

BOARD OF EDUCATION MEETING  
**REORGANIZATIONAL MEETING**  
Wednesday, July 12, 2023

Present: Mrs. Cathi Root  
Mrs. Pamela Zwierlein  
Mr. Gregory Schweiger  
Mr. Scot Taylor *arrived at 6:30pm*  
Mr. Joshua Whitmore *arrived at 6:01pm*  
Mrs. Lee Wood

Adm./Others: Mr. Joshua Roe, Superintendent  
Mr. Willard Cook, MS Principal  
Mrs. Mary Grace Camin, Dir. of Instruction/CSE Chair  
Mrs. Michelle Bombard, ES Principal  
Mrs. Kristy Robertson, Clerk

Absent: Mr. Aaron Lounsbury, Member  
Mrs. Meridith Meister, Dir. Of Pupil Services

I. CALL TO ORDER

Mrs. Root called the meeting to order at 6:00pm in the board room.

II. PLEDGE TO THE FLAG

III. ROLL CALL

IV. ADMINISTER OATH TO SUPERINTENDENT AND NEW BOARD MEMBERS

*Joshua Whitmore, member, arrived at 6:01pm*

The oath of office was administered to Joshua Roe, Superintendent, and Lee Wood, newly elected board member. Scot Taylor, newly elected board member was not at the meeting at this time.

V. ELECTION OF OFFICIAL POSITIONS ON THE BOARD OF EDUCATION

Mrs. Root asked for nominations for the position of President of the Board of Education. A MOTION was made by Gregory Schweiger, seconded by Joshua Whitmore, and carried by a vote of 4-0 to nominate Cathi Root. Cathi Root abstained from the vote.

By a vote of 4-0, Cathi Root was unanimously elected to the position of President of the Board of Education. Cathi Root abstained from the vote.

Mrs. Root asked for nominations for the position of Vice-President of the Board of Education. A MOTION was made by Joshua Whitmore, seconded by Joshua Schweiger, and carried by a vote of 4-0 to nominate Pamela Zwierlein. Pamela Zwierlein abstained from the vote.

By a vote of 4-0, Pamela Zwierlein was unanimously elected to the position of Vice-President of the Board of Education. Pamela Zwierlein abstained from the vote.

VI. ELECT:

A MOTION was made by Pamela Zwierlein, seconded by Gregory Schweiger, and carried by a vote of 4-0 to appoint Lee Wood as Legislative Representative for the 2023-2024 school year, effective July 1, 2023, and until such time as the board may revoke the appointment. Lee Wood abstained from the vote.

A MOTION was made by Pamela Zwierlein, seconded by Joshua Whitmore, and carried by a vote of 4-0 to appoint Gregory Schweiger as Health Trust Consortium Trustee for the 2023-2024 school year, effective July 1, 2023, until such time as the Board may revoke the appointment. Gregory Schweiger abstained from the vote.

A MOTION was made by Joshua Whitmore, seconded by Lee Wood, and carried by a vote of 5-0 to appoint the Board of Education as a whole as Alternate Health Trust Consortium Representative for the 2023-2024 school year, effective July 1, 2023, until such time as the Board may revoke the appointment.

A MOTION was made by Cathi Root, seconded by Gregory Schweiger, and carried by a vote of 5-0 to appoint Aaron Lounsbury as Workers' Compensation Trustee for the 2023-2024 school year, effective July 1, 2023, until such time as the Board may revoke the appointment.

A MOTION was made by Joshua Whitmore, seconded by Gregory Schweiger, and carried by a vote of 5-0 to appoint the Board of Education as a whole as Alternate Workers' Compensation Representative for the 2023-2024 school year, effective July 1, 2023, until such time as the Board may revoke the appointment.

## VII. APPOINTMENTS

A MOTION was made by Pamela Zwierlein, seconded by Lee Wood, and carried by a vote of 5-0 to approve the following appointments for the 2023-2024 school year, effective July 1, 2023, as follows:

Kristy Robertson, as District Clerk/Records Management Officer, with the standard workday being 8 hours, and until such time as the Board may revoke the appointment.

Kendra Seaver, as Deputy Clerk, and until such time as the Board may revoke the appointment.

Kelly Tesar, as District Treasurer, and until such time as the Board may revoke the appointment.

Stephanie Rajnes, as Deputy Treasurer, and until such time as the Board may revoke the appointment.

Kendra Seaver, as District Tax Collector, and until such time as the Board may revoke the appointment.

CBO, as Claims Auditor, and until such time as the Board may revoke the appointment.

CBO, as Deputy Claims Auditor, and until such time as the Board may revoke the appointment.

Michelle Bombard, as District Claims Auditor, and until such time as the Board may revoke the appointment.

The law firm of Ferrara Fiorenza PC as Legal Counsel for the Tioga Central School District, and until such time as the Board may revoke the appointment.

Renee Wainwright, as Central Treasurer of the Extraclassroom Activity Account, and until such time as the Board may revoke the appointment.

Mary Grace Camin, as Chief Faculty Counselor, and until such time as the Board may revoke the appointment.

Insero & Co., CPA's, as District Auditing Firm, and until such time as the Board may revoke the appointment.

Amanda Suer, as Purchasing Agent, and until such time as the Board may revoke the appointment.

Tracy Baker, as Deputy Purchasing Agent, and until such time as the Board may revoke the appointment.

Kimberly Burgert, as Health Coordinator, and until such time as the Board may revoke the appointment.

Ellen Cutler-Igoe, Maryanne Dimeo, Lana S. Flame, Randy Glasser, David Gronbach, Vanessa Gronbach, Jeffrey Guerra, Ned Hunter Kassman, Jeanne Keefe, Martin J. Kehoe, III, Michael Lazan, Nancy Lederman, James McKeever, Tina Millman, Hashim Rahman, Kenneth S. Ritzenberg, Jerome Schad, Esq., Aaron Turetsky, Israel S. Wahrman, James P. Walsh, Sebastian Weiss, Mindy G. Wolman, and Lynn Almeleh Botwinik, as Impartial Hearing Officers as mandated by the Impartial Hearing Reporting System (IHRS) as required in Section 200.5 of the Regulations of the Commissioner of Education, and until such time as the Board may revoke the appointment.

Joshua Roe, as Grievance Hearing Officer on Title IX, and until such time as the Board may revoke the appointment.

Mary Grace Camin, as Section 504 Coordinator of Rehabilitation Act, and until such time as the Board may revoke the appointment.

Mary Grace Camin, as Director of Compensatory Programs, and until such time as the Board may revoke the appointment.

The following CSE/CPSE Chairperson and Committee until such time as the Board may revoke the appointment: Mary Grace Camin, Beth Klingbeil and Daniel Pearce, as CSE Chairpersons; Mary Grace Camin, Beth Klingbeil and Daniel Pearce, as CPSE Chairpersons; Committee: Regular Education Teacher; Special Education Teacher; School Psychologist; and Certified or Licensed Professional from the appropriate municipality.

Dr. Donald Phykitt, as School Physician, and until such time as the Board may revoke the appointment.

Nicholas Aiello, as District Technology Coordinator, and until such time as the Board may revoke the appointment.

High School, Middle School, and Elementary School Building Principals, as Attendance Supervision Officers in their respective buildings, and until such time as the Board may revoke the appointment.

Jim Houseknecht, as Athletic Events Supervisor, and until such time as the Board may revoke the appointment.

Jim Houseknecht, as Pool Director, this includes all before school, after school and summer school pool supervision, and until such time as the Board may revoke the appointment.

Jim Houseknecht, as Pool Operator, and until such time as the Board may revoke the appointment.

Joshua Roe, District Dignity Act Coordinator, and until such time as the Board may revoke the appointment.

Joshua Roe, Michelle Bombard, Willard Cook, High School Principal, and Mary Grace Camin, as APPR Lead Evaluators for the 2023-2024 school year in accordance with the requirements of Education Law §3012-d and Part 30-2.9 of the Regents Rules, and until such time as the Board may revoke the appointment.

Michelle Bombard, as District Wide Safety, and until such time as the Board may revoke the appointment.

David Keene, as Asbestos LEA Designee, and until such time as the Board may revoke the appointment.

Mary Grace Camin, as Medicaid Compliance Officer, and until such time as the Board may revoke the appointment.

The Board as a whole, as the Audit Committee for the 2023-2024 school year.

The Board as a whole, as the Visitation Committee for the 2023-2024 school year.

## VIII. DESIGNATIONS

A MOTION was made by Gregory Schweiger, seconded by Joshua Whitmore and carried by a vote of 5-0 to approve the following designations effective July 1, 2023, for the 2023-2024 school year as presented:

The Morning Times, Sayre, PA and the Press and Sun Bulletin of Binghamton, NY as authorized school newspapers in accordance with Section 2004 of the Education Law.

Authorize Kelly Tesar, District Treasurer and Stephanie Rajnes, Deputy Treasurer to sign checks for the school year.

Authorize Renee Wainwright, Mary Grace Camin, and Kendra Seaver, to sign checks for the Extraclassroom Accounts for the school year.

Regular Meetings of the Board of Education to be held at 6:00 p.m. in the Board Conference Room scheduled as follows: August 9 and 23, September 6 and 20, October 4 and 18, November 1 and 15, December 6 and 20, January 10 and 24, February 7 and 21, March 6 and 20, April 10 and 22, May 8 and 21, June 5 and 26.

Chemung Canal, Community Bank, N.A., Tioga State Bank, M &T, and Chase as Banks and Trust companies for the deposit of monies for the school year.

Authorize Issuance of the establishment of the following petty cash: not more than one hundred fifty dollars (\$150.00) is to be maintained in the Business Office, not more than seven hundred seventy-five (\$775.00) in the High School Office for athletic boxes, for the school year.

Authorize the following Tax Correction Resolution:

**WHEREAS**, there are times the District may issue an erroneous tax bill due to clerical or arithmetic error and holding the correction to the next Board of Education meeting may result in an overpayment by the taxpayer or an underpayment to the District; and

**WHEREAS**, the District seeks the most efficient and expeditious means of correcting the tax bill;

**NOW THEREFORE BE IT RESOLVED**, that the Board of Education delegates authority to the Central Business Office (CBO) and/or the Tax Collector to make corrections, up to \$2,500.00, in erroneous property tax bills.

Authorize the following ACA Resolution for the school year:

**WHEREAS**, the Tioga Central School District maintains a group health plan for its employees (“health plan”); and

**WHEREAS**, the Tioga Central School District is required to offer coverage under its health plan to eligible full-time employees pursuant to the Patient Protection and Affordable Care Act (“ACA”); and

**WHEREAS**, the Tioga Central School District employs persons for variable hours whose full-time status must be determined pursuant to guidance issued under the ACA;

**NOW THEREFORE BE IT RESOLVED** that the School District hereby is, authorized and directed to establish and maintain procedures for the purposed of compliance with the ACA, including but not limited to the following:

1. For variable-hour employees, the Tioga Central School District shall establish a 12-month standard measurement period beginning July 1, 2023 and ending the following June 30, 2024;
2. The initial measurement period for new variable-hour employees shall be the 12-month period beginning on the date of hire and ending on the anniversary date thereof;
3. The administrative period following the standard measurement period is the period beginning July 1, 2024 and ending August 31, 2024;
4. The administrative period for new variable-hour employees shall be the 30 day period following the anniversary date; and
5. The stability period, during which time a variable-hour employee's status as eligible or ineligible for health plan coverage is fixed, is the period beginning September 1, 2024 and ending August 31, 2025.

**BE IT FURTHER RESOLVED** that the School District is authorized and directed to take such actions as determined necessary or proper to give effect to this resolution.

IX. AUTHORIZATION FOR CHIEF SCHOOL OFFICER TO:

A MOTION was made by Pamela Zwierlein, seconded by Lee Wood and carried by a vote of 5-0 to approve the Chief School Officer to authorize the following for the 2023-2024 school year: certify payrolls, approve attendance at conferences, conventions, workshops, etc., approve budget transfers, supervise petty cash funds as comptroller, along with the District Treasurer, be responsible for temporary investment of School District funds, obtain surety bonds for the District Treasurer and School Tax Collector, and apply for grants in aid (state and federal).

X. SUSPEND MEETING

A MOTION was made by Joshua Whitmore, seconded by Lee Wood and, carried by a vote of 5-0 to suspend the Reorganizational Meeting at 6:10pm, until such time as new member, Scot Taylor arrives to take the oath.

XI. RECONVENE MEETING

*Scot Taylor, new member arrived at 6:30pm.*

A MOTION was made by Gregory Schweiger, seconded by Pamela Zwierlein, and carried by a vote of 5-0 to reconvene the Reorganizational Meeting at 6:32pm.

XII. RETURN TO ADMINISTER OATH TO SUPERINTENDENT AND NEW BOARD MEMBERS

The oath was administered to new member, Scot Taylor at 6:32pm.

XIII. ADJOURNMENT

A MOTION was made by Pamela Zwierlein, seconded by Joshua Whitmore, and carried by a vote of 6-0 to adjourn the meeting at 6:34 p.m.

Kristy Robertson  
District Clerk