

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

MEETING MINUTES

September 19, 2017 Meeting

The Board of Education held its Regular Meeting on Tuesday, September 19, 2017 in the High School Cafeteria.

Members Present: Judith Amato
Deborah Lasch
Valerie Maginsky
Joan McBride
Tanya Parker-Hughes
Catherine Sadaghiani
Florence Santini
Robert Witherow

Members Absent: Brian Dewey

Others Present: Ruth Anne Zulich, *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 6:02 pm.

Agenda Item 2 - Motion to Enter into Executive Session

Flo Santini moved, seconded by Cathy Sadaghiani to enter into Executive Session at 6:03 pm. Motion carried with an 8-0-1(Dewey) vote.

Tanya Parker-Hughes moved, seconded by Debbie Lasch to close Executive Session at 7:11 pm. Motion carried with an 8-0-1 vote.

Agenda Item 3 - Regular Session Resumes

Tanya Parker-Hughes moved, seconded by Flo Santini to resume the Regular Meeting at 7:12 pm. Motion carried with an 8-0-1(Dewey) vote.

Debbie Lasch led the Pledge of Allegiance, followed by a moment of silence.

Agenda Item 4 – Public Comment

Taxpayer Noeleen Casey-Tomasi voiced her dissatisfaction with certain Members of the Board in regards to past District Goals that she felt were not working. She stated that the current Administrative Team outlined their goals and objectives in detail at the last Board meeting, and encouraged the Board to allow the professionals that they have hired to do the job DO their job.

On a separate note, she thanked Mr. Marotta and Ms. Case for attending the opening cross-country session at the “Y”, and stated that it was very nice to see both of them mingling with students and parents and cheering the athletes on. She said that as a parent of an athlete that she knows that both the parents and athletes appreciated the support, and asked that all the Administrators try to continue to come out to school events and support our students.

Agenda Item 5 – Administrative Reports

Ms. Case reported that the Central Office has been very busy! As discussed and approved by the Board of Education at the last meeting, the Audit Committee Charter has been amended to reflect a committee of board members and community members. Mr. Kalin has accepted the appointment as a committee member to the Audit Committee board, and as noted on the agenda the first 2017-18 Audit Committee Meeting will be held on October 3 at 6:00 pm. This will be an executive session to review the year-end financial statements. Also on October 3 during the regular board meeting, a public presentation of the audit will be made by Mark Levy of Nugent and Haeussler and Ms. Case.

The Back Pack Snack Attack program will begin in October, and Ms. Case was happy to announce that in addition to HBE and the Middle School, ASK will now participate in the program.

Ms. Case reported that several Board Members have inquired about the status of the SmartBond. The review board requested two additional changes; changes were prepared and the SmartBond is once again in review. The final plans for the library media centers for summer 2018 work will be reviewed on September 22 by ASK and HBE staff.

Ms. Case thanked Flo Santini for chairing the 9-11 ceremony in the Town of Deerpark and stated that the remembrance ceremony was well attended, and Ms. Casey-Tomasi for inviting her to the cross-country meet held on September 12. Ms. Case said that we are fortunate to have the Y as a cross-country venue.

Mr. Rydell stated that it no longer feels like a new school year, rather, we are going full speed, and some great things are happening throughout the district. He has been able to complete learning walks in each of the buildings and has seen impressive and inspiring activities throughout. He was able to see literacy activities in a first grade classroom, students fully engaged and interested in the story that was being projected on the smart board, enhancing what the students could see in the book, while also allowing the teacher to better deliver the instruction and engage students. He said that this was the simplest of activities for the smart board, but it really showed how just a tweak could enhance learning.

Mr. Rydell said the literacy instruction that he saw in the middle school in an ICT class was awesome. The activities were derived from literacy workshops that the teachers have attended and he said that to see the novel ways they were employing them to get the students to write far exceeded expectations and was an excellent model of the value of continued professional development and remaining current with educational trends.

Professional development and the needs of our instructional personnel to remain at the forefront of using technology and best strategies is a primary focus. To ensure that the communication and planning are optimal, Mr. Rydell sent out an email to the faculty and staff

asking for volunteers to be on the Professional Development committee. He stated that he was amazed that approximately 30 people responded that they will be at the first meeting. This committee will ideally steer the professional development initiatives, as well as be an integral part of the decision-making process for the ancillary pieces of the learning process. He is excited about the interest in being involved because he believes it allows us to expand the role of the committee, and also speaks volumes about our faculty and staff.

The instructional coaches we utilize from OU BOCES have begun their work with our faculty and administration. They are working with the teachers in not only integrating technology into the learning process and their abilities and skill set in literacy, but also using data resources, which are going to prove to be assets as we progress through this year. Mr. Rydell said that in speaking of the coaches, he has known these two individuals for several years, and can tell you PJ is very fortunate to them as part of the team.

In closing, Mr. Rydell related that while he may be relatively new to the district, the things he is seeing first-hand each day are providing him with direction for areas of focus. His purpose of this administrative report to the board is to let them know that there are tremendous things happening as a result of the work of a clearly dedicated and talented staff, and he looks forward to continuing to keep the board and the public apprised of these great things.

Mrs. Zuclich began her report with great news regarding on of our employees; she said she had the pleasure of attending an award ceremony last Friday, along with Mrs. Lain and Mr. Lazzaro, where Mr. Rick Graham, MS Health teacher received the 2017 Orange County Substance Abuse Prevention Specialist Award. She stated that Mr. Graham has worked with both local and county agencies for many years to educate and assist the teens and young adults of Port Jervis in substance abuse issues and ways to get assistance. Through his role as the MS Health teacher, he is a mentor and a role model for our students to assist in building a healthy school community. She congratulated Mr. Graham, and thanked him for all he does.

Mrs. Zuclich then explained that the reason the Wurtsboro Board of Trade Scholarship is on the agenda is because the application has changed. She said that even though this scholarship has been in existence for some time because of the change it has to have new Board approval. She reported that also on the Agenda is a resolution regarding the approval of Mr. William Hecht, OU BOCES Superintendent, to assist in the search for our new Superintendent. If the resolution is approved, Mr. Hecht will attend the next Board of Education meeting to do a brief presentation regarding the search process. And finally, Mrs. Zuclich said that the Central Administration Team is asking the Board to add two meetings to the BOE Meeting Schedule for 2017-2018. She says this request is to allow the Team to adequately address educational issues in a timely fashion.

Agenda Item 6 – Consent Items

Debbie Lasch moved, seconded by Valerie Maginsky to approve Agenda Item 6a-6e as follows. Motion carried with an 8-0-1 vote:

- a. Minutes from the September 5, 2017 Meeting of the Board of Education (Section 1, Minutes)**
- b. Committee on Special Education Minutes (Section 1, Minutes)**

- **CSE Meeting Dates:** August: 25, 29, 30, 31 September: 6, 7, 8
- **CPSE Meeting Dates:** September: 6, 8

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

d. Financial Reports for August, 2017 (Section 1, Financial Reports):

- a. Treasurer’s Report (Section 1, FR-1)
- b. Appropriation Status Detail Report – Unaudited (Section 1, FR-2)
- c. Revenue Status Report – Unaudited (Section 1, FR-3)
- d. Check Warrant Report (Section 1, FR-4)
- e. Budget Transfer Schedule Report – *There were no Transfers in August* (Section 1, FR-5)

e. Disposal of Surplus Textbooks (Section 1, Other Consent)Resignation(s):

Agenda Item 7 - Appointments (Section 1, Personnel)

Debbie Lasch moved, seconded by Joan McBride to approve Agenda Item 7 as follows. Motion carried with an 8-0-1 vote.

A. Instructional Staff

Name: **Keisha Agard-Thomassine***
Position: Technology Teacher
Certification: Technology Education - Professional
Assignment: District Wide - Middle School
Reason: Vacancy No. 2009
Effective: September 8, 2017
Tenure Track: September 8, 2017 – June 30, 2020
Salary: \$57,775 – Step 3
 1,500 – Masters
 1,728 – Credits (36)
 \$61,003

** This individual must receive two (2) annual APPR composite ratings of Effective or Highly Effective in at least two (2) of the preceding three (3) 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. 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>
	Katrina DeLeon		
	Darien Quick		

C. Home Instructors for the 2017-2018 School Year – Vacancy No. 1983 - \$41.55/hr.

Nicole Dennison, Claire Dillon, Michele Grabiec

D. Mentors for the 2017-2018 School Year – Vacancy No. 1976 - \$1,500 stipend

Anthony Caporale (Pro-rated), Kyle Leroy

E. Co-Curricular Instructional Staff for the 2017-2018 School Year – Vacancy No. 1976

Richard Graham, Peer Mediation (PJMS) \$1,901 stipend

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

ASK: Kathleen Conboy, Sarah Grieb, Pamela Larsen

HBE: Nicole Dennison, Michele Grabiec, Michele Thiele, Nancy Rascona
Substitutes: Claire Dillon, Heather Gass

MS: Patricia Aumick, Joseph Becker, Gina Crescenzo, Walter Kaufmann, Laurel Kronimus, Cristina McCaw, Meagan Wieboldt

G. Corrections to Previously Approved Appointments – Vacancy No. 1976

- **Jennifer Curreri & Terry Kahmar** – *they will now each have an OM team and a stipend. They were approved for a shared stipend at the 8/15/17 meeting*
- **Richard Graham** – *was approved as a mentor at the 9/5/17 meeting – the new employee does not require a mentor*
- **B. Jody Hanlon** – *resignation as Peer Leader due to his appointment as CSE/CPSE Chair*
- **Computer Ed. 7-8** – *should have been Elke O’Connell, not Patricia Aumick*

Agenda Item 8 - Approval of Resolution to Extend the Employment of Ruth Zuclich as Interim Superintendent

BE IT RESOLVED, that the Board of Education herewith authorizes its President to execute a certain employment agreement with Ruth Zuclich to extend her appointment as Interim Superintendent of Schools until June 30, 2018, or earlier should the Board hire a new Superintendent of Schools.

Tanya Parker-Hughes moved, seconded by Debbie Lasch to approve Agenda Item 8. Motion to approve carried with an 8-0-1 vote.

Agenda Item 9 - Appointment of Ruth Zuclich to the following positions from October 1, 2017 through June 30, 2018:

- **Hearing Officer – Superintendent Hearings**
- **Sexual Harassment Officer**
- **Purchasing Agent**
- **Certifier of Payroll**
- **Official Bank Signatories**
- **Residency Hearing Officer**
- **Authorized to apply for Grants in Aide (State and Federal)**

- **Designated Education Official (DEO)** – receives court notification regarding a student's sentence/adjudication in certain criminal cases and juvenile delinquency proceedings

Debbie Lasch moved, seconded by Cathy Sadaghiani to approve Agenda Item 9. Motion to appoint carried with an 8-0-1 vote.

Agenda Item 10 – Approval of Senior Class Trip to Disney World April 26 – 30, 2018 (Enclosure no. 1)

Cathy Sadaghiani moved, seconded by Debbie Lasch to approve Agenda Item 10. Motion to approve carried with an 8-0-1 vote.

Agenda Item 11 - Approval of Revised Wurtsboro Board of Trade Scholarship (Enclosure no. 2)

Debbie Lasch moved, seconded by Cathy Sadaghiani to approve Agenda Item 11. Motion to approve carried with an 8-0-1 vote.

Agenda Item 12 - Approval of Resolution for OU BOCES to provide Assistance for Superintendent Search

RESOLVED, that the District engages the services of William J. Hecht, District Superintendent of Orange-Ulster BOCES, to provide assistance to the Port Jervis City District School Board of Education in their search for a Superintendent of Schools at no cost to the District for such services. The Port Jervis City School District shall be responsible for expenses of the search, such as printing, postage, advertisements etc. The Port Jervis City School District shall hold William J. Hecht and the Orange-Ulster Board of Cooperative Educational Services harmless for any actions, proceedings or other legal matters that might arise from the services provided to the District related to the search.

Valerie Maginsky moved, seconded by Debbie Lasch to approve Agenda Item 12. Motion to approve carried with an 8-0-1 vote.

Agenda Item 13 - Approval of Election Vote for (One) of the Following Candidates for NYSSBA Area 9 Director (Enclosure no. 3)

John Redmond, Florida Union Free School District
Karen Osterhoudt, Ulster BOCES

Debbie Lasch moved, seconded by Valerie Maginsky to vote for Candidate John Redmond of the Florida Union Free School District as NYSSBA Area 9 Director. Motion to approve carried with an 8-0-1 vote.

Agenda Item 14 - Approval of Resolution to Adopt Amended Audit Committee Charter (Enclosure no. 4)

Joan McBride moved, seconded by Cathy Sadaghiani to approve Agenda Item 14. Motion to approve carried with an 8-0-1 vote.

Agenda Item 15 - Approval to Appoint Roger Kalin as Audit Committee Community Member

Debbie Lasch moved, seconded by Cathy Sadaghiani, to approve Agenda Item 15. Motion to approve carried with an 8-0-1 vote.

Agenda Item 16 - Approval of Audit Committee Meeting Date of October 3, 2017 at 6:00 pm

Cathy Sadaghiani moved, seconded by Tanya Parker-Hughes to approve Agenda Item 16. Motion to approve carried with an 8-0-1 vote.

Agenda Item 17 - Approval of Resolution to Appoint Allen Holtzer as Interim Athletic Director

BE IT RESOLVED, that the Board of Education herewith appoints Allen Holtzer as the Interim Athletic Director effective September 20, 2017 at an hourly rate of \$75.

BE IT FURTHER RESOLVED, that the continued employment of Allen Holtzer beyond October 17, 2017, is contingent upon the District's receipt of a NYS Initial Teaching Certificate.

Cathy Sadaghiani moved, seconded by Debbie Lasch to approve Agenda Item 17. Motion to approve carried with an 8-0-1 vote.

Agenda Item 18 - Discussion and Approval of Additional Board of Education Meeting Dates (Enclosure no. 6)

Tanya Parker-Hughes moved, seconded by Debbie Lasch to bring Agenda Item 18 to the floor for discussion. After discussion, the Board agreed to delete the January 16, 2018 meeting and add January 9 and 23 to the meeting schedule, but did not approve the addition of a second meeting date in June. Motion carried with an 8-0-1 vote.

Agenda Item 19 – Discussion – Board of Education Retreat Date in November (Enclosure no. 6)

Bob Witherow moved, seconded by Valerie Maginsky to bring Agenda Item 19 to the floor for discussion. At the conclusion of discussion, the Board agreed to set the date of the Retreat to November 1, 2017. Motion carried with an 8-0-1 vote.

Agenda Item 20 – Board Member Comments

Member Joan McBride stated that there has been much discussion about the District Goals, and she, as a new Board Member, was required to go for new Board training and part of that training was on what can and cannot be done while setting Goals. She said that Goal setting should meet the SMART criteria: **Short – Measurable - Attainable – Resources –Time-specific**. She said that there has been some criticism as to the time frame that some of the goals have attached. Mrs. McBride read the goals that the Board had passed for the last four years publicly. She said the past goals were not truly one year goals because year after year they say "continue to..." Mrs. McBride said in all the years she has been going to meetings she does not remember the Board ever evaluating the goals during the year to see if they were being achieved. She said she doesn't want to hear from Members that the current goals presented to the Board for approval need to be one year plans instead of an 18 month plan when clearly the goals haven't been one year plans for the past 4 years.

Member Flo Santini said that she was not at the previous (September 5) meeting so she just wanted to say Congratulations to all the summer school graduates and thank all of the staff involved. She said she knew it took a lot for these students to stay behind and finish their education and graduate. She said the graduation stage was full, the cafeteria was full of their loved ones and it was just an awesome, moving ceremony.

Mrs. Santini said she had the pleasure on September 9th to attend a Memorial in Sparrowbush Park. She said pavers were sold and the names of family's veterans were put on them, with all branches of the military included. She said volunteers crafted the wall of mortar and stone by hand and they had an American flag donated. She said this site was something for our children and their children to see. Mrs. Santini also thanked the Port Jervis School District for sending up the choir to perform at the 9/11 service at Deerpark Town Hall. She said the choir's songs were heart wrenching and something she herself would never forget and promised the public that as long as she was here that there will be a ceremony each year and encouraged the public to come next year.

Mrs. Santini congratulated Member Debbie Lasch on the recent birth of her twin grandsons, and congratulated our football team for their 3-0 record so far this year.

Member Cathy Sadaghiani asked Member McBride to check some of the old videos, because there had been discussion on the goals in previous years. She said that with the continuation of the goals for multiple years that was because they had seen improvement but felt it wasn't enough, that there was always room for further improvement and that's why as a Board they felt that continued improvement in the academic areas and attendance was important. Mrs. Sadaghiani wanted to know where the August 15th meeting minutes were, because they were removed from the evening's Agenda. Interim Superintendent Zulich replied that we were getting clarification from legal as to how to handle the severing of the minutes from the last meeting, and we did not hear back from them in time to have it on this Agenda. She said they would be put on the October 3 Agenda for approval. Mrs. Sadaghiani stated she had a few questions on the Informational Items in the Board packets. Ms. Case and Mrs. Zulich said that they would get clarifications/answers to her questions from the appropriate parties and copy the entire board through the district email with the answers. Mrs. Sadaghiani was concerned because she said that she was not getting email communication from anyone and that she did not receive paperwork that she was requesting. President Amato said that communications were being sent out to the Board, but only through the school district email system. She said we were not sending communication through private email server accounts, and asked her to check her district email. She said if Mrs. Sadaghiani was missing anything further to send an email to her through the district email detailing the informational items she was missing and said she would get the answers/information for her and respond through the school email.

Member Valerie Maginsky reported that she attended the OCSBA meeting for delegate Debbie Lasch, who was unable to attend. She requested to be put on the Agenda for the next Board meeting for the Board to officially name her alternate delegate so that she will have the same accesses as Mrs. Lasch if she is unable to attend. It is important because then Ms. Maginsky would get important updates which would be very helpful in her role as NYSSBA delegate. Mrs. Lasch added that it was important to name Ms. Maginsky alternate delegate so she could speak on the Board's behalf at the meetings if she couldn't go. The next OCSBA meeting is October 4th.

Ms. Maginsky said that there was a lot of information on the upcoming NYSSBA convention which included some discussion sessions that seemed quite interesting. She said agendas for and times of meetings are going to be downloadable to tablets and phones. She said the conference this year is going to be in Lake Placid at the conference center. She said this was a bit different from previous conferences because there is no lodging at the conference center; all lodging is off site so they will be providing shuttle buses from the hotels to the conference center.

Ms. Maginsky related that the MHSSC is doing a survey this year with a feedback loop with the community. It will be regarding new teachers and how well they are doing in the subject areas they are teaching. The survey will represent the quality of the teachers that are coming out of the teaching colleges, and find out if they are well-prepared to teach when they get out of the colleges. The survey will be coming from MHSSC to the district clerks and they will send the link to the Principals in all the buildings. She said the survey was so well-received that they are looking to expand it in other parts of the state. Since PJ is a relatively small district, Ms. Maginsky said that MHSSC's suggestion is to print the survey on paper and distribute to the Principals and send them in.

September 24 is the Fall Foliage Festival, and September 30 is the Ultimate Team Warrior event at Riverside Park. Lastly, Ms. Maginsky expressed her congratulations on the award that Mr. Graham received for his work in substance abuse and prevention, and stated that his work has positively impacted the youth in our community.

Member Tanya Parker-Hughes also congratulated Mr. Graham on his award and the work he has done in the community.

Agenda Item 22 – Dates to Remember

President Amato read the Dates to Remember

Agenda Item 23 – Adjournment

Debbie Lasch moved, seconded by Tanya Parker-Hughes to adjourn the Regular meeting at 8:15 pm. Motion carried with an 8-0-1 vote.

The Port Jervis City School District Board of Education will hold its next meeting on *Tuesday, October 3, 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