

Port Chester – Rye Union Free School District
Board of Education – Re-Organization Meeting Minutes
July 3, 2018 - Port Chester Middle School

Present: Christopher Wolff, President; Anne Capeci, Vice President and Trustees Carolee Brakewood, Thomas Corbia and Lou Russo

Also Present: Dr. Edward A. Kliszus, Superintendent of Schools; Joseph Durney, Assistant Superintendent for Personnel/Grants; Sandra Clohessy, School Business Administrator; Lisa Zareski, Treasurer; and Cathy A. Maggi, District Clerk

Call to Order

Mr. Wolff called the meeting to order at 5:00 p.m.

President's Opening Remarks

Mr. Wolff welcome Mrs. Sandra Clohessy, School Business Administrator and newly elected board member, Mr. Lou Russo. He also mentioned that the Port Chester High School according to U.S. News & World Report ranked in the top 11% in New York State. The Pledge of Allegiance was recited. Mr. Wolff turned the meeting over to the district clerk to swear in the newly elected board members.

Oath of Office of Newly Elected Officers

Mr. Russo read his oath as a newly elected member of the board of education. Mr. Wolff read his oath as a newly elected member of the board of education.

Nominations and Vote for the Board President

Nominations were open for the 2018-2019 school year, with Mr. Wolff nominating Mrs. Brakewood. Mr. Corbia then nominated Mrs. Capeci. There were no other nominations so the nominations were closed. There was a roll call on the first nomination and it passed (3-2). There was then a conversation with the board members regarding the rotation process of nominating president. Mrs. Brakewood read her oath as the newly elected president of the board.

Nominations and Vote for the Board Vice President

Mrs. Brakewood opened nominations for vice president and then Mrs. Brakewood nominated Christopher Wolff. Mrs. Capeci then nominated Mr. Corbia. There were no other nominations and the nominations were closed. There was a roll call on the first nomination and it passed (3-2). Mr. Wolff read his oath as the newly elected vice president of the board.

Resolutions H1-3 were individually voted on by roll call and were unanimously approved (5-0):

1. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District re-adopt the following Board of Education policies relating to School Board Member Ethics:

Board of Education Policy #2160
Board of Education Regulation #2160R
Board of Education Exhibit #2160E

2. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District re-adopt all other existing Board of Education policies.
3. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District authorizes the Superintendent of Schools to approve transfers within the approved budget for the 2018-2019 school year in accordance with Board of Education Policy #6150.

Resolutions H4-6 were individually voted on by roll call and were unanimously approved (5-0):

4. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District appoint Catherine A. Maggi as School District Clerk July 1, 2018 to June 30, 2019. Mrs. Maggi read the oath aloud.
5. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District appoint Lisa Zareski as the School Treasurer from July 1, 2018 to June 30, 2019. Mrs. Zareski read the oath aloud.
6. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District appoint Sandra A. Clohessy for the 2018-2019 school year as Deputy School District Treasurer. The Deputy School District Treasurer will execute School District business when the School District Treasurer is unable to execute his/her duties. Mrs. Clohessy read the oath aloud.

Upon motion by Mrs. Capeci, seconded by Mr. Wolff and carried, resolutions H7-24 were unanimously approved (5-0):

7. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District appoint Dr. Ann L. Engelland, as Chief School Physician for the 2018-2019 school year. Dr. Engelland will be hired on a consultant basis without fringe benefits, at a flat rate of \$38,000.

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8. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District appoint the following employees to serve as Central Treasurer Extra Classroom Activity Fund for the 2018-2019 school year as noted below:

Carlos Gomez, Port Chester High School

Anthony Piccolino, Port Chester Middle School

9. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District appoint Michael Frank of Aquarius Capital Solutions Group as the District's health insurance broker of record for the 2018-2019 school year.
10. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District appoint the following employees as attendance officers for the 2018-2019 school year as noted below:

Thomas A. Edison School

Regina Catalina, RN

Park Avenue School

Geraldine Cusumano, RN

King Street School

Andres Salcedo, RN

John F. Kennedy Magnet School

Eva Konwiser, RN

Port Chester Middle School

Monique Martinez

Port Chester High School

Sandra Grau

11. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District appoint Nawrocki Smith LLP, 290 Broad Hollow Road, Melville, NY 11474, as Internal Auditor for the 2018-2019 school year; compensation to be \$10,000 for the Initial Risk Assessment and one complete cycle review.
12. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District appoint Tobin & Company as Claims Auditor for the 2018-2019 school year to be compensated at a rate of \$90/hour and Norah McAvoy as Deputy Claims Auditor at a rate of \$75/hour.
13. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District appoint Cullen & Danowski, LLP as the External Auditors for the 2018-2019 school year to be compensated at an annual rate of \$37,000.
14. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District appoint Sherry George as Purchasing Agent for the 2018-2019 school year. The Purchasing Agent shall purchase, procure, store, and distribute all supplies and equipment for which appropriations have been made with due regard to existing law, economy and efficiency, and the needs and desires of the departments of the school requesting such supplies, and

BE IT FURTHER RESOLVED, that the Purchasing Agent be and hereby is authorized to execute in the name of the Board of Education any and all purchase documents, contracts, orders or other instruments necessary to carry out the intent of this resolution.

15. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District appoint Lisa Zareski as Deputy Purchasing Agent for the 2018-2019 school year. The Deputy Purchasing Agent will only execute School District business when the Purchasing Agent is unable to execute his/her duties.
16. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District appoint the following Freedom of Information (FOIL) Officers:

Catherine A. Maggi, Information Officer

Dr. Edward A. Klizus, Appeals Officer

17. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District appoint the following law firm to serve in the following capacity for the 2018-2019 school year.

Bond Counsel

Hawkins Delafield and Wood, fees based on issuance

18. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District appoint Capital Markets Advisors, LLC, as financial advisors for the 2018-2019 school year, fees based on service or issuance.
19. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District adopts the *Records Retention and Disposition Schedule ED-1*, issued pursuant to Article 57-A of the Arts & Cultural Affairs law, and containing legal minimum retention periods for local government records, for use by all officers in legally disposing of records listed therein, and

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BE IT FURTHER RESOLVED, that in accordance with Article 57-A:

- (a) only those records will be disposed of that are described in Records *Retention and Disposition Schedule ED-1* after they have met the minimum retention periods described therein;
- (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods, and

BE IT FURTHER RESOLVED, that Sandra A. Clohessy is appointed "Records Retention Officer" for the 2018-2019 school year.

20. RESOLVED, that the Board of Education of the Port Chester-Rye Union Free School District appoint Dr. Edward A. Kliszus and/or his designee as the Employee Hearing Officer for Student Discipline and Other Charges for the 2018-2019 school year.

21. RESOLVED, that the Board of Education of the Port Chester-Rye Union Free School District appoint Officers for the National School Lunch Program for the 2018-2019 school year as noted below:

Maira Cuevas, Reviewing Officer Sandra A. Clohessy, Verification Officer Dr. Edward A. Kliszus, Jr., Hearing Officer

22. RESOLVED, that the Board of Education of the Port Chester-Rye Union Free School District appoint the following district coordinators for the 2018-2019 school year as noted below:

Joseph Durney	Title I Coordinator
District Social Worker	District Dignity Act Coordinator
Building Principals	Building Level Dignity Act Coordinators
Building Principals and Assistant Principals	Federal Civil Rights Compliance Officers

23. RESOLVED, that the Board of Education of the Port Chester-Rye Union Free School District appoint the following compliance officers for the 2018-2019 school year as noted below:

Tatiana Memoli	Medicaid Compliance Officer
Tatiana Memoli	District Section 504 Compliance Officer
Erin Ginsberg	District Section 504 Compliance Officer
Jamie Levidis	District Section 504 Compliance Officer
Joseph Durney	Title VII and Title IX Compliance Officers
Sandra A. Clohessy	Title VII and Title IX Compliance Officers
Rosario Renda	Asbestos Compliance Officer

24. RESOLVED, that the Board of Education of the Port Chester-Rye Union Free School District appoint Sandra A. Clohessy as representative of the School District to the serve on the State Wide Schools Cooperative Health Plan Board of Governors.

Upon motion by Mrs. Capeci, seconded by Mr. Wolff and carried, resolutions H25-31 were unanimously approved (5-0):

25. RESOLVED, that the Board of Education of the Port Chester-Rye Union Free School District designate JPMorgan Chase Bank, New York Cooperative Liquid Assets Securities "NYCLASS", People's United Bank, Port Chester Teachers Federal Credit Union, TD Bank, and Webster Bank, all but Webster Bank and New York Cooperative Liquid Assets Securities "NYCLASS", having a branch situated in Port Chester, New York, in the Port Chester-Rye Union Free School District, and for the purposes of investing district funds, any commercial bank in New York State for Certificates of Deposit and/or High Yield Money Market Accounts may be used, within the parameters of the New York State Education Law, so as to maximize interest earnings as official depositories for said school district for the 2018-2019 school year.

26. RESOLVED, that the Board of Education of the Port Chester-Rye Union Free School District designate the following dates on which to hold meetings at 7:00 pm, unless otherwise noted, in the 2018-2019 school year:

Tuesday, July 3, 2018 (5:00 pm)	Tuesday, November 13, 2018	Tuesday, April 2, 2019 – Line-by-Line (5:00 pm)
Wednesday, August 1, 2018 (6:00 pm)	Tuesday, December 11, 2018	Tuesday, April 23, 2019
Tuesday, August 28, 2018 (Retreat)	Tuesday, January 15, 2019	Tuesday, May 7, 2019
Wednesday, August 29, 2018 (6:00 pm)	Tuesday, February 12, 2019	Tuesday, May 21, 2019 – Annual Election
Tuesday, September 25, 2018	Tuesday, March 12, 2019	Tuesday, May 28, 2019
Tuesday, October 30, 2018		Tuesday, June 18, 2019

27. RESOLVED, that the Board of Education of the Port Chester-Rye Union Free School District designate the Journal News and Westmore News as official newspapers for school notices.

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28. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District designate the following individuals to serve on the Ethics Committee for the 2018-2019 school year:

Brian Brady Fortunato DiRenno Philip Gasparini

29. **RESOLVED**, that the Board of Education approve the recommendations of the Committee on Special Education designating the following staff members to serve on the Committee on Special Education and the Committee on Preschool Special Education as listed below for the 2018-2019 school year:

CSE/CPSE/504 Committee Chairpersons:

Tatiana Memoli Erin Ginsberg Jamie Levidis

CSE/CPSE/504 Sub Committee Chairpersons:

Tatiana Memoli Erin Ginsberg Jamie Levidis

30. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District re-establish the Audit Committee to be comprised of all the members of the Board of Education and two members of the community who will serve without compensation, but are entitled to reimbursement of expenses in compliance with Chapter 263 of the Laws of 2005.

31. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District designate the following District Staff Members to serve on the Residency Committee for the 2018-2019 school year as noted below:

Joseph Durney Sandra A. Clohessy Maria Somers Patrick Swift Alberto Acevedo

Upon motion by Mrs. Capeci, seconded by Mr. Wolff and carried, resolutions H32-37 were unanimously approved (5-0):

RESOLVED, that the Board of Education of the Port Chester-Rye Union Free School District authorize the Superintendent or his designee the following responsibilities for the 2018-2019 school year:

- a. Assignment of homebound instruction
- b. Certification of the District's payroll for the 2018-2019 school year
- c. Certification of Federal Aid Proposals and Reports
- d. Approval of personal expenses for the Deputy Superintendent
- e. Approval of personal expenses for the School Business Administrator

32. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District establish and authorize the School District Treasurer to arrange for a \$100 Petty Cash account for the General Fund for the 2018-2019 school year.

34. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District establish and authorize the School District Treasurer to arrange for a \$900 Petty Cash account for the Cafeteria Fund for the 2018-2019 school year.

35. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District authorize the District Treasurer to sign all District checks and withdrawals for the 2018-2019 school year. When the District Treasurer is absent the Deputy Treasurer will substitute for the Treasurer as necessary.

36. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District authorize the Central Treasurers of the Extra Classroom Activity Funds to sign all Extra Classroom Activity Fund checks for the extra classroom activities for the 2018-2019 school year.

37. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District authorize Sandra A. Clohessy to arrange for the following surety bonds for the 2018-2019 school year as noted below:

District Treasurer	\$2,000,000
Deputy Treasurer	\$1,000,000
Superintendent of Schools	\$1,000,000
School Business Administrator	\$500,000
Central Treasurers-Extra Classroom Activity Accounts	\$500,000

There was no roundtable scheduled. There being no further business at 5:23 p.m., with all in favor (5-0), the Board adjourned the reorganization meeting and the board moved to executive session to discuss vendor contracts. The regular meeting for July 3, 2018 will commence as soon as the board comes out of executive session.