

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

ORGANIZATIONAL/REGULAR MEETING

July 5, 2017

HIGH SCHOOL CAFETERIA

6:00 PM – Swearing in of New Member(s) and
Election of President & Vice-President

7:00 PM – Organizational/Regular Business Meeting

MISSION STATEMENT

The Port Jervis City School District, in partnership with our community, has an uncompromising commitment to measurably improve student achievement and prepare students to be productive and responsible life-long learners, ready to meet the challenges of citizenship in our ever-changing global society.

AGENDA

BOARD OF EDUCATION NORMS

- Understand and Maintain the Role of a Board Member
- Be Prepared for all Meetings
- Be Respectful
- Maintain Open Communications and Share Ideas with the Entire Board
- Maintain Confidentiality
- Stay on Topic

1. Opening

a. Call to Order by Board Clerk

- Swearing in of newly appointed Board Members
- Election of Officers and Swearing in of President and Vice-President of the Board of Education

2. Motion to Enter into Executive Session for the Purpose of:

- Discussion of matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person.
- Discussion of proposed, pending or current litigation.

3. Regular Session Resumes

- a. Pledge of Allegiance
- b. Moment of Silence

4. Organizational Agenda

ORGANIZATIONAL AGENDA ITEMS 4a-4m CAN BE AUTHORIZED WITH ONE MOTION

a. Designation of Official Newspapers, Radio Stations, and Television Stations

Newspapers: Times Herald Record
Radio Stations: WDLC, WTSX, and WSUL
Television Stations: Port Jervis Education Channel 20

b. Statutory Public Official Bonds

- Collector of Taxes \$1,000,000
- District Treasurer \$1,000,000
- School Activities Treasurer \$1,000,000

c. Designation of Depository

JP Morgan Chase	TD Bank	NYCLASS
M & T Bank	NYLAF	

d. Designation of Establishing Petty Cash Funds

General Fund:	\$100.00	Buildings and Grounds (Donald Preiss)
	\$100.00	District Office (Thomas Bongiovi)
	\$400.00	Food Service

Replenishment is on an as needed basis.

e. Adopt Policy Manual for the 2017-2018 School Year

f. Adopt Investment Policies Number 5220 and Number 5221 for the 2017-2018 School Year (Enclosure no. 1a and 1b)

g. Transfer Authority for the Superintendent

- The Superintendent of Schools may make transfers between functional codes in the budget not to exceed Ten Thousand Dollars (\$10,000). All such transfers will be reported at the next regularly scheduled Board meeting.
- The Superintendent of Schools may make unlimited transfers between object codes within the same function codes.

h. Mileage Reimbursement (enclosure no. 1c)

- Mileage reimbursement for employees or Board members for the use of their personal car will be at the Internal Revenue Service prevailing rate per mile for the 2017-2018 school year.

i. Annual Appointments (enclosure no. 1d)

j. Approval of Annual CSE Vendor List (Enclosure no. 1e)

k. Request for Board of Education to Appoint a Designee and an Alternate Designee as Impartial Hearing Officers for the 2017-2018 School Year (Enclosure no. 1f)

- The State Education Department requires that the Board of Education or its designee appoint Impartial Hearing Officers within 40 hours of the hearing officer accepting the assignment. When a designee makes appointments, the Board of Education is advised to take a formal action to appoint the Impartial Hearing Officer at its next regularly scheduled meeting.

Designee: the Board President

Alternate Designee: the Board Vice-President (in the event that the designee is Unavailable when an impartial Hearing officer needs to be appointed)

**l. Appoint Special Education Committee Members for the 2017-2018 School Year as Follows:
(Enclosure no. 1g)**

- Committee on Special Education Membership
- Committee on Special Education Sub-committee Membership
- Committee on Pre-school Special Education Membership
- Committee on Special Education/Pre-school Special Education Parent Members

**m. Approval of Section 504 Committee Members for the 2017-2018 School Year
(Enclosure no. 1h)**

5. Public Comment

6. Administrative Reports (as available)

1. Superintendent – Mr. Thomas Bongiovi

7. Consent Agenda Items

a. Minutes from the June 6, 2017 Meeting of the Board of Education (Section 1, Minutes)

b. Committee on Special Education Minutes (Section 1, Minutes)

CSE Meeting Dates: May: 1(Rev.), 2(Rev.), 5(Rev.), 9(Rev.), 10(Rev.), 11(Rev.), 12(Rev.), 16(Rev.) 17,
18(Revised), 18(2017-18), 22,23,24,25,25 (2017-18), 30, 30(2017-18), 31

June: 1(2016-17), 1,2,5(2016-17),5,6,6(2016-17), 7,7(2016-17), 8,9,12,13,13(2016-17),
14,16,19,20

CPSE Meeting Dates: May: 24, 25,31 (2016-2017),31/June: 5,9,13,14,20

c. Financial Reports for May,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. Approval to Declare PJMS Library Books as Excess (Section 1, Other Consent no. 1)

e. Approval to Declare HBE Library Books as Excess (Section 1, Other Consent no. 2)

f. Approval to Declare HBE VHS Tapes as Excess (Section 1, Other Consent no. 3)

g. Approval to Declare Equipment Surplus (Section 1, Other Consent no. 4)

**h. Approval to Donate Surplus Equipment item to Our Lady of Mount Carmel Society
(Section 1, Other Consent no. 5)**

i. FMLA, Intermittent and Leave of Absences per Enclosures (Section 1, Personnel)

j. Resignation:

Name: Daniel P. Howey
Position: Custodian
Assignment: District Wide - Buildings and Grounds
Effective: July 6, 2017

8. Appointments (Section 1, Personnel)

A. Support Staff

Name: Mary K. Barnes
Position: Food Service Helper - Substitute
Assignment: District Wide
Reason: Per Diem
Probation: N/A
Effective: July 23, 2017
Salary: \$14.46 – Step 1(2016-2017)

Name: Nancy Breault
Position: Sr. Food Service Helper
Assignment: District Wide
Reason: Vacancy No. 1990
Probation: 12 weeks
Effective: July 1, 2017
Salary: \$22.27 – Step 13 (2016-2017)
.20 – Longevity
.21 – Health Ins. Offset
\$22.68

Name: Frances Buchanan
Position: Teacher Aide - Substitute
Assignment: District Wide
Reason: Per Diem
Probation: N/A
Effective: July 1, 2017
Salary: \$14.54 – Step 1(2016-2017)

Name: Christopher Conklin
Position: Head Grounds Worker - Promotional
Assignment: District Wide – B&G
Reason: Vacancy No. 1977
Probation: N/A
Effective: July 1, 2017
Salary: \$23.21 – Step 9 (2016-2017)
.20 - Longevity
.21 Health Ins. Offset
\$23.62

Name: Daniel Howey
Position: Grounds Worker
Assignment: District Wide – B&G
Reason: Vacancy No. 1978
Probation: N/A
Effective: July 6, 2017
Salary: \$17.71 – Step 3 (2016-2017)

B. Summer School Appointments – Non-Instructional – Vacancy No. 1991
(All Salaries based on 2016-2017 contract rates)

Effective Dates: July 5, 2017 – August 11, 2017

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Kathy Ackerley	Cook Manager	Step 10-\$24.88/hr.+ .21(HIO)+.75 longevity=\$25.84/hr.
Sharon Hujus	Food Service Helper	Step 13-\$20.81/hr.+ .21(HIO)+.75 longevity=\$21.77/hr.
Brenda Leeper	Food Service Helper Substitute	Step 12-\$20.02/hr.+ .21(HIO)+.20 longevity=\$20.43
Anthony Ziffino	Food Service Helper	Step 13- \$20.81/hr.+ .21(HIO)+.20 longevity +.15 Heavy Lifting = \$21.37/hr.

C. Summer School Appointments – Non Instructional– Vacancy No. 1992
(All Salaries based on 2016-2017 contract rates)

Effective Dates: July 5, 2017 – August 8, 2017 (Elementary)

July 6, 2017 – August 15, 2017(Secondary - August 16&17, Regents Exams)

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Karin Decker	Teacher Aide	Step 13-\$20.95/hr.+ .21(HIO)+.45 longevity=\$21.61/hr.
Winnie DiToto	Teacher Aide	Step 13-\$20.95/hr.+ .21(HIO)+.45 longevity=\$21.61/hr.
Nancilea Farr	Teacher Aide	Step 13-\$20.95/hr.+ .21(HIO)+.20 longevity=\$21.36/hr.
Brenda Gonzalez	Teacher Aide	Step 11-\$19.39/hr.+ .21(HIO)+.20 longevity=\$19.80/hr.
Yulanda Murphy	School Monitor	Step 8-\$17.73/hr.
Sandra Murray	Teacher Aide	Step 13-\$20.95/hr.+ .21(HIO)+.45 longevity=\$21.61/hr.
Patricia Pelton	School Monitor	Step 13-\$20.77/hr.+ .21(HIO)+.75 longevity=\$21.73/hr.
Maria Rodano	School Monitor	Step 13-\$20.77/hr.+ .21(HIO)+.45 longevity=\$21.43/hr.

D. Summer School Appointments – Instructional – Vacancy No. 1992

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Nicholas Miller	Teacher	\$1,898 (one period)

E. Summer School Appointments - Substitutes – Instructional – Vacancy No. 1992

Effective Dates: July 5, 2017 – August 8, 2017 (Elementary)

July 6, 2017 – August 15, 2017(Secondary - August 16&17, Regents Exams)

<u>Name</u>	<u>Position</u>
Carolyn Dorritie	Secondary Summer School Substitute
Austin Wilson	Secondary Summer School Substitute
Jonathan Foley	Secondary Summer School Substitute
Amy Hoverstock	Secondary Summer School Substitute
Victoria Becker	Elementary Summer School Substitute
Katrina Knight	Elementary Summer School Substitute
Linda List	Summer School Substitute Nurse

F. Athletic Coaching Positions for the 2017-2018 School Year – Vacancy No.1976
(Enclosure no. 2)

G. Correction to Previously Approved Summer School Vacancy No. 1992

<u>Name</u>	<u>Salary</u>
Christine Piscitelli	\$4,086 (2 periods) – <i>previously approved for \$6,128 at 6/6/17 BOE Mtg.</i>
Damien Striharsky	\$3,512 (2 periods) – <i>previously approved for \$5,267 at 6/6/17 BOE Mtg.</i>

H. ARCH (HS) and ACES (MS) Principals for the 2017-2018 School Year – Vacancy No. 1984

<u>Name</u>	<u>Location</u>	<u>Salary</u>
Jean Lain	Middle School	\$5,665
Anthony Lazzaro	Middle School	\$5,665
Andrew Marotta	High School	\$2,832.50
Tom Rickard	High School	\$5,665
Regina Gibson	High School	\$2,832.50

I. Exempt Position for the 2017-2018 School Year

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Karen Howard	School Tax Collector	\$20.80/hr.	July 1, 2017

J. Summer Enrichment Academy – Vacancy No. 1981 - \$41.55/hr.

Matt Carlozzi, Erin Cross, Kelly Decker, Ryan Doyle, David Gibaldi, Patricia Halpenny, Teresa Love, Elke O'Connell, Scott Reed, Amy Relyea, Megan Wieboldt

9. Approval of 2017 Summer Sabbatical (Year Two)

<u>Name</u>	<u>Subject</u>	<u>Salary</u>
Joseph Coniglio	Advanced Psychology	\$17,123

10. Principal/Acting Principal Resolution

BE IT RESOLVED, in the event the principal is not physically present in the school on one or more days (or portion thereof) during the 2017-2018 school year, the following will be appointed "Acting Principal" for all short-term student discipline matters pursuant to Section 3214 of the New York State Education Law.

<u>School</u>	<u>Principal</u>	<u>Acting Principal</u>
Anna S. Kuhl	Brett Cancredi	Matthew Wentworth or Nicole Ey
Hamilton Bicentennial Middle School	Jared Kahmar	David Marr
High School	Jean Lain	Anthony Lazzaro
	Andrew Marotta	Heidi Nyland or Thomas Rickard

11. Appoint Meagan Sullivan "Acting Principal" for All Short-term Student Discipline Matters Pursuant to Section 3214 of the New York State Education Law for all Special Education Students Being Educated out of District.

12. Delegate to the Orange County School Boards Association

The District should appoint a Port Jervis Board of Education delegate to the Orange County School Boards Association.

13. Delegate to the New York State School Boards Association

The District should appoint a Port Jervis Board of Education delegate to the New York State School Boards Association.

14. Approval of Port Jervis Free Library Payment Schedule for the 2017-2018 School Year (Enclosure no. 3)

15. Approval of Workers' Compensation Reserve Transfer (Enclosure no. 4)

16. Approval of Excess Workers' Compensation Insurance (Enclosure no. 5)

17. Approval to Increase the Capital Reserve Fund (Enclosure no. 6)

18. **Approval of MOU between the Port Jervis City School District Pre-Kindergarten Program and Regional Economic Community Action Program, Inc. (RECAP Head Start) (Enclosure no. 7)**
19. **Approval of Employee Assistance Program (EAP) Agreement between the Port Jervis City School District and Catholic Charities Community Services of Orange County for the 2017-2018 School Year (Enclosure no. 8)**
20. **Approval of Secondary Lunch Meal Cost to \$2.90 Per Meal (Enclosure no. 9)**
21. **BE IT RESOLVED** that the Board of Education herewith appoints Ingerman Smith, LLP as its general and labor counsel for the 2017-2018 school year, effective July 5, 2017, in accordance with the Letter of Engagement, dated June 27, 2017 **(Enclosure no. 10)**
22. **BE IT RESOLVED** that the Board hereby approves the retention of Thomas, Drohan, Waxman, Petigrow, Mayle, LLP, as special counsel for winding up of existing legal matters assigned, at the hourly rate \$205 for attorneys and \$95 for paralegal.
23. **Approval to Award Natural Gas Bid to Direct Energy for a one-year period from September 2017 – August 2018 (Enclosure no. 11)**

Discussion of Board Retreat Dates

Discussion of Full-Time Athletic Director

Appointment of School Board Members for the Following Committees/Liaisons:

- a. Policy Committee
- b. DLT Liaison
- c. Health & Wellness Committee Liaison
- d. Safety Committee Liaison
- e. Port Jervis Liaison
- f. Deerpark Liaison
- g. Education Liaison
- h. Visitation – Board as a Whole
- i. Audit – Board as a Whole

Board Member Comments/Issues

Possible Motion to Enter into Executive Session for the Purpose of:

- Discussion of matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person.
- Discussion of proposed, pending or current litigation.

Adjournment

The Port Jervis City School District Board of Education will hold its next meeting on **Tuesday, July 25, 2017** at 7:00 p.m. in the High School Cafeteria. This is due to National Night Out falling on August 1, 2017.