

July 7, 2009

The Organization meeting of the Board of Education, Union Free School District of the Tarrytowns, was held on Tuesday, July 7, 2009 in the Administration Building, commencing at 8:00PM.

Present: Sheila Conklin, Trustee
Mimi Godwin, Trustee
Craig Laub, Trustee
B. Joseph Lillis, Trustee
Vincent Nadile, Trustee
Paul Rode, Trustee
Katharine Swibold, Trustee

ROLL CALL

Also present: Howard W. Smith, Superintendent of Schools
Barbarann Tantillo, Assistant Superintendent
John J. Staiger, Jr., Assistant Superintendent for Business
Nelly Valentin, District Clerk

CALL TO ORDER

The District Clerk called the meeting to order at 8:03PM.

The District Clerk administered the oath of office to the newly elected Board Trustees, Craig Laub, Mimi Godwin, and B. Joseph Lillis, for a term of three years, effective July 1, 2009 through June 30, 2012.

Oath of Office:
C. Laub
M. Godwin
J. Lillis

The District Clerk asked for nominations for the office of temporary chairperson of the meeting.

CARRIED UNANIMOUSLY

Trustee Nadile moved, seconded by Trustee Godwin, that it be
RESOLVED: That B. Joseph Lillis was nominated temporary chairperson.

Temp. Chair.
J. Lillis

CARRIED UNANIMOUSLY

Trustee Conklin moved, seconded by Trustee Rode, that it be
RESOLVED: That Nelly Valentin is appointed District Clerk at a stipend of \$9,497 for the fiscal year 2009-2010. *NOTE: The District Clerk took the oath of office on July 2, 2009. Mathew Kurien, District Treasurer, administered the Oath and recorded the fact in the Oath of Office book.*

Appointments:
N. Valentin
District Clerk

B. Joseph Lillis declared nominations open for the office of President of the Board of Education. Trustee Nadile nominated Mimi Godwin, seconded by Trustee Swibold. There being no other nominations, the nominations were declared closed.

President
M. Godwin

CARRIED 6-0-1

Yes: Trustees Conklin, Laub, Lillis, Nadile, Rode, Swibold
Abstain: Trustee Godwin

Trustee Nadile moved, seconded by Trustee Conklin, that it be RESOLVED: That Trustee Mimi Godwin be nominated President of the Board. The newly elected Board President chaired the meeting from this point.

President Godwin thanked Mr. Lillis for his two years of leadership as President of the Board of Education. She thanked him for his continued dedication to the district.

President Godwin declared nominations open for the office of Vice President of the Board of Education. Trustee Nadile nominated Paul Rode, seconded by Trustee Lillis. There being no other nominations, the nominations were declared closed.

CARRIED UNANIMOUSLY

Trustee Nadile moved, seconded by Trustee Lillis, that it be RESOLVED: That Trustee Paul Rode be nominated Vice-President of the Board.

Oath

The District Clerk administered the oath of office to Mimi Godwin as President and Paul Rode as Vice-President.

President Godwin thanked Sheila Conklin for her two years of service as Vice President of Board.

CARRIED UNANIMOUSLY

Board Appointments:

Trustee Conklin moved, seconded by Trustee Swibold, 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

**Treasurer:
M. Kurien**

A. District Treasurer

RESOLVED: That Mathew Kurien is appointed District Treasurer for the fiscal year 2009-2010, at a stipend of \$19,784. *Note: The District Clerk administered the oath of office to the District Treasurer on July 2, 2009, and recorded the fact in the Oath of Office book.*

**Deputy Treasurer:
J. Caola**

B. Deputy District Treasurer

RESOLVED: That Janis M. Caola is appointed Deputy District Treasurer, at no extra compensation, for the fiscal year 2009-2010.

**School Attorney:
Keane & Beane**

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 2009-2010 fiscal year at a stipend of \$30,000, and an hourly rate of \$210.00 for non-tax certiorari litigation and matters not related to labor contract negotiations. Discussion followed.

RESOLVED: That John Burkhardt, 445 Hamilton Avenue, White Plains, NY, is appointed as attorney for tax certiorari litigation, at an hourly rate of \$200.00, for the 2009-2010 fiscal year.

**Tax Cert.
Attorney
J. Burkhardt**

B. Bond Counsel

RESOLVED: That Hawkins, Delafield & Wood, One Chase Manhattan Plaza, NY, is appointed bond counsel for the 2009-2010 fiscal year, at a fee to be determined by specific job requirement.

**Bond Counsel:
Hawkins,
Delafield & Wood**

APPOINTMENT OF FINANCIAL ADVISOR

RESOLVED: That NYMAC, 50 Jackson Avenue, Syosset, NY, is appointed financial advisor for the 2009-2010 fiscal year, at a fee to be determined by specific job requirement.

**Financial Advisor:
NYMAC**

APPOINTMENT OF CUSTODIAN OF RECORDS

RESOLVED: That John J. Staiger, Jr. is appointed Custodian of School Records, at no extra compensation, for the 2009-2010 school year.

**Custodian of
Records:
J. Staiger, Jr.**

APPOINTMENT OF RECORDS ACCESS OFFICER

RESOLVED: That Nelly Valentin is appointed Records Access Officer, at no extra compensation, for the 2009-2010 school year.

**Records
Access Officer:
N. Valentin**

APPOINTMENT OF RECORDS APPEALS OFFICER

RESOLVED: That Howard W. Smith is appointed Records Appeals Officer, at no extra compensation for the 2009-2010 school year.

**Records
Appeal
Officer:
H. Smith**

APPOINTMENT OF SCHOOL PHYSICIAN

RESOLVED: That Lawrence W. Goldstein, M.D., 200 South Broadway, Tarrytown, NY, is appointed school physician for the 2009-2010 school year, at a retainer fee of \$24,000.

**Physician:
L. Goldstein**

APPOINTMENT OF INTERNAL CLAIMS AUDITOR

RESOLVED: That Joseph Callahan, Jr., is appointed internal claims auditor for the 2009-2010 fiscal year at a fee of \$4,000.

**Internal Claims
Auditor:

J. Callahan, Jr.**

APPOINTMENT OF AUDITOR

RESOLVED: That Korn, Rosenbaum, Phillips & Jauntig be appointed auditor for the 2009-2010 fiscal year at a retainer of \$33,700.

**Auditor:
Korn, Rosenbaum,
Phillips & Jauntig**

APPOINTMENT OF INTERNAL AUDITOR

RESOLVED: That, upon the recommendation of the Superintendent of Schools, the Board of Education hereby appoints Nugent & Haeussler, PC., York 10004, as internal auditor.

**Internal Auditor:
Nugent &
Haeussler, PC**

- Designations, Authorizations and Annual Appointments** 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 school employees** 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, 2009.
- 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
- Certify Payroll**
- 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.
- Check Signing Machine: Signature of District Treasurer** 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.
- Signature of Deputy District Treasurer** 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 Deputy District Treasurer or Board 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.

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

**Signature of
Treasurer &
Supt.**

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.

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 High School: Carol Conklin, Principal, Alan Alterbaum, Assistant Principal; Sleepy Hollow Middle School: Elizabeth Lopez, Principal, and any one of the following in Central Office: John Staiger, Jr., Assistant Superintendent for Business, Mathew Kurien, Treasurer.

**Extra-Class
Activity 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 – Elizabeth Lopez- \$100
4. Washington Irving School –William Greene - \$100
5. Winfield L. Morse School – Meghan Fitzgerald - \$100
6. John Paulding School – Marilyn Mercado-Belvin - \$100
7. Tappan Hill School - PreKindergarten - Michele Milliam - \$100 (grant funded)
8. Tappan Hill School - Kindergarten - Michele Milliam - \$100
9. Bus Garage - Cyril Hughes - \$100
10. Buildings and Grounds – Peter Quartironi - \$100
11. Pupil Personnel Services – Kathleen Conley- \$100

Petty Cash

DESIGNATION OF SUPERINTENDENT TO APPROVE BUSINESS-RELATED TRAVEL EXPENDITURES

**Business Related
Travel**

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.

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 current Internal Revenue Service published rate for the 2009-2010 school year.

**Mileage
Reimbursement**

APPOINTMENT OF PURCHASING AGENT

RESOLVED: That John Staiger, Jr. is appointed Purchasing Agent for the 2009-2010 fiscal year at no extra compensation.

**Purchasing
Agent: John J.
Staiger, Jr.**

DESIGNATION OF PERSON RESPONSIBLE TO OPEN AND COMPILE BIDS**Bids**

RESOLVED: That the Superintendent of Schools and/or the Purchasing Agent open and compile all bids to prepare recommendations concerning awards thereon to the Board of Education.

APPROVAL OF BANK DEPOSITORIES FOR SCHOOL DISTRICT FUNDS**Bank Depositories**

RESOLVED: That the following are official depositories for funds of the school district:
OFFICIAL DEPOSITORY BANKS

J. P. Morgan Chase Bank
Wachovia
MBIA Municipal Investors Service Corporation (The CLASS Program)
Bank of America (Including the Muni-Cash Program)
Key Bank
Hudson Valley Bank
Manufacturers & Traders Trust Co. (M & T Bank)
TD Bank, N.A.

AUTHORIZATION FOR THE DISTRICT TO RECEIVE WIRE TRANSFERS OF STATE AID MONIES**Wire Transfers**

RESOLVED: That J.P. Morgan Chase Bank is authorized to receive wire transfers of state aid funds and the State Education Department be requested to wire state aid monies to the J.P.Morgan Chase Bank, 64 North Broadway, Tarrytown, NY 10591 - re Account of UFSD of the Tarrytowns General Fund.

AUTHORIZATION FOR SUPERINTENDENT TO MAKE BUDGETARY TRANSFERS

RESOLVED: That the Board of Education authorizes the Superintendent of Schools to make necessary budgetary transfers for the 2009-2010 school year budget, provided they are within budget function; and to make budgetary transfers less than \$25,000 between budget functions, as necessary, provided that the details of all transfers in excess of \$10,000 between budget functions are reported to the Board at the next regular meeting.

Budgetary Transfers**RESOLUTION TO AUTHORIZE THE PRESIDENT TO SIGN CONTRACTS WITH OTHER SCHOOL DISTRICTS FOR 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 2009-2010 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.

Health Services**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.

COMPLIANCE OFFICER**Student Transportation**

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 RATE**Compliance Officer:
B. Tantillo**

RESOLVED: That the Board of Education approves the per diem rates for substitute teachers for the 2009-2010 school year as follows:

- \$85 for the first twenty days
- \$95 each day thereafter
- \$150 for long-term substitute (1st 30 working days)
- \$290 for long-term substitute (after 30 working days)

Substitute Teacher Rates**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 2009-2010 school year, as per the attached: (Appendix #1)

Members on CSE**COMMITTEE ON PRE-SCHOOL SPECIAL EDUCATION****Members on CPSE**

RESOLVED: That the Board of Education appoints the following individuals to serve on the Committee on Pre-School Special Education for the 2009-2010 school year, as per the attached: (Appendix #2)

APPOINTMENT OF 504 COORDINATOR FOR STUDENT SERVICES**504 Coordinator:
K. Conley**

RESOLVED: That Kathleen Conley is appointed 504 Coordinator for Student Services for the 2009-2010 school year.

- Surrogate Parent:** APPOINTMENT OF SURROGATE PARENT
- C. Oblonsky** RESOLVED: That the Board of Education appoints Christine Oblonsky to serve as Surrogate Parent for the 2009-2010 school year.
- DESIGNATION OF OFFICIAL NEWSPAPER
- Official Newspaper** RESOLVED: That The Journal News is designated as the Official Newspaper of the District.
- POLICY MANUAL
- Policy Manual** RESOLVED: That the Board of Education re-adopts all policies in the Policy Manual for the 2009-2010 school year.
- FEEES FOR USE OF DISTRICT FACILITIES
- Fees for use of facilities:** RESOLVED: That the Board of Education hereby approves the following fees to be charged to organizations for use of district facilities: (Discussion followed)
- a. \$10.00 per hour to a non-profit making organization for classroom use
 - b. \$125.00 per day to a non-profit making organization for which non-classroom facilities are used.
 - c. \$250.00 per day to a profit-making organization for which non-classroom district facilities are used.
 - d. Auditorium - \$80 per hour plus \$30 per hour for light and sound personnel
 - e. Custodial charge - \$47 per hour on Saturdays; \$67 per hour on Sundays and Holidays
- SCHOOL LUNCH RATES
- School Lunch Rates** RESOLVED: That the Board of Education approves the following school lunch fees for the 2009-2010 school year: (Discussion followed)
- a. 6-12 Type A lunch - \$2.00
- APPOINTMENT OF AHERA COMPLIANCE OFFICER
- AHERA Compliance Officer** RESOLVED: That the Board of Education appoints Peter Quartironi as Asbestos Designee, for the 2009-2010 school year.
- APPOINTMENT OF COMMITTEE
- Appt. of Committee: Audit & Finance** A. Audit and Finance Committee (Discussion followed)

Adjournment

CARRIED UNANIMOUSLY

8:15PM

Trustee Conklin moved, seconded by Trustee Nadile, that it be
RESOLVED: That the Organization Meeting is adjourned.

Respectfully submitted,

Nelly Valentin
District Clerk

Appendices:

#1 Members CSE

#2 Members CPSE