

July 8, 2008

The Organization meeting of the Board of Education, Union Free School District of the Tarrytowns, was held on Tuesday, July 8, 2008 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 (absent)

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 8:06PM.

**Oath of Office:
S. Conklin**

The District Clerk administered the oath of office to the newly elected Board Trustee, Sheila Conklin, for a term of three years, effective July 1, 2008 through June 30, 2011.

NOTE: Newly elected Board Trustee, Katharine Swibold, took the oath of office on July 18, 2008. Nelly Valentin, District Clerk, administered the Oath and recorded the fact in the Oath of Office book.

**Oath of Office;
K. Swibold**

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

**Temp. Chair.
B. Tantillo**

CARRIED 6-0

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

**Appointments:
District Clerk
N. Valentin**

CARRIED 6-0

Trustee Godwin moved, seconded by Trustee Rode, that it be
RESOLVED: That Nelly Valentin is appointed District Clerk at a stipend of \$9,066 for the fiscal year 2008-2009. ***NOTE: The District Clerk took the oath of office on July 9, 2008. Mathew Kurien, District Treasurer, administered the Oath and recorded the fact in the Oath of Office book.***

**President
B. Joseph Lillis**

Barbarann Tantillo declared nominations open for the office of President of the Board of Education. Trustee Godwin nominated B. Joseph Lillis. There being no other nominations, the nominations were declared closed.

CARRIED 6-0

RESOLVED: That Trustee B. Joseph Lillis be nominated President of the Board. The newly elected Board President chaired the meeting from this point.

President Lillis declared nominations open for the office of Vice President of the Board of Education. Trustee Nadile nominated Sheila Conklin. There being no other nominations, the nominations were declared closed.

CARRIED 6-0

RESOLVED: That Trustee Sheila Conklin be nominated Vice-President of the Board.

Oath

The District Clerk administered the oath of office to B. Joseph Lillis as President and Sheila Conklin as Vice-President.

CARRIED 6-0

Trustee Nadile moved, seconded by Trustee Godwin, 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:

**Board
Appointments:**

APPOINTMENT OF DISTRICT OFFICERS

A. District Treasurer

**Treasurer:
M. Kurien**

RESOLVED: That Mathew Kurien is appointed District Treasurer for the fiscal year 2008-2009. *Note: The District Clerk administered the oath of office to the District Treasurer on July 9, 2008, and recorded the fact in the Oath of Office book.*

B. Deputy District Treasurer

**Deputy
Treasurer:
J. Caola**

RESOLVED: That Janis M. Caola is appointed Deputy District Treasurer, at no extra compensation, for the fiscal year 2008-2009.

APPOINTMENT OF GENERAL AND LABOR RELATIONS COUNSEL AND BOND COUNSEL

A. General and Labor Relations Counsel

**School
Attorney:
Keane &
Beane**

RESOLVED: That Keane & Beane, P.C., 445 Hamilton Avenue, White Plains, NY, is appointed the school attorney for the 2008-2009 fiscal year at a stipend of \$30,000, and an hourly rate of \$240.00 for negotiations and \$210.00 for non-tax certiorari litigation.

**Tax Cert.
Attorney
J. Burkhardt**

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 2008-2009 fiscal year.

Trustee Rode commented that the Board should implement a periodic review of professional members and services.

B. Bond Counsel

RESOLVED: That Hawkins, Delafield & Wood, One Chase Manhattan Plaza, NY, is appointed bond counsel for the 2008-2009 fiscal year, at a fee to be determined by specific job requirement.

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

**Financial Advisor:
NYMAC**

APPOINTMENT OF FINANCIAL ADVISOR

RESOLVED: That NYMAC, 50 Jackson Avenue, Syosset, NY, is appointed financial advisor for the 2008-2009 fiscal year, at a fee to be determined by specific job requirement.

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

APPOINTMENT OF CUSTODIAN OF RECORDS

RESOLVED: That John J. Staiger, Jr. is appointed Custodian of School Records, at no extra compensation, for the 2008-2009 school year.

**Records
Access Officer:
N. Valentin**

APPOINTMENT OF RECORDS ACCESS OFFICER

RESOLVED: That Nelly Valentin is appointed Records Access Officer, at no extra compensation, for the 2008-2009 school year.

**Records
Appeal
Officer:
H. Smith**

APPOINTMENT OF RECORDS APPEALS OFFICER

RESOLVED: That Howard W. Smith is appointed Records Appeals Officer, at no extra compensation for the 2008-2009 school year.

**Physician:
L. Goldstein**

APPOINTMENT OF SCHOOL PHYSICIAN

RESOLVED: That Lawrence W. Goldstein, M.D., 200 South Broadway, Tarrytown, NY, is appointed school physician for the 2008-2009 school year, at a retainer fee of \$24,000.

**Internal Claims
Auditor:**

J. Callahan, Jr.

APPOINTMENT OF INTERNAL CLAIMS AUDITOR

RESOLVED: That Joseph Callahan, Jr., is appointed internal claims auditor for the 2008-2009 fiscal year at a fee of \$4,000.

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

APPOINTMENT OF AUDITOR

RESOLVED: That Korn, Rosenbaum, Phillips & Jauntig be appointed auditor for the 2008-2009 fiscal year at a retainer of \$32,400. Discussion followed.

APPOINTMENT OF INTERNAL AUDITOR

RESOLVED: That, upon the recommendation of the Superintendent of Schools, the Board of Education hereby appoints Accume Partners, 80 Broad Street, 34th Floor, New York, New York 10004, as internal auditor.

**Internal Auditor:
Accume Partners**

DESIGNATIONS CARRIED 6-0

Trustee Conklin 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 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, 2008.

**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

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, Elizabeth Lopez, Principal, and any one of the following in Central Office: John J. Staiger, Jr., Asst. Superintendent for Business, Mathew Kurien, Treasurer.

ESTABLISHMENT OF PETTY CASH ACCOUNTS IN ALL DISTRICT BUILDINGS

Petty Cash

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 – Ann Marie Murphy - \$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 – Elizabeth Law - \$100

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

Mileage Reimbursement

RESOLVED: That the district shall reimburse employees, exclusive of those with travel reimbursement allowances, for travel expenses at the rate of \$.585 per mile for the 2008-2008 school year.

APPOINTMENT OF PURCHASING AGENT

Purchasing Agent: John J. Staiger, Jr.

RESOLVED: That John Staiger, Jr. is appointed Purchasing Agent for the 2008-2009 fiscal year at no extra compensation.

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.

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.

CARRIED 6-0

Trustee Rode moved, seconded by Trustee Conklin, 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:

**Designations,
Authorizations
and Annual
Appointments**

SUBSTITUTE TEACHER RATE

RESOLVED: That the Board of Education approves the per diem rates for substitute teachers for the 2008-2009 school year as follows:

**Substitute
Teacher Rates**

- \$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)

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

Members on CSE

RESOLVED: That the Board of Education appoints the following individuals to serve on the Committee on Special Education for the 2008-2009 school year, as per the attached: (Appendix #1)

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 2008-2009 school year, as per the attached: (Appendix #2)

APPOINTMENT OF 504 COORDINATOR FOR STUDENT SERVICES

**504 Coordinator:
E. Law**

RESOLVED: That Elizabeth Law is appointed 504 Coordinator for Student Services for the 2008-2009 school year.

**Surrogate
Parent:**

APPOINTMENT OF SURROGATE PARENT

T. Glover

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 2008-2009 school year.

**Official
Newspaper**

DESIGNATION OF 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 2008-2009 school year.

**Fees for use of
facilities:**

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.

**AHERA
Compliance
Officer**

APPOINTMENT OF AHERA COMPLIANCE OFFICER

RESOLVED: That the Board of Education appoints Charles Custodio as Asbestos
Designee, for the 2008-2009 school year.

**Appt. of
Committee:
Audit**

APPOINTMENT OF COMMITTEE

- A. Audit Committee

CARRIED 6-0

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

Adjournment

RESOLVED: That the Organization Meeting is adjourned.

CARRIED 6-0

8:32PM

Respectfully submitted,

Nelly Valentin
District Clerk

Appendices:

#1 Members CSE

#2 Members CPSE