

Hartford Central School District  
Board of Education Meeting

AGENDA

Date: November 17, 2014  
Time: 7:00p.m.  
Type: Regular Meeting  
Location: District Library

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Minutes of Regular Board of Education Meeting November 17, 2014

Board Members Present: Mrs. Janine Thomas, Vice-President; Mr. Adam Fish; Mr. Ronald Smith; Mr. Brian Getty, President (arrived at 7:20p.m., but Mrs. Thomas continued to chair the meeting); and Mr. Philip Jessen.

Board Members Absent: None

Guests: Sean Farley, Kristy Genevick, Suszyne Burch, Melanie Howe, Ms. Flemming, Russell Wade, Mrs. Hasemann, Mr. Bowen, Mr & Mrs. White and 10 students.

1. Call to Order and Pledge of Allegiance

➤ President, Board of Education

2. Prayer

✓ Mr. Jessen

3. Welcome

3.1 Student Recognition: One of the great pleasures of serving on the Board of Education is when we are able to recognize the great accomplishments of our students. This evening we have a number of students that we would like to formally recognize for their accomplishments:

○ From the Volleyball Team:

- ✓ Bailey Hasemann: Adirondack League All Star: Honorable Mention
- ✓ Alicia Drozdowski: Adirondack League All Star: Honorable Mention
- ✓ Ashley Yarter: Adirondack League All Star: Honorable Mention
- ✓ Maria-Faith Olsen: Adirondack League All Star: Second Team
- ✓ Jessica Getty: Adirondack League All Star: Second Team
- ✓ Cailyn Harrington: Adirondack League All Star: Second Team
- ✓ Sarah Bowen: Adirondack League All Star: First Team
- ✓ Jenifer Morgan-Aubin: Adirondack League All Star: First Team

○ And, this year's selection as the DAR Good Citizen Award Winner: Scott White

3.2 Public to be Heard: Items that are reserved for discussion in Executive Session include:

- ✓ Matters which may disclose the identity of a law enforcement agent or informer;
- ✓ Any current or future investigation or prosecution;
- ✓ Proposed or pending litigation;
- ✓ Collective negotiations;
- ✓ The medical, financial, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
- ✓ The preparation, grading or administration of examinations; and
- ✓ The proposed acquisition, sale or lease of real property or the proposed acquisition of securities

Scott White expressed concerns with the disruption in the 9<sup>th</sup> Grade Algebra class because of a few students. Mr. Cook replied that there the students are placed in specific classes due to their specific course needs and that a Teaching Assistant is in the classroom. Mrs. Capone has expressed no problems with the class.

Mr. Jessen has asked that Mr. George reach out to Mrs. Capone and the Teaching Assistant to get a better perspective of the problem. He also suggested that parents write down the problems then work through the channels at the school.

Russell Wade who was speaking on behalf of the Youth Commission was asking to put up a 4x4 sign over by the electronic board for youth commission sign ups. After a discussion among the board members occurred it was suggested that they used the digital sign already there.

Russell Wade also thanked everyone in school for allowing children to participate in Youth Commission activities at the school.

#### 4. Review and Approval of Minutes

- 4.1 Minutes from the Regular Board of Education Meeting, held on Monday, October 20, 2014. The Board of Education approved the minutes from the Regular Meeting of the Board of Education, held on October 20, 2014. Motion made by Mr. Smith and seconded by Mr. Fish. Approved 4-0.

#### 5. Review and Approval of the District's Financial Reports

- 5.1 Treasurer's Report
- 5.2 Warrants
- 5.3 Cafeteria Report  
The Board of Education approved the financial reports as presented after the correction. Motion made by Mr. Jessen and seconded by Mr. Fish. Approved 3-0.
- 5.4 Budget Status Report (*No Action Needed*)

#### 6. Superintendent's Report

- Building Condition Survey: Every five years, NYSED requires a building and condition survey of all district facilities. The last time this was completed for the entire district was in 2005; given the last building projected, the district received an exemption from the survey. However, the Bus Garage did receive a survey in 2010. At that time, it was noted that without significant improvements, estimated around \$1.5million, the facility would not pass inspection in 2015. In discussions with the district's architects, CSArch, I inquired to see if a preliminary survey could be conducted and then what the cost to repair would be versus the cost to rebuild. CSArch has provided two different options for the district to consider: Option 1 is a survey of the bus garage and a "conceptual design" for approximately \$5,500. Option 2 is a district-wide survey and a "conceptual design" for \$11,940. My opinion, would be to move forward with option 2. Although the initial price point is vastly different, with our aid rate, the actual difference in cost is only \$966 and we would then receive our survey for 2015; which is a requirement.
- The Solar Panel project has formally been submitted to SED for review.
- "Smart School Investment Plan": As you may have heard, resolution 3 on the general election ballot or the Smart School Investment Plan BOND passed. As of right now, there is not a great deal of information on the BOND and I do not expect any real movement until after the Governor releases his budget proposal, which is due in January. However, what has been made public is the following:
  - The plan calls for a 20-year BOND for \$2Billion,
  - HCS is tentative scheduled for \$591,447,
  - The BOND cannot be used for personnel, and is restricted to technology equipment, establishing or enhancing internet connectivity, capital projects to create or enhance UPK programs, or school security features,
  - Purchases are exempt from BOCES or State Aid,
  - For a district to receive funds, they will have to submit a plan to a state review board (neither the process or paperwork has been created yet).
- Personally, I have some real concerns with the BOND. The influx of money is very much appreciated, however, if a district purchases technology equipment with the BOND how will we be able to maintain and sustain the equipment without further financial assistance?
- On Monday, November 10th the district held a Superintendent's Conference Day. The morning session was devoted to providing professional development on instructional practices and data-driven instruction and the afternoon session focused on grade/department meetings and the completion of the teacher on-line BEDS process.
- NERIC: Also on the 10th, the district converted to NERIC supported SchoolTool. The conversion has appeared to have gone extremely well.
- STLE Advisory Board Meeting: Last week I had the privilege of attending my first STLE Advisory Board meeting with Assistant Commissioner Rafel-Baer, Deputy Commissioner Tangora, and Commissioner King. This was an excellent opportunity to help shape future NYSED policy in regards to Teacher Leader development.
- AASBA: The next meeting of the AASBA is scheduled for Thursday, November 20th at the Queensbury Hotel.
- Congratulations to Mrs. Durling - her last BOE meeting

7. Building Principals and Department Supervisor Reports

7.1 Cafeteria Report: Mrs. Melanie Howe

- The cafeteria is off to a great start this year. Thank you for your approval of our part time staff member that was requested during the BOE meeting in April 2014. Our newest staff member joined us at the start of this school year and is only part time working only two days a week which is a big help with our deli bar. I had mentioned during the April meeting the possibility of adding our deli bar to the menu one additional day during the week, at the current time we are still only serving the deli bar on Wednesday's. However I have opened the deli bar up to the fifth graders as a lunch option for them as well and the response has been great.
- Our lunch counts are down a little this year from last year. Our daily goal is to sell 300 lunches and we currently are only hitting that figure about two days per week. In doing a little research we have determined that part of our lack of sales is the Kindergarten class, last year's Kindergarten class almost everyone bought lunch and this year's class it appears that about only half of the class is buying lunch. I am hoping that as the year moves forward we will gain a few more students buying from the Kindergarten class as they get settled in with the routine of school and more relaxed. We have also lost some high school lunch students as we have juniors and seniors that leave early and several of these students were also daily lunch buyers. To increase our overall income we have healthy snacks for sale on Wednesday's and Friday's and this does seem to help our sales. Our snacks have all been approved and meet final rule nutrition standards and we have a larger variety offered various last year.
- Our fresh veggies are still a big hit with all students including the high school student coming in between classes to purchase veggies as a snack between breakfast and lunch.
- Our inspection from the Department of Health was conducted November 4, 2014 and I am very happy to announce that everything was found to be in compliance. The only thing that the inspector did write us up for was not having a bathroom directly located in the kitchen for my staff to access.
- On October 10, 2014 Superintendent's day I and all the kitchen staff attended a conference in Schuylerville with several other school districts. On November 10, 2014 Superintendents day myself and two additional staff members went over and toured the Granville High School kitchen while they were performing daily operations. We did find the tour very helpful and gained ideas from them to use here in our kitchen. December 4, 2014 I and additional staff members will be attending a Tri-County managers meeting in the evening at the Hudson Falls Middle School.

November 2013 Free meal applications: 142      Reduced meal applications: 46

November 2014 Free meal applications: 155      Reduced meal applications: 37

7.2 Middle/High School Report: Mr. Brian George

- First Quarter Grades were mailed Friday- 23 Principal's List (94.5%); 54 Honor Roll (89.5-94.5); 59 Merit Roll (84.5-89.5%) - 53% of Students Grades 6-12 with an average 84.5 or higher.
- October 24- Middle School Dance Sponsored by the Language Club Approximately 60 students attended- Thank you to Mrs. Barnard and Ms. Boucher for Chaperoning and to the Language Club Students who helped Maria Olsen, Jen Aubin, David Ross, Kyle McCarthy, Ashley Yarter, Ean Ward and Donovan Farley.
- November 15 – Home Coming Dance for the High School over 100 students attended- Thank you to Ms. McGuirk, Mrs. Durling for Chaperoning, Mrs. Stoddard for organizing and to the seniors who helped decorate and clean up, Bridget Burch, Jen Aubin, Ashley Yarter, Ean Ward, David Ross, Scott White, Ethan Pike, and Emily Butler.
- Student Leadership Conference- November 5 at the Great Escape Lodge- Over 200 students from 27 area schools attended the conference. Students participated in team building activities and listened to Ben Glenn who talked about leadership, Growing-up with ADHD, and Putting your Heart into Everything you do. 9 Students from Hartford attended- Alexis Sesselman, Thomas MacDuff, Lucas Casey, Adam Mitchell, Winston Getty, Brianna Getty, Bridget Burch, Elias Gayton and our two Committee members who helped plan and organize the conference Donovan Farley and Rebecca Clearwater.
- Congratulations to the 2014 All County Participants. We had 20 students participate from grades 5-11 at the Vocal Festival in Whitehall this past weekend. Hannah Mitchell, Hannah Lawrence, Abigail Monroe, Joshua Hemsing, CJ White, Kaleigh Rogers, Rachel Falace, Rachel Yattaw, Caitlin St. Germain, Abigail Robbins, Janice Whiting, Samantha Whitney, Thomas MacDuff, Gavon Darfler, Robert Wilson, Mackenzie Casey, Abigail Roy-Raia, Brianna Getty, Bicanca Martin, Michael Whitney.
- FFA- Held their District Meeting here on November 7<sup>th</sup> – Over 200 hundred members in attendance and then attended the Rodeo at the Civic Center.

- 5 Members of the Key club attended a Luncheon and were recognized for helping out at the Taste of the North Country. (Jen Aubin, Ashley Yarter, Abbey Robbins, Sophia Olsen, and Patricia Fioretti). The Key Club will be working next Tuesday in conjunction with the Salvation Army to deliver food to needy families for the Warren and Washington counties. We are also scheduled to help out at Christmas time as well. The Key Club is also currently working with the Guidance office to collect food for our local pantry within the school itself and organized the UNICEF Halloween collection. Thank you to Mr. Farley, Mrs. Flower and Mrs. Barnard.
- This month is “No Shave November”. As you may have noticed, a number of our male faculty members are taking part in this. Students and Faculty are Helping support the fight against cancer by donating a dollar or a canned good during your lunch period. For each dollar or canned good donated, you can cast a vote to determine what facial style the faculty will have to shave and wear on Monday, December 1<sup>st</sup>. Voting will take place during middle school and high school lunch throughout the remainder of November and the votes will be tallied on November 25<sup>th</sup>. You will know the winning style before you leave for Thanksgiving break. The voting booth will be run by members of the National Junior and National Honor Society, and I thank you for your help with this fun event per *Coach Sutliff*

Upcoming Dates:

November 20 –	Dimes-a-Dip 4:30-6:30
November 21-	6 <sup>th</sup> Grade Pig Roast and Auction- 6:00 pm
November 21, 24, 25	Parent/Teacher Conferences 11:30 - 3:00
December 17-	Holiday Concert at 7:00 pm

### 7.3 Elementary Report: Mrs. Bethellen Mannix

- PTA
  - Over 150 participants K-5 at Halloween Party on October 30<sup>th</sup> - thank you to parents (Adam Fish) who volunteered their time at the event
  - Fundraiser items were sorted and went home today – orders totaled over \$10,000 so PTA will be able to fund elementary field trips again this year
- Fire Prevention October 24<sup>th</sup>
  - Thank you to Michelle Morrow, Chuck Abbott, Harrison Cornell, Michael Keeley, Nate Rogers, Austin Smith, and Tim Zinn
- Student Recognition
  - Bus Riders of the Month (October)
  - Citizens’ of the Month (October)
  - Chronicle Entries: Secora Saunders
  - Turkey Trot - (see attached list) – 44 runners grades 3-8; all participants received some type of food donation
  - Harvest Olympics created by PE Department – see attached list of students who received certificates
  - Grace Barber was in the *Street Wise* section of the November 3<sup>rd</sup> Post Star
  - LeAnne Wilson received a \$25 iTunes gift card, as she was the winner of the Sentinel’s recent Halloween Safety Tip Contest
  - Tanager Pride parties – tomorrow and Wednesday; thank you to Gwynne for organizing and for staff participation
  - Congratulations to Hannah Mitchell who participated in All-County this past weekend
- Harvest Fest (11/20/14)
  - Start day with a Harvest Breakfast (thank you to Melanie and PTA for paying for this)
  - 6 stations in the afternoon (see attached schedule of events)
- Classroom News:
  - Learning Club members (Mrs. Talmadge and Mrs. Babson advisors) are collecting for the Adopt-a-Soldier program again this year
  - Grade 3 – Whitehall Elks donated dictionaries to all 3<sup>rd</sup> graders on November 5<sup>th</sup> for the 14<sup>th</sup> year (Mr. Downs and Mr. Lambert delivered them to the classrooms); 3<sup>rd</sup> graders did write thank you notes
  - Amy Thomas – see attached e-mail
  - Grade 4 field trip to the NYS Museum in Albany and visit from the Old Fort House Museum in Fort Edward
  - Monica Pollack registered our K-6 students for the *Read to Succeed Program* for the 4<sup>th</sup> year, which is sponsored by Six Flags. Students read for 6 hours between now and February (not counting school work), complete a reading log, and will then receive a ticket to the Great Escape.
  - Grade 1 – Visited the DL room on October 29<sup>th</sup> to meet another first grade class from Galway and interacted with a pediatrician as a culminating activity to their Domain 2 Unit on the Human Body.
- Upcoming Events:

- Friday, Monday and Tuesday, November 21<sup>st</sup>, 24<sup>th</sup> and 25<sup>th</sup>: Parent-Teacher Conferences – 11:30 dismissal for K-8 students
- December 5<sup>th</sup> (evening), 8<sup>th</sup> and 9<sup>th</sup>: PTA Holiday Shop for K-5 students
- Thursday, December 18<sup>th</sup>: Elementary Winter Concert 6:00pm

8. Old Business: *There is no old business to conduct*

9. New Business

- 9.1 CPSE/CSE/504 Recommendations the Board of Education accepts the recommendations of the CPSE/CSE Committee. Motion made by Mr. Jessen and seconded by Mr. Fish. Approved 5-0.
  - 9.2 Independent Auditor's Report: Last month, the members of the Board of Education were provided with a copy of the Independent Auditor's Report, as prepared by Jenkins, Beecher & Bethel, LLP. The Board of Education accepted the Independent Auditor Report as presented. Motion made by Mr. Jessen and seconded by Mr. Fish. Approved 5-0.
  - 9.3 Appointment – Volunteer Assistant Coach, Boys' Basketball: Coach Sutliff has forwarded a letter to the district seeking Board of Education approval to appoint Mr. Matt Watson as a Volunteer Assistant Coach. The Board of Education appointed Mr. Matt Watson as a Volunteer Assistant Coach for the Boys' Basketball program during the 2014-2015 season. Motion made by Mr. Jessen and seconded by Mr. Fish. Approved 5-0.
  - 9.4 Appointment – District Clerk: With Mrs. Durling's retirement, the Board of Education is in need of a district clerk. The Board of Education appointed Mrs. Joann Searles as to the position District Clerk, effective December 6, 2014 and with an annual salary of \$1,097; pro-rated to reflect the later start date. Motion made by Mr. Jessen and seconded by Mr. Smith. Approved 5-0.
  - 9.5 Appointment – Extra-Classroom Treasurer: With Mrs. Durling's retirement, the District is in need of an Extra-Classroom Treasurer. The Board of Education appointed Mrs. Joann Searles to the position of Extra-Classroom Treasurer, effective December 6, 2014 and with an annual Salary of \$545; pro-rated to reflect the later start date. Motion made by Mr. Jessen and seconded by Mr. Fish. Approved 5-0.
  - 9.6 Appointment – Cheerleading Advisor: At the October 2013 Board of Education meeting, the Board of Education agreed to re-instate the Cheerleading program as long as it is a self-sustaining club. Ms. Lori Fleming has submitted a letter of intent to be appointed as the cheerleading advisor for the 2014-2015 season. The Board of Education appointed Ms. Lori Fleming as the Cheerleading advisor for the 2014-2015 school year. The appointment is contingent upon the club becoming self-sustaining and adhering to the established financial/fundraising calendar. (*Ms. Fleming is aware, and in agreement, that the stipend will not be paid unless the full cost is raised*). Motion made by Mr. Jessen and seconded by Mr. Fish. Approved 5-0.
  - 9.7 First Reading for the revision of Board of Education Policy #818 – Job Descriptions for District Treasurer and Payroll Clerk: Included within the Board packet are revised job descriptions for the District Treasurer and Payroll Clerk. The proposed changes allow the positions to file confidential information and documentation for the Superintendent and the School District and to maintain confidential records for the Superintendent and the School District. *No action to be taken. Per Board of Education policy #101, if the proposed changes are acceptable, the revised policy will be placed on the December agenda for a second reading and then go into effect.*
  - 9.8 Surplus Property: Mrs. Bonnie Winchester has requested that 202 books be identified as surplus property. The Board of Education identified the listed books as surplus property and authorizes for their proper disposal (*Mrs. Winchester would like the books donated to a former journalist who is working as a missionary and teacher in Haiti*). Motion made by Mr. Jessen and seconded by Mr. Fish. Approved 5-0.
10. Executive Session – The Board entered Executive Session to discuss matters of personnel at 7:55pm. Motion made by Mr. Jessen and seconded by Mr. Fish. Approved 5-0.

A motion was made to return to open session at 8:28p.m. by Mr. Jessen, seconded by Mr. Fish. Approved 5-0.

11. Adjournment – 8:30 pm motion by Mr. Jessen and second by Mr. Fish. Approved 5-0.

Respectfully submitted,

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Joann Searles  
District Clerk