

**ARLINGTON CENTRAL SCHOOL DISTRICT
MINUTES OF THE BUSINESS MEETING
CENTRAL ADMINISTRATION OFFICE
APRIL 14, 2015**

President Kelly Lappan called the meeting to order at 6:30 pm at the Central Administration Office, 144 Todd Hill Road, LaGrangeville, NY 12540.

1) ***Call to Order***

Open Meeting 6:30 pm

Adjourn to Executive Session

Motion by Mrs. Herr, seconded by Mr. Rossi, to approve the following resolution. The motion was carried unanimously.

MOTION to adjourn to Executive Session, pursuant to Section 105(1)(e) of the Open Meetings Law for the purpose of discussing collective negotiations under Article 14 of the Civil Service Law. Pursuant to Section 105(1)(h) of the Open Meetings Law, the Board will also discuss the potential sale of the Raymond Avenue, Poughkeepsie property.

Motion by Mrs. Eraca, seconded by Mrs. Baxter, to return to the regular meeting at 7:05 pm. The motion was carried unanimously.

2) ***Pledge of Allegiance***

3) ***Roll Call*** Board Members present were Mrs. Baxter, Mr. Bodnar, Mrs. Eraca, Mrs. Herr, Mrs. Lappan, Mr. McLeod, Mr. McCormick, Mr. Rossi, and Mr. Shuttleworth. Also present were Dr. Lyons, Mr. Benante, Mrs. Muenkel, and Mr. Sheldon.

4) ***Reading of the District Mission*** By Mrs. Lappan

5) ***Approval of the Agenda*** Motion by Mr. Rossi, seconded by Mr. McLeod, to approve the agenda as written. The motion was carried unanimously.

6) ***Correspondence*** Mrs. Lappan has received e-mails regarding the budget and opting out of testing.

7) ***Public Comment*** There was an audience of approximately 35.
No public comment at this time.

- 8) ***Board President's Remarks*** Mrs. Lappan thanked the Administration for all the work that went into developing the budget. She stated that she presented at the Prospective Board Member Workshop.
- 9) ***Superintendent's Remarks*** Dr. Brendan Lyons congratulated Ms. Hope Poley on her retirement. Ms. Poley has been with the District for 40 years. She started as a substitute and then a Food Service Helper at Overlook Primary School. She will be moving to New Jersey to live with her daughter. Dr. Lyons wished her well in her retirement. Dr. Lyons reminded everyone of the upcoming production of Beauty and the Beast. The performances are on April 17, 18 and 19. There are tickets still available. He also stated that the Art Fair is on April 18.
- Dr. Lyons introduced the Deputy Superintendent, Mr. Phil Benante. Mr. Benante discussed the potential program for Universal Pre-K. He explained the process that the District would go through to apply for the grant funding. Dr. Lyons stated there would be more information in the future.
- 10) ***Reports and Board Discussion Items***

Arthur S. May Professional Learning Communities Report – Mrs. Sheri Primeaux

Mrs. Sheri Primeaux, Principal of Arthur S. May School, gave her Professional Learning Community (PLC) presentation. She thanked her PLC and advisory teams for their hard work. She discussed the training that took place last summer with Dr. Richard Dewey, the emphasis on collaborating and what that looks like. She shared information on a slide presentation and stated that ASM is committed and working hard toward the “sustaining” column. She explained the “Unit of Study” series and shared pre-assessment scores from Grade 2 and Grade 4. She spoke about student resources, writing conferences, setting goals and student writing. She shared how proud she is of the progress and significant gains the students have made this past year.

Vail Farm Professional Learning Communities Report – Mrs. Claudine Khare

Mrs. Claudine Khare, Principal of Vail Farm Elementary School, gave her Professional Learning Community (PLC) presentation. She stated her Leadership Team trained last summer with Dr. Richard Dewey. The team shared the same vision for success laying the foundation for group collaboration. She stated that the progress went from being non-existent in July to progressing by

November. She stated that the focus is always on student learning. She highlighted the process of planning, acting, doing and the action taken. She stated that they are not there yet, working collaboratively to achieve their goals and that she believes that everyone can get better every day.

Human Resources Hiring and Recruitment Report – Mrs. Margaret Muenkel

Mrs. Margaret Muenkel, Director of Personnel, presented the “Human Resources Hiring and Recruitment Report.” She reviewed the 2013-2014 Staff Separation chart. She explained the “Recruitment of Staff” process as per Board of Education Policy #9230. Mrs. Muenkel also explained the networking process and how to build a strong candidate pool. She also reviewed the process that the Human Resources Department takes when selecting staff. She provided student demographics, race, and ethnicity information as of April 1, 2015 as well as the same information for district employees.

Final Budget Summary and Recommendations - Dr. Brendan Lyons, Mr. Phil Benante, Mr. Kevin Sheldon

Mr. Benante and Mr. Sheldon gave the final budget summary report. Mr. Benante stated Arlington received more funding than anticipated in the amount of \$1,800,00 in additional state-aid. Mr. Benante made several recommendations. He is recommending an additional 2.0 Academic Intervention Support Specialists to be included in the Educational Plan and Budget for the 2015-2016 school year. In addition, he is recommending the addition of 1.0 ELL support as well as reinstating a 1.0 Special Education Teacher. In the initial planning the Special Education position was a reduction. In summary, the recommendations include the addition of 4.0 teachers for a total of \$360,000. Mr. Kevin Sheldon reviewed the updated proposed budget summary by explaining that the remaining \$1,440,000 would be used to reduce the reliance on the District’s fund balance. The planned \$4,600,000 assigned fund balance would be reduced to \$3,160,000. The Board of Education adopted the proposed budget in the amount of \$196,191,000.

11) **New Business**

a) **Budget Adoption**

Motion by Mr. Rossi, seconded by Mr. Bodnar, to approve the following resolution. The motion was carried unanimously.

The Board of Education adopt the 2015-2016 tentative budget in the amount of \$196,191,000 which is a 1.38% increase over 2014-2015.

b) Board Policies: 1st Reading

Motion by Mr. McLeod, seconded by Mr. Rossi, to approve the following resolution. The motion was carried unanimously.

BE IT RESOLVED, that the Board of Education has reviewed and received the below Policies as a First Reading.

Policy	Policy Number
Regular Meetings	1510
Notice of Meetings	1511
Agenda Preparation and Dissemination	1512
Administration in Policy Absence	4221
Policy Dissemination	1412
Administrative Authority in the Absence of the Superintendent	4220
Develop, Review, and Disseminate Regulations	1411

c) Policy Review

Motion by Mr. McLeod, seconded by Mrs. Herr, to approve the following resolution. The motion was carried unanimously.

BE IT RESOLVED, that the Policy Committee has reviewed the following policy and noted the review date of March 18, 2015, in the Policy Manual.

Policy	Policy Number
Formulation, Adoption and Amendment of Policies	1410

d) 2015-2016 School Calendar

Motion by Mrs. Eraca, seconded by Mr. McLeod, to approve the following resolution. The motion was carried unanimously.

BE IT RESOLVED, that the Board of Education adopts the 2015-2016 school calendar.

e) **Consulting Services Agreement**

Motion by Mrs. Eraca, seconded by Mr. McLeod, to approve the following resolution. The motion was carried unanimously.

The Board of Education approves the following resolution:

BE IT RESOLVED, that the Board of Education approves an agreement with The Center for Discovery, Inc., to provide behavioral intervention services at the following rates: Staff Training - \$150 per hour; Parent Training (Home) - \$150 per hour; 1:1 Trained Teacher - \$125 per hour; Behavior Intervention Services (Home) - \$75 per hour; Assistive Technology Evaluation - \$900 per evaluation; Functional Behavior Analysis - \$1,200 per evaluation; Travel Reimbursement - \$75 per hour.

f) **Consulting Services Agreement**

Motion by Mrs. Baxter, seconded by Mr. McLeod, to approve the following resolution. The motion was carried unanimously.

BE IT RESOLVED, that the Board of Education approves an agreement with Lawrence Respiratory Therapy Consultations, P.C., to provide respiratory therapy consultant services. The costs for these services are as follows: \$125 per session for in-service education for nurses; \$75 per visit for repair/trouble shooting of units; \$50 per visit for adjusting settings to MD prescription; \$150 per visit for working with child to adjust setting to tolerance.

g) **Supplemental Memorandum of Agreement**

Motion by Mr. Rossi, seconded by Mrs. Baxter, to approve the following resolution. The motion was carried unanimously.

BE IT RESOLVED, that the Board of Education ratifies the Supplemental Memorandum of Agreement between the District and employee #10023905, dated April 7, 2015.

h) **Fitness for Duty**

Motion by Mr. Shuttleworth, seconded by Mr. Rossi, to approve the following resolution. The motion was carried unanimously.

BE IT RESOLVED, that the Superintendent is hereby authorized to direct a comprehensive medical examination and evaluation, including psychiatric/psychological examination and evaluation, if necessary, of Employee No. 10000285 in accordance with the provisions of Section 913 of the Education Law; and

BE IT FURTHER RESOLVED, that the Board hereby directs that Employee No. 10000285 submit their medical records, if any, to the extent and for the time as determined by the examining physician(s) at or before such examination/evaluation.

i) **Appointment of Hearing Officer**

Motion by Mr. Rossi, seconded by Mr. McLeod, to approve the following resolution. The motion was carried unanimously.

BE IT RESOLVED, that the Board hereby appoints Janet Spencer, as the Hearing Officer pursuant to Section 75 of the New York State Civil Service Law, with respect to Employee No. 10038185, and authorizes the Hearing Officer to hear evidence, make a transcript of the proceedings and to issue a written report of her findings of fact regarding the disciplinary charges and penalty recommendation, if any, to the Board of Education.

j) **Settlement Agreement**

Motion by Mr. Rossi, seconded by Mrs. Baxter, to approve the following resolution. The motion was carried unanimously.

BE IT RESOLVED, that the Board hereby authorizes the Superintendent of Schools to execute the Settlement Agreement with Employee No.10021785 dated March 26, 2015, as presented to the Board at this meeting. A copy of this Settlement Agreement shall be incorporated by reference within the minutes of this meeting.

12) **Business Consent Agenda**

a) **Approval of Minutes**

The Board of Education approves the Minutes of the March 24th Business Meeting as amended.

b) **Approving Personnel Agenda**

i) **Certified Retirement**

The Board of Education accepts the following resignation for the purpose of retirement:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Risa Calta	Teaching Assistant, Titusville Intermediate	6/30/15

ii) **Certified Resignation**

The Board of Education approves the following resignation:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Katie Veeneman	N-6 Elementary, Traver Road Primary	6/30/15

iii) **Certified Appointments**

The Board of Education approves the following appointments:

<u>Name</u>	<u>Position</u>	<u>Step</u>	<u>Schedule</u>	<u>Effective</u>
Jennifer Miller	Temp. English, Union Vale Middle	M 01	\$55,353 (prorated)	2/3/15-6/30/15
Nadine Mondini	0.4 FTE ESL, Traver Road Primary/ Joseph D'Aquanni/West Road Intermediate	M 03	\$22,812 (prorated)	4/7/15-6/30/15
Deanna DePalma	Temp. N-6 Elementary, Noxon Road	M 01	\$55,353 (prorated)	2/3/15-6/30/15
Krista Muttee	Temp. Hourly TA, Union Vale Middle	H 09	\$14.83/hour	4/8/15-5/21/15

iv) **Certified Leaves**

The Board of Education approves the following unpaid leaves of absence:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Katie Gatta	Special Education, Union Vale Middle	5/4/15-6/30/15
Catherine Sutton	N-6 Elementary, Noxon Road Elementary	9/1/15-1/29/16
Elise Pattison	N-6 Elementary, Noxon Road Elementary	9/1/15-6/30/16
John Timm	Assistant Principal, Arlington High School	4/7/15-6/30/15
Christine Mangiamale	Music, Noxon Road Elementary/Arthur S. May	9/1/15-6/30/16
Stephanie Marden	Science, Arlington High School	5/29/15-6/30/16
Nicole Pilatzke	Social Studies, Arlington High School	9/1/15-6/30/16
Paula Steenbergen	Teaching Assistant, Vail Farm Elementary	4/16/15-4/17/15

v) **Certified Co-Curricular Appointments**

The Board of Education approves the following co-curricular appointments:

<u>LaGrange Middle School:</u>	
<u>Co-curricular:</u>	
Drama - Costume Design -	David Neil Regner
Drama - Choreographer -	Christopher Slattery
Drama - Scenic Design -	Laura Taravella

vi) **Pre-Kindergarten Readiness Educational Program (PREP) - reimbursement funds raised through Arthur S. May PTA**

The Board of Education approves the following appointments:

<u>Name</u>	<u>Stipend</u>	<u>Amount</u>	<u>School</u>
Anna Quinones-Leigh	Teacher – Pre-K Readiness Educational Program	\$48/hr.	Arthur S. May
Robin Piggott	TA – Pre-K Readiness Educational Program	\$10/hr.	Arthur S. May

vii) Certified Substitutes

The Board of Education approves the appointment of the following individuals to the substitute lists in the below categories in the 2014-2015 school year:

Certified Teachers

Amanda Bauer
Stephen Dowd
Mollianne Grady
Bridgette Slevin
Katharine Terry
Nicholas Zilempe

Non-Certified Teachers

Jeremy Atkins
Corinna Carlisle
Ashley Fricchione
Lauren Kershaw
Samantha Pino

Teaching Assistants

Jeremy Atkins
Carrie Keegan
Andrea Warshaw

Home Tutor

Sarah Mercer
Jessica Pedro
Beth Utter

viii) 2015 Arlington Summer School Principal

The Board of Education approves the appointment of David Gatta as Principal of the 2015 Arlington Summer School Program at a salary of \$9,675.00.

ix) 2015 Arlington Summer School Program - Salary Schedule

The Board of Education approves the following 2015 Arlington Summer School Salary Schedule (daily rates):

<u>BA</u>		<u>MA</u>	
Step 1	\$163	Step 1	\$175
Step 2	\$166	Step 2	\$178
Step 3	\$171	Step 3	\$181
Step 4	\$174	Step 4	\$184
Step 5	\$179	Step 5	\$190

x) Classified Retirements

The Board of Education accepts the following resignations for the purpose of retirement:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Hope Poley	Food Service Helper, Overlook Primary	5/5/15
Rosie Reilly	School Monitor, Arlington High	4/17/15

xi) Classified Resignations

The Board of Education accepts the following resignations:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Debra Knappenberger	Senior Food Service Helper, Arlington High School	4/3/15
Mary Timm	Typist, Maintenance	4/8/15
Kevin Platt	Groundskeeper	4/14/15

xii) Classified Appointments

The Board of Education approves the following appointments:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Alyce Speziale	Sr. Typist, Central Administration Offices	\$34,631 (prorated)	4/27/15
Christopher Dugan	Bus Driver/Automotive Mechanic	\$36,125 (prorated)	4/20/15

xiii) Classified Suspension

The Board of Education approves the following unpaid suspension:

<u>Name</u>	<u>Effective</u>
Employee No.10038185	3/25/15-4/14/15

xiv) Classified Substitutes

The Board of Education approves the appointment of the following individuals to the substitute list in the below categories in the 2014-2015 school year:

Nurse

Cheri Fuller

School Monitors

Zaida Martin

Rocco Robortaccio

Food Service

Mandy Rios

Kim Tobin

Linda DeVries

Melissa Mastandrea

c) Approving Special Services

i) CSE & CPSE Designations and Placements

The Board of Education approves the CSE & CPSE designations and placements.

ii) Special Education Sub-Committee Chairpersons:

The Board of Education approves the following resolution:

BE IT RESOLVED, that the Board of Education approves the following Chairperson for the Special Education Sub-Committee:

Christine Oberrieth

d) Approving Business and Finance Items

i) Treasurer's Report for the month of January 2015

The Board of Education accepts the Treasurer's Report for the month of January 2015.

ii) Budget Appropriation Transfers for the month of January 2015

The Board of Education , as required by the Regulations of the Commissioner of Education, hereby approves General Fund Budget Appropriations Transfers, as follows:

Budget Appropriation Transfers
2014/2015

Month	Fund	Amount
January	General Fund	\$299,019.78
January	Cafeteria Fund	\$5,000.00

iii) Donations

The Board of Education accepts the following donations:

For	Donated by	Items Donated/Use
Joseph D'Aquanni West Road Intermediate School	Pleasant Valley PTA Traver Road Primary School 801 Traver Road Pleasant Valley, NY 12569	- E-Color 680 Poster Maker and Components - Poster Art Software - Paper, Ink starter set - Photo Scanner
Arlington Central School District	Christopher and Tatiana Memoli 168 Locust Avenue Cortlandt Manor, NY 10567	Eight copies of <u>Open Your Heart To Harry</u> ; one book for each elementary school
Union Vale Middle School	Union Vale PTA 1657 East Noxon Road LaGrangeville, NY 12540	Water Refilling Station

iv) Internal Claims Report for the month of March 2015

The Board of Education accepts the Internal Claims Audit Report for the month of March 2015, as submitted by the Internal Claims Auditor.

v) Obsolete Equipment

The Board of Education hereby approves the following list of items as obsolete equipment. These items will be offered in such a way so as to maximize the net proceeds of sale which may include a bona fide public sale preceded by adequate public notice. If it is determined those reasonable attempts to dispose of the equipment have been made and such attempts have not produced an adequate return, the Business Administrator, or his designee, may dispose of the equipment in any manner which he deems appropriate, in accordance with all applicable local, state and federal regulations.

<u>Qty</u>	<u>Product Description</u>	<u>Model #</u>	<u>Condition</u>
8	Desktop Computers	Various	Poor
9	Laptop Computers	Various	Poor
4	Computer Servers	Various	Poor
56	DVD/VCR Players	Various	Poor
8	Computer Monitors	Various	Poor
89	Printers	Various	Poor
68	Overhead Projectors	Various	Poor
31	Televisions	Various	Poor
3	Universal Power Supply	Various	Poor
7	Cameras	Various	Poor
5	Facsimile Machines	Various	Poor
40	Office Telephones	Various	Poor
2	Miscellaneous Phone Equipment	Various	Poor

Approving Consent Agenda

Motion by Mrs. Baxter, seconded by Mr. Bodnar, to approve the following resolution. The motion was carried unanimously.

BE IT RESOLVED, the Board of Education approves the consent items 12a. through 12d.

13) **Public Comment**

No public comment at this time.

14) **Committee Reports**

Policy	Mr. McLeod, Chairperson, announced that the next Policy meeting is scheduled for April 24 th at 1:30 pm at Central Administration Office.
Audit/Finance	No report at this time.
Advocacy	Mr. Shuttleworth, Chairperson, stated that the meeting with Assemblyman Lalor went very well.

15) **Organization Report**

Mrs. Lappan reported that the Prospective Board Member workshop took place on April 11th.

16) **Superintendent Closing Remarks**

No remarks at this time.

17) **Board Reflections**

Board Member, Pauline Herr, reported she has enjoyed the tours and watching the students working hard. She was really impressed with what the teachers were doing. Board Member, Mrs. Eraca,

reported attending music events and stated how impressed she has been watching the students getting better and better.

18) **Adjournment**

Motion by Mr. McCormick, seconded by Mrs. Baxter, to adjourn the regular meeting at 9:00 pm.
The motion was carried unanimously.

Margie Flynn, District Clerk