

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

Re-Organizational Meeting  
Monday, July 9, 2012

The Annual Re-Organizational Meeting of the Board of Education of the Pocantico Hills Central School District was held on Monday, July 9 at 7:06 p.m. in the school Library, Bedford Road, Sleepy Hollow, New York.

With no objection from the Board, Trustee John Conrad called the meeting to order at 7:06 p.m. **CALL TO ORDER**

The Oath of Office was administered to newly elected Board member David Wilens by District Clerk Gina L. Downes. **OATH OF OFFICE**  
David Wilens

Trustee Emily Segal was nominated by Trustee Fred Rickles as Temporary Chairperson of the meeting to request nominations for President and Vice President of the Board of Education for the 2010-2011 school year. The motion was seconded by Trustee Joan Cusanelli and unanimously passed (5-0). **TEMPORARY CHAIRPERSON**

The Pledge of Allegiance was led by Trustee David Wilens. **PLEDGE OF ALLEGIANCE**

Trustee Fred Rickles nominated Trustee John Conrad as President of the Board of Education. The motion was seconded by Trustee Emily Segal and passed 4 yes and 1 abstention (John Conrad). **ELECTION OF OFFICERS**  
President & Vice President

Trustee Emily Segal nominated Trustee David Wilens as Vice President of the Board of Education. The motion was seconded by Trustee Fred Rickles and passed 4 yes and 1 abstention (David Wilens).

The Oath of Office was administered to newly elected President John Conrad, newly elected Vice President David Wilens and Superintendent Valencia F. Douglas by District Clerk Gina L. Downes. **OATH OF OFFICE**  
President, Vice President and Superintendent

**Board Appointments/Approvals (Items a-b):** On a motion by Trustee Fred Rickles and seconded by Trustee Joan Cusanelli 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, 2012 and continue until the Statutory Meeting of the Board of Education in July 2013 or until a successor is chosen at a stipend rate of \$5,460. District Clerk

**District Treasurer** – BE IT RESOLVED, that Jane Walter, 19 Four Corners Boulevard, Hopewell Junction, NY 12533 is appointed School District Treasurer effective July 1, 2012 and continue until the Statutory Meeting of the Board of Education in July 2013 or until a successor is chosen. District Treasurer

**Deputy Treasurer** – BE IT RESOLVED, that Linda Brouard be appointed as Deputy Treasurer

Deputy Treasurer effective July 1, 2012 and to continue until the Statutory Meeting of the Board of Education in July 2013.

**Claims Auditor** – BE IT RESOLVED, that John Beltramo, CPA, LLC be appointed as Internal Claims Auditor effective July 6, 2012 and continue until the Statutory Meeting of the Board of Education in July 2013 or until successor is chosen at a fee of \$85.00/hour.

Claims Auditor

**Internal Auditor** – BE IT RESOLVED, that ACCUME Partners be appointed as Internal Auditor effective July 6, 2012 and continue until the Statutory Meeting of the Board of Education in July 2013 or until successor is chosen as per the attached agreement.

Internal Auditor

**Extra Classroom Activity Fund Treasurer** – BE IT RESOLVED, that Jane Walter, 19 Four Corners Boulevard, Hopewell Junction, NY 12533 be appointed as Extra Classroom Activity Fund Treasurer for the school year 2012-2013 or until successor is chosen .

Extra Classroom Activity Fund Treasurer

**Bond Counsel** – BE IT RESOLVED that Fulbright & Jaworski, LLP be appointed as Bond Counsel as per the attached fee schedule effective July 1, 2012 and continue until the Statutory Meeting of the Board of Education in July 2013.

Bond Counsel

**Independent Auditor** – BE IT RESOLVED, that R. S. Abrams & Co. LLP be appointed as School District Auditor at a fee of \$25,000 to conduct the 2012-2013 audit.

Independent Auditor

**Special Education Consortium Agreement:** BE IT RESOLVED that the Pocantico Hills Board of Education approves the Mid-Westchester Special Education Consortium Agreement for the 2012-2013 as attached.

Special Education Consortium Agreement

BE IT FURTHER RESOLVED, that the Board of Education authorizes the Pocantico Hills Superintendent Dr. Valencia Douglas to execute the 2012-2013 Mid-Westchester Special Education Consortium agreement on behalf of the Board of Education.

**Committee on Special Education** – BE IT RESOLVED, that the following members serve on the Committee on Special Education effective July 1, 2012 and to continue until the Statutory Meeting of the Board of Education in July 2013: 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, 2012 and to continue until the Statutory Meeting of the Board of Education in July, 2013: 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

Special Education Surrogate Parents

guardians when a child is a ward of the state, effective July 1, 2012 and to continue until the Statutory Meeting of the Board of Education in July 2013.

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

Approval of List of Impartial Hearing Officers

**Records Access Officer** – BE IT RESOLVED that Jay Scotto-Friedman be appointed as Records Access Officer effective July 1, 2012 and continue until the Statutory Meeting of the Board of Education in July 2013.

Records Access Officer

**Records Management Officer** – BE IT RESOLVED, that Jay Scotto-Friedman be appointed as Records Management Officer effective July 1, 2012 and to continue until the Statutory Meeting of the Board of Education in July 2013.

Records Management Officer

**Asbestos Designee** – BE IT RESOLVED, that Stanley T. Steele be appointed as Asbestos Designee effective July 1, 2012 and to continue until the Statutory Meeting of the Board of Education in July 2013.

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 2013.

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, 2012 and continue until the Statutory Meeting of the Board of Education in July 2013.

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, 2012 and continue until the Statutory Meeting of the Board of Education in July 2013.

Title IX Coordinator

**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, 2012 as per the attached service rates, and continue until the Statutory Meeting of the Board of Education in July 2013.

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, 2012 as per the attached agreement, and continue until the Statutory Meeting of the Board of Education in July 2013.

Fiscal Advisor

**CSE Chairperson:** BE IT RESOLVED, that Kathryn Rohe, of Rohe's D.P.S. Inc. be appointed CSE Chairperson for the Pocantico Hills Central School District effective July 1, 2012 as per the attached agreement, and continue until the Statutory Meeting of the Board of Education in July 2013.

CSE Chairperson

**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

Private Investigators

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.

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 Emily Segal and seconded by Vice President David Wilens the Board of Education voted and approved the following resolution as amended. 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, 2012 and to continue until the Statutory Meeting of the Board of Education in July 2013 or until a successor is appointed.

**Designations:** Vice President David Wilens motioned to vote on Item b separately, and vote on all other items as on consent. Motion seconded by Trustee Joan Cusanelli. The motion was unanimously passed (5-0).

## **DESIGNATIONS**

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

**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 2012-2013: Bank of New York; J.P. Morgan Chase Manhattan Bank; C.L.A.S.S. MBIA.

## **Official Bank Depositories**

**Calendar of Regular Meetings** – BE IT RESOLVED, that the attached Calendar of Regular Board of Education Meetings for the 2012-2013 school year be established.

## **Calendar of Regular Meetings**

**Calendar of Budget Meetings** – BE IT RESOLVED, that the attached 2013-2014 Budget Development Calendar be approved.

## **Calendar of Budget Meetings**

On a motion by Trustee Joan Cusanelli and seconded by Trustee Fred Rickles the Board of Education voted and approved the Official Newspaper. The motion passed 4 yes and 1 no (Trustee David Wilens).

## **Official Newspaper (Item b)**

**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 2012-2013. 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.

**Authorizations:** On a motion by Trustee Joan Cusanelli and seconded by Vice President David Wilens 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 her designee is authorized to certify payrolls.

## **Chief School Officer to Certify Payrolls**

**Establishment of Petty Cash Account** – BE IT RESOLVED, that the petty cash

## **Establishment of Petty Cash**

and change fund accounts be established in the following amounts at the designated locations and under the custody of the District Treasurer: 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 Lunch 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 Lunch Program in the district. School Lunch Program

**Surety Bond** – BE IT RESOLVED, that the District Treasurer and Deputy Treasurer 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 mileage reimbursement as set by the prevailing IRS mileage rate is adopted for the 2012-2013 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 she 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 2012-2013 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 nonpublic schools within those districts at costs calculated by the providers for the 2012-2013 school year. Approval of Health Services Contract

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 2010-2011** – BE IT RESOLVED that the Board of Education approve memberships and the estimated dues in the following organizations:

Renewal of School Board Memberships 2010-2011

- Putnam/Westchester School Boards Association - \$3,303
- New York State School Boards Association - \$7,727
- National School Boards Association - \$1,683

**Renewal of Participation in the Annual School Lunch and School Breakfast Programs, and Free and Reduced Lunch and Breakfast Programs** – BE IT RESOLVED, that upon recommendation of the Superintendent of Schools that the Board of Education renew participation in the National School Lunch Program as well as implementation of the Free and Reduced Price Lunch Policy and Income Eligibility Guidelines for the school year 2012-2013, and that the President of the Board of Education be authorized to execute all agreements relating thereto.

Renewal of Participation in the Annual School Lunch and School Breakfast Programs, and Free and Reduced Lunch and Breakfast Programs

**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 2012-2013 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**

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;

**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 Emily Segal and seconded by Trustee Fred Rickles the Board of Education adjourned the Re-Organizational Meeting at 7:30 p.m. **ADJOURNMENT**

Respectfully submitted,  
Gina L. Downes  
District Clerk

\_\_\_\_\_  
John Conrad, School Board President

Date: \_\_\_\_\_

\_\_\_\_\_  
Gina L. Downes, District Clerk

Date: \_\_\_\_\_