

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

Discussion Meeting
Tuesday, September 3, 2013

The Discussion Meeting of the Board of Education of the Pocantico Hills Central School District was held on Tuesday, September 3, 2013 at 8:07 p.m. in the school Library, Bedford Road, Sleepy Hollow, New York.

President John Conrad called the Discussion Meeting to order at 8:07 p.m.

CALL TO ORDER

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

ROLL CALL

Also Present: Dr. Valencia Douglas, Superintendent
Gina L. Downes, District Clerk

Absent: Jay Scotto-Friedman, Assistant Superintendent

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

HEARING FROM THOSE PRESENT

Correspondence: There was no correspondence.

CORRESPONDENCE

Board/Superintendent Announcements: Superintendent Douglas announced the following:

BOARD/SUPERINTENDENT ANNOUNCEMENTS

- Today was the first of two Superintendent's Conference Days. We had a great first day and look forward to another packed day tomorrow.
- The District Calendar is at the mailing house and should be in the homes by the end of this week. There is a soft copy of the final calendar on the website for everyone to see.
- Opening day for grades K-8 will be on Monday, September 9th. We are looking forward to seeing all the students. Pre-Kindergarten will begin on Monday, September 23rd.
- Thank you to the Custodians for preparing the school and getting it ready for our teachers today. There is still work to be done, but it looks beautiful!

Appointments: On a motion by Trustee Joan Cusanelli and seconded by Trustee Fred Rickles the Board of Education voted and approved the

**PERSONNEL
Appointments**

following appointments. The motion was unanimously passed (5-0).

Teacher:

Name: Danielle Quattrochi
Title/Tenure Area: Childhood Education Grades 1-6
FTE: 1.0 FTE
Contract Salary: MA Step 3 \$69,284
Probationary Term: September 1, 2013 – August 30, 2015

This teacher will be appointed to a two year probationary term since she was previously tenured in another New York State School District as a teacher.

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

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

Teacher Assistant:

Name: Kristina Woodhouse
Rate: \$31,153 Step 1
FTE: 1.0
Term: September 1, 2013 – August 31, 2016
Title/Tenure Area: Teacher Assistant

This employee will serve a three year probationary appointment in the tenure area of Teacher Assistant.

The salary is pursuant to the collective bargaining agreement between the PHTA and the Pocantico Hills CSD 7/1/12-6/30/13 and is subject to change upon completion of negotiations

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

On a motion by Trustee David Wilens and seconded by Trustee Joan Cusanelli the Board of Education voted and approved by consent the following appointments, resignations and rescission of appointment. The motion was unanimously passed (5-0).

Teacher (Leave Replacement):

Name: Kathleen Maquire
Title: Leave Replacement Teacher (Nicole Marples)
FTE: 1.0 (prorated for term September 1, 2013 – December 17, 2013)
Contract Salary: MA Step 1 \$61,290 prorated for term of appointment

Part Time Teachers:

Name: Illana Brennan
Title/Tenure Area: FACS
FTE .6 FTE
Contract Salary: \$81,808 prorated to \$49,085
Term: July 1, 2013 – June 30, 2014

This teacher’s regular appointment is a .5FTE; however, additional classes have been assigned to accommodate the students attending the BOCES program within the school. BOCES has issued a purchase order to Pocantico Hills for \$16,500 to cover the increase in salary and benefits for this teacher, and for the use of the classroom.

Name: Joanne DeGregory
Title: Math tutor
FTE .3 FTE Step 6 MA
Salary \$81,275 prorated to \$62.80/hour/4 hours per day
Term: July 1, 2013 – June 30, 2014

Corrected: On July 10, 2013 the Board approved a resolution for a salary of \$13,466. The correct salary is reported above. This resolution supersedes and replaces the appointment of July 10, 2013.

Athletic Director Stipend:

Name: Mike McCoy
Stipend: Athletic Director
Rate: \$9,773
Term: July 1, 2013 – June 30, 2014

This stipend rate is provided within the collective bargaining agreement between the PHTA and the District dated July 1, 2011 – June 30, 2013.

Substitute Teachers 2013-2014 Rate \$90/day:

(Note: All are certified teachers and many have worked for Pocantico Hills previously)

- Trinidad Acevedo
- Christina Clarke
- Brandy Gannon
- Matthew Glotzer
- Danielle Greco
- Laura Hansen
- Melissa Kruszewski
- Linda Liberatore
- Donna Nava
- Paula Piekos
- Denise Pitz
- Gina Policastro
- Peter Rubeo
- Ann Schwab

Laura Terrell
Grace Williams

Teacher Assistants:

Name: Kate Liguori
Rate: \$35,084 prorated to \$28,066.85) Step 7
FTE: .8
Term: September 1, 2013 – June 30, 2014
Title: Part Time Teacher Assistant

The salary is pursuant to the collective bargaining agreement between the PHTA and the Pocantico Hills CSD 7/1/12-6/30/13 and is subject to change upon completion of negotiations.

Name: Jessica Smith
Rate: \$31,153 Step 1
FTE: 1.0
Term: September 1, 2013 – August 31, 2016
Title/Tenure Area: Teacher Assistant

This resolution supersedes and replaces the appointment to part time (.46) Teacher Assistant approved by the Board of Education on July 10, 2013.

The salary is pursuant to the collective bargaining agreement between the PHTA and the Pocantico Hills CSD 7/1/12-6/30/13 and is subject to change upon completion of negotiations.

This employee will serve a three year probationary appointment in the tenure area of Teacher Assistant.

Name: Barbara Whalen
Rate: \$31,776 Step 2
FTE: 1.0
Term: September 1, 2013 – August 31, 2016
Title/Tenure Area: Teacher Assistant

This employee will serve a three year probationary appointment in the tenure area of Teacher Assistant.

The salary is pursuant to the collective bargaining agreement between the PHTA and the Pocantico Hills CSD 7/1/12-6/30/13 and is subject to change upon completion of negotiations

Clerical Appointment:

Name: Deborah Kaplan
Title: Secretary to Principal – Temp (90 day appointment)
FTE: .4
Rate: \$47,848 prorated to \$19,139/ 26.29/hour
Step/Column: Column B Step 1
Effective Date: August 28, 2013 – November 28, 2013

Subject to the approval of Westchester Civil Service

Substitute Monitor

Name: Danielle Greco
Title: Substitute Monitor
Rate: \$17.96/hour
Term: August 21-August 22, 2013

Temporary Cleaners

Name: Joshua Whitaker
Effective Date: August 24, 2013
Title: Cleaners –Temp
Rate: \$18.20/hour

Summer Camp Counselors:

Name: Joey Gromulat (prorated to \$480.00 for 18 days worked)
Rate: \$800.00 prorated
Effective Date: July 15, 2013

Name: Michael Vasquez
Rate: \$800.00 (prorated to \$667.67 for 25 days of work)
Effective Date: July 1, 2013 – August 31, 2013

Pool Appointments:

Name: Charles Knoff
Rate: WSI \$20.00/hour
Effective Date: July 15, 2013

Name: Josh Joy
Rate: \$13.00/hour
Title: Life Guard
Effective Date: August 5, 2013

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

Resignations:

Resignations

Name: Dana Finsmith
Title: Teacher Assistant
Effective Date: July 1, 2013

Name: Jonette Kowalczyk
Title: Monitor
Effective Date: July 5, 2013

Name: Jessica Smith
Title: Teacher Aide Part Time (.54 FTE)
Effective Date: July 10, 2013

Rescission of Appointment

Rescission of Appointment

Name: Megan Polansky

This employee was appointed at a Teaching Aide at the July 10, 2013 Board of Education meeting, and has since notified the District that she will not be returning.

Approval of Minutes: On a motion by Trustee David Wilens and seconded by Trustee Joan Cusanelli the Board of Education voted and approved the minutes of the Special Meeting on July 8, 2013; the Regular Meeting on July 10, 2013; the Reorganization Meeting on July 10, 2013; and the Special Meeting on July 15, 2013. The motion was unanimously passed (5-0).

APPROVAL OF MINUTES
July 8, July 10, July 15, 2013
and August 30, 2013

On a motion by Trustee Fred Rickles and seconded by Vice President Emily Segal the Board of Education voted and approved the minutes of the Special Meeting on August 30, 2013. The motion was passed 4 yes and 1 recuse (Trustee David Wilens).

Financial Reports: On a motion by Trustee Joan Cusanelli and seconded by Trustee David Wilens the Board of Education tabled the agenda item “Financial Reports” to September 10, 2013. The motion was unanimously passed (5-0).

FINANCIAL REPORTS
Treasurer’s Report,
Disbursement Warrants, and
Claims Auditor Reports

Policy Review: The Board of Education will have a third reading on the Acceptable Use Technology policies #5310, #5320, and #5330.

OLD BUSINESS
Policy Reviews

Policy Review: On a motion by Trustee Fred Rickles and seconded by Trustee David Wilens the Board of Education voted and approved Policy #4532 – School Volunteers. The motion was unanimously passed (5-0).

Policy Review: The Board of Education will have a second reading on a revised Regulation #1500-R – Public Use of School Facilities.

Board Retreat Discussion: The Board of Education discussed meeting on Saturday, October 19th or Saturday, October 26th for a Board Retreat. A final decision will be made at the next Board of Education Meeting (September 10th).

NEW BUSINESS
Board Retreat Discussion

Committee on Special Education: On a motion by Vice President Emily Segal and seconded by Trustee David Wilens the Board of Education voted and approved the recommendations from the Committee on Special Education: Student ID# 0012573, Student ID# 0012551, Student ID# 00112557, Student ID#002006116, and Student ID#002006062. The motion was unanimously passed (5-0).

Committee on Special
Education

2013-2014 Summer Transportation Contract: 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

2013-2014 Summer
Transportation Contract

passed (5-0).

BE IT RESOLVED, that the Summer Transportation Contract for 2013 Special Services Transportation between Southern Westchester BOCES and the Pocantico Hills Central School District is approved in the amount of \$7,504.

BE IT FURTHER RESOLVED, that the School Board President, Mr. John Conrad, is authorized to execute the Summer Transportation Contract for 2013 between Southern Westchester BOCES and the Pocantico Hills Central School District on behalf of the Pocantico Hills Central School District.

RFP for Special Education and Related Services: On a motion by Trustee Fred Rickles and seconded by Trustee David Wilens the Board of Education tabled the agenda item “RFP for Special Education and Related Services” to September 10, 2013. The motion was unanimously passed (5-0).

RFP for Special Education and Related Services

Budget Transfers: On a motion by Vice President Emily Segal and seconded by Trustee Joan Cusanelli the Board of Education tabled the agenda item “Budget Transfers” to September 10, 2013. The motion was unanimously passed (5-0).

Budget Transfers

Donation: On a motion by Vice President Emily Segal and seconded by Trustee David Wilens the Board of Education voted and approved the following resolution. The motion was unanimously passed (5-0).

Donation

BE IT RESOLVED, that the Pocantico Hills Board of Education accept a donation of \$5,500 from the Pocantico Hills School Foundation for expenses incurred during the 2012-2013 science fair.

Summer 2013 Contract for Special Educational Services: On a motion by Trustee Fred Rickles and seconded by Trustee Joan Cusanelli the Board of Education voted and approved the following resolution. The motion was unanimously passed (5-0).

Summer 2013 Contract for Special Educational Services

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 approve the Summer 2013 contract between Pocantico Hills Central School District and the Ardsley UFSD for the provision of Special Educational Services at the rate established by the New York State Education Department for one student which includes basic instruction, psychological consultation, speech therapy, consultation, occupational therapy, physical therapy and adaptive physical education, and an additional amount set by NYSED for a 1:1 or 2:1 aide.

BE IT FURTHER RESOLVED, that the Assistant Superintendent is hereby authorized to execute the contract for Summer Special Educational Services for the summer of 2013 between the Ardsley UFSD and the Pocantico Hills Central School District.

Re-advertisement of Bid: On a motion by Trustee Joan Cusanelli and seconded by Trustee Fred Rickles the Board of Education voted and approved the following resolution.

Re-advertisement of Bid

BE IT RESOLVED, that bids for Paper was advertised and no bids were received on August 13, 2013, the Pocantico Hills Board of Education hereby authorizes the re-advertisement of said bids.

Milk Bid: On a motion by Trustee Fred Rickles and seconded by Vice President Emily Segal 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, 2013 through June 30, 2014 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	\$.245
Flavored Milk	½ pint	\$.255

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

Cafeteria Bid (Dairy)

BE IT RESOLVED, that item numbers Da1, Da2, Da3, Da4, Da5, Da6, Da7, Da8, Da9, Da10, Da11, Da12, Da13, Da14, Da15, Da16, Da17, Da18, Da19, Da20, Da21, Da22, Da23, Da24, Da25, Da26, Da27, Da28, da29, Da30, Da31, Da32, Da33, Da34, Da35 of the 2013-2014 Dairy Bid are awarded to the lowest responsible bidder meeting specifications, Wades Dairy Inc., 1316 Barnum Avenue, Bridgeport, CT 06610.

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

Cafeteria Bid (Deli Foods)

BE IT RESOLVED, that item numbers DB1, DB2, DB3, DB4, DB5, DB6, DB7, DB8, DB9, DB10, DB11, DB12, DB13, DB14, DB15, DB16, DB18, DB19, DB20, and DB21, of the 2013-2014 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, DB22, DB23 and DB24 are not awarded.

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

Claims Auditor

BE IT RESOLVED, that John Beltramo, CAP, 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 \$87.00/hour.

BE IT FURTHER RESOLVED that the September 3, 2013 resolution supersedes and replaces the July 10, 2013 resolution appointing the claims auditor John Beltramo for 2013-2014 school year.

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

Facilities Review Committee

BE IT RESOLVED, that the Pocantico Hills Board of Education convenes a Facilities Review Committee to assist the Board of Education to develop a facilities renovation plan that responds to the district's facility needs, program needs, enrollment projections and is consistent with sound fiscal policy.

BE IT FURTHER RESOLVED, that a committee of twelve or less be comprised of the District's architect, construction manager, a member of the Board of Education, the Assistant Superintendent of Finance and Support Services, a representative of the PTA, a representative of the PHTA and CSEA, and community representatives.

BE IT FURTHER RESOLVED, that the Board of Education charges the committee as follows:

The charge to the Facility Review Committee is to develop a recommendation for the Board of Education on the scope of a facility renovation project based on the data collected for the District within the Building Condition Survey, and any other need perceived by the committee.

The expectation is for the committee to complete its work and provide the Board of Education with recommendations by January 2014, followed by public presentation by the administration to the public.

Appointment of Construction Manager: On a motion by Trustee Joan Cusanelli and seconded by Trustee Fred Rickles the Board of Education tabled the agenda item "Appointment of Construction Manager" to September 10, 2013. The motion was unanimously passed (5-0).

Appointment of Construction Manager

Discussion/Planning for Future Meetings: The next Board of Education meeting will be held on Tuesday, September 10, 2013 at 8:00 p.m. in the School Library. It is anticipated that there will be an Executive Session at 7:30 p.m. to discuss the employment history of a particular individual.

DISCUSSION/PLANNING FOR FUTURE MEETINGS

BoardDocs training has been tentatively scheduled for Tuesday, October 29th at 8:00 p.m. for the Board of Education.

Adjournment: On a motion by Trustee Emily Segal and seconded by Trustee Fred Rickles the Board of Education adjourned the Discussion Meeting at 9:40 p.m.

ADJOURNMENT

Respectfully submitted,
Gina L. Downes
District Clerk

John Conrad, School Board President

Date: _____

Gina L. Downes, District Clerk

Date: _____