

**Highland Central School District**

**MINUTES**

Board of Education Meeting

Tuesday, December 15, 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)



MEETING AVAILABLE LIVESTREAM

**Motion made at 6:08 pm by Debbie Pagano to go into Executive Session; Seconded by Ed Meisel; Motion carried with a 7-0 vote.**

**EXECUTIVE SESSION**

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

- 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 6:39 pm by Mike Bakatsias to adjourn Executive Session and go into Open Meeting; Seconded by Heather Welch; Motion carried with a 7-0 vote.**

**ATTENDANCE:**

Board Members: Alan Barone, Tom Miller, Sue Gilmore, Debbie Pagano, Mike Bakatsias, Heather Welch, Ed Meisel

Administrators/Principals/Directors: Deborah Haab, Superintendent of Schools; Sarah Dudley-Lemek, Assistant Superintendent of Schools; Louise M. Lynch, Business Administrator; Barbara E. Chapman, Director of Student Services; Bill Zimmer, High School Assistant Principal; Dan S. Wetzell, Middle School Principal; Joel Freer, Elementary School Principal; Kathleen Sickles, Elementary School Assistant Principal; Maria McCarthy, Director of Food Services; Carol Potash, Director of Technology; Pete Miller, Director of Facilities; Frank Alfonso, Director of Athletics

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Board President Alan Barone called meeting to order at 7:07 pm. The Pledge of Allegiance was then recited.

### **MOMENT OF SILENCE**

A moment of silence took place to honor Janet Corcoran who recently passed away. Janet was employed by the district as a Teaching Assistant for several years at the elementary school.

### **OPENING COMMENTS**

Deborah Haab and Alan Barone suggested to Board that during Public Comments only a brief bullet item be noted by clerk to avoid words being misconstrued.

### **PUBLIC COMMENTS:**

The floor was open for public comments. The following comments were made:

- Mark Reynolds, Southern Ulster Times, asked about the agenda items: Corrective Action Plan; Consulting Contract; and Budget Increase.

### **ACCEPTANCE OF REPORTS:**

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

- a) Board of Education Meeting Minutes – November 17, 2015 and December 1, 2015
- b) Treasurer's Reports – October 2015
- c) General Fund Budget & Revenue Status Reports – October 2015
- d) Food Service Fund Budget & Revenue Status Reports – October 2015
- e) Special Aid Fund Budget & Revenue Status Reports – October 2015
- f) Capital Project - Energy Performance Contract Budget Status Rept. – October 2015
- g) Claims Audit Report – June 30, 2015 – September 30, 2015
- h) Attendance and Enrollment Report – Period 3 - November 2, 2015 – November 30, 2015

**Motion made by Debbie Pagano; Seconded by Mike Bakatsias; Discussion: (1) Claims Audit Report. The policy on check signatures requested to be on next agenda. (2) Food Service Report – number of students re-applying for program; (3) OSS; Motion carried with a 7-0 vote.**

### **CURRICULUM AND INSTRUCTION:**

#### **a) Directors' Reports:**

Each month the Directors of Technology, Facilities, Food Service, Transportation, and Athletics provide the Board with a written update.

The Board had the following questions/concerns/comments:

- Question to Athletic Department regarding sport mergers for the 2016-2017 school year;
- Recognized the scholar athlete teams.

#### **b) Principal's Report:**

Each month the Principal's report on important information and events occurring in their schools.

Joel Freer, Elementary School Principal

- December 23th there will be an all-day sing along in the gym;
- Recognition to Deb Maietta with her work on coding;
- Winter concert well attended;
- Patrick Boyd recognized for his leadership and work as an administrator intern.

The Board had the following questions/concerns/comments:

- Acknowledged attendance/tardy report;
- Would like to receive an estimate number of student's that are driven to school.

Dan S. Wetzel, Middle School Principal

- Holiday Concert well attended;
- The application for the 2<sup>nd</sup> year of the TCLP grant is being processed;

The Board had the following questions/concerns/comments:

- Would like to receive estimate number on the student's that are driven to school.

Dan explained that due to the lay-out of the school and area of "drop-off's", this request will be somewhat challenging.

Bill Zimmer, High School Assistant Principal

- Winter concert went well;
- December 8<sup>th</sup> the theatre club held a fundraiser for local student suffering from lymphoma. Recognized Krista Petrosoff for orchestrating successful event. Over \$2,700.00 was raised.
- Forty-nine students visited Montreal on a well-educated and full itinerary of Montreal December 4<sup>th</sup>-December 6<sup>th</sup>.

The Board had the following questions/concerns/comments:

- Recognized attendance/tardy report.
- Would like to receive the number of student's that drive to school (parking permits).

c) **Director of Student Services Report:**

Barbara E. Chapman, Director of Student Services, reported on the operations of the Student Services Department:

- Residency situation;
- VP and PD Reporting

The Board had the following questions/concerns/comments:

- Acknowledged SED memo

d) **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 November 16th, 17th, 20th, and 30th, 2015, and the amendment agreement no meetings of November 16th, 20th, 24, 25th, December 1st, and 2nd, 2015, and authorizes the arrangements for such students' special education programs and services.

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

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

BE IT RESOLVED that the Board of Education hereby accepts the recommendations of the Committee on Preschool Special Education according to the minutes of the CPSE meetings of November 6th and 13th, 2015, and authorizes the arrangements for such students' special education programs and services.

**Motion made by Ed Meisel; Seconded by Debbie Pagano; Discussion: none;  
Motion carried with a 7-0 vote.**

**PERSONNEL:**

**Motion made by Mike Bakatsias to move items "a-h" as a block; Seconded by Heather Welch; Discussion: Retirees will be acknowledged again at the year-end meeting in June; Motion carried with a 7-0 vote.**

a) **Leave of Absence**

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

Employee: Katie Kurry  
Position: Teaching Assistant - ES  
Effective: On or about January 31, 2016 – April 22, 2016  
Purpose: To cover Rebecca Dudar's leave of absence

b) **Resignation**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, accepts the resignation as follows:

Employee: Tara Douglass  
Position: Food Service  
Effective: November 30, 2015  
Purpose: To accept position as Teacher Aid at Elementary School

c) **Appointment**

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:

Tara Douglass  
Position: Teacher Aide – ES  
Salary: Grade 7, Step 6 / \$19,220  
Effective: November 30, 2015 – May 30, 2016  
Probationary Period: November 30, 2015 – May 30, 2016  
Purpose: Replacing Margaret Fuhrmann, retirement

d) **Retirement**

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

Employee: Lou Ann Judge  
Position: Teaching Assistant – ES

Effective: January 31, 2016  
Purpose: Retirement

Employee: Martin Paltridge  
Position: Custodian  
Effective: January 1, 2016  
Purpose: Retirement

e) **Extra-Curricular Appointments**

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

Employee: Mike Watts and Kevin Rizzo  
Position: Science Olympiad Advisors  
Stipend: \$632.00 per advisor

f) **Coaching Appointment**

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

Angelina Peters  
Position: Modified Softball Head Coach  
Stipend: \$1,907.00  
Effective: Spring season for the 2015-2016 school year

g) **Substitute Teaching Appointments**

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

h) **Non-Teaching Substitute Appointments**

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

**STUDENT REPRESENTATIVE COMMENTS**

Student representative was not in attendance for this evening's meeting.

**BOARD OF EDUCATION**

**Old Business:**

a) **Baseball Team Trip**

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

Trip Name: Varsity Baseball Team  
Destination: Aberdeen, MD  
Dates: March 18, 2016 – March 22, 2016

**Motion made by Heather Welch; Seconded by Ed Meisel; Discussion: the school reserves the right to cancel trip if any changes occur in security alerts. When questioned was asked about bad weather; it was stated that deposit can be returned. Motion carried with a 7-0 vote.**

### **BUSINESS AND OPERATIONS**

a) **Surplus**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the request to surplus the following item located in the upstairs kitchen of the Elementary School:

- Four door Puffer-Hubbard refrigerator

**Motion made by Debbie Pagano; Seconded by Ed Meisel; Discussion: none; Motion carried with a 7-0 vote.**

b) **Corrective Action Plan**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the Corrective Action Plan for the audit ending June 30, 2015.

**Motion made by Mike Bakatsias; Seconded by Heather Welch; Discussion: New payroll form have resulted in more accurate payroll system. Motion carried with a 7-0 vote.**

### **SUPERINTENDENT COMMENTS**

Deborah Haab updated the Board on the following events/topics:

- Middle school math teacher, Mr. Torcello, presented teaching style known as Flipped Classroom to the Highland Rotary on December 2<sup>nd</sup>.
- Board of Regents meeting to discuss APPR;
- Recognized music department for their outstanding performances;
- On January 5<sup>th</sup> "Who's Driving the Bus?" will be the topic of presentation at Monroe-Woodbury High School

The Board had no questions.

### **ASSISTANT SUPERINTENDENT COMMENTS**

Sarah Dudley-Lemek updated the Board on the following events/topics:

- Sarah presented a power point on NY Learns (curriculum mapping);
- First meeting took place with Attendance and Review Committee.

The Board discussed with Sarah the power point presentation.

### **BOARD OF EDUCATION:**

#### **New Business:**

a) **Consultant Contract**

BE IT APPROVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the noted consultant contract between Patricia Steffens and Highland Central School District effective July 1, 2015-August 30, 2016.

**Motion made by Mike Bakatsias; Seconded by Ed Meisel; Discussion: Ms. Steffens has been consulting since the beginning of new school year; Motion carried with a 7-0 vote.**

b) **Budget Increase**

BE IT RESOLVED that the Board of Education, upon the request of the Superintendent of Schools, approves the budget transfer dated December 10, 2015 as follows:

❖ Budget Transfer Number 6073 / \$150,000.00

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

c) **Life Threatening Medical Conditions Policy** – 1<sup>st</sup> Reading

Discussion took place on epinephrine auto-injector device. The 2<sup>nd</sup> Reading is to be placed on next agenda.

d) **Correspondence** – Any correspondence received by the Board may be discussed.

e) **Future BOE Agenda Items**

**Old Business:** *(Item “a” discussed earlier on agenda)*

b) **Construction Management Appointment** – Discussion took place

c) **Food Service Budget**

- Meeting took place with food service staff regarding financial concerns in department;
- Meeting scheduled with Food Service Consultant January 4<sup>th</sup>;
- Further discussion took place.

**PUBLIC COMMENTS:**

The floor was open for public comments. The following comments were made:

- Mark Reynolds, reporter for Southern Ulster Times, inquired about consultant contract.

**Motion made by Mike Bakatsias to go into Executive Session; Seconded by Heather Welch; Discussion: none; Motion carried with a 7-0 vote.**

**The Board and Administrators wish everyone a Merry Christmas and Happy New Year!**

**EXECUTIVE SESSION: (9:00 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 at 9:55 pm by Sue Gilmore to adjourn Executive Session; Seconded by Ed Meisel; Motion made by Sue Gilmore to adjourn meeting; Seconded by Ed Meisel; Meeting adjourned with a 7-0 vote.**

**ADJOURNMENT**

Minutes recorded and submitted by Lisa M Cerniglia, District Clerk