

**AGENDA - ORGANIZATION MEETING**

DATE: Thursday, July 7, 2011  
TIME: 8:00PM  
PLACE: Administration Building Board Room  
200 North Broadway  
Sleepy Hollow, NY

- 1. CALL TO ORDER BY DISTRICT CLERK
- 2. OATH OF OFFICE ADMINISTERED TO NEWLY ELECTED MEMBERS
- 3. ELECTION OF TEMPORARY CHAIRPERSON

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_ VOTE \_\_\_\_\_

- 4. ROLL CALL
- 5. APPOINTMENT OF DISTRICT CLERK

RESOLVED: That Nelly Valentin is appointed District Clerk for the fiscal year 2011-2012, at a stipend of \$10,084.

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_ VOTE \_\_\_\_\_

- 6. ELECTION OF PRESIDENT AND ADMINISTRATION OF OATH OF OFFICE

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_ VOTE \_\_\_\_\_

- 7. ELECTION OF VICE PRESIDENT AND ADMINISTRATION OF OATH OF OFFICE

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_ VOTE \_\_\_\_\_

**CONSENT AGENDA** – The use of a Consent Agenda permits the Board of Education to make more effective use of its time by adopting a single motion to cover those relatively routine matters which are included. Any member of the Board who wishes to discuss individually a particular piece of business on the consent agenda may so indicate and that item will be transferred to the Regular Agenda for consideration and a separate vote, thus preserving the right of all Board Members to be heard on any issue.

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

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_ VOTE \_\_\_\_\_

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8. APPOINTMENT OF DISTRICT OFFICERS

A. District Treasurer

RESOLVED: That Mathew Kurien is appointed District Treasurer for the fiscal year 2011-2012, at a stipend of \$21,008.

B. Deputy District Treasurer

RESOLVED: That Catherine Lia is appointed Deputy District Treasurer, for the fiscal year 2011-2012, at a stipend of \$2,655.

9. APPOINTMENT OF GENERAL AND LABOR RELATIONS COUNSEL AND BOND COUNSEL

A. General Counsel

1. RESOLVED: That Keane & Beane, P.C., 445 Hamilton Avenue, White Plains, NY, is appointed the school attorney for the 2011-2012 fiscal year at a retainer of \$30,000, and \$210.00 per hour for non-tax certiorari litigation and matters not related to labor contract negotiations.

2. 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 2011-2012 fiscal year.

B. Bond Counsel

RESOLVED: That Hawkins, Delafield & Wood, One Chase Manhattan Plaza, New York, NY, is appointed bond counsel for the 2011-2012 fiscal year, at a fee to be determined by specific job requirement.

10. APPOINTMENT OF FINANCIAL ADVISOR

RESOLVED: That NYMAC, 50 Jackson Avenue, Syosset, NY, is appointed financial advisor for the 2011-2012 fiscal year, at a fee to be determined by specific job requirement.

11. APPOINTMENT OF CUSTODIAN OF RECORDS

RESOLVED: That John Staiger, Jr. is appointed Custodian of School Records, at no extra compensation, for the 2011-2012 school year.

12. APPOINTMENT OF RECORDS ACCESS OFFICER

RESOLVED: That Nelly Valentin is appointed Records Access Officer, at no extra compensation, for the 2011-2012 school year.

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13. APPOINTMENT OF RECORDS APPEALS OFFICER

RESOLVED: That Howard W. Smith is appointed Records Appeals Officer, at no extra compensation for the 2011-2012 school year.

14. APPOINTMENT OF SCHOOL PHYSICIAN

RESOLVED: That Lawrence W. Goldstein, M.D., 200 South Broadway, Tarrytown, NY, is appointed school physician for the 2011-2012 school year, at a retainer fee of \$24,000.

15. APPOINTMENT OF INTERNAL CLAIMS AUDITOR

RESOLVED: That Joseph Callahan, Jr., is appointed internal claims auditor for the 2011-2012 fiscal year at a fee of \$4,000.

16. APPOINTMENT OF AUDITOR - **TBD**

17. APPOINTMENT OF INTERNAL AUDITOR

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

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:

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_ VOTE \_\_\_\_\_

18. 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, 2011.

19. 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.

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20. 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.

21. 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.

22. 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.

23. 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.

24. 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.

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

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26. 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 –Debbie Hand - \$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

27. 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.

28. 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 2011-2012 school year.

29. APPOINTMENT OF PURCHASING AGENT

RESOLVED: That John Staiger, Jr. is appointed Purchasing Agent for the 2011-2012 fiscal year, at no extra compensation.

30. 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.

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## 31. 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

## 32. AUTHORIZATION FOR THE DISTRICT TO RECEIVE WIRE TRANSFERS OF STATE AID MONIES

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 J.P. Morgan Chase Bank, 64 North Broadway, Tarrytown, NY 10591 – re: Account of UFSD of the Tarrytowns General Fund.

## 33. 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 2011-2012 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.

## 34. 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 2011-2012 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.

## 35. 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.

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## 36. 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 disability.

## 37. SUBSTITUTE RATES

RESOLVED: That the Board of Education approves the per diem rates for substitute teachers and substitute school nurses for the 2011-2012 school year as follows:

Teachers:

\$85 per diem (1<sup>st</sup> twenty days)

\$95 per diem (each day thereafter)

\$150 per diem for long-term assignment (1<sup>st</sup> 30 working days)

\$290 per diem for long-term assignment (after 30 working days)

Nurses:

\$125 per diem

\$150 per diem for long-term assignment

## 38. TUITION RATES

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

## 39. COMMITTEE ON SPECIAL EDUCATION

RESOLVED: That the Board of Education appoints the following individuals to serve on the Committee on Special Education (CSE) & Sub Committee on Special Education for the 2011-2012 school year, as per the attached: (Appendix#)

## 40. 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 2011-2012 school year, as per the attached: (Appendix #)

## 41. APPOINTMENT OF 504 COORDINATOR FOR STUDENT SERVICES

RESOLVED: That Kathleen Conley is appointed 504 Coordinator for Student Services for the 2011-2012 school year.

## 42. APPOINTMENT OF LIAISON FOR HOMELESS STUDENTS

RESOLVED: That Kathleen Conley is appointed Homeless Students Liaison for the 2011-2012 school year.

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43. APPOINTMENT OF SURROGATE PARENT

RESOLVED: That the Board of Education appoints Christine Oblonsky to serve as Surrogate Parent for the 2011-2012 school year.

44. DESIGNATION OF STUDENT RESIDENCY

RESOLVED, That the Board of Education hereby designates the Director of Pupil Personnel Services 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).

45. DESIGNATION OF OFFICIAL NEWSPAPER

RESOLVED: That The Journal News is designated as the official newspaper of the District.

46. POLICY MANUAL

RESOLVED: That the Board of Education re-adopts all policies in the Policy Manual for the 2011-2012 school year.

47. 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. \$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 - \$51 per hour on Saturdays; \$72 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.

48. APPOINTMENT OF AHERA COMPLIANCE OFFICER

RESOLVED: That the Board of Education appoints Peter Quartironi as Asbestos Designee, for the 2011-2012 school year, pursuant to Sections 763.84(g) and 763.93(e)(3)(4) of the Asbestos Hazard Emergency Relief Act.

49. APPOINTMENT OF COMMITTEE

- A. Audit and Finance Committee  
BOE Members: Sheila J. Conklin, Craig Laub, B. Joseph Lillis

50. ADJOURNMENT

RESOLVED: That the Organization Meeting is adjourned.

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_ VOTE \_\_\_\_\_ TIME \_\_\_\_\_