

Minutes – Business Meeting – Board of Education – New Paltz Central High School – September 7, 2011 – 7:00 PM

CALL MEETING TO ORDER

CALL TO ORDER

Meeting was called to order at 7:03 PM by Don Kerr, Board President.

BOARD MEMBERS PRESENT: Stephen Bagley
 Kathleen Tobin Flusser
 Donald Kerr
 Robert Rich
 Edgar Rodriguez
 Daniel Torres

QUORUM CHECK

ALSO PRESENT: Maria Rice, Superintendent of Schools
 Debora Banner, Assistant Superintendent
 Richard Linden, Assistant Superintendent for Business
 Jo-Anne Dobbins, Director of Pupil Personnel Services
 Elena Maskell, District Clerk
 Members of the Public and Press

EXCUSED: Patrick Rausch

ROLL CALL The roll was called as reflected above.

ROLL CALL

PLEDGE TO THE FLAG

PLEDGE

AGENDA CHANGES

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Mr. Kerr would like to amend Personnel agenda item 7.7 to reflect the change of one FTE to two FTE positions. Mr. Kerr also asked to table item 6 from the agenda and move it for discussion at the September 21st meeting. Motion made by Mr. Torres and seconded by Mr. Rich to approve the following agenda changes.

PERSONNEL

ADD the following New Personnel Agenda Item **7.8 Instructional Probationary Appointment**

7.8 Instructional Probationary Appointment

Recommendation - that the New Paltz Central Schools Board of Education, upon the recommendation of Maria C. Rice, Superintendent of Schools, does hereby appoint the following instructional employee, with remuneration as per NPUT contract.

Name	Title	Effective Date	Salary/Step
Scott P. Milici	Music Teacher	9/12/11 - 9/12/14	BA Step C \$51,620 (prorated)

ADD the following New Personnel Agenda Item **7.9 Abolish Non-Instructional Position**

7.9 Abolish Non-Instructional Position

Recommendation - that the New Paltz Central Schools Board of Education, upon the recommendation of Maria C. Rice, Superintendent of Schools, does hereby abolish the following non-instructional position and is hereby directed to provide written notice to the employee whose position is being abolished with further notice regarding recall rights, if any:

Title	Effective Date
LPN/Teacher Aide	9/12/11

ADD the following New Personnel Agenda Item **7.10 Instructional Appointment - Mentor**

7.10 Instructional Appointment - Mentor

Recommendation - that the New Paltz Schools Board of Education, upon the recommendation of Maria C. Rice, Superintendent of Schools, does hereby appoint the following instructional employee as a mentor for the 2011/2012 school year with remuneration, as per NPUT contract:

Name	Title	Effective Date
Charles Seymour	Mentor	9/8/11 – 6/30/12

ADD the following New Personnel Agenda Item **7.11 Home Tutor**

7.11 Home Tutor

Recommendation - that the New Paltz Central Schools Board of Education, upon the recommendation of Maria C. Rice, Superintendent of Schools, does hereby appoint the following instructional employees, on an as-needed basis with remuneration as per NPUT contract effective for the 2011-2012 school year:

Name
Antoinette Russolello

NEW BUSINESS

ADD the following **New Agenda Item 9.3 Request for Approval to Accept a Gift Mohonk Mountain House Recreation Program: Build A Bike** under New Business as follows:

9.3 Request for Approval to Accept a Gift From Mohonk Mountain House Recreation Program: Build A Bike
Recommendation – that the following resolution be approved: BE IT RESOLVED, that the Board of Education, upon the recommendation of Superintendent Maria C. Rice, does hereby accept a gift from corporate sponsors who are participating with the Mohonk Mountain House Recreation Department to provide adaptive bicycles so that students with special needs can participate in the *Build a Bike Program* at the Duzine Elementary School. The Board of Education further directs the District Clerk to send a letter of appreciation as well as a thank you video created by the students who will benefit from this program to the Mohonk Mountain House Recreation Program.

ADD the following **New Agenda Item 9.4 Request for Approval of Facilities Use Form for Pop Warner Football** under New Business as follows:

9.4 Request for Approval of Facilities Use Form for Pop Warner Football
BE IT RESOLVED, that the Board of Education approve the following building facilities use request form for Pop Warner Football to use the Floyd A. Patterson Field Complex for Pop Warner games on October 8, 2011, pursuant to New Paltz Central School District Policy 3280.

All in favor with none opposed. Motion carried 6-0.

PUBLIC COMMENTS - None

PUBLIC COMMENT

BOARD COMMUNICATIONS

BOARD COMMUNICATION

PAPERLESS COMMUNICATIONS

Mrs. Rice handed out notes to the Board which reflect the direction the district is going in with paperless communications. Superintendent Rice stated that district wide the parent portal will be open for all four buildings in addition to asking parents if they would like to go paperless on some of the forms parents need to fill out. Discussion ensued. Ms. Tobin Flusser suggested the district put up paperless summary on the website. Mr. Kerr directed administration to find out more information for the board going paperless and report back to the board in the next couple of months. Dr. Rodriguez suggested continuation of printing the BOE agendas for the public.

PROPOSED BOE GOAL REVISIONS

Motion made by Ms. Tobin Flusser and seconded by Mr. Rich to approve the BOE Goal Revisions:
Mr. Kerr stated there were suggested modifications to the goal relating to the APPR Plan. The suggested language reads:
By May 31, 2012, the district will implement a 2011-2012 APPR Plan in accordance with Education Law §3012-c and Parts 100.2(o) and Part 30-2.4 of Commissioner’s Regulations while preserving the district’s unique personality as it strives to maintain the district’s educational successes as evidenced in the district’s 2012 State of the District report.
All were in favor with none opposed. Motion carried 6-0.

MINUTES OF MEETING Tabled from the agenda until the next meeting.

MINUTES

PERSONNEL (CONSENT AGENDA)

PERSONNEL

Motion made by Mr. Torres and seconded by Mr. Rich that the Board of Education approve the following personnel consent agenda items 7.1 through 7.11:

7.1 Instructional Appointment - Substitutes

Recommendation that the New Paltz Central Schools Board of Education upon the recommendation of Maria C. Rice, Superintendent, does hereby appoint the following substitute teachers with remuneration as per rates established at the July 6, 2011 Organizational Meeting effective 9/8/11 - 6/30/12:

Name	Name
Kimberly Connolly	David Moore
Maria Farr	Marissa Morris
Greta Huneke-Peterson	Mary Kate O-Connor
Samantha Furnell	Kathleen Reid
Stephanie Marrinan	Daniel Vollweiler

7.2 Fall Coaching Appointments

Recommendation - that the New Paltz Central Schools Board of Education, upon the recommendation of Maria C. Rice, Superintendent of Schools, does hereby appoint the following coaches for the 2011-2012 school year:

Position	Name	Stipend
Girls Varsity Swimming Assistant	Marissa Morris	\$3,740
Modified Volleyball	Willie Dixon	\$2,340

7.3 Home Tutors

Recommendation - that the New Paltz Central Schools Board of Education, upon the recommendation of Maria C. Rice, Superintendent of Schools, does hereby appoint the following instructional employees, on an as-needed basis with remuneration as per NPUT contract effective for the 2011-2012 school year:

Name	Name	Name	Name
Ron Bonagura	John Miller	Denise Hoyt	Cynthia Simpson
Janet Chapman	Kathleen Morabito	Paul Ibsen	Dora Stack
Charleen Gottschalk	Marilyn O’Leary	Souad Kurzban	Rita Toohey
Joseph M. Haas	Sandra Panman	Amy L. Levis	Ekaterini Vlamis
Johanna Hill	Nancy Patton	Laurel Manly	Mary Woodburn
Claudia Battaglia	Antoinette Russolello		

7.4 Instructional Appointment - Mentor

Recommendation - that the New Paltz Schools Board of Education, upon the recommendation of Maria C. Rice, Superintendent of Schools, does hereby appoint the following instructional employee as a mentor for the 2011/2012 school year with remuneration, as per NPUT contract:

Name	Effective Date
Adrienne Maley	9-1-11 – 4-30-12

7.5 Non-Instructional Appointments

Recommendation - that the New Paltz Central Schools Board of Education, upon the recommendation of Maria C. Rice, Superintendent of Schools, does hereby appoint the following:

Name	Title	Effective Date	Salary	Hours
Madeline Nostrand	Substitute Food Service Helper	9/2/2011	\$10.50/hr	as needed
Amanda Paul	School Monitor	9/6/2011	\$10.50/hr	16.75 hrs per week
Marcia Dixon	Substitute Bus Attendant	9/6/2011	\$10.50/hr	as needed
Elanie Ackhart	School Lunch Cashier	9/8/2011	\$13.23/hr	4.75 hrs per day

7.6 Request for Approval to Create A New Instructional Position

WHEREAS, a 1.0 FTE Special Education classroom teacher position was previously abolished for reasons of economy and efficiency and it is now necessary due to enrollment to add a new Special Education classroom teacher position; THEREFORE, BE IT RESOLVED, that the Board of Education hereby creates a 1.0 FTE Special Education classroom teaching position and directs the District Clerk to recall the person with the greatest district wide seniority in the Special Education tenure area to such position.

7.7 Request for Approval to Create Two New Non-Instructional Positions

WHEREAS, two 1.0 FTE Teacher Aide positions were previously abolished for reasons of economy and efficiency and it is now necessary due to enrollment to add two Teacher Aide positions; THEREFORE, BE IT RESOLVED, that the Board of Education hereby creates two 1.0 FTE Teacher Aide positions and directs the District Clerk to recall the person with the greatest district wide seniority in the Special Education tenure area to such positions.

7.8 Instructional Probationary Appointment

Recommendation - that the New Paltz Central Schools Board of Education, upon the recommendation of Maria C. Rice, Superintendent of Schools, does hereby appoint the following instructional employee, with remuneration as per NPUT contract.

Name	Title	Effective Date	Salary/Step
Scott P. Milici	Music Teacher	9/12/11 - 9/12/14	BA Step C \$51,620 (prorated)

7.9 Abolish Non-Instructional Position

Recommendation - that the New Paltz Central Schools Board of Education, upon the recommendation of Maria C. Rice, Superintendent of Schools, does hereby abolish the following non-instructional position and is hereby directed to provide written notice to the employee whose position is being abolished with further notice regarding recall rights, if any:

Title	Effective Date
LPN/Teacher Aide	9/12/11

7.10 Instructional Appointment - Mentor

Recommendation - that the New Paltz Schools Board of Education, upon the recommendation of Maria C. Rice, Superintendent of Schools, does hereby appoint the following instructional employee as a mentor for the 2011/2012 school year with remuneration, as per NPUT contract:

Name	Title	Effective Date
Charles Seymour	Mentor	9/8/11 – 6/30/12

7.11 Home Tutor

Recommendation - that the New Paltz Central Schools Board of Education, upon the recommendation of Maria C. Rice, Superintendent of Schools, does hereby appoint the following instructional employees, on an as-needed basis with remuneration as per NPUT contract effective for the 2011-2012 school year:

Name
Antoinette Russolello

MOTION carried 6-0 with 6 members voting.

OLD BUSINESS

OLD BUSINESS

Motion made by Mr. Torres and seconded by Mr. Bagley to approve the following old business consent agenda items 8.1 and 8.2:

There was a suggestion to further change the wording on the Audit Committee Policy. Discussion ensued. It was decided to change the wording to: “Update the district’s multi-year long range financial plan with regular reports to the full board of education.” Ms. Tobin Flusser said wording should be developed and voted upon once the Audit Committee has reviewed the suggested changes. It was agreed to take the language to the Audit Committee and the Audit Committee will come back to the BOE for final reading and approval.

Mr. Torres amended the original motion to approve item 8.1 and remove item 8.2 for approval at a future BOE meeting:

8.1 Request for Approval to Adopt Revised Annual Professional Performance Review (APPR) Plan

Recommendation - that the New Paltz Central Schools Board of Education, upon the recommendation of Maria C. Rice, Superintendent of Schools, does hereby adopt the revised 2011-2012 Annual Professional Performance Review Plan, as presented to the Board which incorporates the results of the NYSUT lawsuit. A copy of said Plan shall be incorporated by reference within the minutes of this meeting.

All in favor with none opposed. Motion carried 6-0.

8.2 Second Reading and Approval of Revisions to Policy 5572 Audit Committee

2011	5572
Non-Instructional/ Business Operations	

SUBJECT: AUDIT COMMITTEE

The Board of Education establishes a standing Audit Committee as an advisory committee. The Audit Committee (AC) shall consist of three members of the Board of Education and two members of the community at-large. Members of the Board of Education serve one year terms and community members serve two year terms. Community members’ terms shall be staggered and appointments made by resolution of the Board of Education. Community members serving on the Audit committee are deemed to be School District Officers and shall take an oath of office. They must also maintain the confidentiality of any confidential information received by them as well as information discussed in an executive session of the Audit Committee.

All members serve without compensation, but shall be reimbursed for any actual and necessary expenditure incurred in relation to attendance at training events or mandatory conferences. Audit Committee members, other than Board Members, must be independent and may not be an employee of the District, an individual who provided within the last two years or currently provides good or services to the District, an individual who owns or has a direct and material interest in a company providing goods or services to the District, a close or immediate family member of an employee, officer or contractor providing services to the District.

The Audit Committee Chairperson is appointed by the President of the Board of Education. The Audit Committee Chair will have the authority to sign on the Board’s behalf the letter of engagement for the internal and external audits as long as the Board has appointed the internal and/or external auditors at the annual organizational meeting and the compensation for such services has been previously approved by the Board.

The role of the Audit Committee shall be advisory to the Board of Education.

The audit responsibilities of the Audit Committee include the following:

- a) Provide recommendations regarding the appointment of the External (Independent) Auditor for the District
- b) Meet with the External (Independent) Auditor prior to commencement of the audit to set audit and risk assessment parameters;
- c) Receive and review the draft annual audit report and accompanying draft management letter and, working directly with the External (Independent) Auditor, assist the Board of Education in interpreting such documents;
- d) Make recommendation to the Board on accepting the annual audit report;
- e) Review every corrective action plan developed by the School District and assist the Board in its implementation;
- f) Assist in the oversight of the Internal Audit function including, but not limited to providing recommendations regarding the appointment of the Internal Auditor, meeting regularly with the Internal Auditor, reviewing significant findings and recommendations of the Internal Auditor, monitoring the School District's implementation of such recommendations, and evaluating the performance of the internal audit function. After the Board of Education's appointment of the Internal Auditor, the Audit Committee Chairperson is delegated the authority to execute the Letter of Engagement and Agreed Upon Procedures with the Internal Auditor;
- g) Assist in the oversight of the Claims Audit function including, but not limited to, providing recommendations regarding the appointment of the Claims Auditor, meeting regularly with the Claims Auditor, reviewing significant findings and recommendations of the Claims Auditor, monitoring the School District's implementation of such recommendations, and evaluating the performance of the claims audit function; provided however, that the Claims Auditor shall report directly to the Board of Education and shall be under the supervision and direction of the Superintendent of Schools; for the purposes of time, attendance and location;
- h) Review annually Board policies on audit and finance and refer any proposed changes to the policy committee before Board review and action;
- i) Review annually this committee charter, for changes that may be necessary as a result of new laws, regulations or special circumstances. Refer any proposed changes to the Board of Education for review and action;
- j) Conduct executive sessions as allowed by Public Officers Law and section 170.12 of the Commissioner's Regulations.
- k) Conduct an annual self assessment of the Audit Committee; and
- l) Create an annual committee agenda for the ensuing year to assure completion of all responsibilities.

The finance responsibilities of the Audit Committee include the following:

- a) Review, at least quarterly, the monthly financial statements prepared for the Board of Education and make any recommendations to the Board for consideration and/or action;
- b) Propose for Board consideration any variations in reporting format or methodology of regular finance reports.
- ~~b)c) Work on a district multi-year long range plan with regular updates to the full Board of Education. Update the district's multi-year long range financial plan with regular reports to the full board of education.~~
- e)d) Review matters as referred by the Board of Education.

The Audit Committee shall make monthly reports to the full Board of Education.

Education Law Sections 2116-c, and 3811-3813
Public Officers Law Sections 105(b), 105(c) and 105(d)
8 New York Code of Rules and Regulations (NYCRR) Section
170.12(d)

Adopted: 7/16/09
Revised: 12/2/09
Revised: 11/17/10

NEW BUSINESS

NEW BUSINESS

Motion made by Mr. Rich and seconded by Mr. Torres that the Board of Education approve the following resolution:

9.1 Request for Approval of Committee on Special Education Recommendations and Student Placements

Recommendation - that the following resolution be approved: BE IT RESOLVED, that the Board of Education of the New Paltz Central School District approve the Committee on Special Education (CSE) and Committee on Pre-School Special Education (CPSE) recommendations and student placements: 10927, 12524, 12523, 12364, 12469, 12470, 9439, 12481. All in favor with none opposed. Motion carried 6-0.

Motion made by Mr. Torres and seconded by Mr. Rich to approve the following resolution:

9.2 Request for Approval to Establish Student Scholarship

Recommendation – that the following resolution be approved: BE IT RESOLVED, that the Board of Education of the New Paltz Central School District, upon the recommendation of Superintendent Maria C. Rice, does hereby approve the establishment of the “John David Anderson Memorial Scholarship” in a monetary amount to be determined, and directs the District Clerk to send a letter of appreciation from the Board of Education to Carolyn Anderson for establishing this scholarship.

Mr. Kerr thanked all involved in the development of this scholarship. All in favor with none opposed. Motion carried 6-0.

Motion made by Mr. Torres and seconded by Ms. Tobin Flusser to approve New Business consent agenda items 9.3 and 9.4:

9.3 Request for Approval to Accept a Gift From Mohonk Mountain House Recreation Program: Build A Bike

Recommendation – that the following resolution be approved: BE IT RESOLVED, that the Board of Education, upon the recommendation of Superintendent Maria C. Rice, does hereby accept a gift from corporate sponsors who are participating with the Mohonk Mountain House Recreation Department to provide adaptive bicycles so that students with special needs can participate in the *Build a Bike Program* at the Duzine Elementary School. The Board of Education further directs the District Clerk to send a letter of appreciation as well as a thank you video created by the students who will benefit from this program to the Mohonk Mountain House Recreation Program.

9.4 Request for Approval of Facilities Use Form for Pop Warner Football

BE IT RESOLVED, that the Board of Education approve the following building facilities use request form for Pop Warner Football to use the Floyd A. Patterson Field Complex for Pop Warner games on October 8, 2011, pursuant to New Paltz Central School District Policy 3280. All in favor with none opposed. Motion carried 6-0.

FINANCIAL REPORTS - None

FINANCIAL REPORTS

OTHER DISCUSSION

OTHER DISCUSSION

Ms. Tobin Flusser stated there will be two fundraisers for Flood Aid for Farmers, Families, and First Responders in New Paltz. The first is on October 2, 2011 at the Water Street Market from 4-9 PM, and the second is on Sunday, October 16, 2011 at Hasbrouck Park from 12 – 6 PM. For more information you can visit the site on Facebook.

PUBLIC COMMENTS None

PUBLIC COMMENT

ADJOURN

ADJOURN

With no need for an Executive Session, a motion was made by Mr. Torres and seconded by Mr. Rich that the Board adjourn at 7:37 PM. Motion carried 6-0 with 6 members voting.

Respectfully submitted,

Elena Rae Maskell
District Clerk