

Highland Central School District

AGENDA

Board of Education

**ANNUAL RE-ORGANIZATIONAL MEETING
FOR THE SCHOOL YEAR OF 2014-2015**

Wednesday, July 2, 2014

6:00 pm Highland High School Library Center

The meeting will be videoconferenced from the following location:

SUNY Cortland Outdoor Education Center

540 Antlers Road

Raquette Lake, NY 13436

The public is invited to attend the meeting at either of these locations.

1. APPOINTMENT OF CLERK PRO TEMPORE

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

2. CALL TO ORDER and PLEDGE OF ALLEGIANCE

3. ADMINISTRATION OF OATH to the NEW BOARD MEMBERS

Administration of Oath will be delivered to re-elected board members, Alan Barone and Heather Welch.

4. ELECTION OF BOARD OFFICERS and ADMINISTRATION OF OATH

The District Clerk will call for nominations from the Board members for the office of President and Vice President of the Highland Central School District Board of Education for the school year of July 2014-June 2015.

5. APPOINTMENT OF DISTRICT OFFICERS

- | | | |
|----|-----------------------|--------------------------------------|
| a) | District Clerk | Lisa M. Cerniglia (Stipend TBD) |
| b) | District Treasurer | Carol Robinson (Stipend TBD) |
| c) | School Tax Collector | Louise M. Lynch |
| d) | Claims Auditor | Ulster BOCES Central Business Office |
| e) | Deputy Claims Auditor | Jill Greenland (no compensation) |
| f) | Deputy Treasurer | Maryanne Lostaglio (no compensation) |

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 | Carly Jacobsen |
| f) | Asbestos Designee | Dr. Michael O'Rourke |
| g) | Purchasing Agent | Louise M. Lynch |
| h) | Central Treasurer for | |

- | | | |
|----|---|-------------------------|
| | Extracurricular Activity Accts. | Jill Greenland |
| i) | Title VII and IX Compliance Officers | Louise M. Lynch and TBD |
| j) | 403 (b) Third Party Administrator | OMNI |
| 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 |
| o) | Student Activity Faculty Claims Auditor | Charlie Witte |

7. DESIGNATIONS

- a) Recommend the Board designates the following banks as depositories for the 2014-2015 school year:
- | | | |
|-------------------|----------------------|-----------------|
| M&T Bank | Citizen Bank | TD Bank North |
| J.P. Morgan-Chase | NY Liquid Asset Fund | Bank of America |
- b) Recommend the Board designates the following dates (Tuesday) for the regular Board of education meetings; changes or modification to this schedule will be announced by the clerk prior to the scheduled meeting date:

2014	2015
July 2	January 6
July 15	January 20
August 5	February 3
August 19	February 17
September 2	March 3
September 16	March 17
October 7	April 7
October 21	April 22 (Wed -Ulster BOCES Board Vote)
November 4	May 5
November 18	May 19 (District Budget Vote)
December 2	June 2
December 16	June 16

- 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
- d) Recommend the Board of Education President as the Board Members having the authority to appoint an Impartial Hearing Officer on behalf of the Board of Education.

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 2014-2015 school budget appropriations.

- c) Recommend the Board establishes Petty Cash funds (in the amount specified) and designate respective custodians for each fund for the 2014-2015 school year as follows:

Senior High School	\$100	High School Main Office (Denise Santangelo)
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 Maryanne Lostaglio, Deputy Treasurer Superintendent, as authorized signatories on checks and withdrawals as necessary from the following accounts: (One signature is required)

Multi Fund Account	Special Aid Programs Fund
Capital Fund/Debt Service	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.
- j) Cooperative Bidding Blanket
WHEREAS it is the desire of the participating school districts of the Board of Cooperative Educational Services, Ulster County, adopting this resolution to jointly request bids for certain commodities to be determined by the Superintendent of this school district from time to time for the 2014-15 school year,

NOW, therefore, be it

RESOLVED that the Highland Central School District hereby agrees to participate with other school districts of the Board of Cooperative Educational Services, Ulster County, New York, in the joint bidding of commodities to be requested by the school district Purchasing Agent and approved by the Superintendent; and be it further

RESOLVED that the specifications as prepared by the Steering Committee of participating school districts and presented to this Board of Education will be used and that this Board, if it desires to purchase these commodities agrees to purchase said commodities at the lowest bid price recommended by the Steering Committee of the joint school districts; provided, however, that each participating Board of Education in exercising its legal responsibilities, has the right to reject and/or modify the recommendation of the Steering Committee in the awarding of the bid; and be it further

RESOLVED that the invitation to bid will be advertised by BOCES in the Kingston Daily Freeman, the Middletown Record and the Poughkeepsie Journal in accordance with the provisions of Section 103 of the General Municipal Law.

9. OFFICIAL UNDERTAKINGS

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

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

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, 2014 at its July 2, 2014 Re-Organizational Meeting.
- b) Recommend the Board establishes the mileage reimbursement rate at the approved IRS rate (currently .56 cents per mile).
- c) Recommend the establishment of standing Board Sub-Committees and Liaisons as follows for the 2014-2015 members:

Finance Committee

Audit Committee

Support Services Committee

Negotiations

HAA

HELPA

Strategic Planning Committee

Board Liaisons:

Ulster County School Boards Association/Legislative Liaison

CSE/CPSE Liaison

PTA Liaisons

DLT Liaison

CDEP

Audit Committee Charter

BE IT RESOLVED that the Board of Education readopts the Audit Committee Charter in effect at its July 2, 2014 Re-Organizational Meeting.

- d) Recommend the following individuals to serve on the Committee on Special Education for the 2014-2015 school year:
- | | |
|----------------------|---|
| Chairpersons | Barbara E. Chapman
Dr. Robert Beyer
Lisa Neer
Sara Giglio |
| Parent Members | TBD |
| Psychologist Members | Dr. Robert Beyer; Lisa Neer; Sara Giglio |
| 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 2014-2015 school year:
- | | |
|--------------|--|
| Chairpersons | Barbara E. Chapman
Dr. Robert Beyer |
|--------------|--|

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 2014-2015 school year:

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

- 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 2014-2015 school year:

School Lunch at Elementary School	\$2.50/TBD
School Lunch at Middle School	\$2.75/TBD
School Lunch at High School	\$2.75/TBD
School Lunch for Eligible Reduced	\$0.25
School Breakfast	\$1.25/TBD
Student Milk	\$0.50/TBD

- k) Recommend the Board adopts the following building use rates for the 2014-2015 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.

11. ADJOURNMENT

Highland Central School District

AGENDA

Board of Education Meeting

Wednesday, July 2, 2014

Preceded by the Re-Organizational Meeting (6:00 pm)

Held in the Highland High School Library Center

The meeting will be videoconferenced from the following location:

SUNY Cortland Outdoor Education Center

540 Antlers Road

Raquette Lake, NY 13436

The public is invited to attend the meeting at either of these locations.

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.

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.

ACCEPTANCE OF REPORTS:

BE IT RESOLVED that the Board of Education acknowledges reviewing the following report(s):

- a) Board of Education Meeting Minutes – June 17, 2014 and June 25, 2014

CURRICULUM AND INSTRUCTION:

- a) **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) **Non-Teaching Appointments**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following non-teaching appointments for the 2014-2015 school year:

Employee: Charles P. Watkins
Position: Athletic Director
Effective Date: July 1, 2014 – June 30, 2015
Stipend Amount: \$35,000.00

Employee: Willard Sutton
Position: Senior Security Guard
Effective Date: July 2, 2014
Probation Period: July 2, 2014 - January 1, 2015

Employee: Raymond Wilk
Position: Senior Security Guard
Effective Date: July 2, 2014
Probation Period: July 2, 2014 – January 2, 2015

Employee: Wade Sargent
Position: Senior Security Guard
Effective Date: July 2, 2014
Probation Period: July 2, 2014 - January 2, 2015

b) **Medical Leave**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, accepts the following request for the purpose of medical leave:

Employee: Karen Adamec
Position: K-12 Music Teacher
Effective Date: On or about November 3, 2014 – February 17, 2015

c) **Retirement**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, accepts, with regrets, the following request for the purpose of retirement:

Employee: Diana Dolcemascolo
Position: School Monitor
Effective Date: June 18, 2014

BUSINESS AND OPERATIONS:

a) **Acknowledge Energy Performance Contract Payment #1**

BE IT RESOLVED that the Board of Education, based upon the recommendation of the Superintendent of Schools, hereby acknowledges payment application #1 in the amount of \$231,212 to Johnson Controls.

b) **Health Quest Agreement**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the attached contract dated July 1, 2014 between the Board of Education of the Highland Central School District and Health Quest Urgent Medical Care Practice.

SUPERINTENDENT COMMENTS

ASSISTANT SUPERINTENDENT'S COMMENTS

BOARD OF EDUCATION:

New Business:

- a) **Ulster County School Boards Association 2014-2015 Calendar**
- b) **Correspondence** – Any correspondence received by the Board may be discussed.
- c) **Future BOE Agenda Items**

Old Business:

- a) **Capital Project / Facilities Committee** - Discussion

PUBLIC COMMENTS:

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

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:

- 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

Highland Central School District

MINUTES

Board of Education Meeting

Tuesday, June 17, 2014

6:00 pm Open Meeting

6:00 pm Executive Session

7:00 Open Meeting to be held in the High School Cafeteria



Motion made at 6:12 pm by Debbie Pagano to go into Executive Session; Seconded by Mike Bakatsias; Motion carried with a 6-0 vote.

EXECUTIVE SESSION: (6:12 pm)

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 6:59 pm by Tom Miller to go into Open Session; Seconded by Mike Bakatsias; Motion carried with a 6-0 vote.

Attendees:

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

Administrators/Principals/Directors: Deborah Haab, Superintendent of Schools; Sarah Dudley-Lemek, Assistant Superintendent of Schools; Louise Lynch, Business Administrator; Pete Harris, High School Principal; Daniel Seyler-Wetzel (Middle School Principal); Joel Freer (Elementary School Principal); Roseann LaManna, Elementary School Assistant Principal; Meghan Connors, Middle School Assistant Principal; Maria McCarthy, Director of Food Services; Carol Potash, Director of Technology

Student Representative: Priyanka Dongare

CALL TO ORDER AND PLEDGE OF ALLEGIANCE (7:06 pm)

Board President, Alan Barone, called meeting to order at 7:06 pm. The Pledge of Allegiance was then recited.

APPOINTMENT OF CLERK PRO TEMPORE

BE IT RESOLVED that the Board of Education appoint Louise Lynch as Clerk Pro Tempore to preside in the absence of Lisa Cerniglia, District Clerk.

Motion made by Tom Miller; Seconded by Mike Bakatsias; Motion carried with a 6-0 vote.

PERSONNEL:

Motion made by Mike Reid to move items, “a-f” as a block; Seconded by Mike Bakatsias; Motion carried with a 6-0 vote.

Elementary School Principal Joel Freer recognized Angela Brogan for her contributions in the Speech Department at the Elementary School.

a) **Maternity Leave – Extension**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following request for an extension of current maternity leave:

Employee: Jessica Cozzolino
Position: Elementary Teacher
Effective Date: current – February 2, 2015

b) **Vacation Days**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following request for vacation days from the 2013-2014 school year to be added to the 2014-2015 school year as follows:

Employee: Barbara Klotz
Amount of Days: Three (3) vacation days

c) **Vacation Days – Compensation**

BE IT RESOLVED that the Board of Education approves the request for compensating Louise Lynch five (5) unused vacation days from the 2013-2014 school year and Deborah Haab four (4) unused vacation days at the 2012-2013 rate.

d) **Tenure Recommendation**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following tenure recommendation as follows:

Employee: Angela Brogan
Tenure Area: Speech - remedial
Effective Date: September 1, 2014

Employee: James Conklin
Tenure Area: Home Economics – General
Effective Date: September 1, 2014

e) **Resignation**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, accepts, with regrets, the following resignation:

Employee: Jenny Merrill
Position: Bus Driver
Effective Date: June 30, 2014

f) **Retirement**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, accepts, with regrets, the resignation for the purpose of retirement from the following individuals:

Employee: Joseph A. Martellaro
Position: Music Teacher
Effective Date: June 30, 2014

Employee: Timothy Bradley
Position: Bus Driver
Effective Date: August 30, 2014

Employee: Mary Ann DuFrane
Position: Teacher Assistant
Effective Date: June 30, 2014

SPECIAL RECOGNITION:

A short reception took place to recognize the following:

- a) Recognition of Priyanka Dongare, Student Representative
 - b) Recognition of Maxwell Rogers, Tech Services
 - c) Recognition of AP Scholars
 - c) Tenure employees from the 2013-2014 school year
 - d) Retirees from the 2013-2014 school year
- Elementary School Principal Joel Freer recognized Angela Brogan for her contributions in the Speech Department at the Elementary School.
 - Middle School Principal Daniel Seyler-Wetzel recognized James Conklin and his contributions to the middle school home and career program.
 - Board President Alan Barone recognized the following retirees and how they touched the lives of the children in our community:
 - Lisa Barone / Math Teacher / 32 years
 - Tim Bradley / Bus Driver / 12 years
 - Mary Ann DuFrane / Teacher Assistant / 15 years
 - Linda Noe-Grotto / Courier/Food Service / 10 years
 - Rosann LaManna / Teacher/Assistant Principal / 30 years
 - Joseph Martellaro / Music Teacher / 27 years
 - Stephen Passante / Custodial Worker / 10 years
 - Vincent Wyant / Head Custodian / 10 ½ years

June 17, 2014 Minutes

At 7:45 a short reception took place.

At 7:59 meeting reconvened.

PUBLIC COMMENTS:

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

ACCEPTANCE OF REPORTS:

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

- a) Board of Education Meeting Minutes – 5/20/2014, 5/28/2014, 6/3/2014 and 6/10/2014
- b) Claim Auditor Report – March, April, May 2014
- c) Treasurers Reports – May 2014
- d) General Fund Budget & Revenue Status Reports – May 2014
- e) Food Service Fund Budget & Revenue Status Reports – May 2014
- f) Special Aid Fund Budget & Revenue Status Reports – May 2014
- g) Attendance and Enrollment Report – Period 9 – 05/01/2014 – 5/30/2014

Motion made by Sue Gilmore; Seconded by Debbie Pagano; Discussion: Sue Gilmore questioned Serial Bond expenditures - Louise Lynch to follow-up at a later date; Food Service budget ERS and non-instructional salaries; Enrollment decline – impact of State Aid; Motion carried with a 6-0 vote.

CURRICULUM AND INSTRUCTION:

a) **Principal's Report:**

Each month the Principals will report on important information and events occurring in their schools.

Elementary School Principal Joel Freer and Middle School Principal Daniel Seyler-Wetzel spoke about year events.

b) **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 May 29th, and June 6th, 2014, and authorizes the arrangements for such students' special education programs and services.

Motion made by Tom Miller; Seconded by Mike Bakatsias; Discussion: none;

Motion carried with a 6-0 vote.

STUDENT REPRESENTATIVE COMMENTS

Priyanka Dongare thanked the Board for allowing her the opportunity to act as student representative for the Highland Board of Education.

BUSINESS AND OPERATIONS:

a) **ERS Reserve Resolution**

BE IT RESOLVED that based upon the recommendation of the Superintendent of Schools the Board of Education of Highland Central School District, hereby authorize the establishment of an Employee Retirement Contribution Reserve. The purpose of this reserve is to finance retirement contributions. This reserve must be accounted for

separate and apart from all other funds and will be funded by excess fund balance or budgetary appropriations.

Motion made by Sue Gilmore; Seconded by Mike Bakatsias; Discussion: none; Motion carried with a 6-0 vote.

b) **Report of Examination** from the Office of the State Comptroller

c) **Dishwasher Bid**

BE IT RESOLVED that the Board of Education award the Purchase and Installation of commercial Conveyor Type Dishwasher and Hot Water booster System bid 13-14 02 to Dutchess Restaurant Equipment in the amount of \$27,670.

Motion made by Sue Gilmore; Seconded by Mike Reid; Discussion: none; Motion carried with a 6-0 vote.

d) **Budget Transfers**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following budget transfer totaling \$87,568.00:

- Budget Transfer Number 9910 \$ 12,500
- Budget Transfer Numbers 9494 & 9909 \$15,068
- Budget Transfer Number 9911 \$60,000

Motion carried by Sue Gilmore; Seconded by Mike Reid; Discussion: none; Motion carried with a 6-0 vote.

ASSISTANT SUPERINTENDENT'S REPORT

Assistant Superintendent of Schools updated the Board on the following:

- June 3rd testing day;
- Wellness committee
- Memorial Day celebration;
- Summer work planned

SUPERINTENDENT'S REPORT:

Superintendent of Schools updated the Board on the following:

- Recognized the National Honor Society;
- Moving-Up ceremonies are forthcoming;
- Choral events were outstanding;
- Thanked everyone for another memorable school year.

BOARD OF EDUCATION:

New Business:

a) **Establishment of Student Clubs at Middle School**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the establishment of two student clubs at the middle school as follows:

- Chess Club

- Dignity For All Club Gay, Straight Alliance

Motion made by Sue Gilmore; Seconded by Debbie Pagano; Discussion: none; Motion carried with a 6-0 vote.

- b) **Correspondence** – Debbie Pagano mentioned she had been approached by a community member who inquired about donating an air conditioner for classroom.
- c) **Future BOE Agenda Items** – To be submitted the Tuesday prior to following Board meeting.

Old Business:

- a) **Re-Organizational Meeting** – Date scheduled is Wednesday, July 3rd at 6:00 pm.
- b) **Capital Project / Facilities Committee** – Meeting scheduled for June 23rd at 4:00 pm.

PUBLIC COMMENTS:

No comments were made at this time.

CLOSING COMMENTS:

Board President, Alan Barone, recognized Kim Sweeney as school board member over the past three years and thanked her for all she has done as board member.

Motion made at 8:53 pm by Mike Bakatsias to go into Executive Session; Seconded by Mike Reid; Motion carried with a 6-0 vote.

EXECUTIVE SESSION: (8:53 pm)

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 or securities held by such public body, but only when publicity would substantially affect the value thereof.

June 17, 2014 Minutes

Motion made by Tom Miller at 10:32 pm to adjourn Executive Session; Seconded by Mike Bakatsias; Motion made by Tom Miller to adjourn meeting; Seconded by Tom Miller; Meeting adjourned.

ADJOURNMENT

Minutes recorded by Louise Lynch (Clerk Pro Tempore)

Minutes submitted by Lisa M. Cerniglia (District Clerk)

Highland Central School District

MINUTES

Board of Education Special Meeting

Wednesday, June 25, 2014

5:30 pm (anticipated Executive Session)

With Open Meeting to follow

Held in District Office at High School

Motion made by Tom Miller at 5:36 pm to go into Executive Session; Seconded by Mike Bakatsias; Motion carried with a 7-0 vote..

EXECUTIVE SESSION: (5:36 pm)

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

Motion made by Mike Reid at 6:01 pm to adjourn Executive Session and enter Open Session; Seconded by Mike Bakatsias; Motion carried with a 7-0 vote.

ATTENDEES:

Board Members: Alan Barone; Sue Gilmore; Kim Sweeney; Tom Miller; Debbie Pagano; Mike Bakatsias; Mike Reid; Heather Welch (newly elected).

Administrators: Deborah Haab, Superintendent of Schools; Sarah Dudley-Lemek, Assistant Superintendent of Schools; Louise Lynch, Business Administrator

CALL TO ORDER AND PLEDGE OF ALLEGIANCE (6:01 pm)

Board President, Alan Barone, called meeting to Order and Pledge of Allegiance was then recited.

APPOINTMENT OF CLERK PRO TEMPORE

BE IT RESOLVED that the Board of Education appoint Louise Lynch as Clerk Pro Tempore to preside in the absence of Lisa Cerniglia, District Clerk.

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

BOARD OF EDUCATION

New Business

a. **APPR Plan for Classroom Teachers and Building Principals**

BE IT RESOLVED that the Board of Education, based upon the recommendation of the Superintendent of Schools, hereby adopts its Annual Professional Performance Review “(APPR)” Plan for classroom teachers and building principals covered under education Law

Sections 3012-c for the 2014-2015 school year as approved by the State Education Department, which shall remain in full force and effect pursuant to Education Law Section 3012-c(2)(1) until such time that the negotiable provisions of a subsequent APPR Plan are agreed upon and approved by the Commissioner of Education.

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

b. **Memorandum of Agreement – HTA**

WHEREAS, on June 25, 2014, representatives of the District and the Highland Teacher Association executed a Memorandum of Agreement to create a five year successor Collectively Negotiated Agreement effective July 1, 2013 and terminating on June 30, 2018.

WHEREAS, Board ratification is a requirement of said Memorandum;

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby ratifies the June 25, 2014 Memorandum of Agreement and hereby appropriates those monies necessary to fund the 2013 - 2018 Collectively Negotiated Agreement between the District and the Highland Teacher Association.

<u>Roll Call</u>	<u>Aye/Nay</u>
Debbie Pagano	Aye
Kim Sweeney	Aye
Sue Gilmore	Aye
Mike Bakatsias	Aye
Mike Reid	Aye
Tom Miller	Aye
Alan Barone	Aye

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

Motion made at 6:15 pm to adjourn meeting by Tom Miller; Seconded by Mike Bakatsias; Motion carried with a 7-0 vote.

ADJOURNMENT (6:15 pm)

Minutes recorded by Louise M. Lynch (Clerk Pro Tempore)
Minutes submitted by Lisa M. Cerniglia (District Clerk)



Assistant Superintendent's Report

Sarah Dudley-Lemek July 2, 2014

1. Summer Work

Summer work for teachers is under way. Foreign Language (LOTE) teachers are aligning curriculum this week. The Blended Learning Summit at BOCES also begins this week. We have a strong group participating in the BOCES program, then working with Carol Potash later in the summer to create some blended learning opportunities for our students next year. The work is being done 6-12 and represents a cross section of content areas: reading, LOTE, Social Studies, Science, Math, English and others. All in all, we have over 50 teachers participating in Highland summer work and another group taking advantage of opportunities through BOCES. We have work happening almost every week this summer! The majority of the work will be paid for through the STLE grant. Luckily grant extends through next school year, so we will be able to continue the work started over the summer.

In addition to the teacher work, Peter Harris, Carol Potash, Deborah and I are participating in an online course titled, *Leading Successful Blended and Online Learning Initiatives*. The course should assist us as we update our technology plan and support teachers' efforts to integrate blended learning into our curriculum.

2. Common Core Regents Exams

We received the scoring conversion charts for both the Common Core Algebra and ELA regents exams Wednesday evening, June 25. The scores represented the rigor we had expected. As we have stated previously, students this year had the opportunity to take both the old and new common core exams and receive the higher score for credit. Happily, a score on one common core exam allowed one more of our seniors to graduate. I've included a copy of each of the new common core tests for you to see. I will share more data on the tests as we process it.

3. Administrative Retreat

Our administrative retreat will be held at Vineyard Commons on Monday and Tuesday, July 14 and 15. We have a hefty agenda for the two days! We will be focusing on the vision in our departments, clarifying internal systems between departments and conducting investigations.

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

July 2, 2014

OPERATIONS AND MAINTENANCE REPORT

GENERAL

- The end of the year finished off uneventfully. Setup for the moving up ceremonies in the gym went quickly. Set up for the high school graduation was planned with the layout of the field and the graphics done on Tuesday, painting on Wednesday, excess chairs from the indoor ceremonies set up Thursday morning. Then we went into a holding pattern until 1:15 PM – then the stage and the remaining 700 (+,-) chairs were moved and set up on the football field. There were 1,188 chairs set for the parents and guests. 255 chairs for graduates, band and chorus. Fourteen (14) custodial, grounds and maintenance personnel completed the setup and then relocated to park cars. The parking lot crew was comprised of a total of seventeen (17) personnel.
- The buildings are set for the summer shakedown. Crews have been established and begin on June 30 preparing for the 2014-2015 school year. Cleaning coordination, in conjunction with building use (increases every summer) and the work of the Energy Performance Contract will most likely present a challenge at times.

GROUNDS

- After the late winter, the sports schedule and the absence of one of the key grounds men, we have caught up with the grounds work.
- The high school football field will be watered as needed. We are still working to get water to the middle school field. Cooperation with the Dig Safely mark out vendor has slowed this project as we attempt to find the reason the existing water line does not flow water and where it actually may terminate. We have what we think is the end of the line, but no water flows.
- O&M equipment authorized by the referendum is being selected and ordered.

FACILITIES

- The high school off heating season water heater is scheduled to be installed the week of 7/7/2014. This will allow the boilers to be shut down.

FACILITIES (Continued)

- Shades. Through research, negotiation and the agreement our maintenance staff will install them, the district has been able to acquire a volume pricing structure which will enable us to replace 249 shades throughout the three (3) schools. Monies for this project are being taken from the account established originally for glazing work, now anticipated to be included in the capitol project being developed. The PO was written against this budget line for the 2013-2014 school year in the amount of \$19,937.72.
- In the five (5) month period, January through May, 2014, the district experienced approximately a 40% increase in electric and gas costs due to the cold weather and increased demand in the region. This equated to an approximate increased cost of \$42,072 year-over-year. Although the “capacity costs” associated with these utility expenses appeared to begin to fall in line in March and April, they again spiked in May. June invoices have not been received and processed yet.

In conjunction, the Federal Energy Regulatory Commission established a new capacity zone called the Lower Hudson Valley Capacity Zone (LHV) implemented on May 1, 2014. This capacity zone pricing may affect the districts energy bills by 10% (+,-). This may have been what caused the spike in the May invoices. June will be telling as heating will be out of the equation and there was minimal air conditioning during the month. The total impact of the capacity zone on the district’s \$350,000 gas and electric costs is still a little tentative at this time.

EQUIPMENT

- No new or additional issues.

SCHOOL BUS MAINTENANCE

- As of 6/24/2014, in this year’s inspection cycle, 23 buses have been inspected; one (1) failed, yielding a 95.65% passing rate.

RECORDS MANAGEMENT

- All work being conducted under the Records Management Grant has been completed. Records are now all catalogued by type and date of destruction (except permanent records). 193 boxes of records have been shredded. Six (6) boxes of records with a June 30, 2014 destruction date remain to be destroyed.

PERSONNEL

- Two (2) custodial worker positions, one (1) retiree and one (1) resignation are in the process of being filled. Recommendations were provided to the Superintendent and are forth coming to the BOE.

