

BOARD OF EDUCATION
CITY SCHOOL DISTRICT OF THE CITY OF PORT JERVIS
PORT JERVIS, NEW YORK

MEETING MINUTES

March 7, 2017 Meeting

The Regular Meeting/Budget Workshop of the Board of Education was held on March 7, 2017 in the High School Cafeteria.

Members Present: Judith Amato
Brian Dewey
Deborah Lasch
Valerie Maginsky
Tanya Parker-Hughes (*left after Executive Session*)
Catherine Sadaghiani
Florence Santini
William Smith (*arrived at 6:11 pm*)
Robert Witherow

Members Absent: Tanya Parker-Hughes (for Regular Session)

Others Present: Thomas Bongiovi, Superintendent of Schools
Cynthia Benedict, Assistant Superintendent for Instruction
Lorelei Case, Assistant Superintendent for Business
Kristen Lopez, Clerk of the Board
Abigail Ilizirov, Senior Student Representative
Shannon Klotz, Junior Student Representative

Call to Order – Agenda Item 1

President Lasch called the meeting to order at 6:00 pm.

Motion to Enter into Executive Session – Agenda Item 2

Tanya Parker-Hughes moved, seconded by Flo Santini to enter into executive session at 6:00 pm.
Motion carried with an 8-0-1(Smith) vote.

Tanya Parker-Hughes moved, seconded by Flo Santini to close executive session at 7:02 pm.
Motion carried with a 9-0-0 vote.

Regular Session Resumes – Agenda Item 3

Regular Session resumed and called to order by President Lasch at 7:06 pm. The Pledge of Allegiance was led by Brian Dewey, followed by a moment of silence.

Bill Smith moved, seconded by Cathy Sadaghiani to accept the amended Agenda. Motion carried with an 8-0-1(Parker-Hughes) vote.

Presentations – Agenda Item 4

PJHS Senior Abigail Ilizirov and Junior Shannon Klotz, Student Representatives, reported the upcoming event dates for the High School.

Public Comment – Agenda Item 5

There were no requests to speak during public comment at this meeting.

Administrative Reports – Agenda Item 6

Ms. Case reported that there has been a lot of activity in the Business Office and the Buildings and Grounds arena. She wished to thank Don Preiss and his crew for addressing the emergency gym roof repair. She stated that there would be additional discussion on a permanent repair to the roof later in the meeting. She also announced that the CSEA executive team requested that she clarify to the public that their members receive straight time for district-wide closings.

A district resident had asked several budget questions. Ms. Case stated that she would outline the responses and encourage the resident to watch the draft 3 budget presentation at the end of this meeting's agenda.

Ms. Case said that the February 21st budget presentation was a draft budget. The tax cap calculation was finalized and submitted on March 1st. The levy can be increased to 1.38% or \$381,486. The levy decision will not be made until August. Taxpayers vote on the expenditure plan. The draft 3 budget represents a 2.89% budget to budget increase. Historically, approximately 51 to 56% of revenue needed to support the expenditures is from state aid, while 44 to 40% of the revenue is from the tax levy. Other revenue, such as fund balance and surplus, represent the dollars needed to balance the budget. During last meeting's budget discussion, several items were left open. To close these items, she stated the resolutions:

- Soccer Goals at Chase Field – research is completed and the goals will be ordered this year.
- HBE field work – the backstop will be replaced and the fields will be spruced up with new dirt and soccer goals. Plant boxes will be placed on the grounds.
- This year, the district will pay for the additional 3D printers and PSAT exams for juniors.

The purchase of additional computers was discussed. Administration cannot advocate for additional units. A comprehensive five-year replacement plan is in place. The plan is based on the ability to support the units in the following ways:

- Does the infrastructure support more units? Not at this time.
- Does the support staffing allow for additional units? Not at this time.
- Does the five-year plan support the district's ability to replace additional units as the units near their useful life? – Not at this time.

In addition to the above statements, Ms. Case said that action is being taken to address the following concerns:

- 1) With the approval of the SmartBond, the district-wide infrastructure will be upgraded.
- 2) Additional units are in the five-year plan – next year 225 new units are in the budget and in the following year another 125 new units are in the plan.

On top of these 350 units, the SmartBond has an additional 10-laptop carts with 25 units each. In future years, additional staff to support these units will need to be hired.

Ms. Case publicly thanked her staff for their efforts in assisting her with budget documents and calculations, and wanted them to know that their dedication did not go unnoticed.

Mrs. Benedict attended the MS Drama Club performance of Once Upon a Mattress on the weekend of February 24-26th. The students joyfully performed this musical version of the Princess and the Pea. Mrs. Benedict stated that the singing, dancing and acting was incredible and Mrs. Hulse did it again, outfitting our students in stunning costumes. She wanted to congratulate our students both on and off the stage including the Drama Club advisors, Mr. Harris and Mrs. Cross, on a phenomenal job.

Dr. Seuss Week was celebrated in our elementary schools last week. Both HBE and ASK had special activities and the schools were decorated to celebrate Dr. Seuss's birthday. Both schools invited guests to read to the students. She said it was a fun-filled learning experience that our students will always remember.

The annual Odyssey of the Mind regional tournament was held on Saturday, March 4th at Orange-Ulster BOCES. Mrs. Benedict stated that there were three first place-winning teams in each of five problem-solving events. HBE Division I team (grade4/5) placed first for the problem, Catch Us If You Can. The HBE Team will advance to compete at the NYS OM tournament on April 8 at SUNY Binghamton. She wanted to congratulate the team and commend all of the students that competed and their coaches for all their hard work and effort.

Superintendent's Conference Day was held on March 6, 2017. Some of the offerings were as follows:

- NYSUT Mentor training was offered to any staff member interested in becoming a mentor in the future, 34 teachers attended this training
- District-wide aides and monitors were offered training on strategies for working with students
- HS- Data mate elite training, PLC time, Empty Bowls Fund raiser was held
- MS- CTLE tracking requirements were reviewed with our professionally certified teachers- PLC meeting time was provided, and RTI, and testing was reviewed with the faculty
- ASK- the schedule included test security, data mate elite, math initiative work on vertical alignment and PLC meetings.
- HBE- the day was dedicated to Units of Study curriculum mapping and lesson planning

Mrs. Benedict wanted to remind parents of upcoming events:

- A reminder to parents of students that are entering K in the upcoming school year: the dates and times for K-Registration are posted on the homepage of our website.
- For parents of grades 3-8 students: Please be advised that NYS testing administration dates begin on March 28th.
- Mrs. Benedict drafted a letter that was sent home sharing with parents the expectation for all of our grades 3-8 children to participate in the assessments. In the letter, that can also be found on our website, she outlined the changes in the testing program that NYS has implemented in response to concerns expressed from schools and parents. Student participation in the NYS assessments is vital to guide our education program, teacher instruction and our students' academic success. She wished to thank parents in advance for their support.
- Each building has planned Parent Involvement Nights –please check out our website for details.

Mr. Bongiovi reiterated a big thank you for those who organized, were involved in and read during Dr. Seuss week. He also said that he attended the PJMS production of Once Upon A Mattress and it was a wonderful production that he enjoyed very much.

Mr. Bongiovi was very happy to report to the Board that the first student involved in the TASC program passed his GED exam. We will invite the student to a future meeting for recognition.

Agenda Item 7 - Consent Items

Cathy Sadaghiani moved, seconded by Valerie Maginsky to approve Agenda Item 7 Consent items as follows. Motion carried with an 8-0-1 vote:

- a. **Minutes from the February 21, 2017 Meeting of the Board of Education (Section 1, Minutes)**
- b. **Committee on Special Education Minutes (Section 1, Minutes)**
CSE Meeting Dates: *February 2017:* 2(2017-2018), 6(Revised), 10(Revised), 13, 14, 15, 16, 16 (2017-2018), 21, 22, 22(2017-2018), 23(2017-2018), 24
CPSE Meeting Dates: *February 2017:* 15(2016-2017), 15(2017-2018), 21, 24, 27
- c. **Financial Reports for January 2017 (Section 1, Financial Reports):**
 - Treasurer's Report (Section 1, FR-1)
 - Appropriation Status Detail Report (Section 1, FR-2)
 - Revenue Status Report (Section 1, FR-3)
 - Check Warrant Report (Section 1, FR-4)
 - Budget Transfer Schedule Report (Section 1, FR-5)
- d. **FMLA, Intermittent and Leave of Absences per Enclosures (Section 1, Personnel)**
- e. **Resignation(s):**

Resignation of Previously Approved Coaching Position for the 2016-2017 School Year – Vacancy No. 1895

<u>Name</u>	<u>School</u>	<u>Salary</u>
Deanna Perez	Modified Spring Track Coach	\$3246
<i>(Approved at 10/18/2016 BOE Meeting)</i>		
- f. **Sale of Surplus Textbooks to North East Book Company (Section 1, Other Consent)**

Agenda Item 8 - Appointments (Section 1, Personnel)

Bill Smith moved, seconded by Cathy Sadaghiani to approve Agenda Item 8 as follows. Motion carried with an 8-0-1 vote:

A. Instructional Staff

Name: **Sierra Phillips**
Position: English Teacher – Leave Replacement
Assignment: High School
Reason: Vacancy No. 1961
Probation: N/A
Effective: April 3, 2017 – June 23, 2017
Salary: \$ 53, 532 – Step 1
 1,500 – Masters
 1,564 – Credits (34)
 \$ 56,596

B. Support Staff

Name: **Amy Manning**
Position: School Monitor
Assignment: District Wide

Reason: Vacancy No. 1968
 Probation: 8-26 Weeks
 Effective: March 8, 2017 (pending fingerprint clearance)
 Salary: \$14.42 – Step 1

Name: Debra Mills
Position: Cook Manager - Promotional
Assignment: District Wide
Reason: Vacancy No. 1966
Probation: 12 weeks
Effective: July 1, 2017
Salary: \$23.46 – Step 8
 .21 – Health Insurance Offset
 .20 – Longevity
 \$23.87

C. Substitute Teachers/RN's:

Denotes College Students* **Bold=Home Tutor

<i>A = Certified</i>	<i>B= Bachelor's Degree</i>	<i>C = 48 or More College Credits</i>	<i>Nurse</i>
Rebecca Fry			
Madie Jones-Williams			

D. Athletic Coaching Position for the 2016-2017 School Year – Vacancy No. 1895

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Darien Quick	Assistant Softball Coach	Non-Paid (Volunteer)
Rachel Guszick	Score Keeper, Varsity Softball	Non-Paid (Volunteer)

Agenda Item 9 - Approval of Change to the PJCS D 2016-2017 Student Calendar as follows:

Friday, March 17 K-12 Schools Closed

Cathy Sadaghiani moved, seconded by Valerie Maginsky to approve Agenda Item 9. Motion carried with an 8-0-1 vote.

Agenda Item 10 - Approval of the Frank & Jean Bell '60 Scholarship (enclosure no. 1)

Bill Smith moved, seconded by Cathy Sadaghiani to approve Agenda Item 10. Motion carried with an 8-0-1 vote.

Agenda Item 11 – Approval of Contract for Health Services Between the Port Jervis City School District and Pine Bush Central School District (enclosure no. 2)

Brian Dewey moved, seconded by Flo Santini to approve Agenda Item 11. Motion carried with an 8-0-1 vote.

Agenda Item 12 – Approval of Contract for Health Services Between the Port Jervis City School District and Valley Central School District (enclosure no. 3)

Flo Santini moved, seconded by Cathy Sadaghiani to approve Agenda Item 12. Motion carried with an 8-0-1 vote.

Agenda Item 13 – Approval of Award of RFP for Transportation Bid (enclosure no. 4)

Flo Santini moved, seconded by Cathy Sadaghiani to approve Agenda Item 13. Motion carried with an 8-0-1 vote.

Agenda Item 14 – Approval of Award of RFP for Security Services (enclosure no. 5)

Judy Amato moved, seconded by Valerie Maginsky to approve Agenda Item 14. Motion carried with an 8-0-1 vote.

Agenda Item 15 – Discussion of PJHS Gym Roof (enclosure No. 6)

Judy Amato moved, seconded by Valerie Maginsky to discuss Agenda Item 14. After much discussion, the Board approved the transfer of \$175,000 to the Capital line item to cover the cost to replace the roof on the high school gym as this would allow us to get state aid on this project. Motion carried with an 8-0-1 vote.

Agenda Item 16 - BE IT RESOLVED, by the Board of Education of the Port Jervis City School District, that the letter dated February 16, 2017 from Stuart S. Waxman amending the District's Retainer for the 2016-2017 school year is hereby approved and the Superintendent is authorized to execute the amendment on the District's behalf. (enclosure No. 7)

Cathy Sadaghiani moved, seconded by Bill Smith to approve Agenda Item 16. Motion carried with an 8-0-1 vote.

Agenda Item 17 - Policies: (enclosure nos. 8a through 8e)

First Reading

Policy No. 5411 – Procurement of Goods and Services
Policy No. 5660 – School Food Service Program (Lunch and Breakfast)
Policy No. 6551 – Family and Medical Leave Act
Policy No. 7133 – Education of Homeless Children and Youth
Policy No. 7330 – Searches and Interrogations of Students

Flo Santini moved, seconded by Bill Smith to approve Agenda Item 17. Cathy Sadaghiani clarified the changes. Motion carried with an 8-0-1 vote.

Agenda Item 18 – Committee/Liaison Reports (as available)

Policy Committee Liaison Cathy Sadaghiani informed the Members and the public that Policy Committee met on February 2nd and March 2nd. At the February they reviewed and asked for clarification on some Policies. They are waiting for Mr. Preiss to review information regarding carbon monoxide alarms and will report back on that at a later date. They reviewed the crowd funding policy and the code of ethics in addition to several policies that were tabled since the summer.

Mrs. Sadaghiani stated that there are new guidelines on head lice. She is getting together with the head of our school nurses, Nancy Dunn, to get suggestions on how we will implement the new guidelines. She feels that educating the staff on misconceptions about head lice is the most important step before the policy is changed. Next meeting of Policy Committee is April 6th at 11am at Thompson Street.

DLT Committee Liaison Bob Witherow stated that DLT has a scheduled meeting Thursday, March 9th at 2pm at Thompson Street. Report to follow.

Port Jervis Liaison Valerie Maginsky reported that the Snowball's Chance Bike Race will take place Saturday, March 11. She encouraged everyone to go to the Port Jervis City website for more information on this event.

Deerpark Liaison Flo Santini was happy to announce that Orange County Probation had a meeting with Deerpark Town Supervisors and Deerpark is hosting this year's Orange County Crime Victims Vigil on April 4th at 5:30 pm at Deerpark Town Hall. They are expecting over 100 people at this event, which includes a candlelight vigil, planting of a tree and a bench dedication. Mrs. Santini said that she was very honored that they picked Deerpark this year. Last year it was held in Otisville and it has also been held in Minisink. She said that Michael Kutcher and Theresa Santiago would speak at the ceremony, and she hopes many people can come to the ceremony to honor crime victims.

Education Liaison Bob Witherow announced that the next meeting of the Committee would be on March 16th at 9:30 am at the Middle School. Report to follow.

OCSBA & NYSSBA liaison Bill Smith presented much information to the Members and public regarding new program offerings at BOCES, the Governor's proposal for State Aid, and amendments to State Budget Legislation. He will give all information he has gathered on these topics to Mrs. Lopez, and have her send copies to the Members to review.

Agenda Item 19 - Board Member Comments

Member Debbie Lasch wanted to bring Board Member attention to the email that they all received from NYSSBA to take a survey. She encouraged all the Members to take the time to fill out the survey as she feels it is important that our voices be heard. She also requested an updated schedule for Member tours of buildings and facilities.

Member Bill Smith thanked Bob Zeller for taking the time to help the District review the RFP for Transportation.

Member Cathy Sadaghiani apologized for her recent absences, and stated that she watched the meetings on line to keep up to date. She said as a viewer of the online meetings, she wanted to let the Board Members know that the public cannot hear the Members very well in the broadcast, so she asked that everyone talk directly into the microphone when speaking at the meetings.

Mrs. Sadaghiani also offered her opinion that she is strongly in agreement with keeping our Attendance Officer, Eric Hipsman, because we need a strong advocate for the struggling. She had the pleasure of hearing Eric speak at the last Policy meeting, and she absolutely agrees with his position that student attendance is the key – we need to have programs and classes that make children want to attend school. There are a number of students in the HS in danger of not graduating because their attendance is so low – you can't learn if you're not sitting in the seat. She would also like the High School Administration to increase the number of slots for students to attend the C-Tech program at BOCES so no one is turned away.

Mr. Bongiovi clarified that there were 105 spots originally, but they were dropped down to 95 when enrollment went down. The reason for this is that the district has to pay for the amount of spots you request, so we were paying for slots that were not filled. Mr. Bongiovi stressed, and Ms. Case reinforced that no student who wants to attend would be turned away – the district has, in the past, found a way to pay the additional costs if the enrollment goes over the original slots set up, and would continue that practice in the future. The enrollment will be reevaluated again in the future and the slots will increase or decrease as a result.

Member Valerie Maginsky reinforced the need for us to have Mentors for our kids, and that there are other options and mentoring programs, some that do not cost anything that will help lead our kids through, and we should keep our options open.

Agenda Item 20 - Dates to Remember

President Lasch read the dates to remember.

Agenda Item 21 - Adjournment

Flo Santini moved, seconded by Cathy Sadaghiani to adjourn the meeting at 8:24 pm. Motion carried with an 8-0-1 vote.

Agenda Item 22 – Budget Presentation/Workshop

There was a Budget Presentation/Workshop for the Members after the Adjournment of this meeting.

The Port Jervis City School District Board of Education will hold its next Regular Meeting on Tuesday, March 21, 2017 at 7:00 p.m. in the High School Cafeteria.

Transcribed by *Kristen M. Lopez*
Kristen M. Lopez, Clerk of the Board
Port Jervis Board of Education

03/07/2017