

Present: Mr. Michael Haberman, President; Mr. Jonathan Satran, Vice President;
Mrs. Jennifer Rosen, Mr. Paul Wasserman; Mrs. Jan Fisher

Also Present: Mr. James Kaishian, Superintendent of Schools; Ms. Linda Peters, Asst.
Superintendent for Finance & Operations; Mrs. Margo May, School Attorney;
Juanita Brockett, District Clerk

The Briarcliff Manor Board of Education held a meeting on Monday, February 8, 2016 in the Middle School Theater and was called to order by Mr. Haberman at 6:55 P.M.

On motion by Mr. Satran, seconded by Mrs. Rosen and passed 5-0, the Board moved to immediately adjourn into executive session for the purpose of discussing the employment history of a particular person and to seek legal counsel.

On motion by Mr. Satran, seconded by Mrs. Rosen and passed 5-0, the Board moved to return to public session at 7:32 P.M.

WORK SESSION

The Board of Education is seeking a volunteer to act as the Election Chairperson for the annual budget vote & board elections of May 17, 2016. To qualify you must be a US citizen, at least 18 years of age and a resident of the School District for at least 30 days. Responsibilities will include declaring polls open and closed at the appropriate time. Individual must commit to being present at the opening and closing of the polls. Polling hours are from 6:00 A.M. and 9:00 P.M.

Budget Discussion – Linda Peters and James Kaishian discussed preliminary budget

Facilities Committee – Mr. Satran briefly mentioned committee discussion plans for capital projects. More detail information will be provided at the Feb. 29th Board of Education meeting via a presentation.

FINANCIAL WORK SESSION

The Board reviewed the following financial documents:

- Budget transfers through Feb. 01, 2016
- Financial reports for Dec. 2015: Treasurer’s Report, 2nd quarter Appropriation Status Report: funds A, C, F, H, TE, V, and 2nd quarter Revenue Status Report: funds A, C, F, H, TE, V
- December 2015 Warrants: #7 Fund A; #6 Fund TA; #7 Fund H
- General Fund expenditure and revenue reports for December 2015
- Middle and High School Student Activity Treasurer’s Report for the 2nd quarter of 2015-16.

POLICIES

2nd Reading of the following Policies was conducted:

<u>Subject</u>	<u>NYSSBA Policy #</u>	<u>Briarcliff Policy #</u>
Student Attendance	5100	7110, 7120, 7140
Student Privacy	5550	7630
Fiscal Management Goals	6000	New
Budget Planning	6110	5100
Budget Transfers	6150	5320
Property Tax Exemption for Senior Citizens	6215	5220

BOARD OF EDUCATION
MINUTES

February 8, 2016

Investments	6240	5201
Fund Balance	6245	5350
Authorized Signatures	6410	New
Fiscal Accounting and Reporting	6600	New
Fixed Assets Capitalization and Inventories	6645	5610
Claims Auditor	6650	New
Claims Auditor Exhibit-Checklist	6650.E	
Independent/External Audit	6660	New
External Audit Guidance for School District Officials	6660.E	
Petty Cash/Petty Cash Accounts & Cash in School Buildings	6670	5500
Internal Audit function	6680	New
Purchasing	6700	5202
Purchasing Regulation	6700-R	
Purchasing Explanations of Other Methods, etc.	6700-E.2	
Purchasing Authority	6710	5410
Purchasing Procedures	6740	New
Contracting for Professional Services	6741	5202
Payroll Procedures	6800	New
Expense Reimbursement	6830	5335
Expense Reimbursement Regulation	6830-R	
Disposal of District Property	6900	5610
Major Capital Projects Development Goals	7000	New
Facilities Planning	7100	New
Construction Safety	7365	New
Defense and Indemnification of Board Members and Employees	8705	5600

MINUTES

On motion by Mr. Satran, seconded by Mrs. Rosen, and passed 5-0, it is hereby RESOLVED, that the Board of Education approves the minutes of the Board of Education meeting held on January 25, 2016.

CONSENT AGENDA

On motion by Mr. Satran, seconded by Mrs. Rosen and passed 5-0, the Board moved to remove policy # 6650 and 6650.E from the consent agenda.

On motion by Mr. Satran, seconded by Mrs. Rosen and passed 5-0, the Board moved to approve the following consent agenda items as amended.

Donations

- (a) RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby accept, with appreciation, a check in the amount of \$2,093.43 from the Briarcliff Friends of the Arts (BFA) to be used for the purchase of replacement concert attire for male Performing Arts students.
- (b) RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby accept, with appreciation, a check in the amount of \$1,000 from the Briarcliff Friends of the Arts (BFA) to be used for various Pushkin Players expenses.
- (c) RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby accept, with appreciation, a Footnotes Classroom Rug from the Briarcliff Friends of the Arts (BFA) to be used at the Todd School.

- (d) RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby accept, with appreciation, a Valentino Teacher Travel Repair Kit from the Briarcliff Friends of the Arts (BFA) for band use at the Middle School.
- (e) RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby accept, with appreciation, the following donations from the Briarcliff Friends of the Arts (BFA) for use at the High School:

Art	Two (2) Academy Navajo Standing Easels
Dance	Paint & Supplies; Five (5) Costume Racks
Band	Two (2) Audio Speakers for Band Room
Auditorium	Three (3) Sennheiser Body Microphones Eight (8) Sennheiser Hanging Microphones

Personnel

- (a) RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby accept the resignation of Tamiris Booth, Lunch Monitor at Todd School, effective February 12, 2016.
- (b) RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby accept the resignation of MS TA, Jessica Albalah, effective February 10, 2016.
- (c) RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby approve the request of Christina Hurley, Elementary Teacher, for a childcare unpaid leave of absence for the 2016-2017 school year effective July 1, 2016 through June 30, 2017. Ms. Hurley is currently on a childcare unpaid leave of absence effective January 12 through June 30, 2016.
- (d) RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby approve the appointment of Joanne Giuliani, Teaching Assistant at Todd, to the Activities of Daily Living (ADL) stipend position at Todd, effective January 1, 2016 in the amount of \$3,000 pro-rated.

Athletic Mergers

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby approve the following athletic mergers for the 2016-17 school year.

Varsity Girls Golf	Briarcliff & Keio Academy
Varsity & Modified Football	Briarcliff & Elmsford
V Ice Hockey	Briarcliff, Pleasantville, Valhalla & Mt. Pleasant
V Boys Swimming/Diving	Briarcliff, Byram Hills, Pleasantville, Valhalla & Mt. Pleasant
V Girls Swimming/Diving	Briarcliff, Pleasantville, Valhalla & Mt. Pleasant

Health Services Contract

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby approve the Health services Contract with the Bedford Central school District in the amount of \$,4,142.32 for eight (8) Briarcliff students attending private school in the Bedford Central School district.

BOCES Cooperative Bid

WHEREAS it is the desire of the participating school districts of the Southern Westchester Board of Cooperative Educational Services, adopting this Resolution to bid jointly in those supplies, commodities, materials and equipment set forth below.

Now, therefore, be it

RESOLVED that the Briarcliff Union Free School District agrees to participate with other school districts of the Southern Westchester Board of Educational Services, Westchester County, New York adopting this in the joint bidding of:

1. Art Supplies
2. General School Supplies
3. Office Supplies
4. Fine Paper Supplies
5. Audio Visual Supplies & Equipment
6. Bakery Goods
7. Cafeteria Food Supplies
8. Custodial Supplies
9. Custodial Paper Supplies
10. Lumber Supplies
11. Laser & Ink Jet Toners, OEM
12. Laser & Ink Jet Toners, Compatibles
13. Microcomputer Hardware
14. Office & Classroom Furniture
15. Graphing Calculators

BE IT FURTHER RESOLVED that this Resolution shall remain in effect until June 30, 2017, and

BE IT FURTHER RESOLVED that it is agreed that the specifications as presented will be used, and that this Board agrees to bid its required amount of said commodities jointly with other participating school districts in Southern Westchester and the Southern Westchester Board of Cooperative Educational Services. The recommendation of the Purchasing Steering Committee will be considered when this Board acts on the purchase of said Commodities.

BE IT FURTHER RESOLVED that the invitation to bid will be advertised by BOCES in the Journal News in accordance with the provisions of Section 103 to the General Municipal Law.

Facilities Contracts - Bid Award

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby approve the following facilities contracts bid specifications to the following lowest bidders in the amounts stated in an attachment presented to the Board at this meeting. The contract period will be July 1, 2016 thru June 30, 2017 with a District option to extend for three (3) additional consecutive twelve month periods.

Electrical Work	Delta Electric, Inc.
Green Cleaning Solution	Wise Supply Inc.
HVAC & Refrigeration	Johnson Controls
Painting	F&B Painting Inc.
Roofing	Hayden Building Maintenance Corp.

Adoption of Policies

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby adopt the following policies:

<u>Subject</u>	<u>NYSSBA Policy #</u>	<u>Briarcliff Policy #</u>
Student Attendance	5100	7110, 7120, 7140
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ACTION ITEMS

Supplemental Memorandum of Agreement

On motion by Mr. Satran, seconded by Mrs. Rosen and passed 5-0, it is hereby

RESOLVED that the Board hereby approves a Supplemental Memorandum of Agreement with the Briarcliff Teachers' Association, dated February 8, 2015, as presented to the Board at this meeting regarding teaching assistant services in a class at the Todd Elementary School. A copy of said agreement shall be incorporated by reference within the minutes of this meeting.

Contract Agreement with Westchester County Board of Elections

On motion by Mr. Satran, seconded by Mrs. Rosen and passed 5-0, it is hereby

RESOLVED, that the Board of Education does hereby approve the contract agreement with the Westchester County Board of Elections for the use of their electronic voting machines for the May 17, 2016 budget vote and board elections. A copy of said agreement shall be incorporated by reference within the minutes of this meeting.

General Fund Expense & Revenue Budget Accounts

On motion by Mr. Satran, seconded by Mrs. Rosen and passed 5-0, it is hereby

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby authorize the use of salvage proceeds from the sale of copper wire towards the cost to replace a damaged electrical feeder line at the Middle/High School, and approves increases to the following general fund expense and revenue budget accounts:

Account Code/Description	Type	Amount
A1620.420-04 District wide improvements	Expense	\$47,298.40
A2650 Sale of Scrap/Excess Materials	Revenue	\$47,298.40

On motion by Mr. Satran, seconded by Mrs. Rosen and passed 5-0, the Board moved to adjourn the meeting at 8:35 P.M.