrienne Cox
26. Adrienne Cox - Surrogate Parents for Committee on Special Education
27. Committee on Preschool Special Education Members  
 Chairperson: Kimberly Richards, Director of Special Education  
 Alternate Chairpersons: Hayley Fletcher, Stacey Orlando, Dale Munn Jr.  
 Parent of Child  
 Parent Representative: Adrienne Cox  
 Evaluator: A professional who participated in the Evaluation of the child for whom services are being sought  
 Agency Representative: A designated representative from county service agency and/or agency serving child from 0-2 years of age  
 The Child's Teacher\* (if he/she has one; if not, an appropriately certified teacher  
 (For initial CPSE evaluation meetings a Special Education teacher and a Regular Education teacher).
28. Sub Committees of the Committee on Special Education  
 For Gouverneur Elementary, Gouverneur Middle, and Gouverneur High Schools:  
 Not less than one special education teacher of the student, or, if appropriate, not less than one special education provider of the student, AND the Chairperson of the CSE or the building principal or a school psychologist, AND related services personnel as appropriate, AND a general education teacher, whenever the student is, or may be, participating in the regular education environment, AND the student's parent or person in parental relation, AND the student, if appropriate.
29. Representative and Alternate Representative to St. Lawrence Counties School District Employees Medical Plan  
 WHEREAS, the Gouverneur Central School District is a Participant in the St. Lawrence-Lewis Counties School District Employees Medical Plan; and  
 WHEREAS, Section IV of the Municipal Cooperative Agreement directs this School District to select the Superintendent or a designee to serve on the Plan's Board of Directors, be it  
 RESOLVED, that the Board of Education hereby designates Dale Munn, Jr. to serve as the School District's representative on the Plan's Board of Directors for 2024-2025; and  
 RESOLVED FURTHER, that the Board of Education hereby designates Jacquelyn L. Kelly to serve as an alternate district representative on the Plans' Board of Directors for 2024-2025 should the district's representative not be able to attend a Board of Directors' Meeting.
30. Representative and Alternate Representative to St. Lawrence Counties School District Employees Workers' Compensation Plan  
 WHEREAS, the Gouverneur Central School District is a Participant in the St. Lawrence-Lewis Counties School District Employees Workers' Compensation Plan; and  
 WHEREAS, Section IV of the Municipal Cooperative Agreement directs this School District to select the Superintendent or a designee to serve on the Plan's Board of Directors, be it  
 RESOLVED, that the Board of Education hereby designates Dale Munn, Jr. to serve as the School District's representative on the Plan's Board of Directors for 2024-2025; and  
 RESOLVED FURTHER, that the Board of Education hereby designates Jacquelyn L. Kelly to serve as an alternate district representative on the Plans' Board of Directors for 2024-2025 should the district's representative not be able to attend a Board of Directors' Meeting.

31. Agricultural Advisory Board Members

The following be appointed as members of the Agricultural Advisory Board:

- Mr. Robert Andrews (Term expires 6/30/2025)
- Mr. Doug Thompson (Term expires 6/30/2025)
- Mr. Allyn Tubbs (Term expires 6/30/2025)
- Mr. Lyle Hotis (Term expires 6/30/2026)
- Ms. Karen Rizza (Term expires 6/30/2026)
- Ms. Kari Schermerhorn (Term expires 6/30/2026)
- Mr. Donald Peck (Term expires 6/30/2027)
- Mr. Stan Wujcik (Term expires 6/30/2027)
- Mr. John Hunter (Term expires 6/30/2027)

32. Audit Committee

All Trustees of the Board of Education be appointed as Audit Committee.

D. Designations

1. Official Depositories - Community Bank, N.A.; and New York Cooperative Liquid Asset Securities System (NY CLASS).
2. Official Newspaper: *Gouverneur Tribune Press* and *Watertown Daily Times*
3. Mileage Reimbursement Rate - The current IRS mileage rate be used for any and all approved travel by district personnel using a privately-owned vehicle.

E. Authorizations

1. Payroll Certification Officer - Jacquelyn L. Kelly
2. The Superintendent or Assistant Superintendent be designated to approve conference/convention/workshop attendance.
3. Distribution of Petty Cash
 

High School	\$ 100
Business Office	\$ 100
Gouverneur Elementary School	\$ 100
School Lunch	\$ 300
4. Designation of Treasurer or Deputy Treasurer to Sign Checks
5. Designation of Chief School Officer to approve Budget Transfers
6. Designation of Superintendent of Schools to Apply for Grants in Aid
7. Authorization to Participate in Cooperative Purchasing Programs:  
The Gouverneur Central School District Board of Education agrees to participate in the St. Lawrence/Lewis BOCES Cooperative Purchasing Programs in accordance with the guidelines set forth in the "Cooperative Purchasing Agreement", for the 2024-2025 school year, as presented.
8. Authorization to Appoint Impartial Hearing Officer:  
WHEREAS, Part 200 of the Regulations of the Commissioner of Education was amended to require that, upon receipt of a request for an impartial hearing involving a student with or a student suspected of having a disability, a board of education "immediately" appoint an impartial hearing officer pursuant to the procedure set forth in said regulations; and WHEREAS, said regulations also authorize a board of education to designate one or more of its members to appoint the impartial hearing officer. The President and Vice President of the Board of Education are hereby authorized to appoint the impartial hearing officer to preside over special education hearings held pursuant to 8 NYCRR §200.5.
9. Indemnification and Legal Defense Resolution  
Approve the Indemnification and Legal Defense Resolution pursuant to Public Officers Law, Section 18, as presented.
10. Authorization to Employ Temporary Personnel  
Authorize the Superintendent to appoint Temporary, Part-time, Per-Diem or Substitute Personnel and to temporarily fill vacant positions pending consideration and appointment by the Board Of Education at the next Board of Education meeting.
11. Authorization for Assistant Superintendent for Instruction, the Executive Director of Operations and Personnel, the School Business Manager, as Acting Superintendent  
Authorize the Assistant Superintendent for Instruction, the Executive Director of Operations and Personnel, the School Business Manager, as the Acting Superintendent, to act in lieu of the superintendent in her absence, as part of his/her regular duties.

F. Other Items

1. Re-adoption of all Policies, and Code of Ethics in effect during Previous Year
2. Appointment of Legislative Liaison for 2024-2025

III. COMMENT PERIOD

IV. DISCUSSION

V. FINANCIAL REPORT

VI. UNFINISHED BUSINESS

Upon presentation and recommendation of Jacquelyn L. Kelly, Superintendent of Schools, that the Board of Education consider the following items under Unfinished Business:

A. Proposed Physician Services Award

Award the Physician Services Agreement to Donald C. Schuessler, Jr. MD FAAP, effective July 1, 2024. The Gouverneur School District received, accepted and opened bids for physician services on June 20, 2024.

B. Board Meeting Structure - discussion

VII. CONSENT AGENDA:

Upon presentation and recommendation of Jacquelyn L. Kelly, Superintendent of Schools, that the Board of Education approve the following items as a Consent Agenda:

A. Minutes of the June 17, 2024 regular meeting

B. Claims Auditor's Reports for the period 6/11/24 – 6/21/24

C. CSE Business

D. CPSE Business

VIII. CONSENT AGENDA – PERSONNEL:

Upon presentation and recommendation of Jacquelyn L. Kelly, Superintendent of Schools, that the Board of Education approve the following Personnel items as a Consent Agenda:

A. Approval of Memorandum of Agreement #7 with the GSRPU

In regard to an employee's contractual employment for the 2023-2024 school year.

B. Positions

- a) Abolish one (1) 10-month Secretary 1. (This position is currently vacant.)
- b) Creation of Keyboard Specialist.
- c) Creation of Five (5) Teacher Aides.
- d) Creation of Reading Academic Intervention Services (AIS) Teacher at the High School

C. Resignations

- a) Michael Bryant, Business Teacher (High School), effective June 30, 2024.

D. Appointments

1. Administrative

Athletic Coordinator. Re-appoint Aaron McEathron for the 2024-2025 school year.

2. Instructional

- a) Reading Academic Intervention Services (AIS) Teacher. Appoint Bradley Davis to the position in the Remedial Reading tenure area, for a four-year probationary period commencing on September 3, 2024.
- b) Elementary Teacher. Appoint Catherine Yablonski to the position in the Elementary PreK-6 tenure area, for a four-year probationary period commencing on September 3, 2024.
- c) Special Education Teacher. Appoint Michele Brenno to the position in the General Special Education tenure area, for a four-year probationary period commencing on September 3, 2024.
- d) English Long-Term Substitute Teacher. Appoint Polly Sergel to the non-probationary position of long-term substitute English teacher, effective September 3, 2024.

3. Summer

- a) Elementary School Summer School.

Teachers

Jillian McDougall

Teaching Assistants/Teacher Aides

Denise LaClair, Alison Carvel

Substitutes (Teacher, Teaching Assistant, Aide)

Erin Gates – Teacher; Alejandra Hall – T.A., Aide; Maureen Baer – T.A., Aide

- b) Middle School Summer School.  
Teachers  
 Julie Neiss  
 Rescind the appointment of Brandon Griffin (no longer available)  
Teaching Assistants/Teacher Aides  
 Tabitha Kirkpatrick, Bobbi Jo O'Donnell Thompson, Cherie Zira, Chelsi (Peck) Griffith  
 Rescind the appointment of Alisa Jenne (no longer available)  
Substitutes (Teacher, Teaching Assistant, Aide)  
 Natalie Wood - Nurse / Teacher; Christine Sitts – Nurse; Kenneth Nicholas – Aide;  
 Alexis Currier – Teacher; Kim Reed – Teacher; Jenn Prashaw – Aide; Nola Farns –  
 Teacher; Gina Taylor – Teacher; Brock Davidson – Teacher.
- c) Math Coach – Jessica Cappellino. Approve up to 10 days at her 2024-25 daily rate.
- d) Outside Service Provider. Approve the agreement with AMN Healthcare and Hayley Murray for Psychologist services, up to 40 hours/week, from 6/24/24 – 8/16/24.
- e) Summer Feeding Program. Rescind the appointment of Sandra Martin (5-hr FSH), and appoint Michelle Blair as 5-hr Food Service Helper.
- 4. American Rescue Act Summer Academic and Enrichment Camp Directors  
Basketball Camp: Sean Devlin, Rich Vrooman, Alicia Porter, Sarah Riutta, Frank Bush, Chelsi (Peck) Griffith, Korrine Patterson
- 5. Students
  - a) Lifeguards. Carter Lumley, Gianna Manning, Wyatt Slate, Nick Canell, Rayden Lacey, Gavin Warren, Meredith Bush, Zoe Griffith, Gabby Nagy.
  - b) Buildings & Grounds. Riley Shepherd, Caitlyn Storie.
- 6. Extra-Curricular - 2024-2025 Coaches - Fall.

CHEERLEADING – FALL	ERICA DOWLING
GIRLS' SOCCER – VOLUNTEER	MICHELLE BENDA

## IX. NEW BUSINESS

Upon presentation and recommendation of Jacquelyn L. Kelly, Superintendent of Schools, that the Board of Education consider the following Items under New Business:

- A. Appointment of Voting Delegate for the NYSSBA Annual Business Meeting
- B. School Safety Plan Public Hearing  
 Set July 22, 2024 for a Public Hearing to discuss the annual updates and revisions, if any, to the District's School Safety Plan. The Public Hearing will begin at 5:30 p.m. and will be followed by the regular board meeting. The Safety Plan is posted on the District Website. Any comments should be directed to the District Clerk.
- C. Request for Out of State Conference Attendance  
 Approve the request for approximately fourteen (14) staff members to attend "The Positivity Project 2024 National Conference" in Savannah, Georgia, July 31 - August 2, 2024. *The conference is a hub for educators to connect, collaborate, and grow. Over the 2 days, participants will immerse themselves in learning designed to provide the knowledge, tools, and inspiration to foster a positive school culture and enhance student success.*
- D. Approval of contracts with Outside Service Providers for 2024-2025
  - Freedom Travell Orientation and Mobility Services 9/6/24 – 6/30/25
  - North Coast Therapy 2024-2025 Contract Agreement for Preschool Special Classroom for Speech Therapy, Occupational Therapy and Physical Therapy Services
  - North Coast Therapy 2024-2025 Contract Agreement for Speech Therapy, Occupational Therapy and Physical Therapy Services
- E. Approval of Girls' Swim Merger Request with Edwards-Knox CSD
- F. Disposal of Obsolete Textbooks  
 Whereas, the School District owns certain textbooks which are obsolete, no longer useful or necessary for school district purposes and of no value to the School District, as indicated on a list attached to and made a part of this resolution;  
 Therefore, be it resolved, that the Board of Education hereby declares such textbooks to

be surplus property and of no value to the School District and authorizes the Business Administrator to dispose of such textbooks in accordance with Board Policy and in the best interests of the School District.

X. COMMENT PERIOD

XI. PROPOSED EXECUTIVE SESSION

To discuss matters regarding employment with a particular corporation.

*No further business is expected to take place in open session.*

XII. RETURN TO OPEN SESSION AND ADJOURNMENT