

Elementary Principal – Bethellen Mannix
Middle/High School Principal – Brian George

HARTFORD CENTRAL SCHOOL DISTRICT
Hartford, New York

Minutes of Regular Board of Education Meeting July 15, 2013

Board Members Present –Mrs. Janine Thomas, Vice-President Mr. Philip Jessen, Mr. Adam Fish and Mr. Ronald Smith

Board Members Absent – Mr. Brian Getty, President

Guests – Sean Farley, Russell Wade, Dana Haff, Jamie Thomas, Don and Karen Keefe, Jill Smith, Jessica Lourie and Bonnie Naumann

1. Call to Order and Pledge of Allegiance

➤ Board of Education Vice President Janine Thomas

2. Prayer

➤ Mr. Fish

3. Welcome

3.1 Public to be Heard – Dana and Russell addressed the board with regards to the red clay washing off the lower ball field due to the very wet summer and the creek over flowing. The youth commission has looked into the situation and has come up with a plan of attack. They have found out that the area is not wet lands, so there will not be a need for permits to do the work planned. A plan was presented to the board as to how the stream needed to be dug deeper, a stone berm needed to be built. Along with the plan was a proposal of estimated cost. Russell Wade will donate the labor and use of his equipment for the project. (Because of this stream project the hill-sport field project will be pushed back). Dana indicated that the cost of fuel could be gotten at the state rate and hopefully Jointa Galusha will donate or give a discount for the stone fill. The youth commission would like the HCSD to pay for half of any expenses, being that the school does use the fields along with the youth commission. The concern of the school was that there needs to be the assurance that the school owned the fields. When that assurance is received than Mr. Cook will draft a resolution. A motion was made to have the Superintendent to proceed with all requirements to be able to present a resolution to the BOE for the school to help with expenses. Motion made by Mr. Jessen and seconded by Mr. Smith. Approved 4-0.

4. Review and Approval of Minutes

4.1 Minutes from the Regular Board of Education Meeting held on June 17, 2013 – The Board of Education approved the minutes from the June 17, 2013, Regular Board of Education Meeting. Motion made by Mr. Jessen and seconded by Mr. Fish. Approved 4-0.

4.2 Minutes from the Special Board of Education Meeting held on June 28, 2013 – The Board of Education approves the minutes from the June 28, 2013, Special Board of Education Meeting. Motion made by Mr. Jessen and seconded by Mr. Fish. Approved 4-0.

5. Review and Approval of the District's Financial Reports

5.1 Treasurer's Report

5.2 Warrants

5.3 Cafeteria Report

The Board of Education approves the financial reports. Motion made by Mr. Jessen and seconded by Mr. Fish. Approved 4-0.

5.4 Budget Transfers: Each year the business office needs to transfer monies from different line items in order to close out the school year. (*Given the on-going audit, Mrs. Searles will provide the necessary transfer items as soon as possible*). – The Board of Education authorizes the requested budget transfers. Motion made by Mr. Jessen and seconded by Mr. Fish. Approved 4-0.

5.5 Budget Summary: 2012-2013 (Informational Only)

5.6 Extra-curricular Summary: 2012-2013 (Informational Only)

6. Superintendent's Report - I would like to officially welcome Mr. George to the Hartford CSD. Bullet Aide: Last week a representative from Senator Little's office contacted me to inform the district that the legislature had approved an additional \$25,000 in Bullet Aide designed to be used to help implement the distance learning classroom. We are supposed to receive the aide in our first run of state aide. Distance Learning: the DL room construction is coming along. The AV equipment has been installed. Time

Warner, BOCES, and NERIC have met regarding the running of wire and fiber and Time Warner has already run the fiber to the school. We are now in the process identifying the areas that the district is required to complete (i.e. carpeting and electrical) and then examining the "recommended" list of items from BOCES to complete the room (i.e. air conditioning). CASDA: later in the meeting there is a proposed resolution for continuing with CASDA's services for the regionalization study. We have been associated with the CASDA study for approximately 1.5 years and have encouraged a number of conversations regarding sharing services. APPR: the District Administration and Faculty Association held a forum last Monday to reflect on the first year of the revised APPR. From that forum, we were able to conduct negotiations on the local plan. I will then make the necessary changes in the state's depository (Review Room) seeking the Commissioner's approval. According to Jim Dexter, many Districts' plans that were approved last year are not being approved this year. From our understanding, last year regional offices were reviewing and approving plans, but was not communicating with each other. Subsequently, some items that were approved in Buffalo were not necessarily approved in Plattsburgh. The state is now making an effort to make the plans more universal. Dashboard: NY State is requiring all Districts who accept RTTT money to contract with a "dashboard" company. The District will be required to upload information that parents, students, community members, etc. can access and analyze educational data, make decisions, and take actions to improve student outcomes. Starting on the 8th, vendors could contact Districts to solicit business. The District will have to decide which product to use by September.

7. Building Principals and Department Supervisor Reports

7.1 Secondary Report – Mr. Brian George – an introductory letters was Emailed and mailed to Faculty and Community. Master Schedule - Last week Mrs. Harrington, Mrs. Shaw and Mr. Cook worked to complete the master schedule which we believe is now complete. Distance Learning classes - we will host: English 101 & 108 taught by Mrs. McGuirk and Pre-Calculus taught by Ms. Lourie. We will receive one class - Nanotechnology and will be offered 2nd period. Distance Learning Room is coming along; Technology has been installed and Time Warner has run the cable. Room needs to be painted, which will begin Monday or Tuesday next week. Brownell Electric - Install and/or upgrade a panel. Landmark Flooring Concepts estimate on Interface Flooring System w/o Installation. Rand Windows (Same company used for Building Project). Estimate for Blackout blinds with installation, old blinds will be used in Music room. 2013-2014 APPR Plan - Monday, July 8th APPR forum with staff to discuss possible changes. Expressed interest in Professional Development on Evidence Binders - working with Katie Jones from BOCES to arrange something in the fall. Tuesday, July 9th - Met with Mr. Farley & Mrs. Keller to neg. changes to the plan. Mr. Cook will make the changes and submit to the State for approval. Will operate under guidelines of 2012-2013 Plan until approval of the new plan by the state. Summer School Update - 10 students enrolled. Any students required to take a regents have registered with Hudson Falls to take the exam.

7.2 Elementary Report – Mrs. Bethellen Mannix - Ended the year strong with field trips (thanks again to PTA), 5th Grade Moving Up Ceremony, Kindergarten Graduation, and Pre-K Graduation. 'Perfect Attendance and Excellence in Attendance Awards' presented 6/21/13

8. Old Business – There is no old business to conduct

9. New Business

9.1 CPSE/CSE/504 Recommendations: There several recommendations for the Board's consideration. As is required, should there be any questions or concerns about a recommendation, the item or items should be tabled for discussion in Executive Session. – The Board of Education accepted the recommendations of the CPSE/CSE/504 Committee. Motion made by Mr. Jessen and seconded by Mr. Smith. Approved 4-0.

9.2 Surplus Property: There are three requests from faculty members regarding surplus property: Mrs. Leslie Abraham has submitted a listing of technology related equipment that is either irreparable or does not meet the necessary technology standards Ms. Sue Brown has identified thirty-three (33) books that are outdated, and Ms. Bonnie Naumann has discovered a great deal of novels that are also outdated and/or damaged. – The Board of Education deemed the identified items as surplus property and authorizes the District to properly dispose of the items (recycle and e-cycle). Motion made by Mr. Jessen and seconded by Mr. Fish. Approved 4-0.

9.3 Overnight Field-Trip Request: Ms. Stewart has submitted an overnight field-trip request for the F.F.A. to attend the New York State Dairy Judging Contest. – The Board of Education approved the F.F.A. field trip request contingent upon the compliance of all Board of Education policies and

procedures relating to overnight field trips. Motion made by Mr. Jessen and seconded by Mr. Fish. Approved 4-0.

- 9.4 Appointment of a Probationary Position: Ms. Jill Smith has been working in the District as a long-term substitute in the area of Instructional Music since January 17, 2012 and her long-term position status has expired and the position is now available for probationary status. – The Board of Education appointed Ms. Jill Smith to a probationary position in the tenure and certification area of Instrumental Music. Since, Ms. Smith’s time in the District has been continuous as a long-term substitute; the probationary appointment is retroactive to January 17, 2012 and will terminate on January 17, 2015. Motion made by Mr. Jessen and seconded by Mr. Fish. Approved 4-0.
- 9.5 Extra-Curricular Appointment: Mr. Andrew Capone has submitted his name for consideration for the vacant Modified Girls’ Basketball coaching position. – The Board of Education appointed Mr. Capone as the modified girls’ basketball coach for the 2013-2014 school year. Motion made by Mr. Jessen and seconded by Mr. Fish. Approved 4-0.
- 9.6 Long-term Substitute Appointment: As you are aware, Mrs. Christina Talmadge will be taking a maternity leave at the start of the 2013-2014 school year. Mrs. Mannix has submitted a recommendation that Ms. Corie Quattrocchi be hired as a long-term substitute for Mrs. Talmadge. – The Board of Education appointed Ms. Corie Quattrocchi as a long-term substitute in the second grade to start on September 3, 2013 and terminate upon Mrs. Talmadge’s return. Motion made by Mr. Jessen and seconded by Mr. Fish. Approved 4-0.
- 9.7 CASDA Study Continuation: As the board is aware, during the 2012-2013 school year, seven school districts in Washington County partnered with CASDA on a regionalization study. The results of the initial phase of the study have resulted in the creation of a distance learning network and increased discussions on “shared services”. CASDA is recommending continuing the study and has submitted a formal agreement. – The Board of Education approved the resolution below: *“Be it resolved that Washington, Saratoga, Warren, Hamilton, and Essex BOCES (WSWHE) serve as the liaison for services with the Capital Area School Development Association (CASDA) in the 2013-2014 school years. The contract between CASDA and WSWHE BOCES will be for services in the coordination of school programs, facilitation of the Washington County Schools Collaborative Advisory Board, and advising for ongoing studies. The agreement with WSWHE BOCES will be for a total amount not to exceed \$5,600 to be equally shared between the School districts.”* Motion made by Mr. Jessen and seconded by Mr. Fish. Approved 4-0. Voice Vote – Mr. Fish – Yea, Mr. Jessen – Yea, Mr. Smith – Yea, Mrs. Thomas – Yea.
- 9.8 Appointment of a BOE Member to the CADSA Study Advisory Panel: As part of the 2013-2014 CASDA programs, CASDA has recommended creating an “Advisory Committee” to meet three times during the school year to monitor and discuss the progress of the considerations. At the last joint meeting, it was decided that each member school should submit the name of one BOE member to serve on this panel. – The Board of Education appointed Mr. Adam Fish as the Hartford CSD Board of Education panel member. Motion made by Mr. Jessen and seconded by Mr. Smith. Approved 4-0.
- 9.9 Appointment of Special Education Teacher: As part of the budget development process for the 2013-2014 school year, it was determined that the District required an additional full-time special education teacher in order to accommodate a newly created Middle School Life Skills program. Mrs. Mannix, Mr. George and Ms. Miner conducted a thorough search and interviewed a number of highly qualified candidates. – The Board of Education appointed Mrs. Karen Keefe to a probationary position in the tenure and certification area of Special Education. The probationary position will begin on September 3, 2013 and terminate on June 30, 2015 (*this is a two-year appointment as Mrs. Keefe has previously been granted tenure in another school district*). Mrs. Keefe will be placed on Step 2 with a Masters and 33 graduate credit hours for a starting salary of \$40,422. Motion made by Mr. Jessen and seconded by Mr. Fish. Approved 4-0.
- 9.10 Memorandum of Agreement with the Custodial Staff: Included within the Board of Education packet there is a copy of a memorandum of agreement with the custodial staff. The MOA was negotiated by Mr. Cook, with the advisement of the Board of Education, and falls within the parameters established by the Board of Education. – The Board of Education approved the Memorandum of Agreement with the custodial staff. Motion made by Mr. Jessen and seconded by Mr. Fish. Approved 4-0.

- 9.11 Staff Resignation: Mr. William Barnes has submitted his letter of resignation as a part-time custodian effective October 31, 2013. – The Board of Education tabled Mr. Barnes’ letter of resignation. Motion made by Mr. Jessen and seconded by Mr. Fish. Approved 4-0.
- 10.0 Executive Session – Recommend the Board of Education adjourn at 8:13 pm to Executive Session to discuss matters of personnel. Motion made by Mr. Jessen and seconded by Mr. Fish. Approved 4-0
- 11.0 Adjournment – 8:55 pm motion by Mr. Jessen and second by Mr. Fish to return to open session. Approved 4-0. Mrs. Thomas indicated the Board of Education discussed matters of personnel. Mrs. Thomas indicated that the Board discussed matters of personnel. Motion to un-table item 9.11 by Phil Jessen, seconded by Adam Fish. Approved 4-0. Motion to approve item 9.11 by Phil Jessen, seconded by Adam Fish. Approved 4-0. Motion to adjourn by Phil Jessen, seconded by Adam Fish. Approved 4-0. No further action would be taken by the Board of Education Board adjourned at 8:57 pm on a motion from Mr. Jessen and seconded by Mr. Fish. Approved 4-0

Respectfully submitted,

Marjorie M. Durling
District Clerk