

**Board of Education Meeting**  
**July 3, 2018**  
**5:00 p.m.**  
**Port Chester Middle School**

**Reorganization (5:00 pm)**

- A. Call to Order
- B. Pledge of Allegiance
- C. Oath of Office of newly elected Board Member(s)
- D. Clerk invites nomination(s) for President of the Board for 2018-2019
- E. Vote on nomination(s) for President (Newly elected will read Oath of Office)
- F. President invites nominations for Vice President of the Board for 2018-2019
- G. Vote on nomination(s) for Vice President (Newly elected will read Oath of Office)
- H. Resolutions:
  - 1. Re-adopt Code of Ethics
  - 2. Re-adopt all existing Policies
  - 3. Budget Transfers

Appointment of District Officers:

- 4. School District Clerk (President administers Oath of Office)
- 5. School District Treasurer (President administers Oath of Office)
- 6. Deputy Treasurer (President administers Oath of Office)

Other Appointments:

- 7. School Physician
- 8. Central Treasurers-Extra Classroom Activity
- 9. Health Insurance Broker of Record
- 10. Attendance Officers
- 11. Internal Auditor
- 12. Claims Auditor
- 13. External Auditor
- 14. Purchasing Agent
- 15. Deputy Purchasing Agent
- 16. Freedom of Information (FOIL) Officers
- 17. Bond Counsel
- 18. Financial Advisors
- 19. Records Retention Officer
- 20. Hearing Officer for Student Discipline and Other Charges
- 21. Officers for National School Lunch Program
- 22. District Coordinators – Title I and Dignity Act
- 23. Compliance Officers
- 24. SWSCHP Board of Governors

Designations:

- 25. Official Bank Depositories (All Funds)
- 26. Board of Education Meeting Calendar
- 27. Official Newspapers
- 28. Ethics Committee Members
- 29. District Staff Members to serve on the Committee on Special Education (CSE) & Preschool CSE Committees (CPSE)
- 30. Audit Committee Members
- 31. Residency Committee Members

Authorizations:

- 32. Superintendent of Schools
- 33. Establish Petty Cash – General Fund
- 34. Establish Petty Cash – Cafeteria Fund
- 35. District Treasurer Signatures on Checks
- 36. Central Treasurers Signatures on Checks
- 37. Establish amounts of surety bonds

- I. Adjournment

*“The Board of Education will conduct business in a manner that models respect and civility.  
We require members of the public to conduct business before the Board in like manner.”*

**Board of Education Meeting**  
**July 3, 2018**  
**5:45 p.m.**  
**Port Chester Middle School**  
**5:30 Executive Session to discuss vendor contracts.**

**Regular Meeting (5:45 pm)**

1. Call to Order
2. President's Opening Remarks
3. Report from the Superintendent
  - a. Superintendent Request for Action on personnel matters, budget transfer schedules, warrant payments, and payrolls
4. Public Comment
5. Treasurer's Report
  - a. May 2018
6. Donation
  - a. Four leather music pouches – Kenneth Force
7. Action Items:
  - a. Free and Reduced Price Meals
  - b. Insurances
  - c. Lease / Rental Agreement(s)
  - d. Carver Center After School Program Agreement
  - e. 2018-2019 School Tax Warrant
  - f. Fuller & D'Angelo Construction Contract Rider
  - g. Legal Representation
  - h. Adopt Policy 2110 School Board Powers and Duties
  - i. Adopt Employment Agreement
  - j. Appoint Independent Investigator
8. Consent Agenda:
  - a. Participation in the National Lunch Program for 2018-2019 and offer Type A Lunch Program
  - b. Policy Statement for Free and Reduced Price Meals
  - c. Athletic Placement Process
  - d. Shared Services Agreement with the Village of Port Chester
  - e. Conference(s)
  - f. 2017-2018 Year-end Budget Transfer(s)
  - g. 2018-2019 Budget Transfer(s)
  - h. Participation in Bids (GML §103(3))
  - i. Participation in Southern Westchester Board of Cooperative Educational Services Joint Bid
  - j. District Authorized to Standardize Equipment
  - k. District Credit Card Usage
  - l. Mileage Reimbursement Rate
  - m. Professional Services / Contract Awards as per Policy 6700R
  - n. Professional Services / Contract Awards electing to forgo Policy 6700R
  - o. Competitive Bid(s)
  - p. Adoption of the 2018-2019 Professional Development Plan
  - q. Approval the Port Chester High School Service Agreement with Volunteer Access LLC.
  - r. Amended Transportation Resolution
  - s. Approval of the 2018-2019 Cafeteria Fund
  - t. Temporary Authorization for District Treasurer to Disburse Funds
9. Board of Education Roundtable / Discussion
10. Adjournment

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## Welcome to our Meeting

This is a meeting of the Board being held in public. As a courtesy we provide individuals with the opportunity to participate by providing commentary.

Should you have questions or additional comments, please submit them to the Board clerk, Mrs. Maggi, seated to my left. Rest assured that we will read and consider all submissions.

We endeavor to respond to all comments and may use a number of mechanisms including contacting someone individually, commenting later at this meeting, or commenting at a future board meeting. If you have a concern regarding your child, we encourage you to contact your child's teacher and school principal directly and as soon as possible.

Note that responses concerning personnel matters are not made in public. Note also that the Board of Education will conduct business in a manner that models respect and civility. We require members of the public to conduct business before the Board in like manner.

Before you speak, please state your name and state the school district in which you are a resident. All comments are to be addressed only to the Board of Education President. Comments should be kept as brief as possible and relate to school matters. Each speaker is allotted up to three minutes.

## Meeting Schedule

Our regular meetings are held in the auditorium of Port Chester Middle School and are open to the public beginning at 7:00 p.m. unless otherwise noted. Meeting locations are announced in advance in the local news media and on the educational access channels. Additional and Special Meetings may be added as needed.

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

## Responsibilities of the Board of Education

The School Board is responsible for the following:

- establish, monitor, and evaluate goals and objectives of the schools
- establish policies for operation of the schools
- select the Superintendent of Schools
- appoint personnel upon the recommendation of the Superintendent of Schools
- develop and present an annual budget for consideration by district residents
- communicate the needs and progress of the schools to the community

## Your Questions

Start with the person(s) closest to the matter: teacher, principal, transportation office, or district-wide administrator. If unresolved, contact the superintendent of schools. If still not resolved, contact the School Board President for possible review by the School Board.

### School Board Members

Carolee C. Brakewood, Trustee  
32 Indian Road  
Port Chester, NY 10573  
914-939-1708  
2<sup>nd</sup> Term – Expires 6/30/19

Anne Capeci  
22 Ridge Boulevard  
Port Chester, NY 10573  
914-937-3191  
9<sup>th</sup> Term – Expires 6/30/20

Thomas Corbia, Trustee  
365 Putnam Avenue  
Port Chester, NY 10573  
914-939-7869  
2<sup>th</sup> Term – Expires 6/30/20

Luigi Russo, Trustee  
38 Hobart Avenue  
Port Chester, NY 10573  
914-939-3208  
1<sup>st</sup> Term – Expires 6/30/21

Christopher Wolff  
33 Lafayette Drive  
Port Chester, NY 10573  
914-419-8556  
2<sup>nd</sup> Term – Expires 6/30/21

### School District Office

Cathy A. Maggi  
School District Clerk

Sisca & Sisca  
School District Attorney

Lisa Zareski  
School District Treasurer

### District Personnel

Dr. Edward A. Kliszus, PhD, 934-7901  
Superintendent of Schools

Joseph Durney, 934-2442  
Deputy Superintendent, Curriculum Office

Sandra Clohessy, 934-7906  
School Business Administrator, Bus. Office

James Ryan, 934-7913  
Director of Health & Safety;  
Physical Education and Athletics

Dr. Colleen Carroll, 934-2043  
Director of Curriculum & Instruction

Felipe Orozco, 934-8152  
Director of English Language Learners

Tatiana Memoli, 934-7925  
Director of Special Education

Ray Renda, 934-7983  
Director of Facilities

### Building Principals

Thomas A. Edison School  
Ivan Tolentino, 934-7980

John F. Kennedy Magnet School  
Judy Diaz, 934-7990

King Street School  
Samuel Ortiz, 934-7995

Park Avenue School  
Rosa Taylor, 934-7895

Port Chester Middle School  
Patrick Swift, 934-7930

Port Chester High School  
Dr. Mitchell Combs, 934-7950

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