SCHROON LAKE CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
ORGANIZATIONAL MEETING
July 2, 2025
6:00 PM
Special Education Office

BOARD MEMBERS PRESENT
Jared Whitley
Jennie Pitkin
Codie Aiken
Valerie LeBlanc

OTHERS PRESENT
Supt. Pemrick Miranda Sheffer
Hayden Reidy

BOARD CLERK
Lisa DeZalia

MEETING CALLED TO ORDER — Meeting was called to order at 6:10 pm by the District Clerk

Those present pledged allegiance to the flag

NEW MEMBER OATH — Jennifer Pitkin took the oath of office for the 2025-2026 school year.

OATH OF BOARD MEMBERS — All current Board Members took the oath of office for the 2025-2026 school year.

OATH OF SUPERINTENDENT — Mrs. Pemrick took the oath of office as Superintendent for the 2025-2026 school year

ELECTION OF PRESIDENT — A motion was made by Codie Aiken, second by Valerie LeBlanc to nominate Jared Witley as President.
Nominations were closed by the District Clerk
All Board members voted Yes- 3 No-0 Abstain 1- (Jared Whitley) motion carried

President Whitley presided over the meeting.

VICE PRESIDENT — A motion was made by Jared Whitley, second by Jennifer Pitkin to elect Bruce Murdock as vice president. Nominations were closed.
All Board members voted Yes- 4 No-0 motion carried

BOE APPROVES AGENDA — A motion was made by Jared Whitley, second by Codie Aiken to approve the agenda with the addition of executive session, additional committees and the addition of the student member appointment.
All Board members voted Yes- 4 No- 0 motion carried

BOE APPROVES POLICY — A motion was made by Codie Aiken, second by Jared Whitley to approve current policies established by the Board of Education.
All Board members voted Yes-4 No-0 motion carried.

APPOINTMENTS — A motion was made by Codie Aiken, second by Jennifer Pitkin to approve the following Board Appointments for the 2025-2026 school year:

A. District Clerk: Lisa DeZalia ($5333.00)
B. District Treasurer/ Miranda Sheffer
   Deputy District Treasurer- Hayden Reidy
C. School Attorney: Girvin & Ferlazzo, P.C. ($210.00 per hour except $225.00 per hour for construction, special education, litigation, and hearings.) Honeywell Law Firm Attorneys at Law ($210.00 per hour)
D. School Physician: Hudson Headwaters ($7890.00)
E. External Auditor: Telling & Associates, CPA. ($16,000.00)
F. School Tax Collection Tax Collector Danielle Fosella $6262.00
G. Bonding Attorney: Hiscock & Barclay, LLP, depending upon bond expense
H. Financial Advisor: Bernard Donegan, Inc. ($185.00 per hour)
I. Records Retention Officer- Hayden Reidy (at no additional cost)
J. AHERA Designee- Dan Grey (at no additional cost)
K. Attendance Officer- Shayla Schmidt (at no additional cost)
L. Petty Cash Officer of $100.00- Lisa DeZalia (at no additional cost)
M. Agents to be Bonded-Treasurer, Dept. Treasurer, Tax Collector, for $1,000,000.00, Internal Claims Auditor, Extra Classroom Activity Fund Treasurer, Bonded for $100,000.00.
N. Approve advanced payment of Petty Cash, utilities, postage and express charges
O. Purchasing Agent- Karin Mulligan
P. Auditor of Payroll- Hayden Reidy

A motion was made Valerie LeBlanc, second by Codie Aiken to approve the following committees

Q. Committee on Special Education (CSE)
   a. The parents of the student as defined by Federal and State guidelines
   b. At least one regular education teacher of the student as defined by Federal and State guidelines
   c. A special education teacher of the child as defined by Federal and State guidelines
   d. A school psychologist,
   e. A representative of the school district who is qualified to provide or supervise special education as defined by Federal and State

Guidelines: CSE Chairperson or Special Education Director

f. An additional parent member of a student with a disability as defined by Federal and State guidelines: Peggy Hart & Amy VanGorp
g. Other persons and the student as defined by Federal and State guidelines.

R. Sub Committee for CSE/CPSE
   a. The parents of the student
   b. One regular education teacher of the student as defined by Federal and State guidelines
   c. The student's special education teacher as defined by Federal and State guidelines
   d. A representative from the school district defined by the Federal and state guidelines: CSE Chairperson or Special Education Director
   A school psychologist, whenever a psychological evaluation is reviewed or a change to a program option with a more intensive staff/student ratio, as set fourth in section 200.6(g)(4) of this Part, is considered.
   e. Other persons as defined by Federal and State guidelines

S. Committee for Pre-School Special Education (CSPE)
   a. The parents of the preschool child as defined by Federal and State guidelines
   b. A regular education teacher of the child as defined by Federal and State guidelines
   c. A special education teacher of the child as defined by Federal and State guidelines
   d. A representative of the school district as defined by Federal and State guidelines: CPSE Chairperson or Special Education Director
   e. An additional parent member as defined by Federal and State guidelines:
   f. A representative of the municipality of the preschool child's residence as defined by Federal and State guidelines, Essex County
   g. Other persons defined by the Federal and State guidelines

All Board members voted Yes- 4 No-0 motion carried

A motion was made by Jared Whitley, second by Valerie LeBlanc to appoint the following designations for the 2025-2026 school year.

2. Board Designations
   A. Official Newspaper: Community Sun & Post Star
   B. Official Depositories: Arrow Bank
   Multi fund checking account inclusive of General Fund, Lunch account, Federal and Capital funds, Capital Project checking account for the building project, inclusive of General Fund,
   Ollie Lessard, Francis Bohrmann, George Reeves & Gary Clark, Evelyn &

James Gregory and Helen Hickey Keppler Scholarship funds accounts.
Board Meeting Date: Fourth Thursday of each month at 7:00
November & December meeting to be held the third Thursday

C. Mileage Rate - Federal GSA Rate
D. Signer of all District Checks:
    a. District Treasurer/ Business Manager- Miranda Sheffer
    b. Deputy District Treasurer- Hayden Reidy
E. Set Non Resident tuition rate for current students-$ 2500.00

T. Duties assigned to the Superintendent:
a. Authorized to submit grants on behalf of the school
b. Certifier of Payroll
c. Decides all conference requests
d. Decides on requests for building usage
fee for building usage except appropriate custodial charges.
e. Make budget transfers up to $1000.00
f. Along with District Treasurer, deposit all revenues in a timely manner in interest bearing accounts.
g. Representative to CVES Health Care Consortium-Member of the Board of Directors at no additional cost
h. Lead Evaluator for teachers re: APPR

Board assigns DASA Coordinator & Title IX officer

A. District DASA coordinator- Kemm Pemrick
B. Title IX Officer- Kemm Pemrick
C. Homeless Liaison-Kemm Pemrick

BOE APPOINTS PRINCIPAL

A motion was made by Valerie LeBlanc, second by Jennifer Pitkin to appoint Kemm Pemrick as the principal for the 2025-2026 school year.
All Board members voted Yes-4 No-0 motion carried

Board approves committee memberships

Board of Education Assignments (at no additional cost)

A. School Improvement Team- No members BOE to receive quarterly reports
B. Sports Committee Jared Whitley, Jennifer Pitkin
C. Essex County School Boards Bruce Murdock
D. Hot Lunch Appeals Officer Bruce Murdock
E. NYSSBA Legislative Liaison Jared Whitley
F. District Audit Committee All members as needed

G.	Curriculum Committee	All members as needed
H.	Policy Committee (2)	Valerie LeBlanc, Jennifer Pitkin

Professional Development Team- The professional development plan needs to be in place by Sept 1. SLTA will put someone in place to address this plan.

Wellness Committee- to be addressed with cafeteria staff
Career Education Advisory Council- Bruce Murdock

EXECUTIVE SESSION — A motion was made by Valerie LeBlanc, second by Jared Whitley to go into executive session at 6:55 PM for the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person.
All Board members Voted Yes- 4 No-0 Motion carried

EXECUTIVE SESSION — A motion was made by Valerie LeBlanc, second by Codie Aiken to move out of executive session at 7:30 pm.
All Board members voted Yes – 4 No-0 Motion Carried

BOE APPROVES SALARY — A motion was made by Valerie LeBlanc, second by Jared Whitley to approve a salary increase of 3.5 % for Michele Crandall for the 2025-2026 school year.
All Board members voted Yes-4 No-0 motion carried

ADJOURNMENT — A motion was made by Codie Aiken, second by Valerie LeBlanc to adjourn at 7:31 pm.
All Board members voted Yes – 4 No-0 motion carried

_____
Board Clerk