

ONTEORA CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION
BOICEVILLE, NEW YORK 12412

MINUTES

REGULAR MEETING
7:00 p.m.
September 20, 2005
Phoenicia Elementary School

CALL TO ORDER Trustee Vanacore called **REGULAR MEETING** to order at approximately 7:01 p.m.

PLEDGE OF ALLEGIANCE

PRESENT Trustees Vanacore, D'Orazio, Rosenfeld, Flournoy, Bernholz, O'Connor

NOT PRESENT Trustee Patterson

ALSO PRESENT Assistant Superintendent, Deborah Fox; School Business Administrator, Victoria McLaren; Interim Student Representative, Frances Barlow; District Clerk, Jeanne Shultis; and approximately 22 visitors

NOT ALSO PRESENT Superintendent, Justine Winters

APPROVAL OF MINUTES Trustee Flournoy moved to approve the minutes of the Regular meeting held on September 6, 2005.
Trustee Rosenfeld seconded the Motion.
6 Yes 0 No
CARRIED

WELCOME TO PHOENICIA ELEMENTARY SCHOOL Phoenicia Elementary School Principal Linda Sella welcomed everyone to the Phoenicia Elementary School and reported that even though school has only been in session for two weeks, already so much has been accomplished.

- The Phoenicia reading teachers, the Middle School reading teacher and the Academic Intervention teacher between Bennett and Phoenicia all had the opportunity to attend the Teacher's College Reading and Writing Project at Columbia University this summer. They learned the components of a balanced literacy program. Their focus was on the reading portion. A teacher's study group is being formed around this project. This is part of our continuing effort in our reading initiative which we began last year.
- The Phoenicia PTA just kicked off a school wide benefit to aid the youngest victims of Hurricane Katrina. It is called Kids Helping Kids. Beginning Monday, September 26, our students will collect new children's books as part of our effort of sharing the glory of literacy around the world. A personal connection to a family actually living and working directly with the hurricane families and displaced families will deliver and distribute the books to the local shelters in New Orleans.

- Wednesday night, September 21, is Open House, and a personal invitation was extended to each and every Board member.

DISTRICT NEWS

Assistant Superintendent, Deborah Fox, reported that:

- A recent article in the Ulster County Townsman praised the efforts of one of our Onteora High School students, Iona Scully, of Phoenicia, who went door-to-door to raise money to help the victims of Hurricane Katrina as part of the National Youth Leadership Council.
- School is off to a great start; everybody is diligently busy. She commended the principals who, for the past two weeks, have had many safety drills and fire drills. A lockdown drill was held at the Middle-High School today as part of our safety plan. She is proud of their efforts to improve our district wide safety plan. They have done a wonderful job this year in making them more organized.

School Business Administrator, Victoria McLaren, reported that:

- We have begun our walk-throughs with our architects and have gone through two buildings with the building principal, the head custodian, the superintendent and myself accompanying the architects. Shortly we will announce and publicize the dates when we are going to do walk-throughs with faculty/staff, and community members. We are excited to have that starting.

REPORT FROM 2005-2006 STUDENT BOARD REPRESENTATIVE

Interim Student Representative Frances Barlow reported that there still are no vending machines available for students.

- Mrs. McLaren responded that the paperwork has been sent to Food Service Director, Gary Ecklund, who is out on leave, so that he can pick a machine, since he was the one who did all the research. We are waiting for his response.

Miss Barlow asked if the new backpack rule is a State law. She reported that many students are requesting that the time allowed for passing between classes be increased from four minutes to five. Trustee D'Orazio recommended that this issue be taken to the administration.

Trustee Vanacore requested that High School Principal, Barbara Ruben, who was in the audience, comment about the backpack policy. Mrs. Ruben explained that in this summer's safety trainings for administrators, the Community Outreach Office, Trooper Victor Pirtle, recommended that we go to a no backpack rule. To have backpacks kept in lockers is a safety issue. The Middle School has had this in effect in the past.

STUDENT COMMENT

There were no student comments at this time.

PUBLIC COMMENT

Tina Harp, President of the Phoenicia School PTA, spoke in response to comments made by Trustee Patterson at the September 6, 2005, Board meeting and gave a copy of her statement to each Board member. Said statement shall be attached to the minutes and placed on file with the Clerk of the Board.

REPORTS/ PRESENTATIONS

- Teacher Mentor Report – Deborah Fox, Assistant Superintendent, and Corey Cavallaro, OTA President, reported that it is now a requirement that school districts have a mentoring plan in place as part of the NYS Commissioner's Regulations Part 80-3 and 100.2. A draft of the plan was previously sent to the Board members. A mentoring program is a good idea not only because the State requires it, but also because:
 1. It is needed for new staff hired after February 2004 in order for them to receive their professional certification
 2. It is also in place to have professionals giving back to their profession
 3. It is a good idea in order to retain quality and qualified staff

The demographics of our teaching staff is such that within ten years over half of our teachers will be potentially eligible to retire. So this will be an incredibly important program for us.

With the Mentor Program being structured, defined and well monitored, the education of our students will improve.

This year we will move into the implementation stage with a building level approach.

- Release of CTC Survey Results – Robin Sears, District Coordinator of Health and Chairperson of the District's Health and Safety Advisory Council, highlighted a few areas from the report that was included in the Board packet. Health and Safety Advisory Councils are required by law. Their membership is specified in education regulations, Title IV and SAVE Legislation. The Council consists of representatives from the community, the school board, students, staff and they meet quarterly. The Council has been charged to establish various sub-committees. We have addressed alcohol, tobacco and drug issues, as well as school nutrition, safety issues for staff who work away from the school building with students and also, with community forums.
- She requested the Board's official permission for the release of data from a survey called the "Communities That Care" survey in a community forum which has tentatively been scheduled for October 20, 2005.
- The Council has been working diligently in the area of tobacco prevention and is now asking for the Board's assistance in promoting their efforts regarding tobacco-free environments, current laws and legislation. Thanks to our District Web Master, Gabe Buono, who will help to establish links on our web site that will aid our efforts, as a community, to be proactive, model behavior and create and enforce policies and philosophies that keep our campuses tobacco-free. In the coming week, we will have a brand-new draft of a tobacco policy for the Board. This

has been a diligent effort on the part of the Council with special help from Mr. Checko Miller, our Regional Tobacco Specialist. Please note the new and improved tobacco regulation language that appears in this year's District calendar and in the Middle/High School Handbook. There are also new signs that have been posted throughout the District as well as the window decals. Her second request is that announcements or reminders be made to the public prior to all school sponsored events "It is illegal in New York State for anyone to use tobacco at anytime in any school building, school grounds (to include parking lots and athletic fields), and in school-owned, contracted, or leased vehicles.

Robin Sears requested that the Board grant her two requests tonight.

Trustee D'Orazio moved to approve Robin Sears requests for:

- the release of the critical "Communities That Care" data to be used in part at the upcoming Onteora Community forum in October, and
- the request that announcements or reminders be made to the public prior to the start of all school-sponsored events that it is illegal in New York State for anyone to use tobacco at anytime in any school building, school grounds (to include parking lots and athletic fields), and in school-owned, contracted, or leased vehicles.

Trustee Flournoy seconded the Motion.

Discussion.

Trustee Rosenfeld moved to table the motion until the next meeting.

Trustee Vanacore seconded the Motion to table.

Roll Call Vote was begun.

Assistant Superintendent Fox stated that Superintendent Winters is aware of Robin Sears' requests, the forum plans and the need for the Board's approval tonight. The Council met two weeks ago and shared this with her and she was supportive of that and asked Robin to come tonight to make a presentation to get your permission to release the information.

Trustee Rosenfeld withdrew his motion to table.

Trustee D'Orazio seconded the Motion to withdraw, with the reminder that if the Board is expected to act on something it should be put on the agenda under Discussion and Possible Action.

Vote on the original two-part motion:

6 Yes 0 No

CARRIED

DISCUSSION AND POSSIBLE ACTION

- Appointment of Voting Delegate for 2005 NYSSBA Annual Meeting on 10/29/2005

Trustee D'Orazio moved to appoint Trustee Flournoy as the Voting Delegate for the 2005 NYSSBA Annual Meeting.

Trustee Bernholz seconded the Motion.

6 Yes 0 No

CARRIED

- Trustee Flournoy moved to approve the following **RESOLUTION**:
WHEREAS, the Ulster County Board of Cooperative Educational Services intends to issue a Request for Proposals seeking a contractor to provide a Wide Area Telecommunications Service among Ulster County BOCES and its participating component school districts; and
WHEREAS, a Wide Area Telecommunications Service will provide the School District with efficient internet access, voice, video and data transmission enabling the District to better serve its students; and
WHEREAS, the Board desires to participate in the project with Ulster County BOCES and other participating school districts;
NOW, THEREFORE, IN LIGHT OF THE FOREGOING IT IS HEREBY RESOLVED:
 1. That the Board of Education of the Onteora Central School District authorizes Ulster County BOCES to develop and issue a Request for Proposals for the provision of a Wide Area Telecommunications Service among Ulster County BOCES and the participating component school districts.

Trustee D'Orazio seconded the Motion.

6 Yes 0 No

CARRIED

PERSONNEL

MOTION TO APPROVE LEAVE OF ABSENCE: INSTRUCTIONAL SCHEDULE Q #09/05

Trustee Rosenfeld moved to approve the following request for LEAVE OF ABSENCE (Instructional) for the period indicated:

EMPLOYEE NUMBER	EFFECTIVE DATE FROM – TO	REASON
#2577	9/6/05 – 9/23/05	Family Medical – Paid; Family Medical Leave

Trustee Flournoy seconded the Motion.

6 Yes 0 No

CARRIED

MOTION TO APPROVE APPOINTMENT(S): INSTRUCTIONAL SCHEDULE N #09/05

G. EXTRA DUTY STIPENDS

Trustee Rosenfeld moved to approve the following INSTRUCTIONAL APPOINTMENTS:

D. PER DIEM SUBSTITUTE

NAME	CERTIFICATION	SALARY
Groeters, Michael	Certified Substitute Teacher	\$95/day

Trustee Flourney seconded the Motion.

6 Yes 0 No

CARRIED

**MOTION TO
APPROVE LEAVE
OF ABSENCE:**

**NON-
INSTRUCTIONAL
SCHEDULE QQ
#09/05**

Trustee Rosenfeld moved to approve the following request(s) for LEAVE OF ABSENCE (Non-Instructional) for the period indicated:

EMPLOYEE NUMBER	EFFECTIVE DATE FROM – TO	REASON
#2781	10/2/05 – 10/21/05	Extend Medical – Paid; Family Medical Leave
#1948	Thursdays & Fridays (9/15/05-10/28/06)	Medical – Paid; Family Medical Leave

Trustee Flourney seconded the Motion.

6 Yes 0 No

CARRIED

**MOTION TO
APPROVE
APPOINTMENT(S):**

**NON-
INSTRUCTIONAL
SCHEDULE NN
#09/05**

C. TEMPORARY APPOINTMENT

F. TRANSFER

Trustee Rosenfeld moved to approve the following NON-INSTRUCTIONAL APPOINTMENTS:

NAME	POSITION/SCHOOL	FROM – TO	STEP
<u>. TEMPORARY APPOINTMENT</u>			
Fuller, Joyce	Summer- Clerical – WD	8/29/05 – 8/31/05	Step 15

Trustee Flourney seconded the Motion.

6 Yes 0 No

CARRIED

Trustee Rosenfeld moved to approve the following NON-INSTRUCTIONAL TRANSFER:

NAME	FROM	TO	EFFECTIVE DATE	REMARKS
<u>F. TRANSFER</u>				
Sopata, Elizabeth	Typist - WD	Typist – HS	9/19/05	To replace L. Skilowich (transferred to PPS)

APPOINTMENT(S): FINAL SED CLEARANCE

Notification that the applicant named below has filed their fingerprints with the New York State Education Department and has been cleared for employment:

Freeburg, Kyra	Guidance Counselor
Williams, Erin	Coach

Trustee Flourney seconded the Motion.
6 Yes 0 No

CARRIED

INSTRUCTION

**MOTION TO
APPROVE THE
CSE/CPSE
RECOMMENDATION
S, SCHEDULE U
#09/05-92005**

Trustee Rosenfeld moved to approve Committee on Special Education (CSE) and Committee on Pre-School Special Education (CPSE) Recommendations, Schedule U, #09/05 92005, Confidential, as reviewed by Trustee Rosenfeld.

Trustee Flourney seconded the Motion.
6 Yes 0 No

CARRIED

**BUSINESS AND
FINANCE**

**MOTION TO
APPROVE
CONFIDENTIAL/
MANAGERIAL
SALARY AND
BENEFITS**

Trustee Rosenfeld moved to approve the following **RESOLUTIONS:**

BE IT HEREBY RESOLVED by the Onteora Board of Education that the employees holding the titles listed below as of September 1, 2004, shall receive a one-time payment of \$1,750.

BE IT HEREBY RESOLVED by the Onteora Board of Education that the annual salary for the 2005-2006 school year for the employees in the titles listed below, shall be as specified therein.

CONFIDENTIAL STAFF

<u>Name</u>	<u>Title</u>	Contract Salary
Bourke, Teresa	Account Clerk/Typist	\$44,000.00
Crispell, Louise	Account Clerk/Typist	\$40,250.00
Hommel, Gail	Account Clerk/Typist	\$33,250.00
Jordan, Kathleen	Senior Account Clerk	\$51,250.00
May, Patricia	Typist (Pro-rated:retired effective 8/31/05)	\$47,750.00
Shultis, Brigid	Typist	\$43,328.00

Shultis, Jeanne	Secretary to Superintendent	\$41,200.00
Stoutenburgh, Donna	Typist (Part Time)	\$14.23/hour
Thornton, William	Treasurer	\$55,500.00
Tinti-Harkin, Margaret	School Program Secretary	\$38,700.00
Winchell, Leatrice	Typist	\$47,750.00

MANAGERIAL STAFF

<u>Name</u>	<u>Title</u>	<u>Contract Salary</u>
Ecklund, Gary	School Lunch Manager	\$65,500.00
Giambrone, Peter	Head Custodian	\$67,900.00
Stancage, Maureen	Transportation Supervisor	\$50,000.00
O'Neill, James	Building Maintenance Leader	\$67,900.00
Grehl, Mike	Transportation Supervisor (Pro-rated: retired effective 8/1/05)	\$59,750.00

BE IT HEREBY RESOLVED by the Onteora Board of Education that the employees holding the titles listed in Attachment A shall be eligible for the benefits listed. Said list shall be attached to the minutes and placed on file with the Clerk of the Board. These benefits may be modified prospectively.

Trustee Flournoy seconded the Motion.

6 Yes 0 No

CARRIED

NEW BUSINESS

No new business was introduced at this time.

**BOARD MEMBERS
REQUEST FOR
INFORMATION**

Trustee Rosenfeld requested that a motion on having at least two more Board meetings at Woodstock and two more at Phoenicia be placed on the agenda for the next Board meeting under Discussion and Possible Action.

Trustee O'Connor announced that the first Policy Committee meeting will be held at 6:00 p.m. on October 5, 2005, before the Board meeting in West Hurley. She requested that the Board members submit to the District Clerk two policies that they would like to have the Committee look at first. She also requested that the District Clerk provide copies of these policies to the committee together with any Regulations and/or implementation.

PUBLIC COMMENT

No public comment was made at this time.

Trustee Vanacore announced that the next Board meeting will be held at West Hurley School on October 5, 2005, at 7:00 p.m.

**MOTION TO
ADJOURN**

Trustee O'Connor moved to adjourn at approximately 8:00 p.m.
Trustee Rosenfeld seconded the Motion.

6 Yes 0 No

CARRIED

Recorded by:
Jeanne Shultis
District Clerk

TITLES:**Account Clerk/Typist** (Personnel)**Account Clerk/Typist** (Secretary to School Business Administrator)**Account Clerk/Typist** (Accounts Payable)**Senior Account Clerk** (Payroll)**Treasurer****School Program Secretary** (PPS)

Secretary to Superintendent

Head Custodian

Typist (Secretary to Assistant Superintendent for Curriculum and Instruction)**Typist** (Secretary to Director of Pupil Personnel Services)**Typist** (Receptionist-Business Office)**Typist** (Part Time) (Office of the Assistant Superintendent for Curriculum and Instruction)**Building Maintenance Leader****School Lunch Manager****Transportation Supervisor****BENEFITS:****Longevity-At Completion of Years**

15 years	\$1940
17 years	\$1000
20 years	\$ 482
25 years	\$ 482
30 years	\$ 461

Work Day/Week:

When school is in session, 7.5 hours per day excluding lunch. When school is not in session, 7 hours per day excluding lunch.

Snow Days

Employees will not be expected to report to work when school is closed due to inclement weather.

Sick Leave

18 days per year for personal and/or family illness – maximum accumulation 260 days

Personal Days

Two days per year, unused days rolled over to sick days

Bereavement Days

5 days for each member of the immediate family; 3 days per year for non-immediate family members

Vacation Days

Prorated in first year and up to five years (in Confidential/Managerial)

15 days per year

After five years of service (prorated after 5th year anniversary)

20 days per year

After ten years of service (prorated after 10th year anniversary)

25 days per year

Vacation Reserve -

20 maximum above eligibility for current year

Health and Dental Coverage

95% District Contributions for health insurance, Members of Ontario Teachers Association Benefit Trust

**Disability
Coverage**

District will contribute \$250 per year per person

**Retirement
Incentive (added
in 2000)**

Retirement Incentive and Sick Day Buy-Out for employees with 20 years of service in the District and a minimum of 10 years in a confidential/managerial position who retire in accordance with the eligibility requirements of ERS. 1% of that year contract salary times number of years of District credited service (credited service in an appointed position.) Sick Day Buy-Out is capped at a maximum of 220 days.

**Health Insurance
in Retirement**

Employees hired on or before 10/20/03 must complete five (5) years of service with the District and meet the retirement eligibilities of ERS in order to be eligible for retiree health insurance. Any employee hired subsequent to 10/20/03 must complete ten (10) cumulative years of service with the District and meet the eligibility requirements of ERS in order to be eligible to receive retiree health insurance.

District contribution for health insurance premium payments for retirees shall be 100% for individuals and 50% of the difference between the individual and family premium costs. Effective July 1, 2000, retiree family coverage District contribution increases to 60% for employees retiring after June 30, 2000.

This has been in place since 1994.

**Payment for
Unused Sick
Leave Upon
Retirement**

0-75 days	\$0.00 per day
76-100 days	\$43.00 per day
101-125 days	\$58.00 per day
126-175 days	\$78.00 per day
176-200 days	\$103.00 per day
201-220 days	\$106.00 per day
220 - 260	\$0.00 per day

**Resignation/
Termination**

Employees resigning will provide the District with thirty days notification. Any District initiated termination will afford the employee with thirty days notification.