

HUDSON CITY SCHOOL DISTRICT  
SPECIAL BOARD OF EDUCATION MEETING  
OCTOBER 1, 2012 – 7:00 P.M.  
HUDSON HIGH SCHOOL LIBRARY

Minutes Meeting #9

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The special meeting of the Hudson City School District Board of Education was held on October 1, 2012 at the Hudson High School library, 215 Harry Howard Ave., Hudson, NY.

**PLEDGE OF ALLEGIANCE**

The meeting was called to order by President Peter Merante at 7:00 p.m. with the following Board Members in attendance:

**PRESENT:**

Peter D. Merante, Sr.  
Jeri Chapman  
Elizabeth Fout  
Kelly Frank  
Tiffany Hamilton  
Carrie Otty  
Peter A. Rice, Jr.

**ABSENT:**

**ALSO PRESENT:** Superintendent  
Interim School Business Official  
Clerk of the Board

Maria J. Suttmeier  
John E. McKinney  
Frieda A. Van Deusen

Ms. Frank made a motion, seconded by Ms. Otty, that the Board of Education accept the Board Agenda with the addition of facility use discussion under Board Committee Facilities Report, and add 10.1.1 football game and 10.1.2 student representative to the agenda under New Business.

**AGENDA ACCEPTED**

Ayes – 6

Nays – 0

**MOTION CARRIED**

**Presentations**

**PRESENTATIONS**

- A. Safe Routes to School Program – Bill Roehr and John Duchessi of TGW Consulting Group Mr. Duchessi from TGW Consulting Group who wrote the Safe Routes to School Program Grant, was present to discuss the grant with the Board. The grant is a no-matching fund grant and they will be working with the City of Hudson and the Town of Greenport in conjunction with the District to provide sidewalks on Harry Howard Avenue and Joslen Blvd. for students to walk safely to and from school. They will also look into providing bike racks at our schools to encourage students to ride bikes to school as part of this program.

**Old Business**

**OLD BUSINESS**

**Committee Reports:**

- A. Audit – Kelly Frank reported on the Corrective Action Plan and also regulations for clubs. There will be a training for all club advisors and treasurers on October 10<sup>th</sup> at 2:45 pm in the high school auditorium conducted by Michael Wolff, our Internal Controls Auditor and Jack McKinney, Interim School Business Official. The Audit Committee will meet again on October 15<sup>th</sup> at 5:30 p.m. in the district conference room.
- B. Facilities – Elizabeth Fout reported that the committee met on September 25<sup>th</sup> and discussed both Greenport and Claverack buildings. We are working on both issues and progress is being made. In regard to the use of facilities waiver possibilities were discussed such as trade (in-kind) with organizations. The committee would like input from the Board on this issue.
- C. Board Policy – Jeri Chapman reported that the committee had met today and they are working on the language for the Code of Conduct and indicated that this would be completed by the November 15<sup>th</sup> deadline. Policy 5280 Interscholastic Athletics and Anaphylaxis/Severe Allergy Policy was presented for the first reading.

**OLD BUSINESS**

D. Budget – Kelly Frank reported that the budget committee will hold their first meeting on October 22 at 6pm. Part of their discussion will be where in the budget is the district going to make up the \$100,000 reduction in revenue.

**PUBLIC FORUM**

1. Nicole Genito – spoke in regard to the parking situation at John L. Edwards School. Ms. Fout mentioned that she would bring this issue up at a future Facilities Committee Meeting.
2. Dan Udell – spoke in regard to overcrowding of the buses. Nikki DeDominicis, Bus Dispatcher, reported that the district buses are not overcrowded and we are not breaking any laws. She did split one of the stops and that evened the overcrowding out on one bus. Nikki also mentioned the “Ten Day Rule” in regard to students standing on the bus. A district has ten days to readjust a route to provide a seat for all students on the bus.

**CONSENSUS AGENDA**

**APPROVED MINUTES MEETING #4, 5, & 6**

**Be It Resolved**, that the Board of Education, on a motion by Ms. Fout, with a second by Ms. Frank, approve the following Board Meeting Minutes:

- A. Minutes Meeting #4, dated August 13, 2012, pages 3312-3316
- B. Minutes Meeting #5, dated August 21, 2012, pages 3317-3318
- C. Minutes Meeting #6, dated August 28, 2012, pages 3319-3322

Ayes – 6

Nays – 0

**MOTION CARRIED**

**RESCIND MOTION RE. AUTO INSURANCE RIDER**

**Be It Resolved**, that the Board of Education, on a motion by Ms. Fout, with a second by Ms. Frank, rescind the August 13, 2012 motion to approve payment of an auto insurance rider with an annual cap of \$500.00 each to school safety and security officers Megan Carr and Robert Rochler for the purpose of transporting students, due to the inability to obtain said insurance rider, as recommended by the Superintendent.

Ayes – 6

Nays – 0

**MOTION CARRIED**

**CONSENSUS AGENDA ITEMS 7.1.3 & 7.1.4**

On a motion by Ms. Fout, with a second by Ms. Frank, the Board of Education approves action on the following consensus agenda items:

Ayes – 6

Nays – 0

**MOTION CARRIED**

**2011-2012 TAX REFUND**

**Be It Resolved**, that the Board of Education approve a 2011-2012 tax refund, as attached, to Helena Moore/Richard Bauer, Town of Claverack, in the amount of \$258.46, due to an Error in Essential fact – acreage incorrect, as recommended by the Superintendent.

**2012-2013 TAX LOSS**

**Be It Resolved**, that the Board of Education approve the attached 2012-2013 loss of taxes as follows, as recommended by the Superintendent.

- A. Helena Moore/Richard Bauer, Town of Claverack, in the amount of \$264.36, loss of taxes due to an Error in Essential Fact – acreage incorrect.
- B. Hudson Development Corp. – City of Hudson, in the amount of \$15.40, loss of taxes due to unlawful entry – parcel is wholly exempt.

**LOSS OF TAXES HUDSON VALLEY CARE CENTERS**

**Be It Resolved**, that the Board of Education, on a motion by Ms. Fout, with a second by Ms. Frank, approve a loss of taxes, as attached, to Hudson Valley Care Centers, Inc. – Town of Ghent, in the amount of \$98,624.34, due to property classified as a wholly exempt parcel per Stipulation and Order, as recommended by the Superintendent.

Ayes – 6

Nays – 0

**MOTION CARRIED**

**TREASURER’S REPORT**

**Be It Resolved**, on a motion by Ms. Fout, with a second by Ms. Frank, that the Board of Education approve the Treasurer’s Report, as attached, for the month of July 2012, as recommended by the Superintendent.

Ayes – 6

Nays – 0

**MOTION CARRIED**

**Be It Resolved**, that the Board of Education, on a motion by Ms. Fout, with a second by Ms. Frank, accept the attached Cash Flow Projection Report as prepared by the Treasurer for the period July 2012 through June 2013, updated to reflect the information received through August 31, 2012, as recommended by the Superintendent.

Ayes – 6

Nays – 0

MOTION CARRIED

CASH FLOW

**Be It Resolved**, that the Board of Education, on a motion by Ms. Fout, with a second by Ms. Frank, accept the attached Hudson Junior High School Extra-Curricular Account Monthly Financial Report for the months of July and August 2012, as recommended by the Superintendent.

Ayes – 6

Nays – 0

MOTION CARRIED

JRHS EXTRA CURR.  
ACCOUNT

**Be It Resolved**, that the Board of Education, on a motion by Ms. Fout, with a second by Ms. Frank, accept the attached Hudson High School Extra-Curricular Account Monthly Financial Report for the period of July 1, 2012 through September 17, 2012, as recommended by the Superintendent.

Ayes – 5

Nays – 0

Abstentions – 1 Ms. Fout

MOTION CARRIED

SRHS EXTRA-CURR.  
ACCOUNT

**Be It Resolved**, that the Board of Education, on a motion by Ms. Frank, with a second by Ms. Fout, accept the Financial Report as prepared by the Interim School Business Official, as attached, for the month ending August 31, 2012, as recommended by the Superintendent.

Ayes – 6

Nays – 0

MOTION CARRIED

FINANCIAL REPORT

**Be It Resolved**, that the Board of Education, on a motion by Ms. Frank, with a second by Ms. Otty, accept the attached Corrective Action Plan for Extra-Classroom Activity Funds, as recommended by the Superintendent.

Ayes – 6

Nays – 0

MOTION CARRIED

CORRECTIVE ACTION  
PLAN – EXTRA-  
CLASSROOM

**Be It Resolved**, that the Board of Education, on a motion by Ms. Frank, with a second by Ms. Fout, accept the attached Corrective Action Plan for Financial Risk Assessment, as recommended by the Superintendent.

Ayes – 6

Nays – 0

MOTION CARRIED

CORRECTIVE ACTION  
PLAN – FINANCIAL  
RISK

**Be It Resolved**, that the Board of Education, on a motion by Ms. Frank, with a second by Ms. Fout, approve the attached Universal Pre-Kindergarten Services Contract with COARC – The Starting Place at a cost not to exceed \$3,000.00 per student, paid at the rate of \$16.30 per child per day in the program, for a maximum of 2 children enrolled in the program, effective September 5, 2012 through June 21, 2013, as recommended by the Superintendent.

Ayes – 6

Nays – 0

MOTION CARRIED

UNIVERSAL PRE-K  
COARC-STARTING  
PLACE

On a motion by Ms. Frank, with a second by Ms. Otty, the Board of Education approves action on the following consensus agenda items:

Ayes – 6

Nays – 0

MOTION CARRIED

CONSENT MOTION  
ITEMS 7.1.14 & 7.1.15

**Be It Resolved**, that the Board of Education approve the attached Universal Pre-Kindergarten Services Contract with Learning Essentials at a cost not to exceed \$3,000.00 per student, paid at the rate of \$16.30 per child per day in the program, for a maximum of 2 children enrolled in the program, effective September 5, 2012 through June 21, 2013, as recommended by the Superintendent.

UNIVERSAL PRE-K  
LEARNING  
ESSENTIALS

**Be It Resolved**, that the Board of Education approve the attached Universal Pre-Kindergarten Services Contract with Little Steps Preschool at a cost not to exceed \$3,000.00 per student, paid at the rate of \$16.30 per child per day in the program, for a maximum of 4 children enrolled in the program, effective September 5, 2012 through June 21, 2013, as recommended by the Superintendent.

UNIVERSAL PRE-K  
LITTLE STEPS

**Be It Resolved**, that the Board of Education, on a motion by Ms. Frank, with a second by Ms. Otty, approve a contract for the Wildwood Summer Extension Program from July 9, 2012 through August 15, 2012, as attached, with Wildwood Programs, Inc. for appropriate instruction to district student(s) at a tuition cost established by the State Education Department, as recommended by the Superintendent.

Ayes – 6

Nays – 0

MOTION CARRIED

WILDWOOD SUMMER  
EXTENSION PROGRAM

**CONSULTANT AGREEMENT  
JAMES B. CLARKE, JR.**

Be It Resolved, that the Board of Education, on a motion by Ms. Frank, with a second by Ms. Otty, approve a consultant agreement, as attached, with James B. Clarke, Jr. to serve as an alternate §3214 hearing officer at the rate of \$325.00 per hearing, effective September 26, 2012 through June 30, 2013, as recommended by the Superintendent.

Ayes – 5                      Nays – 1 Ms. Fout                      MOTION CARRIED

**CSE & CPSE PLACEMENTS**

Be It Resolved, that the Board of Education, on a motion by Ms. Frank, with a second by Ms. Otty, arranges for placement of students with disabilities (CSE and CPSE meetings held on September 11, 12, 17, 19, 20, 21, 24, 2012)

Ayes – 5                      Nays – 0                      Abstentions – 1 Ms. Fout                      MOTION CARRIED

**FIELD TRIP APPROVED -  
SIX FLAGS NEW ENGLAND**

Be It Resolved, that the Board of Education, on a motion by Ms. Frank, with a second by Ms. Otty, approve a field trip request, as attached, from eighth grade teachers for eighth grade students to attend Physics and Math Day at Six Flags New England in Agawam, MA, on May 17, 2013, at no cost to the district, as recommended by the Superintendent.

Ayes – 6                      Nays – 0                      MOTION CARRIED

**CONSENSUS AGENDA  
ITEMS 7.1.20 & 7.1.21**

On a motion by Ms. Frank, with a second by Ms. Hamilton, the Board of Education approves action on the following consensus agenda items:

Ayes – 6                      Nays – 0                      MOTION CARRIED

**MOA - CITY OF HUDSON  
SAFE ROUTES TO SCHOOL  
GRANT**

Be It Resolved, that the Board of Education approve a Memorandum of Agreement with the City of Hudson, as attached, to collaborate and apply for a grant for the Safe Routes to School Program which commits the City and District to frequent activities that include walking to school and supportive school policies, as recommended by the Superintendent.

**MOA-TOWN OF GREENPORT  
SAFE ROUTES TO SCHOOL**

Be It Resolved, that the Board of Education approve a Memorandum of Agreement with the Town of Greenport, as attached, to collaborate and apply for a grant for the Safe Routes to School Program which commits the Town and District to frequent activities that include walking to school and supportive school policies, as recommended by the Superintendent.

**COORDINATOR OF SCHOOL  
IMPROVEMENT'S REPORT**

April Prestipino, Coordinator of School Improvement, was not able to be present at the meeting. Maria Suttmeier, Superintendent, distributed Ms. Prestipino's report to the Board. Some discussion by the Board followed and it was indicated that this report would be discussed at another board meeting and made public on the website.

**SUPERINTENDENT'S  
REPORT**

District Comprehensive Improvement Plan (DCIP) School Comprehensive Education Plan Meetings – We are designated by the State as a FOCUS district. We must develop a DCIP plan by the October 22<sup>nd</sup> Board Meeting. There will be training in November by an outside group to develop a plan for next year comprised of three school plans and one district plan. We have held District Leadership Team meetings which have included teachers, staff, parents, administrators and community. The ROBO call will be used to invite more people to attend the DLT meetings if required.

APPR – The APPR process is moving along. We are presently working on an agreement in regard to APPR with HTA and we will have an agreement between HTA and the District to submit to the State by the deadline of January 17, 2013.

**NEW BUSINESS**

10.1.1 – Football Game – The district is in receipt of a letter from Robert Rochler, District School Safety & Security Officer, regarding an incident at this past Friday night's football game. There are many concerns regarding students at the games without adult supervision. The possibility of having Saturday day games rather than night games is something the district might consider for next year's football season. This issue is to be placed on the consensus agenda for October 22, 2012 board meeting.

10.1.2 – Student Representative – Superintendent Suttmeier will check with the High School in regard to a student representative to the Board for this school year.

**Public Forum:**

**PUBLIC FORUM**

1. Selha Graham – spoke in regard to our FOCUS district and if letters were mailed out to other area schools advising them of our designation. Ms. Graham also inquired if the position of Hearing Officer was advertised. Concerns were expressed in regard to the families who can't afford to pay for field trips such as Six Flags and also to who oversees the school clubs.
2. Sumayyah Shabazz – spoke in regard to the letters for failing school districts that go out to other Superintendents in surrounding districts.

On a motion by Ms. Frank, with a second by Ms. Hamilton, the Board of Education went into Executive Session at 8:45 p.m. to discuss employment/employment history of a particular person(s).

**EXECUTIVE SESSION**

Ayes – 6                      Nays – 0                      MOTION CARRIED

The Board of Education came out of Executive Session at 10:25 p.m. on a motion by Ms. Fout, with a second by Ms. Frank.

Ayes – 6                      Nays – 0                      MOTION CARRIED

**Be It Resolved**, by the BOE of the HCSD, on a motion by Ms. Frank, with a second by Ms. Fout, that Questar III BOCES has agreed to assist in the conduct of an investigation into a sexual harassment complaint filed against employee #10-01-2012 and that such investigation should be conducted pursuant to district policy #0110 and the accompanying regulation #0110-R.

**HAND CARRY  
RESOLUTION**

Ayes – 6                      Nays – 0                      MOTION CARRIED

On a motion by Ms. Frank, with a second by Ms. Otty, the Board of Education approves action on personnel agenda items 13.1.1-13.1.11. as attached.

**PERSONNEL AGENDA  
ITEMS 13.1.1-13.1.11**

Ayes - 6                      Nays – 0                      MOTION CARRIED

On a motion by Ms. Frank, with a second by Ms. Fout, the Board of Education approves action on personnel agenda item 13.1.12 A, as attached.

**PERSONNEL AGENDA  
ITEM 13.1.12 A**

Ayes – 6                      Nays – 0                      MOTION CARRIED

On a motion by Ms. Frank, with a second by Ms. Fout, the Board of Education approves action on personnel agenda item 13.1.12 B, as attached.

**PERSONNEL AGENDA  
ITEM 13.1.12 B**

Ayes – 5                      Nays – 0                      Abstentions – 1 Ms. Hamilton                      MOTION CARRIED

On a motion by Ms. Frank, with a second by Ms. Fout, the Board of Education approves action on personnel agenda item 13.1.13, as attached, with changes as follows noted:

**PERSONNEL AGENDA  
ITEM 13.1.13**

*1:1 Teacher Aide for the 21<sup>st</sup> Century Afterschool Program, at contractual rate, paid through Special Education Code*

Ayes – 6                      Nays – 0                      MOTION CARRIED

On a motion by Ms. Frank, with a second by Ms. Fout, the Board of Education approves action on personnel agenda item 13.1.14 A, as attached.

**PERSONNEL AGENDA  
ITEM 13.1.14 A**

Ayes – 0                      Nays – 6 (all opposed)                      MOTION DID NOT CARRY

On a motion by Ms. Frank, with a second by Ms. Fout, the Board of Education approves action on personnel agenda items 13.1.14 B-13.1.14 J, as attached.

**PERSONNEL AGENDA  
ITEMS 13.1.14 A-J**

Ayes – 5                      Nays – 1 Ms. Fout                      MOTION CARRIED

On a motion by Ms. Frank, with a second by Ms. Otty, the Board of Education approves action on personnel agenda items 13.1.15-13.1.19, attached.

**PERSONNEL AGENDA  
ITEMS 13.1.15-13.1.19**

Ayes – 6                      Nays – 0                      MOTION CARRIED

**PERSONNEL AGENDA  
ITEM 13.1.20**

On a motion by Ms. Frank, with a second by Ms. Fout, the Board of Education approves action on personnel agenda item 13.1.20, as attached.  
Ayes – 4 Nays – 1 Ms. Fout Abstentions – 1 Ms. Chapman **MOTION CARRIED**

**PERSONNEL AGENDA  
ITEM 13.1.21A-L**

On a motion by Ms. Frank, with a second by Ms. Otty, the Board of Education approves action on personnel agenda item 13.1.21 A-L, as attached.  
Ayes – 3 Nays – 2 Ms. Fout Abstentions – 1 Ms. Chapman **MOTION DID NOT  
CARRY-LACKED  
MAJORITY VOTE**  
Ms. Frank

**ADJOURNMENT**

On a motion by Ms. Frank, with a second by Ms. Otty, the Board of Education meeting was adjourned at 10:25 p.m.  
Ayes – 6 Nays – 0 **MOTION CARRIED**

# **CORRECTIVE ACTION PLAN**

**For**

## **Extra-Classroom Activity Funds**

**Hudson City School District  
215 Harry Howard Avenue  
Hudson, New York 12534  
518-8284360**

**Prepared by  
John E. McKinney  
Interim School Business Official**

**For  
Board of Education  
Hudson City School District**

### **AUTHORIZATION:**

ISSUE: Some of the organizations did not have proper Board of Education approval.

#### **CORRECTIVE ACTION:**

1. The Policy Committee of the Board of Education will develop a comprehensive policy related to Extra-Classroom Activity Funds.
2. The Central Treasurer(s) and Building Principals will be instructed by the Business Manager not allow any club/activity/organization to hold functions until they have received proper authorization from the Board of Education.

### **CASH RECEIPTS:**

#### **ISSUES:**

1. Improper supporting documentation for cash receipts.
2. Student Treasurers' initials or signatures not on paperwork
3. Advisors' initials or signatures not on paperwork
4. Profit and Loss Statements not completed and turned in to Central Treasurer.

#### **CORRECTIVE ACTION:**

1. The School District has scheduled mandatory training for all advisors and student treasurers for all clubs which will outline all of the proper procedures and paperwork that must be completed and submitted to the Central Treasurer(s).
2. Central Treasurers will be instructed not to accept insufficient paperwork.
3. Extra-Classroom Activity Fund Auditors will monthly review the records of the Central Treasurer to ensure compliance with the Policies and Regulation of the Board of Education pertaining to the Extra-Classroom Activity Fund. They will provide both the Business Manager and the Clerk of the Board of Education with a copy of this report for the last Board of Education meeting of each month (September through June).

### **CASH DISBURSEMENTS:**

#### **ISSUES:**

1. Sales Tax not properly paid or recorded.
2. Improper documentation on cash disbursements.

#### **CORRECTIVE ACTION:**

1. The School District has scheduled mandatory training for all advisors and student treasurers for all clubs which will outline all of the proper procedures and paperwork that must be completed and submitted to the Central Treasurer(s).
2. Central Treasurers will be instructed not to accept insufficient paperwork.
3. Extra-Classroom Activity Fund Auditors will monthly review the records of the Central Treasurer to ensure compliance with the Policies and Regulation



of the Board of Education pertaining to the Extra-Classroom Activity Fund. They will provide both the Business Manager and the Clerk of the Board of Education with a copy of this report for the last Board of Education meeting of each month (September through June).

4. Each Deposit Receipt will be checked by the Central Treasurer to ensure the proper recording of New York State Sales Tax. In the event that no Sales Tax is due, the Central Treasurer will ensure that a copy of Resale Certificate that was presented to the vendor is attached to the paperwork.

### **MONITORING:**

#### ISSUES:

1. Extra-classroom organizations are not keeping a second set of books.
2. Lack of elected or appointed student officers
3. Storage of cash from fundraising events in locked cabinets inside the school.

#### CORRECTIVE ACTION:

1. The School District has scheduled mandatory training for all advisors and student treasurers for all clubs which will outline all of the proper procedures and paperwork that must be completed and submitted to the Central Treasurer(s).

### **PROCESS & RECORDING:**

ISSUE: Several organizations did not show any activity for an extended period of time.

CORRECTIVE ACTION: The Board of Education will develop a policy on how to handle the remaining funds of non-active organization which conforms to current laws and regulations.

# **CORRECTIVE ACTION PLAN**

**For**

## **Financial Risk Assessment**

**Hudson City School District  
215 Harry Howard Avenue  
Hudson, New York 12534  
518-8284360**

**Prepared by  
John E. McKinney  
Interim School Business Official**

**For  
Board of Education  
Hudson City School District**

### **CASH DISBURSEMENTS:**

ISSUE: Improper documentation of authorizations

#### **CORRECTIVE ACTION:**

1. The Policy Committee of the Board of Education will review and implement the policies related to purchasing recently sent from NYSSBA.
2. The recently hired Internal Claims Auditor has received extensive training in the duties and responsibilities of the position. She will be working with the other members of the Business Office to eliminate the number of improperly documented cash disbursements.

### **CLAIMS AUDITOR:**

ISSUE: Lack of an activity by the Internal Claims Officer

#### **CORRECTIVE ACTION:**

1. The Internal Claims Auditor and the Accounts Payable Clerk have established a schedule so that they are able to function within the parameters of the law.
2. The recently hired Internal Claims Auditor has received extensive training in the duties and responsibilities of the position.

### **CASH RECEIPTS:**

ISSUE: Lack of Supporting Documentation

#### **CORRECTIVE ACTION:**

1. Business Office staff was trained as to what type of documentation is expected when processing cash receipts.

### **CASH OPERATIONS:**

ISSUE: Lack of sufficient staff to have proper segregation of duties.

#### **CORRECTIVE ACTION:**

1. The Business Manager will on a random basis review various reports and calculations.
2. The Business Manager will work with the financial software development people to get a broader range of reports as outlined in the audit.

3. The Business Manager will periodically review the rights assigned through the financial management software as to who can and can not perform certain functions.

**PAYROLL:**

ISSUE: Lack of sufficient staff to have proper segregation of duties.

**CORRECTIVE ACTION:**

1. The Business Manager will randomly review payroll reports throughout the school year.
2. The Business Manager will review a copy of the first payroll report and check for accuracy against collective bargaining agreements.
3. The Business Manager will check all calculations of final pay when an employee leaves service to the District.
4. The Business Office employees will work together to learn how to perform essential tasks of other Business Office staff.

**13.1.1 BUSINESS MANAGER EFFECTIVE DATE CHANGE**

	Last Name	First Name	Position	New Effective Date	Former Effective Date
A.	Yusko	Robert	Business Manager	10/29/12	10/30/12

**13.1.2 INSTRUCTIONAL TRANSFER**

	Last Name	First Name	Position	New Location	Former Location	Effective Date
A.	Campeta	Michael	Foreign Language Teacher	HJHS	HSHS	9/1/12

**13.1.3 SCHOOL NURSE ADDITIONAL SUMMER WORK DAYS**

	Last Name	First Name	Location	Days	Rate of Pay	Notes
A.	Wordon	Laurie	HJSHS	3.5	Contractual Rate	To prepare for upcoming school year

**13.1.4 SUPPORT STAFF TERMINATION**

	Last Name	First Name	Position	Effective Date	Notes
A.	Bazylewicz	Diane	Cook	9/19/12	Due to cumulative absence of one year. Pursuant to Section 71 of the Civil Service Law

**13.1.5 SUPPORT STAFF RESIGNATIONS**

	Last Name	First Name	Position	Location	Effective Date
A.	Meicht	Erin	SPED Aide	JLE	Close of business on 10/10/12
B.	Ostrander	Christine	Food Service Helper	HJSHS	Close of business on 9/28/12

**13.1.6 SUPPORT STAFF APPOINTMENTS**

	<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Location</b>	<b>Hours/Rate of Pay</b>	<b>Effective Date</b>	<b>Notes</b>
A.	Werner	Bonnie	Cook	MCSIS or where needed	6.5 hrs./day @ \$13.70 per hr.	9/20/12	12 wk. probationary period. Replacing D. Bazylewicz. Was in this position temporarily prior to this appointment.
B.	Akhee	Sabiha	1:1 SPED Teacher Aide	HJHS	6.5 hrs./day @ \$8.44 per hr.	9/12/12	Replacing P. Wolfe Posting #N083012-14
C.	Folds	Vertrese	Custodian	MCSIS	M-F 2:30 pm-11:00 pm \$29,786 pro-rated	10/01/12	Replacing T. Moore. Posting #N083012-13. From Civil Service Eligible List dated 9/21/12.

**13.1.7 SUPPORT STAFF EFFECTIVE DATE CHANGES**

	<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>New Effective Date</b>	<b>Former Effective Date</b>
A.	Blake	Chezmonnee	SPED Aide	9/10/12	9/5/12
B.	Heath-Folds	Paulette	1:1 SPED Aide	9/10/12	9/5/12

**13.1.8 SUPPORT STAFF HOURLY CHANGES**

	<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Location</b>	<b>New Hours</b>	<b>Former Hours</b>	<b>Effective Date</b>
A.	Heath-Folds	Pauletta	1:1 SPED Aide	JLE	6.5	6	9/10/12
B.	Smith	Jodie	Reg. Ed. Aide	JLE	6.5	7	9/5/12
C.	Miller	Dawn	Reg. Ed. Aide	JLE	6.25	6	9/5/12
D.	Trowbridge	Marilyn	Library/Breakfast Aide	JLE	6.25	6	9/5/12
E.	Simpson	Cindy	SPED Aide	HJHS	7.25	6.5	9/5/12
F.	Buccheri	Gayle	SPED Aide	MCSIS	7.75	7.5	9/5/12
G.	Chiarito	Desiree	1:1 SPED Aide	JLE	6.5	6	9/5/12
H.	Jefferson	Dicel	SPED Aide	MCSIS	6.5	7	9/5/12
I.	Wendelken	Joanne	Reg./SPED Aide	MCSIS	6.75	6.5	9/5/12
J.	Cole	Stacie	Reg. Ed. Aide	JLE	6.5	7	9/5/12
K.	Akter	Taslema	SPED Aide	JLE	6.5	6	9/5/12
L.	Matteson	Frasia	Food Service Helper	MCSIS	5.5	5.75	9/3/12

**13.1.9 SUBSTITUTE STAFF RESIGNATIONS**

	<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Effective Date</b>	<b>Notes</b>
A.	Geer	Pierpont	Substitute Teacher Substitute Teaching Assistant Substitute Nurse	9/4/12	Appointed full-time Nurse at JLE
B.	Frederick	Theresa	Substitute Teaching Assistant Substitute Aide	9/4/12	Appointed full-time Aide at JLE
C.	Stevenson	Lawrence	Substitute Teaching Assistant Substitute Aide	9/4/12	Appointed full-time Aide at HSHS
D.	Cobb-Rice	Yvonne	Substitute Teacher Substitute Clerical	9/28/12	Appointed PMHP Child Associate
E.	Hoffman	Dorothy	Substitute Food Service Helper	9/1/12	As requested
F.	Akhee	Sabiha	Substitute Teacher Aide	9/11/12	Appointed full-time Aide at HJHS

**13.1.10 SUBSTITUTE STAFF APPOINTMENTS**

	<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Rate of Pay</b>	<b>Effective Date</b>
A.	Begum	Marjan	Substitute Teacher Aide	\$8.44 per hour	10/2/12
B.	Burton	Nancy	Substitute Teacher Aide	\$8.44 per hour	10/2/12
C.	Galea	Joan	Substitute Teacher Aide	\$8.44 per hour	10/2/12
D.	Gower	Pamela	Substitute Teacher Aide Substitute Teaching Assistant	\$8.44 per hour \$10.83 per hour	10/2/12
E.	Mickle	Pamela	Substitute Teacher Aide Substitute Teaching Assistant	\$8.44 per hour \$ 10.83 per hour	10/2/12
F.	Nazneen	Progga	Substitute Teacher Aide	\$8.44 per hour	10/2/12
G.	Shabazz	Sumayyah	Substitute Teacher Aide	\$8.44 per hour	10/2/12
H.	Bucholsky	Kathleen	Non-Certified Substitute Teacher	\$65.00 per day	10/2/12
I.	Campos	Stephanie	Non-Certified Substitute Teacher Substitute Teaching Assistant	\$65.00 per day \$10.83 per hour	10/2/12
J.	Galea	Joan	Certified Substitute Teacher Substitute Teaching Assistant Home Instructor	\$85.00 per day \$14.17 per hour \$20.00 per hour	10/2/12
K.	Hopkins	Linda	Certified Substitute Teacher Substitute Teaching Assistant	\$85.00 per day \$14.17 per hour	10/2/12

L.	Kowalski	Randi	Non-Certified Substitute Teacher Substitute Teaching Assistant	\$65.00 per day \$10.83 per hour	10/2/12
M.	Nicholson	Caitlin	Non-Certified Substitute Teacher	\$65.00 per day	10/2/12
N.	Oelhaf	Robert	Non-Certified Substitute Teacher	\$65.00 per day	10/2/12
O.	Ponkos	Sarah	Non-Certified Substitute Teacher	\$65.00 per day	10/2/12
P.	Tunison	Ron	Non-Certified Substitute Teacher	\$65.00 per day	10/2/12
Q.	Tyner	Joel	Non-Certified Substitute Teacher	\$65.00 per day	10/2/12
R.	Conte	Robert	Certified/Retired Substitute Teacher	\$100.00 per day	10/2/12
S.	Hoffman	Donna	Substitute Food Service Helper	\$8.55 per hour	10/2/12
T.	Johnson	Carol	Substitute Food Service Helper	\$8.55 per hour	10/2/12
U.	Salvatore	Melissa	Substitute Food Service Helper	\$8.55 per hour	10/2/12
V.	VanAlphen	Rose	Substitute Food Service Helper	\$8.55 per hour	10/2/12

**13.1.11 SUBSTITUTE STAFF CERTIFICATION CHANGE**

	Last Name	First Name	Position	Change	Rate of Pay	Effective Date
A.	Wilhelm	Joseph	Substitute Teacher	From Non-Certified to Certified	From \$65.00 per day to \$85.00 per day	9/11/12

**13.1.12 21<sup>ST</sup> CENTURY PROGRAM CREDIT CLASS INSTRUCTIONAL APPOINTMENTS**

	Last Name	First Name	Position	Location	Hours/Rate of Pay	Effective Date	Notes
A.	Albino	Elizabeth	Art Teacher	HSHS	2 days/wk. for 1.5 hrs./day of instruction @ \$47/hr. and 1 hr. prep time @ \$42/hr.	11/1/12-4/25/13	½ Credit Class Funding via 21 <sup>st</sup> Century Grant
B.	Zincio	Nancy	Health Teacher	HSHS	2 days/wk. for 1.5 hrs./day of instruction @ \$47/hr. and 1 hr. prep time @ \$42/hr.	11/1/12-4/25/13	½ Credit Class Funding via 21 <sup>st</sup> Century Grant



**13.1.13 AFTERSCHOOL PROGRAM AIDE APPOINTMENT**

	<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Location</b>	<b>Hours/Rate of Pay</b>	<b>Effective Date</b>	<b>Notes</b>
A.	Genito	Nicole	1:1 Teacher Aide for 21 <sup>st</sup> Century Afterschool Program	MCSIS	Mon-Fri, 2:45p.m.-5:30p.m.; only work days when student is present at contractual rate	9/18/12-6/21/13	Posting #N083012-17 To meet requirements of student's IEP Paid through Special Ed Code

**13.1.14 EXTRA-CURRICULAR ADVISOR APPOINTMENTS \*13.1.14 A – DID NOT PASS**

	<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Location</b>	<b>Stipend</b>	<b>Effective Date</b>
A.	Cipollari	Theresa	Newspaper Assistant	HSHS	\$1234.	2012-2013 school year
B.	Ringer	Gordon	Band Director	HSHS	\$1110.	2012-2013 school year
C.	Mastrianni	Andrea	Choir Director	HSHS	\$622.	2012-2013 school year
D.	McDarby	James	Environmental Club Advisor	HSHS	\$813.	2012-2013 school year
E.	Flint	Jessica	Varsity Club Co-Advisor	HSHS	\$406.50	2012-2013 school year
F.	Libruk	Regina	Varsity Club Co-Advisor	HSHS	\$406.50	2012-2013 school year
G.	Vorwald	Scott	Hudson Music Honor Society Co-Advisor	MCSIS	N/A	2012-2013 school year
H.	Cordato	Gerald	Hudson Music Honor Society Co-Advisor	MCSIS	N/A	2012-2013 school year
I.	Ohrin	Andrew	Bluehawk Running Club Advisor	HSHS	N/A	2012-2013 school year
J.	Albino	Liz	Art Club Advisor	HSHS	\$813.	2012-2013 school year

**13.1.15 EXTRA-CURRICULAR SPORTS APPOINTMENT\***

	<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Season</b>	<b>Stipend</b>	<b>Effective Date</b>
A.	Carpenito	Jonathan	Girls' Varsity Volleyball Volunteer Coach	Fall	\$ -0-	10/2/12

**13.1.16 POOL STAFF APPOINTMENT**

	<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Hours</b>	<b>Rate of Pay</b>	<b>Effective Date</b>
A.	Alessi	Lena	Lifeguard	As needed	\$9.00/hr. PM Swim \$11.00/hr. AM Swim	10/2/12

**13.1.17 21<sup>ST</sup> CENTURY PROGRAM STUDENT HELPER APPOINTMENTS**

	Last Name	First Name	Position	Rate of Pay (not to exceed 25 hrs./wk.)	Effective Date
A.	Almstead	Greg	Student Helper	\$12.00 per hour	9/24/12
B.	Ocasio	Alaja	Student Helper	\$8.00 per hour	9/24/12

**13.1.18 21<sup>ST</sup> CENTURY PROGRAM STUDENT HELPER RATE CHANGES**

	Last Name	First Name	Position	New Rate of Pay	Former Rate of Pay	Effective Date
A.	DeCintio	Madaline	Student Helper	\$9.00 per hour	\$12.00 per hour	9/5/12
B.	Tillman	Ruby	Student Helper	\$9.00 per hour	\$12.00 per hour	9/5/12

**13.1.19 EXTRA-CURRICULAR SPORTS RESIGNATIONS**

	Last Name	First Name	Position	Effective Date
A.	Hart	Debbie	Basketball Varsity/JV Cheerleading Co-Advisor	10/2/12
B.	Walker	Jacqueline	Basketball Varsity/JV Cheerleading Co-Advisor	10/2/12

**13.1.20 STAFF SUPERVISION APPOINTMENTS**

	Last Name	First Name	Position	Location	Hours	Rate of Pay	Effective Date	Notes
A.	Dederick	Wendy	PM Detention Supervision	HJHS	1 hr./day	\$39/hr. (2010-11 contractual rate) pending negotiations	2012-2013 school year	As needed Tues. & Thurs.
B.	Hubert	Kristina	PM Detention Supervision	HJHS	1 hr./day	\$39/hr. (2010-11 contractual rate) pending negotiations	2012-2013 school year	As needed Tues. & Thurs.
C.	McEnroe	Sharon	PM Detention Supervision	HJHS	1 hr./day	\$39/hr. (2010-11 contractual rate) pending negotiations	2012-2013 school year	As needed Tues. & Thurs.
D.	Dederick	Wendy	Saturday School Supervision	HJHS	3 hrs./day	\$39/hr. (2010-11 contractual rate) pending negotiations	2012-2013 school year	As needed

E.	Dykeman	Lynn	Saturday School Supervision	HJHS	3 hrs./day	\$39/hr. (2010-11 contractual rate) pending negotiations	2012-2013 school year	As needed
F.	Rees	Lucy	Saturday School Supervision	HJHS	3 hrs./day	\$39/hr. (2010-11 contractual rate) pending negotiations	2012-2013 school year	As needed
G.	Almstead	Dianna	Saturday School Supervision	HJHS	3hrs./day	\$12.50 per hour	2012-2013 school year	As needed
H.	Berth	Florence	Saturday School Supervision	HJHS	3hrs./day	\$12.50 per hour	2012-2013 school year	As needed
I.	Clark	Darlene	Saturday School Supervision	HJHS	3hrs./day	\$12.50 per hour	2012-2013 school year	As needed

**13.1.21 ELA/MATH EXTENDED LEARNING TIME APPOINTMENTS \* DID NOT PASS**

	Last Name	First Name	Position	Location	Hours/Rate of Pay	Effective Dates	Notes
A.	Below	Lori	ELA/Math ELT Teacher	MCSIS	Instruction-30 min. before/after school, 3 days/wk. for approx. 19 wks. @ \$47/hr.; Prep time not to exceed 9 hrs. total @ \$42/hr.	Dates to be determined	Funding via Title I Funds
B.	Acevedo	Edgar	ELA/Math ELT Teacher	MCSIS	Instruction-30 min. before/after school, 3 days/wk. for approx. 19 wks. @ \$47/hr.; Prep time not to exceed 9 hrs. total @ \$42/hr.	Dates to be determined	Funding via Title I Funds
C.	Spanakos	Angela	ELA/Math ELT Teacher	MCSIS	Instruction-30 min. before/after school, 3 days/wk. for approx. 19 wks. @ \$47/hr.; Prep time not to exceed 9 hrs. total @ \$42/hr.	Dates to be determined	Funding via Title I Funds
D.	Hungerford	Susan	ELA/Math ELT Teacher	MCSIS	Instruction-30 min. before/after school, 3 days/wk. for approx. 19 wks. @ \$47/hr.; Prep time not to exceed 9 hrs. total @ \$42/hr.	Dates to be determined	Funding via Title I Funds
E.	McCagg	Alicia	Math ELT Teacher	MCSIS	Instruction-30 min. before/after school, 3 days/wk. for approx. 19 wks. @ \$47/hr.; Prep time not to exceed 9 hrs. total @ \$42/hr.	Dates to be determined	Funding via Title I Funds

F.	Dolan	Lisa	ELA ELT Teacher	MCSIS	Instruction-30 min. before/after school, 3 days/wk. for approx. 19 wks. @ \$47/hr.; Prep time not to exceed 9 hrs. total @ \$42/hr.	Dates to be determined	Funding via Title I Funds
G.	Fiorino	Amy	ELA ELT Teacher	MCSIS	Instruction-30 min. before/after school, 3 days/wk. for approx. 19 wks. @ \$47/hr.; Prep time not to exceed 9 hrs. total @ \$42/hr.	Dates to be determined	Funding via Title I Funds
H.	Ross	Adrienne	Shared ELA ELT Teacher	HJHS	Instruction-30 min. before/after school, 3 days/wk. for approx. 19 wks. @ \$47/hr.; Prep time not to exceed 8 hrs. total @ \$42/hr.	Dates to be determined	Funding via Title I Funds
I.	Pitts	Stefanie	Shared ELA ELT Teacher	HJHS	Instruction-30 min. before/after school, 3 days/wk. for approx. 19 wks. @ \$47/hr.; Prep time not to exceed 8 hrs. total @ \$42/hr.	Dates to be determined	Funding via Title I Funds
J.	Goldstien	Emily	Math ELT Teacher	HJHS	Instruction-30 min. before/after school, 3 days/wk. for approx. 19 wks. @ \$47/hr.; Prep time not to exceed 8 hrs. total @ \$42/hr.	Dates to be determined	Funding via Title I Funds
K.	Rees	Lucy	Math ELT Teacher	HJHS	Instruction-30 min. before/after school, 3 days/wk. for approx. 19 wks. @ \$47/hr.; Prep time not to exceed 8 hrs. total @ \$42/hr.	Dates to be determined	Funding via Title I Funds
L.	Foronda-Schmitt	Lisa	ELA ELT Teacher	HJHS	Instruction-30 min. before/after school, 3 days/wk. for approx. 19 wks. @ \$47/hr.; Prep time not to exceed 8 hrs. total @ \$42/hr.	Dates to be determined	Funding via Title I Funds

**All appointments are subject to and shall not constitute employment by the District unless and until clearance for employment has been received from the State Education Department relating to fingerprinting and criminal history record check of the prospective school employee, where required by law.**

**\*Appointments are contingent upon successful completion of CPR, AED & First Aid for Coaches.**