

**RED HOOK CENTRAL SCHOOL DISTRICT
MINUTES OF REGULAR BOARD OF EDUCATION MEETING NOVEMBER 2, 2016**

The regular meeting of the Board of Education was called to order by President Mercier at 6:08 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: E. Mercier J. Moore, D. Morrison and M. Rothwell. Jenny Rowland, student Board Member, was absent. Administration present were: P. Finch, B. Martin, K. Summers, J. DeCaro, and E. Maskell, District Clerk.

J. Moore and P. Finch discussed ongoing work they have been doing on BOE Goals. Information and an updated draft was presented to Members and discussion ensued in public regarding the BOE Goals. **BOE GOALS**

- Fran Thompson and CIEE Exchange Trip students talking about their experiences. Alice Finta who was an exchange student in Mexico, and Dasha Latvis, who was an exchange student in Berlin both spoke. **PRESENTATIONS**
- BOCES Distinguished Student Award Presented to Andrew Hapeman, by BETA Principal John Jaffrey.
- Field Trip Procedures – Paul Finch

There were 18 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. There were no comments. **VISITOR RECOGNITION**

Student Board of Education Member Jenny Rowland was absent. There was no report. **STUDENT BOE REPORT**

- The following Superintendent communications were received and reviewed by the Board of Education: **SUPT COMM**
- Science Lab Initiative Information
 - Auditorium Grant Discussion
 - Board-Superintendent Joint Dinner in Tarrytown, NY on November 14, 2016
 - DLT Meeting Update – October 17, 2016

- The following monthly reports were received and reviewed by the Board of Education: **ADMIN REPORTS**
- Assistant Superintendent for Curriculum, Instruction and Student Development: K. Summers
 - Director of Pupil Personnel Services: J. DeCaro
 - Director of Technology: D. Seelbach
 - Director of PE/Health/Athletics: T. Cassata
 - Director of Facilities: P. Sheldon

Discussion ensued about dogs on school property during the school day.

**RED HOOK CENTRAL SCHOOL DISTRICT
MINUTES OF REGULAR BOARD OF EDUCATION MEETING NOVEMBER 2, 2016**

Motion made by J. Moore and seconded by R. McCann to accept the following new policy:

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

**POLICY 2ND
READ**

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).
- 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.

**RED HOOK CENTRAL SCHOOL DISTRICT
MINUTES OF REGULAR BOARD OF EDUCATION MEETING NOVEMBER 2, 2016**

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.

Motion made by R. McCann and seconded by D. Morrison to approve Business **BUSINESS**
Consent Agenda items as follows:

1. Approve the minutes from the Board of Education meeting of October 19, 2016. **MINUTES**
2. Acknowledge the recommendation from the Committee on Special Education & the Committee on Preschool Education for meetings held on the following dates: **CSE/CPSE RECOMM**
9/29/16; 10/13/16; 10/18/16; 10/19/16
3. Approve the following field trip request: **FIELD TRIP**
 - Grade 9 French Class Trip to Montreal, Quebec from October 19, 2017 through October 21, 2017 contingent upon the successful completion of the required administrative guidelines and subject to cancellation at the discretion of the Superintendent of Schools at any time for safety reasons.
4. Approve the 2017-2018 Budget Development Calendar as presented. **BUDGET CALENDAR**

**RED HOOK CENTRAL SCHOOL DISTRICT
MINUTES OF REGULAR BOARD OF EDUCATION MEETING NOVEMBER 2, 2016**

5. Approve the following 2016-2017 revised school tax bills:

REVISED TAX
BILLS

Selenis, John & Fairall-Selenis, Holly	
Grid # 6273-00-906578	Assessment Reduction
2016-17 Assessment	\$ 313,700
2016-17 Revised Assessment	\$ 243,000
Present 2016-2017 Tax Bill:	\$ 5,810.74
Revised 2016-2017 Tax Bill:	\$ 4,318.78
Savings/Reduction/Refund	\$ 1,491.96 refund

Forringer, Jon A. & Forringer, Johanna	
Grid # 6272-09-145542	Assessment Reduction
2016-17 Assessment	\$ 288,000
2016-17 Revised Assessment	\$ 279,000
Present 2016-2017 Tax Bill:	\$ 5,268.40
Revised 2016-2017 Tax Bill:	\$ 5,078.48
Savings/Reduction/Refund	\$ 189.92 refund

Boenig, Rodney & Boenig Reginald	
Grid # 6273-00-650260	Assessment Reduction
2016-17 Assessment	\$ 294,000
2016-17 Revised Assessment	\$ 290,000
Present 2016-2017 Tax Bill:	\$ 6,204.22
Revised 2016-2017 Tax Bill:	\$ 6,119.80
Savings/Reduction/Refund	\$ 84.42 refund

Jones, Andrew N. & Fishman, Melinda	
Grid # 6371-00-943230	Assessment Reduction
2016-17 Assessment	\$ 275,400
2016-17 Revised Assessment	\$ 255,000
Present 2016-2017 Tax Bill:	\$ 5,811.71
Revised 2016-2017 Tax Bill:	\$ 5,381.21
Savings/Reduction/Refund	\$ 430.50 refund

Burse, William R. & Cox, Leah	
Grid # 6172-01-158885	Assessment Reduction
2016-17 Assessment	\$ 426,000
2016-17 Revised Assessment	\$ 395,000
Present 2016-2017 Tax Bill:	\$ 8,989.78
Revised 2016-2017 Tax Bill:	\$ 8,335.59
Savings/Reduction/Refund	\$ 654.19 refund

Burse, William R. & Cox, Leah	
Grid # 6172-01-165885	Assessment Reduction
2016-17 Assessment	\$ 30,400
2016-17 Revised Assessment	\$ 5,000
Present 2016-2017 Tax Bill:	\$ 641.52
Revised 2016-2017 Tax Bill:	\$ 105.51

**RED HOOK CENTRAL SCHOOL DISTRICT
MINUTES OF REGULAR BOARD OF EDUCATION MEETING NOVEMBER 2, 2016**

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| 7. Increase the hours of Theresa Couse, part-time Food Service Helper, from 3.0 hours per day to 3.50 hours per day, effective November 3, 2016. Ms. Couse is to remain on the same pay schedule of RHSSSA Schedule I, Step 3, \$11.22 per hour. | INCREASE
PT HOURS |
| 8. Increase the hours of Lori DeJoy, part-time Food Service Helper, from 3.25 hours per day to 3.50 hours per day, effective November 3, 2016. Ms. DeJoy is to remain on the same pay schedule of RHSSSA Schedule I, Step 7, \$12.33 per hour. | INCREASE
PT HOURS |
| 9. Increase the hours of Rosaria DeBarnardo, part-time Food Service Helper, from 3.75 hours per day to 4.5 hours per day, effective November 3, 2016. Ms. DeBarnardo is to remain on the same pay schedule of RHSSSA Schedule I, Step 5, \$11.52 per hour. | INCREASE
PT HOURS |
| 10. Increase the hours of Tammy Garcia, part-time Food Service Helper, from 3.0 hours per day to 3.5 hours per day, effective November 3, 2016. Ms. Garcia is to remain on the same pay schedule of RHSSSA Schedule I, Step 2, \$11.01 per hour. | INCREASE
PT HOURS |
| 11. Approve change in employee status of Connie Harris to the position of part-time (4.5 hours per day) Food Service Helper, to be paid at RHSSSA Schedule I, Step 1, \$10.86 per hour, effective November 3, 2016. This position has a 26-week probation period which will commence on November 3, 2016 and end on May 3, 2016. Ms. Harris was previously hired as a substitute Food Service Helper. | APPROVE
STATUS
CHANGE |
| 12. Increase the hours of Angela Jones, Typist/Monitor, from 7.0 hours per day to 8.0 hours per day, effective November 3, 2016. | INCREASE
HOURS |
| 13. Increase the hours of Ruth Martz, part-time Food Service Helper, from 3.0 hours per day to 4.0 hours per day, effective November 3, 2016. Ms. Martz is to remain on the same pay schedule of RHSSSA Schedule I, Step 10, \$13.19 per hour. | INCREASE
PT HOURS |
| 14. The following administrator from the Red Hook Central School District completed Lead Evaluator Training for Teacher Evaluators -Certification on Tuesday, September, 22, 2016. Topics included: an overview of §3012-d as it compares and revises §3012-c, Student Learning Objectives, and activities to ensure inter-rater reliability:
Joe DeCaro. | LEAD
EVALUATOR
TRAINING |
| 15. Appoint the following special assignment for the 2016-2017 school year:
TEACHER MENTOR:
Larra Agate – Michelle Keene CS Science LAMS \$3,489.00 | TEACHER
MENTOR |
| 16. PULLED FOR SEPARATE VOTE | CLUBS |
| 17. Appoint the following Coaching Appointments for Winter 2016-2017:
BOY'S BASKETBALL
Modified: Tim Rogers \$2,480 (previously TBA) | COACH |

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

**RED HOOK CENTRAL SCHOOL DISTRICT
MINUTES OF REGULAR BOARD OF EDUCATION MEETING NOVEMBER 2, 2016**

16: Motion made by J. Moore and seconded by R. McCann to accept the following: CLUBS
Appoint the following special assignments for the 2016/2017 school year:

EXISTING CLUB

Craig Burguiere	PULLED	
Dwane Decker	HS Model Flying Club	\$779.00 (Rescind Matt King)
Dwane Decker	HS Fly Fishing	\$0.00 (RESCIND - club will not run)
Brian Zeller	HS Inst. Jazz Band	\$0.00 (RESCIND - club will not run)

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

18: Motion made by J. Moore and seconded by D. Morrison to accept the following: SUBS

SUBSTITUTE TEACHERS

Audrey Peterson-McCann	Uncertified	\$75.00 per day
Cindy Kubik	Uncertified	\$75.00 per day

SUBSTITUTE BUS DRIVER

John Rossero	\$15.50 per hour
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SUBSTITUTE CLERK

Barbara Sanchez	\$9.00 per hour
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All were in favor with none opposed. Motion carried 4-0. R. McCann abstained from the vote.

BOE REVIEW – 10/19/16

**BOE
REVIEW**

1. Grading
2. Academic Audit
3. Post-Graduation Study
4. BOE Goals
5. HS Performance Space
6. Athletic Fields Study/Exploration
7. Developing List of Events Allowable for Expenditure by BOE
8. Field Trip Policy or Procedure

President Mercier invited the visitors again to ask questions or make statements at this time. There were no comments.

**VISITOR
RECOGNITION**

Motion made by J. Moore and seconded by R. McCann to approve the following:

That the Board of Education move to Executive Session at 8:41 PM for the purpose of discussing the employment history of a particular individual(s)

**EXEC
SESSION**

All were in favor with none opposed. Motion carried.

**RED HOOK CENTRAL SCHOOL DISTRICT
MINUTES OF REGULAR BOARD OF EDUCATION MEETING NOVEMBER 2, 2016**

President Mercier declared the Board returned to open session at 9:03 p.m.

ADJOURNMENT

ADJOURN

Motion made by E. Mercier and seconded by R. McCann to adjourn the meeting at 9:09 PM. All were in favor with none opposed. Motion carried.

Respectfully submitted,

Elena Rae Maskell
District Clerk