

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

MEETING MINUTES

***December 12, 2017 Meeting***

The Board of Education held its Regular Meeting on Tuesday, December 12, 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 Brian Dewey to enter into Executive Session at 6:02 pm. Motion carried with a 8-0-1(Sadaghiani) vote.

Brian Dewey moved, seconded by Tanya Parker-Hughes to close Executive Session at 7:05 pm. Motion carried with a 9-0-0 vote.

**Agenda Item 3 - Regular Session Resumes**

Cathy Sadaghiani moved, seconded by Flo Santini to resume the Regular Meeting at 7:07 pm. Motion carried with a 9-0-0 vote.

Debbie Lasch 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.

**Alan Holtzer, Interim Athletic Director and Coaches** presented Fall Sports Awards to the student athletes. A special Certificate of Excellence Award was presented to Section IX Cross Country Champ, Class B Division and NYS Cross Country Meet participant Christian Deal.

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

**PJ HS Student Daniel Klotz** commented on his Eagle Scout project, which is on tonight's Agenda for approval. He thanked the Board for the opportunity to do this project.

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

**Mrs. Zulich, Interim Superintendent**, congratulated the student athletes on their recognitions. She reported that in January she would share an update on the progress of the Superintendent Search. Lastly, Mrs. Zulich wished all faculty, staff, Board Members, students and members of the community a very happy Holiday.

#### **Agenda Item 7 – Consent Items**

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

- a. **Minutes from the November 14, 2017 Meeting of the Board of Education (Section 1, Minutes)**
- b. **Committee on Special Education Minutes (Section 1, Minutes)**
  - **CSE Meeting Dates:** November: 6,7,8,9,13,14,15,16,17,20,21,27,28,29,30 December: 1
  - **CPSE Meeting Dates:** November: 9,14,16,17,20,21,27,28 December: 1,4
- c. **Disposal of Declared as Excess Library Books (Section 1, Other)**
- d. **Disposal of Modified Girls basketball uniforms (Section 1, Other)**
- e. **FMLA, Intermittent and Leave of Absences per Enclosures (Section 1, Personnel)**
- f. **Termination: (Section 1, Personnel)**

**Name:** Carlona Haggerty  
**Position:** Cleaner  
**Assignment:** District Wide – B & G  
**Effective:** November 30, 2017

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

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

**A. Instructional Staff:**

**Name:** Joseph Clarke  
**Position:** Teacher (Leave Replacement)  
**Assignment:** High School  
**Reason:** Vacancy No. 2020  
**Effective:** On or About January 2, 2018 – February 20, 2018  
**Salary:** \$54,879 – Step 1 (Pro-rated)

**Name:** Lynn Conners  
**Position:** Teacher (Leave Replacement)  
**Assignment:** ASK  
**Reason:** Vacancy No. 2018  
**Effective:** January 8, 2018 – June 22, 2018  
**Salary:** \$54,879 – Step 1 (Pro-rated)

**Name:** Julia Dekan\*  
**Position:** Teacher  
**Assignment:** HBE  
**Reason:** Vacancy No. 2019  
**Effective:** February 1, 2018  
**Tenure Track:** February 1, 2018 – January 31, 2022  
**Salary:** \$54,879 – Step 1 (Pro-rated)

*\* This individual must receive three (3) annual APPR composite ratings of Effective or Highly Effective in at least three (3) of the preceding four (4) years and cannot have an APPR composite rating of Ineffective in the last year of his or her probationary appointment to be granted or considered for tenure.*

**B. Support Staff**

**Name:** Bert Eagle  
**Position:** Custodian  
**Assignment:** District Wide – B&G  
**Reason:** Promotional  
**Probation:** 12 weeks  
**Effective:** December 13, 2017  
**Salary:** \$16.95 – Step 2  
      .25 – 2<sup>nd</sup> Shift Differential  
\$17.20 (2016-2017)

**Name:** Shawn Galligan  
**Position:** Custodian  
**Assignment:** District Wide – B&G  
**Reason:** Promotional  
**Probation:** 12 weeks  
**Effective:** December 13, 2017  
**Salary:** \$16.45 – Step 1  
      .25 – 2<sup>nd</sup> Shift Differential  
\$16.70 (2016-2017)

**Name:** Joy Hines  
**Position:** Custodian  
**Assignment:** District Wide – B&G  
**Reason:** Promotional  
**Probation:** 12 weeks  
**Effective:** December 13, 2017  
**Salary:** \$20.24 – Step 8  
.25 – 2<sup>nd</sup> Shift Differential  
.21 – HI Offset  
\$20.70 (2016-2017)

**Name:** Dorothy Witkowski  
**Position:** Custodian  
**Assignment:** District Wide – B&G  
**Reason:** Promotional  
**Probation:** 12 weeks  
**Effective:** December 13, 2017  
**Salary:** \$16.45 – Step 1  
.25 – 2<sup>nd</sup> Shift Differential  
.21 – HI Offset  
\$16.70 (2016-2017)

**Name:** Russell Phillips  
**Position:** Cleaner - Probationary  
**Assignment:** District Wide – B&G  
**Reason:** Vacancy No. 2016  
**Probation:** 8-26 weeks  
**Effective:** December 13, 2017  
**Salary:** \$15.07 – Step 1  
.25 – 2<sup>nd</sup> Shift Differential  
.15 – Heavy Work  
\$15.47 (2016-2017)

**Name:** Jamie Kowalski  
**Position:** Lead Maintenance Specialist – Electrician- Provisional  
**Assignment:** District Wide – B&G  
**Reason:** Vacancy No. 2014  
**Effective:** January 22, 2018 (pending fingerprint clearance)  
**Salary:** \$26.35 – Step 1 (2016-2017)

**Name:** Daniel Howey  
**Position:** Head Grounds Worker - Promotional  
**Assignment:** District Wide – B&G  
**Reason:** Vacancy No. 2015  
**Probation:** 12 weeks  
**Effective:** February 1, 2018  
**Salary:** \$18.87 – Step 2 (2016-2017)

**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 ** Denotes RN</i>
Jessie Yackel	Amanda Beers		
	Samantha Jo Muller		
	Kimberly Schneider		

**D. AIS Teaching Positions for the 2017-2018 School Year – Vacancy No. 1989 - \$41.55/hr.**

HBE: Erica Gibbs, Substitute

**E. CO-Curricular Activity Advisor for the 2017-2018 School Year – Vacancy No. 1976**

Keisha Agard-Thomassine, Middle School Photography Club Advisor, *Volunteer*

**F. Coaching Positions for the 2017-2018 School Year – Vacancy No. 1976**

Scott Spears: *Resignation*, Girls Varsity Golf Coach  
 Scott Spears – Boys Varsity Golf Coach, \$5,317 stipend

**G. Approval of Committee on Special Education Vendor as Follows:**

Liberty Resources, Inc.  
 1045 James Street  
 Syracuse, NY 13203  
 Phone: (315) 425-1004  
 Fax: (315) 479-7884

**Agenda Item 9 - Approval to Accept Donation of \$300.00 for PJHS Courtyard Beautification Project from Michael and Christine Lipman (Enclosure No. 1)**

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

**Agenda Item 10 - Approval to Accept Donation of Benches for the Port Jervis High School from an Eagle Scout Project by Daniel Klotz (Enclosure No. 2)**

Brian Dewey moved, seconded by Flo Santini to approve Agenda Item 10. Member Cathy Sadaghiani thanked Daniel for offering this donation. Motion to approve unanimously carried with a 9-0-0 vote.

**Agenda Item 11 - Approval to Accept the Connect Kids Grant Program Award of \$1,000.00 (Enclosure No. 3)**

Cathy Sadaghiani moved, seconded by Brian Dewey to approve Agenda Item 11. Motion to approve unanimously carried with a 9-0-0 vote.

**Agenda Item 12 - Approval of Port Jervis Middle School 8<sup>th</sup> Grade Class Trip to Washington, DC on March 23-25, 2018 (Enclosure No. 4)**

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

**Agenda Item 13 - Approval of Port Jervis Girls Varsity Softball Participation in the James "Ace" Morabito Tournament on May 12-13, 2018 in Herkimer, NY (Enclosure No. 5)**

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

**Agenda Item 14 - Approval of Transportation Agreement between the Port Jervis City School District and Orange County Department of Social Services (Enclosure No. 6)**

Debbie Lasch moved, seconded by Flo Santini to approve Agenda Item 14. Motion unanimously carried with a 9-0-0 vote.

**Agenda Item 15 - Approval of Change Order GC-01 for the Middle School New Storage Building (Enclosure No. 7)**

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

**Agenda Item 16 – Approval of Corrected Tax Roll Report for the 2017-2018 Tax Warrant (Enclosure No. 8)**

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

**Agenda Item 17 - Approval of Licensing Agreement with Pel Industries, Inc. (Enclosure No. 9)**

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

**Agenda Item 18 - Approval of Resolution to Accept the Opinion and Award of Arbitrator Jay Siegel and the Termination of Employee Number 3082 (Enclosure No.10)**

**WHEREAS**, on or about November 22, 2017, Arbitrator Jay Siegel issued an opinion and award with respect to a certain arbitration between the District and the CSEA concerning the discharge of Employee Number 3082; and

**WHEREAS**, in said opinion and award Arbitrator Siegel found Employee Number 3082 guilty of each of the 23 Specifications brought by the District in connection with said arbitration; and

**WHEREAS**, in said opinion and award Arbitrator Siegel further found that the District's proposed penalty of termination was the appropriate penalty under the circumstances; and

**WHEREAS**, in said opinion and award Arbitrator Siegel directed that Employee Number 3082 be terminated from employment with the District effective at the close of business November 26, 2017.

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Education herewith accepts the opinion and award dated November 22, 2017 issued by Arbitrator Siegel in all respects; and

**BE IT FURTHER RESOLVED** that Employee Number 3082 is herewith terminated from employment with the District in all respects effective the close of business on November 26, 2017.

Debbie Lasch moved, seconded by Flo Santini to approve Agenda Item 19. Motion unanimously carried with a 9-0-0 vote.

#### **Agenda Item 19 - Approval of Independent Internal Audit Report Ending June 30, 2017 and Response to Auditor Comments**

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

#### **Agenda Item 20 – 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 January 9, 2018.

Brian Dewey moved, seconded by Joan McBride to approve Agenda Item 20. Motion unanimously carried with an 9-0-0 vote.

#### **Agenda Item 21 – Policies (Enclosure No. 11a – 11d)**

**First Reading:**

**Policy No. 5640** – Smoking/Tobacco Use

**Policy No. 5682** – Use of Surveillance Cameras in the School District and on School Buses

**Policy No. 6410** – Employee Personnel Records and Release of Information

**Policy No. 7320** – Alcohol, Tobacco, Drugs and Other Substances

Cathy Sadaghiani explained the various changes to the policies in the first reading. Debbie Lasch moved, seconded by Valerie Maginsky to approve Agenda Item 21. Motion unanimously carried with a 9-0-0 vote.

#### **Agenda Item 22 - Committee and Liaison Reports (as available)**

**Policy Committee** – *Cathy Sadaghiani*: The Committee met on December 5. Mrs. Sadaghiani thanked Member Joan McBride for joining the Committee. She stated that they were making great progress on the Attendance Policy, going through the policy line by line. Mrs. Sadaghiani reported that the Committee has decided not to replace the deleted Pediculosis policy, however, they were reviewing the policy that referenced life threatening illnesses. She also reported that Member Valerie Maginsky brought back a number of informational items regarding a wellness policy, and we will review the materials, as well as policies 7560-7690 at the next Committee meeting on January 2, 2018 at 11 am.

**Port Jervis Liaison** – *Valerie Maginsky*: Ms. Maginsky reminded everyone that the City of Port Jervis Holiday Lighting Contest was still on - you can enter until December 19. There are two categories, traditional and festive. You can register on line or call the city offices. You must include your name, phone number and category. Ms. Maginsky invited all

to consider a "gift of life" this holiday season. Operation PJ Pride will be hosting a free Narcan presentation and training at the Erie Trackside from 10 am - noon. For dates and more information, please contact Lindsay Carroll at Operation PJ Pride at (845) 321-3732.

**Deerpark Liaison – Flo Santini:** Mrs. Santini thanked Ms. Carol and the HBE Music department for allowing the choir and band to perform a Christmas concert at the Deerpark Senior Center. She said that everyone greatly enjoyed hearing the children perform. She states she has been to many plays and concerts at both ASK and HBE and is truly amazed at the amount of talent our district children possess. Lastly, Mrs. Santini wished everyone a safe and happy Holiday.

**Education Liaison – Tanya Parker-Hughes:** Mrs. Parker-Hughes reported that the Education Committee had its first meeting yesterday (December 11). She is happy to report that the Committee is headed in a different direction from where it used to be. They are starting off with a newly-designed committee which will feature representatives from every building. She will update us at a later meeting.

**OCSBA Delegate – Debbie Lasch** stated that Valerie Maginsky will report on OCSBA, as it combines with her NYSSBA report and Valerie attended the meeting for her.

**NYSSBA Delegate – Valerie Maginsky:** Ms. Maginsky reported that she attended the December 6 meeting of OCSBA. Julie Marlette from NYSSBA did a presentation on the proposed legislation platform that was sent to all BOEs. She states that state aid has been frozen the last few years, bills are up but aid to us is down. She said there were five main topics discussed: Finding aid to make schools whole, make critical adjustments to the property tax formula, fully meet the needs of our ELL, TRS Reserve availability and amend the salary cap for BOCES Superintendents. She would like all Members to consider going for a legislative visit to Albany on February 12 to bring up issues to our local legislators.

### **Agenda Item 23 - Board Member Comments**

**Member Debbie Lasch** wished everyone a happy and healthy Holiday.

**Member Tanya Parker-Hughes** thanked Daniel Klotz for his donation to the High School. She also stated that she attended the ASK Winter Concert, which was beautiful. She did not get a chance to attend the MS Winter Concert but was told that there were 90 students in the band alone and that the concert was lovely. However, she did attend the MS Community Forum on Bullying and stated that she was very happy that she went and that it was very informative. Lastly, she wished everyone a very happy Holiday.

**Member Cathy Sadaghiani** congratulated the student athletes and Daniel Klotz on his Eagle Project. Mrs. Sadaghiani stated that there are many conferences available at NYSSBA that are very informative and at this time we only send one Member to the conferences and she would like the district to consider sending more representatives from the Board to these offerings. Mrs. Sadaghiani relayed that she attended the Breakfast with Santa last Saturday and thanked all who were involved in putting on this wonderful event. She then thanked Don Preiss, Director of Facilities, for raising the heat in the cafeteria for this meeting! Lastly, Mrs. Sadaghiani wished all a very Happy Hanukkah, Kwanza and Christmas!

**Member Bob Witherow** thanked all who made public statements this evening and thanked Daniel Klotz for his presentation. He wished everyone a very safe holiday.



**Member Valerie Maginsky** gave her best wishes to everyone for a happy and safe Holiday. She also congratulated the scholar athletes and thanked Daniel Klotz for his Eagle Project donation.

**Member Joan McBride** reported that she and Member Tanya Parker-Hughes went on the Board Building Tour recently. She stated that there were many improvements seen. She was very impressed about the amount of time the safety improvements would add - they would give precious additional moments for teachers, students and staff in an emergency to get to safety. She stated that most people can't see the improvements to safety made in the buildings, so she was happy to have them pointed out on the tour. She relayed that most of the buildings safety protocols were from the 1960's and 70's so it was so nice to see the improvements, such as replacing the original boilers in the buildings with new units to regulate the heat. She relayed to the public that she feels that the changes are amazing and could not say enough about how the improvements that have been done really helps keep students and faculty safe.

**Member Tanya Parker-Hughes** added to Mrs. McBride's comments that she was also very impressed about what improvements she was shown during the building tours. She said that these very important upgrades are often taken for granted, but highlight safety for all. She also added that she was very happy to attend the Shrek the Halls fundraiser at ASK and it was amazing.

Lastly, **Member Judy Amato** wished a very Happy Holiday to all, and asked everyone to keep in their thoughts those families who have lost members during the past year - her thoughts and prayers are with you. She encouraged everyone to spend the holidays with those loved ones.

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

President Amato read the Dates to Remember

### **Agenda Item 24– Adjournment**

Debbie Lasch moved, seconded by Tanya Parker-Hughes to reconvene to Executive Session at 7:53 pm. President Amato stated that there would be no public action taken after Executive Session. Motion unanimously carried with a 9-0-0 vote.

Tanya Parker-Hughes moved, seconded by Joan McBride to close Executive Session at 8:40 pm. Motion carried with a 7-0-2(Dewey, Santini) vote.

Cathy Sadaghiani moved, seconded by Debbie Lasch to adjourn the meeting at 8:42 pm. Motion carried with a 7-0-2(Dewey, Santini) vote.

**The Port Jervis City School District Board of Education will hold its next meeting on *Tuesday, January 9, 2018* at 7:00 p.m. in the High School Cafeteria.**

Submitted by *Kristen M. Lopez*

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