

# RED HOOK CENTRAL SCHOOL DISTRICT

9 Mill Road • Red Hook, New York 12571

Paul Finch, *Superintendent*

Bruce Martin *Business Administrator*

Kitty Summers, Ed.D, *Assistant Superintendent for Curriculum, Instruction & Staff Development*

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## REORGANIZATIONAL MEETING: JULY 9, 2018

The annual reorganizational meeting of the Board of Education was called to order by Elena Maskell, the District Clerk, at 4:08 p.m. in the K-2 Library at the Mill Road Elementary School followed by the Pledge to the Flag. Board members present were: J. Moore, D. Morrison, J. Munn and M. Rothwell. Administration present: P. Finch, B. Martin, K. Summers, and E. Maskell, Clerk of the Board.

**CALL TO ORDER**

District Clerk E. Maskell administered Oaths of Office to Kate Kortbus for her term that commenced July 1, 2018 and end on June 30, 2021.

**OATHS OF OFFICE**

The District Clerk called for nominations from the Board Members for the office of President of the Red Hook CSD Board of Education for the fiscal 2018-2019 year. Voting was held by verbal public vote.

**BOE PRESIDENT NOMINATIONS**

Board Member D. Morrison nominated J. Moore for President seconded by K. Kortbus. Board Member J. Munn nominated M. Rothwell for President seconded by K. Kortbus.

Discussion ensued.

A vote was called for J. Moore for President. Yes Votes: 3 No votes: 2

**PRES OATH OF OFFICE**

A vote was called for M. Rothwell for President. Yes Votes: 2 No votes: 3

J. Moore was declared President of the Red Hook CSD Board of Education for the 2018-2019 school year. The District Clerk administered the Oath of Office to Mrs. Moore.

The District Clerk called for nominations from the Board Members for the office of Vice President of the Red Hook CSD Board of Education for the fiscal 2018-2019 year. Voting was held by verbal public vote.

**BOE VICE PRESIDENT NOMINATIONS**

Board Member J. Moore nominated D. Morrison for Vice President, seconded by Board Member K. Kortbus. Board Member J Munn nominated M. Rothwell for Vice President, seconded by Board Member K. Kortbus.

Discussion ensued.

A vote was called for D. Morrison for Vice President. Yes Votes: 3 No votes: 2

**VP OATH OF OFFICE**

A vote was called for M. Rothwell for Vice President. Yes Votes: 2 No votes: 3

J. Moore was declared Vice President of the Red Hook CSD Board of Education for the 2018-2019 school year. The District Clerk administered the Oath of Office to Mrs. Morrison.

Motion made by J. Moore and seconded by M. Rothwell to appoint Elena Maskell to the position of District Clerk for the 2018-2019 school year.

**BOE CLERK APPOINTMENT**

MOTION CARRIED/DEFEATED: Vote: YES: 5 NO: 0

Board President J. Moore administered the Oath of Office to the District Clerk.

**CLERK OATH**

1. Motion made by D. Morrison and seconded by M. Rothwell to appoint Board Member J. Moore as DCSBA Legislative Committee Member for the 2018-2019 school year, and K. Kortbus as alternate.

**DCBA LEGIS APPTS**

MOTION CARRIED/DEFEATED: Vote: YES: 5 NO: 0

2. Motion made by D. Morrison and seconded by M. Rothwell to approve the following: WHEREAS The State of New York has mandated that each school district board of education create an audit committee to be in place prior to January 1, 2006;

**AUDIT CMTE**

NOW THEREFORE BE IT RESOLVED THAT The Board of Education of Red Hook Central School District hereby establishes the state mandated audit committee of the Red Hook Central School District Board of Education as a committee of the entire Board for the period July 1, 2015 through June 30, 2016.

MOTION CARRIED/DEFEATED: Vote: YES: 5 NO: 0

3. Motion made by D. Morrison and seconded by M. Rothwell to approve the following: BE IT RESOLVED, that the Board of Education establish regular bi-monthly meetings of the Red Hook Central School District Board of Education on the following schedule:

**BOE MEETINGS**

Day of the Week/Month: second and fourth Wednesdays  
(unless otherwise specified)

Time: 6:00 PM  
Place: K-2 Library

MOTION CARRIED/DEFEATED: Vote: YES: 5 NO: 0

4. Motion made by J. Munn and seconded by M. Rothwell to approve the following: BE IT RESOLVED, that the Board of Education shall adopt the most recent rotational list of impartial hearing officers established by the State Education Department, including any updates made by the Department during the school year. The District shall utilize the most recent rotational list in making all impartial hearing officer appointments. The Board of Education hereby gives the President or Vice President of the Board the authority to formally appoint a hearing officer by signing a letter of appointment. Compensation will be made the maximum hourly rate approved by the State Education Department pursuant to section 4404(1) of the Education Law.

**ADOPT IHO**

MOTION CARRIED/DEFEATED: Vote: YES: 5 NO: 0

Motion made by M. Rothwell and seconded by K. Kortbus to approve the following reorganizational items 5 through 18:

**BOARD APPTS**

5. BE IT RESOLVED, that the Board of Education appoint each of the individuals listed below to the designated Board appointments, effective through the Organizational Meeting of the Board of Education, July 2018:

Appointments with no additional compensation:

- District Treasurer – Lori McCarthy
- Deputy Treasurer – Kristie Lukach
- Central Treasurer of the Extra Curricular Activity Fund – Danielle Lown
- Collector of Taxes – Kristie Lukach
- Claims Auditor – Donna Slater
- Purchasing Agent – Bruce Martin
- Records Management Officer – Bruce Martin
- Freedom of Information Administrator – Bruce Martin
- Public Information Officer – Donna Seelbach
- Title IX Compliance Officers – Joseph DeCaro and Kitty Summers
- Title I Coordinator – Kitty Summers

- Section 504 & American’s with Disabilities Act (ADA) Coordinator – Joseph DeCaro
- Homeless Student Liaison – Joseph DeCaro
- English as a Second Language (ESL) Coordinator – Erin Hayes
- Basic Education Data Systems (BEDS) Coordinator – Brian Boyd
- Surrogate Parent – Kathy Triebel
- Asbestos Hazardous Emergency Response Act (AHERA) Designee – Perry Sheldon
- District Safety Coordinator – Perry Sheldon
- Hazardous Chemical Communication Coordinator – Perry Sheldon
- Automated External Defibrillator (AED) Coordinator – Perry Sheldon
- Attendance Supervisor – Brian Boyd
- Attendance Officers – Phillip Campbell, Karynn Zahedi, Brian Boyd, and Erin Hayes
- Chairperson of Annual Election and Special Election – Thomas Turchetti

Appointments with compensation as follows:

- Certified Commercial Applicator of Pesticides – Robert Zitz \$1,250 stipend per year
- Adult Education Coordinator – Gail Bennek \$15,500 per year
- Lori McCarthy Webmaster \$1,298.00
- Jeffrey Popp Residency Investigator \$1,500.00
- Jason Pavlich Chemical Hygiene Officer \$1,000.00
- Board of Registration \$10.00 per hour each
  - Constance Brewer Karen Giek
  - Ann Mancini Patricia Mort
- Election Inspectors
 

○ Constance Brewer	Celine Turchetti	Linda Greenblatt
○ Kristine Sperry	Margaret Hunt	Virginia Hanna
○ Mary Lou Muirhead	Connie Mzowinski	Joyce Cole
○ Karen Giek	Ed Sandfort	Mary Flynn
○ Elizabeth Bader	Patricia Mort	Walter Flynn
○ Evelyn O’Brien	Elena Maskell	Alvin Becker
○ Ann Mancini	Lorraine Birnbaum	Steve Zacharzuk
○ Cindy Hacunda	Ellen Triebwasser	William Brewer
- Election Custodians \$250.00 per day
  - Al Villereale William McKeever

- 6. To approve the appointment of the following Internal Auditor for the 2018-2019 school year with fees as follows: **INTERNAL AUDITOR**
  - Nugent Haussler, CPA in accordance with the audit RFP of 2016. Basic required risk assessment in the amount of \$5,000.

- 7. To approve the appointment of the following Independent Auditor for the 2018-2019 school year with fees as follows: **INDEPENDENT AUDITORS**
  - The Bonadio Group, CPA’s in accordance with the audit RFP of 2016 at a fee not to exceed \$18,500.

- 8. To recognize the current contract with Honeywell Law Firm, PLLC for the following legal services: **SCHOOL ATTORNEYS**

to provide collective bargaining, mediation, fact finding, grievance processing, arbitration (excluding just cause), improper practice proceedings, and day to-day advice for the 2018-2019 school year within the \$25,000 retainer;

to provide collective bargaining, mediation, fact finding, grievance processing, arbitration (excluding just cause), improper practice proceedings, and day to-day advice for the 2018-2019

school year within the \$25,000 retainer; legal services for litigation and hearings will be billed at a rate of \$180 per hour for the duration of the agreement; all other legal services will be billed at a rate of \$160 per hour for the duration of the agreement, excluding litigation and hearings.

- 9. To recognize the current contract with Girvin and Ferlazzo, PC for the following legal services: legal services for litigation and hearings will be billed at a rate of \$190 per hour for the duration of the agreement; all other legal services will be billed at a rate of \$170 per hour for the duration of the agreement, excluding litigation and hearings. **SCHOOL ATTORNEYS HOURLY RATE**
  
- 10. To approve the appointment of the following doctors as School Physicians for the 2018-2019 school year with fees as follows: **PHYSICIANS**
  - Advising School Dentist – Dr. Paul Mozer
  - Advising School Physician/Medical Director
    - Dr. Maura Sullivan & Hurley Avenue Practice FEE: \$5,000
  - Emergency One/Dr. Maura Sullivan & Hurley Avenue Practice
  - FEES
    - Employee Physical \$65.00 per employee
    - Athletic Physical \$25.00 per student
    - Student Screening \$25.00 per student
    - Working Paper Physical \$15.00 per student
    - Article 19A Bus Driver Physical \$65.00 plus lab fees per employee
    - Hepatitis Shots \$55.00 per employee (3 shot series)
    - Urine Drug Screening \$60.00 per test including lab fees
    - Breath Alcohol Testing \$25.00 per employee
    - TB Testing (Cafeteria/Bus Drivers) \$25.00 per employee
    - Concussion Screenings & Professional Development TBD
  
- 11. To approve the following rates of pay for substitutes and other personnel for the 2018-2019 school year: **RATES OF PAY**
  - Substitute Teacher – Certified \$90.00 per day
  - RHFA Retired Substitute Teacher – Certified \$100.00 per day
  - Substitute Teacher – Uncertified \$75.00 per day
  - Substitute Senior Food Service Helper \$10.40 per hour (\$11.10 per hour effective 12/31/18 subject to minimum wage increase)
  - Substitute Food Service Helper \$10.40 per hour (\$11.10 per hour effective 12/31/18 subject to minimum wage increase)
  - Substitute Aide/Typist/Clerk \$10.40 per hour (\$11.10 per hour effective 12/31/18 subject to minimum wage increase)
  - Substitute Clerical District Office \$13.00 per hour
  - Substitute Clerk \$10.40 per hour (\$11.10 per hour effective 12/31/18 subject to minimum wage increase)
  - Substitute Monitor \$ 9.70 per hour (\$10.40 per hour effective 12/31/18 subject to minimum wage increase)
  - Substitute Custodial Worker \$10.40 per hour (\$11.10 per hour effective 12/31/18 subject to minimum wage increase)
  - Substitute Sr. Mechanic \$20.00 per hour
  - Substitute Maintenance \$18.00 per hour
  - Substitute Mechanic \$10.40 per hour (\$11.10 per hour effective 12/31/18 subject to minimum wage increase)
  - Substitute Bus Driver \$15.50 per hour
  - Substitute Registered School Nurse (RN) \$17.00 per hour
  - Occupational Therapist \$55.00 per hour
  - Physical Therapist \$55.00 per hour



WHEREAS, the District annually has the need to sign contracts with Occupational Therapists, Physical Therapists, and approved Private Special Education Placement Schools as a result of Committee on Special Education created individualized education plans, and

WHEREAS, the nature and amount of these contracts are variable enough to make on-going Board of Education approval of such contracts difficult to administer, and,

WHEREAS, authority to sign these contracts at the administrative level needs to be provided by the Board of Education,

NOW THEREFORE BE IT RESOLVED THAT the Board of Education of the Red Hook Central School district hereby delegates the authority to sign Occupational Therapy, Physical Therapy, and approved Special Education Placement contracts to the Superintendent of Schools regardless of the dollar value of the contract. The Board of Education will be informed regarding the contracts that are signed at the next public Board of Education Meeting after such contracts are signed, along with the most recent enrollment and cost information.

MOTION CARRIED: Vote: YES: 5 NO: 0

Motion made by D. Morrison and seconded by M. Rothwell to accept the following reorganizational agenda items 19 through 27 as presented:

- 19. To approve the following: BE IT RESOLVED, that the Board of Education authorize that use of personal vehicles by school employees be reimbursed at \$0.535 per mile for the first 15,000 miles, or at the established IRS Rate effective for the 2018-2019 school year. **MILEAGE**
  
- 20. To approve the following: BE IT RESOLVED, that the Board of Education appoint Bruce Martin, Business Administrator, as Trustee, and Diane Koenig, Personnel Assistant, as Alternate Trustee to represent the Red Hook Central School District on the Dutchess County BOCES Workers Compensation Committee in accordance with the bylaws set forth by the Dutchess County Schools Workers Compensation Cooperative with no additional compensation. **TRUSTEE & ALTERNATE WORKERS COMP CMTE APPOINTMENT**
  
- 21. To approve the following: BE IT RESOLVED, that the Board of Education appoint Bruce Martin, Business Administrator, as Trustee, and Diane Koenig, Personnel Assistant, as Alternate Trustee to represent the Red Hook Central School District on the Board of Trustees of the Dutchess Educational Health Insurance Consortium (DEHIC) in accordance with DEHIC bylaws with no additional compensation. **TRUSTEE & ALTERNATE DEHIC APPOINTMENT**
  
- 22. To approve the following: BE IT RESOLVED, that the Board of Education appoint Bruce Martin, Business Administrator, as Trustee TO THE New York Liquid Asset Funds (NYLAF) for the 2018-2019 school year with no additional compensation. **NYLAF TRUSTEE APPOINTMENT**
  
- 23. To approve the following: BE IT RESOLVED, that the School Business Official be authorized to establish the following petty cash funds with the custodians of the petty cash funds as listed below for the 2018-2019 school year:
 

• High School	\$100	Philip Campbell
• Linden Avenue Middle School	\$100	Karynn Zahedi
• Elementary School K-2	\$100	Erin Hayes
• Elementary School 3-5	\$100	Brian Boyd
• District Office	\$100	Elena Maskell
• Transportation	\$100	Jeffrey Popp
• Bus Garage	\$100	Vivien Griffen

**PETTY CASH FUNDS**

24. To approve the following: BE IT RESOLVED, that the Board of Education bond the Business Official, Tax Collector and the District Treasurer in the amount of \$500,000 on a per occurrence basis, and bond the Deputy District Treasurer and the Internal Claims Auditor in the amount of \$100,000 on a per occurrence basis.

**BONDING OF PERSONNEL**

25. To approve the following: BE IT RESOLVED, that the Board of Education appoint the following individuals to serve on the committees as indicated below:

**CSE & CPSE APPOINTMENTS**

Committee on Special Education:

Chairperson: Mr. Joseph DeCaro, District (No additional comp)  
Mr. Joseph DeCaro – K-5  
Dr. Salvatore Massa– 6-8  
Mr. Andrew Makebish – 9-12

Alternate Chairperson: Dr. Donna Schulte – K-12

Psychologists: Dr. Salvatore Massa  
Ms. Caitlin O’Loughlin  
Ms. Mary Carbone-Warren  
Dr. Donna Schulte

Special Ed. Teachers:

Connie Happeny	David Marshall
Randy Goble	Christine Trabucco
Cheryl Jacobi	Consiglia Serino
Holly Mauskapf	Jenet DeSimone
Hildi Dier	Lauren Betterton
Christopher Wood	Colleen Foster
Cindy Flamenhaft	Timothy Rogers
Andrew Makebish	Danine Allen
Jenny Riehl	Nicole Keegan
Michelle Scott	

Student's Teacher - Needs to be generically appointed by the Board of Education

Committee on Pre-school Special Education:

Chairman: Dr. Salvatore Massa  
Psychologist: Dr. Salvatore Massa  
Physicians: Dr. Maura Sullivan

26. To approve the following: BE IT RESOLVED, that the Board of Education approve the following: WHEREAS, it is the desire of the participating school districts of Dutchess County Board of Cooperative Educational Services (BOCES), adopting this resolution to bid jointly for the purchase and acquisition of various commodities, supplies, equipment and services, now therefore, be it RESOLVED that the RED HOOK CENTRAL SCHOOL DISTRICT agrees to participate with other school districts of the Dutchess County Board of Cooperative Educational Services, 5 BOCES Road, Poughkeepsie, New York by the adoption of this resolution.

**COOPERATIVE BIDDING WITH BOCES**

BE IT FURTHER RESOLVED that this Resolution shall remain in effect until receipt by BOCES of written withdrawal from the resolution by the school district.

BE IT FURTHER RESOLVED that the specifications will be developed by BOCES in consultation with participating school districts and an equitable method of apportioning the administrative costs to the participants will be used. The recommendation of the Purchasing

Steering Committee will be considered when this District acts on the purchase of said commodities.

BE IT FURTHER RESOLVED that the invitation to bid will be advertised by BOCES in the Poughkeepsie Journal in accordance with the provisions of Section §103 of the General Municipal Law.

27. Motion made by D. Morrison and seconded by J. Moore to approve the following: BE IT RESOLVED, that the Board of Education approve the following: WHEREAS, it would be in the joint interest of the Red Hook Central School District to participate in cooperative bids for the purchase of various supplies, materials, and equipment, as advertised by the Clarkstown Central School district acting as the Lead Agency, as provided by General Municipal Law Section §119-0 and,

**COOPERATIVE  
BIDDING**

WHEREAS, each BOARD retains the legal authority to contract with successful vendor(s) and shall not be bound by purchase contracts or other agreements made by the other BOARD(S), therefore,

BE IT RESOLVED, that the Board of Education of the Red Hook Central School District hereby agrees to participate with the following school districts in such cooperative bids:

MOTION CARRIED: Vote: YES: 5 NO: 0

Motion made by J. Munn and seconded by M. Rothwell to approve reorganizational consent agenda items 28 through 36 with the exclusion of items 32 and 35 which are being pulled for discussion during Executive Session and will be added to the regular BOE Meeting Agenda herein:

28. To approve the following: BE IT RESOLVED, that the Board of Education approve the following: PURSUANT to that pursuant to the terms of Federal statutes, the Red Cross provides emergency services on behalf of individuals and family victims of disaster. THEREFORE, BE IT RESOLVED that the Superintendent is authorized to permit Red Cross to use school buildings, grounds, and equipment for mass care shelters required in the conduct of Red Cross Disaster Relief activities and wishes to cooperate with the Red Cross for such purposes. The parties hereto mutually desire to reach an understanding that will result in making the aforesaid school facilities of Red Hook Central Schools available to the Red Cross for the aforesaid use.

**RED CROSS  
DISASTER  
PLAN**

Now, therefore, it is mutually agreed between the parties as follows:

1. Red Hook Central School agrees that, after meeting its responsibilities to pupils, it will permit, to the extent of its ability, and upon request by Red Cross, the use of its physical facilities by Red Cross as mass shelters for the victims of disasters.
- 2 Red Cross agrees that it shall exercise reasonable care in the conduct of its activities in such facilities and further agrees to replace or reimburse Red Hook Central Schools for any school food or supplies that may be used by Red Cross in the conduct of its relief activities in said mass shelters.

In witness thereof, the governing board of the Red Hook Central School District has caused this agreement to be executed, and the Red Cross has caused this agreement to be executed by the Dutchess County Chapter. Said agreement to become effective and operative upon the fixing of the last signature hereto. The Board President is authorized to execute this contract on behalf of the Red Hook Central School District, Board of Education.



- 29. To approve the following: BE IT RESOLVED, that the Board of Education approve the renewal of the lease agreement with Red Hook Child Care Center for the 2018-2019 school year in the amount of \$1,650.00.

RENEW RED  
HOOK CHILD  
CARE LEASE
- 30. To approve the following: BE IT RESOLVED, that the Board of Education approve the renewal of the contract with the Council on Addiction Prevention & Education (CAPE) for the 2018-2019 school year in the amount of \$78,493.00.

RENEW CAPE  
CONTRACT
- 31. To approve the following: BE IT RESOLVED, that the Board of Education authorize the contract for rental of facilities between Dutchess County BOCES and the Red Hook Central School District as follows:

  - 1 Room at Linden Avenue Middle School 1-6-2 District at a rental fee of \$6,441.00 (per room)
  - 1 Room at Red Hook High School 1-6-2 District at a rental fee of \$6,441.00 per room

RENEW BOCES  
CONTRACT
- 32. PULLED FOR DISCUSSION IN EXECUTIVE SESSION.

TRAN SPEC
- 33. To approve the following: BE IT RESOLVED, that the Board of Education authorize the contract for rental of facilities between Abilities First and the Red Hook Central School District for the 2018-2019 school year in the total amount of \$22,320.00.

ABILITIES  
FIRST  
CONTRACTS
- 34. To approved the following: BE IT RESOLVED that the Board of Education authorize the contracts between Astor Services for Children & Families and the Red Hook Central School District as follows:

  - 1 Room at Linden Avenue Middle School 1-6-2 District at a rental fee of \$6,441.00 (per room)

RENEW ASTOR  
CONTRACT
- 35. PULLED FOR DISCUSSION IN EXECUTIVE SESSION.

SRO CONTRACT
- 36. Motion made by M. Rothwell and seconded by D. Morrison to approve the following:  
BE IT RESOLVED BY THIS BOARD OF EDUCATION AS FOLLOWS:

REVENUE ANTICIPATION NOTE RESOLUTION DATED JULY 1, 2016 OF THE BOARD OF EDUCATION OF THE RED HOOK CENTRAL SCHOOL DISTRICT DELEGATING TO THE VICE PRESIDENT OF THE BOARD OF EDUCATION THE POWER TO AUTHORIZE THE ISSUANCE OF REVENUE ANTICIPATION NOTES AND DETERMINING OTHER MATTERS IN CONNECTION THEREWITH

Section 1. The Board of Education of the Red Hook Central School District hereby delegates to the Vice President of the Board of Education the power to authorize the issuance of revenue anticipation notes in anticipation of the collection of aid from the State of New York. Such power shall continue in full force and effect until June 30, 2018.

Section 2. Subject to the provisions of the Local Finance Law, the power to sell and deliver revenue anticipation notes in anticipation of the collection of state aid, including renewals of such notes, is hereby delegated to the Vice President of the Board of Education, the chief fiscal officer. Such notes shall be of such terms, form and contents, and shall be sold in such manner, as may be prescribed by the Vice President of the Board of Education, consistent with the provisions of the Local Finance Law.

Section 3. The Vice President of the Board of Education is hereby authorized to sign and the District Clerk is hereby authorized to attest any revenue anticipation notes issued pursuant to this Resolution, and the District Clerk is hereby authorized to affix to such revenue anticipation notes the corporate seal of the District.

Section 4. This Resolution shall take effect immediately upon its adoption.

ADOPT RAN

MOTION CARRIED: Vote: YES: 5 NO: 0 ABSENT: 0

ADJOURNMENT

Motion made by J. Munn and seconded by D. Morrison to adjourn the meeting at 5:17 PM.

**ADJOURN**

MOTION CARRIED: Vote: YES: 5 NO: 0 ABSENT: 0

Meeting adjourned.