

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

MEETING MINUTES

**November 14, 2017 Meeting**

The Board of Education held its Regular Meeting on Tuesday, November 14, 2017 in the High School Cafeteria.

**Members Present:** Judith Amato  
Brian Dewey  
Deborah Lasch  
Valerie Maginsky  
Joan McBride  
Tanya Parker-Hughes  
Catherine Sadaghiani (*arrived 6:04 pm*)  
Florence Santini  
Robert Witherow

**Members Absent:** NONE

**Others Present:** Ruth Anne Zuclich, *Interim Superintendent of Schools*  
Lorelei Case, *Assistant Superintendent for Business*  
Mike Rydell, *Assistant Superintendent for Instruction*  
Kristen Lopez, *District Board Clerk*

**Agenda Item 1 - Call to Order**

President Judy Amato called the Meeting to Order at 6:00 pm.

**Agenda Item 2 - Motion to Enter into Executive Session**

Debbie Lasch moved, seconded by Joan McBride to enter into Executive Session at 6:02 pm. Motion carried with an 8-0-1 (Sadaghiani) vote.

Brian Dewey moved, seconded by Tanya Parker-Hughes to close Executive Session at 7:04 pm. Motion carried with a 9-0-0 vote.

**Agenda Item 3 - Regular Session Resumes**

Tanya Parker-Hughes moved, seconded by Debbie Lasch to resume the Regular Meeting at 7:07 pm. Motion carried with a 9-0-0 vote.

Tanya Parker-Hughes led the Pledge of Allegiance, followed by a moment of silence.

**Agenda Item 4 – Presentations**

**Senior Student Representative Shannon Klotz and Junior Student Representative Brynn Hendershot** reported on upcoming dates for events at the High School.

**Mike Rydell, Assistant Superintendent for Instruction and Lorelei Case, Assistant Superintendent for Business** reported on Goal Implementation. Ms. Case told the Board that they will update the Board periodically on the status of the Goals during the school year.

#### **Agenda Item 5 – Public Comment**

No one signed up for public comment at this meeting.

#### **Agenda Item 6 – Administrative Reports (as available)**

**Ms. Case** reported that the district received notice that the Smartbond Review Committee will be meeting on November 27<sup>th</sup> and the district's Smartbond application is included in the review. She anticipates an approved bond.

The building budget documents have been issued to the building principals and they will be drafting their budgets over the next six to eight weeks. The Central Administrative Team will be meeting with the building Principals to review their budget requests in early January.

There have been some rumors circulating regarding a summer construction project. The summer construction project was completed, as many of our other projects throughout the years have been, but not without some issues. There was a situation where a manhole cover was lifted during the paving of the blacktop resulting in some damage to the sanitary line. The damage was identified and either has been repaired or is scheduled to be repaired. Ms. Case wanted the public to know that under no circumstances did this cost the district any additional funds. The vendors have accepted ownership of the cost associated with the unfortunate incident.

Just a reminder to the board members –the building tours are scheduled for Nov 21, starting at HBE at 6:00 pm. Mr. Preiss and Ms. Case look forward to showcasing the improvements that have been completed to our buildings and instructional spaces.

**Mr. Rydell** stated that he had the pleasure to attend the High School's production of Little Shop of Horrors. He said it was a most unique theater presentation, where cast was performing in the audience and made him feel like he was actually a part of the play. He stated that it was a great experience and commended the faculty who oversaw the planning and production, as well as recognized the talented students who performed this thoroughly enjoyable play.

Mr. Rydell also commended the Professional Development Committee, who organized the Superintendent Conference Day. Mr. Rydell said that he was extremely pleased and inspired by the work the Committee did for this conference. He stated that the conference was a good launching pad to the start of the year and beyond.

**Mrs. Zulich** thanked Mr. Rydell and Ms. Case for their Goal presentation. She then explained to the public that at their Board Retreat on November 1, the Board suggested that their seating be moved for each Board Meeting, which is why you are seeing our Members in different seats, as you will throughout the year.

Mrs. Zulich reported that the Superintendent Search Forums were held last Wednesday, November 8. Mr. Hecht and Mrs. Zulich met with students from the HS and MS during the school day, which was very enlightening. The other three forums – one for secondary staff and faculty, one for elementary staff and faculty, and one for community members - resulted in

great discussion about the qualities of a Superintendent. The PowerPoint from the Forums will also be put online so they can be viewed by the public. Mrs. Zuclich pointed out that there is a survey on our website that she invites all community, staff and students to complete. The information will be collated and reviewed by the Board of Education prior to interviewing Superintendent Candidates. She also thanked the Board Members who attended the forums.

On behalf of Central Administration, Ms. Zuclich wished everyone a wonderful Thanksgiving Holiday.

### **Agenda Item 7 – Consent Items**

Valerie Maginsky moved, seconded by Debbie Lasch to approve Agenda Items 7a-7f as follows. Motion unanimously carried with a 9-0-0 vote:

**a. Minutes from the October 17, 2017 Meeting of the Board of Education (Section 1, Minutes)**

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

- **CSE Meeting Dates:** October: 10,11,12,13,16,17,18,19,20,23,24,25,27,30,31  
November: 3
- **CPSE Meeting Dates:** October: 6,10,11,30 November: 2,3,6

**c. Financial Reports for October, 2017 (Section 1, Financial Reports):**

- Treasurer's Report (Section 1, Report FR-1)
- Appropriation Status Detail Report (Section 1, Report FR-2)
- Revenue Status Report (Section 1, Report FR-3)
- Check Warrant Report (Section 1, Report FR-4)
- Budget Transfer Schedule Report (Section 1, Report FR-5)

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

**e. Resignations:**

**Name:** Tiffany Prestimonico  
**Position:** Monitor  
**Assignment:** District Wide - HS  
**Effective:** November 9, 2017 (at close of business)

**f. Retirements:**

**Name:** Patricia DeMono  
**Position:** Teacher-Aide  
**Assignment:** HBE  
**Effective:** May 14, 2018

### **Agenda Item 8 - Appointments (Section 1, Personnel)**

Cathy Sadaghiani moved, seconded by Brian Dewey to approve Agenda Item 8 as follows. Motion unanimously carried with a 9-0-0 vote:

**A. Support Staff:**

**Name:** David Roda  
**Position:** Cleaner - Probationary  
**Assignment:** District Wide  
**Reason:** Vacancy No. 2013  
**Probation:** 8-26 weeks  
**Effective:** November 15, 2017  
**Salary:** \$15.07 – Step 1 (2016-2017)

**Name:** Lane, Tanya  
**Position:** Cleaner - Substitute  
**Assignment:** District Wide  
**Reason:** Per Diem  
**Probation:** N/A  
**Effective:** November 15, 2017 (pending fingerprint clearance)  
**Salary:** \$15.07 – Step 1 (2016-2017)

**Name:** Mapes, Justin  
**Position:** Cleaner - Substitute  
**Assignment:** District Wide  
**Reason:** Per Diem  
**Probation:** N/A  
**Effective:** November 15, 2017 (pending fingerprint clearance)  
**Salary:** \$15.07 – Step 1 (2016-2017)

**Name:** Mesti, Shawna  
**Position:** Cleaner - Substitute  
**Assignment:** District Wide  
**Reason:** Per Diem  
**Probation:** N/A  
**Effective:** November 15, 2017 (pending fingerprint clearance)  
**Salary:** \$15.07 – Step 1 (2016-2017)

**Name:** Cruz Moran, Diana  
**Position:** Cleaner - Substitute  
**Assignment:** District Wide  
**Reason:** Per Diem  
**Probation:** N/A  
**Effective:** November 15, 2017 (pending fingerprint clearance)  
**Salary:** \$15.07 – Step 1 (2016-2017)

**Name:** Joyce Rivera  
**Position:** Cleaner - Substitute  
**Assignment:** District Wide  
**Reason:** Per Diem  
**Probation:** N/A  
**Effective:** November 25, 2017 (pending fingerprint clearance)  
**Salary:** \$15.07 – Step 1 (2016-2017)

**Name:** Angelique Wathey  
**Position:** Cleaner - Substitute  
**Assignment:** District Wide  
**Reason:** Per Diem  
**Probation:** N/A  
**Effective:** November 15, 2017  
**Salary:** \$15.07 – Step 1 (2016-2017)

**B. 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 ** Denotes RN</i>
Michele Gebele	Ashley Wortman	Lauren Kalantgis	
Christina Moscatello		Noah Knesel	

**C. Co-Curricular and Coaching Positions for the 2017-2018 School Year – Vacancy No. 1976**

**Sarah Beirne:** Volunteer Girls' Basketball Coach  
**Jason Gunderman:** Volunteer Girls' Basketball Coach  
**Sandra Murray:** Public Relations, High School - \$718 stipend  
**John Quinn:** *Resignation*, Varsity Boys Golf Coach  
**George Rollman:** Volunteer Boys' Basketball Coach

**Agenda Item 9 - Approval of Tenure Appointment Recommendation**

**Nancy Rascona:** Tenure Area: Special Education                      Effective: November 20, 2017

Debbie Lasch moved, seconded by Tanya Parker-Hughes to approve Agenda Item 9. Motion to approve unanimously carried with a 9-0-0 vote.

**Agenda Item 10 - Approval of Lead Evaluator of Teachers Re-Certification for the 2017-2018 School Year as Follows:**

Brett Cancredi, Nicole Ey, Jared Kahmar, Jean Lain, Anthony Lazzaro, Andrew Marotta, David Marr, Heidi Nyland, Thomas Rickard, Matthew Wentworth

Debbie Lasch moved, seconded by Cathy Sadaghiani to approve Agenda Item 10. Motion to approve unanimously carried with a 9-0-0 vote.

**Agenda Item 11 - Approval of Lead Evaluators of Teachers and Principals for the 2017-2018 School Year as Follows:**

Lorelei Case, Mike Rydell

Debbie Lasch moved, seconded by Cathy Sadaghiani to Table Agenda Item 11. Motion to Table unanimously carried with a 9-0-0 vote.

**Agenda Item 12 - Approval of 2018-2019 Budget Parameters (Enclosure no. 2)**

Cathy Sadaghiani moved, seconded by Brian Dewey to approve Agenda Item 12. Motion to approve unanimously carried with a 9-0-0 vote.

**Agenda Item 13 - Approval of 2018-2019 Budget Calendar (Enclosure no. 3)**

Debbie Lasch moved, seconded by Valerie Maginsky to approve Agenda Item 13. Motion to approve unanimously carried with a 9-0-0 vote.

**Agenda Item 14 - Approval of Contract between the Columbia Teachers College Reading and Writing Project Network and the Port Jervis City School District (Enclosure no. 4)**

Brian Dewey moved, seconded by Cathy Sadaghiani to approve Agenda Item 14. Motion unanimously carried with a 9-0-0 vote.

**Agenda Item 15 - Approval of Dental Screening Arrangement between the Port Jervis City School District and Aesthetic Dentistry (Enclosure no. 5)**

Debbie Lasch moved, seconded by Flo Santini to approve Agenda Item 15. Motion unanimously carried with a 9-0-0 vote.

**Agenda Item 16 – Approval to Appoint BCA Architects and Engineers to Assist in the Port Jervis Middle School Analysis and Districtwide Programming Analysis (Enclosure no. 6)**

Flo Santini moved, seconded by Cathy Sadaghiani to approve Agenda Item 16. Motion unanimously carried with a 9-0-0 vote.

**Agenda Item 17 - Approval to Accept Donation from the Port Jervis Educational Foundation/Marian Cooper Community Foundation for \$2,610 to the Port Jervis Senior Cheerleader Disney Trip**

Debbie Lasch moved, seconded by Cathy Sadaghiani to approve Agenda Item 17. Motion unanimously carried with a 9-0-0 vote.

**Agenda Item 18 - *BE IT RESOLVED* that pursuant to Education Law 913, the Employee discussed in executive session is hereby directed to report for a medical examination in order to determine the mental/physical capacity of such person to perform her duties as an employee of the Port Jervis City School District. Said medical examination shall be before Dr. Allen Rubenstein on Tuesday, December 5, 2017 at 1:00 pm at his office located at 101 W. 79<sup>th</sup> Street, Suite 3B, New York, New York 10024 and on any subsequent days Dr. Rubenstein may require to complete said exam; and**

***BE IT FURTHER RESOLVED* that the Employee be directed to produce any and all medical records related to the present state of her health for the past three years to the District by November 22, 2017.**

Brian Dewey moved, seconded by Debbie Lasch to approve Agenda Item 18. Motion unanimously carried with a 9-0-0 vote.

## **Agenda Item 19 – Approval to Reinstate Alan Holtzer as Interim Athletic Director**

***BE IT RESOLVED*, that the Board of Education, upon the Superintendent’s recommendation, herewith extends the appointment of Alan Holtzer as Athletic Director until close of business on December 12, 2017.**

Brian Dewey moved, seconded by Joan McBride to approve Agenda Item 19. Motion carried with an 8-1(Lasch)-0 vote.

## **Agenda Item 20 – Policies**

### **Second and Final Reading**

#### **Policy No. 5630 – Facilities: Inspection, Operation and Maintenance**

Flo Santini moved, seconded by Debbie Lasch to approve Agenda Item 20. Motion unanimously carried with a 9-0-0 vote.

## **Agenda Item 21 - Committee and Liaison Reports (as available)**

**Policy Committee – Cathy Sadaghiani:** The Committee met on October 4<sup>th</sup>. Mrs. Sadaghiani stated that it was a very productive meeting. They had to take time to bring the new people up to speed, but there was some movement on items; the Committee decided not to pursue a crowd funding policy since it would be against current policy and possibly the law. She stated Mr. Rydell will be working with Mr. Hipsman and additional staff getting an Attendance Committee again, and she hopes they will have some revisions before too long. Mrs. Sadaghiani states that they will be revising the Pediculosis Policy. At the last meeting, they deleted the existing policy because it was not required, and they will not be revising the policy until they have all the needed new education in place. There is no date for the next meeting as of yet, but Mrs. Sadaghiani wanted to thank Member Joan McBride, who has agreed to join the Committee.

**DLT Committee – Bob Witherow:** Nothing to report.

**Safety Committee – Flo Santini:** Mrs. Santini stated that they had a meeting a few weeks ago and she really must commend the Safety Committee’s time and commitment to keeping everyone safe. She said some wonderful ideas came out of the last meeting. She said that she has no doubt as to the safety of our children, teachers and staff in our schools, pointing out the locking mechanisms on the doors. She states so much is discussed in the hour-long meeting, and she takes her hat off to everyone because she knows it takes a huge amount of time and effort from each one to follow up on everything that is discussed and to do the things to keep everyone safe. Mrs. Santini invited everyone on the Board to become involved, and welcomed them to come to a meeting in the future and see just how great and informative the meetings are.

**Port Jervis Liaison – Valerie Maginsky:** Ms. Maginsky invited everyone to attend ChrisKindlemart on Sunday, November 26 from 10:00 am – 6:00 pm. She stated that this was the perfect opportunity for people to see all of the new stores and renovated buildings and all of the other progress that has been going on in the downtown area. She also invited the public to attend the Public Vision meeting on December 5 at 7:00 pm at Howard Wheat #4. This is an opportunity for the public to have input, ask questions and give their opinion on what Port Jervis should be like in the new Port Jervis Comprehensive Plan.

**Deerpark Liaison – Flo Santini:** Mrs. Santini stated that the town elections were over, and there is still the same slate of officers. Please contact them if you have the need.

**Education Liaison – Tanya Parker-Hughes:** The first meeting will be on November 27. Will give an update at a future meeting.

**OCSBA Delegate – Debbie Lasch:** There was a good presenter at last month's meeting, who goes around to the schools and she just happened to be in Port Jervis the day of the OCSBA meeting. She talked about the positive things going on in our District so that was very nice to hear. Mrs. Lasch did not attend the November meeting because it conflicted with the Board Retreat on November 1. She will update the Board after she attends the December meeting.

**NYSSBA Delegate – Valerie Maginsky:** Ms. Maginsky encouraged the Board to check out the NYSSBA On-Board Newsletter, which had great articles on the Convention she attended in October.

## **Agenda Item 22 - Board Member Comments**

**Member Tanya Parker-Hughes** thanked Mr. Rydell and Ms. Case for the evening's presentation and offered the cast, crew and volunteers of the production of Little Shop of Horrors her congratulations. She wishes everyone a Happy Thanksgiving.

**Member Brian Dewey** informed the public that they wrapped up the Farnum Haunted House and thanked the local businesses for their support to make the House happen. He stated that just under 900 people visited the Haunted House, and those proceeds made it possible to offer two \$500 scholarships this year. Mr. Dewey was sad to announce that Farnum House will not be available next year, so he wanted the public to contact him if they know of any other building location in Port Jervis that they can use as a host for next year's event.

**Member Flo Santini** stated at the Honor Flight on November 4<sup>th</sup>, she got the honor to go as a Guardian on the flight, meaning that she stayed with her Veteran the entire trip. She said she would cherish that her entire life. She implored the public that if they had any Aunts, Uncles or other family members that have served to please have them fill out an application to be on an honor flight. She stated this flight had 86 Veterans and their Guardians and it was an amazing time, so she would like to get the word out to the public to get your applications in, and stated a special thank you to all the people who make it happen.

**Member Debbie Lasch** said that she attended the Little Shop of Horrors production and it was completely amazing and she wondered what it took to pull something like that show off, as the production made you feel like you were a part of the play. She also thanked Ms. Case and Mr. Rydell for getting the students Google accounts and the elementary staff for implementing the program. She encouraged more Board representation at District events and stated that it behooves them all to attend. Lastly, she wished everyone a very Happy Thanksgiving.

**Member Judy Amato** thanked Mr. Rydell and Ms. Case for the Superintendent's Conference day and stated she heard so many good things from many people about the sessions and the excellent use of time. She wished a Happy Thanksgiving to everyone, hoping that they enjoy the time they spend with friends, family and loved ones.



### **Agenda Item 23 – Dates to Remember**

President Amato read the Dates to Remember

### **Agenda Item 24– Adjournment**

Flo Santini moved, seconded by Cathy Sadaghiani to reconvene to Executive Session at 8:15 pm. Motion unanimously carried with a 9-0-0 vote.

Flo Santini moved, seconded by Brian Dewey to close Executive Session at 8:50 pm and return to Regular Session. Motion unanimously carried with a 9-0-0 vote.

Debbie Lasch moved, seconded by Tanya Parker-Hughes to remove Agenda Item 11 from Table and bring to the floor for Approval. Motion to remove from Table and approve was unanimously carried with a 9-0-0 vote.

Tanya Parker-Hughes moved, seconded by Debbie Lasch to adjourn the meeting at 8:52 pm. Motion unanimously carried with a 9-0-0 vote.

**The Port Jervis City School District Board of Education will hold its next meeting on *Tuesday, December 12, 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*

11/14/17