

**HUDSON CITY SCHOOL DISTRICT
SPECIAL BOARD OF EDUCATION MEETING
NOVEMBER 7, 2016 –6:00 P.M.
MONTGOMERY C. SMITH INTERMEDIATE SCHOOL LIBRARY
AGENDA**

MISSION STATEMENT

The Hudson City School District, in partnership with our community, advances the intellectual, social, and emotional development of all students to prepare them for college, career and citizenship.

“DESTINATION GRADUATION ... *GET ON BOARD*”

[* indicates a need for Board action)

1. Pledge of Allegiance
2. Call to Order
3. *Acceptance of Agenda
4. Curriculum Workshop in MCSIS Library: A Day in the Life of MCSIS – Mark Brenneman, Laurie Campbell, Jill Hanley, Allison Blake

7:00 – Resume Meeting in MCSIS Library
5. Student Representative Report: Kamrul Hassan
6. Presentation/Recognition:
 - A. Rhinebeck Architecture
7. *Executive Session: (The Board of Education does its best to avoid early evening and/or lengthy Executive Sessions, but finds it necessary under certain circumstances.)
8. *Personnel
 - A. NEMO Mentor Appointment
 - B. ELA/Math ELT Program Appointments
 - C. Long-Term Substitute Staff Effective Date Change
 - D. Create Teacher Aide Position
 - E. Teacher Aide Appointment
 - F. Food Service Staff Transfer

- G. Food Service Staff Unpaid Leave of Absence
 - H. Substitute Staff Appointments
 - I. Extra-Curricular Sports Appointment
 - J. Pool Staff Appointment
 - K. Extended School Day Instructor Appointment
9. Recognition and Welcome of New Staff
10. Old Business
11. Public Forum
12. Business Administrator's Report
- A. Business Office Update
13. Coordinator of School Improvement's Report
- A. HCS D Professional Development Plan 2014-17
 - B. Office of School Improvement Update
14. Superintendent's Report
- A. Capital Project
 - B. NYS School Boards Association Convention – Carrie Otty and Willette Jones
 - C. General Updates
 - D. Celebrating What's Right
15. *Consensus Agenda
- A. Be It Resolved, that the Board of Education approves Board Meeting Minutes #8, as revised, dated October 6, 2016, page 3734.
 - B. Be It Resolved, that the Board of Education accepts the attached Treasurer's Report for the month of June 2016.
 - C. Be It Resolved, that the Board of Education accepts the attached Financial Reports for the 2015-2016 year ending June 30, 2016.
 - D. Be It Resolved, that the Board of Education accepts the Tax Collector's Report on the Collection of 2016 School Taxes.
 - E. Be It Resolved, that the Board of Education turns over the 2016 Delinquent Tax Rolls to the County and City Tax Collectors, respectively.

- F. Be It Resolved, that the Board of Education approves an emergency transportation contract, as attached, for a family that has been displaced and designated as McKinney-Vento, as per regulation requirements.
- G. Be It Resolved, that the Board of Education approves a consultant agreement with Tiffany A. Morris, CPA, of Purinton & Morris CPA's, LLC, as attached.
- H. Be It Resolved, that the Board of Education is aware of a refund of 2015-2016 taxes in the amount of \$1,260.92 due to a Stipulation of Settlement and Order reducing the assessment of Emerson Contractors, Inc., Town of Claverack, to \$74,260.
- I. Be It Resolved, that the Board of Education arranges for placement of students with disabilities (CPSE/CSE meetings held on October 18, 20, 21, 26, 28, 31, November 1, 2, 2016).

16. New Business

17. Public Forum

18. Upcoming Meeting Dates

BOE Meetings/Training Dates:

Monday, November 21 at 6:00 p.m. – Curriculum Workshop – Hudson Jr. HS Library

Monday, November 21 at 7:00 p.m. – Special BOE Meeting – Hudson Jr. HS Library

Committee Meetings/Community Events:

Thursday, November 17, Policy Committee Meeting 3:45-4:45 p.m. – District Office

19. *Executive Session: (contract negotiations; employment history of a particular person(s))

20. *Adjournment

**Hudson City School District
Special Board of Education Meeting
Monday, October 6, 2016 – 6:15 p.m.
Hudson Senior High School Library**

Minutes Meeting #8

A Special Meeting of the Hudson City School District Board of Education was held on Monday, October 6, 2016 at the Hudson Senior High School Library, 215 Harry Howard Avenue, Hudson, NY.

PLEDGE OF ALLEGIANCE

The regular meeting was called to order by Carrie Otty at 6:15 p.m. with the following Board Members in attendance:

PRESENT:

- Carrie Otty, Board President
- Maria McLaughlin, Board Vice President
- David Kisselburgh
- Sage Carter
- Willette Jones
- Sumayyah Shabazz
- Linda Hopkins

ABSENT:

ALSO PRESENT:

Superintendent

Dr. Maria Lagana Suttmeier

ALSO ABSENT:

Coordinator of School Improvement
School Business Administrator
Clerk of the Board

April Prestipino
Sharifa Carbon
Leslie Coons

AGENDA ACCEPTED

Acceptance of Agenda: Board Vice President, Maria McLaughlin, made a motion to accept the board meeting agenda. Board Member, David Kisselburgh, seconded the motion.

Ayes – 6 Nays – 0

MOTION CARRIED

CLERK PRO TEM

Be it Resolved, that the Board of Education appoint Dr. Maria Suttmeier to the position of Clerk Pro-Tem for the 2016-2017 school year.

Ayes – 6 Nays – 0

MOTION CARRIED

SED APPLICATION FOR PHASE I

Be it Resolved, that the Board of Education authorize Rhinebeck Architecture to submit an SED Request Application and Design Development Plans for Phase I of the Capital Project (High School Building Renovations and Athletic Field).

Ayes – 6 Nays – 0

MOTION CARRIED

CAPITAL PROJECT PRESENTATION

Capital Project Presentation: Dr. Suttmeier thanked the Board Members for attending the meeting on such short notice. She explained that a meeting was needed to review and collectively approve the new design plans for the MC Smith Intermediate School addition, so the project can move forward. Mr. John Sharkey, from Rhinebeck Architect, then presented Power Point slides of the new design. The Board Members were unanimously in favor of the new design. Discussion about the roof design options, access road and options for deliveries continued. Board Member, David Kisselburgh, expressed concern with the delay in the timeline. The original submission was to be in November. With the new design needing finalization, it will now be January or February before the application will be ready for submission to SED for approval. The meeting adjourned with two roof styles under consideration. Rhinebeck agreed to do renderings of both versions for the next school board meeting on October 24, 2016. Dr. Suttmeier thanked everyone for attending on such short notice.

ADJOURNMENT

Adjournment: Board Member, David Kisselburgh made a motion to adjourn the meeting at 7:15 p.m. Board Vice President, Maria McLaughlin seconded the motion. The meeting was adjourned.

**Carrie Otty, President
Board of Education**

**Leslie M. Coons, District Clerk
Board of Education**

15.C.

Hudson City School District
2015-16 Summary of Revenues & Expenditures
Preliminary Year-End Unaudited Projections

REVENUES:

	Adopted Budget	Year-End Projected	Variance
Property Tax Revenues	\$ 21,701,926	\$ 21,683,015	\$ (18,911)
Utility Tax	600,000	600,992	992
State Aid	22,171,695	22,495,379	323,684
Other Revenues	653,900	923,678	269,778
Sale of Real Property-Claverack School	350,000	358,192	8,192
Total Revenues	\$ 45,477,521	\$ 46,061,256	\$ 583,735

EXPENDITURES:

	Adopted Budget	Year-End Projected	Variance
<u>General Support:</u>			
Board of Education	\$ 29,690	\$ 25,378	\$ 4,312
Central Administration	552,962	795,068	(242,106)
Finance	99,748	107,363	(7,615)
Staff	171,460	152,131	19,329
Central Services	3,516,836	3,217,284	299,552
Total General Support	\$ 4,370,696	\$ 4,297,225	\$ 73,471
<u>Instruction</u>			
Instructional Administration	\$ 1,696,515	\$ 1,722,187	\$ (25,672)
Teaching-Regular School	10,187,298	9,985,091	202,207
Teaching-Special Education	6,917,474	6,297,514	619,960
Special Services & Other Instruction	2,631,146	2,516,260	114,886
Total Instruction	\$ 21,432,433	\$ 20,521,051	\$ 911,382
<u>Pupil Transportation</u>			
District Transportation Services	\$ 57,346	\$ 58,795	\$ (1,449)
Contract Transportation	2,010,218	1,858,642	151,576
Total Pupil Transportation	\$ 2,067,564	\$ 1,917,437	\$ 150,127
<u>Undistributed</u>			
State & Teachers' Retirement	\$ 3,125,551	\$ 3,508,667	\$ (383,116)
Health Insurance	7,878,635	7,689,134	189,501
Other Benefits/Insurance	1,684,254	1,614,495	69,759
Debt Service	4,918,388	4,746,264	172,124
Total Undistributed	\$ 17,606,828	\$ 17,558,560	\$ 48,268
Total Expenditures	\$ 45,477,521	\$ 44,294,273	\$ 1,183,248

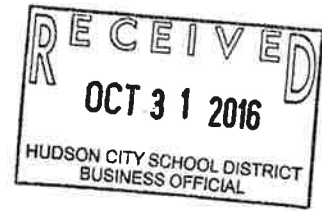
Other Revenue Details:

Refund of Prior Year Expenses	\$ 440,073
Rental Income	150,921
E-Rate	93,972
Interest Income	22,186
Miscellaneous Revenue	216,526
Total Other Revenue	\$ 923,678

P&L Summary:

Revenue in Excess of Budget	\$ 583,735
Expenditures Less Than Budget	1,183,248
Preliminary Fund Balance Projection	\$ 1,766,984

MEMO



To: Mrs. Otty and Members of the BOE
From: Nikki DeDominicis

October 2016

Attached please find an emergency contract for a family that has been displaced and designated as McKinney / Vento - as per the regulations we are required to bus them back into the Hudson City School District. If it appears that the family will remain at this location for an extended period of time we will be going out to bid.

Thank-You

(SED CODE)

The State Education Department
Transportation Unit, Room 876 EBA
Albany, New York 12234

Form 1C

Contract Number
(SED will fill in)

TRANSPORTATION CONTRACT

McKinney / Vento - Bellerose

(Do not use for Addendums or Extensions - See Note on Reverse)

Tele(518) 828-4360 x 2103
Fax (518) 697-8315

Hudson City School District
School District/BOCES
215 Harry Howard Avenue
Street or P.O. Box
Hudson, New York 12534
City, State, Zip

Check if applicable:

- Special Education Pupils - Transportation required as a related service.
 - Contract will begin part way through the school year and cost \$20,000 or less.
 - One-month emergency contract. - 31 Calendar Days.
 - Contract for bus maintenance only.
 - District will supply contractor with fuel.
- Specifications include:
- Provision for attendants, escorts or monitors.
 - Clause for increasing or decreasing service.

This AGREEMENT made this 28th day of October, 2016 by and between

Hudson City School District, County of Columbia, N.Y.
(Name of School District or BOCES)

party of the first part and Coxsackie Transport, party of the second part.
(Contractor)

WITNESSETH. That whereas party of the first part is duly empowered (by the provisions of Section 1604, 1709, 2021, 2503, 4401 and 4402 of the Education Law) to enter into a contract for the purpose of providing transportation for children of said district for the period of service to begin

November 1st 2016 and to end November 30th 2016
Month Day Year Month Day Year

NOW, THEREFORE, the said party of the first part hereby agrees to pay to the said party of the second part the sum of \$ _____ or \$ 215.00 PAD if on a per-bus, per-diem, per-mile or
(If lump sum contract) (Unit Cost)
other unit cost basis for providing such transportation on a suitable conveyance.

Total Anticipated Annual Cost \$ 6450.00.

If awarded through a request for proposals, date of request of such proposals _____ (see note on reverse)

IN WITNESS WHEREOF, The parties have set their hands the day and year above written.

(Signature of Trustee or President of Board of Education) Hudson City School District 215 Harry Howard Ave, Hudson, NY
(Party of the first part) (Post Office Address)

(Signature of Contractor) Coxsackie Transport 250 Mansion Street, Coxsackie, NY.
(Party of the second part) (Post Office Address)

COMPLIANCE CERTIFICATION. I certify that this contract was awarded in accordance with the competitive bidding provisions of Section 103 of the General Municipal Law, Section 305 (14) of the Education Law, and Section 156.1(b) of Commissioner of Education Regulations, or in accordance with the request for proposals provisions of Section 305(14) of the Education law and Section 156.12 of Commissioner of Education Regulations. I also certify that this contract has been authorized by the voters in accordance with Section 1709(27) of the Education Law, and has been approved by the Superintendent of Schools in accordance with Section 3625(1) of the Education Law.
Approval Date: _____ Filed by: _____
(Date of Superintendent's Approval) (Signature of Superintendent or Designee)

SUBMIT ORIGINAL TO THE STATE EDUCATION DEPARTMENT. RETAIN A COPY FOR YOUR SCHOOL DISTRICT RECORDS. 09/10

15.G.

Purinton & Morris CPA's, LLC
Accountants and Consultants

86 Fieldstone Drive
Wilton, New York 12831

Darryl L. Purinton, CPA, DABFA
Telephone: (518) 337-3483
Facsimile: (518) 882-1348
Email: purinton@localnet.com

Tiffany A. Morris, CPA
Telephone: (518) 469-3579
Facsimile: (518) 587-9150
Email: tmorriscpa@nycap.rr.com

October 23, 2016

Ms. Sharifa Carbon
School Business Administrator
Hudson City School District
215 Harry Howard Avenue
Hudson, NY 12534

Dear Ms. Carbon:

We are pleased to confirm our understanding of the services we will provide the Hudson City School District (the District). We will be available on an as needed basis to provide accounting and consulting services.

Management is responsible for making all financial records and related information available to us. We understand that you will provide us with such information required for the engagement and that you are responsible for the accuracy and completeness of that information.

The following are certain characteristics and limitations of our work:

1. We will not be independent of the District.
2. We will be in the position to perform management functions.
3. We will not perform any services or issue any reports to the District or any third party that would lead any user to believe we are acting independent of the District and/or are within the scope of any audit standards or other authoritative guidance associated with the profession of a CPA.

We have adopted a records retention policy. After seven years, our documentation and files will no longer be available. Physical deterioration or catastrophic events may shorten the time during which our records will be available.

We would be pleased to consult with management and the Board of Education at various times throughout the year to discuss accounting, compliance and other related matters affecting the District. Management and the Board of Education should feel free to call on us at any time in this regard.

Our fees for these services will be based on actual time spent at our standard hourly rates. Our invoices for these services will be rendered each month as work progresses. We offer a 2% discount for all invoices paid by the 25th of the following month.

Tiffany A. Morris, CPA

Hourly Rate
\$110

Billings become delinquent if not paid within sixty days of the invoice date. If billings are not paid within sixty days of the invoice date, at our election, we may stop all work until your account is brought current, or we may withdraw from this engagement. The District acknowledges and agrees that we are not required to continue work in the event of the District's failure to pay on a timely basis for services rendered as required by this engagement letter. The District further acknowledges and agrees that in the event we stop work or withdraw from this engagement as a result of the District's failure to pay on a timely basis for services rendered as required by this engagement letter, we shall not be liable to the District for any damages that occur as a result of our ceasing to render services.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of the engagement. The engagement with the District will be governed by the terms of this letter. If you have any questions, please let us know. If you agree with the terms of this engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,



Tiffany A. Morris, CPA

Accepted by:

This letter correctly sets forth the understanding of the Hudson City School District:

Hudson City School District

Client Name

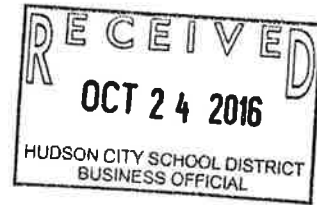
Authorized Officer

Date

15.A.

MEMO

DATE: October 24, 2016
TO: Leslie Coons, Clerk of the BOE
FROM: Florence L. Stickles, Treasurer
RE: Refund of 2015-2016 Taxes due to Stipulation



Please inform the BOE of a refund of 2015-2016 taxes due to Stipulation of Settlement & Order as follows: \$1,260.92 – Emerson Contractors Inc. – Town of Claverack – assessment reduction of 74,260.



E. STEWART
Jones Hacker Murphy LLP
 ATTORNEYS & COUNSELORS AT LAW

28 SECOND STREET
 TROY, NY 12180
 PHONE: (518) 274-5820
 FAX: (518) 274-5875

7 AIRPORT PARK BOULEVARD
 LATHAM, NY 12110
 PHONE: (518) 783-3843
 FAX: (518) 783-8101

511 BROADWAY
 SARATOGA SPRINGS, NY 12866
 PHONE: (518) 584-8886

www.joneshacker.com

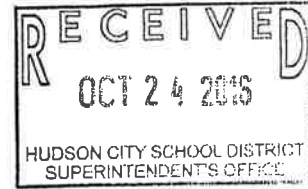
October 20, 2016

TAX REFUND DEMAND LETTER

VIA CERTIFIED MAIL –
RETURN RECEIPT REQUESTED

Superintendent
 Hudson City School District
 215 Harry Howard Avenue
 Hudson, New York 12534

RE: Emerson Contractors Inc. v. Town of Claverack
 Index No. 9215-15
 Our File No. 5880.000



PLEASE REPLY TO:

Troy _____

Dear Sir/Madam:

Enclosed please find a certified copy of the revised Stipulation of Settlement and Order of assessment reduction which was duly filed with the Columbia County Clerk on October 3, 2016. The revised Stipulation reflects the correct tax map no. If you have not already issued a refund, please compute and issue the appropriate School tax refund check consistent with the instructions in the Court Order. The refund draft should be made payable to "E. Stewart Jones Hacker Murphy, LLP as attorneys for Emerson Contractors Inc.," and sent to this office.

We would also appreciate your enclosing a copy of your refund computation sheets with your draft, together with the appropriate voucher form, if applicable. **If the refund is received within sixty (60) days, you will avoid owing any interest; thereafter, you would be required to pay that as well.**

Please contact me if you have any questions. Thank you.

Very truly yours,

E. STEWART JONES HACKER
 MURPHY, LLP

By:

Patrick L. Seely, Jr.
pseely@joneshacker.com
 Direct: (518) 213-0118

~~235,000~~ 199,260
 - 125,000

 74,260
 X .016979754

 \$1,260.92

PLS:kah
 Enclosure

cc: Robert Fitzsimmons, Esq.

FILED

STATE OF NEW YORK
SUPREME COURT

2011 OCT -3 P 3:55
COUNTY OF COLUMBIA

RECEIVED

SEP 21 2016

COLUMBIA COUNTY SUPREME
COUNTY AND FAMILY COURTS

In the Matter of the Application of
EMERSON CONTRACTORS INC.,

Petitioner,

**STIPULATION OF
SETTLEMENT &
ORDER**

-against-

Index No. 9125-15
RJI No. 10-15-0349

ASSESSOR OF THE TOWN OF CLAVERACK,
THE BOARD OF ASSESSMENT REVIEW OF
THE TOWN OF CLAVERACK AND THE
TOWN OF CLAVERACK, NEW YORK,

RECEIVED

SEP 22 2016

Respondents.

CHAMBERS OF E. W. WEEK, JUDGE

IT IS HEREBY STIPULATED AND AGREED by and between the undersigned, who are the attorneys of record for the above parties with full, direct, and actual authority of their respective clients to do the same, that said proceedings shall be settled and compromised in the following manner:

1. The 2015 final assessment of the petitioner's property made subject of this proceeding was fixed by the Assessor of the Town of Claverack as follows:

<u>YEAR</u>	<u>TAX MAP #</u>	<u>ASSESSED VALUE</u>
2015	101.-1-1.112	\$199,260

2. The 2015 final assessment on subject property shall be corrected, reduced, and revised in the following manner:

<u>YEAR</u>	<u>TAX MAP #</u>	<u>ORIGINAL ASSESSMENT</u>	<u>REVISED ASSESSMENT</u>	<u>REDUCTION</u>
2015	101.-1-1.112	\$199,260	\$125,000	(\$74,260)

State of New York)
) ss.:
County of Rensselaer)

THIS IS TO CERTIFY that the undersigned, an attorney duly licensed to practice in the State of New York, and having offices at 28 Second Street, Troy, New York, has compared this copy of the annexed Stipulation of Settlement and Order with the original thereof on file in the Office of the Clerk of the County of Columbia and found it to be a true and complete copy of the original and of the whole thereof.

Dated: October 20, 2016



Patrick L. Seely, Jr.
Attorney at Law

3. The 2016 tentative assessment on the subject property was fixed by the Assessor of the Town of Claverack as follows:

<u>YEAR</u>	<u>TAX MAP #</u>	<u>ASSESSED VALUE</u>
2016	101.-1-1.112	\$199,260

4. The 2016 final assessment on the subject property shall be fixed by the Assessor of the Town of Claverack as follows:

<u>YEAR</u>	<u>TAX MAP #</u>	<u>ORIGINAL ASSESSMENT</u>	<u>REVISED ASSESSMENT</u>	<u>REDUCTION</u>
2016	101.-1-1.112	\$199,260	\$125,000	(\$74,260)

5. The Assessor of the Town of Claverack shall forthwith correct and revise the entries with respect to the final 2015 and 2016 assessment rolls of the Town in a manner consistent with the provisions of the preceding paragraphs.

6. The Town of Claverack, the Hudson City School District, the County of Columbia, and any special district for which taxes are levied based on the assessments made subject to this agreement shall forthwith audit, pay, and refund to petitioner principal amounts of excess taxes paid by petitioner, all refund drafts being payable to "E. Stewart Jones Hacker Murphy LLP, as attorneys for Emerson Contractors, Inc." and said refunds should be tendered to E. Stewart Jones Hacker Murphy, LLP, 28 Second Street, Troy, New York 12180. Said refunds shall be for repayment of excess principal taxes paid and shall be made in accordance with local refunding procedures established and provided for such cases. Petitioner waives statutory interest from all refunds paid by the Town, County, and School District if paid within 60 days of entry of this Stipulation of Settlement and Order.

7. If applicable, corrected or amended property tax bills shall be furnished to

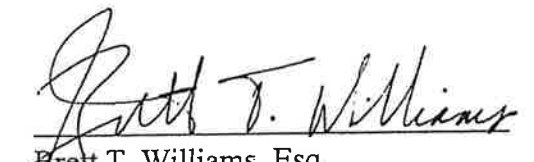
petitioner by the Town of Claverack, the County of Columbia, and/or the Hudson City School District, for any subsequent tax billing date for which amended tax bills are in order consistent with the terms and conditions of this agreement.

8. The judicial proceeding as to the assessed value of the subject property in dispute is being simultaneously compromised, settled, and discontinued in accordance with the terms of this agreement without costs or disbursements, and the parties are signifying, by subscribing to the terms and conditions hereof, a full, final, and binding settlement of the special proceeding entitled above.

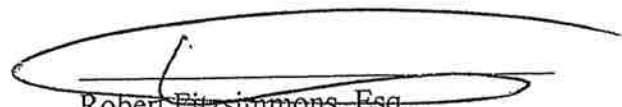
9. Real Property Tax Law §727 shall apply to this proceeding.

10. This Stipulation of Settlement and Order will be submitted to the New York State Supreme Court for signature and entry, and these proceedings shall thereupon be discontinued on the merits, without costs in favor of any party against another, subject to compliance with the refund provisions made part hereof. Any party may move this Court, upon notice to the other, for any relief it shall deem appropriate for the construction or enforcement of this agreement.

DATED: September 9, 2016


Brett T. Williams, Esq.
E. Stewart Jones Hacker Murphy, LLP
Attorneys for Petitioner
28 Second Street
Troy, New York 12180

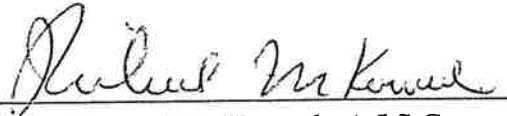
DATED: 9/20, 2016


Robert Fitzsimmons, Esq.
Fitzsimmons & Mills, P.C.
Attorneys for Respondents

3223 Church Street
P.O. Box 811
Valatie, New York 12184

BE IT SO ORDERED AND ADJUDGED

DATED: Sept 22, 2016
AT: Hudson, New York


Hon. Richard M. Koweek, A.J.S.C.