

HUDSON CITY SCHOOL DISTRICT  
ANNUAL ORGANIZATIONAL BOARD OF EDUCATION MEETING  
MONDAY, JULY 1, 2013 – 7:00 P.M.  
HUDSON HIGH SCHOOL LIBRARY

Minutes Meeting #1

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The Annual Organizational Meeting of the Hudson City School District was held on July 1, 2013 at the Hudson High School library, 215 Harry Howard Ave., Hudson, NY.

PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:00 p.m. by Frieda Van Deusen, Clerk of the Board of Education.

PRESENT: Kelly Frank  
Joseph E. Carr  
Elizabeth Fout  
Tiffany Hamilton

LATE ARRIVAL: Jeri Chapman  
Peter A. Rice, Jr.

ABSENT: Carrie Otty

ALSO PRESENT: Coordinator of School Improvement April Prestipino  
School Business Executive Robert D. Yusko, Jr.  
Clerk of the Board Frieda A. Van Deusen

Board Member Jeri Chapman arrived at the Board Meeting at 7:02 p.m.

JERI CHAPMAN

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

AGENDA ACCEPTED

Pull agenda items 10 B, 22 and 28 to vote on separately and add 23 E Curriculum Committee

Ayes – 5 Nays – 0 MOTION CARRIED

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

LOYALTY OATH  
BOARD MEMBER

Peter Rice, Board Member, joined the meeting at 7:05 p.m.

PETER RICE

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

NOMINATIONS &  
ELECTION-BOARD  
PRESIDENT, MS.  
FRANK

Ayes – 5 Nays – 1 Ms. Fout MOTION CARRIED

Nominations for Vice President of the Board of Education were accepted by the Clerk of the Board. Jeri Chapman was nominated for the Vice Presidency on a motion by Ms. Fout, with a second by Mr. Rice and Tiffany Hamilton was nominated on a motion by Ms. Frank, with a second by Mr. Carr. There being no further nominations from the floor, nominations were closed and a vote took place as follows:

NOMINATIONS &  
ELECTION-BOARD  
VICE PRESIDENT,  
T. HAMILTON

Jeri Chapman: Ayes – 2 Nays – 4 Ms. Frank, Ms. Carr, Ms. Hamilton, Ms. Chapman

Tiffany Hamilton: Ayes – 4 Nays – 1 Ms. Fout Abstentions – 1 Mr. Rice

As a result of the vote, Ms. Hamilton was voted in as Vice President.

**LOYALTY OATH  
PRESIDENT AND  
VICE PRESIDENT**

Frieda Van Deusen, Clerk of the Board, administered the Loyalty Oath to Ms. Frank, President of the Board and Ms. Hamilton, Vice President of the Board.

President Kelly Frank then presided over the meeting.

**OFFICERS APPOINTED**

Be It Resolved, that the Board of Education, on a motion by Ms. Chapman, with a second by Ms. Hamilton, appoints the following Officers for the 2013-2014 school year:

- A. Clerk of the Board – Frieda A. Van Deusen
- B. Deputy Clerk of the Board – Robert D. Yusko, Jr.
- C. District Treasurer – Florence L. Stickles
- D. Deputy Treasurer – Mary Jane Ames
- E. Tax Collector – Florence L. Stickles

**LOYALTY OATH – CLERK  
& DEPUTY CLERK OF  
BOARD**

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

**ANNUAL APPOINTMENTS**

Be It Resolved, that the Board of Education, on a motion by Ms. Hamilton, with a second by Ms. Chapman, appoints the School District Attorney – Rapport Meyers LLP - \$200.00/hr. (\$10/hr. increase from last year) for the 2013-2014 school year.

Ayes – 6                      Nays – 0                      MOTION CARRIED

Be It Resolved, that the Board of Education, on a motion by Ms. Hamilton, with a second by Elizabeth Fout, appoints the Labor Relations Attorney – Thomas, Drohan, Waxman, Petigrow & Mayle, LLP - \$200.00/hr. (attorneys) and \$90.00/hr. (paralegal) – (no increase from last year) for the 2013-2014 school year.

Ayes – 5                      Nays – 1 Ms. Fout                      MOTION CARRIED

Be It Resolved, that the Board of Education, on a motion by Ms. Hamilton, with a second by Ms. Chapman, appoints the following for the 2013-2014 school year:

- School Dentist – Dr. Robert Danz - \$1,000
- Independent External Auditor – Raymond G. Preusser, CPA, PC
- Purchasing Agent – Robert D. Yusko, Jr.
- Records Access Officer – Robert D. Yusko, Jr.
- Records Management Officer – Robert D. Yusko, Jr.
- Title IX Compliance Officer – Mark Brenneman
- Program Administrator of the Blood-borne Pathogens Exposure Control Plan – George Keeler
- District Emergency Coordinator – George Keeler
- Safety and Health Designee – George Keeler
- Asbestos (LEA) Designee – George Keeler
- Americans with Disabilities Act (ADA) Coordinator – George Keeler
- Public Access Defibrillation (PAD) Coordinator – George Keeler
- EPA Lead-Based Paint Renovation, Repair, & Painting (RRP) Program Coordinator – George Keeler
- Integrated Pest Management (IPM) Coordinator – George Keeler
- Section 504 Compliance Officer – Kim Lybolt
- Liaison for the Education of Homeless Children & Youth – Kim Lybolt
- Medicaid Compliance Officer – Kim Lybolt
- HIPPA Officer – Kelly McDonald
- School District Insurance Consultant – First Niagara Risk Management, Inc.
- School District Architect – Rhinebeck Architecture & Planning
- Financial Consulting Services – Bernard P. Donegan, Inc.

Ayes – 6                      Nays – 0                      MOTION CARRIED

“RESOLVED on a motion by Ms. Hamilton, with a second by Ms. Chapman, 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 – 6                      Nays – 0                      MOTION CARRIED

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

DATE & TIME OF  
BOARD MEETINGS

Ayes – 6                      Nays – 0                      MOTION CARRIED

Be It Resolved, that the Board of Education, on a motion by Ms. Hamilton, with a second by Ms. Chapman, authorizes the Projected Board of Education Meeting Schedule for the 2013-2014 school year, as attached.

BOARD MEETING  
SCHEDULE FOR  
2013-2014

Ayes – 6                      Nays – 0                      MOTION CARRIED

On a motion by Ms. Hamilton, with a second by Ms. Fout, the Board of Education approves agenda items 14.0-21.0 as follows:

AGENDA ITEMS  
14.0-21.0 APPROVED

Ayes – 6                      Nays – 0                      MOTION CARRIED

Be It Resolved, that the Board of Education designates the Register Star and the Columbia Paper as the official newspapers for the Hudson City School District.

OFFICIAL  
NEWSPAPERS

Be It Resolved, that the Board of Education authorizes 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)

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

RESOLUTION FOR  
SINGLE SIGNATURE

**RESOLUTION FOR  
STANDARD  
REQUIREMENTS**

“RESOLVE, that this said District continue to use the following standard requirement 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.”

**PETTY CASH FUNDS**

Be It Resolved, that the Board of Education establishes the following Petty Cash funds for the 2013 – 2014 school year:

Senior High School – 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
Coordinator of School Improvement – April Prestipino	25.00
Business Manager’s Office – Robert D. Yusko, Jr.	50.00
Student Services Office – Kim Lybolt	50.00
Homeless Grant – Kim Lybolt	25.00

**NON-RESIDENT  
TUITION RATES**

Be It Resolved, that the Board of Education adopts the following non-resident tuition rates for the 2013-2014 school year, as recommended by the Superintendent.

Grades K-6	\$ 5,425
Grades 7-12	\$ 8,085
Special Ed Student – K-6	\$ 23,548
Special Ed Student – 7-12	\$ 26,208

**BOARD’S  
AUTHORIZATION**

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

**AUTHORIZATION  
TO INVEST FUNDS**

Be It Resolved, that the Board of Education authorizes the Treasurer to invest District funds.

**POLICY MANUAL &  
CODE OF ETHICS**

Be It Resolved, on a motion by Ms. Hamilton, with a second by Ms. Chapman, that the Board of Education adopts the Hudson City School District Policy Manual and Code of Ethics for 2014.

Ayes – 6                      Nays – 0                      MOTION CARRIED

**BOARD  
COMMITTEES**

Be It Resolved, on a motion by Ms. Hamilton, with a second by Ms. Chapman, that the Board of Education establishes the following Board Committees and appoints two board members to each committee listed below:

- A. Audit (3 members) - Tiffany Hamilton, Kelly Frank, Carrie Otty
- B. Facilities - Joseph Carr, Elizabeth Fout
- C. Policy - Jeri Chapman, Joseph Carr
- D. Budget - Tiffany Hamilton, Peter Rice
- E. Curriculum - Discussion was held regarding a committee for Curriculum and this was tabled until a future meeting.

**AGENDA ITEMS  
24.0-27.0 APPROVED**

On a motion by Ms. Hamilton, with a second by Ms. Chapman, the Board of Education approves agenda items 24.0-27.0 as follows:

Ayes – 6                      Nays – 0                      MOTION CARRIED

**Be It Resolved**, that the Board of Education adopts the U.S. General Services Administration Per Diem Rates for New York, as attached, for reimbursable lodging and meal charges, including gratuities, for persons traveling for district-related business.

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

**Be It Resolved**, that the Board of Education approves a Consulting Agreement, as attached, with Needham Risk Management Resource Group, LLC, at a monthly cost of \$2,350.00 (\$225.00 monthly increase), effective July 1, 2013 through June 30, 2014, to assist us in the maintenance of the health and safety program at the District.

NEEDHAM RISK  
CONSULTING  
AGREEMENT  
APPROVED

**Be It Resolved**, that the Board of Education approves a lease agreement, as attached, with Questar III for rental of twelve (12) classrooms at Hudson High School for the period of July 8, 2013 through August 16, 2013 (Summer School) for a fee of \$6,300.00 for 6 six weeks.

QUESTAR III  
CLASSROOM LEASE  
(SUMMER SCHOOL)

**Be It Resolved**, that the Board of Education approves the attached list of Impartial Hearing Officers for the 2013-2014 school year.

IMPARTIAL  
HEARING OFFICERS

**Be It Resolved**, on a motion by Ms. Hamilton, with a second by Ms. Chapman, that the Board of Education, pursuant to §200.5 of the Regulations of the Commissioner of Education, hereby delegates Kelly Frank as the representative of the Board who can appoint an Impartial Hearing Officer in the event such a hearing is requested by the parent of a student with a disability.

KELLY FRANK  
BOARD REP –  
HEARING OFFICER

Ayes – 6                  Nays – 0                  MOTION CARRIED

On a motion by Ms. Hamilton, with a second by Ms. Chapman, the Board of Education approves agenda items 29.0 and 30.0 as follows:

AGENDA ITEMS  
29.0 & 30.0

Ayes – 6                  Nays – 0                  MOTION CARRIED

**Be It Resolved**, that the Board of Education establishes the mileage reimbursement rate, in accordance with IRS, of 56.5 cents/mi. for 2013-2014.

MILEAGE  
REIMBURSEMENT

**Be It Resolved**, that the Board of Education approves the 2013-2014 Tax Warrant, as attached.

TAX WARRANT

**Old Business** - There was no old business to discuss

OLD BUSINESS

**Public Forum** – No one signed up public forum

PUBLIC FORUM

**New Business** –No new business to discuss

NEW BUSINESS

Board Member Peter Rice left the meeting at 7:27 p.m.

PETER RICE

On a motion by Ms. Hamilton, with a second by Ms. Chapman, the Board of Education went into Executive Session at 7:27 p.m. to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation; the proposed acquisition, sale or lease of real property.

EXECUTIVE SESSION

Ayes – 6                  Nays – 0                  MOTION CARRIED

The Board of Education came out of Executive Session at 8:40 p.m. on a motion by Ms. Hamilton, with a second by Ms. Fout.

Ayes – 5                  Nays – 0                  MOTION CARRIED

On a motion by Ms. Hamilton, with a second by Ms. Chapman, the Board of Education approves personnel agenda items 36.1.1 A, B, and E, as attached.

PERSONNEL AGENDA  
ITEMS 36.1.1 A, B, & E

Ayes – 4                  Nays – 1 Ms. Fout                  MOTION CARRIED

The Board of Education tabled personnel agenda items 36.1.1 C & D, as attached.

PERSONNEL AGENDA  
ITEMS 36.1.1 C & D



# HUMAN RESOURCES

# PERSONNEL AGENDA

July 1, 2013

## \*36.1.1 INSTRUCTIONAL TENURE APPROVALS

## \*TABLED 36.1.1 C&D

	Last Name	First Name	School	Tenure Area	Certification Area/Type	Effective Tenure Dates
A.	Chalavoutis	Dianne	JLE	Special Education	Students W/Disabilities B-2/Professional	9/01/13
B.	Gebhardt	Philip	JLE	Art/Visual Arts	Visual Arts/Professional	9/15/13
C.	Hayles	Beverly	HSHS	Special Education	Special Education/Permanent	9/01/13
D.	Hubert	Kristina	HJHS	Physical Education	Physical Education/Permanent	9/01/13
E.	Rolfe	Elizabeth	MCSIS	Special Education	Students W/Disabilities Gr. 1-6/Initial	9/01/13

## 36.1.2 CSE/CPSE COMMITTEE/SUBCOMMITTEE CHAIRPERSON APPOINTMENTS FOR 2013-2014

	Last Name	First Name	Position	Location*	Effective Date	Notes
A.	Lybolt	Kim	Director of Student Services	Central Office	2013-2014 school year	To attend required CSE/CPSE meetings
B.	Muller	Tracy	Teacher	JLE	2013-2014 school year	To attend required CSE/CPSE meetings
C.	Sheedy	Denise	Teacher	JLE	2013-2014 school year	To attend required CSE/CPSE meetings
D.	Hungerford	Susan	Teacher	MCSIS	2013-2014 school year	To attend required CSE/CPSE meetings
E.	Voigt	Kathy	Teacher	HJSHS	2013-2014 school year	To attend required CSE/CPSE meetings
F.	Lanuto	Joanne	CPSE Chairperson/School Psychologist	JLE	2013-2014 school year	To attend required CSE/CPSE meetings
G.	Appelbaum	Kerri	School Psychologist	JLE	2013-2014 school year	To attend required CSE/CPSE meetings
H.	Hanley	Jason	School Psychologist	MCSIS	2013-2014 school year	To attend required CSE/CPSE meetings
I.	Plaia	Kristin	School Psychologist	MCSIS	2013-2014 school year	To attend required CSE/CPSE meetings
J.	Clark	Eric	School Psychologist	JHS	2013-2014 school year	To attend required CSE/CPSE meetings
K.	Vera	Katherine	School Psychologist	SHS	2013-2014 school year	To attend required CSE/CPSE meetings
L.	Connor	Anne	Parent Member	District-Wide	2013-2014 school year	To attend required CSE/CPSE meetings
M.	DeForest	Andrew	Parent Member	District-Wide	2013-2014 school year	To attend required CSE/CPSE meetings
N.	Pagnani	Elaine	Parent Member	District-Wide	2013-2014 school year	To attend required CSE/CPSE meetings
O.	Roberts	Shawn	Parent Member	District-Wide	2013-2014 school year	To attend required CSE/CPSE meetings
P.	Ruggiero	Tracy	Parent Member	District-Wide	2013-2014 school year	To attend required CSE/CPSE meetings
Q.	Morrison	Jennifer	Parent Member	District-Wide	2013-2014 school year	To attend required CSE/CPSE meetings
R.	Taylor	Tara	Parent Member	District-Wide	2013-2014 school year	To attend required CSE/CPSE meetings
S.	Tranchita	Andrea	Parent Member	District-Wide	2013-2014 school year	To attend required CSE/CPSE meetings
T.	Underhill	Jeff	Parent Member	District-Wide	2013-2014 school year	To attend required CSE/CPSE meetings

\*Sub Chairpersons may sub in a different building if needed

**36.1.3 LANGUAGE INTERPRETER APPOINTMENTS**

	Last Name	First Name	Position	Rate of Pay	Effective Date	Notes
A.	Cruz	Violet	Translator	\$25.00 per hour	2013-2014 school year	As needed for required Special Education meetings
B.	Kader	Hosnera	Translator	\$25.00 per hour	2013-2014 school year	As needed for required Special Education meetings
C.	Khanan	Taslima	Translator	\$25.00 per hour	2013-2014 school year	As needed for required Special Education meetings
D.	Meus	Jean	Translator	\$25.00 per hour	2013-2014 school year	As needed for required Special Education meetings
E.	Pepper	Amanda	Translator	\$25.00 per hour	2013-2014 school year	As needed for required Special Education meetings
F.	Price	Ailian	Translator	\$25.00 per hour	2013-2014 school year	As needed for required Special Education meetings
G.	Ruiz	Ivette	Translator	\$25.00 per hour	2013-2014 school year	As needed for required Special Education meetings

**36.1.4 INDEPENDENT EVALUATOR APPOINTMENTS**

	Name	Services	Effective Date	Notes
A.	The Center for Spectrum Services	For Autism Spectrum Diagnosis and Services	2013-2014 school year	To comply with HCSD Policy #4321.3. To be used in the event a parent disagrees with a district completed evaluation.
B.	Albany Psychological Associates	Offering Educational Evaluations	2013-2014 school year	To comply with HCSD Policy #4321.3. To be used in the event a parent disagrees with a district completed evaluation.
C.	Campbell House Psychological Associates	Diagnostic and Educational Testing	2013-2014 school year	To comply with HCSD Policy #4321.3. To be used in the event a parent disagrees with a district completed evaluation.
D.	Capital Psychological Associates	Offering Independent Psychological Evaluations	2013-2014 school year	To comply with HCSD Policy #4321.3. To be used in the event a parent disagrees with a district completed evaluation.
E.	College of Saint Rose Assessment Clinic	Educational Assessments	2013-2014 school year	To comply with HCSD Policy #4321.3. To be used in the event a parent disagrees with a district completed evaluation.
F.	Regional Rehabilitation Services, Inc.	Speech/Language/Occupational Therapy Services	2013-2014 school year	To comply with HCSD Policy #4321.3. To be used in the event a parent disagrees with a district completed evaluation.
G.	Partnership for Education	Bi-Lingual Speech/Psychological Evaluation Services	2013-2014 school year	To comply with HCSD Policy #4321.3. To be used in the event a parent disagrees with a district completed evaluation.



**36.1.5 AFTERSCHOOL PROGRAM RESIGNATION**

	Last Name	First Name	Position	Location	Effective Date
A.	Johnson	Kamal	ASP Site Coordinator	MCSIS	Close of business on 6/30/13

**36.1.6 CREATE SUMMER PROCTOR POSITIONS**

	Positions	Hours	Rate of Pay	Effective Dates	Notes
A.	Up to 6 Teacher Aides to proctor regents exams	Not to exceed 8 hours per day	Contractual Hourly Rate	8/13/13 & 8/14/13	To assist in the administration of August regents exams

**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.**