

Highland Central School District

MINUTES

Board of Education Meeting

Tuesday, October 6, 2015

5:00 pm Board Retreat

7:00 pm Open Meeting

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



BOARD RETREAT (5:00 pm)

ATTENDANCE FOR RETREAT

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

Administrators: Deborah Haab, Superintendent of Schools; Sarah Dudley-Lemek, Assistant Superintendent of Schools; Louise M. Lynch, Business Administrator

ATTENDANCE FOR BOARD MEETING

Board Members and Administrators: as noted above.

Directors/Principals: Debbie Tompkins, Assistant Director of Transportation; Maria McCarthy, Director of Food Services

CALL TO ORDER AND PLEDGE OF ALLEGIANCE (7:02 pm)

Board President Alan Barone called meeting to Order at 7:02 pm and the Pledge of Allegiance was then recited.

MOMENT OF SILENCE

A moment of silence took place in the recent passing of a New Paltz student.

SPECIAL PRESENTATION (Report on file in District Office)

Alec Sorbin, CPA of Ray Preusser's Firm provided an overview presentation of the External Audit for the period ending June 30, 2015. His comments reflected the following:

- Delays on financial results were partly due to GASB (Governmental Accounting Standards #68) and training of new employee in Business Office;
- Transfer of data of TRS & ERS – Alec explained further;
- Recognized Jill Greenland for her thorough report on Extra-Classroom Activity Fund-Cash Basis Report;

- Recognized Louise Lynch and Business Office for their proficient report on Financial Statements & Supplementary Information Year Ended Report;
- School Lunch Program continues to reflect a deficit. Discussion followed on ideas of encouraging students to increase spending at lunch. Discussion also took place about decreasing food services staff.
- Low findings in the Corrective Action Plan – School Lunch Program;
- Financial conditions continue to improve – Cushion is a positive 4-5%;
- Ability to continue to fund capital reserve project;
- Assuming financial improvements continue, Board could consider establishing new funds;

The Board had the following questions/concerns:

- Alan Barone asked the Board to contact Alex Sorbin for any questions or concerns.

PUBLIC COMMENTS:

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

- Margaret Malcolm, community member,
 - (1) Requested the Board to consider using the traditional voting method (raise of hands) to approve a resolution. Margaret stated this would alleviate some questions on who “aye/nay” a vote. Alan responded that the Board would further discuss this.
 - (2) Asked about Executive Session – Taylor Law negotiations. Deborah explained these sessions have been for the HAA negotiations.
- Douglas Jones, employee of District, supported Alec Sorbin’s concerns on the growing concerns with the school lunch program countywide.

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

Motion made by Sue Gilmore; Seconded by Tom Miller;

Discussion: (1) Due to timing of materials, Sue would like it to be noted that she abstained from items “b-f”; (3) Further discussion took place about the deadline for journal entries. Louise Lynch stated she was not comfortable with sending unaudited reports. Deborah Haab suggested that the financial reports be sent to board members as soon as approved by business office.

Motion carried as follows: “Item a” was approved with a 7-0 vote;

“Item b-f” was tabled based on the timing of receiving the information.

CURRICULUM AND INSTRUCTION:

Directors' Reports: (Reports are on file in District Office)

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

The following questions and concerns were mentioned:

- School Bus Maintenance - Scraping for parts;
- Faculty room in high school has been relocated due to outdated carpeting that essentially needed to be removed.
- Athletic Report – (1) New coach to district for the JV and Varsity Volleyball team; (2) Athletic Trainer will be present for home football games and continue to be at school on a weekly basis (Tuesday).

PERSONNEL:

Motion made by Mike Bakatsias to move items “a-k” as a block; Seconded by Ed Meisel;

Discussion: (1) Response on low applicant pool for Teaching Assistant position – a re-post can always take place for any position that does not have qualified candidates. (2) Louise Lynch stated that an economical benefit will result by abolishing position in Food Services Department (salary and benefits).

Roll Call:

Heather Welch	Aye
Ed Meisel	Aye
Mike Bakatsias	Aye
Tom Miller	Aye
Alan Barone	Aye to items “a-k” Nay to item “I”
Sue Gilmore	Aye
Debbie Pagano	Aye

Motion carried with a 7-0 vote for items “a-k”; Motion carried with a 6-1 (Alan Barone opposed) for item “I”.

Deborah Haab recognized Douglas Jones and Linda Moore and welcomed them to the District.

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) **Transportation Contract – Star & Strand**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the transportation contract between Star & Strand and the Highland Central School District for the period of October 6, 2015 – June 30, 2016 with an annual cost not to exceed \$15,200.00.

Motion made by Mike Bakatsias; Seconded by Debbie Pagano; Discussion: none; Motion carried with a 7-0 vote.

b) **Athletic Trainer Agreement – Keith Duarte**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the agreement between Keith Duarte and the Highland Central School District for the period of August 31, 2015 – June 30, 2016 at the rate of \$150 per home game.

Motion made by Mike Bakatsias; Seconded by Ed Meisel; Discussion:

- (1) Contract is directly with Keith Duarte;**
- (2) Contract is only during the football season;**
- (3) One of the benefits of contract is students will be able to receive immediate attention;**
- (4) Further discussion may take place in future for extending contract after football season.**

Motion carried with a 7-0 vote.

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.

Motion made by Debbie Pagano; Seconded by Mike Bakatsias; Discussion: Deadline for state requirement is October 15th. Motion carried with a 5-0-2 vote (Sue Gilmore and Heather Welch abstained).

SUPERINTENDENT COMMENTS

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

- Notice of forming an Assessment Committee has been advertised on the website. A numerous amount of community members have responded. The first meeting will take place October 26th at 6 pm. It is anticipated that there will be approximately four (4) to five (5) meetings. The committee is expected to have written recommendation(s) regarding Common Core to Superintendent by mid-December.
- The author, Hudson Talbott, of "*River of Dreams*", visited all three (3) buildings and a student assembly took place.
- Homecoming game will be held on October 16th. Re-dedication at the football field for Dr. Carl F. Meekins will take place at 6:30 pm.

- Law conference scheduled October 17th;
 - Support Services Committee has received proposal from Solar City.
- The Board had no questions.

ASSISTANT SUPERINTENDENT'S COMMENTS

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

- The book, "*A River of Dreams*", has been checked out from library for Board members. Hudson Talbot visited all three (3) buildings. Throughout the school year, various curriculums will take place for the K-12 grade level.
- Superintendent's Day (1/2 pm day) is scheduled for October 9th. Agenda discussed.
- Flipped Learning classes to be held at BOCES for elementary school staff;
- LAP Plan - a grant of \$20,000 being finalized.
- Safety Team Meeting scheduled for November 7th. Simulation of a true emergency plan will take place.

The Board had the following questions:

- Lock-down drills. The lock-down drills are not required but average is about two (2).
- Mike Bakatsias thanked Sarah for having the book, "*A River of Dreams*", available to them.

BOARD OF EDUCATION:

New Business:

- a) **Code of Conduct for the 2015-2016 School Year** – 1st Reading. Heather Welch asked if there were prior school year recommendations/revisions available to compare with? A 2nd reading is recommended for the October 20th agenda.
- b) **Mandated Policies / Board Policies** – Review of prior policies. Vice Principal at High school, Bill Zimmer, will facilitate. Agenda item for the October 20th meeting.
- c) **Board Policy #4100** (Organizational Chart) 1st Reading. Board agreed to use the generic chart and place on the October 20th agenda for 2nd reading.
- d) **Legislative Action Committee** – Designate Board member for committee. Mike Bakatsias volunteered to be the representative for Highland School. Mike listed topics that were discussed at last meeting:
 - UCSB – 20/20 group
 - Introduced new Board members
 - Suggestions from Board that should be discussed at next meeting. The Board and Administrators stressed that the gap elimination is still a major concern for district.
- 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

Motion made by Sue Gilmore; Seconded by Ed Meisel; Discussion: There was a question if this is a stipend position? Deborah replied “no”; Motion carried with a 7-0 vote.

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

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.

Motion made by Mike Bakatsias; Seconded by Tom Miller; Discussion: Deadline October 1st. Deborah Haab explained the process and deadlines of waivers. Deborah also stated that the majority of local schools are applying for same waiver.

g) **Correspondence** – No correspondence discussed at this time.

h) **Future BOE Agenda Items**

Old Business:

- a) **eBOARD Program** – Discussion took place. The option of program, Schoolology, is not an option due to security reasons. Cost is \$7,746 (pre-aid). This is 60% less in dollar amount. Fee will be slightly less after 1st year. Confidential update will also be secured. Mike Bakatsias requests the Board minutes from July 2015 to present be uploaded on website. Board agreed to move forward with program.

PUBLIC COMMENTS:

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

- Margaret Malcolm, community member, asked about the procedures for posting June stipend positions. Deborah Haab explained:
 - Positions for coaching and stipends are first posted internal (per the language in the HTA contract);
 - Department Chair stipend positions are recommended from school principal;
 - Grade level stipend positions are for those employees teaching in that grade level and are also recommended from the principal;
 - Coaching positions are recommended from the Athletic Department;
 - All above mentioned positions are available for the HTA members; after June 30th, positions can be re-posted for which an interview process will then take place.
- Elvis Gadtuala, student, cited the following:
 - Positive feelings regarding the procedures for the Early Evacuation Day in November;
 - Interact Club has increased their members from 10 to 75 in approximately 4 years;
 - Honor Society is planning to help town with clean-up;
 - Tri-M Inductions took place October 5th;
 - FED Challenge (hosted by the United States Federal Reserve) will again compete in NYC with other schools this year;
 - Boys Soccer and Girls Soccer teams doing very well;
 - Schoolology is now embraced by students and has become very involved in all classes;
 - Pumpkin Run, hosted by the Interact Club, scheduled for October 31 at the Highland Rail Trail;
 - Spirit Assembly (Pep Rally) will take place a week prior to Spirit Week.
 - Students are looking for alternative options in lieu of Powder Puff games.
 - French Club is hosting the Harlem Wizards December 1st.

The Board had the following comments:

- Mike Bakatsias suggested “bubble games” in place of Powder Puff.
- Alan Barone thanked Elvis for his thorough student activity updates.

Motion made at 9:23 pm by Ed Meisel to go into Executive Session; Seconded by Tom Miller; Discussion: none; Motion carried with a 7-0 vote.

EXECUTIVE SESSION: (9:23 pm)

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.

Motion made at 10:45 pm by Tom Miller to adjourn Executive Session and Open Meeting; Seconded by Debbie Pagano; Discussion: none; Motion carried with a 7-0 vote.

ADJOURNMENT

Minutes recorded and submitted by Lisa M Cerniglia