

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

Business Meeting  
Tuesday, September 4, 2012

The Business Meeting of the Board of Education of the Pocantico Hills Central School District was held on Tuesday, September 4 at 7:06 p.m. in the school Library, Bedford Road, Sleepy Hollow, New York.

On a motion by Trustee Joan Cusanelli and seconded by Trustee Emily Segal the Board of Education opened the regular meeting at 7:06 p.m. The motion was unanimously passed (5-0). **REGULAR MEETING**

On a motion by Trustee Fred Rickles and seconded by Vice President David Wilens the Board of Education called the Executive Session to order at 7:07 p.m. to discuss the employment history of a particular individual. The motion was unanimously passed (5-0). **EXECUTIVE SESSION**

Present: John Conrad, President  
David Wilens, Vice President  
Joan Cusanelli, Trustee  
Fred Rickles, Trustee  
Emily Segal, Trustee **ROLL CALL**

Also Present: Dr. Valencia Douglas, Superintendent

On a motion by Trustee Fred Rickles and seconded by Trustee Joan Cusanelli the Board of Education adjourned the Executive Session at 7:56 p.m. The motion was unanimously passed (5-0). **ADJOURNMENT OF EXECUTIVE SESSION**

With no objection from the Board, Board President, John Conrad, called the Regular meeting to order at 8:02 p.m. **CALL TO ORDER**

The Pledge of Allegiance was led by President, John Conrad. **PLEDGE OF ALLEGIANCE**

Present: John Conrad, President  
David Wilens, Vice President  
Emily Segal, Trustee  
Fred Rickles, Trustee  
Joan Cusanelli, Trustee **ROLL CALL**

Also Present: Valencia F. Douglas, Superintendent  
Jay Scotto-Friedman, Assistant Superintendent  
Gina L. Downes, District Clerk

**Hearing From Those Present:** There were no comments from the community.

**HEARING FROM THOSE PRESENT**

**Correspondence:** There was no correspondence.

**Board/Superintendent Announcements:** Superintendent Douglas announced the following:

Welcome Back to school to everyone. It was a great first day.

This past Saturday, the PTA held a picnic/pool party for the in-coming Pre-Kindergarten students and their families.

Fall modified sports begins on Wednesday, September 5. Please remember to have all required paperwork turned into the nurse before your child may begin sports.

The PTA coupon book sale begins on Monday, September 10<sup>th</sup> and their first meeting will be at 12:30 p.m.

Middle School Open House (Grades 5 – 8) is on Wednesday, September 12<sup>th</sup> beginning at 7:00 p.m.

The PTA Welcome to New Families and Staff will be held on Friday, September 14<sup>th</sup> beginning at 5:30 p.m.

School will be closed on September 17<sup>th</sup> and 18<sup>th</sup> for Rosh Hashanah as well as Wednesday, September 26<sup>th</sup> for Yom Kippur.

The first day of Pre-Kindergarten begins on Wednesday, September 19<sup>th</sup> and the Elementary Open House (Pre-Kindergarten – 4<sup>th</sup> grade) will be that same evening beginning at 7:00 p.m.

Our 7<sup>th</sup> & 8<sup>th</sup> grade students will be on their retreat Thursday, September 20<sup>th</sup> – Friday, September 21<sup>st</sup>.

President John Conrad announced the following:

Thank you to Dr. Douglas for inviting me to the first day of Superintendent Conference Days. I was able to address the faculty and wish them well for the 2012-2013 school year.

Thank you to all the custodians for their hard work in getting the school ready for opening on September 4<sup>th</sup>. As always, the school looked beautiful.

**Website Presentation:** John Resanovich of the Lower Regional Information Center presented the Board of Education with a viewing of the new Pocantico Hills Central School District website.

**Personnel - Appointments:** On a motion by Trustee Fred Rickles and seconded by Trustee Emily Segal the Board of Education voted and approved the following appointment. The motion was unanimously passed (5-0).

## CORRESPONDENCE

## BOARD/SUPERINTENDENT ANNOUNCEMENTS

## SPECIAL PRESENTATION Website Presentation

## PERSONNEL Appointments and Resignations

## **1. Appointment**

Name: Joanne DeGregory  
Title: Math Tutor  
Rate: \$248 per 4 hour day  
Effective Date: September 18, 2012

*Denial of clearance or conditional clearance from the Commissioner of Education shall result in immediate termination of employment for the appointment listed above.*

### **Appointment of Long-Term Substitute Teacher**

On a motion by Trustee Joan Cusanelli and seconded by Trustee Emily Segal and the Board of Education voted and approved the following resolution. The motion was unanimously passed (5-0).

BE IT RESOLVED, that Adriana MacGilvray is hereby appointed as a Pre-Kindergarten through Grade 6 teacher, as a long-term leave replacement during the leave of absence of Tracy Carrigan, effective August 28, 2012 through January 11, 2012 at a salary of \$61,290, prorated at \$31,871, as calculated at MA Step 1 of the Pocantico Hills Teachers Association salary schedule.

### **Appointment – Bus/Recess Monitor**

On a motion by Trustee Fred Rickles and seconded by Trustee Joan Cusanelli the Board of Education voted and approved the following appointments by consent. The motion was unanimously passed (5-0).

Name: Alyssa Juliano  
Title: Bus and Recess Monitor  
Rate: \$17.61 per hours  
Term: September 4, 2012 – June 30, 2013

### **Appointment – School Psychologist**

On a motion by Trustee Joan Cusanelli and seconded by Trustee Emily Segal the Board of Education voted and approved the following appointments. The motion was unanimously passed (5-0).

Name: Marc Fowler  
Title: School Psychologist  
Term: August 28, 2012 – June 30, 2013  
Rate: Teacher Salary Schedule MA Step 1 \$61,290  
(prorated to \$31,871)  
FTE .5

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

**Coaches**

Name: Oliver Buckle  
Title: Boys Soccer Coach  
Rate: \$3,340  
Term: Fall 2012

Name: Kristen DeCandido  
Title: Girls Soccer Coach  
Rate: \$3,340  
Term: Fall 2012

Name: Maureen Gallery  
Title: Girls Volleyball Coach  
Rate: \$3,340  
Term: Fall 2012

**Athletic Director**

Name: Bobbie McCann  
Title: Athletic Director  
Rate: \$9,773  
Term: July 1, 2012 – June 30, 2013

**Teacher Aide**

Name: Michelle Hengst  
Title: Teacher Aide  
Rate: \$114.23  
Term: September 4, 2012 – June 30, 2013

**Substitute Teacher Assistant**

Name: Syliva Meister  
Title: Substitute Teacher Assistant  
Rate: Step 1 Teaching Assistant Salary Schedule \$31,115  
prorated (\$155.76/day)  
Term: September 4, 2012 – June 30, 2013

*Denial of clearance or conditional clearance from the Commissioner of Education shall result in immediate termination of employment for the appointments listed above.*

**Substitutes – 2012-2013 School Year**

Rate: \$90 per day

Judy Bowen  
Scott Cianfaglione  
Christina Clarke  
Amanda Dunmire

Dana Finsmith  
Brandy Gannon  
Laura Hansen  
Linda Liberatore  
Marcia Nitschke  
Claire O'Connor  
Paula Piekos  
Megan Polansky  
Gina Policastro  
Cristina Ricardo  
Ann Schwab  
Anjuli Singh  
Loraine Zaranski

**Personnel – Resignations:** On a motion by Trustee Fred Rickles and seconded by Trustee Emily Segal the Board of Education voted and approved the following resignations by consent. The motion was unanimously passed (5-0).

Name: Nataki Campbell  
Effective Date: August 28, 2012  
Title: Teacher Assistant

Name: Dawn Horecky  
Effective Date: August 27, 2012  
Title: Teacher Aide and Bus Monitor

Name: Angel Ruggiero  
Effective Date: August 30, 2012  
Title: Teacher Aide/Teacher Assistant

**Discussion on Food Service Options:** Assistant Superintendent Jay Scotto-Friedman answered questions from a previously held meeting of the community regarding the food service options. The Board of Education and Superintendent answered questions from the community on their concerns.

**NEW BUSINESS**  
Discussion on Food Service Options

**Policy Review:** The Board of Education had a first reading on Policy #1900 – Parental Involvement. The policy will be brought back for a second reading and approval at the next meeting.

Policy Review

**Committee on Special Education:** On a motion by Trustee Fred Rickles and seconded by Trustee Emily Segal the Board of Education voted and approved the following recommendations from the committee on Special Education. The motion was unanimously passed (5-0). Students with ID Numbers: 002006079, 0012555, 12473, 002006118, 002006062, and 12549.

Committee on Special Education

**Tax Certiorari Refunds:** On a motion by Trustee Joan Cusanelli and seconded by Trustee Fred Rickles the Board of Education voted and approved the following resolution. The motion was unanimously passed (5-0).

Tax Certiorari Refunds

## **RESOLUTION AUTHORIZING TAX CERTIORARI SETTLEMENT**

**WHEREAS**, petitions having been filed by the property owner, below challenging real property tax assessments on the assessment roll of the Town of Greenburgh, within the Pocantico Hills Central School District, with respect to the following property:

<b>Property Owner</b>	<b>Address/Description</b>	<b>Year(s)</b>
<b>Coca-Cola Enterprises, Inc.</b>	<b>111-115 Fairview Park Dr.</b> <b>Tax ID: 7.110-14-5,7.60-3-1</b>	<b>2007-2011</b>

**WHEREAS**, petitioner’s tax certiorari proceedings are now pending in Supreme Court, Westchester County; and

**WHEREAS**, the Town and the property owner have reached a resolution with regard to the assessments at issue in the tax certiorari proceedings; and

**WHEREAS**, the School District has reviewed the settlement and has found that the terms of the settlement are reasonable; and

**WHEREAS**, the settlement is subject to the three year moratorium on future petitions as provided in Real Property Tax Law Section 727; and

**WHEREAS**, the settlement of these proceedings are in the best interests of the School District;

**NOW THEREFORE BE IT RESOLVED**, that the Special Counsel for Tax Certiorari are authorized to execute a settlement on behalf of the School District as follows:

<u>Year</u>	<u>Original AV</u>	<u>Reduced AV</u>	<u>AV Reduction</u>
2007	DISCONTINUED AS PER RPTL 727		
2008	1,230,320	834,720	395,600
2009	1,230,320	811,250	419,070
2010	1,230,320	804,000	426,320
2011	1,308,320	784,300	524,020

The refund of School District taxes will amount to \$476,956.63±, subject to the final 2012-13 School District tax rate.

**RESOLUTION AUTHORIZING TAX  
CERTIORARI SETTLEMENT**

**WHEREAS**, petitions having been filed by the property owner, below challenging real property tax assessments on the assessment roll of the Town of Greenburgh, within the Pocantico Hills Central School District, with respect to the following property:

<b>Property Owner</b>	<b>Address/Description</b>	<b>Year(s)</b>
<b>MACK-CALI</b>	<b>200 Clearbrook Road</b> <b>Tax ID: 7.70-5-10 (Volume 7, Sheet 18L, Lot P1G5)</b>	<b>2001-2010</b>

<b>50 Executive Blvd</b>	<b>2001-2010</b>
<b>Tax ID:</b> 7.120-19-10 (Volume 7, Sheet 18L, Lot P21A9)	
<b>77 Executive Blvd</b>	<b>2001-2010</b>
<b>Tax ID:</b> 7.120-18-32 (Volume 7, Sheet 18L, Lot 21A4C)	
<b>400-500 Executive Blvd</b>	<b>2001-2010</b>
<b>Tax ID:</b> 7.120-19-3 (Volume 7, Sheet 18L, Lot P21A11)	

**WHEREAS**, petitioner's tax certiorari proceedings are now pending in Supreme Court, Westchester County; and

**WHEREAS**, the Town and the property owner have reached a resolution with regard to the assessments at issue in the tax certiorari proceedings; and

**WHEREAS**, the School District has reviewed the settlement and has found that the terms of the settlement are reasonable; and

**WHEREAS**, the settlement is subject to the three year moratorium on future petitions as provided in Real Property Tax Law Section 727; and

**WHEREAS**, the settlement of these proceedings are in the best interests of the School District;

**NOW THEREFORE BE IT RESOLVED**, that the Special Counsel for Tax Certiorari are authorized to execute a settlement on behalf of the School District as follows:

SEE ATTACHED SCHEDULE

The refund of School District taxes will amount to \$599,426.63± on 200 Clearbrook Road, \$304,232.54± on 50 Executive Boulevard, \$125,478.89± on 77 Executive Boulevard, and \$638,855.86± on 400-500 Executive Boulevard, for a total refund due of \$1,667,993.92, subject to the final 2012-13 School District tax rate, as detailed on the attached spreadsheet.

**RFP for Special Education and Related Services:** On a motion by Trustee Fred Rickles and seconded by Trustee Emily Segal the Board of Education voted and approved the following resolution. The motion was unanimously passed (5-0).

RFP For Special Education and Related Services

BE IT RESOLVED, that the Board of Education of the Pocantico Hills Central School District award the Request for Proposal for Special Education and Related Services for the 2012-2013 school year for PT/OT evaluations and PT/OT sessions to Westchester Therapy Solutions Occupational, Physical and Speech Therapy, PLLC 690 North Broadway, Suite GL2, White Plains, NY 10603, as per the attached rate sheet.

BE IT FURTHER RESOLVED, that the Board of Education of the Pocantico Hills Central School District award the services required for a Teacher of the Deaf and Hearing Impaired received with the Request for Proposal for Special Education and Related Services for the 2012-2013 school year as per the attached rate sheet to HTA of New York, Inc. 1053 Saw Mill River Road, Suite 101, Ardsley, NY 10502.

**Olweus Training (Bullying Prevention):** On a motion by Vice President David Wilens and seconded by Trustee Joan Cusanelli the Board of Education voted and approved the following resolution. The motion was unanimously passed (5-0).

Olweus Training (Bullying Prevention)

BE IT RESOLVED, that the Pocantico Hills Central School District Board of Education approve the costs associated with the Olweus training to be provided by Diane Teutschman for the analysis of the student surveys, 2 days of committee member training, one day of staff training, travel costs and pre and post consultation for twelve (12) months at the cost of \$2,000.

BE IT FURTHER RESOLVED, that the Assistant Superintendent, Jay Scotto Friedman is hereby authorized to execute the contract for Olweus Training between Diane Teutschman and the Pocantico Hills Central School District.

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

Milk Bid

BE IT RESOLVED, that it is hereby moved that the Pocantico Hills Central School District Board of Education hereby award the bid to supply and deliver milk for the period September 1, 2012 through June 30, 2013 to the lowest responsible bidder, Wades Dairy Inc. 1316 Barnum Avenue Bridgeport, CT 06610, in accordance with the specifications stipulated by Pocantico Hills CSD as follows:

ITEM	UNIT	BID
White Milk Fat Free	½ pint	\$.206
Flavored Milk	½ pint	\$.217

**Cafeteria Bid:** On a motion by Trustee Fred Rickles and seconded by Trustee Emily Segal the Board of Education voted and approved the following resolution. The motion was unanimously passed (5-0).

Cafeteria Bid

BE IT RESOLVED, that item numbers Pa1,Pa2,Pa3,Pa4,Pa5,Pa6,Pa7, Pa8, Pa9, Pa10, Pa11, Pa12, Pa13, Pa14, Pa15, Pa16, Pa17, Pa18, Pa19, Pa20, Pa21, Pa22, Pa23, P24, Pa25, Pa26, Pa27, Pa28, Pa29, Pa30, Pa31, and Pa32 of the 2012-2013 Paper Bid are awarded to the lowest responsible bidder meeting specifications Eastern Bag & Paper Group 200 Research Drive Milford, CT 06460.

BE IT FURTHER RESOLVED, that item numbers Da1, Da2, Da3 Da4, Da5, Da6, Da7, Da9, Da10, Da11, Da12, Da13, Da17, Da18, Da19, Da20, Da21, Da22, Da23, Da24, Da25, Da26, Da27, Da28, Da29, Da30, Da31, Da32, Da33, Da34 and Da35 of the 2012-13 Dairy Bid are awarded to the lowest responsible bidder meeting specifications, Wades, Dairy Inc., 1316 Barnum Ave. Bridgeport, CT 06610.

BE IT FURTHER RESOLVED, that item numbers Pa33, Da8, Da14, Da15, Da16, are not awarded.

**Cafeteria Bid:** On a motion by Trustee Joan Cusanelli and seconded by Trustee Emily Segal the Board of Education voted and approved the following resolution. The motion was unanimously passed (5-0).

Cafeteria Bid

BE IT RESOLVED, that item numbers DB1,DB2, DB3, DB4,DB5,DB6,



DB7, DB8, DB9, DB10, DB11, DB12, DB13, DB14, DB15, DB16, DB18, DB19, and DB21 of the 2012-2013 Deli Bid are awarded to the lowest responsible bidder meeting specifications Maresca Provision LLC, 12 Deer Run Road, South Salem NY 10590.

BE IT FURTHER RESOLVED, that item numbers DB17, DB20, DB22, DB23, and DB24 are not awarded.

**Software and Hardware Support Services:** On a motion by Trustee Joan Cusanelli and seconded by Vice President David Wilens the Board of Education voted and approved the following resolution. The motion was unanimously passed (5-0).

Software and Hardware Support Services

BE IT RESOLVED, that the Board of Education of the Pocantico Hills Central School District will participate in the above services during the 2012-2013 school year to the extent indicated. The Board of Education agrees to pay Broome-Tioga BOCES the charges identified on the base contract according to the following schedule:

- 8 equal payments
- Beginning October 1, 2012
- Ending May 1, 2013

Also BE IT RESOLVED that payments on supplemental contracts will be implemented by the District in consonance with the payment schedule stipulated on the contract.

BE IT FURTHER RESOLVED, that the Assistant Superintendent, Jay Scotto-Friedman is hereby authorized to execute the contract for software and hardware support services between the Broome Tioga BOCES and the Pocantico Hills Central School District.

**2012-2013 Transportation Contracts:** On a motion by Trustee Fred Rickles and seconded by Trustee Emily Segal the Board of Education voted and approved the following resolution. The motion was unanimously passed (5-0).

2012-2013 Transportation Contracts

BE IT RESOLVED, that the Transportation contracts for the 2012-2013 school year between Southern Westchester BOCES and the Pocantico Hills Central School District are approved in the amounts of \$396,943.

BE IT FURTHER RESOLVED, that the Pocantico Hills Central School District Board of Education President, John Conrad, is authorized to execute the Transportation Contracts on behalf of the Pocantico Hills Central School District.

**2012-2013 Summer Transportation Contracts:** On a motion by Trustee Joan Cusanelli and seconded by Trustee Emily Segal the Board of Education voted and approved the following resolution. The motion was unanimously passed (5-0).

2012-20133 Summer Transportation Contracts

BE IT RESOLVED, that the Summer Transportation Contract for 2012 Special Services Transportation between Southern Westchester BOCES and

the Pocantico Hills Central School District is approved in the amount of \$5,538.

BE IT FURTHER RESOLVED, that the School Board President, Mr. John Conrad, is authorized to execute the Summer Transportation Contract 2012 Special Services Transportation between Southern Westchester BOCES and the Pocantico Hills Central School District on behalf of the Pocantico Hills Central School District.

**Approval of Minutes:** On a motion by Vice President David Wilens and seconded by Trustee Fred Rickles the Board of Education voted and approved the minutes of the Regular Meeting of July 31, 2012. The motion was unanimously passed (5-0).

**APPROVAL OF MINUTES**  
Regular Meeting – July 31, 2012

**Financial Reports:** On a motion by Vice President David Wilens and seconded by Trustee Fred Rickles the Board of Education voted and accepted the Treasurer’s Report of June 2012 and the Disbursement Warrant of May 2012. The motion was unanimously passed (5-0).

**FINANCIAL REPORTS**  
Treasurer’s Report – June 2012  
Disbursement Warrant – May 2012

**Adjournment to Executive Session:** On a motion by President John Conrad and seconded by Trustee Fred Rickles the Board of Education moved to Executive Session at 10:20 p.m. to discuss the potential of litigation. The motion was unanimously passed (5-0).

**ADJOURNMENT TO EXECUTIVE SESSION**

**Adjournment of Executive Session and Return to Regular Meeting:** On a motion by President John Conrad and seconded by Trustee Emily Segal the Board of Education returned to the regular meeting at 10:50 p.m. The motion was unanimously passed.

**ADJOURNMENT OF EXECUTIVE SESSION AND RETURN TO REGULAR MEETING**

**Discussion/Planning for Future Meetings:** The Board of Education discussed moving two upcoming Board of Education meetings due to scheduling conflicts.

**DISCUSSION/PLANNING FOR FUTURE MEETINGS**

On a motion by Trustee Fred Rickles and seconded by Trustee Emily Segal the Board of Education agreed to move the September 25<sup>th</sup> meeting to September 24<sup>th</sup> and the May 21<sup>st</sup> meeting to May 20<sup>th</sup>. The motion was unanimously passed (5-0).

Vice President David Wilens requested the next meeting have a presentation by the architect and the status of the pool issues.

Trustee Joan Cusanelli requested an update on the consolidation of the awards ceremonies.

The Board of Education will have an Executive Session on Thursday, September 13<sup>th</sup> at 7:30 p.m. to discuss potential litigation.

The Board of Education will have a Board Retreat on Saturday, September 22<sup>nd</sup> at Historic Hudson Valley beginning at 11:30 a.m.

**Adjournment:** There being no further business, on a motion by Vice President David Wilens and seconded by Trustee Emily Segal the Board of Education adjourned Business Meeting at 11:08 p.m.

**ADJOURNMENT**

Respectfully submitted,  
Gina L. Downes  
District Clerk

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

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

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

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