

Superintendent – Thomas W. Abraham  
Elementary Principal – Bethellen Mannix  
High School Principal – Andrew Cook

*HARTFORD CENTRAL SCHOOL DISTRICT*  
**Hartford, New York**

Minutes of Regular Board of Education Meeting January 21, 2013

**Board Members Present** – Mr. Brian Getty, President Mrs. Janine Thomas, Vice-President, Mr. Philip Jessen and Mr. Adam Fish

**Board Members Absent** – Mrs. Beth Steves

**Guests** – Ron Smith, Mr. Keeley, Russell Wade, Sean Farley, Mr. and Mrs. Liebig, Jennifer Parker and Jamie Thomas reporter from the Sentinel.

**1.0 Call to Order and Pledge** – Mr. Getty, Board of Education President

**2.0 Prayer** – Mr. Jessen

**3.0 Welcome** – Mr. Getty

**3.1 Student Recognition** – Accolades for members of this year's Varsity Volleyball Team continue to come in. **Gwenn Harsha** was named Post Star Player of the Year, **Morgan Wicks** was named as a 1<sup>st</sup> Team Post Star Area All Star, **Rachel Liebig** was also named a 1<sup>st</sup> Team Post Star Area All Star. The following individuals received Honor Mention as Post Star Area All Stars: **Molly Spear**, **Sarah Godnick** and **Jaclyn Lavin**.

**3.2 Public to be Heard**

**4.0 Review and Approval of Minutes**

**\*4.1 Minutes from the December 17, 2012 Regular Board of Education Meeting** – The Board of Education approved the minutes from the December 17<sup>th</sup> Board of Education Meeting. Motion made by Mr. Jessen and seconded by Mrs. Thomas. Approved 4-0

**5.0 Review and Approval of Financial Reports**

**\*5.1 Treasurer's Report**

**\*5.2 Warrants**

**\*5.3 Cafeteria Report**

The Board of Education approved the financial reports. Motion made by Mr. Jessen and seconded by Mrs. Thomas. Approved 4-0

**6.0 Superintendent's Report**

**6.1 Security Update** – As the Board is aware, the District Safety Team conducted a review of the building safety procedures and security issues. As a result of this review a number of steps have been taken to increase school security. All doors to the building are locked. Magnetic locks have been installed at both the elementary office and secondary office. Entry can only be gained through a manual electronic activation. In addition, the district is beginning the process of electronic card access for staff at selected points within the district. The door locks were installed on January 10-12.

**\*6.2 Superintendent's Evaluation Process** – As required by Contract of Agreement, the Board of Education is required to evaluate the job performance of the superintendent. I have enclosed a copy of the evaluation and an envelope for mailing purposes. Please return to Mr. Getty prior to the February Board of Education Meeting in order for there to be a review.

**\*6.3 Informational Packet** – There are several items for your review this month.

**Item #1 – State Required Parental Questionnaire** – The State Education Department periodically requires surveys of special education parental satisfaction. I have enclosed the results from the latest survey on Hartford for your review and comment.

**Item #2 – Amendments to Commissioner's Regulations and Board of Regent Action** – There are two documents in your packet that reflect some changes in graduation processes related to career and technical certification.

**Item #3 – Adirondack Area School Boards Meeting** – The next meeting of the AASBA has been set for February 7<sup>th</sup> at the Queensbury Hotel. The agenda for the evening as well as the meal selection are provided in your packet.

**Item #4 – Legal Notes on Education** (2)

**Item #5 – School Law Bulletin**

**Item #6 – Comptroller's Newsletter**

**Item #7 – Study on School Violence**

**Item #8 – Final Report and Findings of Safe Schools Initiative** – This report was published by the Secret Service and the Federal Department of Education. One of the authors of the report is Brian Vosquel, who presented at Hartford a few years ago.

**Item #9 – Summary of the State of the State** – As you are aware, the Governor gave his State of the State Address. It would appear he has a significant focus on education. There are broad plans to expand the school day, expand the school year, address merit pay, and teacher testing. The only thing he failed to address is how the state plans on paying for the initiatives.

**Item #10 – NYSDOH Permit** – The state has issued the required permit to allow our food services program to continue.

**Item #11 – Putting Students First** – This is the complete report by the Educational Reform Committee to the Governor. The report is bland and non-controversial.

**Item #12 – Response for NYSCOSS** – This can be taken as a response to the committee report and stresses there are no mention of mandate relief in the report.

**Item #13 – Post Star Article** – This news article is a brief summary of the 'Brite-Out' Activity at Hartford.

**Item #14 – Commissioner's Decisions**

## **6.4 Board of Education Questions, Comments, and/or Concerns**

### **7.0 Principals' and Department Supervisor's Reports**

**7.1 Secondary Report** – Mr. Cook – January Regents week is scheduled for this week. Beginning this testing period, teachers are not allowed to correct their own exams. As a result, I have been working with the area schools on "Regional Correcting" - Hartford, Argyle, Fort Ann, Fort Edward, Whitehall, and Granville are all participating. The correcting will be done at Fort Edward as BOCES is leasing classrooms from the District and has a scanner that we can use to upload our information to level 0. January 8<sup>th</sup> was our "Brite-Out Game" organized by Mrs. Kelley. To help show support for the victims of Newtown, Ct. we sold neon green t-shirts (the school's colors) and attempted to Brite-Out the gym. This was a great success. In all, we sold over 200 shirts to faculty, staff, and students prior to the game and raised \$500 to donate to the Sandy Hook Relief Foundation through the United Way. Additionally, Mr. Abraham even attended the game, which is news enough, but he even wore a neon-green shirt. Devan Kibling (grade 6) won a Scholastic Contest. He won 5 free items from one of their catalogs and soon (hopefully) the district will be getting 81 items. The school gets one of every item from that same catalog as part of the award. MS Student Gov't donated \$100 to the Super Storm Sandy Fund. I would also like to thank Mrs. Dougher for working with our students to sing the national anthem and Alma matter at the basketball games. The Middle School "Strive-4-Five" event is scheduled for early February. Our second quarter officially ends on January 25<sup>th</sup>.

**7.2 Elementary Report** – Mrs. Mannix – Student Recognition – Chronicle entries; Citizens of the Month, Kayla McCarthy won \$100 through Community Action Angels. She is making dog/cat beds with the money. Upcoming events – February 14<sup>th</sup> – Parents' Breakfast – 100<sup>th</sup> Day – week of February 11<sup>th</sup>.

**7.3 Cafeteria Report** – Mrs. Howe – Effective in the 2012-2013 School Year, all schools are required to follow the new federal guidelines in regards to the 'Healthy Hungry-Free Child Act of 2010' for the lunch meal program. Starting September 2013, the breakfast program will also be following these guidelines. A student lunch consists of 5 food groups. To qualify for a student priced meal, free and reduced or full pay lunch, the student must take at least

3 of the 5 groups offered. One of the items must be a fruit or vegetable. The groups are grain, protein, fruit, vegetable and milk. Students may choose to take all of the 5 food groups, not just the 3 that are required, and still be only charged for a full lunch. Due to the fact that we are a federally operated program, we must follow guidelines to ensure each student is getting the minimum nutrition they need to learn. When the required menu items are not taken, a higher a la carte price must be charged. Visit [www.Myplate.com](http://www.Myplate.com) to view some of the healthy initiatives of the new 'Healthy, Hunger-Free Child Act of 2010'. Regarding the meal items being served, we must follow a very strict meal pattern and amounts that can be served daily. Each day students are offered at least two vegetables, this can be fresh, frozen or low sodium canned. They are offered daily several varieties of fruit including fresh and light syrup packed fruit. There is a variety of milk offered daily, including 1% white, white skim, strawberry skim, and chocolate skim. With the new guidelines in effect, the students are offered a limited amount of grains/breads and meat/meat alternative, in addition to the increased amount of vegetables and fruit they have at each meal. If students wish to purchase extras, they are allowed to do so at al-carte pricing. The new federal government calorie guidelines are different based on grade level. With these new rules come many changes to the meal pattern, with the changes there is added expense in purchasing groceries. The cost of fresh fruit and frozen vegetables is higher than the canned fruit and vegetables which were previously being offered. Unfortunately, with these new changes we have seen a slight decline in our daily sales. This 2012-2013 School Year, our average daily participation for lunch is currently between 275-290 meals compared to the 2011-2012 School Year, which was slightly higher at 300-310 meals. There has also been a decrease in the average daily participation for breakfast, currently 70-95 served daily; compared to last year at 95-110 daily. We look for ways to generate money with healthy snacks that stay within the guidelines. On Wednesday's and Friday's we sell rice-krispy treats, sun chips, smart food popcorn, granola bars, yogurt, etc., but may vary from day to day

Again, with these new rules come additional hours of paperwork and reports. Our current enrollment in the 'Free and Reduced Meal Program' is very close to the figures that we were at last year with 137 students free meals this year vs. 141 and 43 students at the reduced meals vs. 46 in June 2012. Each month we apply for state and federal meal reimbursements, but NYSED has changed this process with stricter monthly guidelines on the meal reimbursement reporting. NYSED has put into effect a new \$0.06 rule for all schools that are receiving monthly meal reimbursements and if the new \$0.06 rule is not followed, schools will lose their monthly reimbursement monies. This would result in a large financial loss for our school. Currently, our monthly reimbursement monies average \$9,700 per month, which is based on averaged figures from September, October, November and December 2012 to arrive at this amount. During the December Christmas vacation I met with an outside consultant with regards to preparing the reports needed for NYSED. The consultant's cost was \$1,875; however, it proved to be much more cost effective to bring him in then I had thought with the results of an error free NYSED report. NYSED is very strict on the guidelines and the way the reports are submitted, if there are any errors our school stands the risk of losing our monthly reimbursement monies. In addition to the increased grocery bills, the cafeteria incurred repair bills. This fall a service technician was called in to repair the new refrigerator, the dishwasher and the large walk-in freezer, all of which were beyond the ability of the custodial team. I have been working with the PTA this fall, informing them of the daily process that takes place in the cafeteria and answer any questions they had. The PTA has generously offered to sponsor the parent's breakfast, which will be coming up in February. The students will still come into the cafeteria line and purchase their breakfast as they do daily, however this year, the parents will be going directly into the cafeteria where the PTA will be serving them their breakfast. This will help the cafeteria fund as there is an expenditure of funds for this event. During the month of November I attended a ten hour 'Serve Safe Training'. It is a mandatory course with a refresher every five years. Of course, if the regulations change someone may have to attend sooner than five years to be in compliance.

## **8.0 Old Business**

**\*8.1 Second Reading Proposed Board of Education Policy #822- Capital Assets** – This proposed policy was presented at the December meeting and was approved as a first reading with a minor revision. – The Board of Education approved the second reading of Proposed Policy #822. Once approved, it will become effective immediately and supersede any and all policies regarding this matter. Motion made by Mr. Jessen and seconded by Mrs. Thomas. Approved 4-0

**\*8.2 Second Reading Proposed Board of Education Policy #823 – Recording of Capital Assets** – This proposed policy was also presented at the December Board Meeting for a first reading. It was approved with a minor revision. – The Board of Education approved the second reading of Proposed Policy #823. Once approved it will become effective immediately and supersede any and all policies regarding this matter. Motion made by Mr. Jessen and seconded by Mrs. Thomas. Approved 4-0

## **9.0 New Business**

- \*9.1 CPSE/CSE Recommendations** – There are a few recommendations for your consideration this month. Should there be any question regarding any recommendation, the item or items should be tabled for discussion in Executive Session. – The Board of Education accepted the recommendations from the CPSE/CSE Committee. Motion made by Mr. Jessen and seconded by Mrs. Thomas. Approved 4-0
- \*9.2 Employee Requests for Non-Resident Student Attendance – Pre-K** – Mrs. Megan Capone has submitted a request that her son Kian be allowed to attend Hartford's Pre-K Program as a non-resident student for the 2013-14 School Year. In addition, Mr. and Mrs. Andrew Cook have submitted a similar request to allow their son Landon to attend our Pre-K program for the 2013-14 School Year. – That, the Board of Education approved the request of Mrs. Capone and allow her son Kian to attend Hartford's Pre-K Program and the request of Mr. and Mrs. Andrew Cook allowing their son Landon to attend Pre-K during the 2013-14 School Year. Motion made by Mr. Jessen and seconded by Mrs. Thomas. Approved 4-0
- \*9.3 Appointment of Teacher Aide** – With the retirement of Mrs. Petteys, it is necessary to hire a replacement. Mrs. Mannix conducted interviews in early January and has forwarded a recommendation to me. – The Board of Education appointed Mrs. Chris (Meri) Liebig to the position of Teacher Aide. The appointment will be retro-active to January 11, 2013. Salary for Mrs. Liebig will be \$14,405 pro-rated to reflect the 1/11/13 start. Motion made by Mr. Jessen and seconded by Mrs. Thomas. Approved 4-0
- \*9.4 Extra-Curricular Activity Appointment** – Due to the FMLA Leave for Mrs. Cosh, it is necessary to appoint a co-advisor for Tanager Voices for the remainder of the year. – The Board of Education appointed Ms. Barbara Miner to the position of Tanager Voices Co-advisor for the remainder of the school year. Stipend will be pro-rated to reflect the January 21 appointment. Motion made by Mr. Jessen and seconded by Mrs. Thomas. Approved 4-0
- \*9.5 Appointment of Teacher Aide** – As the board is aware, due to security and special educational needs, it is necessary to appoint an additional teacher aide. – The Board of Education appointed Mrs. Jennifer Parker to the position of teacher aide at an annual salary of \$14,405. The salary will be prorated to reflect the effective starting date of February 11, 2013. Motion made by Mr. Jessen and seconded by Mrs. Thomas. Approved 4-0

**10.0 Executive Session** – Recommend the Board of Education adjourn to Executive Session to discuss a student matter. Motion made by Mr. Jessen and seconded by Mrs. Thomas. Approved 4-0 at 7:40 pm.

**11.0 Adjournment** – Board adjourned at 8:14 pm on a motion from Mr. Jessen and seconded by Mrs. Thomas. Approved 4-0. Mr. Getty explained the Board of Education discussed two student issues and a legal matter related to tax certiorari. 8:15 pm – **Item 9.6 – Tax Certiorari Resolution** – The Board of Education approved the resolution associated with the Tax Certiorari case of McKernon, Depew and McKernon v. Town of Hebron. (*Voice Vote Required*). Motion made by Mr. Jessen and seconded by Mrs. Thomas. Approved 5-0 (Voice Vote: Mr. Fish – Yes, Mr. Jessen – Yes, Mrs. Thomas – Yes, Mr. Getty – Yes and Mrs. Steves – absent).

Board adjourned at 8:16 pm on a motion from Mr. Jessen and seconded by Mrs. Thomas. Approved 4-0

Respectfully submitted,

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Marjorie M. Durling  
District Clerk