

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

Re-Organizational Meeting
Wednesday, July 10, 2012

The Annual Re-Organizational Meeting of the Board of Education of the Pocantico Hills Central School District was held on Wednesday, July 10 at 8:11 p.m. in the school Library, Bedford Road, Sleepy Hollow, New York.

With no objection from the Board, Trustee John Conrad called the re-organization meeting to order at 8:11p.m.

CALL TO ORDER

The Oath of Office was administered to newly elected Board members Frederic Rickles and Emily Segal by District Clerk Gina L. Downes.

OATH OF OFFICE
Frederic Rickles
Emily Segal

On a motion by Trustee David Wilens and seconded by Trustee Fred Rickles, Trustee Joan Cusanelli was nominated as Temporary Chairperson of the meeting to request nominations for President and Vice President of the Board of Education for the 2013-2014 school year. The motion was unanimously passed (5-0).

**TEMPORARY
CHAIRPERSON**

The Pledge of Allegiance was led by Trustee John Conrad.

**PLEDGE OF
ALLEGIANCE**

Trustee Fred Rickles nominated Trustee John Conrad as President of the Board of Education for the 2013-2014 school year. The motion was seconded by Trustee David Wilens and passed 4 yes and 1 abstention (John Conrad).

**ELECTION OF
OFFICERS**
President & Vice President

Trustee David Wilens nominated Trustee Emily Segal as Vice President of the Board of Education. The motion was seconded by Trustee Fred Rickles and unanimously passed (5-0).

The Oath of Office was administered to newly elected President John Conrad, newly elected Vice President Emily Segal and Superintendent Valencia F. Douglas by District Clerk Gina L. Downes.

OATH OF OFFICE
President, Vice President and
Superintendent

Board Appointments/Approvals (Items a-v): On a motion by Trustee Joan Cusanelli and seconded by Trustee Fred Rickles the Board of Education motioned and approved the following resolutions by consent. The motion was unanimously passed (5-0).

**BOARD APPOINTMENTS
/ APPROVALS**

District Clerk – BE IT RESOLVED, that Gina L. Downes, 1608 Old Country Road, Elmsford NY 10523 is appointed School District Clerk effective July 1, 2013 and continue until the Statutory Meeting of the Board of Education in July 2014 or until successor is chosen at a stipend of \$6,460.

District Clerk

District Treasurer – BE IT RESOLVED, that Jane Walters, 19 Four Corners Boulevard, Hopewell Junction, NY 12533 is appointed School District Treasurer effective July 1, 2013 and continue until the Statutory Meeting of the Board of Education in July 2014 or until successor is chosen.

District Treasurer

Deputy Treasurer – BE IT RESOLVED, that Linda Brouard be appointed as Deputy Treasurer effective July 1, 2013 and to continue until the Statutory Meeting of the Board of Education in July 2014.

Deputy Treasurer

Claims Auditor – BE IT RESOLVED, that John Beltramo, CPA, LLC be appointed as Internal Claims Auditor effective July 1, 2013 and continue until the Statutory Meeting of the Board of Education in July 2014 or until successor is chosen at a fee of \$85.00/hour.

Claims Auditor

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 2013-2014 or until successor is chosen .

Extra Classroom Activity
Fund Treasurer

Bond Counsel – BE IT RESOLVED that Norton Rose Fulbright be appointed as Bond Counsel as per the attached fee schedule effective July 1, 2013 and continue until the Statutory Meeting of the Board of Education in July 2014 or until successor is chosen.

Bond Counsel

Special Education Consortium Agreement: BE IT RESOLVED that the Pocantico Hills Board of Education approves the Mid-Westchester Special Education Consortium Agreement for the 2013-2014 as attached. BE IT FURTHER RESOLVED, that the Board of Education authorizes the Pocantico Hills Superintendent, to execute the 2013-2014 Mid-Westchester Special Education Consortium agreement on behalf of the Board of Education.

Special Education
Consortium Agreement

Committee on Special Education – BE IT RESOLVED, that the following members serve on the Committee on Special Education effective July 1, 2013 and to continue until the Statutory Meeting of the Board of Education in July 2014: 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.

Committee on Special
Education

Committee on Preschool Special Education – BE IT RESOLVED, that the following members serve on the Committee on Preschool Special Education effective July 1, 2013 and to continue until the Statutory Meeting of the Board of Education in July, 2014: 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.

Committee on Preschool
Special Education

Special Education Surrogate Parents – BE IT RESOLVED, that the Superintendent of Schools, is authorized to select up to 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, 2013 and to continue until the Statutory Meeting of the Board of Education in July 2014.

Special Education Surrogate
Parents

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

Approval of List of Impartial
Hearing Officers

Impartial Hearing Officers provided by New York State in accordance with Part 200.2(3) (2) of the Regulations of the Commissioner of Education.

Records Access Officer – BE IT RESOLVED that Jay Scotto-Friedman be appointed as Records Access Officer effective July 1, 2013 and continue until the Statutory Meeting of the Board of Education in July 2014.

Records Access Officer

Records Management Officer – BE IT RESOLVED, that Jay Scotto-Friedman be appointed as Records Management Officer effective July 1, 2013 and to continue until the Statutory Meeting of the Board of Education in July 2014.

Records Management Officer

Asbestos Designee – BE IT RESOLVED, that Stanley T. Steele be appointed as Asbestos Designee effective July 1, 2013 and to continue until the Statutory Meeting of the Board of Education in July 2014.

Asbestos Designee

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 2014 or until successor is chosen.

School Physician

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, 2013 and continue until the Statutory Meeting of the Board of Education in July 2014.

School Purchasing Agent

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, 2013 and continue until the Statutory Meeting of the Board of Education in July 2014.

Title IX Coordinator

Section 504 Chairperson: BE IT RESOLVED that the School Principal be appointed Section 504 Chairperson for the Pocantico Hills Central School District effective July 1, 2013 and continue until the Statutory Meeting of the Board of Education in July 2014.

Section 504 Chairperson

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, 2013 as per the attached service rates, and continue until the Statutory Meeting of the Board of Education in July 2014 or until successor is chosen.

Construction Manager

Fiscal Advisor: BE IT RESOLVED that bpd Municipal Finance be appointed Fiscal Advisor for the Pocantico Hills Central School District effective July 1, 2013 as per the attached agreement, and continue until the Statutory Meeting of the Board of Education in July 2014 or until successor is chosen.

Fiscal Advisor

CSE Chairperson: BE IT RESOLVED that Maria Wrobel be appointed CSE Chairperson for the Pocantico Hills Central School District effective July 1, 2013 as per the attached agreement, and continue until the Statutory Meeting of the Board of Education in July 2014.

CSE Chairperson

Private Investigator: BE IT RESOLVED, that it is hereby moved that the Board of Education of the Pocantico Hills Central School District at Sleepy

Hollow, New York appoint Lydecker Investigations, Inc for the 2013-2014 school year to conduct residency and other investigations as they may arise at the rate of \$65.00per hours plus out of pocket expenses, and mileage at .55/mile as per the attached proposal or until successor is chosen.

Private Investigators: BE IT RESOLVED, that it is hereby moved that the Board of Education of the Pocantico Hills Central School District at Sleepy Hollow, New York appoint Lydecker Investigations, Inc. for the 2012-2013 school year to conduct residency and other investigations as they may arise at the rate of \$65 per hour plus out of pocket expenses subject to the execution of an agreement prepared by the District’s Legal counsel.

Private Investigators

BE IT FURTHER RESOLVED, that the Assistant Superintendent, Mr. Jay Scott-Friedman is hereby authorized to execute the Consultant Agreement between the Pocantico Hills CSD and Lydecker Investigations for the 2012-2013 school year.

Appointment of School Attorney: On a motion by Trustee Fred Rickles and seconded by Trustee David Wilens the Board of Education voted and approved the following resolution. The motion was unanimously passed (5-0).

APPOINTMENT OF SCHOOL ATTORNEY

BE IT RESOLVED, that Shaw, Perelson, May & Lambert LLP be appointed School District Attorneys effective July 1, 2013 and to continue until the Statutory Meeting of the Board of Education in July 2014, as per the attached agreements or until successor is chosen.

Designations: On a motion by Vice President Emily Segal and seconded by Trustee Fred Rickles the Board of Education voted and approved the following designations on consent. The motion was unanimously passed (5-0).

DESIGNATIONS

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 2013-2014: Bank of New York; J.P. Morgan Chase Manhattan Bank; C.L.A.S.S. MBIA.

Official Bank Depositories

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 2013-2014. 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.

Official Newspaper

Calendar of Regular Meetings – BE IT RESOLVED, that the attached Calendar of Regular Board of Education meetings for the 2013-2014 school year be established.

Calendar of Regular Meetings

Calendar of Budget Meetings – BE IT RESOLVED, that the attached 2014-2015 Budget Development Calendar be approved.

Calendar of Budget Meetings

Authorizations: On a motion by Trustee David Wilens and seconded by Trustee Joan Cusanelli the Board of Education voted and approved the following authorizations by consent. The motion was unanimously passed (5-0).

AUTHORIZATIONS

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

Chief School Officer to Certify Payrolls

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:

Establishment of Petty Cash Account

<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.

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.

Scholarship Bank Account

School Milk Program – BE IT RESOLVED, that the Assistant Superintendent for Finance and Support Services and/ or 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 Milk Program in the district.

School Milk Program

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.

Surety Bond

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.

Adoption of Rules and Regulations

Mileage Reimbursement Rate – BE IT RESOLVED, that a mileage reimbursement as set by the prevailing IRS mileage rate is adopted for the 2013-2014 school year.

Mileage Reimbursement Rate

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.

Attendance at Conferences, Conventions and Workshops

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.

Appointment of Instructional and Non-Instructional Substitutes

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 2013-2014 school year to the successful bidders as recommended.

Approval of BOCES Cooperative Bids

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

Approval of Health Services Contract

nonpublic schools within those districts at costs calculated by the providers for the 2013-2014 school year.

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

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.

Adoption of Public Officers Law

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.

Renewal of School Board Memberships 2013-2014 – BE IT RESOLVED that the Board of Education approve memberships and the estimated dues in the following organizations:

Renewal of School Board Memberships 2013-2014

Putnam/Westchester School Boards Association - \$3,303
New York State School Boards Association - \$7,727
National School Boards Association - \$1,700

Renewal of Participation in the Annual School Milk Programs– BE IT RESOLVED, that upon recommendation of the Superintendent of Schools that the Board of Education renew participation in the National School Milk Programs, and that the President of the Board of Education be authorized to execute all agreements relating thereto.

Renewal of Participation in the Annual School Milk Program

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 2013-2014 school year, or until a successor is chosen:

Appointment of Legal Counsel and Technical Advisor for Tax Certiorari Matters

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

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.

Re-Adoption of Board Policy 6700 Purchasing and 6240 Investment Policy

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;

Audit Committee Membership

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.

Adjournment: On a motion by Trustee David Wilens and seconded by Trustee Fred Rickles the Board of Education adjourned the Re-Organizational Meeting at 8:37 p.m.

ADJOURNMENT

Respectfully submitted,
Gina L. Downes
District Clerk

John Conrad, School Board President

Date: _____

Gina L. Downes, District Clerk

Date: _____