

July 6, 2006

The Organization meeting of the Board of Education, Union Free School District of the Tarrytowns, was held on Thursday, July 6, 2006 in the Administration Building, commencing at 8:00PM.

Present: Sheila Conklin, Trustee
Mimi Godwin, Trustee
Marc Kirschner, Trustee
Craig Laug, Trustee
Joseph Lillis, Trustee
Vincent Nadile, Trustee
Paul Rode, Trustee

Roll Call

Also present: Howard W. Smith, Superintendent of Schools
Dr. Barbarann Tantillo, Assistant Superintendent
Andrew V. LaBella, Business Manager
Nelly Valentin, District Clerk

The District Clerk called the meeting to order at 8:15PM.

Call to order

The District Clerk administered the oath of office to Trustees Mimi Godwin, Craig Laub, and Joseph Lillis.

Oath of Office:

M. Godwin

C. Laub

J. Lillis

Trustee Laub moved, seconded by Trustee Rode, that it be
RESOLVED: That Trustee Vincent Nadile was nominated temporary chairperson.

Temp. Chair.

CARRIED UNANIMOUSLY

Trustee Conklin moved, seconded by Trustee Kirschner, that it be
RESOLVED: That Nelly Valentin is appointed District Clerk at a stipend of \$6,945 for the fiscal year 2006-2007.

Appointments:

District Clerk

N. Valentin

CARRIED UNANIMOUSLY

Trustee Lillis moved, seconded by Trustee Conklin, that it be
RESOLVED: That Trustee Mimi Godwin be nominated President of the Board.

President

M. Godwin

The oath of office was administered to President Godwin.

Trustee Kirschner moved, seconded by Trustee Conklin, that it be
RESOLVED: That Trustee Joseph Lillis be nominated Vice-President of the Board.

Oath

CARRIED: 6-0-1

Yes: Trustees Conklin, Kirschner, Laub,
Godwin, Nadile, Rode

Abstain: Trustee Lillis

Vice-President

J. Lillis

The oath of office was administered to Vice-President Joseph Lillis.

Oath

CARRIED UNANIMOUSLY

Trustee Conklin moved, seconded by Trustee Laub, that it be
RESOLVED: That, upon the recommendation of the Superintendent of Schools, the Board
of Education hereby approves the following Annual Appointments, as listed:

APPOINTMENT OF DISTRICT OFFICERS

A. District Treasurer

RESOLVED: That Mathew Kurien is appointed District Treasurer for the fiscal year
2006-2007, at compensation of \$16,971.

B. Deputy District Treasurer

RESOLVED: That Janis M. Caola is appointed Deputy District Treasurer, at no extra
compensation, for the fiscal year 2006-2007.

APPOINTMENT OF GENERAL AND LABOR RELATIONS COUNSEL AND BOND
COUNSEL

A. General and Labor Relations Counsel

RESOLVED: That Keane & Beane, P.C., 445 Hamilton Avenue, White Plains, NY, is
appointed the school attorney for the 2006-2007 fiscal year at a stipend of \$27,000,
and an hourly rate of \$225 for negotiations and \$195.00 for non-tax certiorari litigation.

RESOLVED: That John Burkhardt, 445 Hamilton Avenue, White Plains, NY, is
appointed as attorney for tax certiorari litigation, at an hourly rate of \$190.00, for
the 2006-2007 fiscal year.

B. Bond Counsel

RESOLVED: That Hawkins, Delafield & Wood, 67 Wall Street, NY, is appointed
bond counsel for the 2006-2007 fiscal year, at a fee to be determined by specific job
requirement.

APPOINTMENT OF CUSTODIAN OF RECORDS

RESOLVED: That Andrew LaBella is appointed Custodian of School Records, at no
extra compensation, for the 2006-2007 school year.

APPOINTMENT OF RECORDS ACCESS OFFICER

RESOLVED: That Nelly Valentin is appointed Records Access Officer, at no extra
compensation, for the 2006-2007 school year.

APPOINTMENT OF RECORDS APPEALS OFFICER

RESOLVED: That Howard W. Smith is appointed Records Appeals Officer, at no extra
compensation for the 2006-2007 school year.

APPOINTMENT OF SCHOOL PHYSICIAN

Physician:
L. Goldstein

RESOLVED: That Lawrence W. Goldstein, M.D., 200 South Broadway, Tarrytown, NY, is appointed school physician for the 2006-2007 school year, at a retainer fee of \$24,000.

APPOINTMENT OF INTERNAL CLAIMS AUDITOR

RESOLVED: That Joseph Callahan, Jr., is appointed internal claims auditor for the 2006-2007 fiscal year at a fee of \$2,500.

CARRIED UNANIMOUSLY

Trustee Nadile moved, seconded by Trustee Rode, that it be

RESOLVED: That, upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the following Designations, Authorizations, and other Annual Appointments, as listed:

BONDING OF ALL SCHOOL EMPLOYEES

RESOLVED: That all school employees be bonded in the amount of \$250,000 as per insurance coverage effective July 1, 2006.

BONDING OF SUPERINTENDENT, BOARD PRESIDENT, DISTRICT TREASURER, DEPUTY DISTRICT TREASURER, AND INTERNAL AUDITOR.

RESOLVED: That the Board President and Internal Claims Auditor be bonded for \$750,000. Be it further

RESOLVED: That the Superintendent, Treasurer, and Deputy District Treasurer be Bonded for \$750,000 in addition to the \$250,000 under which they are bonded as employees of the school district.

CERTIFICATION OF PAYROLL

RESOLVED: That the Superintendent of Schools or his designee is authorized to certify payrolls. Be it further

RESOLVED: That the Internal Auditor is authorized to audit payrolls.

DESIGNATION OF SIGNATURE OF CHECK-SIGNING MACHINE

RESOLVED: That a check-signing machine may be used bearing the signature of the District Treasurer for the purpose of signing all checks drawn against general funds, internal fund and cafeteria account, not to exceed \$50,000.

DESIGNATION OF SIGNATURE OF CHECK-SIGNING MACHINE

RESOLVED: That a check-signing machine may be used bearing the signature of the Deputy District Treasurer for the purpose of signing all checks drawn against payroll accounts, not to exceed \$50,000.

Signature of
District
Treasurer or
Bd. President

DESIGNATION OF SUBSTITUTION SIGNATURES IN ABSENCE/INABILITY OF DISTRICT TREASURER TO SERVE

RESOLVED: That the signature of either the Deputy District Treasurer or the President of the Board be substituted should there be an absence or inability in the position of District Treasurer.

Signatures in
excess of
\$50,000

DESIGNATION OF BOTH DISTRICT TREASURER AND SUPERINTENDENT OF SCHOOLS AS SIGNATORIES ON CHECKS IN EXCESS OF \$50,000.

RESOLVED: That the signature of both the District Treasurer and the Superintendent of Schools appear on all checks in excess of \$50,000. In the absence of the Superintendent, the signature of the President of the Board and the District Treasurer will appear on all checks in excess of \$50,000.

Extra-Class
activity acct.
checks

DESIGNATION OF CHECK SIGNERS FOR EXTRA-CLASS ACTIVITY ACCOUNTS

RESOLVED: That the extra-class activity account checks be signed by any one of the following at Sleepy Hollow Middle/High School: Carol Conklin, Principal, Alan Alterbaum, Assistant Principal, Christopher Borsari, Principal, and any one of the following in Central Office: Andrew LaBella, Business Manager, Mathew Kurien, Treasurer.

Petty Cash
Accounts

ESTABLISHMENT OF PETTY CASH ACCOUNTS IN ALL DISTRICT BUILDINGS

RESOLVED: That petty cash accounts be established in the locations named, under the control of, and in the amounts indicated herein:

1. Administration Building - Mathew Kurien - \$100
2. Sleepy Hollow High School - Carol Conklin - \$100
3. Sleepy Hollow Middle School – Christopher Borsari - \$100
4. Washington Irving School – Zbynek Gold - \$100
5. Winfield L. Morse School – Joanne Vale - \$100
6. John Paulding School – Marilyn Mercado-Belvin - \$100
7. Tappan Hill School - PreKindergarten - Michele Milliam - \$100
8. Tappan Hill School - Kindergarten - Michele Milliam - \$100
9. Bus Garage - Cyril Hughes - \$100
10. Buildings and Grounds - Charles Custodio - \$100
11. Pupil Personnel Services – Director of Pupil Personnel Services - \$100

Travel
Expenditures

DESIGNATION OF SUPERINTENDENT TO APPROVE BUSINESS-RELATED TRAVEL EXPENDITURES

RESOLVED: That the Superintendent of Schools is authorized to approve travel for purposes of recruitment, attendance at professional meetings and other official school business at school district expense, by officers and/or employees of the school district.

Mileage
Reimbursement

REIMBURSEMENT RATE FOR DISTRICT-RELATED TRAVEL EXPENSES

RESOLVED: That the district shall reimburse employees, exclusive of those with travel reimbursement allowances, for travel expenses at the rate of \$.44.5 per mile for the 2006-2007 school year.

RESOLUTION TO AUTHORIZE THE PRESIDENT TO SIGN CONTRACTS WITH OTHER SCHOOL DISTRICTS FOR HEALTH SERVICES

Health Services

RESOLVED: That the President of the Board of Education is authorized to sign contracts with other school districts for health services performed for student residents of the Union Free School District of the Tarrytowns attending private and parochial schools in those districts during the 2006-2007 school year, and be it further

RESOLVED: That the President of the Board of Education is authorized to sign contracts with other school districts for health services performed for their students who attend private and parochial schools within the UFSD of the Tarrytowns.

Transportation Contracts

RESOLUTION TO AUTHORIZE THE PRESIDENT TO SIGN AGREEMENTS WITH OTHER SCHOOL DISTRICTS TO PROVIDE STUDENT TRANSPORTATION

RESOLVED: That the President of the Board of Education is authorized to sign contracts or agreements with other public school districts for the transportation of children to and from school.

CAPITALIZATION POLICY

GASB 34

Trustee Rode moved, seconded by Trustee Conklin, that it be RESOLVED: That the District, in accordance with GASB 34, establish \$10,000 as the minimum cost for capitalization of fixed assets.

CARRIED UNANIMOUSLY

Compliance Officer

COMPLIANCE OFFICER

RESOLVED: That the Board of Education hereby appoints Dr. Barbarann Tantillo as Compliance Officer to coordinate efforts to comply with and carry out its responsibilities under laws prohibiting harassment or discrimination based on sex or handicap.

Substitute Teacher Rates

SUBSTITUTE TEACHER RATE

Trustee Rode moved, seconded by Trustee Conklin, that it be RESOLVED: That the Board of Education approves the per diem rates for substitute teachers for the 2006-2007 school year as follows:

- \$80 for the first twenty days
- \$90 each day thereafter
- \$150 for long-term substitute (1st 30 working days)
- \$250 for long-term substitute (after 30 working days)

CARRIED UNANIMOUSLY

Tuition Rates

TUITION RATES

RESOLVED: That the Board of Education approves the tuition rates as calculated by the New York State Education Department formula.

COMMITTEE ON SPECIAL EDUCATION

RESOLVED: That the Board of Education appoints the following individuals to serve on the Committee on Special Education for the 2006-2007 school year, as per the attached:

COMMITTEE ON PRE-SCHOOL SPECIAL EDUCATION

RESOLVED: That the Board of Education appoints the following individuals to serve on the Committee on Pre-School Special Education for the 2006-2007 school year, as per the attached:

APPOINTMENT OF SURROGATE PARENT

Trustee Rode moved, seconded by Trustee Conklin, that it be

RESOLVED: That the Board of Education appoints Tom Glover to serve as Surrogate Parent for the 2006-2007 school year.

CARRIED UNANIMOUSLY

APPOINTMENT OF IMPARTIAL HEARING OFFICERS

RESOLVED: That the Board of Education appoints the following individuals to serve as Impartial Hearing Offices for the 2006-2007 school year, as per the attached:

DESIGNATION OF OFFICIAL NEWSPAPER

RESOLVED: That The Journal News is designated as the Official Newspaper of the District.

POLICY MANUAL

RESOLVED: That the Board of Education re-adopts all policies in the Policy Manual for the 2006-2007 school year.

FEES FOR USE OF DISTRICT FACILITIES

RESOLVED: That the Board of Education hereby approves the following fees to be charged to organizations for use of district facilities:

- a. \$10.00 per hour to a non-profit making organization for classroom use
- b. \$100.00 per day to a non-profit making organization for which non-classroom facilities are used.
- c. \$150.00 per day to a profit-making organization for which non-classroom district facilities are used.

Appt. of
Committees:

Trustee Rode moved, seconded by Trustee Conklin, that it be
APPOINTMENT OF COMMITTEES

Facility Adv.
Audit

- A. Facility Advisory Committee
- B. Audit Committee

CARRIED UNANIMOUSLY

4-minute
Guideline

ADOPTION OF 4-MINUTE GUIDELINE

Trustee Rode moved, seconded by Trustee Conklin, that it be
RESOLVED: That the Board of Education adopt a guideline establishing a 4-minute
period for individual comments during the designated Public Comment sessions at
Board of Education meetings.

Adjournment

RESOLVED: That the Organization Meeting is adjourned.

CARRIED UNANIMOUSLY

8:32PM

Respectfully submitted,

Nelly Valentin
District Clerk

Appendices:

- #1 Members CSE
- #2 Members CPSE
- #3 Impartial Hearing Officers

