

MAHOPAC CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION ANNUAL REORGANIZATIONAL MEETING  
**July 5, 2005**  
Lakeview Elementary School, 7:30 PM

**MINUTES**

A. ADMINISTRATION OF OATHS

1. Newly elected board members - District Clerk Gilroy administered the Oath of Office to newly elected board members: Rose Fabiano, William Hines and Elaine Simone.
2. Superintendent & District Clerk - President Trinchitella administered the Oath of Office to Superintendent Reidy and Clerk Gilroy.

B. CALL TO ORDER - Immediate Past-President presiding

PRESENT: Giulio Cefaloni, Frank DeBellis, Rose Fabiano, Patricia Greenwood-O'Keefe, William Hines, Elaine Simone, Penny Swift, Vinnie Trinchitella

ABSENT: Jeanne Earle

STAFF: Robert Reidy, Superintendent; Assistant Superintendents: David Chapman, Business Office; Candace LaVigne, Education Support Services; Vincent Quartararo, Human Resources/Curriculum/Instruction; Assistants to the Superintendent: Barbara Walkley and Donald Beverly and Dorothy Gilroy, District Clerk.

OTHERS: Approximately 15 people were in the audience.

CONVENE: At 6:30 p.m., the board called the meeting to order in Room 17 of the Lakeview Elementary School and moved immediately to executive session for the purpose of discussing a particular litigation issue.

**Moved by Mrs. Fabiano, seconded by Mrs. Greenwood-O'Keefe, carried unanimously.**

At 7:35 p.m., the board returned to public session in the Library of the Lakeview Elementary School with the pledge of allegiance to the flag.

**Moved by Mr. DeBellis, seconded by Mr. Cefaloni, carried unanimously.**

C. ORDER OF BUSINESS

1. **ELECTION OF OFFICERS**

1:1 President of the Board of Education.

Mr. Cefaloni nominated Mrs. Trinchitella for office of President of the Board, seconded by Mrs. Swift.

There being no other nominations from the floor, nominations were closed.

**Moved by Mrs. Simone, seconded by Mrs. Swift, carried unanimously.**

1. ELECTION OF OFFICERS - continued

1:1 President of the Board of Education.

Moved by Mr. DeBellis, seconded by Mr. Cefaloni, Mrs. Trinchitella was elected President of the Board of Education for the 2005/06 school year, carried unanimously.

President Trinchitella thanked the board for their support and stated that it has been an honor and a privilege to serve as President. She looks forward to the next year, reported that it has been challenging and appreciates the board's confidence in her.

1:2 Vice-President of the Board of Education

Mr. DeBellis nominated Mr. Cefaloni for office of Vice-President of the Board, seconded by Mrs. Trinchitella.

Mrs. O'Keefe nominated Mrs. Swift for office of Vice-President of the Board, seconded by Mrs. Simone, carried as follows:

There being no further nominations, motion was made to close nominations.

**Moved by Mr. DeBellis, seconded by Mrs. Swift, carried unanimously.**

The results of the vote were as follows:

<u>Votes for Mr. Cefaloni</u>	<u>Votes for Mrs. Swift</u>
Mrs. Trinchitella	Mrs. O'Keefe
Mr. DeBelli	Mr. Hines
Mr. Cefaloni	Mrs. Simone
Mrs. Fabiano	Mrs. Swift

There being a tie vote for office of Vice-President of the Board, Item 1:2 was postponed until the next Board Meeting.

**Moved by Mrs. O'Keefe, seconded by Mr. DeBellis, carried unanimously.**

2. ADMINISTRATION OF OATH OF OFFICE

2:1 President

District Clerk Gilroy administered the Oath of Office to Mrs. Trinchitella for office of President of the Board for the 2005/06 school year.

**CONSENT AGENDA BEGINS**

1. Items to be removed - 7:4 and 7:5 (until the August Board Meeting)

3. APPOINTMENT OF OFFICERS - Newly-elected President presiding

3:1 District Clerk - Dorothy A. Gilroy

3:2 *Deputy* District Clerk - JoAnn Kramer

3:3 District Treasurer - Denise Palmiotto

3:4 *Deputy* District Treasurer - Candace LaVigne

3:5 Tax Collector - Mary Kristensen, Town of Carmel

3. APPOINTMENT OF OFFICERS - continued

- 3:6 Tax Collector - Robert Rizzo, Town of Putnam Valley  
This appointment covers the Putnam Valley portion of the school district. The Tax Collector is individually bonded, faithful performance.
- 3:7 Compliance Section 504 Officer - Candace LaVigne
- 3:8 Title IX Compliance Officer – Candace LaVigne
- 3:9 Title IX Alternate Compliance Officer – Vincent Quartararo

4. OTHER APPOINTMENTS

- 4:1 School Attorney – *Ingerman Smith, L.L.P.*
- 4:2 Independent District Auditor, 2004-05 school year - Weiss & Company, PC;  
98 Mill Plain Rd., Penthouse Suite, Danbury, Ct. 06811
- 4:3 Internal Auditor - Barbara Russell
- 4:4 School Physicians - Dr. Bennett Pallant, et al.
- 4:5 Central Treasurer for Extra-Classroom Activities Accounts - Senior and Middle School Principals. Blanket bond for faithful performance.
- 4:6 District Purchasing Agent - Scott Hartwell  
Assistant Purchasing Agent - Cheryl Udice
- 4:7 Records Access Officer - Vincent Quartararo
- 4:8 Records Management Officer - Dorothy Gilroy
- 4:8 Designee re determining student residency - David Chapman
- 4:9 Designee re determining transportation routes - Edward Harkins/David Chapman
- 4:9 Asbestos Designee - ECG, 22 Lawrence Ave., Smithtown, NY 11787

*The board agreed to go out for bid for next year prior to appointing the independent audit.*

5. DESIGNATIONS

- 5:1 Official Bank Depository, System of Accounting and Authorized Signatures for Checks and Vouchers

RESOLVED, that the Uniform System of Accounts, Double-Entry basis be used by the district and the approved form of one-signature check for payment of bills, for salaries from a payroll account, the use of the approved system of Treasurer's receipts and monthly Treasurer's Reports; and, be it further

RESOLVED, that all moneys of the Board of Education be deposited in the **J. P. MORGAN Bank**, Jefferson Valley, NY; and hereby said banks are authorized to be the depositories of this District, and the funds of the District coming into their custody save as may be otherwise directed by the Board, said funds to be withdrawn only by check, voucher or wire transfer, signed by the Treasurer, or Deputy Treasurer as an authorized alternate signature in the absence of the Treasurer, of the aforementioned Board of Education.

- 5:2 Time, date and place for regular monthly board meetings. At the Board's pleasure: second Tuesday of the month at Lakeview School, 8:00 p.m. unless changed by the board of education with ample notice.
- 5:3 Official Newspapers – *The Journal News* and the *Putnam County Courier*.

6. AUTHORIZATIONS

- 6:1 Person to certify payrolls - superintendent and/or his assistant superintendent for business/finance.
- 6:2 Authorization for superintendent to approve staff conference attendance within budgetary provisions.
- 6:3 Authorization for president of board of education to approve conference expenses for superintendent and board members
- 6:4 Authorized signature for school checks - Cheryl Udice/Dorothy Gilroy/Denise Palmiotto
- 6:5 Authorization to use facsimile imprint of treasurer's signature
- 6:6 Establishment of petty cash funds, as follows:
- |   |          |
|---|----------|
| District Central Office - Superintendent, custodian | \$200.00 |
| High School - Principal, custodian                  | 100.00   |
| Middle School - Principal, custodian                | 100.00   |
| Austin Road School - Principal, custodian           | 100.00   |
| Fulmar Road School - Principal, custodian           | 100.00   |
| Mahopac Falls – Principal, as custodian             | 100.00   |
| Lakeview School - Principal, custodian              | 100.00   |
| Bus Garage - Transportation supervisor, custodian   | 100.00   |
- 6:7 Authorization for superintendent to approve budget transfers and to make final fund transfers necessary to balance all accounts as of June 30 each year
- 6:8 Authorization for superintendent to reimburse mileage for necessary authorized travel within and outside of district
- 6:9 Authorization for board president and administrative committee to negotiate salaries and other factors relating to managerial/confidential personnel, subject to prior board of education consultation, including the establishment of guidelines.
- 6:10 Authorization for board of education membership in National School Boards Direct Affiliate Program; New York State School Boards Association; Westchester Putnam School Boards Association; Northern Westchester Putnam Board of Cooperative Educational Services; and the Legislative Research Service of the Westchester Putnam School Boards Association

7. OTHER ITEMS

- 7:1 Establishment of date and time of next annual meeting. (If Budget Hearing is held not less than 7 days prior/no more than 14 days prior to Vote: Hearing replaces annual meeting).

Date to be established consistent with state guidelines: May 16, 2006.

7:2 **RESOLUTION re Board of Registry, 2005-06 school year, as follows:**

WHEREAS, it is now desired to provide for the designation of a Board of Registry to serve for the next annual meeting and election; now, therefore be it

RESOLVED, the following named qualified voters of said school district are hereby appointed to serve on the Board of Registry: Dorothy Papazian, Chairperson; Clerks: Gussie Alfano; Mary Lou Badolato; Mil Bauerlein; Sadie Belfari; Carol Best; Donald Best; Mary Birney; Beth Blazek; Evelyn Brotko; Mary Cappiello; Edith Carmine; Mary Chianese; Dolores DiRuzzo; Lillian Eberhardt; Ann Gagliardi; David Gagliardi; Barbara Gallicchio; Joseph Greenfield, Ruth Greenfield; June Hillery; Herb Hillery; Claire Johnson; Joan Jendres; Irma Lada; Walter Lada; Monica Lisanti; Rita Merlini; Eleanor Mitisser; George Mitisser; Helen Mucciaroni; Nicholas Mucciaroni; Lillian Nicolaidis; Lillian Picciano; Elfriede Schober; Shelly Smith; Henry Smith; Gloria Sobieski; Diane Spagnoli; Betsey Tobias; Theresa Wissell; Mildred Yetter; Maria (Mitzi) Zach; Karl Zach.

RESOLVED, that the rate of compensation for the members of the Board of Registry shall be as follows: Chairperson: \$12.00 per hour; Clerks: \$9.00 per hour.

7.3 RESOLUTION re: Notice of Propositions

BE IT RESOLVED that the qualified voters of the Mahopac Central School District may present to the Board of Education a written petition requesting the submission of a proposition or question to a vote at the annual or special meeting of the District. Any such petition must state the question or proposition to be submitted and there shall only be one proposition presented on each petition. Each petition must be signed by not less than five percent (5%) of the number of voters who voted in the previous annual election of the members of the board of education, who shall write opposite their names, their respective places of residence. Petitions shall be filed in the Office of the District Clerk no later than sixty (60) days preceding the annual or special meeting.

**CONSENT AGENDA CONCLUDES**

**Items #3:1 through # 7:3 and Item #7:6 were moved by Mr. Cefaloni, seconded by Mrs. Swift, carried unanimously.**

7:4 Appointment of board member to Westchester Putnam School Boards Association:  
delegate/alternate delegate/legislative contact:

7:5 Establishment of board sub-committees to be in operation during the school year

**Motion to postpone Items #7:4 and #7:5 until the August Board Meeting, was made by Mr. DeBellis, seconded by Mrs. Greenwood-O'Keefe, carried unanimously.**

7:6 Re-adoption of all Policies and Code of Ethics in effect during previous year: Implied in Education Law §1709, 2503.

D. ADJOURNMENT

At 7:50 p.m. the Re-organizational Meeting was adjourned with the Regular Board Meeting to convene at 8:00 p.m.

**Moved by Mrs. Trinchitella, seconded by Mr. Cefaloni, carried unanimously.**

Respectfully submitted,