HILTON CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION MEETING
225 West Avenue, Hilton, NY
Minutes of
February 25, 2020

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 February 25, 2020 a regular meeting of the Board of Education of the Hilton Central School District was called to order at 6:00 p.m. in the Board Room located at 225 West Avenue by President Mark Hilburger.

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, Scott Massie, Grace Scism, Jeremy Nardone, Brittany Nasradinaj, Eileen Hagen, Kathy Najder, Jessica Resides, Pamela Stadtmiller

Visitors Present: Shirley Inman

Resolved that the Board of Education enter into Executive Session under Public Officers Law Section 108 (3) at 6:00 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 7:06 p.m.

Pledge of Allegiance

President Mark Hilburger led the pledge of allegiance.
Public Comments

Jessica Resides, 420 Village II Drive Apt. E., Hilton NY 14468 shared with the Board of Education her concerns regarding backpacks at Merton Williams MS and the Washington DC trip.

Shirley Inman, 54 Spencer Road, Hilton NY 14468 shared with the Board of Education questions regarding state aid and taxes.

Recognition
None

Presentations

Review of Salary & Benefits Budget – Assistant Superintendent for Business Adam Geist
Assistant Superintendent for Business Adam Geist shared with the Board of Education the Salary & Benefit portion of the 2020-2021 budget. This portion is the driving factor of the budget. Mr. Geist’s presentation highlighted and compared the projected 2020-2021 budget with the 2019-2020 budget by employee group; certified teachers, certified administrators and civil service and the benefit type; retirement, health and opt-out and social security.

BOCES 2 Budget – Assistant Superintendent for Business Adam Geist
Assistant Superintendent for Business Adam Geist shared with the Board of Education the process of the BOCES budget. The process begins in October with a guide of services sent to the department directors. The directors review and return an initial services request by December 1. BOCES then sends back an individual district budget. Districts’ final request for services are due to BOCES by April 1.

Mr. Geist also shared the overview of the BOCES Budget:
- Central Administration
- Occupational Education
- Special Education
- Related Services
- Special Programs
- Instructional Support
- Administrative Support
- Cross-Contract Services

Next Steps:
- April 1, 2020 deadline to submit final requests/changes to BOCES services
- April 28, 2020 Board of Education votes on BOCES administrative budget and BOCES board members

Approval of Minutes

Resolved that the regular minutes from the February 11, 2020 meeting be adopted:

Moved: Nancy Pickering
Seconded: Thomas Abbott
Motion Carried: 7-0

Reports

Board Level Committees
1. District Improvement – Mark Hilburger, no report, next meeting March 3, 2020
2. Policy – Maryanne Chaffee, no report
5. Technology – Nancy Pickering, no report
6. District Fitness and Wellness – Therese Flannery, no report
7. District Retirement/Service Recognition Awards – Brian O’Connor, no report
8. Budget – All, completed
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, Mark Hilburger could not attend, will forward information
2. Information Exchange – Nancy Pickering, met on February 12, 2020 presentation Cultivating Lifelong Readers in the 21st Century, presentations are recorded and can be found on the MCSBA website
3. Labor Relations – Thomas Abbott, next meeting February 26, 2020
4. Legislative Committee – Brian O’Connor, next meeting March 4, 2020
5. Steering Committee – Nancy Pickering, no report

Old Business – None

New Business – Consent

Resolved that the consent agenda with addendum be accepted:

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

RESOLUTION - None

PERSONNEL REPORT

1. RESIGNATIONS
   a. Certified – None
   b. Classified – None

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

Richard Guck, employed by the District since August 12, 2015 is a Cleaner with the Buildings & Grounds Department. Mr. Guck is being terminated effective February 26, 2020 in accordance with Section 71 of the New York State Civil Service Law.
3. LEAVES OF ABSENCE
   a. Certified –
      **Michael Strauss**, employed by the District since September 4, 1996, is an Elementary Teacher at Village Elementary School. Mr. Strauss has been approved for a qualified family medical leave of absence (FMLA) effective February 12, 2020 anticipated through March 27, 2020.
      **Lisa Tydings**, employed by the District since September 1, 1999, is a Special Education Teacher at the Village Elementary School. Ms. Tydings has been approved for a qualified family medical leave of absence (FMLA) effective February 24, 2020 through an undetermined end date.

   b. Classified –
      **Lisa Cerasoli**, employed by the District since January 12, 1998 is an Occupational Therapist District-Wide. Ms. Cerasoli’s return to work date has been updated from March 23, 2020 to February 25, 2020.
      **Gail Feor**, employed by the District since September 8, 1999 is a Bus Driver in the Transportation Department. Ms. Feor has been approved for a medical leave of absence effective February 18, 2020 anticipated through May 13, 2020.
      **Lora Leo**, employed by the District since September 1, 1999 is a Teaching Assistant in Merton Williams Middle School. Ms. Leo has been approved for a medical leave of absence effective March 18, 2020 anticipated through April 2, 2020.
      **Michael Menear**, employed by the District since January 2, 2003 is a Head Custodian in QUEST Elementary. Mr. Menear’s return to work date has been updated from undetermined to March 2, 2020.

4. CHANGE IN EMPLOYMENT STATUS
   a. Certified – None

   b. Classified –
      **Siobhan Achter**, employed by the District since September 4, 2019 is a Teacher Aide in QUEST Elementary School. Ms. Achter has been recommended for permanent employment status effective March 4, 2020.
      **Dianne Anderson**, employed by the District since September 4, 2019 is a Lunch Monitor in Village Elementary School. Ms. Anderson has been recommended for permanent employment status effective March 4, 2020.
      **Shaun Castle**, employed by the District since June 2, 2014 is currently in the probationary position of Custodian in the Buildings & Grounds Department. Mr. Castle’s probationary period will be extended through August 19, 2020.
      **Meagan Contrera**, employed by the District since September 4, 2019 is a Lunch Monitor in Northwood Elementary School. Ms. Contrera has been recommended for permanent employment status effective March 4, 2020.
      **Nina Hinds**, employed by the District since September 3, 2019 is a Food Service Worker in Merton Williams Middle School. Ms. Hinds has been recommended for permanent employment status effective March 3, 2020.
      **Amanda Jones**, employed by the District since September 4, 2019 is currently in the probationary position of Teacher Aide in Village Elementary School. Ms. Jones’ probationary period will be extended through September 9, 2020.
Shari Lesher, employed by the District since September 3, 2019 is a Food Service Worker in QUEST Elementary School. Ms. Lesher has been recommended for permanent employment status effective March 3, 2020.

Adam Lupia, employed by the District since September 6, 2019 is a Bus Driver in the Transportation Department. Mr. Lupia has been recommended for permanent employment status effective March 6, 2020.

Jennifer Malone, employed by the District since September 4, 2019 is a Teacher Aide in QUEST Elementary School. Ms. Malone has been recommended for permanent employment status effective March 4, 2020.

Holly McLean, employed by the District since September 3, 2019 is a Food Service Worker in Village Elementary School. Ms. McLean has been recommended for permanent employment status effective March 3, 2020.

Tracy Morales, employed by the District since September 3, 2019 is a Food Service Worker in Northwood Elementary School. Ms. Morales has been recommended for permanent employment status effective March 3, 2020.

Debra Onufryk, employed by the District since September 7, 2010 is currently an Assistant Cook in the High School. Ms. Onufryk has been recommended for permanent employment status effective March 3, 2020.

Carolyn Prokopenko, employed by the District since September 4, 2019 is a Health Aide in the High School. Ms. Prokopenko has been recommended for permanent employment status effective March 4, 2020.

Jessica Resides, employed by the District since September 3, 2019 is a Food Service Worker in Village Elementary School. Ms. Resides has been recommended for permanent employment status effective March 3, 2020.

Christina Rodgers, employed by the District since September 3, 2019 is a Food Service Worker in the High School. Ms. Rodgers has been recommended for permanent employment status effective March 3, 2020.

Kelly Ruff, employed by the District since September 4, 2019 is a Teacher Aide in Village Elementary School. Ms. Ruff has been recommended for permanent employment status effective March 4, 2020.

Gianna Santillo, employed by the District since September 4, 2019 is a Teacher Aide in the High School. Ms. Santillo has been recommended for permanent employment status effective March 4, 2020.

Richard Simpson, employed by the District since September 3, 2019 is a Food Service Worker in the High School. Mr. Simpson has been recommended for permanent employment status effective March 3, 2020.

Richard Ward III, employed by the District since March 1, 2019 is a Microcomputer Maintenance Technician District-Wide. Mr. Ward has been recommended for permanent employment status effective March 2, 2020.

Jacquelyn Wegman, employed by the District since September 3, 2019 is a Food Service Worker in Northwood Elementary School. Ms. Wegman has been recommended for permanent employment status effective March 3, 2020.

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 or probation, they will not be eligible for tenure at that time.

a. Administrator –

<table>
<thead>
<tr>
<th>Julie Forgione</th>
<th>1.0 FTE Director of Special Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Assignment</td>
<td>District-Wide</td>
</tr>
<tr>
<td>Effective</td>
<td>July 1, 2020</td>
</tr>
<tr>
<td>Certification</td>
<td>Permanent, School District Administrator</td>
</tr>
<tr>
<td>Type of Appointment</td>
<td>Probationary</td>
</tr>
<tr>
<td>Tenure Area</td>
<td>Director of Special Education</td>
</tr>
<tr>
<td>Tenure Date</td>
<td>July 1, 2024</td>
</tr>
<tr>
<td>Reason</td>
<td>Due to Laura Whitcomb’s resignationirement</td>
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<table>
<thead>
<tr>
<th>Keri Kephart</th>
<th>1.0 FTE Administrative Intern</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Assignment</td>
<td>Village Elementary School</td>
</tr>
<tr>
<td>Effective</td>
<td>January 13, 2020 – May 29, 2020 (or earlier at the discretion of the Board of Education)</td>
</tr>
<tr>
<td>Certification</td>
<td>Initial, Childhood Education 1-6</td>
</tr>
<tr>
<td>Type of Appointment</td>
<td>Initial, Students with Disabilities 1-6</td>
</tr>
<tr>
<td>Tenure Area</td>
<td>Director of Student Services</td>
</tr>
<tr>
<td>Tenure Date</td>
<td>July 1, 2024</td>
</tr>
<tr>
<td>Reason</td>
<td>Unpaid Internship</td>
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<table>
<thead>
<tr>
<th>Elizabeth Thornton</th>
<th>1.0 FTE Director of Student Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Assignment</td>
<td>District-Wide</td>
</tr>
<tr>
<td>Effective</td>
<td>July 1, 2020</td>
</tr>
<tr>
<td>Certification</td>
<td>Professional, School District Leader</td>
</tr>
<tr>
<td>Type of Appointment</td>
<td>Probationary</td>
</tr>
<tr>
<td>Tenure Area</td>
<td>Director of Student Services</td>
</tr>
<tr>
<td>Tenure Date</td>
<td>July 1, 2024</td>
</tr>
<tr>
<td>Reason</td>
<td>New Position</td>
</tr>
</tbody>
</table>

b. Certified Staff (Probationary) – None

c. Certified Staff (Part-Time, Contract/Per Diem Substitute) –

<table>
<thead>
<tr>
<th>Bethany Bemis</th>
<th>1.0 FTE Music Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Assignment</td>
<td>High School</td>
</tr>
<tr>
<td>Effective</td>
<td>February 27, 2020 – May 21, 2020 (or earlier at the discretion of the Board of Education)</td>
</tr>
<tr>
<td>Certification</td>
<td>Initial, Music</td>
</tr>
<tr>
<td>Type of Appointment</td>
<td>Per Diem Substitute</td>
</tr>
<tr>
<td>Reason</td>
<td>Due to Jared Streif’s medical leave of absence</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alexis Hamlin</th>
<th>1.0 FTE English Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Assignment</td>
<td>Merton Williams Middle School</td>
</tr>
<tr>
<td>Effective</td>
<td>February 24, 2020 – April 17, 2020 (or earlier at the discretion of the Board of Education)</td>
</tr>
</tbody>
</table>
Certification: Initial, English Language Arts 7-12
Type of Appointment: Per Diem Substitute
Reason: Due to Christy Mordaci’s medical leave of absence

**Christopher Mykins**

1.0 FTE Psychology Intern
Initial Assignment: District-Wide
Effective: September 8, 2020 – June 30, 2021 (or earlier at the discretion of the Board of Education)
Certification: Uncertified
Type of Appointment: Temporary
Reason: Replacing Kayleigh Bacchetta

**Angela Pizzarrello**

1.0 FTE Elementary Teacher
Initial Assignment: Village Elementary School
Effective: February 26, 2020 – March 27, 2020 (or earlier at the discretion of the Board of Education)
Certification: Initial Childhood Education 1-6
Type of Appointment: Per Diem Substitute
Reason: Due to Michael Strauss’ medical leave of absence

d. Classified Staff (Probationary) – None
e. Classified Staff (Part-Time, Contract Substitute/Temporary) – None
f. Classified Substitutes –

<table>
<thead>
<tr>
<th>Name</th>
<th>Area</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maxwell, Aiden</td>
<td>Lifeguard</td>
<td>February 26, 2020</td>
</tr>
<tr>
<td>Merino, Gabriella</td>
<td>Lifeguard</td>
<td>February 26, 2020</td>
</tr>
<tr>
<td>Schmitt, Katie</td>
<td>Lifeguard</td>
<td>February 26, 2020</td>
</tr>
<tr>
<td>Shields, Catherine</td>
<td>Buildings &amp; Grounds</td>
<td>February 26, 2020</td>
</tr>
</tbody>
</table>


g. Certified Substitutes –

<table>
<thead>
<tr>
<th>Name</th>
<th>Area</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barker, Caitlyn</td>
<td>Uncertified</td>
<td>February 26, 2020</td>
</tr>
<tr>
<td>LaFranca, Allison</td>
<td>TIFP, enrolled in Childhood Education Program</td>
<td>February 24, 2020</td>
</tr>
<tr>
<td>Sansone, Samantha</td>
<td>TIFP, enrolled in Childhood Education Program</td>
<td>February 24, 2020</td>
</tr>
<tr>
<td>Schreiber, Nathaniel</td>
<td>TIFP, enrolled in Mathematics Education Program</td>
<td>February 24, 2020</td>
</tr>
</tbody>
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h. Extra-Curricular – None
i. Coaches - None
Treasurer’s Report
No Report

CSE/CPSE Report
January 28, 2020 – February 25, 2020

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
None

New Business – For Discussion

Gifts and Bequests
None

Bids, Request for Professional Services, Contracts and Agreements
Request for Proposal
Contracts and Agreements
None

Other

Approval of the Tax Cap for 2020-2021 Budget
The Superintendent recommended that the Board of Education approve the Tax Cap for the 2020-2021 Budget.

Moved: Thomas Abbott
Seconded: Nancy Pickering
Motion Carried: 7-0

Administrative Reports

Superintendent of Schools – Dr. Casey Kosiorek
District Updates

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

- Public School Recognition Week – February 24-28, 2020 and ACT for Education (A Community Together)
  - Panel discussion at high school regarding race & media bias in criminal justice system presented to criminal law and government classes – a big Thank you to Communication Director Grace Scism.
- HHPG Meeting – Hilton and Parma community leaders meeting with the Superintendent February 26, 2020
• Threat Assessment Training continuation – Friday, February 28, 2020
• Budget work – Thank you to Asst. Supt. Adam Geist for work on the budget
• Winter sports sectionals
• DIT Equity discussions – Thank you to Asst. Supt. for Instruction Dr. Barbara Surash

Assistant Superintendent for Business – Adam Geist

Fund Balance

Assistant Superintendent for Business Adam Geist shared with the Board of Education the January 31, 2020 Fund Balance Report

Assistant Superintendent for Human Resources – Scott Massie

2020 Medical Insurance Migration Report

Assistant Superintendent for Human Resources Scott Massie shared with the Board of Education the 2020 Medical Insurance Migration Report. Included in this report is a history of the employee sign-up of the high deductible health plan since introduced in January 2017.

Assistant Superintendent for Instruction – Dr. Barbara Surash

Grade 3-8 NYS Assessment Letter

Assistant Superintendent for Instruction Dr. Barbara Surash shared with the Board of Education the letter that to the parents/guardians of grade 3-8 students regarding the ELA and Math Assessments.

Closure

Agenda Items

March 10, 2020
First Draft 2020-2021 Budget
Bus Proposition
Approval of the Legal Notice for Budget Vote & Election

Upcoming Events

• Jazz All County Festival – Fri.-Sat. February 28-29, 2020 @ Spencerport HS
• Hidden Galleries Art Show Begins – Mon. March 2, 2020
• Tuesday Night Live – Tues. March 3, 2020 @ High School 7:00 p.m.
• Mock Trial Competition – Wed. March 4, 2020
• QUEST Kindergarten Registration – Wed. March 4, 2020 @ 6:00 p.m. – 7:30 p.m. & Thurs. March 5, 2020 @ 4:00 p.m. – 5:30 p.m.
• Senior Bash – Fri. March 6, 2020 @ TSE
• Annual Hilton Percussion Show – Sat. March 7, 2020 HS Gym (TBD)
• Empty Bowls – Mon. March 9, 2020 @ Village Elementary School 5:00 p.m. – 7:00 p.m.
• Consultation Day – Tues. March 10, 2020 Half Day Session UPK – 8 (9-12 In Session)
• MYP Grade 10 Personal Project Presentations – Tues. March 10, 2020
• Personal Projects Gallery Walk – Tues. March 10, 2020 @ High School 5:30 p.m.

Other

Adjournment

Resolved that the meeting be adjourned at 8:13 p.m.
Moved: Brian O'Connor
Seconded: Russell Byer
Motion Carried: 7-0

Respectfully submitted,

Julie Norris
District Clerk