

February 4, 2014

Highland Central School District

# **AGENDA**

Board of Education Business Meeting

**Tuesday, February 4, 2014**

6:00 Executive Session Pending on Board Approval

7:00 pm Regular Meeting held in the High School Cafeteria



## **Executive Session: Anticipated upon Board Approval**

BE IT RESOLVED, that the Board of Education of the Highland Central School District conduct an Executive Session to discuss the following topics:

- Collective Negotiations pursuant to Article 14 (Taylor Law) of the Civil Service Law;
- The Medical, financial or credit, 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 or corporation

## **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

### **PUBLIC COMMENTS:**

Any topic related to the agenda may be addressed except for personnel or specific student issues.

#### *Protocol for Public Comment*

*The school board encourages public participation at its meetings. To allow for efficiency in conducting meetings and to give each speaker a fair opportunity to present his/her views the following shall apply to the public speaking portion of the agenda.*

- *Each speaker shall state their name;*
- *Any questions/concerns be submitted in writing with speaker's contact information (name/address/phone number);*
- *Each speaker shall be limited to a time agreed upon by the Board;*
- *The Board will not permit discussion involving individual personnel or students;*
- *Direct all remarks to chair. Community members may not poll individual Board members nor debate other community members in attendance.*

*Members of the community are encouraged to also present their comments in writing. Undue interruption or other interference with the orderly conduct of the Board of Education business will not be allowed. Defamatory or abusive remarks are always out of order.*

### **SPECIAL PRESENTATION:**

Teacher, Christina Saylor, and the high school students will report on their January 27<sup>th</sup> trip to the State Capital and their meeting with Senator Tkaczyk.

### **ACCEPTANCE OF REPORTS:**

February 4, 2014

BE IT RESOLVED that the Board of Education acknowledges reviewing the following reports:

- a) Board of Education Meeting Minutes – January 21, 2014

**DIRECTORS' REPORTS:**

Each month the Directors of Technology, Food Service, Transportation, Buildings & Grounds, and Athletics will provide the Board with a written update.

**PERSONNEL:**

- a) **Mentor**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following mentor appointments:

Employee: Jessica Heissenbittel  
Stipend: \$550 (pro-rated)  
Effective Date: January 14, 2014

Employee: Maureen Pesano  
Stipend: \$550 (pro-rated)  
Effective Date: January 8, 2014

- b) **Leave Replacement Appointment**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following leave replacement appointments:

Employee: Heather Finn  
Position: Leave Replacement – Elementary School  
Salary: MA Step 1, \$47,175 pro-rated  
Purpose: To replace Megan Erichsen, maternity  
Effective Date: February 5, 2014 – April 2, 2014

Employee: Chelsea Cartica  
Position: Elementary Teacher, 6<sup>th</sup> Grade  
Salary: BA Step 1 / \$43,945 (pro-rated)  
Purpose: Replacing Special Leave  
Effective Date: February 1, 2014 – June 30, 2014

- c) **Records Management Grant Employee Appointment (Temporary)**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following temporary appointment:

Employee: Carla Lesh  
Position: Records Management  
Salary: \$20.00 per hour (paid thru Grant)  
Purpose: Temporary position  
Effective Date: February 5, 2014 – June 30, 2014

**STUDENT REPRESENTATIVE COMMENTS** - Priyanka Dongare

February 4, 2014

**BUSINESS AND OPERATIONS:**

- a) **Budget Discussion for the 2014-2015 School Year**

**SUPERINTENDENT COMMENTS:**

**BOARD OF EDUCATION:**

**New Business:**

- a) **High School Trip - History**  
BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the overnight stay for high school students to attend the Plymouth and Boston, Massachusetts trip from April 4 - April 6, 2014.
- b) **Senior Class Trip**  
BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the Senior Class Trip to Disney World, Orlando, Florida from May 29 - June 1, 2014.
- c) **NYSSBA Conference** – Attendance request for the 2014 Capital Conference (NYSSBA) March 9 - March 10, 2014 in Albany.
- d) **Ulster County School Boards Meeting** – To be held Thursday, February 13<sup>th</sup> at Ulster BOCES Conference Center.
- e) **Correspondence** – Any correspondence received by the Board may be discussed.
- f) **Future BOE Agenda Items** – Items for following Board meeting is to be submitted to Central Office the Tuesday (week before) Board meeting.

**Old Business:**

- a) **Varsity Cheerleaders**  
BE IT RESOLVED that the Board of Education, upon the Superintendent of Schools, approves the varsity cheerleader squad to participate in National Competition, February 22<sup>nd</sup> – February 24<sup>th</sup> located in Ocean City, MD.
- b) **Affordable Care Act** - Discussion
- c) **NYSSBA Membership** – Discussion
- d) **Alternative Veterans' Exemption** – Discussion
- e) **Capital Project** - Discussion

February 4, 2014

**PUBLIC COMMENTS:** Any topic related to the agenda may be addressed except for personnel or specific student issues.

**EXECUTIVE SESSION: Anticipated upon Board approval**

RESOLVED, that the Board of Education of the Highland Central School District conduct an Executive Session to discuss the following topics:

1. \_\_\_\_\_ Matters which will imperil the public safety if disclosed;
2. \_\_\_\_\_ Any matter which may disclose the identity of law enforcement agent or informer;
3. \_\_\_\_\_ Information relating to current or future investigations or prosecution of criminal offices, which would imperil effective law enforcement if disclosed;
4. \_\_\_\_\_ Discussions regarding proposed, pending, or current litigation;
5.   x   Collective Negotiations pursuant to Article 14 (Taylor Law) of the Civil Service Law;
6.   x   The Medical, financial or credit, 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 or corporation;
7. \_\_\_\_\_ The preparation, grading or administration of examinations;
8. \_\_\_\_\_ A proposed acquisition, sale, or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

**ADJOURNMENT**

January 21, 2014

**Highland Central School District**  
**MEETING**  
Board of Education Business Meeting  
**Tuesday, January 21, 2014**  
6:00 Executive Session  
7:00 pm Regular Meeting held in the High School Cafeteria



**MEETING AVAILABLE VIA LIVESTREAM**

**Motion made at 6:03 pm by Mike Bakatsias to go into Executive Session; Seconded by Kim Sweeney; Motion carried.**

**Executive Session:**

BE IT RESOLVED, that the Board of Education of the Highland Central School District conduct an Executive Session to discuss the following topics:

- Collective Negotiations pursuant to Article 14 (Taylor Law) of the Civil Service Law;
- The Medical, financial or credit, 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 or corporation

**Motion made at 7:25 by Mike Bakatsias to go into Open Session; Seconded by Kim Sweeney; Motion carried.**

**ATTENDEES:**

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

Administrators/Principals/Directors: Deborah Haab, Superintendent of Schools; Sarah Dudley-Lemek, Assistant Superintendent of Schools, Joel Freer, Elementary School Principal; Dan Seyler-Wetzel, Middle School Principal; Meghan Connors, Assistant Principal

Student Representative: Priyanka Dongare (absent)

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE** (7.30 pm)

Board President, Alan Barone called meeting to Order and the Pledge of Allegiance was then recited. Alan apologized to the public for the late start of meeting.

**PUBLIC COMMENTS:**

The floor was open for public comments. No comments were made at this time.

### **SPECIAL PRESENTATION**

Coach, Tabitha Jones, and the varsity cheerleaders presented their request to attend a national competition on February 22<sup>nd</sup>. The trip will be from February 21<sup>st</sup> through February 23<sup>rd</sup>. Event is to be held in Ocean City, MD. The following topics were discussed:

- On-going fundraising events will cover costs of trip;
- Transportation provided by approved charter bus (costs covered by team);
- Approximately thirteen (13) chaperones will be attending as well;
- In the event of “heightened security” trip will have to follow school protocol;
- Superintendent Deborah Haab thanked the cheerleading squad for their participation at last Friday’s basketball game.

Board will have a resolution prepared at next board meeting for Board approval.

### **ACCEPTANCE OF REPORTS:**

BE IT RESOLVED that the Board of Education acknowledges reviewing the following reports:

- a) Board of Education Meeting Minutes – January 7, 2014
- b) Enrollment and Attendance Report – Period 4 – Dec.01, 2013 – Dec. 30, 2013

**Motion made by Sue Gilmore; Seconded by Kim Sweeney; Discussion: none; Motion carried with a 7-0 vote.**

### **CURRICULUM AND INSTRUCTION:**

- a) **Principal’s Report:** (Reports are on file in District Office)  
Joel Freer, Elementary School Principal, asked the Board if there were any questions, concerns or comments. Board responded “no”.

Daniel Seyler-Wetzel, Middle School Principal

- Presented the American Flag from VFW. Thanks to Mr. Barry Ranalli and his daughter, they attended the “Changing of the Flag” on Walkway-Over-The-Hudson and were the recipients of receiving this flag. This flag will be shown in a display case at middle school.
- No-Name Calling Week that is taking place  
The Board did not have any questions, concerns or comments.

Pete Harris, High School Principal

The Board did not have any questions, concerns or comments.

- b) **Director of Student Services Report:** (Report on file in District Office)  
The Board had no questions, concerns or comments.

- c) **Approval of Committee on Special Education Minutes**

BE IT RESOLVED that the Board of Education hereby accepts the recommendations of the Committee on Special Education according to the minutes of the CSE meetings of January 9<sup>th</sup>, 2014, and the meeting – no meetings of December 12<sup>th</sup>, 2013, and authorizes the arrangements for such students’ special education programs and services.

**Motion made by Kim Sweeney; Seconded by Tom Miller; Discussion: none; Motion carried with a 7-0 vote.**

d) **Approval of Committee on Preschool Special Education**

BE IT RESOLVED that the Board of Education hereby accepts the recommendations of the Committee on Preschool Special Education according to the minutes of the CPSE meetings of December 18<sup>th</sup>, 2013, and of January 9<sup>th</sup>, 2014, and authorizes the arrangements for such students' special education programs and services.

**Motion made by Mike Bakatsias; Seconded by Kim Sweeney; Discussion: none; Motion carried with a 7-0 vote.**

**PERSONNEL:**

**Motion made by Tom Miller to move items "a-i" with the exception of item "e" as a block; Seconded by Kim Sweeney; Discussion: None. Motion carried with a 7-0 vote.**

a) **Leave of Absence Request**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following request for "leave of absence" as follows:

Employee: Nicole Morales  
Position: Teacher Assistant – Elementary School  
Purpose: Replacing Rebecca Piazza's long term leave of absence  
Effective: On or about February 24, 2014 - On or about May 24, 2014

b) **Leave Replacement Appointment**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following leave replacement for the following individual with an Emergency Conditional Appointment consistent with SAVE legislation requirements:

Employee: Nicole Morales  
Position: Literacy Teacher  
Salary/Step: MA Step 1, \$47,175 pro-rated  
Effective Date: On or about February 24, 2014 – on or about May 24, 2014  
Purpose: Leave replacement for Rebecca Piazza

Employee: Evan Oustrich  
Position: Special Education Teacher  
Salary/ Step: BA Step 1; \$43,945 pro-rated  
Effective Date: January 15, 2014 – June 30, 2014  
Purpose: Leave replacement for Kelly Lynch

c) **Appointment**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointments for the following individual with an Emergency Conditional Appointment consistent with SAVE legislation requirements:

Employee: Kimberly Geiger  
Position: French Teacher - Middle School

January 21, 2014

Salary/Step: MA Step 1; \$47,175 pro-rated  
Effective Date: February 1, 2014  
Purpose: To replace Sharon Adams

d) **Mentor**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following mentor appointment:

Employee: Carole Delia  
Position: Mentor  
Effective Date: November 1, 2013  
Salary: \$ 800 (pro-rated for November – June)

e) **Tenure Appointment**

Employee: Kelly Lynch  
Tenure Area: Teacher for students with Disabilities, Grades 1-6  
Effective Date: February 28, 2014

**Elementary School Principal, Joel Freer, recognized Kelly Lynch’s skills as a Special Education teacher and congratulated Ms. Lynch on her Tenure appointment.**

f) **Coaching Appointment**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointment for the following coaches for the spring 2014 sports season:

<b><u>Sport</u></b>	<b><u>Level</u></b>	<b><u>Name</u></b>	<b><u>Stipend</u></b>
Baseball	Varsity	Jim Delmar (Co-Coach)	\$1,323.50
		Frank Alfonso (Co-Coach)	\$1,323.50
	JV Modified	Steven Delmar Kevin Rizzo	\$1,942.00 \$1,688.00
Softball	Varsity	Mike Milliman	\$2,911.70
	JV	John Manganiello	\$1,942.00
Tennis (Boys)	Varsity	Alan Benson	\$1,797.00
Track (Girls)	Varsity	Theresa Eckert	\$2,865.00
Track (Boys)	Varsity	Katie Reid	\$2,865.00
		Marc Eckert – Assistant Coach	\$1,979.00
Golf (Girls)	Varsity	Paul Latino - Head Coach	\$2,755.50
Lacrosse (Boys)	Varsity	Tom Schlappich – Head Coach	\$2,865.00
		Patrick Boyd – Assistant Coach	\$1,979.00



January 21, 2014

(Girls) Varsity	Theresa Cilento – Co-Coach	\$1,432.50
	Kimberly Caso – Co-Coach	\$1,432.50

g) **Substitute Teaching Appointments**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the attached revised substitute teaching list with an Emergency Conditional Appointment consistent with SAVE legislation requirements.

h) **Non-Teaching Substitute Appointments**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the attached revised Non-Teaching substitute list with an Emergency Conditional Appointment consistent with SAVE legislation requirements.

**STUDENT REPRESENTATIVE COMMENTS** – Due to the winter weather advisory, Priyanka Dongare was not in attendance.

**BUSINESS AND OPERATIONS:**

a) **Budget Transfers**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following budget transfers totaling \$43,500.00 for the 2013-2014 school year:

Budget Transfer Number 5768	\$43,500.00
-----------------------------	-------------

**Motion made by Mike Bakatsias; Seconded by Mike Reid; Discussion: none; Motion carried with a 7-0 vote.**

b) **Newburgh Enlarged City School District – Health & Welfare Contract**

BE IT RESOLVED that based upon the recommendation of the Superintendent of Schools the Board of Education approve the 2013-2014 health & welfare contract for two (2) students at a cost of \$634.31 per student for a total of \$1,268.62 with the Newburgh Enlarged city School District and authorize the Board President and District Clerk to execute the contract.

**Motion made by Sue Gilmore; Seconded by Mike Bakatsias; Discussion: none; Motion carried with a 7-0 vote.**

**SUPERINTENDENT COMMENTS:**

Superintendent Deborah Haab updated the Board on the following:

- Weather continues to present a challenge to District;
- Thanked boys basketball team and coach Milliman for including one of our special needs elementary student on their team;
- Students that attended the Nelson Mandela field trip were exceptionally well behaved.
- Governor Cuomo released his revenue proposal. Projected state aid is roughly 6 ½ % increase for a total approximate amount of \$757,000.00
- NYS Comptroller's office reported Highland Central School District is considered under the category of "susceptible stress".

The Board had no questions, concerns or comments for Superintendent.

**BOARD OF EDUCATION:**

**New Business:**

a) **Affordable Care Act – Standard Measurement Period**

WHEREAS, pursuant to the provisions of The Patient Protection and Affordable Care Act (“ACA”) for variable hour employees, the District is required to establish a Standard Measurement Period, adopt an Administrative Period, and a Stability Period;

NOW THEREFORE, BE IT RESOLVED, the Board of Education establishes the following periods for the categories of variable hour employees set forth below:

<u>Category of Employee</u>	<u>Standard Measurement Period (SMP), Administrative Period and Stability Period</u>
Category 1: Per Diem Substitute Teachers	SMP: Six (6) Months Administrative Period: Thirty (30) Days Stability Period: Six (6) Months
Category 2: All other variable hour employees (e.g.; non-pedagogical Substitutes, coaches, activity supervisors, and substitute administrators)	SMP: Twelve (12) Months Administrative Period: Thirty (30) Days Stability Period: Twelve (12) Months

**Motion made by Sue Gilmore; Seconded by Mike Reid; Discussion: Business Administrator Louise Lynch explained that some previously ineligible employees may be now covered for individual healthcare. A resolution would need to be approved by Board. Motion carried with a 7-0 vote.**

- b) **Alternative Veterans’ Exemption** – Discussion took place. Further research would take place to see how the effects will impact taxpayers in the district. Topic to be included in future Board meetings.

c) **Sports Merger**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools approves the following mergers for the spring 2014 season:

- Marlboro High School merging with Highland High School for Varsity Boy’s Lacrosse;
- Marlboro High School merging with Highland High School for Varsity Girl’s Golf

**Motion made by Sue Gilmore; Seconded by Kim Sweeney; Discussion: What is the amount, if any, of savings due to mergers; Highland’s Code of Conduct Policy would be followed; Motion carried with a 7-0 vote.**

January 21, 2014

- d) **Correspondence** – No correspondence at this time.
- e) **Future BOE Agenda Items** – Please have items submitted to Superintendent's office or District Clerk the Tuesday prior to Board meeting.

**Old Business:**

- a) **Middle School Boston Trip**  
BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the middle school trip to Boston on May 15<sup>th</sup> through May 16<sup>th</sup>, 2014.  
**Motion made by Mike Reid; Seconded by Tom Miller; Discussion: none; Motion carried with a 7-0 vote.**
- b) **NYSSBA Membership** – Discussion took place.
- c) **Capital Project** – Discussion among Board members took place regarding moving forward with bond issue. Topics of conversation included the following:
  - Recommendation not to move forward with the April 8th re-vote due to several feedbacks received. Concern is the short time frame.
  - Discussion about the project timetable, example setting a voting date;
  - Discussion on ideas on involving community members with proposal;
  - Costs involved for architects;
  - Special Election costs;
  - Public relation services included in the cost of project;
  - Are there any plans in place for repairs that are in the most need?

**PUBLIC COMMENTS:**

The floor was open for public comments. None was made at this time.

**Motion made at 8:35 pm by Kim Sweeney to adjourn meeting; Seconded by Mike Reid; Motion carried with a 7-0 vote.**

**ADJOURNMENT (8:35 pm)**



# HIGHLAND CENTRAL SCHOOL DISTRICT

320 Pancake Hollow Rd., Highland, NY 12528

OPERATIONS & MAINTENANCE DEPARTMENT  
Peter D. Miller, Superintendent of Buildings & Grounds

(845) 691-1046 - Fax (845) 691-1016

---

## BOARD OF EDUCATION

February 4, 2013

### OPERATIONS AND MAINTENANCE REPORT

#### GENERAL

- Facility care is progressing as expected for this time of the year. The extreme cold is adding some tasks and procedures in our daily routines to ensure we do not freeze up any portions of the buildings.

#### GROUNDS

- Grounds men are keeping the snow removal equipment operational and preparing mowing and sports field equipment for the upcoming season.

#### FACILITIES

- There are still a number of issues with HVAC in the elementary school. These are due to the failing of the antiquated Circon System controlling the HVAC system. This is ongoing and reoccurring. We know enough about how to make the system “work” to allow us to believe we will make it through this heating season.
- The buildings have been operated in “occupied” mode during very low wind chill periods to ensure there will not be freeze ups. This has increased fuel usage; in some cases considerably. We operate with open classroom doors during periods when the building is not occupied to ensure even heat distribution.

#### EQUIPMENT

- Most grounds and snow removal equipment is very old and requiring a considerable amount of TLC to keep it operational. Parts availability is becoming a bigger issue.

#### SCHOOL BUS MAINTENANCE

- Seventy [-nine (79) buses have been inspected so far on this year’s inspection cycle. Six (6) buses failed initial inspections. 92.40% passing rate.
- Bus #115 (66 Passenger) will not be put up for inspection in the next cycle due to a rusting condition of the cross members. Other than this issue the bus is safe but would be subject failure at the time of the next inspection. The bus did pass the last inspection.

#### PERSONNEL

- Interviews for a full time custodial worker retiree position will be conducted most likely next week at the convenience of the Principal.
- One full time employee is out on leave and the position is currently being filled by a substitute.

**HIGHLAND CENTRAL SCHOOL DISTRICT  
INTRADISTRICT COMMUNICATION**

To: Ms. Deborah Haab, Superintendent of Schools  
From: Ms. Maria McCarthy, Food Service Director  
Date: January 21, 2014  
Subject: December 2013 – Activity Report for Foodservices

A) Meal Counts

- 1) Breakfast – average meal count is now averaging 263 per day. These figures only include reimbursable meals, not a la carte sales. Participation was 15%.
- 2) Lunch – average meal count is now 976 per day. Participation was 55%.

B) Other News

- 1) As part of the ongoing implementation of the Healthy Hunger-Free Kids Act of 2010, new educational standards will be forth coming for all Food Service Staff. This is to include required continuous training. The regulations are expected to become public in January 2014, followed by a comment period before they are adopted. One of the concerns is the cost of the training. Although there may be grant opportunities, as we have seen in the past, most of those grants are geared toward schools with the percentage of their enrollment of free and reduced students of 50% or more.

If you need further information, please contact my office.

# **Highland Central School District**

---

Pete Watkins, Athletic Director  
845-691-1031  
FAX 845-691-1033

To: Mrs. Haab  
From: Pete Watkins  
Date: January 30, 2014  
Subject: Board Update

- The Varsity Wrestling tournament was held on Saturday, January 18, 2014. Highland won the championship round. Austin Ingraham was named most valuable wrestler.
- Shannon Ward was selected as a Time Warner Scholar Athlete of the month. Shannon is an honor student and a Captain of the Varsity Girls Basketball team.
- The Varsity Cheerleaders competed in two competitions recently. They finished second and third over the last two weekends.
- The Modified Wrestling tournament will be held on Saturday, February 1, 2014 at the Highland Middle school.
- The winter basketball schedule is coming to “the end”. Both varsity teams should qualify for the sectionals.
- Highland’s Varsity Boys swimmers, Andrew and Matthew Valentino, who swim for the Marlboro school district, have qualified for sectional competition.

Thank you,

PW/esm

