Our Mission
The Hilton Central School District is committed to educating each student for success academically, physically, emotionally, and socially. We develop self-directed, life-long learners who think critically and creatively and function as caring, responsible, productive citizens. We accomplish this by attracting and inspiring high quality educators, administrators and staff, and involving parents, volunteers and community members.

The Hilton Central School District Board of Education is responsible to represent the entire community through its governance of the district; focus on the vision and mission; and fulfillment of our strategic plan.

On Tuesday November 12, 2019 a regular meeting of the Board of Education of the Hilton Central School District was called to order at 6:30 p.m. by Board President Mark Hilburger in the Board Room located at 225 West Avenue.

Board Members Present: Thomas Abbott, Russell Byer, Maryanne Chaffee, Therese Flannery, Mark Hilburger, Brian O’Connor, Nancy Pickering

Board Members Absent: None

Staff/Faculty Present: Casey Kosiorek, Adam Geist, Barbara Surash, Grace Scism, Jeremy Nardone, Brittany Nasradinaj, Jeff Eichas, Jeffrey Green, Rebecca Moodie, Matthew Spreter

Staff Absent: Scott Massie

Visitors Present: Shirley Inman, Isaac Haller, Kim Rudd, Karly Suhr, Adam Shellar, Lauren Morris, Molly Ball, Shannon D’Agostino, Kaitlyn Marion Hauser

Resolved that the Board of Education enter into Executive Session under Public Officers Law Section 108 (3) at 6:30 p.m. in order to discuss confidential information regarding a personnel matter.

Moved: Russell Byer
Seconded: Thomas Abbott
Motion Carried: 7-0

The public session reconvened in the Board Room at 7:00 p.m.
President Mark Hilburger led the pledge of allegiance.

**Pledge of Allegiance**

**Public Comments**

Amanda Genaux-Hauser, 160 Sherwood Dr. Hilton NY 14468, shared with the Board of Education her concerns regarding a recent social media post.

Cheriese Bufis, 2 Marple Ln. #F Hilton NY 14468, shared with the Board of Education her concerns regarding a recent social media post.

**Recognition - None**

**Presentation**

**Budget Development Process – Assistant Superintendent for Business Adam Geist**

Assistant Superintendent for Business Adam Geist shared with the Board of Education the Budget Development Process. The process actually starts in July with the Board of Education approving the budget calendar and ends with the Budget Vote and Election in May. Mr. Geist’s presentation highlighted the administrative tasks and the Board’s role in the budget development process.

**Approval of Minutes**

Resolved that the regular minutes from the October 22, 2019 meeting be adopted:

Moved: Brian O’Connor
Seconded: Thomas Abbott
Motion Carried: 7-0

**Reports**

**Board Level Committees**

1. District Improvement – Mark Hilburger, next meeting November 11, 2019 continue discussion regarding equity
2. Policy – Maryanne Chaffee, met on October 22, 2019 sent policies to BOE for review
3. Board Development – Mark Hilburger, no report
4. Audit – Thomas Abbott, no report
5. Technology – Nancy Pickering, met on October 29, 2019 discussion regarding shared beliefs, current technology plans and privacy
6. District Fitness and Wellness – Therese Flannery, no report
7. District Retirement/Service Recognition Awards – Brian O’Connor, no report
8. Budget - All
10. Safety – Nancy Pickering, no report
11. Long Range Planning – (Resumes after Building Condition Survey completion)

**Monroe County School Boards Association**

1. Executive Committee – Mark Hilburger, no report
2. Information Exchange – Nancy Pickering, next meeting November 20, 2019
3. Labor Relations – Thomas Abbott, next meeting November 20, 2019
4. Legislative Committee – Brian O’Connor, met on November 6, 2019 upcoming December 9, 2019 Albany Advocacy Trip
5. Steering Committee – Nancy Pickering, no report
Old Business

Student Discipline Matter

The Hilton Board of Education met this evening in Executive Session to consider the appeal of a student discipline matter. After careful consideration, the board has decided to uphold the student’s suspension.

New Business – Consent

Resolved that the consent agenda be accepted:

Moved: Brian O’Connor
Seconded: Thomas Abbott
Motion Carried: 7-0

RESOLUTION - None

PERSONNEL REPORT

1. RESIGNATIONS
   a. Certified –
      Amy Centola, appointed at the August 13, 2019 Board of Education meeting as SADD, Co-Advisor at the High School, has submitted her letter of resignation effective October 8, 2019.
      Michael Ellicott, appointed at the August 13, 2019 Board of Education meeting as SADD, Co-Advisor at the High School, has submitted his letter of resignation effective October 7, 2019.
      Aaron Bapst, appointed at the October 8, 2019 Board of Education meeting as 1.0 FTE Indoor Track and Field Assistant, has submitted his letter of resignation effective November 6, 2019.
   b. Classified –
      Susan Sutherland, employed by the District since September 1, 2015 is a Bus Attendant in the Transportation Department. Ms. Sutherland has submitted her letter of resignation effective December 20, 2019.

2. TERMINATIONS
   a. Certified – None
   b. Classified – None

3. LEAVES OF ABSENCE
   a. Certified –
      Ashley Pierri, employed by the District since September 3, 2019 is an Elementary Teacher at QUEST Elementary School. Ms. Pierri has been approved for a medical leave of absence anticipated effective January 6, 2020 through February 14, 2020.
   b. Classified –
      Rebecca Rowell, employed by the District since November 8, 1993 is a Bus Driver in the Transportation Department. Ms. Rowell has been approved for a FMLA leave of absence effective October 21, 2019 anticipated through December 16, 2019.
**Debie Torres**, employed by the District since October 3, 2016 is a Lunch Monitor at QUEST Elementary School. Ms. Torres has been approved for a medical leave of absence effective September 16, 2019 anticipated through December 4, 2019.

4. CHANGE IN EMPLOYMENT STATUS
   a. Certified – None
   
   b. Classified –
      Kathleen Farrell, employed by the District since March 27, 2019 is a School Nurse at Village Elementary School. Ms. Farrell has been recommended for permanent employment status effective December 2, 2019.
      Robert Niertit, employed by the District since March 28, 2019 is a Physical Therapy Assistant District-Wide. Mr. Niertit has been recommended for permanent employment status effective December 2, 2019.
      Anthony Streb, employed by the District since May 28, 2019 is a Head Groundskeeper in the Buildings & Grounds Department. Mr. Streb has been recommended for permanent employment status effective December 2, 2019.

5. APPOINTMENTS – Conditional upon New York State Education Department’s notification to the District of clearance of employment after fingerprinting check and proof of teacher certification. For probationary appointments of classroom teachers and principals:
   - To receive tenure, the individual must receive composite or overall APPR ratings of effective or highly effective in at least three of four preceding years; and
   - If the teacher or principal receive an ineffective composite or overall APPR rating in their final year of probation, they will not be eligible for tenure at that time.
   
   a. Administrator – None
   
   b. Certified Staff (Probationary) – None
   
   c. Certified Staff (Part-Time, Contract/Per Diem Substitute) –
      
      | Courtney Bishop | 1.0 FTE Elementary Teacher |
      |-----------------|---------------------------|
      | Initial Assignment | Village Elementary School |
      | Effective | October 28, 2019 – December 6, 2019 |
      | Certification | Initial, Childhood Education 1-6 |
      | Type of Appointment | Per Diem Substitute |
      | Reason | Due to Kathleen Dina’s medical leave of absence |

   d. Classified Staff (Probationary) –
      
      | Robert Horey | Bus Driver |
      |-----------------|---------------------------|
      | Initial Assignment | Transportation Department |
      | Effective | November 13, 2019 |
      | Type of Appointment | Probationary |
      | Reason | Due to Ra-Ette Panneitz’s resignation |
Claudia Jabieski  
**Bus Driver**  
Initial Assignment: Transportation Department  
Effective: November 13, 2019  
Type of Appointment: Probationary  
Reason: Due to John Griffith’s resignation

Jennifer Lobdell  
**Cleaner**  
Initial Assignment: Buildings & Grounds Department  
Effective: November 13, 2019  
Type of Appointment: Probationary  
Reason: Due to Bonifacia Ruscher’s retirement

Samantha Prince  
**Cleaner**  
Initial Assignment: Buildings & Grounds Department  
Effective: November 13, 2019  
Type of Appointment: Probationary  
Reason: Due to Mario Lariccia’s resignation

Erica Rockafellow  
**Bus Attendant**  
Initial Assignment: Transportation Department  
Effective: November 13, 2019  
Type of Appointment: Probationary  
Reason: Due to new position created at October 8, 2019 BOE Meeting

e. Classified Staff (Part-Time, Contract Substitute/Temporary) –

<table>
<thead>
<tr>
<th>Name</th>
<th>Area</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams, Katie</td>
<td>School Aide</td>
<td>November 13, 2019</td>
</tr>
<tr>
<td>Forquell, Kenneth</td>
<td>Buildings &amp; Grounds</td>
<td>November 13, 2019</td>
</tr>
<tr>
<td>Harty, Brittany</td>
<td>Buildings &amp; Grounds</td>
<td>November 13, 2019</td>
</tr>
<tr>
<td>Mullen, Susan</td>
<td>Transportation</td>
<td>November 13, 2019</td>
</tr>
<tr>
<td>Northrop, Mary</td>
<td>School Aide</td>
<td>November 13, 2019</td>
</tr>
<tr>
<td>Thornton, Peter</td>
<td>School Aide</td>
<td>November 13, 2019</td>
</tr>
</tbody>
</table>

f. Classified Substitutes – None

g. Certified Substitutes – None
h. Extra-Curricular –

High School

<table>
<thead>
<tr>
<th>Name</th>
<th>Extra-Curricular Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burroughs, Gayle</td>
<td>SADD, Co-Advisor</td>
</tr>
<tr>
<td>Oswald, Ashley</td>
<td>SADD, Co-Advisor</td>
</tr>
</tbody>
</table>

Northwood Elementary School

<table>
<thead>
<tr>
<th>Name</th>
<th>Intramural Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steele-Sperber, Laurie</td>
<td>Art Club, Advisor</td>
</tr>
<tr>
<td>Lane, Kristi</td>
<td>Fitness Club, Co-Advisor</td>
</tr>
<tr>
<td>Lutes, Scott</td>
<td>Fitness Club, Co-Advisor</td>
</tr>
<tr>
<td>Velez, Eric</td>
<td>Fitness Club, Co-Advisor</td>
</tr>
<tr>
<td>Steele-Sperber, Laurie</td>
<td>Yearbook, Advisor</td>
</tr>
</tbody>
</table>

i. Coaches – Winter 2019-20

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Sport</th>
<th>Employee Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bapst, Aaron</td>
<td>Varsity Girls Indoor Track Coach (.5 FTE) Varsity Girls Indoor Track Asst. Coach (.5 FTE)</td>
<td>District Employee</td>
</tr>
<tr>
<td>Graupman, Kurt</td>
<td>Varsity Girls Basketball</td>
<td>Non-District Employee</td>
</tr>
<tr>
<td>Lane, Kristi</td>
<td>Varsity Girls Indoor Track Coach (.5 FTE) Varsity Girls Indoor Track Asst. Coach (.5 FTE)</td>
<td>District Employee</td>
</tr>
</tbody>
</table>

Bold – represents first year coach in District

Treasurer's Report
September 2019 & October 2019

CSE/CPSE Report
No report

Disposal/Recycling of the Surplus/Obsolete Equipment

The Superintendent recommends that the Board of Education declares Surplus/obsolete items on the equipment and instructional materials list and authorizes the Director of Building and Grounds to dispose of these items.

The full list is on file and is available through the Board Minutes.

Field Trips

The Superintendent recommended that the Board of Education approve the following field trips:

<table>
<thead>
<tr>
<th>Group</th>
<th>Building</th>
<th>Date</th>
<th>Where</th>
</tr>
</thead>
<tbody>
<tr>
<td>Model UN</td>
<td>High School</td>
<td>January 10-11, 2020</td>
<td>Syracuse University, Syracuse NY</td>
</tr>
</tbody>
</table>
Varsity Cheerleading  | High School  | February 21-24, 2020  | National Championship Comp. Ocean City, MD
Girls Swimming  | High School  | December 20-21, 2019  | Shendehowa HS, Clifton Park NY

Approval to change the corrected 2018-19 School Tax Roll regarding Tax Account #033.01-2-50, 1 Hawks Landing, Hilton NY 14468

Due to a Small Claims Assessment Review decision the taxable assessed value of the above property has been reduced from $349,000 to $315,000 which results in a reduction to the district of $771.62.

NOW THEREFORE BE IT RESOLVED, That the Board of Education approve the changes in assessments, the corrected tax amounts as described and the issuance of a corrected tax bill using the above taxable value.

Approval to change the corrected 2019-20 School Tax Roll regarding Tax Account #033.01-2-50 1 Hawks Landing, Hilton NY 14468

Due to Small Claims Assessment Review decision the taxable assessed value of the above property has been reduced from $349,000 to $315,000 which results in a reduction to the district of $779.93.

NOW THEREFORE BE IT RESOLVED, That the Board of Education approve the changes in assessments, the corrected tax amount as described and the issuance of a corrected tax bill using the above taxable value.

Approval to change the corrected 2019-20 School Tax Roll regarding Tax Account #017.05-1-18.1 559 Lake Shore Dr., Hilton NY 14468

Due to Small Claims Assessment Review decision the taxable assessed value of the above property has been reduced from $312,000 to $295,000 which results in a reduction to the district of $389.97.

NOW THEREFORE BE IT RESOLVED, That the Board of Education approve the changes in assessments, the corrected tax amount as described and the issuance of a corrected tax bill using the above taxable value.

New Business – For Discussion

Gifts and Bequests - None

Bids, Request for Professional Services, Contracts and Agreements

Resolved to combine the approval of the following Cooperative Bids:
Moved: Maryanne Chaffee
Seconded: Russell Byer
Motion Carried: 7-0

Approval of the Cooperative Fine Paper Bid #RFB-1901 period 11/01/2019 through 04/30/2020

The Superintendent recommended that the Board of Education approve the Cooperative Fine Paper Bid #RFB-1901-19 period 11/01/2019 through 04/30/2020 to:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>BOCES Awarded Amount</th>
<th>Hilton Awarded Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>W.B. Mason</td>
<td>$530,439.53</td>
<td>$32,255.65</td>
</tr>
<tr>
<td>Economy Paper</td>
<td>$468,103.75</td>
<td>$1,280.65</td>
</tr>
</tbody>
</table>

The bid was conducted by Monroe 2-Orleans Purchasing Agent Rose Brennan. Twenty-one (21) bids were obtained and 3 bids were returned. The awarded bids are recommended to the responsive bidder(s) who met all of the specifications for the bid.

Approval of the Cooperative Bid for Electricity Supply, RFB-1921-19

The Superintendent recommended that the Board of Education approve the Cooperative Electricity Supply bid for the period of January 1, 2020 through December 31, 2020.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Awarded Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Energy Cooperative of America, Inc.</td>
<td>$.0053691/Kwh fixed price adder</td>
</tr>
</tbody>
</table>

The bid was conducted by Monroe 2-Orleans Purchasing Agent Rose Brennan. Two (2) bids were received at the time of the bid opening. Energy Cooperative of America, Inc. submitted a bid meeting all specifications with the lowest adder to the variable supply cost.

Request for Proposal - None
Contracts and Agreements - None
Other

Recommendation of Tenure

In accordance with the contractual and administrative procedures, listed is the certificated individual who will be recommended by the Superintendent for tenure. In order to confer tenure, there must be both an affirmative recommendation of the Superintendent and an affirmative vote by a majority of the Board of Education. The majority vote must be the entire Board and not just a majority of the members present.

ADMINISTRATIVE STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Tenure Area</th>
<th>Location</th>
<th>Probationary Period</th>
<th>Effective Date</th>
<th>Certification Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geist, Adam</td>
<td>Assistant Superintendent for Business</td>
<td>DW</td>
<td>01/03/17 – 01/03/20</td>
<td>01/03/20</td>
<td>School District Administrator, Permanent</td>
</tr>
</tbody>
</table>
INSTRUCTIONAL STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Tenure Area</th>
<th>Location</th>
<th>Probationary Period</th>
<th>Effective Date</th>
<th>Certification Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Francisco, David</td>
<td>English</td>
<td>HS</td>
<td>02/11/16 – 02/11/20</td>
<td>02/11/20</td>
<td>English Language Arts 7-12, Professional</td>
</tr>
<tr>
<td>Warner, Jacob</td>
<td>Social Studies</td>
<td>HS</td>
<td>02/22/16 – 02/22/20</td>
<td>02/22/20</td>
<td>Social Studies 7-12, Permanent</td>
</tr>
</tbody>
</table>

TEACHING ASSISTANTS

<table>
<thead>
<tr>
<th>Name</th>
<th>Tenure Area</th>
<th>Location</th>
<th>Probationary Period</th>
<th>Effective Date</th>
<th>Certification Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wilson, Amanda</td>
<td>Teaching Assistant</td>
<td>QU</td>
<td>02/01/16 – 02/01/20</td>
<td>02/01/20</td>
<td>Teaching Assistant, Level 1</td>
</tr>
</tbody>
</table>

Moved: Thomas Abbott  
Seconded: Russell Byer  
Motion Carried: 7-0


Moved: Thomas Abbott  
Seconded: Brian O’Connor  
Motion Carried: 7-0

Approval of the 2020 – 2021 Enrollment Projections and Per Pupil Allocations (PPA)

The Superintendent recommended that the Board of Education approve the 2020 – 2021 Enrollment Projections and Per Pupil Allocations.

Moved: Thomas Abbott  
Seconded: Maryanne Chaffee  
Motion Carried: 7-0

First Reading of the following Policies

The Superintendent recommended that the Board of Education approve the first reading of the following policies:

Policy #5660  Meal Charging and Prohibition Against Meal Shaming (Revised 2019)  
Policy #7511  Immunization of Students (Revised 2019)  
Policy #5232  Post-Issuance Tax Compliance Etc. (New 2019)

Be it resolved that the above Policies be brought to the next meeting for a second review:  
Moved: Maryanne Chaffee  
Seconded: Thomas Abbott
Motion to table:
Moved: Thomas Abbott
Seconded: Brian O’Connor
Motion Carried: 7-0

Administrative Reports

Superintendent of Schools – Dr. Casey Kosiorek

District Updates

The Superintendent shared with the Board of Education the following district updates:

- Tenure Recommendation – Congratulations
- Upcoming HS Musical – “Momma Mia!”
- Student Athletes Letter of Intent Signing – Wed. Nov. 13, 2019
- Winter Athletics
  - First snowfall – a big Thank you to the Transportation & B&G Departments for keeping our students and staff safe
- Holiday Concerts – many upcoming concerts
- Happy Thanksgiving to all students and staff

Assistant Superintendent for Business – Adam Geist

- No report

Assistant Superintendent for Human Resources – Scott Massie

- No report

Assistant Superintendent for Instruction – Dr. Barbara Surash

- No report

Closure

Agenda Items

December 10, 2019
- Musical Performance – Village Elementary Clarinet Choir
- Second Reading of Policies

Upcoming Events

- Sr. High All-State – Fri.-Sat. November 15-16, 2019 @ Letchworth HS
- QUEST Feast – Fri. November 22, 2019
- High School Musical – “Momma Mia!” – November 22-24, 2019, Fri. Nov. 22 @ 7:00 p.m., Sat. Nov. 23 @ 1:00 p.m. & 7:00 p.m. and Sun. Nov. 24 @ 1:00 p.m. at HS Auditorium
- Parent Teacher Conferences UPK – 12, Mon. November 25, 2019 @ 4:30 p.m. - 8:00 p.m.
- Parent Teacher Conferences Tues. November 26, 2019 ½ day UPK – 6 (7-12 in Session)
- Half Day Session UPK – 6 (7-12 in Session) – Tues. November 26, 2019
- QUEST Winter Band & Chorus Concert – Wed. December 4, 2019, Chorus @ 6:30 p.m. and Band @ 7:15 p.m.
- Merton Williams Vocal Concert – Thurs. December 5, 2019 @ 6:30 p.m. HS Auditorium
• SAT Exam – Saturday, December 7, 2019
• HS Mock Trial Information Meeting – Mon. December 9, 2019 @ 3:30 p.m.
• HS Academic Planning Night – Mon. December 9, 2019 @ 7:00 – 8:30 p.m.

Other

Resolved that the meeting be adjourned at 7:55 p.m.
Moved: Mark Hilburger
Seconded: Thomas Abbott
Motion Carried: 7-0

Respectfully submitted,

Julie Norris
District Clerk