

HUDSON CITY SCHOOL DISTRICT
SPECIAL BOARD OF EDUCATION MEETING
AUGUST 28, 2012 – 6:00 P.M.
HUDSON HIGH SCHOOL LIBRARY

Minutes Meeting #6

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The special meeting of the Hudson City School District Board of Education was held on August 28, 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 6:01 p.m. with the following Board Members in attendance:

PRESENT:

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

ABSENT:

Jeri Chapman

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

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

Ms. Frank made a motion, seconded by Ms. Hamilton, that the Board of Education accept the Board Agenda with the following additions or changes:

AGENDA ACCEPTED

1. Add 7.1.2 under Old Business - Internal Control Auditor's Report
2. Pull 9.1.3 and 9.1.4 A & B – under Consensus Agenda and vote separately on these items

Ayes – 6

Nays – 0

MOTION CARRIED

Workshop – Administrative Goals

WORKSHOP

Mr. Thomas Gavin, HSHS Principal, Mr. Derek Reardon, JRHS Principal, Mr. Mark Brenneman, MCSIS Principal, Mr. Steven Spicer, JLE Principal, Mr. Antonio Abitabile, HSHS Associate Principal, and Kim Lybolt, Director of Student Services were present. Each of the Building Principals reviewed with the Board their goals for the 2012-2013 school year.

Presentation – Michael Wolff, Internal Controls Auditor

PRESENTATION

Mr. Michael Wolff reviewed with the Board the results of his financial risk assessment for the District. Some of the areas reviewed were: cash receipts, cash disbursements, claims audit function, lunch program, payroll, fixed assets, information technology and transportation. Mr. Wolfe also discussed the extra classroom activities review with the Board and fielded the Board's questions.

A motion made by Ms. Frank and seconded by Ms. Otty that the Board of Education adopt the Code of Conduct was rescinded on a motion by Ms. Frank with a second by Ms. Otty.

**MOTION MADE
AND RESCINDED**

Ayes – 6

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 Code of Conduct effective August 28, 2012, which includes Dignity for All Students Act (DASA) information pending further revision with a deadline by November 15, 2012 for the final revision as recommended by the Superintendent.

**CODE OF CONDUCT
ADOPTED**

Ayes – 5

Nays – 0

Abstentions – 1 Ms. Fout

MOTION CARRIED

OLD BUSINESS

Committee Reports:

- A. **Audit** - Kelly Frank reported that there will be a meeting of the Audit Committee on September 11th. Corrective action plan for clubs and Internal Claims Auditor will be discussed. Training for students will be held on October 26th.
- B. **Facilities** – Elizabeth Fout gave an update on the sale of Greenport and Claverack buildings. We have a viable offer for Greenport. We need to formalize some issues and get all of the parties together and draw up legal agreement. Regarding the Claverack building we are moving forward with a second party who is looking at possibly leasing the building. There was discussion as to a future study regarding the possibility of closing one of our school buildings or a regional school. Other items discussed by the Facility Committee was the damage to the soccer field, environmental doors and the NYSERDA award for our district.
- C. **Board Policy** – Jeri Chapman was not present at the meeting therefore, no report.
- D. **Budget** - Kelly Frank spoke in regard to future budget meetings, the Special Ed Workshop held at the August 13th Board Meeting and another Special Ed Budget Workshop at the Sept. 10th Board Meeting.

Internal Control Auditor Report – discussion of the report presented by Michael Wolff and questions were posed to Mr. Wolff by the Board.

PUBLIC FORUM

Arthur Cincotti – Mr. Cincotti stated that he thought the Board is off to a good start and it is a good idea to have administrators report to the Board on a quarterly basis. He also spoke regarding austerity being an important focus on taking what we have and teaching our children.

Lorraine Dellavechia – Questions were directed to the Internal Controls Auditor regarding student clubs.

Nicole Genito – Questions for the Auditor and training for the advisors

**CONSENSUS AGENDA
ITEMS 9.1.1 & 9.1.2**

On a motion by Ms. Frank, with a second by Mr. Rice, the Board of Education approves action on consensus agenda items 9.1.1 and 9.1.2 as follows:

Ayes – 6 Nays – 0 MOTION CARRIED

**FTE MATH POSITION
ELIMINATED**

Be It Resolved, that effective August 14, 2012, the following instructional position is hereby eliminated, as recommended by the Superintendent:

1.0 FTE from the mathematics tenure area

**2 INSTRUCTIONAL
POSITIONS RESTORED**

Be It Resolved, that effective September 1, 2012, the following instructional positions will be restored, as recommended by the Superintendent:

1.0 FTE social studies teaching position in the social studies tenure area

.05 FTE ESL teaching position in the English as a Second Language tenure area (Title III LEP and Immigrant funds)

Be It Further Resolved, that the Superintendent of Schools is hereby directed to notify the most senior teachers in the affected tenure areas as a result of the restoration of these positions.

**CONSENSUS AGENDA
ITEMS 9.1.5-9.1.8**

On a motion by Ms. Frank, with a second by Mr. Rice, the Board of Education approves action on consensus agenda items 9.1.5-9.1.8 as follows:

Ayes – 6 Nays – 0 MOTION CARRIED

**FINANCIAL REPORT
FOR JULY ACCEPTED**

Be It Resolved, that the Board of Education accept the Financial Report as prepared by the Interim School Business Official, as attached, for the month ending July 31, 2012, as recommended by the Superintendent.

Be It Resolved, that the Board of Education accept the attached Cash Flow Projection Report as prepared by the Treasurer for the period July 2012 through June 2013, as recommended by the Superintendent.

CASH FLOW
REPORT ACCEPTED

Be It Resolved, that the Board of Education approve the Treasurer's Report, as attached, for the month of June 2012, as recommended by the Superintendent.

TREASURER'S
REPORT APPROVED

Be It Resolved, that the Board of Education arranges for placement of students with disabilities (CSE and CPSE meetings held on March 7, 8, 9, 16, 20, May 18, 31, June 11, 14, July 9, 10, 11, (August 6, 13, 15, 16, 20, 22, 2012)

CSE & CPSE
PLACEMENTS

Be It Resolved, that the Board of Education, on a motion by Ms. Frank, with a second by Mr. Rice, approve the attached transportation contract extensions for the 2012-2013 school year, as recommended by the Superintendent.

TRANSPORTATION
CONTRACT
EXTENSIONS

Ayes – 6

Nays – 0

MOTION CARRIED

Be It Resolved, that the Board of Education, on a motion by Ms. Frank, with a second by Mr. Rice, approve a contract with Johnston & Pulcher for bussing the HCSD/ASP as part of grant beginning September 6, 2012 and ending June 30, 2013, for a total anticipated cost of \$41,815.50.

HCSD/ASP
TRANSPORTATION
BID RESULTS

Ayes – 6

Nays – 0

MOTION CARRIED

Be It Resolved, that the Board of Education, on a motion by Ms. Frank, with a second by Mr. Rice, approve a contract with Johnston & Pulcher for bussing a student participating in a School To Work Program, in accordance with their IEP, beginning September 6, 2012 and ending June 30, 2013, for a total anticipated cost of \$10, 659.75.

SCHOOL TO WORK
TRANSPORTATION
BID RESULTS

Ayes – 6

Nays – 0

MOTION CARRIED

Coordinator of School Improvement's Report – April Prestipino reported to the Board that the Title I Grant has been finalized. A series of District Leadership Team meetings will be held on September 19, 20, 26 and October 10 and 17.

COORD. OF SCHOOL
IMPROVEMENT
REPORT

Superintendent's Report -

SUPT.'S REPORT

Opening Days – Maria reviewed the opening day agenda for September 4th mentioning the Dignity for All Students Act (DASA) and Positive Behavioral Interventions & Supports sessions for all faculty and administrators, will be led by Joe Otter from Capital Region BOCES. The Hudson City Mayor will be present on Sept. 5th opening day to declare October Anti-bullying Awareness Month. Also on Sept. 4th two sessions of the Annual Professional Performance Review (APPR) will be presented by Questar III facilitators.

September 5th Opening Day for all staff will begin with opening remarks by Superintendent Suttmeier and Board President Peter Merante and other administrators, followed by a Right-to-Know and Bloodborne Training Session for staff. All Board Members are invited to attend.

Register Star Column – Superintendent Suttmeier met with the Editor of the Register Star and the first Tuesday of every month the Superintendent will have an article in the Register Star. Ms. Suttmeier is also going to speak with the Columbia Paper about doing an article.

Information Regarding August 13, 2012 Questions –

1. It cost the district \$4,062.50 to have the Board and Administrator Retreats paid for by School Improvement Grant funds.
2. Guidance Counselors worked 15 days plus 2 additional days this summer, not 15 hours as indicated in a public comment
3. Car Insurance issue was discussed and Mr. McKinney explained the issue to the Board. This will be placed under "Old Business" on the agenda for the next Board meeting.

New Business - Superintendent Suttmeier informed the Board that she needs to attend a Conference on September 24th the date of our next Board meeting. The Board changed the next Board meeting to Tuesday, September 25th.

NEW BUSINESS

PUBLIC FORUM

Nicky Genito – Busing issue concerns and asked if fee for the retreat included the food
Lorraine Dellavechia – Asked if George Keeler’s vehicle is district owned and in regard to students being transported home by our staff, she indicated that parents need to be more responsible and pick up their child. Ms. Dellavechia also thanked the Board for a very informative meeting.

Robin Merante – Also stated that it is the responsibility of the parent to take child home. Inquired if the Advisors of the School Clubs are getting paid when the Club isn’t active.

EXECUTIVE SESSION

On a motion by Ms. Frank, with a second by Ms. Otty, the Board of Education went into Executive Session at 9:12 p.m. to discuss employment/employment history of a particular person(s).

Ayes – 6 Nays – 0 MOTION CARRIED

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

Ayes – 6 Nays – 0 MOTION CARRIED

**PERSONNEL AGENDA
ITEMS 15.1.1-15.1.11AA**

On a motion by Ms. Frank, with a second by Ms. Otty, the Board of Education approves personnel agenda items 15.1.1-15.1.11AA, as attached.

Ayes – 5 Nays – 1 Ms. Fout MOTION CARRIED

**PERSONNEL AGENDA
ITEM 15.1.11BB**

On a motion by Ms. Frank, with a second by Ms. Otty, the Board of Education approves personnel agenda item 15.1.11BB, as attached.

Ayes – 4 Nays – 1 Ms. Fout Abstentions – 1 Mr. Rice MOTION CARRIED

**PERSONNEL AGENDA
ITEMS 15.1.11CC-15.1.19**

On a motion by Ms. Frank, with a second by Ms. Otty, the Board of Education approves personnel agenda items 15.1.11CC-15.1.19, as attached.

Ayes – 5 Nays – 1 Ms. Fout MOTION CARRIED

**PERSONNEL AGENDA
ITEM 15.1.20**

On a motion by Ms. Frank, with a second by Ms. Otty, the Board of Education approves personnel agenda item 15.1.20, as attached.

Ayes – 5 Nays – 1 Ms. Fout MOTION CARRIED

**APPOINTMENT OF
ROBERT YUSKO AS
BUSINESS MANAGER**

Be It Resolved, by the Board of Education of the Hudson City School District, on a motion by Ms. Frank, with a second by Ms. Fout, that Robert Yusko (“Mr. Yusko”) is hereby appointed on a provisional basis to the position of Business Manager effective October 30, 2012. Such appointment is made in accordance with the rules and regulations of the Columbia County Civil Service.

Be It Further Resolved, that Mr. Yusko’s terms of employment shall be set forth in the document attached hereto as Appendix “A” with revision made to Item 4.

The Board Resolution along with any attachments thereto shall remain on file with the District Clerk.

Ayes – 6 Nays – 0 MOTION CARRIED

SPECIAL BOE MEETING

There will be a special meeting of the Board of Education on September 13, 2012 at 5:30 pm to review contracts and discussion of employment/employment history of a particular person(s).

ADJOURNMENT

On a motion by Ms. Frank, with a second by Ms. Otty, the Board of Education meeting was adjourned at 10:15 P.M.

Ayes – 6 Nays – 0 MOTION CARRIED

HUMAN RESOURCES

PERSONNEL AGENDA

August 28, 2012

15.1.1 SCHOOL NURSE RESIGNATION

	Last Name	First Name	Position	Location	Effective Date
A.	Hanna	Kristin	School Nurse	MCSIS	8/15/12

15.1.2 SCHOOL NURSE TRANSFER

	Last Name	First Name	Position	New Location	Former Location	Effective Date	Notes
A.	Boucher	June	School Nurse	MCSIS	JLE	8/21/12	To replace K. Hanna

15.1.3 SCHOOL NURSE ADDITIONAL SUMMER HOURS

	Last Name	First Name	Location	Hours	Notes
A.	Boucher	June	JLE	Additional 2 days	To complete summer health record requirements and help prepare for the transition of newly appointed school nurse.

15.1.4 GUIDANCE COUNSELOR SUMMER WORK ADDITIONAL HOURS

	Last Name	First Name	Location	Hours	Notes
A.	Payne	Vernon	HSHS	Additional 2 days	To complete guidance/scheduling requirements for upcoming school year

15.1.5 TEACHING ASSISTANT APPOINTMENTS

	Last Name	First Name	Position	Location	Certification	Rate of Pay	Effective Date	Notes
A.	Hennigan-Masters	Erin	Teaching Assistant	HSHS	Initial Certification English 7-12	\$17.08/hr.	9/5/12	Posting #080612-4
B.	Lent	Kristen	Teaching Assistant	MCSIS	Prof. Certification Childhood Ed 1-6	\$17.08/hr.	9/5/12	Posting #080712-5

HUMAN RESOURCES

PERSONNEL AGENDA

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15.1.6 SUPPORT STAFF TRANSFERS

	Last Name	First Name	New Position	New Location	New Hours	Former Position	Former Location	Former Hours	Effective Date	Salary	Notes
A.	Slominski	Joseph	Custodian Floater	District-Wide	Mon-Fri 7:00 a.m.- 3:30 p.m.	Custodian	MCSIS	Mon-Fri 2:30-11:30 p.m.	9/4/12	\$33,645.	Replacing Tom Moore
B.	Werner	Bonnie	Cook	MCSIS	6.5 hrs./day	Food Service Helper	MCSIS	6.25 hrs./day	9/4/12	\$13.70/hr.	Temporary appt. to fill the vacancy previously held by D. Bazylewicz

15.1.7 SUPPORT STAFF RESIGNATION FOR THE PURPOSE OF RETIREMENT**

	Last Name	First Name	Position	Location	Years of Service	Effective Date
A.	Eisner	Dolores	Teacher Aide	JLE	24+	8/29/12

15.1.8 SUPPORT STAFF RESIGNATIONS

	Last Name	First Name	Position	Location	Effective Date
A.	Haigh	Stephanie	Teacher Aide	JLE	8/28/12
B.	Ludwig	Dianne	Teacher Aide	HSHS	8/14/12

15.1.9 CREATE SUPPORT STAFF POSITIONS

	Position	Location	Hours	Rate of Pay	Effective Date	Notes
A.	2- Shared Aide Positions	HJHS	6.5 hrs. per day each	\$8.44/hr. starting pay	9/5/12	To meet students' IEP requirements

15.1.10 SUMMER REGENTS PROCTOR APPOINTMENT

	Last Name	First Name	Position	Hours/Rate of Pay	Effective Date	Notes
A.	Stevenson	Larry	Teacher Aide	Contractual hourly rate (not to exceed 8 hrs./day)	8/16/12-8/17/12	Posting #N080212-7

HUMAN RESOURCES

PERSONNEL AGENDA

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15.1.11 SUBSTITUTE APPOINTMENTS 2012-2013

	Last Name	First Name	Position	Rate of Pay	Effective Dates
A.	Akhee	Sabiha	Teacher Aide Substitute	\$8.44 per hour	9/1/12-6/30/13
B.	Akter	Taslema	Teacher Aide Substitute	\$8.44 per hour	9/1/12-6/30/13
C.	Blanks	Adrienne	Teacher Aide Substitute	\$8.44 per hour	9/1/12-6/30/13
D.	Brodowski	Adrienne	Teacher Aide Substitute	\$8.44 per hour	9/1/12-6/30/13
E.	Dort	Katina	Teacher Aide Substitute	\$8.44 per hour	9/1/12-6/30/13
F.	Eisner	Dolores	Teacher Aide Substitute	\$8.44 per hour	9/1/12-6/30/13
G.	First	Mary	Teacher Aide Substitute	\$8.44 per hour	9/1/12-6/30/13
H.	Frederick	Theresa	Teacher Aide Substitute	\$8.44 per hour	9/1/12-6/30/13
I.	Geer	Pierpont	Teacher Aide Substitute	\$8.44 per hour	9/1/12-6/30/13
J.	Groll	Barbara	Teacher Aide Substitute	\$8.44 per hour	9/1/12-6/30/13
K.	Hasan	Didarul	Teacher Aide Substitute	\$8.44 per hour	9/1/12-6/30/13
L.	Kobilca	Paula	Teacher Aide Substitute	\$8.44 per hour	9/1/12-6/30/13
M.	Ludwig	Dianne	Teacher Aide Substitute	\$8.44 per hour	9/1/12-6/30/13
N.	Ludwig	Susan	Teacher Aide Substitute	\$8.44 per hour	9/1/12-6/30/13
O.	Menegio	Doris	Teacher Aide Substitute	\$8.44 per hour	9/1/12-6/30/13
P.	Pepper	Amanda	Teacher Aide Substitute	\$8.44 per hour	9/1/12-6/30/13
Q.	Renault	Jayne	Teacher Aide Substitute	\$8.44 per hour	9/1/12-6/30/13
R.	Roman	Aneissa	Teacher Aide Substitute	\$8.44 per hour	9/1/12-6/30/13
S.	Sacco	Dolly	Teacher Aide Substitute	\$8.44 per hour	9/1/12-6/30/13
T.	Sauer	Carol	Teacher Aide Substitute	\$8.44 per hour	9/1/12-6/30/13
U.	Schneider	Beverly	Teacher Aide Substitute	\$8.44 per hour	9/1/12-6/30/13
V.	Scott	Theodosia	Teacher Aide Substitute	\$8.44 per hour	9/1/12-6/30/13
W.	Steils	Andrea	Teacher Aide Substitute	\$8.44 per hour	9/1/12-6/30/13
X.	Stevenson	Larry	Teacher Aide Substitute	\$8.44 per hour	9/1/12-6/30/13
Y.	Yeasmin	Sultana	Teacher Aide Substitute	\$8.44 per hour	9/1/12-6/30/13
Z.	Blanks	Adrienne	Clerical Substitute	\$16.16 per hour	9/1/12-6/30/13
AA.	Brodowski	Adrienne	Clerical Substitute	\$16.16 per hour	9/1/12-6/30/13
BB.	Cobb-Rice	Yvonne	Clerical Substitute	\$16.16 per hour	9/1/12-6/30/13
CC.	Dort	Katina	Clerical Substitute	\$16.16 per hour	9/1/12-6/30/13
DD.	Dybas	Patricia	Clerical Substitute	\$16.16 per hour	9/1/12-6/30/13
EE.	Kline	Pamela	Clerical Substitute	\$16.16 per hour	9/1/12-6/30/13
FF.	Scott	Theodosia	Clerical Substitute	\$16.16 per hour	9/1/12-6/30/13
GG.	Baker	Gail	Food Service Helper Substitute	\$8.55 per hour	9/1/12-6/30/13

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HH.	Hoffman	Dorothy	Food Service Helper Substitute	\$8.55 per hour	9/1/12-6/30/13
II.	Mannino	Frances	Food Service Helper Substitute	\$8.55 per hour	9/1/12-6/30/13
JJ.	Moller	Karen	Food Service Helper Substitute	\$8.55 per hour	9/1/12-6/30/13
KK.	Bathrick	John	Custodian Substitute	\$10.00 per hour	9/1/12-6/30/13
LL.	Holmes	Robert	Custodian Substitute	\$10.00 per hour	9/1/12-6/30/13
MM.	Blanks	Adrienne	Substitute Nurse	\$20.00 per hour	9/1/12-6/30/13
NN.	Pase	Marvin	Certified/Retired Substitute Teacher	\$100.00 per day	9/1/12-6/30/13
OO.	Naramore	Sarah	Non-Certified Substitute Teacher	\$65.00 per day	9/1/12-6/30/13
PP.	Mazzali	William	Certified Substitute Teacher	\$85.00 per day	9/1/12-6/30/13
QQ.	Naramore	Sarah	Substitute Teaching Assistant	\$10.83 per hour	9/1/12-6/30/13
RR.	Shabazz	Sumayyah	Substitute Teaching Assistant	\$10.83 per hour	9/1/12-6/30/13
SS.	Mazzali	William	Substitute Teaching Assistant	\$14.17 per hour	9/1/12-6/30/13
TT.	Pase	Marvin	Home Instructor	\$20.00 per hour	9/1/12-6/30/13

15.1.12 SUBSTITUTE RESIGNATION

	Last Name	First Name	Position	Effective Date
A.	Gallo	Antoinette	Food Service Helper Substitute	6/30/12

15.1.13 GRADE LEVEL CHAIR/COORDINATOR RESIGNATIONS

	Last Name	First Name	Position	Location	Effective Date
A.	Barnes	Beth	First Grade Level Chair	JLE	8/28/12
B.	Hanna	Kristin	Health Services Co-Coordinator	MCSIS	8/28/12

15.1.14 EXTRA-CURRICULAR ADVISOR APPOINTMENT

	Last Name	First Name	Position	Location	Stipend	Effective Date
A.	Dwyer	Lisa	Yearbook Advisor	HJHS	\$1845.	8/28/12

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15.1.15 EXTRA-CURRICULAR SPORTS APPOINTMENTS*

	Last Name	First Name	Position	Season	Stipend	Effective Date
A.	Cottini	Emma	Girls' Modified Soccer	Fall	\$2623.	8/28/12
B.	Tomaso	Mark	Boys' Modified Soccer	Fall	\$2623.	8/28/12

15.1.16 POOL COORDINATOR APPOINTMENT

	Last Name	First Name	Position	Hours/Rate of Pay	Effective Date
A.	Alessi, Jr.	Joseph	Pool Coordinator	\$16.00 per hour not to exceed 8 hrs./wk.	9/1/12

15.1.17 POOL STAFF APPOINTMENTS

	Last Name	First Name	Position	Hours	Rate of Pay	Effective Date
A.	Alessi, Jr.	Joseph	Instructor Lifeguard	As needed	\$13.00 /hr. for Instructor \$9.00/hr. PM Swim \$11.00/hr. AM Swim	9/1/12
B.	Bertone	Irene	Instructor Lifeguard	As needed	\$13.00 /hr. for Instructor \$9.00/hr. PM Swim \$11.00/hr. AM Swim	9/1/12
C.	Groll, Jr.	Chris	Instructor Lifeguard	As needed	\$13.00 /hr. for Instructor \$9.00/hr. PM Swim \$11.00/hr. AM Swim	9/1/12
D.	Windhurst	Lynn	Instructor	As needed	\$13.00/hr. for Instructor	9/1/12
E.	Reinckens	Jennifer	Lifeguard	As needed	\$9.00/hr. PM Swim \$11.00/hr. AM Swim	9/1/12
F.	Schoep	Samuel	Lifeguard	As needed	\$9.00/hr. PM Swim \$11.00/hr. AM Swim	9/1/12
G.	Mabb	John	Lifeguard	As needed	\$9.00/hr. PM Swim \$11.00/hr. AM Swim	9/1/12
H.	Leonard	Matthew	Lifeguard	As needed	\$9.00/hr. PM Swim \$11.00/hr. AM Swim	9/1/12
I.	Grossman	Jordynn	Lifeguard	As needed	\$9.00/hr. PM Swim \$11.00/hr. AM Swim	9/1/12
J.	LaChance	Shannon	Lifeguard	As needed	\$9.00/hr. PM Swim \$11.00/hr. AM Swim	9/1/12

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K.	Di Monda	Taylor	Lifeguard	As needed	\$9.00/hr. PM Swim \$11.00/hr. AM Swim	9/1/12
L.	Koweek	Molly	Lifeguard	As needed	\$9.00/hr. PM Swim \$11.00/hr. AM Swim	9/1/12
M.	Nero	Maria	Lifeguard	As needed	\$9.00/hr. PM Swim \$11.00/hr. AM Swim	9/1/12
N.	Garafalo	Lindsey	Lifeguard	As needed	\$9.00/hr. PM Swim \$11.00/hr. AM Swim	9/1/12
O.	Cahill	Nick	Lifeguard	As needed	\$9.00/hr. PM Swim \$11.00/hr. AM Swim	9/1/12
P.	Keeler	Caroline	Lifeguard	As needed	\$9.00/hr. PM Swim \$11.00/hr. AM Swim	9/1/12

15.1.18 21ST CENTURY PROGRAM STUDENT HELPER APPOINTMENT

	Last Name	First Name	Location	Rate of Pay	Effective Date	Notes
A.	Cody	Desiree	TBD	\$12.00 per hr. (not to exceed 25 hrs. per wk.)	8/28/12	Funding via 21 st Century Grant

15.1.19 21ST CENTURY PROGRAM RESIGNATION

	Last Name	First Name	Position	Effective Date
A.	Goldberg	Josh	Student Helper	8/28/12

**On behalf of the Superintendent of Schools and the Board of Education of the Hudson City School District, I would like to extend our best wishes to you for a long, happy, and healthy retirement.

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.

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PERSONNEL AGENDA

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HAND CARRY

15.1.20 TEACHING ASSISTANT APPOINTMENT

	Last Name	First Name	Position	Location	Certification	Rate of Pay	Effective Date	Notes
A.	Zucker	Mollie	Teaching Assistant	MCSIS	Initial Certification Health/PE	\$17.08/hr.	9/5/12	Posting #080712-5

July 2012

Board of Education/Audit Committee
Hudson City School District
215 Harry Howard Avenue
Hudson, NY 12534

The annual update of the financial risk assessment for the Hudson City School District has been completed. The purpose of the engagement was to assist the District in complying with the regulations imposed by the 2005 School Financial Oversight and Accountability Legislation.

The purpose of the financial risk assessment is to review the internal controls that the district has in place to prevent errors, detect fraud, ensure that financial reporting is accurate, and that the district assets are safeguarded. In conducting the financial risk assessment key staff members were interviewed to obtain an understanding of the financial processes, internal controls and general operating procedures. In addition, transactions were randomly selected & tested in the following areas: cash receipts and cash disbursements covering the period of July 1, 2011 – March 31, 2012.

The areas reviewed during the engagement included, but were not limited to:

- Board of Education Minutes/Actions
- Cash Receipts; On-line Banking; Bank Reconciliations
- Cash Disbursements; Accounts Payable & Purchasing
- Claims Audit Function
- Extra Classroom Activities (separate report)
- Lunch Program
- Payroll; Time & Attendance
- Fixed Assets
- Information Technology
- Transportation Department

During our review there were exceptions identified, however, none of the exceptions taken singularly or in aggregate appear to rise to the level of a significant deficiency or material weakness of internal controls. The following pages summarize our examination findings and recommendations.

It was a pleasure working with the staff of the Hudson City School District and if there are any questions concerning this report, the review, or if we can be of assistance in the future please feel free to contact us.

Sincerely,



Michael T. Wolff, CIA
Internal Controls Auditor
Rensselaer City School District
Internal Audit Services

Comments and Recommendations

The items listed below represent a summary of the risk assessment update for the 2011-2012 year. None of the issues identified singularly or in aggregate represent a significant deficiency or material weakness.

FINANCIAL AREA	ISSUE/COMMENT	RECOMMENDATION
<p>Cash Disbursements Testing</p>	<p>During our review we tested 30 cash disbursements to ensure policies and procedures were followed and proper authorizations were obtained.</p> <ul style="list-style-type: none"> • 7 exceptions were noted in which testing indicated insufficient supporting documentation or approving signatures. <ul style="list-style-type: none"> ○ 5 without claim audit signature ○ 1 claim where sales tax was paid ○ 1 with no supervisor approval ○ 1 PO was listed as being for 100 movie tickets, but there was no invoice from the movie theater. A listing of who the movie tickets were for and a listing of signed receipts should have been included with the PO. <p>Note – the exceptions involving the missing signature of a claims auditor were all prior to mid-August 2011.</p>	<p>All cash disbursements paid through a warrant should be reviewed and approved by a claims auditor or each bill needs to be reviewed and audited by each Board of Education member. The purchasing procedures should be reviewed with those individuals able to request purchases to ensure they sign as receiving (approving), and that sales taxes are not charged.</p>
<p>Claims Auditor</p>	<p>There was no claims auditor from July 1 to mid-August, 2011. Based upon an interview with the claims auditor:</p> <ul style="list-style-type: none"> • The Claims Auditor has not received formal training. • The Claims Auditor does not prepare a summery memo to the BOE and at the time of our review had not met with the BOE or Audit Committee in person. • The Claims Auditor does not review the checks before they are mailed. • The Claims Auditor does not verify that bidding requirements have been followed for large purchases. 	<p>All cash disbursements paid through a warrant should be reviewed and approved by a claims auditor or each bill needs to be reviewed and audited by each Board of Education member. The Claims Auditor should be preparing a monthly summary of the disbursements reviewed and submitting it to the BOE for acceptance. The Claims Auditor should be meeting with the BOE at least annually in person. Based upon the exceptions noted, the Claims Auditor should obtain formal training in the process of reviewing claims on behalf of the BOE.</p>
<p>Cash Receipts Testing</p>	<p>During our review we tested 30 cash receipt transactions to ensure proper policies and procedures were followed:</p> <ul style="list-style-type: none"> • 7 Cash receipts did not have supporting documentation. 	<p>A clearly defined audit trail should accompany all transactions. Cash receipt procedures should be reviewed to ensure each transaction has supporting documentation.</p>
<p>Cash Operations</p>	<p>We reviewed the operations of the treasurer and other functions related to cash processing (non-payroll).</p>	<p>To strengthen the internal controls around cash and the Treasurer operations, there should be more segregation of duties with additional personnel reviewing various</p>

FINANCIAL AREA	ISSUE/COMMENT	RECOMMENDATION
	<ul style="list-style-type: none"> • The cash receipt process does not currently have sufficient segregation of duties. The Treasurer processes all portions of cash receipts, and also makes correcting journal entries. There is no set of procedures for a regularly scheduled review of receipts and/or receivables. • A debit filter is not currently being used with the district's depositories. • Positive pay is not currently being used by the district for the primary checking accounts. • Currently anyone with access to InfoFund can make a change to the vendor file. • There is no review of a Vendor Change report to ensure all changes to the accounts payable vendor file are authorized. 	<p>reports and calculations. Some examples include:</p> <ul style="list-style-type: none"> • Opening mail, creating the treasurer's receipt and deposit, posting the journal entries, and reviewing the cash receipts and mail logs. • The "vendor change" report should be reviewed by someone who does not have access to change the vendor files data. <p>Additionally, the access levels to InfoFund should be reviewed to ensure there is limited access to the vendor change file. The district should also inquire with the depositories to see if a debit filter and positive pay can be implemented.</p>
Extra Classroom	A separate report is being issued for extra-classroom activities.	Please see extra classroom report for findings and recommendations.
Payroll	<p>We reviewed the processes surrounding the processing and recording of payroll.</p> <ul style="list-style-type: none"> • Currently no one reviews the first and last payroll calculations for new and terminated employees, respectively. These transactions have complicated calculations and are affected by collective bargaining contracts. • The "Payroll Change" report is not currently reviewed as part of the payroll certification process. This report is useful to identify any unauthorized or mistakes made in changes to the payroll file. • The reconciliation of the payroll account is not currently reviewed and signed-off by someone other than the District Treasurer. To provide adequate segregation of duties, a person not involved with making changes to payroll and entering transactions should review the reconciliation. • There is no one cross-trained in the processing of payroll and the procedures are not documented. 	<p>To strengthen the internal controls around payroll, there should be more segregation of duties with additional personnel, not associated with the payroll process reviewing various reports and calculations. Some examples include:</p> <ul style="list-style-type: none"> • First and last payroll for new and terminated employees • The "Payroll Change" Report • The reconciliation of the payroll account, Form 941's and Form W-2's. <p>Additionally, personnel should be cross-trained in the processes of performing payroll and those processes should be documented.</p>

FINANCIAL AREA	ISSUE/COMMENT	RECOMMENDATION
Cafeteria Operations	<p>We reviewed the internal controls for processing cash, and tracking inventory.</p> <ul style="list-style-type: none"> • There aren't any documented procedures for many of the cafeteria functions. (e.g. inventory, ordering, cash receipts, balancing the registers, preparing the deposits, etc.) 	<p>To ensure consistency with operations and to act as a training aid, written procedures should be created for the cafeteria functions.</p>
Fixed Assets	<p>We reviewed the controls surrounding the acquiring, tracking and disposing of fixed assets and noted the following:</p> <ul style="list-style-type: none"> • We could not locate a Board policy for fixed assets & capitalization. • The district does not currently tag assets with a value of less than \$550 even if they are highly "walkable" (e.g. digital camera, tablets, etc.) 	<p>To ensure that policies remain consistent, we recommend that a policy be written which establishes an amount that assets will be capitalized and an amount and type of assets that will be tagged. Although not required, items that are easily removed from the property, (cameras, and electronic equipment) be tagged even if below the threshold for capitalizing the assets.</p>

Additional Considerations:

The regulatory and financial environment that the School District operates within is constantly changing and there are risks that should be continually or periodically monitored. The following items are listed as either a reminder or suggestion for the district to consider in mitigating risks within this working environment. Please note these items are listed solely as a reminder and are not indicative of any significant deficiencies noted during our review.

1. In October 2010, OSC issued the publication "The Practice of Internal Controls". Although the entire manual contains useful information, the chapters on Information Technology controls and Outsourcing controls are recommended to be reviewed by District personnel to ensure these controls are in place. As resources have been diminishing, many functions are being outsourced and this is an anticipated area of review for future OSC audits. Additionally, it is recommended that the business staff review their respective areas of this manual as a refresher on internal controls.
2. Buildings & Grounds: Personnel who drive district vehicles, e.g. snow plows, district trucks, driver education cars, etc., are not required to have their driving records verified. We recommend that the District consider developing a policy to review the DMV abstract of anyone who will be driving a district vehicle (non school bus) to ensure their licenses are valid, and there are no infractions that would jeopardize the district for not being proactive in monitoring their drivers. A periodic review, (at least annually), is also recommended.
3. The BOE and/or Audit Committee should continue to monitor the corrective action plans from the Management Comment letters provided by your external auditors, and any corrective actions taken as a result of this report.

REPORT TO THE AUDIT COMMITTEE

Hudson City School District

REPORT DATE	July 2012
PROCESS REVIEWED	Extra Classroom Activity Funds
DATE OF REVIEW	July 1, 2011 through April 30, 2011
SCOPE OF WORK	Cash Receipts, Disbursements, Club Management & Oversight
SCOPE RESTRICTIONS?	There were no scope restrictions.
CONTROLS REVIEWED	In conducting the internal audit review over extra classroom activity funds, the following controls were considered and evaluated:
<ol style="list-style-type: none"> 1. General 2. Authorization 3. Fraud/Risk 4. Monitoring 5. Processing & Recording 	
TESTING PROCESS	
1. General	<ul style="list-style-type: none"> • Observed operational procedures. • Interviewed and inquired of key personnel. This included: <ul style="list-style-type: none"> ○ Michael Antonelli, Central Treasurer (HS) ○ Lucy Rees, Central Treasurer (JHS) ○ Wayne Kinney, Advisor ○ Lisa Dwyer, Advisor ○ Jerry Wood, Advisor ○ Penny Schertel, Advisor ○ Megan Abitabile, Advisor ○ Shannon Factor, Advisor
2. Authorization	<ul style="list-style-type: none"> • Identified the extra classroom activity fund accounts and their respective balances. • Determined that the funds and their respective advisors were approved by the Board of Education. • Determined that individuals that execute banking transactions have been approved by the Board of Education. • Identified the location of the funds.
3. Fraud/Risk	<ul style="list-style-type: none"> • Reviewed the cash receipts and disbursements ledgers for the period July 1, 2011 through April 30, 2012: <ul style="list-style-type: none"> ○ Selected a sample of cash disbursements and cash receipts: <ul style="list-style-type: none"> • 30 cash receipts; • 30 cash disbursements ○ Tested the samples selected to ensure that the proper procedures were being followed.
4. Monitoring	<ul style="list-style-type: none"> • Inquired as to the training that extra classroom advisors received. • Ensured that advisors and student treasurers were maintaining a separate and complete set of books.
5. Processing & Recording	<ul style="list-style-type: none"> • Identified and reviewed the funding and purchasing processes, this included: <ul style="list-style-type: none"> ○ Fund Raising; Activity Admissions; ○ Transfers; ○ Tracking and Maintaining Inventory. • Reviewed the cash receipts and disbursements processes including: reconciliation of daily cash receipts collected, preparing deposits, making the deposit slips, payment/check requests, recording payments, receiving the bank statements, reviewing the bank statements, and preparing the bank reconciliations.

REPORT TO THE AUDIT COMMITTEE

Hudson City School District


FINDINGS / RECOMMENDATIONS	
1. General	No Findings
2. Authorization	<p>A review of the BOE minutes noted that most of the advisors for the extra-classroom clubs had been approved but the following clubs did were not identified:</p> <ul style="list-style-type: none"> • Books & Breakfast • Government Club • Health Club • Junior States of America • Language Club • Save of Life Club • Student for Student • Home & Career Skills • Grade 7 Advisor • Grade 8 Advisor <p>The BOE should approve all clubs and advisors, even if the advisor for the club is not a stipend position.</p>
3. Risk	<p><u>Cash Receipts :</u></p> <p>1. Issue: The supporting documentation of cash receipts was either non-existent or did not include sufficient detail as to the events creating the receipts. Additionally, the student Treasurer and the teacher Advisor's initials and/or signatures were not on the deposit documentation.</p> <p>1. Recommendation: All cash deposits should be accompanied by a detailed listing of what events resulted in the cash receipts, what was sold, how much and at what price. Additionally, all deposit documentation should be signed or initialed by the Advisor and the student Treasurer.</p> <p>2. Issue: Profit and loss statements (P&L's) are not given to the Central Treasurer upon completion of a fundraising event.</p> <p>2. Recommendation: After each fundraising event it is a recommended practice to have the student, with assistance from the advisor, create a P&L report that details all revenues and expenses. The P&L report should be turned into the Central Treasurer with the final cash receipt or check request.</p> <p><u>Cash Disbursements:</u></p> <p>1. Issue: During the testing of cash disbursements the following issues were noted:</p> <ul style="list-style-type: none"> • Sales tax was not paid as required with four of the disbursement requests • One invoice was paid in which there was no documentation to support \$34.25 • One invoice did not have sufficient documentation to support a \$15.00 payment • Three of the check requests were written by the Teacher Advisor instead of the student. <p>1. Recommendation: All checks requests should be signed by both the student Treasurer and teacher Advisor. The request should be completed by the student and initialed by the advisor.</p> <p>2. Recommendation: Supporting documentation should accompany all check requests. Receipts should be attached which support the total that is being requested.</p> <p>3. Recommendation: Extra-Classroom activities are not exempt from paying sales tax. Sales tax must be paid when making purchase or a resale certificate must be presented to the vendor in the case of a club reselling the merchandise.</p>
4. Monitoring	<p>1. Issue: The extra classroom activity clubs are not all maintaining a second set of books or keeping minutes of meetings.</p> <p>1. Recommendation: The Commissioner's Regulations require that two sets of books be maintained. One set is to be maintained by the student treasurer and one is to be maintained by the extra classroom activity fund's central treasurer. The school should provide training and guidance to the extra</p>

REPORT TO THE AUDIT COMMITTEE

Hudson City School District

	<p>classroom club student treasurers and advisors so they are aware of the rules and regulations to be followed. Minutes should be maintained by the clubs to document their activities and decisions.</p> <p>2. Issue: Not all the clubs have elected or appointed official student officers.</p> <p>2. Recommendation: Since one of the purposes of extra-classroom activities is to teach students about business and managing financial transactions, each club should elect or appoint a student treasurer.</p> <p>3. Issue: Cash from fundraising events has been stored in locked cabinet inside the school.</p> <p>3. Recommendation: Unless there are extenuating circumstances, cash and checks received from fund raising should be placed in the school safe nightly and should be deposited to a commercial bank within three business days.</p>
5. Process & Recording	<p>1. Issue: As of April 30, 2011 there were several clubs that did not appear to have any activity.</p> <p>1. Recommendation: Any clubs that maintain a balance but are considered inactive should have their balances closed out and transferred to Student Council.</p>
<p>Additional Recommendation: Based upon the interviews with the advisors and the central treasurer's, training should be administered to all the Advisors and Central Treasurers. Additionally, the district may consider training the Student Treasurer's as well.</p>	

Submitted by: _____


Michael T. Wolff, CIA, Internal Auditor

Date: _____

July, 2012