

**RED HOOK CENTRAL SCHOOL DISTRICT
MINUTES OF REGULAR BOARD OF EDUCATION MEETING OCTOBER 19, 2016**

The regular meeting of the Board of Education was called to order by President Mercier at 7:04 p.m. in the K-2 Library at the Mill Road Elementary School followed by the Pledge to the Flag. **CALL TO ORDER**

Board members present were: R. McCann, E. Mercier J. Moore, D. Morrison and M. Rothwell. Jenny Rowland, student Board Member, was also present. Administration present were: P. Finch, B. Martin, K.Summers, J. DeCaro, P. Campbell, B. Boyd, and E. Maskell, Clerk of the Board.

Motion made by J. Moore and seconded by R. McCann that pursuant to the recommendation of the Superintendent of Schools, Caitlin O’Loughlin be awarded tenure in the area of School Psychologist, effective September 26, 2016. **TENURE O’LOUGHLIN**
All were in favor with none opposed. Motion carried 5-0.

Motion made by R. McCann and seconded by D. Morrison that pursuant to the recommendation of the Superintendent of Schools, Jennifer Quinn-Carl be awarded tenure in the area of Elementary Education effective October 24, 2016. **TENURE QUINN-CARL**
All were in favor with none opposed. Motion carried 5-0.

Joseph Heroux, CPA, from the office of the Bonadio Group will present the 2015-2016 Independent Auditor’s Report. **PRESENTATION**

Motion made by R. McCann and seconded by J. Moore to accept the Financial Auditor’s Report and Financial Statements and Required Reports as of and for the Year Ended June 30, 2016 Together with Independent Auditor’s Report prepared by the Bonadio Group and to direct the Business Administrator to forward said report to the State Education Department and to publish the availability of the annual Financial reports for review on file in the Business Office. **INDEPENDENT AUDITOR REPORT**
All were in favor with none opposed. Motion carried 5-0.

There were 14 visitors and no members of the press present. President Mercier welcomed the visitors and invited them to ask questions or make statements at this time. **VISITOR RECOGNITION**
Patti Messmer Question difference between this audit presented and the audit last presented.

Student Board of Education Member Jenny Rowland reported that October 14th was Miles of Hope Day. The High School students had a bake sale and sold hot chocolate. Ms. Rowland also stated the high school teachers are having a door decorating contest for Halloween and the winning homeroom will get candy and apples. **STUDENT BOE REPORT**

The following Superintendent communications were received and reviewed by the Board of Education: **SUPT COMM**

- Minutes from Dutchess BOCES meeting of July 8, 2016
- Auditorium Grant Discussion
- Article, “Rethinking Policy Manuals”
- Dutchess County School Boards Association Minutes September 2016
- Immunization Information

**RED HOOK CENTRAL SCHOOL DISTRICT
MINUTES OF REGULAR BOARD OF EDUCATION MEETING OCTOBER 19, 2016**

The following monthly reports were received and reviewed by the Board of Education:

**ADMIN
REPORTS**

- K-2 Principal's Report, Newsletter – E. Hayes
- 3-5 Principal's Report, Newsletter – B. Boyd
- LAMS Principal's Report – K. Zahedi & J. Berardi
- High School Principal's Report – P. Campbell & A. Greene

Motion made by J. Moore and seconded by R. McCann to accept the following first reading:

**POLICY 1ST
READ**

**RED HOOK CENTRAL SCHOOL DISTRICT
ANAPHYLAXIS/SEVERE ALLERGY POLICY**

Purpose

Anaphylaxis is a severe allergic reaction that can affect almost any part of the body and cause various symptoms. The most dangerous symptoms include breathing difficulties, a drop in blood pressure and/or shock. Anaphylaxis is potentially fatal and can be caused by allergies to food, latex, medication, insect stings and/or other environmental factors. Treatment of anaphylaxis is centered on treating the rapidly progressing effects of the histamine released in the body with epinephrine and the immediate removal of the allergen.

Some Red Hook Central School District students have allergies that could result in anaphylaxis. The purpose of this policy is to establish procedures to identify such students, appropriately address means to prevent contact with identified allergens to the extent practicable, and authorize treatment in the event of anaphylaxis.

Creating an Allergen-Safe School Environment (Importance of Prevention)

Avoidance of exposure to allergens is the key to preventing a reaction. As such, the risk of exposure to allergens for a student is most effectively reduced when the school personnel, medical provider(s) and parent(s)/guardian(s) work together to develop a coherent management plan. The District will endeavor to consult a wide variety of stakeholders (e.g., parents/guardians, physician(s), nurses, administrators/directors, support staff, and others deemed necessary) when developing a management plan that both reduces exposure and directs staff in the appropriate response(s) should exposure occur.

District Responsibilities:

- Respond to the receipt of any medical document that indicates the student is severely allergic to known factors by:
 - Notifying the school nurse.
 - Requesting an Emergency Care Plan (ECP) be completed by the affected student's physician and returned to the school.
 - Notifying appropriate staff members of safety precautions, symptoms of anaphylaxis, and appropriate response(s).

**RED HOOK CENTRAL SCHOOL DISTRICT
MINUTES OF REGULAR BOARD OF EDUCATION MEETING OCTOBER 19, 2016**

- Assure that appropriate and reasonable building accommodations are in place to the extent practicable (e.g., an alternate location for eating, differentiated menu options, etc.)
- Provide annual training to all personnel regarding safety precautions and symptoms of anaphylaxis.
- Provide signage related to safety precautions and symptoms of anaphylaxis in the cafeteria and instructional spaces (as deemed appropriate)
- Provide a copy of the student's ECP for all field trips.
- Maintain supplies of Epipens, as allowed by the laws of NYS, for use in first time emergencies of undiagnosed allergies.
- Maintain supplies of life saving emergency medication as indicated in the student's medical protocols and as provided by the parent/guardian.

Self-directed students, as assessed by the school nurse, may be allowed to carry life-saving medication with prior approval by the medical provider and parents/guardian. Duplicate life-saving medication will be maintained in the health office (as provided by the parent/guardian).

Protocols and records

- The school Medical Director shall:
 - provide standing emergency medical protocols for nursing staff and consult with the school nurses as needed.
- The school nurses shall:
 - Follow specific legal documents executed in accordance with the laws of New York State with physician orders regarding the care of specific students with severe allergic reactions;
 - Maintain medical documentation (e.g., Emergency Care Plans, Health History, Determination of Self-Directed Students, etc.) in accordance with the requirements of law, regulations, and generally accepted school medical practices
- The Director of Food Services shall:
 - Consult with parents (and students as appropriate) on the development of a healthy choice plan. This healthy choice plan will be individualized to the extent practicable and/or reasonable.
- The School Principal shall:
 - Ensure that support staff and substitutes are aware of students with potentially life-threatening allergies under their direct supervision.

Ensure that appropriate signage related to anaphylaxis is present in the cafeteria and other areas (as deemed appropriate)

All were in favor with none opposed. Motion carried 5-0.

**RED HOOK CENTRAL SCHOOL DISTRICT
MINUTES OF REGULAR BOARD OF EDUCATION MEETING OCTOBER 19, 2016**

Motion made by D. Morrison and seconded by R. McCann to approve Business Consent Agenda items as follows with the exception of agenda item number 4 which was pulled in its entirety for discussion in Executive Session: **BUSINESS**

1. Approve Board of Education Minutes for meeting held on October 5, 2016. **BOE MINUTES**

2. Approve the following payments for financial management services related to the Mill Road HVAC/District-Wide Technology Project: **APPROVE PAYMENTS**

Bernard P. Donegan	
PO Box 70	H3 1620:240 Amount due: \$2,505.15
Victor, NY 14564	
	Total Amount Due: \$2,505.15

3. Acknowledge the recommendation from the Committee on Special Education & the Committee on Preschool Education for meetings held on the following dates: 09/15/16; 09/16/16; 09/23/16; 09/28/16; **CSE/CPSE RECOMM**

4. PULLED IN ITS ENTIRETY **FIELD TRIP**

5. Accept, with grateful appreciation, a monetary donation in the amount of \$1,100 from St. Paul's Housing Development Fund, Inc., as a payment in lieu of school taxes. **PILOT PAYMENT**

6. Approve the 2016-2017 Local Assistance Plan (LAP) as presented. **LAP**

7. Approve the following 2016-2017 revised school tax bills: **REVISED TAX BILLS**

Mancuso, Salvatore	
Mancuso, Michele	
Grid # 6473-00-011869	Assessment
Reduction	
2016-17 Assessment	\$ 377,400
2016-17 Revised Assessment	\$ 250,000
Present 2016-2017 Tax Bill:	\$ 7,964.19
Revised 2016-2017 Tax Bill:	\$ 5,275.69
Savings/Reduction/Refund	\$ 2,688.50 refund
Assessment Reduction	
Reed, Maxine C.	
Grid # 6374-00-842650	
	Assessment
Reduction	
2016-17 Assessment	\$ 220,000
2016-17 Revised Assessment	\$ 199,000
Present 2016-2017 Tax Bill:	\$ 2,881.16
Revised 2016-2017 Tax Bill:	\$ 2,438.00
Savings/Reduction/Refund	\$ 443.16 refund
Snykus, Christopher	
Snykus, Liann O S	

**RED HOOK CENTRAL SCHOOL DISTRICT
MINUTES OF REGULAR BOARD OF EDUCATION MEETING OCTOBER 19, 2016**

Grid # 6273-14-326335	Assessment
Reduction	
2016-17 Assessment	\$ 190,000
2016-17 Revised Assessment	\$ 169,400
Present 2016-2017 Tax Bill:	\$ 4,009.52
Revised 2016-2017 Tax Bill:	\$ 3,574.81
Savings/Reduction/Refund	\$ 434.71 refund

Hubbell, Daniel T.
Valle, Stephanie A.

Grid # 6174-02-765903	Assessment
Reduction	
2016-17 Assessment	\$ 272,300
2016-17 Revised Assessment	\$ 248,000
Present 2016-2017 Tax Bill:	\$ 5,746.29
Revised 2016-2017 Tax Bill:	\$ 5,233.49
Savings/Reduction/Refund	\$ 512.80 refund

All were in favor with none opposed. Motion carried.

Motion made by J. Moore and seconded by D. Morrison That the following personnel items be approved upon the recommendation of the Superintendent of Schools: **PERSONNEL**

1. Approve change in employee status of Karen O'Brien to the position of full-time (6.75 hours per day) Teacher Aide, Special Education to be paid at RHSSSA Schedule G, Step 1, \$12.79 per hour, effective October 20, 2016. Ms. O'Brien was previously hired as a substitute teacher aide. **APPROVE STATUS CHANGE**

2. Approve change in employee status of Tina McDonald as follows: place Ms. McDonald on an unpaid leave of absence from her position as part-time Food Service Helper from October 20, 2016 through April 19, 2017, and appoint Ms. McDonald to the position of part-time (5.75 hours per day) Senior Food Service Helper to be paid at RHSSSA Schedule G, Step 9, (plus \$.20 per hour) equaling \$13.13 per hour, effective October 20, 2016. Ms. McDonald will be on leave from her part-time Food Service Helper position until her part-time Senior Food Service Helper probation period is completed. **APPROVE STATUS CHANGE**

3. Approve change in employee status of Heather Pavao as follows: place Ms. Pavao on an unpaid leave of absence from her position as part-time Food Service Helper from October 20, 2016 through April 19, 2017, and appoint Ms. Pavao to the position of part-time (5.75 hours per day) Senior Food Service Helper to be paid at RHSSSA Schedule G, Step 1, \$11.06 per hour, effective October 20, 2016. Ms. Pavao will be on leave from her part-time Food Service Helper position until her part-time Senior Food Service Helper probation period is completed. **APPROVE STATUS CHANGE**

4. Appoint the following special assignment for the 2016/2017 school year: **SPECIAL ASSIGNMENTS**

Grade Level Coordinator (G-k)	\$1055.50 EACH	Stephanie Ljutich & Maureen Boyd
-------------------------------	----------------	----------------------------------

