

Port Chester – Rye Union Free School District
Board of Education – Re-Organization Meeting Minutes
July 5, 2016 - Port Chester Middle School

Present: James Dreves, President; Christopher Wolff, Vice President; and Trustees Carolee Brakewood and Anne Capeci

Absent: Robert Johnson, Trustee

Also Present: Dr. Edward A. Kliszus, Superintendent of Schools; Maura J. McAward, Assistant Superintendent for Business; Joseph Durney, Assistant Superintendent for Personnel/Grants and Cathy A. Maggi, District Clerk

Call to Order

Mr. Dreves called the meeting to order at 5:16 p.m. as Vice President Mr. Johnson was not present. The Pledge of Allegiance was recited. Mr. Dreves turned the meeting over to the district clerk to swear in the newly elected board member.

Oath of Office of Newly Elected Officers

Mrs. Brakewood read her oath as a newly elected member of the board of education. Mrs. Brakewood was congratulated.

Nominations and Vote for the Board President

Nominations were open for the 2016-2017 school year, with Mrs. Capeci nominating Mr. Dreves, no second is required. There were no other nominations so the nominations were closed. This passed unanimously (4-0). Mr. Dreves was congratulated. Mr. Dreves read his oath as the newly elected president of the board.

Nominations and Vote for the Board Vice President

Mr. Dreves opened nominations for vice president. Mrs. Brakewood nominated Christopher Wolff. There were no other nominations and the nominations were closed. This passed unanimously (4-0). Mr. Wolff was congratulated. Mr. Wolff read his oath as the newly elected vice president of the board.

Reorganization Resolutions

Upon motion by Mrs. Capeci, seconded by Mrs. Brakewood and carried, the resolution was unanimously approved (4-0):

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

Upon motion by Mrs. Brakewood, seconded by Mrs. Capeci and carried, the resolution was unanimously approved (4-0):

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.

Upon motion by Mrs. Brakewood, seconded by Mrs. Capeci and carried, the resolution was unanimously approved (4-0):

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 2016-2017 school year in accordance with Board of Education Policy # 6150.

Upon motion by Mrs. Capeci, seconded by Mrs. Brakewood and carried, the resolution was unanimously approved (4-0):

4. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District appoint Catherine A. Maggi as School District Clerk for the 2016-2017 school year. Mrs. Maggi read the oath aloud.

Upon motion by Mrs. Brakewood, seconded by Mrs. Capeci and carried, the resolution was unanimously approved (4-0):

5. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District appoint Coleen Kotzur as the School Treasurer from July 1, 2016 to June 30, 2017. Mrs. Kotzur was not present. The oath will be administered upon her return in 10 days in the presence of the District Clerk.

Upon motion by Mrs. Brakewood, seconded by Mrs. Capeci and carried, the resolution was unanimously approved (4-0):

6. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District appoint Catherine A. Maggi as Deputy School District Treasurer for the 2016-2017 school year. The Deputy School District Treasurer will execute School District business when the School District Treasurer is unable to execute his/her duties. Mrs. Maggi read the oath aloud.

Upon motion by Mrs. Brakewood, seconded by Mrs. Capeci and carried, resolutions J7-24 were unanimously approved (4-0):

7. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District appoint Dr. Henry Stampur, as Chief School

Port Chester – Rye Union Free School District
Board of Education – Re-Organization Meeting Minutes
July 5, 2016 - Port Chester Middle School

Physician for the 2016-2017 school year. Dr. Stampur will be hired on a consultant basis without fringe benefits, at a flat rate of \$30,650.

The question came up if the doctor is doing the same amount of examinations for the children. The service is the same or higher and there is no change in salary previously received.

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 2016-2017 school year as noted below:

Paula Sarles, 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 2016-2017 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 2016-2017 school year as noted below:

Thomas A. Edison School	Regina Peniowich, RN
Park Avenue School	Geraldine Cusumano, RN
John F. Kennedy Magnet School	Eva Konwiser, RN
JFK Early Learning Center	Anne Bueti, RN
King Street School	Anne Ritz, RN
Port Chester Middle School	Monique Martinez
Port Chester High School	Lilian Henriquez

11. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District appoint Nawrocki Smith LLP, 290 Broad Hallow Road, Melville, NY 11474, as Internal Auditor for the 2016-2017 school year; compensation to be \$9,750 for the Initial Risk Assessment and one complete cycle review.

Mrs. Capeci asked about the amount of work for the same amount of money. It is either an increase based on the CPI or an original bid or RFP where the bid or RFP carried a 5 year bid number. There would be moderate changes, but well within the CPI or the original bid.

12. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District appoint Jackie Macken as Claims Auditor for the 2016-2017 school year to be compensated at a rate of \$9,600 annually.

13. **RESOLVED**, that the Board of Education of the Port Chester – Rye Union Free School District appoint Norah McAvoy as the Deputy Claims Auditor for the 2016-2017 school year at a rate of \$ 75.00 per hour. The Deputy Claims Auditor will execute business when the Claims Auditor is unable to execute his/her duties.

14. **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 2016-2017 school year to be compensated at an annual rate of \$36,000.

There was a 5 year bid so an award was given. It would be year 2 of the current 5 year bid and it would be off of the approved schedule.

15. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District appoint Sherry George as Purchasing Agent for the 2016-2017 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.

16. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District appoint Coleen Kotzur as Deputy Purchasing Agent for the 2016-2017 school year. The Deputy Purchasing Agent will only execute School District business when the Purchasing Agent is unable to execute his/her duties.

17. **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. Kliszus, Appeals Officer

Port Chester – Rye Union Free School District
Board of Education – Re-Organization Meeting Minutes
July 5, 2016 - Port Chester Middle School

18. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District appoint the following law firms to serve in the following capacities for the 2016-2017 school year.

General Counsel	Sisca Susca & Associates LLP, \$35,500 retainer and, as agreed \$250/hour based upon actual time spent representing the District
Labor Counsel	Shaw Perelson, May, and Lambert, LLP, \$22,500 retainer and \$200/hour based upon actual time spent representing the District
Bond Counsel	Hawkins Delafield and Wood, Fees based on issuance

There is a slight increase in Susca and Susca. Shaw Perelson is flat and there is a retainer, but in most years we have stayed within the retainer amount. Hawkins is based on the size of the bond.

19. **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 2016-2017 school year, fees based on service or issuance.

20. **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

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 Maura J. McAward is appointed "Records Retention Officer" for the 2016-2017 school year.

21. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District appoint Dr. Edward A. Klizus and/or his designee as the Employee Hearing Officer for Student Discipline and Other Charges for the 2016-2017 school year.

22. **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 2016-2017 school year as noted below:

JoAnn Pace, Reviewing Officer Maura J. McAward, Verification Officer Dr. Edward A. Klizus, Jr., Hearing Officer

23. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District appoint the following district coordinators for the 2016-2017 school year as noted below:

Joseph Durney	Title I Coordinator
District Social Worker	District Dignity Act Coordinator
Building Principals	Building Level Dignity Act Coordinators

24. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District appoint the following compliance officers for the 2016-2017 school year as noted below:

Tatiana Memoli	Medicaid Compliance Officer
Daniel Bologna	District Section 504 Compliance Officer
Tatiana Memoli	District Section 504 Compliance Officer
Joseph Durney	Title VII and Title IX Compliance Officers
Maura J. McAward	Title VII and Title IX Compliance Officers
Rosario Renda	Asbestos Compliance Officer

Upon motion by Mrs. Brakewood, seconded by Mr. Wolff and carried, resolutions K25-33 were unanimously approved (4-0):

25. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District designate Port Chester Teachers Federal Credit Union, Chase Bank, Hudson Valley Bank, TD Toronto Dominion Bank, PT Asset Management "NYCLASS", Signature Bank, People's United Bank and Webster Bank, all but Signature Bank, Webster Bank and PT Asset Management "NYCLASS", having a branch situated in Port Chester, New York, in the Port Chester-Rye Union Free School District, as official depositories for said school district for the 2016-2017 school year.

Port Chester – Rye Union Free School District
Board of Education – Re-Organization Meeting Minutes
July 5, 2016 - Port Chester Middle School

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 in the 2016-2017 school year:

Tuesday, July 05, 2016 (5:00 pm)	Tuesday, November 15, 2016	Tuesday, April 4, 2017 – Line-by-Line (5:00 pm)
Tuesday, July 26, 2016	Tuesday, December 13, 2016	Tuesday, April 18, 2017
Tuesday, August 30, 2016	Tuesday, January 10, 2017	Tuesday, May 2, 2017
Wednesday, August 31, 2016	Tuesday, February 7, 2017	Tuesday, May 16, 2017 – Annual Election
Tuesday, September 27, 2016	Tuesday, March 07, 2017	Tuesday, May 23, 2017
Tuesday, October 25, 2016		Tuesday, June 20, 2017

It was decided to move July 26 to July 27; however, Mrs. Brakewood won't be in attendance.

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.
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 2016-2017 school year:

Brian Brady Fortunato DiRenno Philip Gasparini

The Ethics Committee has been on board for a long time. We contact them if we have a complaint or an issue and need to convene an Ethics Committee. They were all asked if they wanted to continue.

29. **RESOLVED** that the Board of Education of the Port Chester-Rye Union Free School District designate all occupational therapists and instructional staff members to serve on the Committee on Special Education and the Committee on Preschool Special Education for the 2016-2017 school year as needed, and
- BE IT FURTHER RESOLVED**, that the following individuals are designated as committee chairpersons for the 2016-2017 school year:

Tatiana Memoli, CSE/CPSE/504 Daniel Bologna, CSE/CPSE/504 Cynthia Ponce, CPSE/CSE /504

30. **RESOLVED** that the Board of Education of the Port Chester-Rye Union Free School District approve the designation of the following individuals to serve on the Committee on Special Education and the Committee on Preschool Special Education for the 2016-2017 school year as parent members.
- Claude Zoref Audelis Hernandez Justine Riordan

31. **RESOLVED** that the Board of Education of the Port Chester-Rye Union Free School designate the following individuals to serve as Impartial Hearing Officers for the 2016-2017 school year (as listed in the most current New York State roster):

ALBERT	PETER	FEINBERG	RONA	LAZAN	MICHAEL	NORLANDER	KAREN
ALEXANDER	JOAN	FINKELSTEIN	SHARYN	LEDERMAN	NANCY	PETERS	KENNETH
ALMELEH	LYNN	FLAME	LANA	LUCASEY	JEAN	RICHMOND	SUSAN
BARBOUR	SUSAN	HAKEN	STEVE	LUSHING	SUSAN	RITZENBERG	KENNETH
BAUCHNER	STUART	HEIDELBERGER	JONATHAN	MARKUS	SUSAN	ROBERTS	GEORGE
BRANDENBURG	WENDY	HUGHES	SHERRI	MCKEEVER	JAMES	ROSKEN	BRAD
BRIGLIO	ROBERT	ITZLA	AMY	MILLMAN	TINA	SCHAD	JEROME
BUMBALO	PAUL	JOYNER	THERESA	MONK	JAMES	SCHIFF	MARTIN
COHEN	DIANE	KANDILAKIS	GEORGE	MOORE	CHRISTINE	SCHIRO	JEFFREY
CUTLER-IGOE	ELLEN	KEEFE	JEANNE	MURPHY	LEAH	SCHNEIDER	JUDITH
DELEON	EDGAR	KEHOE	MARTIN	NAUN	JOHN	SILVERSON	JEFFREY
DEWAN	DEBRA	KESTENBAUM	ELISE	NISELY	ROBERT		
FARAGO	JOHN	LASSINGER	DORA	NOE	MARY		

32. **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.

Port Chester – Rye Union Free School District
Board of Education – Re-Organization Meeting Minutes
July 5, 2016 - Port Chester Middle School

Maybe we should give consideration in the future to see if we want to open this up. It is the board and 2 community members and sometimes there are scheduling issues with the community members. The two current members were not yet contacted so two will need to be determined.

33. **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 2016-2017 school year as noted below:

Joseph Durney Maura J. McAward Maria Somers Patrick Swift Alberto Acevedo

Upon motion by Mrs. Brakewood, seconded by Mr. Wolff and carried, resolutions L34-39 were unanimously approved (4-0):

34. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District designate Alberto Acevedo to serve as the Attendance Officer for the 2016-2017 school year.
35. **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 2016-2017 school year:
- Assignment of homebound instruction
 - Certification of the District's payroll for the 2016-2017 school year
 - Certification of Federal Aid Proposals and Reports
 - Approval of personal expenses for the Assistant Superintendents
36. **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 2016-2017 school year, and
- BE IT FURTHER RESOLVED**, that the disbursement of petty cash shall be restricted to a maximum of \$25 per receipt.
37. **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 2016-2017 school year. When the District Treasurer is absent the Deputy Treasurer will substitute for the Treasurer as necessary.
38. **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 2016-2017 school year.
39. **RESOLVED**, that the Board of Education of the Port Chester-Rye Union Free School District authorize Maura J. McAward to arrange for the following surety bonds for the 2016-2017 school year as noted below:

District Treasurer	\$2,000,000
Deputy Treasurer	\$1,000,000
Superintendent of Schools	\$1,000,000
Asst. Superintendent for Business	\$500,000
Central Treasures-Extra-classroom Activity Accounts	\$500,000

There was no roundtable scheduled. There being no further business at 5:38 p.m., upon motion by Mrs. Brakewood, seconded by Mrs. Capeci and carried (4-0), the Board adjourned the reorganization meeting.