### HUDSON CITY SCHOOL DISTRICT REGULAR BOARD OF EDUCATION MEETING JANUARY 22, 2018 – 6:30 P.M.

# PLEASE NOTE CHANGE IN LOCATION TO QUESTAR III COLUMBIA-GREENE EDUCATIONAL CENTER 131 Union Turnpike, Hudson

#### **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. Student Representative Report: Noah Taylor
- 5. Recognition/Presentation: CTE/Tech Valley/New Visions Programs; Career Readiness Questar III Staff and Board Member(s)
- \*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.)

  Employment history of a particular person(s)
- 7. \*Personnel
  - A. Create District-Wide CSE Chairperson Position
  - B. Instructional Staff Assignments
  - C. Remove from Extra-Curricular Advisorship
  - D. School Nurse Temporary Appointment
  - E. Teaching Assistant Salary Adjustment
  - F. Teaching Assistant Unpaid Leave of Absence
  - G. Teacher Aide Staff Appointment
  - H. Laborer Staff Termination
  - I. Extra-Curricular Sports Appointment

- J. Substitute Staff Appointments
- K. Remove from Substitute List
- L. My Brother's Keeper Program Teacher Appointment
- M. Remove from 21st Century Student Helper List
- 8. Staff Recognition (if applicable)
- 9. Old Business
  - A. Policy Committee
    - i. Second Reading of 1500 Public Use of School Facilities
  - B. Facilities Committee
  - C. Budget Committee
  - D. Audit Committee
- 10. Public Forum
- 11. Business Administrator's Report
  - A. Business Office Updates
- 12. Coordinator of School Improvement's Report
  - A. Office of School Improvement Updates
- 13. Superintendent's Report
  - A. Capital Project Update
  - B. General Updates
  - C. Celebrating What's Right
- 14. Consensus Agenda
  - A. <u>Be It Resolved</u>, that the Board of Education approves a transportation addendum to a contract with Michael Johnston, adding an additional \$2,600.00 per year to add an additional stop to the current contract.
  - B. <u>Be It Resolved</u>, that the Board of Education approves an employment contract for the 2017-2018 school year for George Keeler, Superintendent of Buildings and Grounds. The District Clerk will keep a copy of the contract on file in her office.
  - C. <u>Be It Resolved</u>, that the Board of Education accepts a donation, as attached, from James E. Kelley for a Life Fitness GS4 System (exercise equipment) valued at \$2,000.00 for the high school weight room.

- D. <u>Be It Resolved</u>, that the Board of Education accepts the Hudson High School Extra-Curricular Treasurer's Report for the month of December 2017, as attached.
- E. <u>Be It Resolved</u>, that the Board of Education accepts the Treasurer's Report for the month of November 2017, as attached.
- F. <u>Be It Resolved</u>, that the Board of Education accepts the Budget Status Report for the month of November 2017, as attached.
- G. <u>Be It Resolved</u>, that the Board of Education arranges for placement of students with disabilities (CPSE/CSE meetings held on December 15, 20, 22, 2017, January 3, 5, 8, 12, 16, 2018).

#### 15. New Business

- A. Protocols for Twitter and other social media outlets
- 16. Public Forum
- 17. Upcoming Meeting Dates

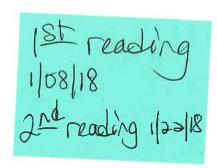
#### **BOE Meetings/Training Dates:**

Monday, February 12 at 6:30 p.m. – Public Hearing and Regular BOE Meeting at HHS Library

Monday, February 26 at 6:00 p.m. - Community Budget Workshop followed by Regular BOE Meeting at HHS Library

#### Committee Meetings/Community Events:

#### 18. \*Adjournment



9. A. i.

1500 HUDSON CITY SCHOOL DISTRICT Required

(X) Local (X) Notice

#### PUBLIC USE OF SCHOOL FACILITIES

While the district's school buildings and grounds are maintained primarily for the purpose of educating students within the district, the Board of Education recognizes that the buildings and grounds are a valuable community resource and believes that this resource should be available to the community for specific uses that will not interfere with educational activities. This policy is intended to identify the uses that community groups may make of those facilities.

#### Permitted Uses

District facilities may be used for the purposes listed below, subject to the conditions and restrictions set forth in this policy.

- A. Instruction in any branch of education, learning or the arts.
- B. Public library purposes, subject to provisions of the Education Law, or as stations of public libraries.
- C. Social, civic (including but not limited to meetings of parent associations and parent-teacher associations) and recreational meetings and entertainments, or other uses pertaining to the welfare of the community so long as such uses are non-exclusive and open to the general public.
- D. Meetings, entertainment and occasions where admission fees are charged, when the proceeds are to be spent for an educational or charitable purpose.
- E. Polling places for holding primaries and elections, for the registration of voters and for holding political meetings.
- F. Civic forums and community centers.
- G. Recreation, physical training and athletics, including competitive contests of children attending a private, non-profit school.
- H. Child care programs when school is not in session, or when school is in session for the children of students attending schools of the district and, if there is additional space available, for children of employees of the district.
- I. Graduation exercises held by not-for-profit elementary and secondary schools, provided that no religious service is performed.\*

Additionally, as a condition of receiving state funding, the district permits access to military recruiters to school buildings, grounds and facilities to the same extent it provides access to those who inform students of educational, occupational or career opportunities.

\*Although this provision is taken verbatim from New York State Education Law, given the decision of the U.S. Court of Appeals for the 2nd Circuit in the Bronx Household of Faith case, the district will check with the school attorney prior to implementing this provision.

#### **Prohibited Uses**

Any use not permitted by this policy is prohibited. In addition, the following uses are specifically prohibited.

- A. Meetings sponsored by political organizations.
- B. Meetings, entertainments and occasions that are under the exclusive control of and the proceeds are to be applied for the benefit of a society, association or organization or a religious sect or denomination or of a fraternal, secret or exclusive society or organization, other than veterans' organizations or volunteer fire fighters or volunteer ambulance workers.

#### **Conditions of Use for District Facilities**

- A. **Non-Interference:** Use of district facilities may be permitted unless such facilities are in use for school purposes, or during educational programs. The district reserves exclusive and nonreviewable judgment to determine if a requested use would interfere with or disturb the district's educational programs.
- B. User Fees: Use of district facilities will be permitted only where the applicant agrees to pay the district a user fee according to a schedule adopted by the district to cover the costs of heat, electricity, maintenance, custodial services, security and any other expenses associated with the requested use. Use is further conditioned upon the applicant's agreement to pay additional fees associated with the use of any additional services or equipment. The following is a categorized list which will determined the cost of fees associated with the use of the district's facilities and/or grounds. Refer to the Facilities Use Fee Schedule for the associated fees. Waivers will not be granted.
  - Category 1: School-Sponsored Groups Any group or organization directly connected with the Hudson City School District (i.e. student councils, school bands, choirs, and district-operated athletic programs). No fees will be charged.

- Category 2: School / Community Groups Groups or organizations whose primary mission is to directly support the school district or are primarily school related and include 75% participation by school district members (i.e. HCSD Booster Club, PTA or similar group). Minimum fees will be charged to recapture the district's cost in providing access.
- Category 3: Community Non-Profit Groups Those groups comprised primarily of district residents providing civic, educational, or cultural activities, which may be deemed to include governmental agencies. Examples of the types of groups are Boy Scouts, Girl Scouts, Kiwanis, Rotary, garden club. Reasonable fees will be charged to recapture a portion (?) of the district's cost in providing access.
- Category 4: Groups not affiliated with HCSD Those groups who are not affiliated with the district and whose activities are not in direct support of the students or school related activities. Fees will be charged to recapture the district's full costs in providing access and to increase the general revenue of the district.
- C. Payment schedule: Use of district facilities will be permitted only where the applicant agrees to pay the district the user fee as outlined in the Facilities Use Fee Schedule. A sum of at least fifty percent (50%) of the cost of the area being requested shall be made upon acceptance of Facilities Use Request. The remainder of the use fee and any other associated fees will be paid to the district within five (5) days prior to the requested use. If the request for use is not granted, the district will be responsible to return the deposit in full.
- D. Special Equipment & Supervision: Where, in the sole judgment of the district, the requested use of district facilities requires special equipment, security or supervision, the district reserves the right to deny such use, or in the alternative, to condition such use upon the applicant's payment of additional fees in accordance with paragraph B above and the Facilities Use Fee Schedule. Only authorized personnel shall operate district equipment. In regards to all aerial arts involving rigging skills, wire ropes, etc., the district will require that a certified engineer inspect and approve all equipment to be used. The expense of this will be the responsibility of the requester.
- E. Insurance: Use of the district facilities will only be permitted where the requesting group or organization provides the district timely evidence of adequate insurance coverage. HCSD requires coverage of one million (\$1,000,000.00) dollars per occurrence and two million (\$2,000,000.00) aggregate with no exclusions for athletic participants. User agrees to save the district harmless from all liability, personal injury and/or medical expenses. Proof of insurance will be submitted to the district not less than five (5) days prior to the date of scheduled Use. The district will reserve the discretion regarding what constitutes adequate insurance coverage for each proposed use.
- F. **Termination of Use:** The Board of Education reserves the discretion to deny use of district facilities described above, or to terminate use of district facilities for the following:
  - 1. By an applicant who has previously misused or abused district facilities or property or who has violated this policy;
  - For any use which could have an effect of violating the Establishment Clause of the United States Constitution or other provisions of the United States or New York State Constitutions;
  - For any use which, in the estimation of the Board of Education, could reasonably be expected to or actually does give rise to a riot or public disturbance;
  - 4. For any use which the Board deems inconsistent with this policy;
  - 5. For any use by a private for-profit entity that has the direct or indirect effect of promoting the products or services of such entity;
  - 6. In any instance where alcoholic beverages or unlawful drugs are sold, distributed, consumed, promoted or possessed;
  - 7. For any use prohibited by law.

#### Application Procedure for Use of District Facilities

- A. All applications for use of school facilities shall be made in writing utilizing 1500-R HCSD Facilities Use Request Form, and be submitted to the Superintendent of Buildings and Grounds or Director of Facilities at least 30 days prior to the date of the requested use. There could be some circumstances in which the 30-day notice could be waived. This will be based on availability of services and at the discretion of the Superintendent of the district with School Board assistance if deemed necessary. A use permit application is available in the Superintendent of Buildings and Grounds' or Director of Facilities' office or on the district website.
- B. The applicant must clearly and completely describe the intended use of the district facility in the application.
- C. All applicants must review this policy prior to submitting the application. All applications must be signed by an authorized agent of the group or organization requesting use. The applicant's signature on the application shall attest to the group or organization's intent to comply with all Board of Education policies and regulations and to use district facilities strictly in accordance with the use described in the application.
- D. All applicants must agree to assume responsibility for all damages resulting from its use of district facilities. Proof of adequate insurance must be provided by the applicant as outlined above.
- E. Permits shall be valid only for the facility use, date and time specified in the permit. No adjustment to the permit is allowed except with the prior written approval of the Superintendent. Permits shall not be transferable.

- F. The Superintendent is authorized to alter or cancel any permit if it becomes necessary to use the facility for school purposes or for other justifiable reasons.
- G. With regard to scheduling activities, the district retains the right to give preference to groups and organizations which are associated with or sponsored by the district.
- H. Issuance of a permit shall not limit the right of access to the facility by district staff. District staff shall at all times retain access to all areas of district property.

Ref: Education Law §414

Adoption date: xx 2018

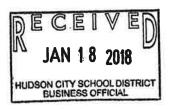
Supersedes Policy Date: xx



# **MEMO**

To: Carrie Otty and Member of the BOE

From: Nikki DeDominicis - Transportation Department



January 2018

Mrs. Otty and Members of the Board of Education

Attached please find an addendum to a current contract the district holds with Michael S Johnston. As per our bid specifications we are adding an additional pick up location, with a total anticipated cost increase of \$2600.00 to the original contract.

Thank-You

HUDSON CITY SCHOOL DISTRICT
Transportation Department
215 Harry Howard Avenue, Hudson, NY

January 2018

To Whom It May Concern,

We currently hold a school year contract with Michael S. Johnston titled "Obscure". We have a student that as per her physician in the form of a script requires special transport at this time due to a medical condition. We are utilizing the "add/delete" clause in out bid specifications to add her pick up and drop off location to this run at the cost of \$25 per attendance day.

Addendum cost - \$2600.00

\$29736.20 - MH anticipated cost

If you have any questions, please don't hesitate to call.

Thank You

Nikki DeDominicis

mg/14.C.

### **MEMO**

TO:

Maria Suttmeier, Superintendent HCSD

FROM:

Derek Reardon, Principal JHS

RE:

Weight Room Equipment Donation

DATE:

January 18, 2018



I am requesting that the Board of Education accept the donation of a Life Fitness GS4 Gym System to be used in the High School weight room for our students and athletes.

The gym is being donated by Mr. Jim Kelly who lives in the Livingston area. The gym sells for \$2,550 new and is 10 years old while having light use. Similar equipment that we currently have in the weight room is in poor condition. Below is a link to what the gym looks like.

See: https://shop.lifefitness.com/g4-home-gym

Cc: Dawn McDonald Bonnie Dykeman

## HUDSON CITY SCHOOL DISTRICT

215 Harry Howard Avenue Hudson, New York 12534 (518) 828-4360 \* Fax (518) 697-8315 RECEIVED

JAN 18,2018

CLERK OF THE BOARD

#### DONATION

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# How to Balance your Account

Begin by adjusting your account register as follows:

- Subtract any services charges shown on this statement.
- Subtract any automatic payments, transfers or other electronic withdrawals not previously recorded.
- Add any interest earned if you have an interest-bearing account.
- Add any automatic deposit or overdraft line of credit.
- Review all withdrawals shown on this statement and check them off in your account register.
- Follow instructions 2-5 to verify your ending account balance.

- 1. Your ending balance shown on this statement is:
- 2. List below the amount of deposits or credit transfers which do not appear on this statement. Total the deposits and enter on Line 2.
- 3. Subtotal by adding lines 1 and 2.
- 4. List below the total amount of withdrawals that do not appear on this statement. Total the withdrawals and enter on Line 4.
- Subtract Line 4 from 3. This adjusted balance should equal your account balance.

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73/4	50	00
1339	100	00
7407	4	00
1901	<u>33/</u>	50

OR CONSUMER ACCOUNTS ONLY - IN CASE OF ERRORS OR QUESTIONS ASOUT YOUR ELECTRONIC FUNDS TRANSFERS

If you need information about an electronic fund transfer or if you believe there is an error on your bank statement or receipt relating to an electronic fund transfer, telephone the bank immediately at the phone number listed on the front of your

#### TD Bank, N.A., Deposit Operations Dept, P.O. Box 1377, Lewiston, Maine 04243-1377

We must hear from you no later than sixty (60) calendar days after we sent you the first statement upon which the error or problem first appeared. When contacting the Bank, please explain as clearly as you can why you believe there is an error or why more information is needed. Please include:

- Your name and account number.
- A description of the error or transaction you are unsure about.
- The dollar amount and date of the suspected error.

When making a verbal inquiry, the Bank may ask that you send us your complaint in writing within ten (10) business days after the first telephone call.

We will investigate your complaint and will correct any error promptly. If we take more than ten (10) business days to do this, we will credit your account for the amount you think is in error, so that you have the use of the money during the time it takes to complete our investigation.

#### INTEREST NOTICE

Total interest credited by the Bank to you this year will be reported by the Bank to the Internal Revenue Service and State tax authorities. The amount to be reported will be reported separately to you by the Bank.

FOR CONSUMER LOAN ACCOUNTS ONLY - BILLING RIGHTS

In case of Errors or Questions About Your Bill:

If you think your bill is wrong, or if you need more information about a transaction on your bill, write us at P.O. Box 1377, Lewiston, Maine 04243-1377 as soon as possible. We must hear from you no later than sixty (60) days after we sent you the FIRST bill on which the error or problem appeared. You can telephone us, but doing so will not preserve your rights. In your letter, give us the following information:

- Your name and account number.
- The dollar amount of the suspected error.

  Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.

FINANCE CHARGES: Although the Bank uses the Daily Balance method to calculate the finance charge on your Moneyline/Overdraft Protection account (the term "ODP" or "OD" refers to Overdraft Protection), the Bank discloses the Average Daily Balance on the periodic statement as an easier method for you to calculate the finance charge. The finance charge begins to accrue on the date advances and other debits are posted to your account and will continue until the balance has been paid in full. To compute the finance charge, multiply the Average Daily Balance times the Days in Period times the Daily Periodic Rate (as listed in the Account Summary section on the front of the statement). The Average Daily Balance is calculated by adding the balance for each day of the billing cycle, then dividing the total balance by the number of Days in the Billing Cycle. The dally balance is the balance for the day after advances have been added and payments or credits have been subtracted plus or minus any other adjustments that might have occurred that day. There is no grace period during which no finance charge accrues. Finance charge adjustments are included in your total finance charge.

14.E.

	Gener	General Fund	Lunch Fund	Federal Fund	Capital Fund	Trust & Agency Fund	ency Fund	Debt Service Fund	Workers Compensation Reserve Fund	Retirement Contribution Reserve Fund	Total
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*		_			437,131.13	15.64.575.57	97.07	\$ 48,847.18	\$ 456,750.36	\$ 75,081.91	\$ 14,085,497.41
Reconciliation With Bank Statements:	100					THE PERSON NAMED IN	ST. S.				
Bank Statement Balance	\$ 3,092,708.37	\$ 9,105,274,04	\$ 365,167.76	\$ 635,067,74	\$ 1.152.794.33 \$	592 521 46	S 27 709 29	\$ 48 847 18	72 05L 75V 3	\$ 75.001.01	15 551 000 44
Less Outstanding Checks/Wires	(500,351.86)	2000		(15,220.15)	(913,036.60)		18	2000		9	13,331,722,44
Adjustments/Bank Error	を		•			SANCE AND LOSS OF			TOUR THOUSAND ST		(CO.CATIOOTIA)
Deposits in Transit	大学 の 日本	正教を見るない				STATISTICS OF THE PARTY.	SAN THE PROPERTY OF	STATE OF THE			• ( )
Adjusted Bank Balance	\$ 2,592,356.51	255	\$ 365,167.76	\$ 619,847.59	\$ 239.757.73	587 393 57	71.00	6 18 847 10	75 035 737 3	e	. 100 200 11 0
Unreconcililed Difference		S		Н		2 650		CO GIBS	\$ 450,70,50	16.100,67 &	\$ 14,065,497.41
Balance per Wincap	2,592,356.51	9,105,274,04	365.167.76	619 847 59	239 757 73	\$82,303,57	24.00	0 0 4 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	) C ( ) E / 2 F		П
	•		4H I			16 625,200	000		456,750.36	75,081,91	14,085,497,41
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HUDSON CITY SCHOOL DISTRICT BANK RECONCILIATION SUMMARY

# **Hudson City School District 2017-18 Summary of Revenues & Expenditures**

As of November 30, 2017

#### REVENUES:

	CONTRACTOR OF THE STATE OF THE					
CHENT STRANGE THE STREET		Budget	Y	TD Revenues		Variance
Property Tax Revenues	\$	22,641,833	\$	22,484,456	\$	(157,377)
Utility Tax		600,000		227,848		(372,152)
Interest Income		32,000		28,825		(3,175)
State Aid		22,462,339		2,972,010		(19,490,329)
Reimbursements (Medicaid, E-Rate, etc.)		440,000		333,556		(106,444)
Rental & Recreation		140,000		147,184		7,184
Other Revenues		250,000		248,944		(1,056)
Total Revenues	S	46,566,172	S	26,442,823	S	(20,123,349)

#### EXPENDITURES:

		Budget	YTD Expenses & Encumbrances		Variance
General Support:					
Board of Education	\$	26,700	\$ 9,061	\$	17,639
Central Administration		278,701	269,888		8,812
Finance		582,333	485,496		96,838
Staff		370,243	214,678		155,565
Central Services		3,677,587	3,406,304		271,283
Total General Support		4,935,564	\$ 4,385,427	\$	550,137
<u>Instruction</u>					
Instructional Administration	\$	2,227,339	\$ 2,170,677	\$	56,661
Teaching/Instruction		11,350,095	11,304,288		45,807
Teaching-Special Education		6,230,577	5,790,320		440,257
Special Services & Other Instruction		2,767,919	2,353,217		414,702
Total Instruction	\$	22,575,929	\$ 21,618,503	\$	957,426
Pupil Transportation					
District Transportation Services	\$	2,452,846	\$ 2,424,163	\$	28,683
Total Pupil Transportation	\$	2,452,846	\$ 2,424,163	\$	28,683
<u>Undistributed</u>					
State & Teachers' Retirement	\$	2,690,033	\$ *	\$	2,690,033
Health Insurance		7,586,969	3,350,805		4,236,164
Other Benefits/Insurance		2,093,190	2,047,763		45,427
Debt Service		4,187,124	N/a		4,187,124
Recreation/Community Services		44,517	9,977		34,540
Total Undistributed	\$	16,601,833	\$ 5,408,545	\$	11,193,288
Total Expenditures	S	46,566,172	\$ 33,836,637	S	12,729,535

P&L Summary:	
Revenues Less Than Budget	\$ (20,123,349)
Expenditures Less Than Budget	12,729,535
Preliminary Fund Balance Projection	\$ (7,393,815)

NOTE: At this point in the year, this estimate is driven by timing of both substantial expenses (i.e. retirement) and revenues (state aid).