

Highland Central School District

AGENDA

Board of Education Meeting

Tuesday, September 1, 2015

6:00 pm Executive Session (Pending Board Approval)

7:00 Open Meeting

Held in the Highland High School Board Room (E-32)



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

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.

PERSONNEL:

a) **Coaching Appointments**

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

Zachary Helmer

Position: Varsity Boys Golf Volunteer Assistant Coach

Stipend: Volunteer

Effective: August 17, 2015

William Purdy

Position: Modified Football Volunteer Assistant Coach

Stipend: Volunteer

Effective: September 8, 2015

b) **Salary**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the revised salary for employee Michael Paff (School Psychologist/High School) due to degree MA 60 + 9, Step 5 / \$65,645.42.

c) **Appointment – Leave Replacement**

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

Elizabeth Watts

Position: Science Teacher – Middle School

Salary: MA Step 1 / \$48,123.00

Effective Date: September 1, 2015

Purpose: Replacing Jordan Chen, leave of absence

d) **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 Carly Jacobsen, Secretary to the Superintendent, effective July 1, 2015.

e) **Appointment**

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:

Alan Benson

Position: Adaptive PE Teacher, 0.1 FTE – Elementary School

Salary: BA Step 2 / \$3,104.10 (pro-rated)

Effective: September 1, 2015 – June 30, 2016
Purpose: Part-Time Position

Peter Forman

Position: Math Teacher – High School
Salary: MA Step 4 / \$58,309
Effective: September 1, 2015
Probationary Period: September 1, 2015 – August 31, 2019
Tenure Area: Mathematics
Purpose: New (position increased from PT to FT)

Theresa Wilson

Position: School Monitor – Elementary School
Salary: Grade 3, Step 1 / \$10.52 hr
Effective: September 1, 2015
Probationary Period: September 1, 2015 – March 1, 2016
Purpose: Replacing Erica Rozzi, transfer to teacher aide

f) **Re-Organizational Appointment**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following appointment as part of the re-organizational meeting dated July 7, 2015:

Records Access Officer Sarah Dudley-Lemek

BUSINESS AND OPERATIONS:

a) **Ashley McGraw Architects' Proposal to Provide Professional Services – 2015 Buildings Conditions Surveys** - Discussion

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves to authorize Ashley McGraw to perform work relative to a building condition survey and five year capital improvement plan each at a respective cost of \$0.05 per sq ft for each service.

b) **Policy 5630, Meal Charging** – Discussion and potential 1st Reading.

c) **Installment Purchase Agreement** – Discussion

SUPERINTENDENT COMMENTS

ASSISTANT SUPERINTENDENT COMMENTS

BOARD OF EDUCATION:

New Business:

a) **BOE Meeting** – Conflict in June 2016 with Elementary School Moving-Up Ceremony.

- b) **Ulster County School Boards Association Meeting** - Monday, September 21, 2015 at 6:00 pm. R.S.V.P. required.
- c) **APPR Hardship Waiver Process for 2015-2016 School Year**
- d) **Board Retreat** – Wednesday, September 2, 2015, 5:30 pm located “off-site”.
- e) **Executive Session** – September 16, 2015 at 5:30 pm located at High School Board Room (E-32). Purpose is 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.
- f) **BoardDocs Software** - Discussion
- g) **Correspondence** – Any correspondence received by the Board may be discussed.
- h) **Future BOE Agenda Items**

Old Business:

- a) **Assessment Committee**

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

Business Office, 320 Pancake Hollow Road, Highland, New York 12528
Phone: (845) 691-1008 ~ Fax: (845) 691-1003

TO: Deborah Haab, Superintendent of Schools
FROM: Louise M. Lynch, School Business Administrator
DATE: August 24, 2015
RE: **PRELIMINARY FINANCIAL INFORMATION
for the period ended June 30, 2015**

Louise M Lynch

While the external audit has not yet been officially completed, there are a number of factors to report indicating the District's strengthened financial position.

- Revenues exceeded expenditures by approximately \$557K.
- The unassigned fund balance will increase to just below 4% as permissible by statute.
- The fund balance projected during 2014-15 has materialized permitting the District to again designate \$900K towards reducing the 2015-16 tax levy as planned.
- The District has the capacity to fund the new Capital Reserve Fund with \$100K of unspent funds from the 14-15 budget.
- The District repaid \$300K towards the Food Service Fund's accumulated debt of \$350,445. This is prior to the loss sustained during the 2014-15 fiscal year.
- Annual revenue due the District (Gap Elimination Aid) in the amount of \$700K remains outstanding.
- The Debt Service Fund \$668K remains intact for future use when securing permanent debt and stabilizing the impact of that debt.
- The Unemployment Reserve has been fully depleted, but the allocation in the General Fund is sufficient to handle annual claims.
- The Tax Certiorari Fund has also been fully depleted, but the allocation in the General Fund is sufficient to handle annual anticipated claims. This is likely an area where I will recommend funding the reserve in the upcoming year.
- The Employee Benefit Accrual was used as planned during the budget development process and currently has an available balance of \$454K. We will *not* be able to continue to use this as a means of reducing the levy for much longer.
- Lastly, the Food Service Fund generated the largest annual loss in 14-15 amounting to \$212,078 as compared to the last decade. Even with the \$400K transferred from the General Fund (\$100K budget allocation plus the additional \$300K mid-year allocation), the School Lunch Fund is in the red by approximately \$263K.

Should you have any questions, feel free to email me.

NEW

**HIGHLAND CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION POLICY**

2008

5630

**NON-INSTRUCTIONAL /
BUSINESS OPERATIONS**

SUBJECT: MEAL CHARGING

Students of the Highland Central School District may charge a maximum of three breakfasts and three lunches. After the three meals, an alternate meal will be provided at no charge to the student. There will be no meal charges in the month of June. Students may not charge a la carte foods. Students who have a balance may not buy a la carte foods.

- The alternate meal for breakfast will consist of a juice and a roll.
- The alternate meal for lunch will be a juice and a cheese sandwich or peanut butter and jelly sandwich.
- There will be no cost to the student for this meal.
- There is no maximum on the number of free/alternate meals that a student can receive.

Meal charges will be recorded by cafeteria cashiers on paper or electronically. Cashiers will discreetly remind students as they pass through the lunch line that they have a balance. After a continuous pattern of charging is identified, a letter will be sent home informing the parent/guardian that their student has been charging.

Automated phone calls will be made on a weekly basis to notify parents of an existing balance.

Policy: 5630

Proposed: 11/18/08

Reviewed by District Counsel (Jillian Jackson): 11/12/08

Initial Adoption: 12/16/08

Revised:

OLD

HIGHLAND CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION POLICY	2008	5630
NON-INSTRUCTIONAL / BUSINESS OPERATIONS		

SUBJECT: MEAL CHARGING

Elementary School Intermediate Kitchen: Two meals of breakfast and lunch may be charged by students who forget to bring in money for lunch or breakfast. After the two meals, an alternate meal will be provided at no charge to the student. There will be no meal charges in the month of June.

Elementary School Primary Kitchen: Three lunches may be charged. Alternate meals are the same as the Intermediate kitchen. There will be no meal charges in the month of June.

Middle School: Two lunches may be charged. After two charges, an alternate lunch will be provided at no cost to the student. There will be no meal charges in the month of June.

High School: Students may charge up to \$2.50 on their account. There will be no meal charges in the month of June.

- The alternate meal for breakfast will consist of a juice and a roll.
- The alternate meal for lunch will be a juice and a cheese sandwich or peanut butter and jelly sandwich.
- There will be no cost to the student for this meal.
- There is no maximum on the number of free/alternate meals that a student can receive.

Meal charges will be recorded by cafeteria cashiers on paper or electronically. Cashiers will remind students as they pass through the lunch line. At the Elementary level a letter will be sent home informing the parent/guardian that their student has been charging after a continuous pattern of charging is identified.

Policy: 5630
Proposed: 11/18/08
Reviewed by District Counsel (Jillian Jackson): 11/12/08
Initial Adoption: 12/16/08
Revised: ___ / ___ / ___