

**MILLBROOK CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES
NOVEMBER 19, 2007**

Members Present:

Thomas Hurley
Dawn Blackburn
Philip Campbell
Joseph Forte
Jim Ross
John Rudy
Craig Wolff

Members Absent:

Others Present:

Dr. R. Lloyd Jaeger	Superintendent of Schools
Kurt Robb	Business Administrator
Brian Fried	Middle School Principal
Thomas Libka	Alden Principal
Jeffrey Matteson	High School Principal
Cynthia Van Vliet	Director of PPS
Tonya M. Pulver	District Clerk

There were some community and staff members in the audience for this Regular Meeting of the Board of Education.

The meeting of the Board of Education was called to order by Thomas Hurley, Board President in the Middle School Cafeteria at 7:34 p.m. Mr. Hurley led the Pledge of Allegiance.

Call to Order

Upon the recommendation of the Superintendent of Schools, a motion was made by Mr. Forte, seconded by Mrs. Blackburn and carried unanimously to adopt the following resolution:
BE IT RESOLVED that the Board hereby approves the monthly warrants as presented:

Warrants

General Fund Warrants 9 and 10
School Lunch Fund Warrants 6 and 7
Construction Fund Warrant 3
Trust and Agency Warrants 8 and 9
Federal Funds Warrant 7 and 8

**Board of Education
Regular Meeting Minutes
November 19, 2007
Page 2**

Upon the recommendation of the Superintendent of Schools, a motion was made by Mrs. Blackburn, seconded by Mr. Ross and carried unanimously to adopt the following resolution:

Financial
Reports

BE IT RESOLVED, that the Board hereby approves the following financial reports as presented:

Appropriation Status Report by Function covering 7/1/07 – 11/19/07

Revenue Report for the month ending 10/31/07

Treasurers Reports for the period 10/1/07 – 10/31/07:

General Fund, General Fund Savings, School Lunch Fund, Construction Fund, Capital Construction Fund, Class Fund, Trust and Agency, Extra Class Fund, Special Aid Funds, Payroll Account, Admissions Account and School Tax Account.

Budget Transfers number 564, 565 and 566 for prior approval

Superintendent's Report

Reports

- County Executive Green Achievement Award for our Collaboration with IES on Ecosystem Project. Mrs. Carrazone, Mr. Yager, Kim Notin and Alan Burkowitz attended the award ceremony with Mr. Libka.
- Additionally, IES was granted a \$3,800 from the Berkshire Taconic Foundation for our classroom projects.
- MHTC has preliminary announced that we will be receiving \$5,000 grant for a second year of funding of the ELA initiative.
- School Related Professionals Day is tomorrow, 11-20-07, per Governor Spitzer.

Pride of Millbrook Reports

Mr. Libka:

- 7,000 Book Goal has been set and the Library Automation has made tracking the status of that goal simple. 1,000 books in the first month have been checked out by the students.
- 5th Grade read-a – thon raised \$4,000 for the Broadway Trip
- 5th Grade Social Studies test was completed
- Winter Concert next Wednesday
- Dance Party is coming up in the next few weeks
- Superintendent's Conference Day trainings all went well.

**Board of Education
Regular Meeting Minutes
November 19, 2007
Page 3**

Mr. Fried:

- Co- Teaching teams attended training at Beacon High School.
- MS Team sent a team of 4 to the annual conference.
- Peer tutoring initiative is beginning in the Middle School
- Field Trip to Albany and 6th Grade Art club visit to Lowell Art Center at Vassar College.
- DCBOCES Middle School Liaisons meeting was attended.
- Superintendent's Conference Day included a thinking maps training.
- 7th Grade team is in Moodle Training.
- R.I.C.E Mural will be completed, thanks to donations, in late January.
- Students will be traveling to elementary schools to teach about bullying to the elementary students.
- Veteran's Day Breakfast was held and students honored veterans by reading the reports they wrote on their individual reports.

Mrs. Fitzgerald:

- Leadership Development for Math Leadership was attended by a group from Millbrook. They look at research based practice and develop an action plan for Millbrook. The Group meets three times a year. This is a State wide initiative.
- Superintendent's Conference Day was filled with Co-Teaching training for all the staff, as well as thinking maps training, research and visitation.
- Alden and Elm are going to be having a joint faculty meeting
- BLT is working on the three priorities.
- Children are donating for two families for the holidays.
- Co- Teaching was explained by Mrs. Fitzgerald. She noted that co-teaching enables special education students to be able to remain in the inclusion classroom by both a special education and regular education teachers. The teachers learn strategies for teaching, planning and meeting all the students' needs.
- Mr. Fried added that while we are starting with the special education/regular education and may be generalized to other subject areas.

Dr. Matteson:

- Dr. Matteson explained that Moodle is an online learning environment. Students can receive a partial online learning experience through this program. The teachers are able to post assignments, grades, and content. The students are then assigned

**Board of Education
Regular Meeting Minutes
November 19, 2007
Page 4**

sign in names and have access to the site and the class work. From the Moodle site they are able to read the content and assignments as well as upload the assignments, take part in threaded discussions and send questions to the teacher.

- The Alcohol Detection Device was used at the Homecoming Dance. The attendance at the dance was doubled from the year before. Each was asked a question to passively detect alcohol. The wonderful part was that all 250 students passed without an incidence of alcohol.
- Technology training is underway in our database programs.
- Cross Country was well represented at States. Volleyball made it to the regional final and Boys Soccer made it to the semi regional finals.
- Two teachers attended training for SAT Pre training. So we will be offering the Sat training in-house this year.
- Online survey for all high school parents, faculty and students regarding what people are looking for in a high school. These results will be used to make high school decisions for the upcoming year.

The Board reviewed the Facilities Report for October 2007 as presented.

Facilities

The Board reviewed the Enrollment Report for October 2007 as presented. A motion was then made by Mrs. Blackburn, seconded by Mr. Ross and carried unanimously to approve the Enrollment Report noting that we have a total of 1219 students.

Enrollment

A motion was made by Mrs. Blackburn, seconded by Mr. Ross and carried unanimously to approve the Suspension Reports for October 2007 as presented.

Suspension

PTO Liaison – Wrapping paper sales profits were compiled and total \$7,000 in profit. PTO Enrollment is at 210 members.

NYSSBA/Legislative Liaison –

- Results of NYSSBA Conference Voting Delegate Session was distributed to all Board members.
- Reform Education Funding group will be meeting on January 9th at 7:00 p.m. here with Senator Steve Saland and Mr. Applegate. Additionally all legislative leaders for Dutchess County will be invited to give their perspective. This meeting will be open to the public and will be publicized county wide.

**Board of Education
Regular Meeting Minutes
November 19, 2007
Page 5**

DCSBA Liaison – The President’s and Vice President’s Meeting went very well. One of the topics was a sharing of experience with regard of the State Comptrollers Audit. It was noted that we will likely have some areas that are “dinged”. Another topic was the evaluation of Superintendent’s of Schools. Mr. Hurley and Mr. Rudy noted that the evaluations all have similarities.

Millbrook Central School District Educational Foundation, Inc Update – Continuing discussion of the scope of grant funding for the remainder of the year. Of those, it was noted we will be granted \$17,000 for matching grants for Project Lead the Way and \$25,000 for the SmartBoard implementation K – 12. In addition, they are reviewing the By-Laws.

The Board discussed the possibilities of a NYSSBA facilitated Policy Update Service. Mrs. Pulver noted that the District Policy has not been reviewed and updated by an outside agency since 1995 when NYSSBA last reviewed the policies. She noted that the Custom Policy Review Service is a two year process that results in 10 hardcopy policy binder and a cd of the policies. NYSSBA reviews the current policy manual and other district materials, meets with the district governance team to learn about current practices and prepares draft policies for Board of Education approval. The cost for this service is \$9,500 which may be paid over a two year period.

Policy
Update
Service

Once the Policy Manual is updated, NYSSBA also provides Custom Policy Service Updates at an annual fee of \$750. This service would begin in year three of the process, after our manual is complete. The service provides new and/or revised policies quarterly, advises your district on policy issues as they emerge, review of draft policies and maintenance of an electronic copy of the district policy manual.

A further service that is offered by NYSSBA is the Policy Plus Online Policy Manual. This service would also begin in the third year after the policy manual update process was begun and the manual itself created. This service would provide an online policy with hyperlinks to legal citations and cross-referenced policies. It would also have a search feature using key words and phrases. This service has an initial cost of \$3,200 and a yearly maintenance fee of \$2,500.

It was noted that at this time the Board is being asked to consider the Custom Policy Service only. Once the manual is created the Board can then consider the policy updates and some form of online Policy Manual

**Board of Education
Regular Meeting Minutes
November 19, 2007
Page 6**

whether it be through NYSSBA, BoardDocs or a similar service. In order to begin budget development the Board must direct the Superintendent as to whether this initial policy review be included in the 2008/09 Budget.

It was noted that Mrs. Pulver will contact NYSSBA to inquire about other Governance Teams time commitments as well as references for districts that have used them, other than MCSD, in the past. In the mean time the cost will be penciled in the budget for the upcoming school year.

Upon the recommendation of the Audit Committee, a motion was made by Mrs. Blackburn, seconded by Mr. Ross and carried unanimously to adopt the following resolution:

Management
Letter

BE IT RESOLVED that the Board of Education of the Millbrook Central School District hereby authorizes the Board of Education President to sign the Audit Committees Response to the Management Letter for the Audit dated 6/30/07.

Upon the recommendation of the Superintendent of Schools, a motion was made by Mr. Forte, seconded by Mrs. Blackburn and carried unanimously to adopt the following resolution:

Section 41 (j)

BE IT RESOLVED that the Board of Education of the Millbrook Central School District Board of Education hereby elect to provide the additional pension benefits of Section 41 (j) of the Retirement and Social Security Law, as presently and hereafter amended.

BE IT FURTHER RESOLVED that the effective date of such shall be December 1, 2007.

Upon the recommendation of the Superintendent of Schools, a motion was made by Mr. Forte, seconded by Mrs. Blackburn and carried unanimously to adopt the following resolution:

Technology
Bid Awards

BE IT RESOLVED that the Board hereby awards the Monroe 2 – Orleans BOCES Cooperative Bid re: Project Lead the Way RFB 1308-07 and RFB 1347-07 to the following vendors as noted in original cooperative recommendation: Metco Supply, Multitwave, Synergy Global Solutions, Brite Computers, Inc., B and H Photo Video Pro-Audio, Global Government/Educational Solutions, Dimension 3D Printing, Electronix Express RSR Electronics, Inc., Elenco Electronics, Kelvin LP, Mouser Electronic, Paxton/ Patterson, Shortness-Rawson and Associates, Tech Depot, Virco, Great Lakes Electronic Distributing, School World, AC Supply, PASCO, PITSCO, GovConnection, Inc., Breadboard Companion and Teacher Geek, for the period December 1, 2007 through November 30, 2008

**Board of Education
Regular Meeting Minutes
November 19, 2007
Page 7**

Upon the recommendation of the Superintendent of Schools, a motion was made by Mr. Forte, seconded by Mrs. Blackburn and carried unanimously to adopt the following resolution:
BE IT RESOLVED that the Board appoints Terri Halpin, Alice Pitz and Leslie Pandaleon to the Committee on Special Education (CSE) as parent members for the remainder of the 2007/2008 school year.

CSE Parent
Members

Upon the recommendation of the Superintendent of Schools, a motion was made by Mr. Forte, seconded by Mrs. Blackburn and carried unanimously to adopt the following resolution:
BE IT RESOLVED that the Board approves the Committee on Special Education (CSE) and Committee on Pre-School Special Education (CPSE) recommendations for the meeting of November 13, 2007 as presented and
BE IT FURTHER RESOLVED that the Board authorizes the funds to implement the special education programs and services consistent with said recommendations.

CSE/CPSE

Upon the recommendation of the Superintendent of Schools, a motion was made by Mr. Forte, seconded by Mrs. Blackburn and carried unanimously to adopt the following resolution:
BE IT RESOLVED that the Board hereby accepts matching grant donations for the Millbrook Middle School – Dutchess County Arts Council collaboration to create a R.I.C.E. mural during the 2007-08 school year:
 Millbrook PTO - \$1,000
 Middle School Art Club - \$100
 Middle School Student Government - \$200

Donations

Upon the recommendation of the Superintendent of Schools, a motion was made by Mr. Forte, seconded by Mrs. Blackburn and carried unanimously to adopt the following resolution:
BE IT RESOLVED that the Board hereby appoints Ian Cochran as a substitute Custodial Worker, at \$10.05 per hour, effective November 2, 2007.

Cochran
Appt.

Upon the recommendation of the Superintendent of Schools, a motion was made by Mr. Forte, seconded by Mrs. Blackburn and carried unanimously to adopt the following resolution:
BE IT RESOLVED that the Board hereby appoints Ian Cochran to a twenty-six week appointment as a Custodial Worker, at a salary of \$22,000 annually, effective November 12, 2007.

Cochran
Appt.

**Board of Education
Regular Meeting Minutes
November 19, 2007
Page 8**

Upon the recommendation of the Superintendent of Schools, a motion was made by Mr. Forte, seconded by Mrs. Blackburn and carried unanimously to adopt the following resolution:

Battenfeld
Appt.

BE IT RESOLVED that the Board hereby appoints Stacey Battenfeld to a twenty-six week appointment as a full time School Nurse at the Alden Place Elementary School, at a salary of \$27,382 prorated, effective January 2, 2008.

Upon the recommendation of the Superintendent of Schools, a motion was made by Mr. Forte, seconded by Mrs. Blackburn and carried unanimously to adopt the following resolution:

Halvorsen
Appt.

BE IT RESOLVED that the Board hereby appoints Roseanne Halvorsen to a part-time position as a School Nurse at St. Joseph's School, at a salary of \$18.00 per hour, effective January 2, 2008.

Upon the recommendation of the Superintendent of Schools, a motion was made by Mr. Forte, seconded by Mrs. Blackburn and carried unanimously to adopt the following resolution:

Cacciola
Termination

BE IT RESOLVED, that the Board of Education hereby terminates the employment of Eileen Cacciola, Food Service Helper, for abandonment of her position, effective October 20, 2007; and
BE IT FURTHER RESOLVED, that the District Clerk is directed to notify the employee of the termination of her position.

A motion was made by Mrs. Blackburn, seconded by Mr. Forte and carried unanimously to convene in executive session to discuss negotiations under the Taylor Law and the employment of a particular person at 8:50 p.m..

Executive
Session

The District Clerk was excused.

Tonya M. Pulver

Tonya M. Pulver
District Clerk

**Board of Education
Regular Meeting Minutes
November 19, 2007
Page 9**

Dr. Jaeger was appointed District Clerk pro tem.

A motion as made by Mrs. Blackburn, seconded by Mr. Ross and carried unanimously to reconvene in regular session at 11:25.

A motion as made by Mr. Wolff, seconded by Mr. Ross and carried unanimously to adjourn at 11:27.

R. Lloyd Jaeger

R. Lloyd Jaeger