

**HUDSON CITY SCHOOL DISTRICT
REGULAR BOARD OF EDUCATION MEETING
JANUARY 22, 2018 – 6:30 P.M.
PLEASE NOTE CHANGE IN LOCATION TO
QUESTAR III COLUMBIA-GREENE EDUCATIONAL CENTER
131 Union Turnpike, Hudson
AGENDA**

MISSION STATEMENT

The Hudson City School District, in partnership with our community, advances the intellectual, social, and emotional development of all students to prepare them for college, career and citizenship.

“DESTINATION GRADUATION ... *GET ON BOARD*”

[* indicates a need for Board action)

1. Pledge of Allegiance
2. Call to Order
3. *Acceptance of Agenda
4. Student Representative Report: Noah Taylor
5. Recognition/Presentation: CTE/Tech Valley/New Visions Programs; Career Readiness - Questar III Staff and Board Member(s)
6. *Executive Session: (The Board of Education does its best to avoid early evening and/or lengthy Executive Sessions, but finds it necessary under certain circumstances.)
Employment history of a particular person(s)
7. *Personnel
 - A. Create District-Wide CSE Chairperson Position
 - B. Instructional Staff Assignments
 - C. Remove from Extra-Curricular Advisorship
 - D. School Nurse Temporary Appointment
 - E. Teaching Assistant Salary Adjustment
 - F. Teaching Assistant Unpaid Leave of Absence
 - G. Teacher Aide Staff Appointment
 - H. Laborer Staff Termination
 - I. Extra-Curricular Sports Appointment

- J. Substitute Staff Appointments
 - K. Remove from Substitute List
 - L. My Brother's Keeper Program Teacher Appointment
 - M. Remove from 21st Century Student Helper List
8. Staff Recognition (if applicable)
9. Old Business
- A. Policy Committee
 - i. Second Reading of 1500 Public Use of School Facilities
 - B. Facilities Committee
 - C. Budget Committee
 - D. Audit Committee
10. Public Forum
11. Business Administrator's Report
- A. Business Office Updates
12. Coordinator of School Improvement's Report
- A. Office of School Improvement Updates
13. Superintendent's Report
- A. Capital Project Update
 - B. General Updates
 - C. Celebrating What's Right
14. Consensus Agenda
- A. Be It Resolved, that the Board of Education approves a transportation addendum to a contract with Michael Johnston, adding an additional \$2,600.00 per year to add an additional stop to the current contract.
 - B. Be It Resolved, that the Board of Education approves an employment contract for the 2017-2018 school year for George Keeler, Superintendent of Buildings and Grounds. The District Clerk will keep a copy of the contract on file in her office.
 - C. Be It Resolved, that the Board of Education accepts a donation, as attached, from James E. Kelley for a Life Fitness GS4 System (exercise equipment) valued at \$2,000.00 for the high school weight room.

- D. Be It Resolved, that the Board of Education accepts the Hudson High School Extra-Curricular Treasurer's Report for the month of December 2017, as attached.
- E. Be It Resolved, that the Board of Education accepts the Treasurer's Report for the month of November 2017, as attached.
- F. Be It Resolved, that the Board of Education accepts the Budget Status Report for the month of November 2017, as attached.
- G. Be It Resolved, that the Board of Education arranges for placement of students with disabilities (CPSE/CSE meetings held on December 15, 20, 22, 2017, January 3, 5, 8, 12, 16, 2018).

15. New Business

- A. Protocols for Twitter and other social media outlets

16. Public Forum

17. Upcoming Meeting Dates

BOE Meetings/Training Dates:

Monday, February 12 at 6:30 p.m. – Public Hearing and Regular BOE Meeting at HHS Library

Monday, February 26 at 6:00 p.m. - Community Budget Workshop followed by Regular BOE Meeting at HHS Library

Committee Meetings/Community Events:

18. *Adjournment

1st reading
1/08/18
2nd reading 1/22/18

9. A. i.

(X) Local
(X) Notice

1500 HUDSON CITY SCHOOL DISTRICT
Required

PUBLIC USE OF SCHOOL FACILITIES

While the district's school buildings and grounds are maintained primarily for the purpose of educating students within the district, the Board of Education recognizes that the buildings and grounds are a valuable community resource and believes that this resource should be available to the community for specific uses that will not interfere with educational activities. This policy is intended to identify the uses that community groups may make of those facilities.

Permitted Uses

District facilities may be used for the purposes listed below, subject to the conditions and restrictions set forth in this policy.

- A. Instruction in any branch of education, learning or the arts.
- B. Public library purposes, subject to provisions of the Education Law, or as stations of public libraries.
- C. Social, civic (including but not limited to meetings of parent associations and parent-teacher associations) and recreational meetings and entertainments, or other uses pertaining to the welfare of the community so long as such uses are non-exclusive and open to the general public.
- D. Meetings, entertainment and occasions where admission fees are charged, when the proceeds are to be spent for an educational or charitable purpose.
- E. Polling places for holding primaries and elections, for the registration of voters and for holding political meetings.
- F. Civic forums and community centers.
- G. Recreation, physical training and athletics, including competitive contests of children attending a private, non-profit school.
- H. Child care programs when school is not in session, or when school is in session for the children of students attending schools of the district and, if there is additional space available, for children of employees of the district.
- I. Graduation exercises held by not-for-profit elementary and secondary schools, provided that no religious service is performed.*

Additionally, as a condition of receiving state funding, the district permits access to military recruiters to school buildings, grounds and facilities to the same extent it provides access to those who inform students of educational, occupational or career opportunities.

*Although this provision is taken verbatim from New York State Education Law, given the decision of the U.S. Court of Appeals for the 2nd Circuit in the Bronx Household of Faith case, the district will check with the school attorney prior to implementing this provision.

Prohibited Uses

Any use not permitted by this policy is prohibited. In addition, the following uses are specifically prohibited.

- A. Meetings sponsored by political organizations.
- B. Meetings, entertainments and occasions that are under the exclusive control of and the proceeds are to be applied for the benefit of a society, association or organization or a religious sect or denomination or of a fraternal, secret or exclusive society or organization, other than veterans' organizations or volunteer fire fighters or volunteer ambulance workers.

Conditions of Use for District Facilities

- A. **Non-Interference:** Use of district facilities may be permitted unless such facilities are in use for school purposes, or during educational programs. The district reserves exclusive and nonreviewable judgment to determine if a requested use would interfere with or disturb the district's educational programs.
- B. **User Fees:** Use of district facilities will be permitted only where the applicant agrees to pay the district a user fee according to a schedule adopted by the district to cover the costs of heat, electricity, maintenance, custodial services, security and any other expenses associated with the requested use. Use is further conditioned upon the applicant's agreement to pay additional fees associated with the use of any additional services or equipment. The following is a categorized list which will determined the cost of fees associated with the use of the district's facilities and/or grounds. Refer to the Facilities Use Fee Schedule for the associated fees. *Waivers will not be granted.*

Category 1: School-Sponsored Groups - Any group or organization directly connected with the Hudson City School District (i.e. student councils, school bands, choirs, and district-operated athletic programs). No fees will be charged.

Category 2: School / Community Groups – Groups or organizations whose primary mission is to directly support the school district or are primarily school related and include 75% participation by school district members (i.e. HCSD Booster Club, PTA or similar group). **Minimum fees will be charged to recapture the district's cost in providing access.**

Category 3: Community Non-Profit Groups - Those groups comprised primarily of district residents providing civic, educational, or cultural activities, which may be deemed to include governmental agencies. Examples of the types of groups are Boy Scouts, Girl Scouts, Kiwanis, Rotary, garden club. **Reasonable fees will be charged to recapture a portion (?) of the district's cost in providing access.**

Category 4: Groups not affiliated with HCSD – Those groups who are not affiliated with the district and whose activities are not in direct support of the students or school related activities. **Fees will be charged to recapture the district's full costs in providing access and to increase the general revenue of the district.**

- C. **Payment schedule:** Use of district facilities will be permitted only where the applicant agrees to pay the district the user fee as outlined in the Facilities Use Fee Schedule. **A sum of at least fifty percent (50%) of the cost of the area being requested shall be made upon acceptance of Facilities Use Request.** The remainder of the use fee and any other associated fees will be paid to the district within five (5) days prior to the requested use. If the request for use is not granted, the district will be responsible to return the deposit in full.
- D. **Special Equipment & Supervision:** Where, in the sole judgment of the district, the requested use of district facilities requires special equipment, security or supervision, the district reserves the right to deny such use, or in the alternative, to condition such use upon the applicant's payment of additional fees in accordance with paragraph B above and the Facilities Use Fee Schedule. Only authorized personnel shall operate district equipment. In regards to all aerial arts involving rigging skills, wire ropes, etc., the district will require that a certified engineer inspect and approve all equipment to be used. The expense of this will be the responsibility of the requester.
- E. **Insurance:** Use of the district facilities will only be permitted where the requesting group or organization provides the district timely evidence of adequate insurance coverage. HCSD requires coverage of one million (\$1,000,000.00) dollars per occurrence and two million (\$2,000,000.00) aggregate with no exclusions for athletic participants. User agrees to save the district harmless from all liability, personal injury and/or medical expenses. Proof of insurance will be submitted to the district not less than five (5) days prior to the date of scheduled Use. The district will reserve the discretion regarding what constitutes adequate insurance coverage for each proposed use.
- F. **Termination of Use:** The Board of Education reserves the discretion to deny use of district facilities described above, or to terminate use of district facilities for the following:
1. By an applicant who has previously misused or abused district facilities or property or who has violated this policy;
 2. For any use which could have an effect of violating the Establishment Clause of the United States Constitution or other provisions of the United States or New York State Constitutions;
 3. For any use which, in the estimation of the Board of Education, could reasonably be expected to or actually does give rise to a riot or public disturbance;
 4. For any use which the Board deems inconsistent with this policy;
 5. For any use by a private for-profit entity that has the direct or indirect effect of promoting the products or services of such entity;
 6. In any instance where alcoholic beverages or unlawful drugs are sold, distributed, consumed, promoted or possessed;
 7. For any use prohibited by law.

Application Procedure for Use of District Facilities

- A. All applications for use of school facilities shall be made in writing utilizing 1500-R HCSD Facilities Use Request Form, and be submitted to the Superintendent of Buildings and Grounds or Director of Facilities at least 30 days prior to the date of the requested use. There could be some circumstances in which the 30-day notice could be waived. This will be based on availability of services and at the discretion of the Superintendent of the district with School Board assistance if deemed necessary. A use permit application is available in the Superintendent of Buildings and Grounds' or Director of Facilities' office or on the district website.
- B. The applicant must clearly and completely describe the intended use of the district facility in the application.
- C. All applicants must review this policy prior to submitting the application. All applications must be signed by an authorized agent of the group or organization requesting use. The applicant's signature on the application shall attest to the group or organization's intent to comply with all Board of Education policies and regulations and to use district facilities strictly in accordance with the use described in the application.
- D. All applicants must agree to assume responsibility for all damages resulting from its use of district facilities. Proof of adequate insurance must be provided by the applicant as outlined above.
- E. Permits shall be valid only for the facility use, date and time specified in the permit. No adjustment to the permit is allowed except with the prior written approval of the Superintendent. Permits shall not be transferable.

- F. The Superintendent is authorized to alter or cancel any permit if it becomes necessary to use the facility for school purposes or for other justifiable reasons.
- G. With regard to scheduling activities, the district retains the right to give preference to groups and organizations which are associated with or sponsored by the district.
- H. Issuance of a permit shall not limit the right of access to the facility by district staff. District staff shall at all times retain access to all areas of district property.

Ref: Education Law §414

Adoption date: xx 2018

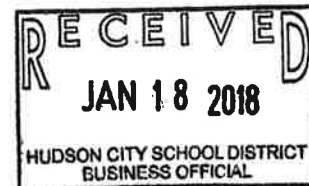
Supersedes Policy Date: xx

1
NR

14.A.

MEMO

To: Carrie Otty and Member of the BOE
From: Nikki DeDominicis – Transportation Department



January 2018

Mrs. Otty and Members of the Board of Education

Attached please find an addendum to a current contract the district holds with Michael S Johnston. As per our bid specifications we are adding an additional pick up location, with a total anticipated cost increase of \$2600.00 to the original contract.

Thank-You

HUDSON CITY SCHOOL DISTRICT
Transportation Department
215 Harry Howard Avenue, Hudson, NY

January 2018

To Whom It May Concern,

We currently hold a school year contract with Michael S. Johnston titled "Obscure". We have a student that as per her physician in the form of a script requires special transport at this time due to a medical condition. We are utilizing the "add/delete" clause in our bid specifications to add her pick up and drop off location to this run at the cost of \$25 per attendance day.

Addendum cost - \$2600.00

\$29736.20 – MH anticipated cost

If you have any questions, please don't hesitate to call.

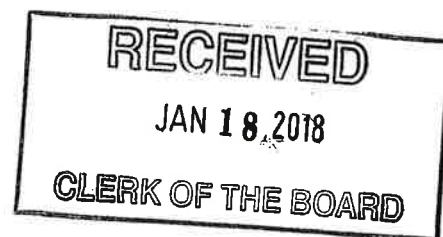
Thank You

Nikki DeDominicis

mg 14.C.

MEMO

TO: Maria Suttmeier, Superintendent HCSD
FROM: Derek Reardon, Principal JHS
RE: Weight Room Equipment Donation
DATE: January 18, 2018



I am requesting that the Board of Education accept the donation of a Life Fitness GS4 Gym System to be used in the High School weight room for our students and athletes.

The gym is being donated by Mr. Jim Kelly who lives in the Livingston area. The gym sells for \$2,550 new and is 10 years old while having light use. Similar equipment that we currently have in the weight room is in poor condition. Below is a link to what the gym looks like.

See: <https://shop.lifefitness.com/g4-home-gym>

Cc: Dawn McDonald
Bonnie Dykeman

HUDSON CITY SCHOOL DISTRICT
215 Harry Howard Avenue
Hudson, New York 12534
(518) 828-4360 * Fax (518) 697-8315

RECEIVED
JAN 18, 2018
CLERK OF THE BOARD

DONATION

Date

JANUARY 18, 2018

Donor

JAMES E. Kelly

Address

1st ...
...
...

Is making a donation of the following:

Item(s)

Life Fitness GS4 Gym System
see: lifelitness.com/g4homegym

Description

A universal gym ~~of~~ weight system
with pulleys and a weight stack.
All parts & manuals; excellent working

Donor Estimated or Actual Cost

\$ 2,000.00 (2500 new) order.

Identifying Numbers on Gift

Life Fitness GS4 Gym System

To be used toward

physical fitness - the weight room

Please do not write below this line

ACCEPTED BY THE HUDSON CITY SCHOOL DISTRICT BOARD OF EDUCATION AT
THEIR REGULAR MEETING ON _____

Board President _____

District Clerk _____

Date _____

14.D.

RECEIVED
JAN 18 2018
 HUDSON CITY SCHOOL DISTRICT
 BUSINESS OFFICIAL

HHS Extra-Curricular Monthly Report

Activities	Balance as of 12/1/17	Receipts	Balance w/Receipts	Disbursements	Balance as of 12/31/17
Art Club	509.62	0	509.62	0	509.62
Band	5555.26	5621	11176.26	3858.5	7317.76
Baseball Club	449.17	0	449.17	0	449.17
Blue and Gold	10826	30	10856	450.96	10405.04
Bluehawk Running Club	1234.95	0	1234.95	0	1234.95
Boys Varsity Basketball	2933.64	4332	7265.64	2236	5029.64
Class of 2018	13507.97	3410.7	16918.67	0	16918.67
Class of 2019	9439.69	422	9861.69	3197.49	6664.2
Class of 2020	6245.88	534.7	6780.58	581.16	6199.42
Class of 2021	500	0	500	0	500
Drama Club	6201.52	0	6201.52	0	6201.52
Environmental Club	1635.27	0	1635.27	0	1635.27
Football Club	8327.67	0	8327.67	0	8327.67
Gay Straight Alliance	588.1	0	588.1	0	588.1
Girls Varsity Basketball	197.54	0	197.54	0	197.54
Golf Club	52.6	589.5	642.1	0	642.1
Kindness Club	2935.45	0	2935.45	0	2935.45
Kindness Store	966.63	1251	2217.63	1184.35	1033.28
Language (Italian) Club	14.31	0	14.31	0	14.31
Math Club	216.3	0	216.3	0	216.3
Mock Trial	656.83	128.25	785.08	0	785.08
National Honor Society	10513.49	1760	12273.49	0	12273.49
Robotics	4544.08	1207	5751.08	9.6	5741.48
SADD	1571.2	0	1571.2	0	1571.2
Spanish	95.8	1279.5	1375.3	537.5	837.8
Student Council	5481.17	1439	6920.17	155.86	6764.31
Student Council Sub Account	4728.76	0	4728.76	0	4728.76
Varsity Club	1188.04	212	1400.04	212	1188.04
	101116.94	22216.65	123333.59	12423.42	110910.17

Extra-curricular Treasurer: *Michelle G. ...*

Auditor: *Cheryl S. Miller* 1/10/18

Principal: *[Signature]* 1/10/18

Starting Balance 101116.94
 (+) Receipts 22216.65
 (-) Disbursements 12423.42
 Ending Balance 110910.17

HUDSON CITY SCHOOL DISTRICT
BANK RECONCILIATION SUMMARY

MONTH ENDING: November 30, 2017

Prepared By: District Treasurer

Deborah Long

	General Fund		Lunch Fund	Federal Fund	Capital Fund		Trust & Agency Fund		Debt Service Fund	Workers Compensation Reserve Fund	Retirement Contribution Reserve Fund	Total
	5201619501 A200	5201623750 A450.0/A450.2			5201619527 C200	5201619535 F200	5202469278 H200	5202003282 H450.2				
Bank of Greene County	\$ 1,182,625.87	\$ 11,847,304.24	\$ 431,379.58	\$ 703,564.13	\$ 1,165,996.22	\$ 564,116.08	\$ 988.77	\$ 48,845.17	\$ 456,712.84	\$ 75,078.83	\$ 16,476,611.73	
General Ledger Account #	A200	A450.0/A450.2	C200	F200	H200 H450.2	TA200	TA200.1	V200	A230	A230.01		
Beginning Cash Balance												
Receipts For The Month:												
State, Federal & BOCES Aid (NYSACH)	1,119,373.20										1,119,373.20	
Real Property Taxes	140,826.18										140,826.18	
Star Reimbursement												
Delinquent Taxes												
Transfers from Money Market												
Tuition / Rental of Facility/Gate Receipts	29,525.06										29,525.06	
Payroll Transfers/Payroll Deductions	2,756,745.22		4,418.15	167,700.00		791,718.46	1,812,200.60				2,603,919.06	
Medicaid Billing/Group Insurance	20,326.77					583,203.54					3,512,066.91	
Cafeteria Sales/Organization Meals/Rebates	165,752.41		23,582.93								20,326.77	
Miscellaneous Receipts	39,396.14		99.00								23,582.93	
Pilot's/CMS Sub/RCG Health Tr/E Rate.	637,386.80										165,851.41	
Due to Other Funds	332.91			75.61							39,396.14	
Interest & Earnings	4,909,664.69		\$ 28,132.77	\$ 167,775.61	\$ 144.38	\$ 1,375,005.16	\$ 1,812,229.12	\$ 2.01	\$ 37.52	\$ 3.08	637,386.80	
Totals Receipts:			\$ 28,132.77	\$ 167,775.61	\$ 144.38	\$ 1,375,005.16	\$ 1,812,229.12	\$ 2.01	\$ 37.52	\$ 3.08	8,709,668	
Disbursements For The Month:												
By Check / Warrant	(1,150,027.74)		(46,755.71)	(74,719.83)	(926,382.87)	(1,356,038.67)	(1,812,200.60)				(5,366,125.42)	
Food Service Claim												
Bond Payments	(757,870.12)											
Interfund Transfers	(1,612,036.19)		(3,418.89)	(20,777.90)							(3,512,066.91)	
Payroll Transfers		(2,750,000.00)	(44,169.99)	(155,994.42)							(1,812,200.60)	
Miscellaneous Disbursements/Void											(996.53)	
Due to Other Fund						(689.00)					(689.00)	
ACH Withdrawals (Prompax, FICA, NYSERS, TSA)	(3,499,934.05)		(94,344.59)	(251,492.15)	(926,382.87)	(1,356,727.67)	(1,813,197.13)				(10,692,078.46)	
Total Disbursements	\$ 2,592,356.51	\$ 9,105,274.04	\$ 365,167.76	\$ 619,847.59	\$ 239,757.73	\$ 582,393.57	\$ 20.76	\$ 48,847.18	\$ 456,750.36	\$ 75,081.91	\$ 14,085,497.41	
Ending Cash Balance												
Reconciliation With Bank Statements:												
Bank Statement Balance	\$ 3,092,708.37	\$ 9,105,274.04	\$ 365,167.76	\$ 635,067.74	\$ 1,152,794.33	\$ 592,521.46	\$ 27,709.29	\$ 48,847.18	\$ 456,750.36	\$ 75,081.91	\$ 15,551,922.44	
Less Outstanding Checks/Wires	(500,351.86)			(15,220.15)	(913,036.60)	(10,127.89)	(27,688.53)				(1,466,425.03)	
Adjustments/Bank Error												
Deposits in Transit												
Adjusted Bank Balance	\$ 2,592,356.51	\$ 9,105,274.04	\$ 365,167.76	\$ 619,847.59	\$ 239,757.73	\$ 582,393.57	\$ 20.76	\$ 48,847.18	\$ 456,750.36	\$ 75,081.91	\$ 14,085,497.41	
Unreconciled Difference												
Balance per Wincap	2,592,356.51	9,105,274.04	365,167.76	619,847.59	239,757.73	582,393.57	20.76	48,847.18	456,750.36	75,081.91	14,085,497.41	
			**	**			0.00					

14.E.

14.F.

Hudson City School District
2017-18 Summary of Revenues & Expenditures
 As of November 30, 2017

REVENUES:

	Budget	YTD Revenues	Variance
Property Tax Revenues	\$ 22,641,833	\$ 22,484,456	\$ (157,377)
Utility Tax	600,000	227,848	(372,152)
Interest Income	32,000	28,825	(3,175)
State Aid	22,462,339	2,972,010	(19,490,329)
Reimbursements (Medicaid, E-Rate, etc.)	440,000	333,556	(106,444)
Rental & Recreation	140,000	147,184	7,184
Other Revenues	250,000	248,944	(1,056)
Total Revenues	\$ 46,566,172	\$ 26,442,823	\$ (20,123,349)

EXPENDITURES:

	Budget	YTD Expenses & Encumbrances	Variance
General Support:			
Board of Education	\$ 26,700	\$ 9,061	\$ 17,639
Central Administration	278,701	269,888	8,812
Finance	582,333	485,496	96,838
Staff	370,243	214,678	155,565
Central Services	3,677,587	3,406,304	271,283
Total General Support	\$ 4,935,564	\$ 4,385,427	\$ 550,137
Instruction			
Instructional Administration	\$ 2,227,339	\$ 2,170,677	\$ 56,661
Teaching/Instruction	11,350,095	11,304,288	45,807
Teaching-Special Education	6,230,577	5,790,320	440,257
Special Services & Other Instruction	2,767,919	2,353,217	414,702
Total Instruction	\$ 22,575,929	\$ 21,618,503	\$ 957,426
Pupil Transportation			
District Transportation Services	\$ 2,452,846	\$ 2,424,163	\$ 28,683
Total Pupil Transportation	\$ 2,452,846	\$ 2,424,163	\$ 28,683
Undistributed			
State & Teachers' Retirement	\$ 2,690,033	\$ -	\$ 2,690,033
Health Insurance	7,586,969	3,350,805	4,236,164
Other Benefits/Insurance	2,093,190	2,047,763	45,427
Debt Service	4,187,124	-	4,187,124
Recreation/Community Services	44,517	9,977	34,540
Total Undistributed	\$ 16,601,833	\$ 5,408,545	\$ 11,193,288
Total Expenditures	\$ 46,566,172	\$ 33,836,637	\$ 12,729,535

P&L Summary:	
Revenues Less Than Budget	\$ (20,123,349)
Expenditures Less Than Budget	12,729,535
Preliminary Fund Balance Projection	\$ (7,393,815)

NOTE: At this point in the year, this estimate is driven by timing of both substantial expenses (i.e. retirement) and revenues (state aid).