

**PORT JERVIS CITY SCHOOL DISTRICT  
BOARD OF EDUCATION  
MEETING MINUTES**

**August 1, 2016**

The Regular Meeting of the Board of Education was held on August 1, 2016, in the High School Cafeteria.

Members Present: Judith Amato (arrived at 6:35 pm)  
Brian Dewey  
Deborah Lasch  
Valerie Maginsky  
Tanya Parker-Hughes  
Catherine Sadaghiani  
William Smith  
Robert Witherow

Members Absent: Florence Santini (arrived @ 8:40 pm)

Others Present: Thomas Bongiovi, Superintendent  
Cynthia Benedict, Assistant Superintendent for Instruction  
Lorelei Case, Assistant Superintendent for Business  
Dawn Lasch, Clerk of the Board

**Call to Order – Agenda Item 1**

The meeting was called to order by President Lasch.

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

Bill Smith moved, seconded by Valerie Maginsky, to enter into executive session at 6:30 pm. Motion carried with a 7-0-2 absent (Amato, Santini) vote.

**Motion to Return to Regular Session – Agenda Item 3**

Cathy Sadaghiani moved, seconded by Brian Dewey, to return to regular session at 7:11 p.m. Motion carried with an 8-0-1 absent (Santini) vote. Pledge of Allegiance was led by Tanya Parker-Hughes, followed by a moment of silence.

**Public Comment – Agenda Item 4**

Board Clerk, Dawn Lasch, reported that no one has signed up for public comment.

**Administrative Reports – Agenda Item 5**

**Ms. Case** reported that district-wide support staff have been busy closing out the year-end books and preparing for September opening. The external auditors completed their audit on Thursday. Tonight's agenda contains an adjustment to the Compensated Absences Reserve. This adjustment is prepared annually and represents what is due to employees at June 30, 2016 should the district close its doors. The amount is a contractual obligation and consists of vacation and sick time. The resolution on the agenda adjusts the reserve to the documented amount. Board members have received a recommendation to start to fund the Capital Reserve. This item will be on the August 16<sup>th</sup> agenda. The auditors will now prepare the annual financial statements. They have requested that the Audit Committee meet on October 4<sup>th</sup> before the BOE meeting to review the financial statements and the

reports be accepted at that time. The auditors have reported that no material concerns have been identified. The state auditors have been in the district for the last few weeks and anticipate concluding the audit on Thursday.

Ms. Case reported that the following construction projects are on schedule: playground, ceiling and lighting project, refrigeration, electronic sign, cafeteria door and high school classroom upgrades in FACS, art and band/chorus. The auditorium rigging has been removed and the new rigging is scheduled to be installed in October. The rubber gym room roof replacement is tentatively scheduled for mid-August. The Chase Field track resurfacing is in the queue but the date is yet to be determined. The Middle School garage demo and rebuild is still waiting for SED review. The May 2016 Capital Projects Referendum design work has begun.

Ms. Case stated that the data required for the tax warrant preparation has not been finalized. If the date is not finalized in time for the August 16<sup>th</sup> meeting, a special meeting to approve the warrant would need to be scheduled.

**Mrs. Benedict** reported that administrators and teachers have been busy preparing for the new school year. Teachers have attended trainings on MAPS assessments, guided math, and google docs and have participated on Professional Development and School Improvement planning teams. A new PD Plan has been developed as well as a MS and District Improvement Plan.

Mrs. Benedict stated that the Board was provided with the DCIP and SCEP Plans which are requirements of a school improvement process mandated by the state as a result of a Focus District and Focus School status. This accountability status was determined by our Students with Disabilities and economically disadvantaged subgroups not demonstrating expected progress on the grades 3-8 ELA and math tests. Since our identification in the spring, our MS underwent a self-review and an intensive onsite state review process. The processes identify the strengths and weaknesses of the school and district, and the information from the reviews drive the development of our improvement plans.

Mrs. Benedict reported that the DCIP & SCEP plans are written to focus on an instructional shift to more student centered lessons and incorporating "best practices" in daily lessons as a priority as well as improving parent involvement. As outlined in the plans, the grant funds and support from the state, will be used to address these identified areas. Subsequent to the Board approving the plans they will be submitted to the state for approval and posted on the district website.

Mrs. Benedict stated that many of our students are busy attending the summer programs. We offer the traditional K-12 summer school, enrichment programs at the MS and ASK, and the elementary Reading Program.

Mrs. Benedict stated that the district will move forward with instructional technology support provided by OUBOCES Model Schools. The professional staff from Model Schools have proven to be very proficient in providing exceptional technology support for the teachers in the past years. Model schools offers the support needed to work with the teachers to manage the integration of technology into curriculum and instruction and to train and support the teachers with their data analysis skills to drive instruction and improve student achievement. Mrs. Benedict thanked the Board for supporting this program.

**Mr. Bongiovi** reported that July 21<sup>st</sup> was the first monthly Future Buildings Project Committee meeting. Reviewed was historical attendance rates, section sizes at ASK and HBE, IEP Historical Data and 504 Data. Discussions began on the 209 Deerpark property. Information is being gathered to send to the committee prior to the next meeting on Thursday, August 18<sup>th</sup> at 6:30 pm in the high school cafeteria. All information shared with the committee is on the district website under Future Building Project Committee.

Mr. Bongiovi reminded everyone that tomorrow night is the 11<sup>th</sup> Annual National Night Out at Riverside Park. The parade lineup starts at 5:00 pm in front of City Hall. He is looking forward to seeing members of the community out for this public support of a safe community and healthy living.

Mr. Bongiovi informed the Board that Mrs. Hyziak, Spanish teacher at the HS, would like to take the students on a trip to Costa Rica in the summer of 2018. She has been there herself and would love to expand her knowledge of the area to her students. She will be coming to a Board meeting in the future to talk about this trip.

Mr. Bongiovi explained how the HS would like the use of twitter as one of their means to communicate with the students. This would be a new and innovative way to control information and get the word out to the students on upcoming events, schedule changes, etc.

### **Consent Agenda Items – Agenda Item 6**

Cathy Sadaghiani moved, seconded by Bob Witherow, to sever letter 6a from the consent agenda items for discussion. Motion carried with an 8-0-1 vote.

Cathy Sadaghiani moved, seconded by Bill Smith, to approve letters b through e as follows:

- a. Minutes from the July 5, 2016 Meeting of the Board of Education (Section I)**
- b. CSE/CPSE Minutes (enclosure no. 1)**  
CSE Minutes: 07/01/16; 07/12/16; 07/14/16; 07/15/16; 07/18/16; 07/19/16; 07/21/16; 07/25/16  
CPSE Minutes: 07/18/16; 07/20/16; 07/22/16; 07/25/16
- c. FMLA, Intermittent and Leave of Absences per Enclosures (Section III Personnel)**
- d. Approval to Dispose of Old ASK Sign (enclosure no. 2a)**
- e. Resignation (s)**

**Name:** Nicole Zippo  
**Position:** Elementary Teacher  
**Assignment:** ASK Elementary School  
**Effective:** July 15, 2016  
(Previously appointed at the July 5, 2016 BOE meeting)

**Name:** Tammy Mackin  
**Position:** School Monitor  
**Assignment:** ASK Elementary School  
**Effective:** September 1, 2016

**Name:** Donna Mead  
**Position:** School Monitor  
**Assignment:** ASK Elementary School  
**Effective:** September 1, 2016

### **Secondary Summer School – Instructional – Vacancy No. 1917**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Salary</u></b>
Christine Piscitelli	Social Studies (3)	\$5,977

Motion carried with an 8-0-1 vote. Cathy Sadaghiani moved, seconded by Bill Smith, to bring agenda item 6a to the floor for discussion. After discussion, agenda item 6a was approved with two word corrections with an 8-0-1 vote.

## Appointment (s) – Agenda Item 8

Cathy Sadaghiani moved, seconded by Bob Witherow, to approve the following appointments:

### A. Correction to Position on Previously Approved Instructional Appointment from July 5, 2016 BOE Meeting

**Name:** Kathleen Conboy  
**Position:** Special Education Teacher  
(Previously 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

### B. Correction to Tenure Track to Previously Approved Instructional Appointment at the July 5, 2016 BOE Meeting

**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, 2019  
(Previously 9/1/16 – 6/30/20)  
**Salary:** \$54,944 – Step 2  
1,500 – Masters  
3,864 – Credits (84)  
\$60,308

### C. Correction to Secondary Summer School Appointments – Instructional – Vacancy No. 1917 Previously Approved at the July 5, 2016 BOE Meeting

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Nicholas Miller	Social Studies (3) (change from 2 periods to 3 periods)	\$5,138
Kathy Helms	Math (1) (change from 2 periods to 1 period)	\$1,992
Ashley Sparke	English (3)	\$5,977 (Change from \$5,556)

### D. Administrative

**Name:** David Marr  
**Position:** Assistant Principal  
**Certification:** School District Leader  
**Assignment:** HBE School  
**Reason:** Vacancy No. 1920  
**Effective:** August 2, 2016  
**Tenure Track:** August 2, 2016 – June 30, 2020  
**Salary:** \$105,506 – Step 1

**E. Instructional Staff (All salaries based on 2015-2016 contract)**

**Name:** Gina Crescenzo\*  
Position: Mathematics Teacher  
Certification: Mathematics 7-12  
Assignment: Middle School  
Reason: Vacancy No. 1911  
Effective: September 1, 2016  
Tenure Track: September 1, 2016 – June 30, 2020  
Salary: \$53,532 – Step 1  
1,500 - Masters  
1,564 – Credits (34)  
\$56,596

**Name:** Cory Ferguson\*  
Position: Mathematics Teacher  
Certification: Mathematics 7-12  
Assignment: High School  
Reason: Vacancy No. 1911  
Effective: September 1, 2016  
Tenure Track: September 1, 2016 – June 30, 2020  
Salary: \$53,532 – Step 1  
1,500 – Master  
1,656 – Credits (36)  
\$56,688

**\*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.**

**F. Support Staff**

**Name:** Jackie Smith  
Position: Administrative Aide - Provisional  
Assignment: Pupil Personnel Services  
Probation: N/A  
Effective: August 2, 2016  
Salary: \$20.19 – Step 4

**Name:** Tammy Mackin  
Positions: Teacher Aide – New Position  
Assignment: ASK Elementary School  
Reason: Vacancy No. 1926  
Probation: N/A  
Effective: September 1, 2016  
Salary: \$18.43 – Step 9  
.21 – HI Offset  
\$18.64/hr.

**Name:** Donna Mead  
Position: Teacher Aide – New Position  
Assignment: ASK Elementary School  
Reason: Vacancy No. 1927  
Probation: N/A  
Effective: September 1, 2016

Salary: \$20.95 – Step 13  
           .21 – HI Offset  
           .45 – Longevity  
        \$21.61/hr.

**Name:** Jerianne Baumgardner  
**Position:** Clerk Typist - Temporary  
**Assignment:** HBE School  
**Reason:** Vacancy No. 1925  
**Probation:** EL#10114  
**Effective:** August 2, 2016  
**Salary:** \$17.59 – Step 3

**G. Co-Curricular Positions for the 2016-2017 School Year-Vacancy No. 1895**

**H. Curriculum Coordinator Positions for the 2016-2017 School Year – Vacancy No. 1895**

**I. Athletic Coaching Positions for the 2016-2017 School Year – Vacancy No. 1895**

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Jonathan Foley	Football Coach	Non-Paid/Volunteer
Christopher Stellato	Football Coach	Non-Paid/Volunteer
George Rollman	Boys Basketball Asst. Coach	Non-Paid/Volunteer

**J. Stipend Position for the 2016-2017 School Year – Effective August 15, 2016**

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Kristen Lopez	School District Clerk	\$5,000 (prorated)

**K. Summer Enrichment Academy – Middle School – Vacancy No. 1922 - \$40.53/hr. (15-16 Salary)**  
 Anne Wood – effective 7/11/16

**L. Substitute Instructional Staff for Summer School – Vacancy No. 1902**  
 Amy Hoverstock

No discussion. Motion carried with an 8-0-1 vote. **Mr. Bongiovi** asked new hires to stand and introduce themselves to the BOE. President Lasch and Mr. Bongiovi welcomed and congratulated all the new hires.

**Resolution to Appoint and Approve the Terms and Conditions of Employment for the Exempt Position of Confidential Secretary to the Superintendent for Kristen Lopez Effective August 15, 2016 with Salary as Follows: – Agenda Item 9**

Salary: \$27.06  
           .21 – HI Offset  
           .45 – Longevity  
        \$27.72/hr.

Brian Dewey moved, seconded by Bill Smith, to approve the aforementioned appointment salary and terms and conditions of exempt position for Kristen Lopez effective August 15, 2016. No discussion. Motion carried with an 8-0-1 vote.

## **Approval of Port Jervis Free Library Payment Schedule for 2016-2017 – Agenda Item 10**

September 15 <sup>th</sup>	\$203,770
October 15 <sup>th</sup>	\$397,500
October 30 <sup>th</sup>	<u>\$397,500</u>
Total Collection	\$998,770

Valerie Maginsky moved, seconded by Cathy Sadaghiani, to approve the aforementioned Port Jervis Free Library payment schedule. No discussion. Motion carried with an 8-0-1 vote.

## **Resolution to Allow the Business Office to Increase the Employee Benefit Liability Reserve to the Amount of Calculated Compensated Absences at June 30, 2016 - Agenda Item 11**

Bill Smith moved, seconded by Cathy Sadaghiani, to approve the aforementioned resolution. No discussion. Motion carried with an 8-0-1 vote.

## **Approval of Employee Assistance Program (EAP) Agreement Between the PJCS and Catholic Charities Community Service of Orange County for the 2016-2017 School Year – Agenda Item 12**

Cathy Sadaghiani moved, seconded by Bill Smith, to approve the aforementioned agreement. No discussion. Motion carried with an 8-0-1 vote.

## **Approval for BPD to Provide Financial Consulting Services for the \$7,000,000 Capital Project – Agenda Item 13**

Cathy Sadaghiani moved, seconded by Valerie Maginsky, to approve BPD to provide financial consulting services for the \$7,000,000 Capital Project with a roll call vote: Maginsky yes, Dewey yes, Smith yes, Sadaghiani yes, Parker-Hughes yes, Amato yes, Witherow yes, Lasch yes. Motion carried with an 8-0-1 vote.

## **Approval of NYSIR Renewal for the 2016-2017 School Year – Agenda Item 14**

Bob Witherow moved, seconded by Bill Smith, to approve the aforementioned NYSIR renewal. No discussion. Motion carried with an 8-0-1 vote.

## **Approval of Revised Criteria for the Sally J. Lehn Memorial Scholarship – Agenda Item 15**

Cathy Sadaghiani moved, seconded by Brian Dewey, to approve the revised criteria to the aforementioned memorial scholarship. No discussion. Motion carried with an 8-0-1 vote.

## **Approval to Award HBE Sign Bid to Knights of Columbus - Agenda Item 16**

Bob Witherow moved, seconded by Valerie Maginsky, to approve the aforementioned employment bid. No discussion. Motion carried with an 8-0-1 vote.

## **Policies – Agenda Item 17**

Bill Smith moved, seconded by Valerie Maginsky, to approve the following policies. Mrs. Sadaghiani reviewed the changes to the policies up for first reading.

### **First Reading**

Policy No. 5730 – Transportation of Students

Policy No. 6213 – Probation and Tenure

Policy No. 7220 – Graduation Options/Early Graduation/Accelerated Programs

Policy No. 7241 – Rights of Non-Custodial Parents

### **Delete from Policy Book**

Policy No. 7230 – Dual Credit for College Courses

### **Second and Final 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

No discussion. Motion carried with an 8-0-1 vote.

### **Approval of Eastern Heating and Cooling Maintenance (TBS) Agreement – Agenda Item 18**

Bob Witherow moved, seconded by Cathy Sadaghiani, to approve the aforementioned agreement.

No discussion. Motion carried with an 8-0-1 vote.

### **Approval of District Comprehensive Improvement Plan (DCIP) and School Comprehensive Education Plan (SCEP) – Agenda Item 19**

Cathy Sadaghiani moved, seconded by Bill Smith, to approve the district DCIP and SCEP Plans. Mrs. Benedict did a review of the plans for the Board. No discussion. Motion carried with an 8-0-1 vote.

### **Approval of Internal Audit Report Ending June 30, 2016 and Response to Auditor Comments – Agenda Item 20**

Cathy Sadaghiani moved, seconded by Valerie Maginsky, to approve the internal audit report ending June 30, 2016 and response to auditor comments. No discussion. Motion carried with an 8-0-1 vote.

### **Board Member Comments – Agenda Item 21**

**Mrs. Maginsky** remarked that she is looking forward to the continued work on the DCIP and SCEP Plans and can see where it's going to flow through the entire district and be a real positive foundation issue. Saturday the Farmers Market will be open. Sunday, August 7<sup>th</sup> is the Port Jervis Annual Triathlon starting at 6 am at West End Beach. Sunday is also the Arts Walk and Street Fair.

**Mrs. Sadaghiani** stated that the Policy Committee will meet on August 8<sup>th</sup> at 11 am at Thompson Street.

**President Lasch** stated that she would get the Board self-evaluations aggregated results out to the full Board by the end of the week.

**Mr. Bongiovi** congratulated Mrs. Dawn Lasch for serving as the clerk to the Board of Education for the past seven years. We are going to miss you and wish you well in your retirement.

### **Possible Motion to Enter into Executive Session – Agenda Item 22**

Bill Smith moved, seconded by Cathy Sadaghiani, to return to executive session at 7:40 pm for the purpose of discussing proposed, pending or current litigation. There will be no action taken after executive session. Motion carried with an 8-0-1 vote.

Cathy Sadaghiani moved, seconded by Valerie Maginsky, to return to regular session at 9:55 pm with a 9-0 vote.



**Adjournment – Agenda Item 23**

Brian Dewey moved, seconded by Tanya Parker-Hughes, to adjourn the meeting at 9.56 pm with a 9-0 vote.

The next regular meeting/adopt tax warrant will be held on **Tuesday, August 16, 2015** at 7:00 p.m. in the High School Cafeteria.

Transcribed by *Dawn R. Lasch*

Dawn R. Lasch, Clerk of the Board  
Port Jervis Board of Education

08/01/16