

Highland Central School District

AGENDA

Board of Education Meeting

Tuesday, October 6, 2015

6:00 pm Executive Session (Pending on Board Approval)

7:00 pm Open Meeting

To be held in the Board Room (E-32 @ High School)



EXECUTIVE SESSION (Pending on 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

SPECIAL PRESENTATION

Alec Sorbin, CPA of Ray Preusser's Firm will provide an overview presentation of the External Audit for the period ending June 30, 2015.

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 (approximately 10 minutes) which is 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 – September 15, 2015
- b) Treasurer’s Reports – June, July and August 2015
- c) General Fund Budget & Revenue Status Reports – June, July and August 2015
- d) Food Service Fund Budget & Revenue Status Reports – June, July and August 2015
- e) Special Aid Fund Budget & Revenue Status Reports – June, July and August 2015
- f) Capital Project - Energy Performance Contract Budget Status Rept. – June, July and August 2015

CURRICULUM AND INSTRUCTION:

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) **Appointments**

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

James Robertson

Position: Automotive Mechanic, PT / Bus Garage
Salary: Grade 15, Step 14 / \$29.89 hr
Effective Date: September 17, 2015
Probationary Period: September 17, 2015 – March 17, 2016
Purpose: Replace Ray Owen, retirement

Heather Finn

Position: Teacher – Elementary School
Effective Date: September 1, 2015 – October 31, 2015
Salary: MA Step 1 / \$48,123
Purpose: Leave replacement for Jessica Compain (maternity)

Linda Moore

Position: Teaching Assistant
Effective Date: October 7, 2015
Salary: Grade 7A, Step 1 / \$17,563
Probationary Period: October 7, 2015 – April 7, 2016
Purpose: Replacing Deb Maietta, transfer to ES

Brian Scofield

Position: Custodian – Middle School
Effective Date: October 13, 2015
Salary: Grade 8C, Step 7 / \$34,953
Probationary Period: October 13, 2015 – April 13, 2016
Purpose: Replacing Berryann, promotion

Douglas Jones
Position: Custodian – High School
Effective Date: October 21, 2015
Salary: Grade 8C, Step 10 / \$38,463
Probationary Period: October 21, 2015 – April 21, 2016
Purpose: Replacing John Halstead, retirement

b) **Medical Leave**

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

Employee: Jennifer Bertone
Position: Teacher – Middle School
Effective Date: On or about January 26, 2016 – June 30, 2016
Purpose: Child Bearing Leave

c) **Extended Leave**

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

Employee: Jessica Compain
Position: Teacher – Elementary School
Effective Date: October 13, 2015 – November 2, 2015
Purpose: Child Bearing Leave

d) **Extra-Curricular Appointments**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following stipend positions for the 2015-2016 school year:

Vanessa Pratts / Multicultural Club / \$1,146
Suzanne Faugno / Yearbook / \$1,674
Daniel Savelson / 6th Grade Coordinator / \$1,600.00
Teri Cilento / Boys Intramurals / \$1,624.00
Carole Delia & Mary Leahy / National Junior Honor Society (*to be shared*) / \$729.00

e) **Resignation**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, accepts the resignation from Paul Latino as Girls Basketball Coach for the winter 2015-2016 school year.

f) **Tenure**

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

Employee: Dawn Lambert
Position: Teaching Assistant
Effective: October 16, 2015

g) **Amendment**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following correction to stipend position for the 2015-2016 school year:

- o Peg Trinkaus / GSA – Middle School / Stipend \$1,165

h) **Mentors**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following employees as mentors for the 2015-2016 school year with a stipend amount of \$ 1,000:

Corey Miller
Elizabeth Skrabak
Linda Gallagher
Alisabeth Loewenthal

i) **Appointment – Coaching**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following coaching position for the 2015-2016 school year:

Paul Latino / Modified Boys Basketball Head Coach / \$1,907

j) **Abolish Position**

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

Full-Time Food Service Worker

k) **Service Agreement**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the attached updated Personal Service Agreement for Sarah Dudley-Lemek, Assistant Superintendent, July 1, 2015.

BUSINESS AND OPERATIONS

- a) **Tentative Inter- Municipal Agreement** (*Anticipated agreement for transportation for an out of district student*)

- b) **Athletic Trainers** – Discussion

- c) **Audit Findings & Corrective Action Plan**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, accepts the External Auditor's Report for Extra classroom Activity Fund-Cash Basis and Financial Statements and Supplementary Information for the period ending June 30, 2015 after being reviewed by the District's Audit Committee.

SUPERINTENDENT COMMENTS

ASSISTANT SUPERINTENDENT'S COMMENTS

BOARD OF EDUCATION:

New Business:

- a) **Code of Conduct for the 2015-2016 School Year** – 1st Reading
- b) **Mandated Policies / Board Policies** – Review of prior policies.
- c) **Board Policy #4100** (Organizational Chart) 1st Reading
- d) **Legislative Action Committee** – Designate Board member for committee.

e) **Dignity Act Coordinators**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following employees to act as Dignity Act Coordinators for the 2015-2016 school year:

Elementary School

Kathleen Sickles
Dawn Palmer
Peg Trinkaus

Middle School

Meghan Connors
Nancy Jensen
Vanessa Pratts
Peg Trinkaus

High School

Bill Zimmer
Dr. Michael Paff
Vanessa Pratts

District

Sarah Dudley-Lemek

f) **APPR Negotiations and SED Hardship Waivers**

Resolution of Authorization:

BE IT RESOLVED that the Board of Education President is hereby authorized to sign, along with the Superintendent of Schools, the Signature Page for SED Hardship Waiver Application No. 1, covering the period from November 15, 2015 through March 15, 2016, to allow for the continuation of the negotiations process for filing an APPR Plan compliant with the requirements of §3012-d of the Education Law. A copy of said application shall be incorporated by reference within the minutes of this meeting.

-or-

RESOLUTION OF RATIFICATION

BE IT RESOLVED that the Board of Education hereby ratifies the signing, by the Board President, along with the Superintendent of Schools, of the Signature Page for SED Hardship Waiver No. 1, covering the period from November 15, 2015 through March 15, 2016, to allow for the continuation of the negotiations process for

- g) Correspondence – Any correspondence received by the Board may be discussed.
- h) Future BOE Agenda Items

Old Business:

- a) EBoard Program - 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

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

October 6, 2015

OPERATIONS AND MAINTENANCE REPORT

GENERAL

- The buildings are in good shape and everything is pretty much settled in for the school year.
- The IT Department has made their move to the “new” offices near Central Administration.

GROUNDS

- The grounds men are maintaining the sports fields and ancillary grounds. The weather has been good so far this fall season for both field quality and maintaining sports schedules.
- The middle school field, which is out-of-service, will be over-seeded next week and all sports fields will be fertilized the Columbus Day weekend.
- The bulk of the new equipment is in and being used. The new Ventrac mower has eliminated the danger of mowing the side hill behind the H/S bleachers and the steep bank in front of the M/S bleachers. It also does a superior job of grooming the playing fields in preparation for line painting. Purchasing specifications on the trucks are being finalized as the bid has just come out.
- All tree trimming has been completed where there was encroachment of driveways and parking areas.

FACILITIES

- Ashley-McGraw has begun work on the Building Condition Survey and M&E Engineering will be on site on Monday, October 5th to begin assessments of building infrastructure systems. Pat Flynn and associates will be on site Thursday, October 8th and Friday, October 9th to survey the interior and exterior of the E/S and the exterior of the M/S.
- Maintenance personnel are upgrading six (6) locations throughout the district to 208/240 volt power supplies for six (6) of the new copiers. This involves running new electrical circuits from breaker panels to the locations needed. These locations previously had 110 volt copiers. This work is scheduled to be complete by October 23rd.
- The E/S freezer installation is complete. Our maintenance personnel are working to improve ventilation in the storeroom where the freezer is now located due to the excess heat generated by the compressor for the freezer. A temperature activated fan is being installed on the current roof vent.

- The water pumps for the cistern at the H/S were not able to provide sufficient pressure to the water pressure tank and these were pulled, inspected and re-plumbed. The deterioration of the plumbing was the issue with the pressure. The pumps appear to be fine. This item has been removed from the scope of work to be done in the water building through the capital project.
- Radio repeaters, which had been installed in each of the buildings to enhance the radio communication, are working well. There was some short term issues while attaining a familiarity with the system and how repeater radios work differently than direct radio-to-radio analogue communications. All seems good now and everyone appears to be happy with the radio improvements.
- All heating system boilers have been tuned up in preparation for the heating season.
- Maintenance Personnel are rehabilitating the “old” H/S faculty room into becoming a teaching space.

SCHOOL BUS MAINTENANCE

- This year’s school bus inspection cycle beginning April 1, 2015 has completed Thirty-five (35) buses inspected. Two (2) buses have failed. Both were repaired and re-inspected. This provides an inspection rate of 94.28%.
- Ongoing PM’s (preventive maintenance checks) and DOT inspection preparations are finding numerous significant issues. Bus #119 continues to be listed as “Temporarily Out-of-Service” with DOT due to a transmission issue, among some other items needing repairs. This bus may never be returned to service due to its age, the repair issues surfacing and the likely possibility any monies spent will only provide a very short term in-service life going forward.

PERSONNEL

- Recommendations for two (2) Custodian(s) have been forwarded to the Superintendent. These replace a retiree and fill a position vacated by a promotion.
- There has been a recommendation provided to the Superintendent for a Part-time Automotive Mechanic for the bus garage.
- One (1) Custodial Worker position remains open and interviews will be held shortly for this position as the Custodian positions will now be filled.
- The district has advertised for a maintenance person as a leave replacement for one of our maintenance people who was injured in a vehicle accident.

End of Report

HIGHLAND CENTRAL SCHOOL DISTRICT
INTRADISTRICT COMMUNICATION

To: Ms. Deborah Haab, Superintendent of Schools
From: Ms. Maria McCarthy, Food Service Director
Date: September 30, 2015
Subject: Summer 2015 – Activity Report for Foodservices

July 2015

- 1) End of year processing was done through BOCES for our register system.
- 2) The required Health Department Inspection Report was filed on line.
- 3) The application for new permits for the coming school year were applied for.

August 2015

- 1) The parent pack was sent out as part of the school calendar.
- 2) Attended the user group meeting to stay current with the upgrades for the WinSnap/Websmartt register system.
- 3) Annual Renewal paperwork was completed on line. All three schools will once again receive severe need status reimbursement for complete breakfast meals served this year, which is an additional \$0.33 more than non-severe need reimbursement rate.
- 4) The reimbursement rates for lunch increased \$0.09 per complete meal served. This increase comes from the Federal portion of the reimbursement.
- 5) Health department permits were received for all kitchens.
- 6) Attended several webinars, offered by the State. The webinars were offered in place of the traditional day-long meeting we have attended in the past. These are offered as a way for all to stay current with new regulations that are to be in place for the beginning of the school year as well as refreshers for existing regulations. This year the focus will be on staff training. Each employee is required to have at least 4 hours of job appropriate training. Depending on the job title, some staff may be required to have an additional 2 hours of training. Next year the training hours will increase.
- 7) The new freezer was installed at the Elementary School and is in full use.
- 8) The first of four required SNAP/MEDICAID downloads was done to directly certify students for free meals to begin the school year with.

Staffing

- 1) One full time food service worker position has been abolished.

If you need further information, please contact my office.

Highland Central School District

Frank Alfonso, Athletic Director

845-691-1031

FAX 845-691-1033

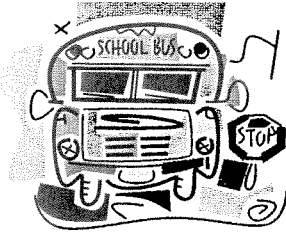
To: Mrs. Haab
Date: September 10, 2015
Subject: Board Update

- JV and Varsity sports are in full swing for the Fall 2015 season.
- Modified sports began on the first day of school.
- Five students in the middle school qualified for the Athletic Placement Process to participate in JV/Varsity sports. There are three students on the Varsity Swim team. One student is on the Varsity Cross Country team. One student is playing on the Varsity Girls Soccer team.
- Varsity Football held their opening game of the season at home on Friday, September 4th at 7:00pm. Seven hundred people were in attendance as they played Burke. The Huskies won the game with a score of 34-7.
- The JV and Varsity Volleyball team has a new coach in the district. Dana Martin, a former Burke student and graduate of Hartwick College, has been a team member in volleyball throughout high school and during her college career. She was a member of IREVA, a high performance junior/youth national competition team in 2009 and 2010. She also participated in National Volleyball tours in 2011. She has brought both the JV and Varsity teams into the season with strong performances, and has already developed solid relationships with her athletes.
- A new volleyball net/system has been purchased for the middle school to replace a system that was broken. It will be installed and ready for use by the first home modified home game.
- The completed code of conduct forms have been turned in to the athletic office.
- There are 17 teams in total for the fall season between the middle school and high school.
- The athletic trainer will be present for the 11 home football games at a cost of \$150.00 per game. He comes to the high school at no cost to the district every Tuesday to see and make recommendations to the student athletes.

Thank you,

Frank Alfonso
FA/esm

**TRANSPORTATION DEPARTMENT
HIGHLAND CENTRAL SCHOOL DISTRICT**



TO: Deborah Haab
Sarah Dudley-Lemek
FROM: Debbie Tompkins
RE: Report to BOE 10.06.2015

Transportation got off to a busy start this year. Minor adjustments are still being made to a few bus routes.

On September 15th the every bus route conducted the first required bus safety drill of the year. Special thanks to the Highland Fire Department who helped drivers conduct the drills and help students exit out of the back door of the school bus.

Approval is needed for a special needs Highland student residing at the St. Margaret Center in Albany to the Langan School also in Albany. (See Attached)

A Driver Attendant meeting was held on October 5th I have attached a copy of the agenda. We will continue to hold monthly meetings to address any issues and concerns.

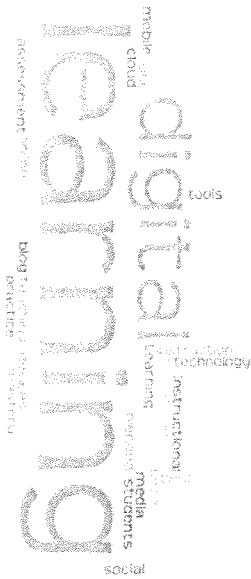
School Bus Safety is One bus stop at a time



Technology Services Report

Carol Potash

October 6, 2015



Instructional Technology

Opened school successfully with the cleaning and setup of ~765 workstations. With the assistance of summer help, most workstations and projectors were vacuumed, cleaned out, and set up for opening day.

We deployed about 30 new teacher workstations, 40 new laptops, and several iPads. Our iPad count is up to +/- 500 or more.

Blended Learning

Over the summer, there were some Tech. Workshops available for teachers. Attendees learned of techniques and tools for Blended Learning. Some teachers who use tools assisted with the workshops: Stefanie Whiston, Maureen Pesano, Mark Chiarieri, and Chris Cozzolino. Using these teachers is a great additive to the workshops – each one uses some different tool or application with ease.

I assisted the Middle School Math Dept. with their Flipped Learning workshops. Their classroom technologies are in working order and they are flipping away!

Throughout every workshop over the summer, the participants learned of Schoology and how to set up their coursework online.

Schoology Snapshot

We rolled out the Schoology platform for an LMS (Learning Management System) with a couple of Intro. Workshops. This is a snapshot of some Schoology Analytics – I will include more in my next report.

School Analytics

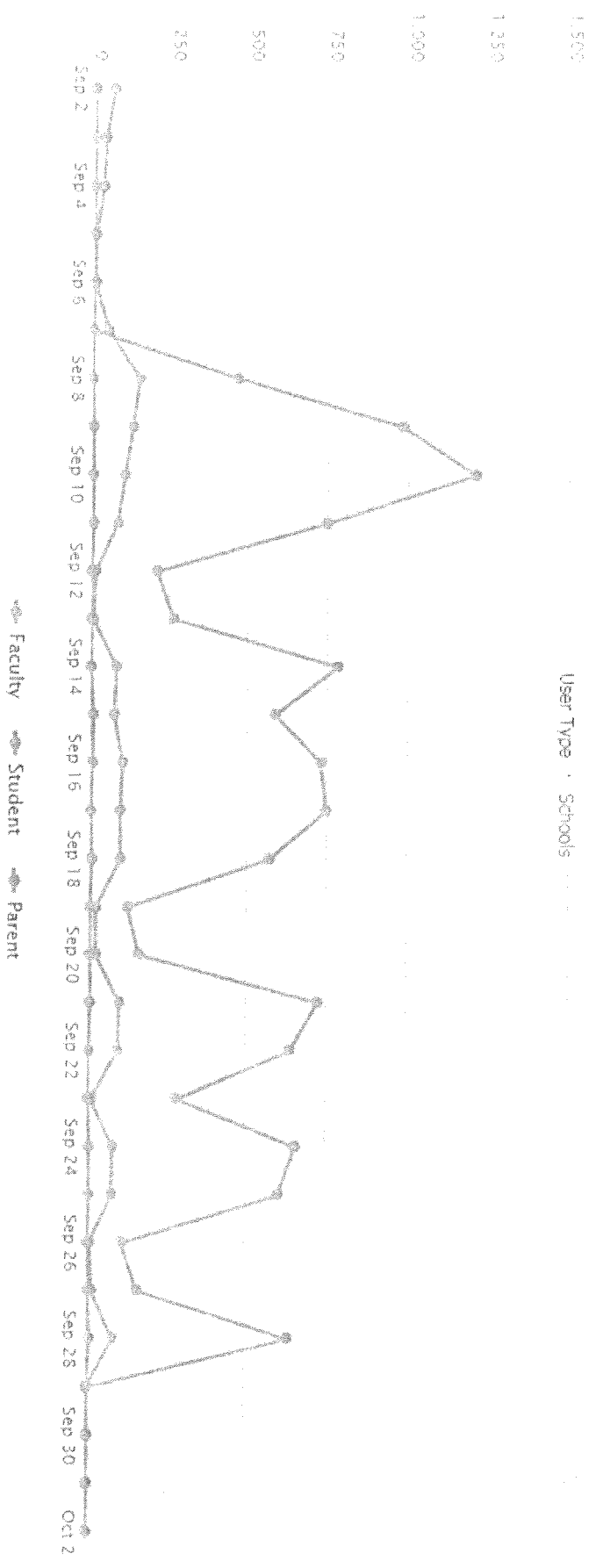
School Users System Logs

4 1,655 315 24

All Schools Last 30 Days Web & Mobile Analytics Dates as of Sep 28, 2015 (New value up to 24 hours for computers)

13,108 Total Visits
183,279 Page Views
00:10:29 Avg. Time Per Visit
1,704 Comments Posted
4,671 Submissions
2,234 Files Uploaded

500 1,000 1,500
Avg 1.03 Per User
Avg 1.03 Per User
Avg 1.38 Per User



Faculty Student Parent