

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

ORGANIZATIONAL/REGULAR MEETING
JULY 5, 2016

HIGH SCHOOL CAFETERIA
7:00 PM 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

2. Regular Session Resumes

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

3. Organizational Agenda

I. Swearing in of newly appointed Board Members

II. Election of Officers and Swearing in of President and Vice-President of the Board of Education

AGENDA ITEMS III – XI CAN BE AUTHORIZED WITH ONE MOTION

III. 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

IV. Statutory Public Official Bonds

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

V. Designation of Depository

JP Morgan Chase TD Bank NYCLASS
M & T Bank MBIA CLASS

VI. 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.

VII. Adopt Policy Manual for the 2016-2017 School Year

VIII. Adopt Code of Conduct for the 2016-2017 School Year

IX. Transfer Authority for the Superintendent

- A. 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.
- B. The Superintendent of Schools may make unlimited transfers between object codes within the same function codes.

X. Mileage Reimbursement (enclosure no. 1a)

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 2016-2017 school year.

XI. Annual Appointments (enclosure no. 1b)

4. Public Comment

5. Administrative Reports (as available)

- a. Superintendent – Mr. Thomas Bongiovi

6. Consent Agenda Items

a. Minutes from the June 7, 2016 Meeting of the Board of Education (Section 1)

b. Minutes from the June 13, 2016 Special Meeting of the Board of Education (Section 1)

c. CSE/CPSE Minutes (enclosure no. 1c)

CSE Minutes: 04/11/16; 04/15/16R; 04/19/16R; 04/27/16R; 05/03/16R; 05/05/16R; 05/10/16;
 05/17/16R; 05/18/16(15-16)R; 05/18/16R; 05/19/16; 05/23/16R; 05/24/16; 05/25/16;
 05/31/16; 06/01/16; 06/02/16(15-16); 06/02/16 06/03/16(15-16); 06/06/16; 06/07/16(15-
 16); 06/07/16; 06/08/16(15-16) 06/08/16; 06/09/16(15-16); 06/09/16; 06/10/16(15-16);
 06/10/16; 06/13/16(15-16); 06/13/16; 06/14/16; 06/15/16; 06/16/16(15-16); 06/16/16;
 06/17/16; 06/17/16(15-16) 06/20/16(15-16); 06/20/16; 06/21/16; 06/22/16

CPSE Minutes: 06/01/16(15-16); 06/01/16(16-17); 06/03/16; 06/07/16; 06/08/16(16-17); 06/08/16(16-17);
 06/09/16; 06/10/16; 06/13/16; 06/14/16(15-16); 06/14/16(16-17); 06/17/16; 06/20/16;
 06/22/16; 06/23/16

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

e. Financial Reports for May 2016: Comprehensive Budget Status, Revenue Status, and Warrant (enclosure no. 2a)

f. Treasurer's Report for May 2016 (enclosure no. 2b)

Consent Agenda Items (continued)

- g. Budget Transfers (enclosure no. 2c)**
- h. Adopt Investment Policies Number 5220 and Number 5221 for the 2016-2017 School Year (enclosure no. 2d)**
- i. Approval of Section 504 Committee Members for the 2016-2017 School Year (enclosure no. 3a)**
- j. Appoint Impartial Hearing Officers for the 2016-2017 School Year (enclosure no. 3b)**
- k. Approval to Declare HBE Library Books as Excess (enclosure no. 3c)**
- l. Approval to Declare Manual Announcement Signs at ASK and HBE Schools as Surplus Equipment (enclosure no. 3d)**
- m. Correction to Previously Approved Retirement Date**

Name: Joan McBride (28 years)
Position: Administrative Aide
Assignment: Buildings and Grounds
Effective: September 30, 2016
(Previously approved effective 10/3/16 at the 3/15/16 BOE Meeting)

n. Retirement (s)

Name: Nancy Goddard (29 years)
Position: Sr. Food Service Helper
Assignment: HBE School
Effective: January 2, 2017

Name: Lou Ann Clarke (29 years)
Position: Sr. Food Service Helper
Assignment: 209 Complex
Effective: December 31, 2016

Name: Steven Aber (17 years)
Position: Custodian
Assignment: Building and Grounds
Effective: December 31, 2016

o. Resignation (s)

Name: Joanna Linarello
Position: Assistant Principal
Assignment: Bicentennial Elementary School
Effective: July 14, 2016

Name: Donna Hahn
Position: School Monitor
Assignment: High School
Effective: June 24, 2016

Consent Agenda Items (continued)

Name: Christina Schock
Position: Teacher Aide
Assignment: ASK Elementary School
Effective: June 23, 2016

Name: Samantha Petrosi
Position: Art Teacher - Substitute
Assignment: Middle School
Effective: June 16, 2016

Name: Kathleen Conboy
Position: Teacher Aide
Assignment: ASK Elementary School
Effective: June 27, 2016

7. 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 2016-2017 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	Jared Kahmar	TBA
Middle School	Jean Lain	Anthony Lazzaro
High School	Andrew Marotta	Heidi Nyland or Thomas Rickard

8. 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.

9. Appoint Special Education Committee Members for the 2016-2017 School Year as Follows: (enclosure no. 4a)

- a. Committee on Special Education Membership
- b. Committee on Special Education Sub-committee Membership
- c. Committee on Pre-school Special Education Membership
- d. Committee on Special Education/Pre-school Special Education Parent Members

10. Request for Board of Education to Appoint a Designee and an Alternate Designee to Appoint Impartial Hearing Officers for the 2016-2017 School Year (enclosure no. 4b)

The State Education Department requires that Impartial Hearing Officers be appointed by the Board of Education or its designee within 40 hours of the hearing officer accepting the assignment. When appointments are made by a designee, 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 the designee is unavailable when an Impartial Hearing officer needs to be appointed)

11. Approval of CSE Vendor List (enclosure no. 4c)

12. Appointment(s) (Section III Personnel)

A. Instructional (All salaries based on 2015-2016 contract)

Name: Amelia Vega*
Position: ESOL Teacher
Certification: English to Speakers of Other Languages (conditional)
Assignment: High School
Reason: Vacancy No. 1897
Effective: September 1, 2016
Tenure Track: September 1, 2016 – June 30, 2020
Salary: \$53,532 – Step 1
1,500 – Masters
1,794 – Credits (39)
\$56,826

Name: Margaret Fitzgerald
Position: C.S.E. Chairperson
Assignment: Pupil Personnel Services
Reason: Vacancy No. 1924
Effective: July 6, 2016 (18 days over the summer)
Salary: Per Diem

Name: Kathleen Conboy*
Position: Elementary Teacher
Certification: Students with Disabilities (B-2)
Assignment: ASK Elementary School
Reason: Vacancy No. 1899
Effective: September 1, 2016
Tenure Track: September 1, 2016 – June 30, 2019
Salary: \$54,944 – Step-2
552- Credits (12)
\$55,495

Name: Allison Cahayla*
Position: Elementary Teacher
Certification: Childhood Education (B-2)
Assignment: ASK Elementary School
Reason: Vacancy No. 1898
Effective: September 1, 2016
Tenure Track: September 1, 2016 – June 30, 2020
Salary: \$53,532 – Step 1

Name: Karen Gessner*
Position: Special Education Teacher
Certification: Students with Disabilities (1-6)
Assignment: ASK Elementary School
Reason: Vacancy No. 1910
Effective: September 1, 2016
Tenure Track: September 1, 2016 – June 30, 2020
Salary: \$54,944 – Step 2
1,500 – Masters
3,864 – Credits (84)
\$60,308

Appointment (s) (continued)

Name: Diana Menchini*
Position: Elementary Teacher
Certification: Childhood Education (1-6)
Assignment: ASK Elementary School
Reason: Vacancy No. 1898
Effective: September 1, 2016
Tenure Track: September 1, 2016 – June 30, 2020
Salary: \$53,532 – Step 1
1,500 – Masters
1,656 – Credits (36)
\$56,550

Name: Madison Turner*
Position: Special Education Teacher
Certification: Students with Disabilities ((1-6)
Assignment: ASK Elementary School
Reason: Vacancy No. 1910
Effective: September 1, 2016
Tenure Track: September 1, 2016 – June 30, 2020
Salary: \$53,532 – Step 1

Name: Matison Williams*
Position: Elementary Teacher
Certification: Childhood Education 1-6
Assignment: ASK Elementary
Reason: Vacancy No. 1898
Effective: September 1, 2016
Tenure Track: September 1, 2016 – June 30, 2020
Salary: \$53,532 – Step 1

Name: Eric Hipsman
Position: Guidance Counselor
Certification: School Counselor
Assignment: District-Wide
Reason: Vacancy No. 1913
Effective: July 6, 2016
Tenure Track: September 1, 2016 – June 30, 2020
Salary: \$57,580 – Step 1
1,500 – Masters
2,208 – Credits (48)
\$61,288

Name: Susan Bransfield*
Position: French Teacher
Certification: French (7-12)
Assignment: High School
Reason: Vacancy No. 1901
Effective: September 1, 2016
Tenure Track: September 1, 2016 – June 30, 2019
Salary: \$63,693 – Step 7
1,500 – Masters
2,300 – Credits (50)
\$67,493

Appointment (s) (continued)

Name: Nicole Zippo*
Position: Elementary Teacher
Certification: Childhood Education (1-6)
Assignment: ASK Elementary School
Reason: Vacancy No. 1898
Effective: September 1, 2016
Tenure Track: September 1, 2016 – June 30, 2020
Salary: \$54,944 – Step 2
1,500 – Masters
2,070 – Credits (45)
\$58,514

Name: Ronald Semerano
Position: Part-Time Athletic Director (Pending NYSED Commissioner’s Approval)
Assignment: District-Wide
Reason: Vacancy No. 1889
Effective: July 6, 2016 – June 30, 2017
Salary: \$47,880

***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.**

C. Support Staff

Name: Thomas Dapp
Type of Position: Seasonal/Temporary
Position: Laborer – summer
Reason: Vacancy No. 1909
Effective: July 6, 2016 (pending fingerprint clearance)
Salary: \$10.20/hr.

D. Exempt Position

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Karen Howard	School Tax Collector	\$20.19 per hour

E. Summer School Appointments – Non-Instructional – Vacancy No. 1917

Effective Date: July 5, 2016 – August 16, 2016

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Kathy Ackerley	Cook Manager	Step 9 –\$24.16/hr. + .21 (HIO) + .75 longevity
M. Kathy Barnes	Food Service Helper	Step 13 –\$20.81/hr. + 21 (HIO) +1.10 longevity
Sharon Hujus	Food Service Helper	Step 13 - \$20.81/hr. + .21 (HIO) + .45 longevity

F. Summer School Substitute Appointments – Non Instructional– Vacancy No. 1917

Effective Date: July 5, 2016 – August 16, 2016

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Anthony Ziffino	Food Service Helper	Step 12- \$20.02/hr + .21 (HIO) + .15 Hvy lifting +.20
Henry Roberts	Food Service Helper	Step 11- \$19.44/hr + .21 (HIO) + .20 longevity

Appointment (s) (continued)**G. Summer School Appointments – Non-Instructional – Vacancy No. 1902**

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Winifred DiToto	Teacher Aide	Step 13 –\$20.95/hr (2016-17) + .21 (HIO) + .45 longevity
Sandra Murray	Teacher Aide	Step 13 - \$20.95/hr (2016-17) + .21 (HIO) + .45 longevity
Nancilea Farr	Teacher Aide	Step 13 - \$20.95/hr (2016-17) + .21 (HIO) + .20 longevity
Brenda Gonzalez	Teacher Aide	Step 1 - \$14.54/hr (2016-17) + .21 (HIO)
Patricia Pelton	School Monitor	Step 13 - \$20.77/hr (2016-17) + .21 (HIO) + .75 longevity

Effective Date: July 6, 2016 – August 16, 2016 (8/17 & 8/18 Regents exams)

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Maria Rodano	School Monitor	Step 13 - \$20.77/hr (2016-17) + .21 (HIO) + .45 longevity
Yulanda Murphy	School Monitor	Step 7 - \$17.23/hr (2016-17)
Karin Decker	Teacher Aide	Step 13 - \$20.95/hr (2016-17) + .21 (HIO) + .45 longevity

H. Secondary Summer School Appointments – Instructional - Vacancy No. 1917**Effective Date: July 6, 2016 – August 16, 2016 (8/17 & 8/18 Regents exams)
(All salaries based on the 2015-2016 contract)**

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Nancy Caporusso	English (3)	\$5,977
Ashley Sparke	English (3)	\$5,556
Nina Scudieri	English (3)	\$5,977
Scott Reed	English/Librarian (2)	\$3,633
Joseph Becker	Math (3)	\$5,977
Janelle Gunderman	Math (3)	\$5,138
Kathy Helms	Math (2)	\$3,984
Raymond Holyk	P.E. (1)	\$1,992
Michael Dunleavy	Science (3)	\$5,977
Joseph Accardi	Social Studies (3)	\$5,977
Austin Carroll	Social Studies (3)	\$5,977
Christine Piscitelli	Social Studies (2)	\$3,984
Nicholas Miller	Social Studies (2)	\$3,424
Regis Foster	Spec. Education (3)	\$5,977
Ilene Valentin	Spec. Education (3)	\$5,977
Damien Striharsky	Health (2)	\$3,215
Amanda Ross	Foreign Language (1)	\$1,712

I. Substitute Instructional Staff for Summer School – Vacancy No. 1902Kara Raap JoEllen DeGraw Debra Cassara Tammy Lara Julia Dekan
Jason Gunderman**J. Correction to Salary of Previously Approved Coaching Position**

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Mark Papertsian	Girls' Varsity Tennis	\$4,947

(Approved for \$5,186 at the 7/1/15 BOE meeting)

**K. Athletic Coaching Positions for the 2016-2017 School Year – Vacancy No. 1895
(enclosure no. 5a)****L. ARCH Principals for the 2016-2017 School Year – Vacancy No. 1903**

<u>Name</u>	<u>Location</u>	<u>Salary</u>
Andrew Marotta	High School	\$2,750

Thomas Rickard	High School	\$5,500
Regina Gibson	High School	\$2,750

Appointment (s) (continued)

M. ACES Principals for the 2016-2017 School Year – Vacancy No. 1903

<u>Name</u>	<u>Location</u>	<u>Salary</u>
Jean Lain	Middle School	\$5,500
Anthony Lazzaro	Middle School	\$5,500

N. Summer Enrichment Academy – Middle School – Vacancy No. 1922 - \$40.53/hr. (15-16 Salary)

Patrick Aumick, Melissa Mieszkuć, Ashley Sparke, Donna Schutz, Cristina McCaw, David Gibaldi, Megan Wieboldt, Nicole Cioffi, Louis Puopolo, Matthew Carlozzi, Erin Cross, Patricia Halpenny, Lisa Cunningham, Theresa Love, Scott Reed, Amy Relyea

O. Summer Enrichment Academy – ASK Elementary School – Vacancy No. 1921 - \$40.53/hr. (15-16 Salary)

Pamela Larsen, Valerie Ricciardi, Kimberly Eichele, Karen Gessner

13. **Approval of OCSBA Membership Dues for the 2016-2017 School Year (enclosure no. 5b)**
14. **Approval to Accept Initial Donation of \$10,000 for High School from Dr. Lawrence Taylor**
15. **Approval to Accept Additional \$5,000 Donation for High School from Dr. Lawrence Taylor**
16. **Approval to Accept \$5,000 Donation for ASK Elementary School from Dr. Lawrence Taylor**
17. **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.
18. **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.
19. **Approval of Marshall and Sterling as Third Party Administrator for Self-Insured Workers' Compensation Plan for the 2016-2017 School Year (enclosure no. 6a)**
20. **Approval of Excess Workers' Compensation Insurance (enclosure no. 6b)**
21. **Approval of OMNI Agreement for the 2016-2017 School Year (enclosure no. 7a)**
22. **Approval of YMCA Agreement for the 2016-2017 School Year (enclosure no. 7b)**
23. **Approval of Change to the 2016-2017 Student Calendar (enclosure no. 8a)**
24. **Approval of Lease Agreement between the Port Jervis City School District and Quality Bus Service, LLC for the 2016-2017 School Year for Use of the Bus Garage Parking Lot (enclosure no. 8b)**
25. **Approval for William Smith to Attend the NYSSBA 97th Annual Convention in Buffalo, NY on October 27-29, 2016 (enclosure no. 8c)**
26. **Approval of Local Assistance Plan (LAP) Self-Reflection Plan Template: HBE (enclosure no. 9a)**

27. **Approval of Resolution to Appoint Lorelei Case as Representative to the Orange-Ulster Health Plan for the 2016-2017 School Year (enclosure no. 9b)**

28. **Policies – (enclosure no. 9c)**

First Reading

Policy No. 1611 – Business of the Annual District Election

Policy No. 3210 – Visitors to the School

Policy No. 3450 – Use of Service Animals

Policy No. 5620 – Fixed Asset Inventories, Accounting and Tracking

Policy No. 6110 – Code of Ethics for Board Members and All District Personnel

Policy No. 7511 – Immunization of Students

Policy No. 7611 - Children with Disabilities

Policy No. 8211 – Prevention Instruction

Remove from Policy Manual

Policy No. 5740 – Use of Buses by Community Groups

29. **Approval of Marion Cooper Community Foundation Donations Totaling \$3,400.00 to the Port Jervis City School District for the Following: (enclosure no. 10a)**

- a. \$1,000 to ASK Sixth Grade – STEM (Science, Technology, Engineering, and Math) Fair
- b. \$400 to ASK Fourth Grade – Owl Pellet Dissection Lab
- c. \$2,000 to ASK Third Grade – All Aboard the BIOBUS

30. **Approval to Appoint NYBEST for Student Accident Insurance for the 2016-17 School Year (enclosure no. 10b)**

31. **Discussion of Board Retreat Dates**

32. **Approval to Award the 2016-2017 Food Service Bids to the following: (enclosure no. 10c)**

- a. Milk and Dairy to Cream-O-Land, LLC
- b. Bread Part A to Rockland Bakery
- c. Bread Part B to Rockland Bakery
- d. Ice Cream and Frozen Novelty Desserts to Gillette Creamery

33. **Resolution to Approve Settlement Agreement for PJTA Employee (enclosure no. 10d)**

BE IT RESOLVED, that the Board of Education herewith approves and authorizes the President to execute a Settlement Agreement between the Port Jervis City School District and Employee No. 3159. Said Settlement Agreement was previously reviewed by the Board of Education.

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

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

35. **Board Member Comments/Issues**

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

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

37. Adjournment

The next Regular Board Meeting will be held on **Monday, August 1, 2016** at 7:00 pm in the High School Cafeteria.