

July 8, 2010

The Organization meeting of the Board of Education, Union Free School District of the Tarrytowns, was held on Thursday, July 8, 2010 in the Administration Building, commencing at 8:00PM.

Present: Sheila J. Conklin, Trustee
Mimi Godwin, Trustee
Craig Laub, Trustee
B. Joseph Lillis, Trustee
Vincent Nadile, Trustee
Paul Rode, Trustee
Katharine M. 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, Vincent Nadile and Paul Rode, for a term of three years, effective July 1, 2010 through June 30, 2013.

Oath of Office:

**V. Nadile
P. Rode**

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

CARRIED UNANIMOUSLY

**Temp. Chair.
S. Conklin**

Trustee Godwin moved, seconded by Trustee Lillis, that it be
RESOLVED: That Sheila Conklin was nominated temporary chairperson.

CARRIED UNANIMOUSLY

Trustee Rode moved, seconded by Trustee Swibold, that it be
RESOLVED: That Nelly Valentin is appointed District Clerk at a stipend of \$9,935 for the fiscal year 2010-2011. *NOTE: The District Clerk took the oath of office on July 9, 2010. Mathew Kurien, District Treasurer, administered the Oath and recorded the fact in the Oath of Office book.*

**Appointments:
N. Valentin
District Clerk**

Sheila J. Conklin declared nominations open for the office of President of the Board of Education. Trustee Nadile nominated Mimi Godwin - there being no other nominations, the nominations were declared closed.

CARRIED UNANIMOUSLY

**President
M. Godwin**

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 the Board for their support and wished everyone a successful school year.

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

CARRIED UNANIMOUSLY

RESOLVED: That Trustee Paul Rode be nominated Vice-President of the Board. Vice President Rode thanked the Board for their support.

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

Oath

CARRIED UNANIMOUSLY

Board Appointments:

Trustee Nadile 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 2010-2011, at a stipend of \$20,698. *Note: The District Clerk administered the oath of office to the District Treasurer on July 9, 2010, and recorded the fact in the Oath of Office book.*

**Deputy Treasurer:
C. Lia**

B. Deputy District Treasurer

RESOLVED: That Catharine Lia is appointed Deputy District Treasurer, at a stipend of \$2,616, for the fiscal year 2010-2011.

APPOINTMENT OF GENERAL AND LABOR RELATIONS COUNSEL AND BOND COUNSEL

**School Attorney:
Keane & Beane**

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 2010-2011 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.

Tax Attorney

Bond Counsel

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 2010-2011 fiscal year.

Bond Counsel

RESOLVED: That Hawkins, Delafield & Wood, One Chase Manhattan Plaza, NY, is appointed bond counsel for the 2010-2011 fiscal year, at a fee to be determined by specific job requirement (Appendix #1)

Financial Advisor

APPOINTMENT OF FINANCIAL ADVISOR

RESOLVED: That NYMAC, 50 Jackson Avenue, Syosset, NY, is appointed financial advisor for the 2010-2011 fiscal year, at a fee to be determined by specific job requirement. (Appendix #2)

APPOINTMENT OF CUSTODIAN OF RECORDS

RESOLVED: That John J. Staiger, Jr. is appointed Custodian of School Records, at no extra compensation, for the 2010-2011 school year.

APPOINTMENT OF RECORDS ACCESS OFFICER

RESOLVED: That Nelly Valentin is appointed Records Access Officer, at no extra compensation, for the 2010-2011 school year.

APPOINTMENT OF RECORDS APPEALS OFFICER

RESOLVED: That Howard W. Smith is appointed Records Appeals Officer, at no extra compensation for the 2010-2011 school year.

APPOINTMENT OF SCHOOL PHYSICIAN

RESOLVED: That Lawrence W. Goldstein, M.D., 200 South Broadway, Tarrytown, NY, is appointed school physician for the 2010-2011 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 2010-2011 fiscal year at a fee of \$4,000.

APPOINTMENT OF AUDITOR

RESOLVED: That Korn, Rosenbaum, Phillips & Jauntig be appointed auditor for the 2010-2011 fiscal year at a retainer of \$33,700.

APPOINTMENT OF INTERNAL AUDITOR

RESOLVED: That, upon the recommendation of the Superintendent of Schools, the Board of Education hereby appoints Nugent & Haeussler, PC., as internal auditor, at a fee to be determined by specific job requirement.

CARRIED UNANIMOUSLY

Trustee Swibold moved, seconded by Trustee Nadile, 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

Bonding of school employees

RESOLVED: That all school employees be bonded in the amount of \$250,000 as per

insurance coverage effective July 1, 2010

**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.

**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.**

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

**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,

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

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 – Rosemary Prati - \$100
6. John Paulding School – PreKindergarten Michele Milliam - \$100 (grant funded)
7. John Paulding School - Kindergarten - Michele Milliam - \$100
8. Bus Garage - Cyril Hughes - \$100
9. Buildings and Grounds – Peter Quartironi - \$100
10. Pupil Personnel Services – Kathleen Conley- \$100

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.

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 2010-2011 school year.

APPOINTMENT OF PURCHASING AGENT

RESOLVED: That John Staiger, Jr. is appointed Purchasing Agent for the 2010-2011 fiscal year at no extra compensation.

DESIGNATION OF PERSON RESPONSIBLE TO OPEN AND COMPILE 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

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.
Webster Bank

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

Budgetary Transfers

RESOLVED: That the Board of Education authorizes the Superintendent of Schools to make necessary budgetary transfers for the 2010-2011 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.

Health Services

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 2010-2011 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.

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

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

**Compliance Officer:
B. Tantillo**

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

Substitute Teacher Rates

RESOLVED: That the Board of Education approves the per diem rates for substitute teachers and substitute nurses for the 2010-2011 school year as follows:

Teachers:
\$85 for the first twenty days

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

Nurses:
\$125 per diem
\$150 per diem for long-term assignment

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 2010-2011 school year, as per the attached: (Appendix #3)

**Committee on
Pre-School
Special Education**

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 2010-2011 school year, as per the attached: (Appendix #4)

**Designation of
Official
Newspaper**

APPOINTMENT OF 504 COORDINATOR FOR STUDENT SERVICES

RESOLVED: That Kathleen Conley is appointed Homeless Students Liaison for the 2010-2011 school year.

**Fee for use of
District Facilities**

APPOINTMENT OF LIAISON FOR HOMELESS STUDENTS

RESOLVED: That the Board of Education appoints Kathleen Conley to serve Liaison for Homeless Students for the 2010-2011 school year.

APPOINTMENT OF SURROGATE PARENT

RESOLVED: That the Board of Education appoints Christine Oblonsky to serve as Surrogate Parent for the 2010-2011 school year.

APPOINTMENT OF STUDENT RESIDENCY

RESOLVED: That the Board of Education hereby designates the Director of Pupil Personnel Service to make determinations as to student residency, as set forth in the Regulations of the Commissioner of Education, 8 N.Y.C.R.R. §100.2(y).

**AHERA
Compliance
Officer**

DESIGNATION OF OFFICIAL NEWSPAPER

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

**Official
Newspaper**

POLICY MANUAL

RESOLVED: That the Board of Education re-adopts all policies in the Policy Manual for

Policy Manual

the 2010-2011 school year.

FEEES 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: (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 \$35 per hour for light and sound personnel
 - e. Custodial charge - \$49 per hour on Saturdays; \$69 per hour on Sundays and Holidays
- *Organizations providing in-kind services to District may have fees modified, as per the Superintendent of Schools or his designee.

APPOINTMENT OF AHERA COMPLIANCE OFFICER

RESOLVED: That the Board of Education appoints Peter Quartironi as Asbestos Designee, for the 2010-2011 school year, pursuant to Sections 763.84(g) and 763.93(e)(3)(4) of the Asbestos Hazard Emergency Relief Act.

CARRIED UNANIMOUSLY

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

RESOLVED: That the following committee is established for the 2010/2011 school year:

APPOINTMENT OF COMMITTEE

Audit and Finance Committee

Trustees Conklin, Laub & Lillis volunteered to serve on the Audit & Finance Committee. Trustees Conklin & Lillis thanked the outside members of the committee, especially Anthony Scarpati for his service.

CARRIED UNANIMOUSLY

8:15PM

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

RESOLVED: That the Organization Meeting is adjourned.

Appendices:

- #1 Bond Counsel rates
- #2 Financial Advisory rates
- #3 Members – CSE
- #4 Members – CPSE

Respectfully submitted,

Nelly Valentin
District Clerk