

BOARD OF EDUCATION
POCANTICO HILLS CENTRAL SCHOOL DISTRICT
599 Bedford Road
Sleepy Hollow, New York 10591

REORGANIZATIONAL MEETING
Tuesday, July 6, 2010

ACTIONS

I. CALL TO ORDER

This meeting will be called to order by the District Clerk. The District Clerk will administer the Oath of Office to Mr. John Conrad and Mrs. Joan W. Cusanelli.

II. APPOINTMENT OF TEMPORARY CHAIRPERSON

The District Clerk will ask for nominations of a temporary Chairperson. Trustees will recommend and vote. The Chairperson moves to the head of the table.

III. PLEDGE OF ALLEGIANCE

IV. ELECTION OF OFFICERS

- a. **President** – Election to be conducted by the Chairperson. Board must individually vote.
- b. **Vice President** – Election to be conducted by newly elected President. Board must individually vote.

The District Clerk will administer the Oath of Office to the newly elected President, Vice President, and Superintendent.

V. BOARD APPOINTMENTS/APPROVALS

Consent Agenda: The Board will have the opportunity to adopt the Board appointments and approval resolutions with one motion.

- a. **District Clerk** – BE IT RESOLVED, that Gina L. Downes, 1608 Old Country Road, Elmsford NY 10523 is appointed School District Clerk effective July 1, 2011 and continue until the Statutory Meeting of the Board of Education in July 2012 or until successor is chosen at a stipend of \$5,460.
- b. **District Treasurer** – BE IT RESOLVED, that Jane Walters, 19 Four Corners Boulevard, Hopewell Junction, NY 12533 is appointed School District Treasurer effective July 1, 2011 and continue until the Statutory Meeting of the Board of Education in July 2012 or until successor is chosen.
- c. **Deputy Treasurer** – BE IT RESOLVED, that Linda Brouard be appointed as Deputy Treasurer effective July 1, 2011 and to continue until the Statutory Meeting of the Board of Education in July 2012.
- d. **Claims Auditor** – BE IT RESOLVED, that John Beltramo, CPA, LLC be appointed as Internal Claims Auditor effective July 6, 2011 and continue until the Statutory Meeting of the Board of Education in July 2012 or until successor is chosen at a fee of \$85.00/hour.
- e. **Internal Auditor** – BE IT RESOLVED, that ACCUME Partners be appointed as Internal Auditor effective July 6, 2011 and continue until the Statutory Meeting of the Board of Education in July 2012 or until successor is chosen as per the attached agreement.
- f. **Extra Classroom Activity Fund Treasurer** – BE IT RESOLVED, that Jane Walters, 19 Four Corners Boulevard, Hopewell Junction, NY 12533 be appointed as Extra Classroom Activity Fund Treasurer for the school year 2011-2012 or until successor is chosen .

- g. **Bond Counsel** – BE IT RESOLVED that Fulbright & Jaworski, LLP be appointed as Bond Counsel as per the attached fee schedule effective July 1, 2011 and continue until the Statutory Meeting of the Board of Education in July 2012.
- h. **Independent Auditor** – BE IT RESOLVED, that R.S. Abrams & Co. LLP be appointed as School District Auditor at a fee of \$24,300 to conduct the 2011-2012 audit.
- i. **Special Education Consortium Agreement**: BE IT RESOLVED that the Pocantico Hills Board of Education approves the Mid-Westchester Special Education Consortium Agreement for the 2011-2012 as attached. BE IT FURTHER RESOLVED, that the Board of Education authorizes the Pocantico Hills Superintendent, to execute the 2011-2012 Mid-Westchester Special Education Consortium agreement on behalf of the Board of Education.
- j. **Committee on Special Education** – BE IT RESOLVED, that the following members serve on the Committee on Special Education effective July 1, 2011 and to continue until the Statutory Meeting of the Board of Education in July 2012: CSE Chairperson/School Psychologist; Elementary Resource Room Teacher; Middle School Resource Room Teacher; Special Class Teacher; Speech/Language Therapist; School Nurse; School Physician; Child’s teacher as defined by state and federal regulations; and approved parent members.
- k. **Committee on Preschool Special Education** – BE IT RESOLVED, that the following members serve on the Committee on Preschool Special Education effective July 1, 2011 and to continue until the Statutory Meeting of the Board of Education in July, 2012: CPSE Chairperson/School Psychologist; Agency Designee as appropriate; Child’s teacher as defined by state and federal regulations; Agency/Municipality representative from Birth-2, if appropriate; and approved parent members.
- l. **Special Education Surrogate Parents** – BE IT RESOLVED, that the Superintendent of Schools, is authorized to select four district residents as Special Education surrogate parents whose role it is to act in place of parents or guardians when a child is a ward of the state, effective July 1, 2011 and to continue until the Statutory Meeting of the Board of Education in July 2012.
- m. **Approval of List of Impartial Hearing Officers** – BE IT RESOLVED, that the Board of Education of the Pocantico Hills School District hereby accepts the approved List of Certified Impartial Hearing Officers eligible to serve in Special Education impartial hearings in New York State selected from the list of Certified Impartial Hearing Officers provided by New York State in accordance with Part 200.2(3) (2) of the Regulations of the Commissioner of Education.
- n. **Records Access Officer** – BE IT RESOLVED that Jay Scotto-Friedman be appointed as Records Access Officer effective July 1, 2011 and continue until the Statutory Meeting of the Board of Education in July 2012.
- o. **Records Management Officer** – BE IT RESOLVED, that Jay Scotto-Friedman be appointed as Records Management Officer effective July 1, 2011 and to continue until the Statutory Meeting of the Board of Education in July 2012.
- p. **Asbestos Designee** – BE IT RESOLVED, that Stanley T. Steele be appointed as Asbestos Designee effective July 1, 2011 and to continue until the Statutory Meeting of the Board of Education in July 2012.
- q. **School Physician** – BE IT RESOLVED, that Dr. Satish Kapoor, Heritage Medical Group, be appointed School Physician as per the attached agreement, and to continue until the Statutory Meeting of the Board of Education in July 2012.

- r. **School Purchasing Agent** – BE IT RESOLVED that the Assistant Superintendent for Finance and Support Services be appointed School Purchasing Agent for the Pocantico Hills Central School District effective July 1, 2011 and continue until the Statutory Meeting of the Board of Education in July 2012.
- s. **Title IX Coordinator**: BE IT RESOLVED that the School Principal be appointed Title IX Coordinator for the Pocantico Hills Central School District effective July 1, 2011 and continue until the Statutory Meeting of the Board of Education in July 2012.
- t. **Construction Manager** – BE IT RESOLVED that the Savin Engineering, P.C. be appointed Construction Manager for the Pocantico Hills Central School District effective July 1, 2011 as per the attached service rates, and continue until the Statutory Meeting of the Board of Education in July 2012.
- u. **Fiscal Advisor**: BE IT RESOLVED that bpd Municipal Finance be appointed Fiscal Advisor for the Pocantico Hills Central School District effective July 1, 2011 as per the attached agreement, and continue until the Statutory Meeting of the Board of Education in July 2012.
- v. **CSE Chairperson**: BE IT RESOLVED that Kathryn Rohe, of Rohe’s D.P.S.Inc. be appointed CSE Chairperson for the Pocantico Hills Central School District effective July 1, 2011 as per the attached agreement, and continue until the Statutory Meeting of the Board of Education in July 2012.

VI. BOARD APPOINTMENT OF SCHOOL ATTORNEY

- a. **School Attorney** - BE IT RESOLVED, that Shaw, Perelson, May & Lambert LLP be appointed School District Attorneys effective July 1, 2011 and to continue until the Statutory Meeting of the Board of Education in July 2012.

VII. DESIGNATIONS

Consent Agenda: The Board will have the opportunity to adopt the designation resolutions with one motion.

- a. **Official Bank Depositories** – BE IT RESOLVED, that the following banks and/or trust companies be designated as the official depositories and investment of funds during the school year 2011-2012: Bank of New York; J.P. Morgan Chase Manhattan Bank; C.L.A.S.S. MBIA.
- b. **Official Newspaper** – BE IT RESOLVED, that *The Journal News* be designated as the newspaper for the advertisement of legal notices by the Pocantico Hills Central School District for the school year 2011-2012. Notices are to be published in the above newspaper as the Superintendent of Schools may determine from time to time and in accordance with provisions of applicable law.
- c. **Calendar of Regular Meetings** – BE IT RESOLVED, that the attached Calendar of Regular Board of Education meetings for the 2011-2012 school year be established.
- d. **Calendar of Budget Meetings** – BE IT RESOLVED, that the attached 2012-2013 Budget Development Calendar be approved.

VIII. AUTHORIZATIONS

Consent Agenda: The Board will have the opportunity to adopt the authorization resolutions with one motion.

- a. **Chief School Officer to Certify Payrolls** – BE IT RESOLVED, that the School Superintendent or his designee is authorized to certify payrolls.

- b. **Establishment of Petty Cash Account** – BE IT RESOLVED, that the petty cash and change fund accounts be established in the following amounts at the designated locations and under the custody of the District Treasurer:

<u>Amount</u>	<u>Location</u>	<u>Fund</u>
\$100	Business Office	General
\$100	Business Office	School Lunch

BE IT FURTHER RESOLVED, that individual withdrawals from the petty cash fund not exceed \$100.

- c. **Scholarship Bank Account** – BE IT RESOLVED, that the Assistant Superintendent for Finance and Support Services and the District Treasurer are cosigners for the Scholarship Account.
- d. **School Lunch Program** – BE IT RESOLVED, that the Assistant Superintendent for Finance and Support Services and School Lunch Director be authorized to sign agreements, reports and claims with the State Education Department in connection with the operation of the National School Lunch Program in the district.
- e. **Surety Bond** – BE IT RESOLVED, that the District Treasurer and Deputy Treasurer's shall be bonded in the amount of \$1,000,000 and that all other personnel required to be bonded by law, or regulation, be bonded in the amount of \$100,000.
- f. **Adoption of Rules and Regulations** – BE IT RESOLVED, that the rules and regulations and the policies as presented in the Bylaws and Policy Manual of the Pocantico Hills Central School District Board of Education be continued for the ensuing year.
- g. **Mileage Reimbursement Rate** – BE IT RESOLVED, that a mileage reimbursement as set by the prevailing IRS mileage rate is adopted for the 2011-2012 school year.
- h. **Attendance at Conferences, Conventions and Workshops** – BE IT RESOLVED, that the Board of Education delegates to the School Superintendent the power to authorize attendance by officers or employees of the district at conferences, professional meetings and other schools; and for such other purposes as he may deem in the interest of the school district; and to order reimbursement of necessary expenses in connection therewith.
- i. **Appointment of instructional and non-instructional substitutes** – BE IT RESOLVED that the Superintendent be authorized to hire instructional and non-instructional substitutes as necessary in the absence of appointed personnel.
- j. **Approval of BOCES Cooperative Bids** – BE IT RESOLVED, that the Board of Education delegates to the Assistant Superintendent for Finance and Support Services the authority to participate in and approve the award of BOCES Cooperative Bids for the 2011-2012 school year to the successful bidders as recommended.
- k. **Approval of Health Services Contracts** – BE IT RESOLVED, that the Board of Education delegates to the School Superintendent the authority to approve contracts with other districts to provide Health Services to Pocantico Hills residents attending nonpublic schools within those districts at costs calculated by the providers for the 2011-2012 school year.

BE IT FURTHER RESOLVED, that the Superintendent, Board President and the District Clerk be authorized to sign such contracts.

- l. **Adoption of Public Officers Law** – BE IT RESOLVED, by the Board of Education of the Pocantico Hills Central School District, that the Board hereby adopts Section 18 of

the Public Officers Law to confer the benefits of said statute upon the members of the Board of Education and all employees of the Board.

BE IT FURTHER RESOLVED that the benefits under Section 18 shall supplement and be available in addition to defense or indemnification protection, conferred by other statutes.

- m. **Renewal of School Board Memberships 2011-2012** – BE IT RESOLVED that the Board of Education approve memberships and the estimated dues in the following organizations:
- | | |
|--|-----------|
| Putnam/Westchester School Boards Association | - \$3,303 |
| New York State School Boards Association | - \$7,430 |
| National School Boards Association | - \$1,683 |
- n. **Renewal of Participation in the Annual School Lunch Programs, and Free and Reduced Lunch Programs** – BE IT RESOLVED, that upon recommendation of the Superintendent of Schools that the Board of Education renew participation in the National School Lunch Programs as well as implementation of the Free and Reduced Price Lunch Policy and Income Eligibility Guidelines for the school year 2011-2012, and that the President of the Board of Education be authorized to execute all agreements relating thereto.
- o. **Appointment of Legal Counsel and Technical Advisor for Tax Certiorari Matters** – BE IT RESOLVED, that the following individuals be appointed to provide legal counsel and technical advice regarding pending tax certiorari issues during the 2011-2012 school year, or until a successor is chosen:
- | | |
|-----------------------------------|---|
| Attorney, Ira Levy | - \$125.00/hour |
| Attorney, Jeffrey Schumejda | - \$170.00/hour, |
| Associates | \$150.00/hour, Paralegals \$50.00/hour |
| Technical Advisor, Paul Ritzcovan | - \$125.00/hour plus \$1,500.00 per typical appraisal |
- p. **Re-Adoption of Board Policy 6700 Purchasing and 6240 Investment Policy**: BE IT RESOLVED, that Board Policy # 6700 - Purchasing and # 6240 - Investment have been reviewed and are hereby re-adopted.
- q. **Audit Committee Membership**

WHEREAS, Chapter 263 of the Laws of 2005, also known as the Comptroller's 5 Point Plan, required each Board of Education to establish an advisory audit committee by January 1, 2006;

WHEREAS, Chapter 263 of the Laws of 2005 permit the Board of Education to appoint a committee comprised of two Board members and a community resident to be such audit committee; now, therefore, be it

RESOLVED, that the Board of Education hereby designates the Pocantico Hills Board of Education to be the audit committee for the Pocantico Hill Central School District; and

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately.