

Highland Central School District

MINUTES

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 was videoconferenced from the following location:

SUNY Cortland Outdoor Education Center

540 Antlers Road

Raquette Lake, NY 13436

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

Motion made at 6:10 pm by Debbie Pagano to enter Executive Session; Motion seconded by Tom Miller; Motion carried with a 6-0 vote.

EXECUTIVE SESSION (6:10 pm)

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

- 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 7:10 pm by Tom Miller to enter into Open Meeting; Seconded by Debbie Pagano; Motion carried with a 6-0 vote.

ATTENDEES:

Board Members Present: Alan Barone, Sue Gilmore (6:20); Tom Miller, Debbie Pagano, Mike Reid (via videoconference), Mike Bakatsias, Heather Welch

Administrators/Directors Present: Deborah A. Haab (Superintendent), Sarah Dudley-Lemek (Assistant Superintendent), Louise M. Lynch (Business Administrator)

1. APPOINTMENT OF CLERK PRO TEMPORE (7:10 pm)

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.

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

2. CALL TO ORDER and PLEDGE OF ALLEGIANCE

Lisa M. Cerniglia called meeting to order at 7:10 pm and Pledge of Allegiance was then recited.

3. ADMINISTRATION OF OATH to the NEW BOARD MEMBERS

District Clerk, Lisa M. Cerniglia, administered the Oath of Office to newly elected Board members Alan Barone and Heather Welch. (Oaths on file in District Office)

4. ELECTION OF BOARD OFFICERS and ADMINISTRATION OF OATH

The floor was open for nominations for the seat of Board President. **Board member Mike Bakatsias nominated Alan Barone; Motion was seconded by Debbie Pagano; Motion carried with a 7-0 vote. The floor was open for nominations for the seat of Vice-President. Board member Tom Miller nominated Sue Gilmore as Vice President; Motion seconded by Heather Welch; Motion carried with a 7-0 vote. (Oaths on file in District Office).**

Alan Barone thanked the Board and community for the support he has received over the past several years. Sue Gilmore also made the same statement and thanked the Board and community for their continued support.

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 |

Motion made by Mike Reid to approve items "5 and 6" as a block; Seconded by Tom Miller; Discussion: none; Motion carried with a 7-0 vote. (Items marked TBD are to be discussed further during Executive Session and/or Open Meeting.)

7. DESIGNATIONS

- a) Recommend the Board designates the following banks as depositories for the 2014-2015 school year:

M&T Bank
J.P. Morgan-Chase

Citizen Bank
NY Liquid Asset Fund

TD Bank North
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.

Motion made by Debbie Pagano to approve items "a-d" as a block; Seconded by Mike Bakatsias; Discussion: Board was in agreement that the August 19th meeting, due to conflicts, be changed to August 26th. Motion carried 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 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 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.

Motion made by Sue Gilmore to approve items “a-j” as a block; Seconded by Mike Reid; Discussion: note change in item “d” to reflect one signature; Motion carried with a 7-0 vote.

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

To be dissolved

Audit Committee

Alan Barone

Debbie Pagano

Heather Welch

Support Services Committee

Alan Barone

Tom Miller

Mike Reid

Negotiations

HAA

Sue Gilmore

Debbie Pagano

Mike Reid

HELPA

Alan Barone

Mike Bakatsias

Heather Welch

Strategic Planning Committee

TBD

Board Liaisons:

Ulster County School Boards Association/Legislative Liaison

Sue Gilmore

CSE/CPSE Liaison

Tom Miller

Debbie Pagano

PTA Liaisons

Tom Miller

Mike Bakatsias

DLT Liaison

TBD once activity level is observed

CDEP

TBD

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.

Motion made by Mike Bakatsias to move items “a-k” as a block; Seconded by Tom Miller; Discussion: (1) verify that community organizations do not have to be charged for building use; (2) photocopying vs. foil request charges; Motion carried with a 7-0 vote.

Motion made at 7:10 pm by Debbie Pagano to adjourn Re-Organizational meeting and proceed into Open Meeting; Seconded by Heather Welch; Discussion: none; Motion carried with a 7-0 vote.

11. ADJOURNMENT

Minutes recorded and submitted by Lisa M Cerniglia, District Clerk