

**Highland Central School District**  
**MINUTES**  
Board of Education  
**ANNUAL RE-ORGANIZATIONAL MEETING**  
**FOR THE SCHOOL YEAR OF 2015-2016**  
**Tuesday, July 7, 2015**  
6:00 pm Highland High School Media Center  
NOT AVAILABLE VIA LIVESTREAM

**ATTENDANCE:**

Board Members: Alan Barone, Sue Gilmore (absent), Tom Miller, Debbie Pagano, Mike Bakatsias (7:25 pm), Heather Welch, Edward Meisel.

Administrators/Principals/Directors: Deborah Haab, Superintendent of Schools; Sarah Dudley-Lemek, Assistant Superintendent of Schools; Louise Lynch, Business Administrator; Pete Miller, Director of Operations and Maintenance; Frank Alfonso, Director of Athletics; Maria McCarthy, Food Services Director.

**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.

**Motion made by Debbie Pagano; Second by Tom Miller; Motion carried with a 5-0 vote.**

**2. CALL TO ORDER and PLEDGE OF ALLEGIANCE**

Lisa M. Cerniglia called meeting to order at 6:10 pm and Pledge of Allegiance was then recited.

**3. ADMINISTRATION OF OATH to the NEW BOARD MEMBERS**

District Clerk administered Oath of Office to re-elected Board member, Debra Pagano and newly elected member Ed Meisel. Oath of Office will be administered to Mike Bakatsias later on in meeting.

**4. ELECTION OF BOARD OFFICERS and ADMINISTRATION OF OATH**

**The floor was open for nominations for the seat of Board President. Debbie Pagano nominated Alan Barone for President; Motion was second by Tom Miller; Motion carried with a 5-0 vote. The floor was open for nominations for the seat of Vice President. Heather Welch nominated Tom Miller as Vice President; Motion second by Debbie Pagano; Motion carried with a 5-0 vote. (Oaths on file in District Office). Alan Barone thanked the Board and community for their support over the past several years. Tom Miller reiterated the same words and also thanked Sue Gilmore for giving him this opportunity. Sue Gilmore now has expanded her position as district representative with Ulster BOCES and remains on HCSD school board.**

**Motion made by Debbie Pagano to move below items “5 and 6” as a block; Second by Heather Welch; Discussion: none; Motion carried with a 5-0 vote.**

**5. APPOINTMENT OF DISTRICT OFFICERS**

- |    |                       |                                      |
|----|-----------------------|--------------------------------------|
| a) | District Clerk        | Lisa M. Cerniglia (\$5,500.00)       |
| b) | District Treasurer    | Tera VanAmburgh                      |
| c) | School Tax Collector  | Louise M. Lynch                      |
| d) | Claims Auditor        | TBD                                  |
| 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                                   | TBD                                   |
| f) | Asbestos Designee  | Dr. Michael O'Rourke                  |
| g) | Purchasing Agent   | Louise M. Lynch                       |
| h) | Central Treasurer for<br>Extracurricular Activity Accts. | Jill Greenland                        |
| i) | Title VII and IX Compliance Officers                     | Sarah Dudley-Lemek 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 Tom Miller to move below items “7a-7d” as a block; Second by Ed Meisel; Discussion: (1) Louise Lynch briefly explained the purpose of a Liquid Asset Fund, (2) Designated newspaper requires 2 publications. Motion carried with a 5-0 vote.**

**7. DESIGNATIONS**

- a) Recommend the Board designates the following banks as depositories for the 2015-2016 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:

| <u>2015</u> | <u>2016</u> |
|-------------|-------------|
| July 7      | January 5   |
| July 21     | January 19  |
| August 4    | February 2  |

August 18  
September 1  
September 15  
October 6  
October 20  
November 3  
November 17  
December 1  
December 15

February 16  
March 1  
March 15  
April 5  
April 20 (Wed -Ulster BOCES Board Vote)  
May 3  
May 17 (District Budget Vote)  
June 7  
June 21

- 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 move below items "8a-8j" as a block; Second by Heather Welch; Discussion: Louise explained the process of expenditure approval. Further discussion took place about the process of authorized signature on checks and withdrawals from the Business Department. Future discussion to take place on dual signature requirements. Motion carried with a 5-0 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 2015-2016 school budget appropriations.
- c) Recommend the Board establishes Petty Cash funds (in the amount specified) and designate respective custodians for each fund for the 2015-2016 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 (TBD)                            |
| Food Services      | \$100 | Food Services (Sharon Tamburri)             |

- d) Recommend the Board designates Maryanne Lostaglio, Deputy Treasurer and Deborah Haab, 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 2015-16 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 |

**Motion made by Debbie Pagano; Second by Tom Miller; Discussion: none; Motion carried with a 5-0 vote.**

**Motion made by Debbie Pagano to move below items “10a-10m” as a block; Second by Heather Welch; Discussion: Item “g” is accurate for foil request (no fee for electronic request); Item “h” established at the 2014-2015 re-org meeting (purpose is for hiring substitutes); Item “j” TABLED pending further research; Item “m” Frank Alfonso explained further on scorekeeper positions. Motion carried with a 5-0 vote.**

## **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, 2015 at its July 7, 2015 Re-Organizational Meeting.
- b) Recommend the Board establishes the mileage reimbursement rate at the approved IRS rate (currently .575 cents per mile).

- c) Recommend the establishment of standing Board Sub-Committees and Liaisons as follows for the 2015-2016 members:

Audit Committee

**Alan Barone**  
**Heather Welch**  
**Debbie Pagano**

Support Services Committee

**Alan Barone**  
**Tom Miller**  
**Ed Meisel**  
**Community Member, Mike Reid**

Negotiations

HAA – **Alan Barone, Sue Gilmore, Debbie Pagano**  
HTA – **Tom Miller, Sue Gilmore, Debbie Pagano**  
HELPA – **Alan Barone, Heather Welch, Mike Bakatsias**

Strategic Planning Committee

**Alan Barone**  
**Tom Miller**  
**Heather Welch**

Board Liaisons:

Ulster County School Boards Association/Legislative Liaison- **Sue Gilmore**  
CSE/CPSE Liaison- **Tom Miller, Debbie Pagano**  
PTA Liaisons - **Mike Bakatsias, Ed Meisel**  
CDEP - **TBD**

Audit Committee Charter

BE IT RESOLVED that the Board of Education readopts the Audit Committee Charter in effect at its July 7, 2015 Re-Organizational Meeting.

- d) Recommend the following individuals to serve on the Committee on Special Education for the 2015-2016 school year:

|                      |   |
|----------------------|---|
| Chairpersons         | Barbara E. Chapman<br>Michael Paff<br>Lisa Neer<br>Sara Moore   |
| Parent Members       | TBD   |
| Psychologist Members | Michael Paff; Lisa Neer; Sara Moore   |
| 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 2015-2016 school year:

|  |   |
|--|---|
| Chairpersons                             | Barbara E. Chapman  |
| Parent Members                           | TBD   |
| County Representative<br>(Municipality)  | County appointed Pre-School Coordinator                                 |
| Representative of<br>Evaluative Agencies | Generic approval of all pre-school agency<br>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 2015-2016 school year:

|                       |                       |                      |
|-----------------------|-----------------------|----------------------|
| Nancy Lederman        | Craig Tessler         | Stuart Bauchner      |
| James McKeever        | Elizabeth Truly       | Wendy K. Brandenburg |
| Tina Millman          | Aaron Turetsky        | Robert Briglio       |
| James A. Monk         | James Walsh           | Paul T. Bumbalo      |
| Christine Moore       | Marion Walsh          | Diane Cohen          |
| Leah L. Murphy        | Carl L. Wanderman     | John Farago          |
| Susan Mills Richmond  | Mindy G. Wolman       | Sharyn Finkelstein   |
| Kenneth S. Ritzenberg | Linda Agoston         | Lana S. Flame        |
| George Hunter Roberts | Peter Albert          | Robert H. Greenwood  |
| Paul Rosen ,Esq       | Joan B. Alexander     | George Kandilakis    |
| Jerome Schad ,Esq     | Lynn Butwinik Almeleh | Martin J. Kehoe III  |
| Jeffrey Schiro        | Susan M.Barbour       | Dora Lassinger       |
| Judith Schneider      |                       | Michael Lazan        |
|                       |                       |                      |
|                       |                       |                      |

- 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 2015-2016 school year:

**TABLED**

|                                   |            |
|-----------------------------------|------------|
| 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 |
| Adult Lunches                     | TBD        |

- k) Recommend the Board adopts the following building use rates for the 2015-2016 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.

- l) Videographer

Recommend the Board appoints a student for the purpose of videotaping Board members and is on payroll for \$25.00 per meeting.

- m) Scorekeeper

BE IT RESOLVED that the Highland Central School District Board of Education, upon the recommendation of the Superintendent of Schools, approves the following rates for scorekeeper:

Scorekeeper (includes setup and take down) \$45

Time clock rates, \$45 one game, \$67.50 two games

Shot clock rate, \$22.50 one game, \$45 two games

**Motion made by Debbie Pagano at 7:07 pm to adjourn Re-Organizational meeting;  
Second by Tom Miller; Discussion: Alan Barone requested to go into Executive Session;  
Motion carried with a 5-0 vote.**

## **11. ADJOURNMENT**

Minutes recorded and submitted by Lisa M Cerniglia, District Clerk