

Highland Central School District

**MINUTES**

Board of Education

**ANNUAL ORGANIZATIONAL MEETING  
FOR THE SCHOOL YEAR OF 2012-2013**

Tuesday, July 10, 2012

6:00 pm Jack J. Mesquita Library Center

Board Members Present: Alan Barone, Sue Gilmore, Tom Miller, Kim Sweeney, Mike Bakatsias, Mike Reid, Debbie Pagano

Administrators/Directors Present: Deborah Haab, Roseann Bayne, Pete Harris, Daniel Seyler-Wetzel, Megan Connors, Joel Freer, Maria McCarthy, Roseann LaManna

Lisa Cerniglia called the meeting to order at 6:05 pm. The Pledge of Allegiance was recited.

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

2. APPOINTMENT OF CLERK PRO TEMPORE

BE IT RESOLVED that the Board of Education appoints Lisa Cerniglia as Clerk Pro Tempore to preside until the election and seating of the President.

Motion made by Alan Barone; Seconded by Tom Miller; Motion carried with a 7-0 vote.

3. ADMINISTRATION OF OATH to the NEW BOARD MEMBERS

District Clerk, Lisa Cerniglia, administered the Oath of Office to newly elected board members Mike Bakatsias and Mike Reid.

4. ELECTION OF BOARD OFFICERS and ADMINISTRATION OF OATH

The floor was open for nomination for the seat of President. Board member Tom Miller nominated Alan Barone; motion was seconded by Kim Sweeney. The motion was carried with a 7-0 vote, all in favor.

The floor was open for seat of Vice-President. Board member Debbie Pagano nominated Sue Gilmore; Seconded by Mike Bakatsias. The motion was carried with a 7-0 vote, all in favor.

The District Clerk administered the Oath of Office to the newly appointed President and Vice-President (Oath on file with District Clerk).

5. APPOINTMENT OF DISTRICT OFFICERS

- |                         |  |
|-------------------------|--|
| a) District Clerk       | Lisa Cerniglia (Stipend \$4,635.00 plus mileage)               |
| b) District Treasurer   | Carol Robinson (Stipend \$5,000.00)                            |
| c) School Tax Collector | Barbara Phillips (Stipend \$15.00/hr not to exceed \$5,800.00) |
| d) Claims Auditor       | Kathleen Valentino (Stipend \$3,433.00)                        |

- e) Deputy Treasurer Deborah Haab  
Motion made by Kim Sweeney; Seconded by Sue Gilmore; Motion carried unanimously with a 7-0 vote.

## 6. OTHER APPOINTMENTS

- |   |                                       |
|---|---------------------------------------|
| a) School Physician   | HealthQuest                           |
| b) School Attorney  | Shaw & Perelson, May and Lambert, LLP |
| c) Internal Auditor   | The Bonadio Group                     |
| d) Independent Auditor                                      | Raymond G. Preusser CPA, P.C.         |
| e) Records Access Officer                                   | Roseann Bayne                         |
| f) Asbestos Designee  | Dr. Michael O'Rourke                  |
| g) Purchasing Agent   | Louise M. Lynch (interim)             |
| h) Deputy Purchasing Agent                                  | Roseann Bayne                         |
| i) Central Treasurer for<br>Extracurricular Activity Accts. | Jill Greenland                        |
| j) Title VII and IX Compliance Officers                     | Roseann Bayne and TBD                 |
| k) ADA/504 Compliance Officer                               | Barbara E. Chapman                    |
| l) Attendance Officer                                       | Barbara E. Chapman                    |
| m) Residency Officer  | Barbara E. Chapman                    |
| n) Homeless Liaison   | Elizabeth McCloughlin                 |
- Motion made by Kim Sweeney; Seconded by Sue Gilmore; Motion carried unanimously with a 7-0 vote.

## 7. DESIGNATIONS

- a) Recommend the Board designates the following banks as depositories for the 2012-2013 school year:

M&T Bank	Citizen Bank	TD Bank North
J.P. Morgan-Chase	NY Liquid Asset Fund	Bank of America

Motion made by Debbie Pagano; Seconded by Tom Miller; Motion carried unanimously with a 7-0 vote.

- b) Recommend the Board designates the following dates Tuesday for the regular Board of Education meetings; any changes or modification to this schedule will be announced by the clerk prior to the scheduled meeting date:

<u>2012</u>	<u>2013</u>
July 10	January 8
July 31	January 15
August 7	February 5
August 21	February 19
September 4	March 5
September 18	March 19
October 2	April 2
October 16	April 16
November 6	May 7
November 20	May 21 (District Budget Vote)
December 4	June 4

December 18

June 17 (Monday)

Motion made by Debbie Pagano; Seconded by Tom Miller; Motion carried unanimously with a 7-0 vote. Discussion; Deborah Haab recommended the original date of July 17<sup>th</sup> be changed to July 31<sup>st</sup> and to change the June 18<sup>th</sup> meeting to Monday, June 17<sup>th</sup>

- c) Recommend the Board designates, as the District's official newspaper:  
The Poughkeepsie Journal

District announcements may also be printed in the following newspapers:

Times Community Newspaper of the Hudson Valley

Motion made by Debbie Pagano; Seconded by Mike Bakatsias; Motion carried unanimously with a 7-0 vote. Discussion – Tom Miller would like to see the designated newspaper be more accurate with contact information for board members.

- d) Recommend the Board of Education President as the Board Member having the authority to appoint an Impartial Hearing Officer on behalf of the Board of Education. Motion made by Debbie Pagano; Seconded by Mike Bakatsias; Motion carried unanimously with a 7-0 vote.

## 8. AUTHORIZATION

- a) Recommend that the Board authorizes the Superintendent to certify payrolls and the Business Administrator to serve in her absence.
- b) Recommend that the Superintendent of Schools takes action on administrative and Teacher requests to attend conferences, conventions and workshops within the limit of the 2012-2013 school budget appropriations.

- c) Recommend the Board establishes Petty Cash funds (in the amount specified) and designate respective custodians for each fund for the 2012-2013 school year as follows:

Central Administration	\$100	Central Office (Jill Greenland)
Senior High School	\$100	High School Main Office (Denise Cavalari)
Middle School	\$100	Middle School Main Office (Arlene Reina)
Elementary School	\$100	Elementary Main Office (Barbara Klotz)
Transportation/O&M	\$100	Bus Garage (Diane Moshier)
Food Services	\$100	Food Services (Sharon Tamburri)

- d) Recommend the Board designates Carol Robinson, Treasurer and Deborah A. Haab, Superintendent as authorized signatories on checks and withdrawals as necessary from the following accounts:  
(One signature is required)

General Fund Account	Special Aid Programs Fund
Capital Fund	Payroll Account
Tax Collection Checking	School Food Services Fund

- e) Recommend the Board designates the:

Chief Faculty Advisors (Building Principals)  
Extracurricular Activity Fund Central Treasurer (Jill Greenland)

Jill Greenland will be authorized signatory on checks and withdrawals as necessary from the Extracurricular Activity Funds for the High School and Middle School. One signature is required.

- f) Recommend the Board authorizes the Superintendent of Schools, or her designee, to transfer unencumbered funds within the functional levels (i.e. Purchasing, Instruction, and transportation) of the budget as required with Board approval. Authority is also given to transfer up to \$10,000 between functional levels of the budget except in the case of emergencies in which case the Superintendent will notify the Board at the next Board meeting.
- g) Recommend the Board of Education of the HCSD, as follows:
  - Section 1. Subject to the provisions of the Local Finance law, the power to authorize the issuance of and to sell, from time to time, revenue anticipation notes of Highland Central School District, Ulster County, New York, including renewals thereof, in anticipation of the receipt of State aid becoming due during any fiscal year of said school district, is hereby delegated to the President of the board of Education, the chief fiscal officer. Such notes shall be of such terms, form and content and shall be sold in such manner as may be determined by said President of the board of Education, pursuant to the Local Finance law (amount Revenue Anticipation Note not to exceed 2.5 million dollars).
  - Section 2. This resolution shall take effect immediately.
- h) Recommend the Superintendent, or her designee, is authorized to apply for Grants in Aid (State and Federal) and also independent Grants.
- i) Recommend the Board authorizes the Superintendent of Schools, and/or the Board President to execute all contracts/agreements to provide services for student with special needs, inclusive of CSE/CPSE students, as recommended by the committee on CSE/CPSE. In the case of emergencies, the Superintendent has the power to execute contracts/agreements in the event the CSE/CPSE cannot convene.

Motion made by Sue Gilmore; Seconded by Tom Miller; Motion carried unanimously with a 7-0 vote. Discussion – Kim Sweeney recommended (2) signatures be required for authorized signatories on checks and withdrawals (item d). Alan Barone inquired about new item (item g). Sue Gilmore expressed concern if petty cash amount was too low (item c).

#### 9. OFFICIAL UNDERTAKINGS

- a) Recommend the Board authorizes provision of employee dishonesty insurance coverage in the amount indicated:

All employees	\$ 100,000
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School District Treasurer	\$1,000,000
District Tax Collector	\$1,000,000
Claims Auditor	\$1,000,000

Motion made by Sue Gilmore; Seconded by Debbie Pagano; Motion carried unanimously with a 7-0 vote.

#### 10. OTHER ITEMS

- a) BE IT RESOLVED that the Board of Education readopts all policies in the Highland Central School District Policy Manual in effect of June 30, 2012 at its July 10, 2012 Re-Organization Meeting.

Motion made by Kim Sweeney; Seconded by Debbie Pagano; Motion carried unanimously with a 7-0 vote.

- b) Recommend the Board establishes the mileage reimbursement rate at the approved IRS rate, currently 55.5 cents per mile.

Motion made by Debbie Pagano; Seconded by Kim Sweeney; Motion carried unanimously with a 7-0 vote.

- c) Recommend the establishment of standing Board Sub-Committees and Liaisons as follows for the 2012-2013 members:

##### Finance Committee

Alan Barone  
Kim Sweeney  
Debbie Pagano

##### Audit Committee

Alan Barone  
Kim Sweeney  
Debbie Pagano

##### Support Services Committee

Alan Barone  
Tom Miller  
Mike Reid

##### Negotiations

###### HAA

Sue Gilmore  
Debbie Pagano  
Mike Reid

###### HTA

Tom Miller  
Kim Sweeney  
Mike Reid

HELPA

Alan Barone  
Kim Sweeney  
Mike Bakatsias

Strategic Planning Committee – further discussion to take place.

Board Liaisons:

Ulster County School Boards Association/Legislative Liaison  
Sue Gilmore

CSE/CPSE Liaison  
Kim Sweeney  
Tom Miller

PTA Liaisons  
Kim Sweeney  
Mike Bakatsias

DLT Liaison  
Debbie Pagano

CDEP  
Mike Bakatsias

Motion made by Kim Sweeney; Seconded by Mike Bakatsias; Motion carried unanimously with a 7-0 vote.

Audit Committee Charter

BE IT RESOLVED that the Board of Education readopts the Audit Committee Charter in effect at its July 10, 2012 Organizational Meeting.

Motion made by Sue Gilmore; Seconded by Kim Sweeney; Motion carried unanimously with a 7-0 vote.

- d) Recommend the following individuals to serve on the Committee on Special Education for the 2012-2013 school year:

Chairpersons	Barbara E. Chapman Dr. Robert Beyer / Others TBD
Parent Members	TBD
Psychologist Members	Dr. Robert Beyer / Others TBD
Teacher Members	Generic approval of all teachers, speech therapists, guidance counselors, social workers, OT's & PT's
Physicians	HealthQuest

- e) Recommend the following individuals to serve on the Committee on Preschool Special Education for the 2012-2013 school year:

Chairpersons	Barbara E. Chapman Dr. Robert Beyer / Others TBD
Parent Members	TBD
County Representative (Municipality)	County appointed Pre-School Coordinator
Representative of Evaluative Agencies	Generic approval of all pre-school agency evaluator and agency staff

- f) Recommend the Board approves the following individuals to be used as Impartial Hearing Officers on a rotational basis, as needed, during the 2012-2013 school year:

Nancy Lederman	Jeffrey Schiro	Lynn Almeleh
Edward Luban	Judith Schneider	Stuart Bauchner
James McKeever	Leonard Edward Sienko Jr.	Wendy Brandenburg
James A. Monk	Craig Tessler	Robert Briglio
Christine Moore	Elizabeth Truly	Paul Bumbalo
Leah L. Murphy	Aaron Turetsky	Diane Cohen
David Nydick	James Walsh	Lana S. Flame
Janice K. Orland ,Edd	Carl L. Wanderman	Dolores F. Freed
Susan Mills Richmond	Mindy G. Wolman	Robert H. Greenwood
Kenneth S. Ritzenberg	Joseph Wooley	Lorraine Gross
George Hunter Roberts	Linda Agoston	George Kandilakis
Paul Rosen ,Esq	Peter Albert	Martin Kehoe Iii
Jerome Schad ,Esq	Joan B. Alexander	Dora Lassinger
		Michael Lazan

- g) Recommend the Board establishes the fee for photocopying of district records at \$.25 per page.
- h) Recommend the Board establishes the non-instructional substitute rate at Step 1 of the appropriate salary schedule of the HELPA contract.
- i) Recommend the Board establishes the instructional substitute rate at \$75.00 per day for uncertified individuals, \$100.00 per day for certified individuals.
- j) Recommend the Board adopts the School Lunch Prices for the 2012-2013 school year:

School Lunch at Elementary School	\$2.50
School Lunch at Middle School	\$2.75
School Lunch at High School	\$2.75
School Lunch for Eligible Reduced	\$0.25
School Breakfast	\$1.25

Student Milk

\$0.50

- k) Recommend the Board adopts the following building use rates for the 2012-2013 school year:

Weekday Rate (Custodians normal work week)

	<u>Classroom</u>	<u>Fields</u>	<u>Cafeteria</u>	<u>Gym</u>	<u>Auditorium</u>
Up to 2 hours use	\$20/use	\$20/use	\$40/use	\$40/use	\$40/use
Up to 3 hours use	\$30/use	\$30/use	\$60/use	\$60/use	\$60/use

Saturday Rate (Custodial Overtime)

<u>Classroom</u>	<u>Fields</u>	<u>Cafeteria</u>	<u>Gym</u>	<u>Auditorium</u>
\$42/hr	\$42/hr	\$42/hr	\$42/hr	\$42/hr

Sunday/Holiday Rate

<u>Classroom</u>	<u>Fields</u>	<u>Cafeteria</u>	<u>Gym</u>	<u>Auditorium</u>
\$55.50/hr	\$55.50/hr	\$55.50/hr	\$55.50/hr	\$55.50 /hr

Note: School District reserves the right to set rates and fees above or below the stated schedule depending upon the estimated amount of cost the district shall incur to staff the event.

The above items (d – k) were Motion to be approve as a block by Mike Reid; Seconded by Mike Bakatsias and carried unanimously with a 7-0 vote. Discussion – Kim Sweeney inquired if school could sustain the school lunch prices. Deborah Haab feels these mentioned lunch prices would put the school in a better standing.

ADJOURNMENT (6:50 pm)

Motion to adjourn meeting made by Kim Sweeney; Seconded by Sue Gilmore; Motion carried unanimously with a 7-0 vote.

Minutes submitted by,

Lisa M Cerniglia  
District Clerk