

HUDSON CITY SCHOOL DISTRICT
ANNUAL ORGANIZATIONAL BOARD OF EDUCATION MEETING
TUESDAY, JULY 3, 2012 – 6:30 P.M.
HUDSON SENIOR HIGH SCHOOL LIBRARY

Minutes Meeting #1

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The Annual Organizational Meeting of the Hudson City School District was held on July 3, 2012 at the Hudson Senior High School, 215 Harry Howard Ave., Hudson, NY.

PLEDGE OF ALLEGIANCE

The meeting was called to order at 6:30 p.m. by Frieda Van Deusen, Clerk of the Board of Education.

PRESENT:

Kelly Frank
Elizabeth Fout
Peter D. Merante, Sr.
Carrie Otty
Peter A. Rice, Jr.

ABSENT:

Jeri Chapman
Tiffany Hamilton

ALSO PRESENT: Superintendent
Clerk of the Board

Maria J. Suttmeier
Frieda A. Van Deusen

Ms. Frank made a motion, seconded by Ms. Otty, that the Board of Education accept the agenda with the following changes:

ACCEPT AGENDA

Strike agenda item #10 - Presentations
Pull agenda item #11E, F, & G
Correct agenda item #11I to read – *George Keeler* and not TBD
Correct agenda item #24 – remove the wording “two board members” and correct to read - *appoint board members to each committee*

Ayes – 5 Nays – 0 **MOTION CARRIED**

Frieda Van Deusen, Clerk of the Board of Education, administered the Loyalty Oath to new Board Member Carrie Otty.

**LOYALTY OATH
BOARD MEMBER**

Nominations for President of the Board of Education were accepted by the Clerk of the Board. Peter Merante was nominated for the Presidency on a motion by Ms. Frank, with a second by Ms. Otty. There being no other nominations from the floor, nominations were closed and Mr. Merante was voted in as President.

**NOMINATIONS &
ELECTION-BOARD
PRESIDENT, MR.
MERANTE**

Ayes – 5 Nays – 0 **MOTION CARRIED**

Nominations for Vice President of the Board of Education were accepted by the Clerk of Board. Elizabeth Fout was nominated for the Vice Presidency on a motion by Ms. Frank, with a second by Ms. Otty. There being no other nominations from the floor, nominations were closed and Ms. Fout was voted in as Vice President.

**NOMINATIONS &
ELECTION-BOARD
VICE PRESIDENT,
ELIZABETH FOUT**

Ayes – 5 Nays – 0 **MOTION CARRIED**

Frieda Van Deusen, Clerk of the Board, administered the Loyalty Oath to Mr. Merante, President of the Board and Ms. Fout, Vice President of the Board.

**LOYALTY OATH
PRESIDENT AND
VICE PRESIDENT**

President Peter Merante then presided over the meeting.

OFFICERS APPOINTED

Be It Resolved, that the Board of Education, on a motion by Ms. Frank, with a second by Ms. Fout, appoint the following Officers for the 2012-2013 school year, as recommended by the Superintendent.

- A. Clerk of the Board – Frieda A. Van Deusen
- B. District Treasurer – Florence L. Stickles
- C. Tax Collector – Florence L. Stickles

Ayes – 5

Nays – 0

MOTION CARRIED

**LOYALTY OATH-CLERK
OF THE BOARD**

President Merante administered the Loyalty Oath to the Clerk of the Board. The Board Clerk will administer the Oath to the Treasurer and Tax Collector at a later date.

ANNUAL APPOINTMENTS

Be It Resolved, that the Board of Education, on a motion by Ms. Frank, with a second by Ms. Fout, appoints the following for the 2012-2013 school year, as recommended by the Superintendent:

- A. School District Attorney – Rapport Meyers LLP - \$190.00/hr. (No increase from last year)
- C. School Dentist – Dr. Robert Danz - \$1,000
- D. Independent External Auditor – Raymond G. Preusser, CPA, PC
- H. Title IX Compliance Officer – Mark Brenneman
- I. Program Administrator of the Blood-borne Pathogens Exposure Control Plan – George Keeler
- J. District Emergency Coordinator – George Keeler
- K. Safety and Health Designee – George Keeler
- L. Asbestos (LEA) Designee – George Keeler
- M. Americans with Disabilities Act (ADA) Coordinator – George Keeler
- N. Public Access Defibrillation (PAD) Coordinator – George Keeler
- Q. Section 504 Compliance Officer – Kim Lybolt
- R. Liaison for the Education of Homeless Children & Youth – Kim Lybolt
- T. HIPAA Officer – Kelly McDonald
- U. School District Insurance Consultant – First Niagara Risk Management, Inc.
- V. School District Architect – Rhinebeck Architecture & Planning
- W. Financial Consulting Services – Bernard P. Donegan, Inc.

Ayes – 5

Nays – 0

MOTION CARRIED

ANNUAL APPOINTMENTS

On a motion by Ms. Frank, with a second by Ms. Fout, the Board of Education appoints the following for the 2012-2013 school year, as recommended by the Superintendent:

- B. Labor Relations Attorney – Thomas, Drohan, Waxman, Petigrow & Mayle, LLP - \$200.00/hr. (attorneys) and \$90.00/hr. (paralegal) – (No increase from last year)
- O. EPA Lead-Based Paint Renovation, Repair, & Painting (RRP) Program Coordinator – George Keeler
- P. Integrated Pest Management (IPM) Coordinator – George Keeler

Ayes – 4

Nays – 1 Ms. Fout

MOTION CARRIED

ANNUAL APPOINTMENTS

On a motion by Ms. Frank, with a second by Ms. Fout, the Board of Education appoints the following for the 2012-2013 school year, as recommended by the Superintendent:

- S. Medicaid Compliance Officer – Kim Lybolt

Ayes – 4

Nays – 1 Ms. Fout

MOTION CARRIED

“RESOLVED on a motion by Ms. Frank, with a second by Ms. Otty, That The Bank of Greene County, Hudson, New York; TD Bank, Hudson, New York; and C.L.A.S.S. (New York Cooperative Liquid Assets Securities System), be and they are hereby designated as the official depositories for all school funds of this said District.”

OFFICIAL
DEPOSITORIES

THE BANK OF GREENE COUNTY, Hudson, NY

General Fund	Federal E.S.E.A.	School Lunch Fund
Payroll Account	Trust & Agency Fund	Capital Renovation Fund
General Fund Money Market Account		Capital Reserve

TD BANK, Hudson, NY (formerly Evergreen Bank)

Extra Classroom Activity Fund – Hudson High School
Extra Classroom Activity Fund – Hudson Junior High School

C.L.A.S.S.

General Fund Special Aid Fund Capital Fund School Lunch Fund

BANK OF AMERICA, TD BANK, NATIONAL UNION BANK OF KINDERHOOK, FIRST NIAGARA BANK, KEYBANK OF NEW YORK, BANK OF NEW YORK MELLON, U.S. BANK, AND M & T BANK may be used from time to time for investment or borrowing purposes depending on rates.

Ayes – 5 Nays – 0 MOTION CARRIED

Be It Resolved, that the Board of Education, on a motion by Ms. Frank, with a second by Ms. Otty, set the date and time of the regular Board of Education meetings to be at 7:00 P.M. on the second and fourth Monday of the month unless otherwise determined by the Board.

DATE & TIME OF
BOARD MEETINGS

Ayes – 5 Nays – 0 MOTION CARRIED

Be It Resolved, that the Board of Education, on a motion by Ms. Frank, with a second by Ms. Otty, authorize the Projected Board of Education Meeting Schedule for the 2012-2013 school year, as attached.

PROJECTED BOARD
MEETING
SCHEDULE

Ayes – 5 Nays – 0 MOTION CARRIED

Be It Resolved, that the Board of Education, on a motion by Ms. Frank, with a second by Ms. Otty, designate the Register Star and the Columbia Paper as the official newspapers for the Hudson City School District.

OFFICIAL
NEWSPAPERS

Ayes – 5 Nays – 0 MOTION CARRIED

Be It Resolved, that the Board of Education, on a motion by Ms. Frank, with a second by Ms. Otty, authorize the Superintendent to:

SUPERINTENDENT'S
AUTHORIZATION

- A. Certify payroll and per diem employees
- B. Approve attendance at professional conferences
- C. Approve budget transfers with Board approval
- D. Sign contracts with Board approval
- E. Apply for Grants in Aid (State and Federal)

Ayes – 5 Nays – 0 MOTION CARRIED

“RESOLVED, on a motion by Ms. Frank, with a second by Mr. Otty, That checks drawn on the Board of Education Account of the City School District at THE BANK OF GREENE COUNTY may be signed by the printed facsimile signature of the District Treasurer of the School District, with like force and effect as if said facsimile signature had been affixed by such officer manually, and that said bank is hereby authorized, empowered and directed to pay said checks so drawn and to charge the account of the School District, with like force and effect as if the said signature had been affixed by such officer, and be it RESOLVED, That said Bank shall not be liable for and that this School District does hereby waive any claim which it may have against said Bank, and does hereby agree to indemnify and save harmless said Bank from any liability, loss or damage incurred by it for paying or charging to the account of this School District any checks to which such facsimile signature is affixed,

RESOLUTION FOR
SINGLE SIGNATURE

or by the use of any dies, devices, machinery or equipment used by the School District for that purpose.”

Ayes – 5 Nays – 0 MOTION CARRIED

**RESOLUTION FOR
STANDARD
REQUIREMENTS**

“RESOLVE, on a motion by Ms. Frank, with a second by Ms. Otty, that this said District continue to use the following standard requirements set forth below which among others are outlined in the Regulations of the Commissioner of Education of the State of New York.

A. Approved system of Treasurer’s Receipts

B. An annual audit of the Treasurer’s records either by Certified Public Accountant, independent or outside accountant, or by a committee of three members of the Board of Education other than the Clerk and the Treasurer.

C. Approved system of borrowing to meet fiscal responsibilities by the District Clerk and Board of Education President.”

Ayes – 5 Nays – 0 MOTION CARRIED

PETTY CASH FUNDS

Be It Resolved, that the Board of Education, on a motion by Ms. Frank, with a second by Ms. Otty, establish the following Petty Cash funds for the 2012-2013 school year:

Senior High School – Thomas Gavin, Principal	\$50.00
Junior High School – Derek Reardon, Principal	50.00
Intermediate School – Mark Brenneman, Principal	20.00
J. L. Edwards Primary School – Steven Spicer, Principal	20.00
Board of Education Office – Maria Suttmeier, Supt.	75.00
Coord. of School Improvement Office – Mary Jane Ames	25.00
Business Manager’s Office – Frieda Van Deusen	50.00
Student Services Office – Kim Lybolt	50.00
Homeless Grant – Kim Lybolt	25.00

Ayes – 5 Nays – 0 MOTION CARRIED

**NON-RESIDENT
TUITION RATES**

Be It Resolved, on a motion by Ms. Frank, with a second by Ms. Otty, that the Board of Education adopt the following non-resident tuition rates for the 2012-2013 school year, as recommended by the Superintendent.

Grades K-6	\$ 5,947
Grades 7-12	\$ 6,945
Special Ed Student – K-6	\$19,469
Special Ed Student – 7-12	\$20,467

Ayes – 5 Nays – 0 MOTION CARRIED

**BOARD’S
AUTHORIZATION**

Be It Resolved, that the Board of Education, on a motion by Ms. Frank, with a second by Ms. Otty, be authorized to attend conferences, conventions, workshops, etc., with designated expenses as approved on a per request basis by the Board.

Ayes – 5 Nays – 0 MOTION CARRIED

**AUTHORIZATION
TO INVEST FUNDS**

Be It Resolved, that the Board of Education, on a motion by Ms. Frank, with a second by Ms. Otty, authorize the Treasurer to invest District funds.

Ayes – 5 Nays – 0 MOTION CARRIED

**POLICY MANUAL &
CODE OF ETHICS
TABLED**

On a motion by Ms. Frank, with a second by Ms. Otty, the Board of Education tabled the adoption of the Hudson City School District Policy Manual and Code of Ethics for 2012 until the July 23, 2012 Board Meeting.

Ayes – 5 Nays – 0 MOTION CARRIED

Be It Resolved, on a motion by Ms. Frank, with a second by Ms. Otty, that the Board of Education establish the following Board Committees and further discuss Curriculum Committee and appoint board members to each committee at the July 23, 2012 Board Meeting.

BOARD
COMMITTEES

- A. Audit
- B. Facilities
- C. Policy
- D. Budget

Ayes – 5 Nays – 0 MOTION CARRIED

Be It Resolved, that the Board of Education, on a motion by Ms. Frank, with a second by Ms. Otty, adopt the U. S. General Services Administration Per Diem Rates for New York, as attached, for reimbursable meal charges, including gratuities, for persons traveling for district-related business.

U.S.G.S.A. PER
DIEM TRAVEL
RATES

Ayes – 5 Nays – 0 MOTION CARRIED

Be It Resolved, that the Board of Education, on a motion by Ms. Frank, with a second by Ms. Fout, approve an agreement, as attached, with David A. Paciencia to serve as the Superintendent Mentor/Consultant effective July 5, 2012 through December 31, 2012, at a rate of \$680.00 per day worked, or \$85.00 per hour with a minimum of two (2) hours compensation per appointment, not to exceed \$5,000.00 over the term of the agreement, as recommended by the Superintendent.

D. PACIENCIA
SUPT. MENTOR
AGREEMENT

Ayes – 5 Nays – 0 MOTION CARRIED

Be It Resolved, that the Board of Education, on a motion by Ms. Frank, with a second by Ms. Otty, approve an agreement, as attached, with Columbia Opportunities, Inc. – Head Start for the use of two classrooms at John L. Edwards Primary School effective September 1, 2012 through June 30, 2013, at a cost of \$750.00 per classroom per month, for a total annual cost of \$15,000.00, as recommended by the Superintendent.

COLUMBIA
OPPORTUNITIES-
HEAD START
AGREEMENT

Ayes – 5 Nays – 0 MOTION CARRIED

Be It Resolved, that the Board of Education, on a motion by Ms. Frank, with a second by Ms. Otty, approve an agreement, as attached, with Four Winds Saratoga for tutorial services for district students who may be admitted to Four Winds Saratoga during the 2012-13 school year, at the rate of \$30.00 per hour, as recommended by the Superintendent.

FOUR WINDS
AGREEMENT

Ayes – 4 Nays – 1 Ms. Fout MOTION CARRIED

Be It Resolved, that the Board of Education, on a motion by Ms. Frank, with a second by Ms. Otty, approve an agreement, as attached, with The Devereux Foundation d/b/a/ Devereux New York to provide educational and/or residential services to district students with disabilities, effective July 1, 2012 through June 30, 2013, at a tuition rate to be determined by the State, as recommended by the Superintendent.

DEVEREUX
FOUNDATION
AGREEMENT

Ayes – 4 Nays – 1 Ms. Fout MOTION CARRIED

Be It Resolved, that the Board of Education, on a motion by Ms. Frank, with a second by Ms. Otty, approve an agreement, as attached, with Complete OT/PT/SLP, PLLC Management Services, to provide physical therapy services for four (4) days per week to district students who require this service, effective September 1, 2012 through June 30, 2013, at the rate of \$5,600.00 per month, as recommended by the Superintendent.

COMPLETE
OT/PT/SLP/PLLC
AGREEMENT

Ayes – 5 Nays – 0 MOTION CARRIED

Be It Resolved, that the Board of Education, on a motion by Ms. Frank, with a second by Ms. Otty, approve a Consulting Agreement, as attached, with Educational & Management Services to provide the services to assist the district with the filing of school age and STAC forms, at the rate of \$18,000 per year paid in monthly installments of \$1,500 (no rate increase), effective July 1, 2012 through June 30, 2013, as recommended by the Superintendent.

EDUCATIONAL &
MANAGEMENT
AGREEMENT

Ayes – 3 Nays – 2 Ms. Frank
Mr. Rice MOTION DID NOT CARRY
(LACKED MAJORITY VOTE)

**INTERNAL CONTROLS
AUDITOR APPOINTMENT
TABLED**

On a motion by Ms. Frank, with a second by Ms. Otty, the Board of Education tabled the approval of an inter-municipal agreement with Rensselaer City School District for an Internal Control Auditor at this time.
Ayes – 5 Nays – 0 MOTION CARRIED

**NEEDHAM RISK MGMT.
AGREEMENT**

Be It Resolved, that the Board of Education, on a motion by Ms. Frank, with a second by Ms. Otty, approve a Consulting Agreement, as attached, with Needham Risk Management Resource Group, LLC, at a monthly cost of \$2,125.00 (no rate increase), effective July 1, 2012 through June 30, 2013, to assist us in the maintenance of the health and safety program at the District, as recommended by the Superintendent.
Ayes – 5 Nays – 0 MOTION CARRIED

**IMPARTIAL HEARING
OFFICERS**

Be It Resolved, that the Board of Education, on a motion by Mr. Frank, with a second by Ms. Otty, approve the attached list of Impartial Hearing Officers for the 2012-2013 school year, as recommended by the Superintendent.
Ayes – 5 Nays – 0 MOTION CARRIED

**MILEAGE
REIMBURSEMENT**

Be It Resolved, that the Board of Education, on a motion by Ms. Frank, with a second by Mr. Otty, establish the mileage reimbursement rate, in accordance with IRS, of 55.5 cents/mi. for 2012-2013, as recommended by the Superintendent.
Ayes – 5 Nays – 0 MOTION CARRIED

**TAX WARRANT
APPROVED**

Be It Resolved, that the Board of Education, on a motion by Ms. Frank, with a second by Mr. Rice, approve the 2012-3013 Tax Warrant, as attached.
Ayes – 5 Nays – 0 MOTION CARRIED

SUPT'S. REPORT

Maria Suttmeier addressed the Board and accepted the challenge as Superintendent of our district and thanked everyone for their words of congratulations and support.

NEW BUSINESS

1. Board Retreat – July 13th 8:30 am to 3:30 pm and July 14th 8:30 am to 12 noon at the Chamber of Commerce.
2. Board Workshops – July 23rd, 6:00 p.m. – HHS Library –Topic: Report Card
Aug. 13th, 6:00 p.m. – HHS Library – Topic: Special Ed
3. Afterschool Grant Update

PUBLIC FORUM

No one signed up to speak.

EXECUTIVE SESSION

On a motion by Ms. Frank, with a second by Ms. Otty, the Board of Education went into Executive Session at 7:08 p.m. to discuss contractual and employment/employment history of a particular person.
Ayes – 5 Nays -0 MOTION CARRIED

The Board of Education came out of Executive Session at 7:40 p.m. on a motion by Ms. Fout, with a second by Ms. Frank.
Ayes – 5 Nays – 0 MOTION CARRIED

PERSONNEL AGENDA

On a motion by Ms. Otty, with a second by Ms. Fout, the Board of Education approve personnel agenda items 41.1.1-41.1.3, as attached.
Ayes – 4 Nays – 1 Ms. Fout MOTION CARRIED

**On a motion by Ms. Frank, with a second by Ms. Fout, the Board of Education meeting
was adjourned at 7:42 p.m.**

ADJOURNED

Ayes – 5

Nays – 0

MOTION CARRIED

41.1.1 ADMINISTRATOR’S VACATION DAYS BUY BACK

	Last Name	First Name	Position	Location	# of Days	Rate	Total	Notes
A.	Gavin	Thomas	Principal	HSHS	16.5	\$513.31	\$8469.61	06-07 days @ 2011-12 rate as per agreement

41.1.2 SUPPORT STAFF TRANSFERS

	Last Name	First Name	Current Position	Current Location	New Position	New Location	Effective Date	Notes
A.	Keyser	Jodi	Clerk/Typist	HSHS - Main Office	Clerk/Typist	HSHS - AP Office	7/2/12	To replace A. Blanks with continued duties to support Athletic Director. No change in salary.
B.	Pulver	Susan	Clerk/Typist	MCSIS – Main Office	Clerk/Typist	HJHS – Guidance Office	7/2/12	To replace C. McDonald with additional duties in Receiving for Building & Grounds. No change in salary.
C.	Lasher	Amy	Clerk/Typist	P/T MCSIS - Main Office and P/T - Building & Grounds	Clerk/Typist	MCSIS – Main Office	7/2/12	To replace S. Pulver. No change in salary.

41.1.3 DIGNITY FOR ALL STUDENTS ACT APPOINTMENTS

	Last Name	First Name	Title	Building	Effective Date	Stipend	Notes
A.	Lanuto	Joanne	Dignity Act Coordinator	JLE	07/01/12-06/30/13	N/A	Required by law; explanation enclosed
B.	Novine	Elizabeth	Dignity Act Coordinator	MCSIS	07/01/12-06/30/13	N/A	Required by law; explanation enclosed
C.	Clark	Eric	Dignity Act Coordinator	HJHS	07/01/12-06/30/13	N/A	Required by law; explanation enclosed
D.	Young	Elizabeth	Dignity Act Coordinator	HSHS	07/01/12-06/30/13	N/A	Required by law; explanation enclosed