

BOARD OF EDUCATION REORGANIZATION MEETING

MINUTES

July 11, 2016

Present: Mrs. Jennifer Rosen, President; Mrs. Jan Fisher, Vice President; Mr. Paul Wasserman;
Mr. Kenneth Torosian

Absent: Mr. Michael Haberman

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

The Annual Reorganization meeting of the Briarcliff Manor Union Free School District was held on
Monday, July 11, 2016 in the Middle School Theater and was called to order by Ms. Brockett, the District
Clerk, at 7:00 P.M.

The District Clerk motioned for the nomination of a presider to act as temporary Chairperson pending the
election of a President at the start of the Reorganization meeting.

Mrs. Fisher nominated Mrs. Rosen to act as temporary Chairperson. Mr. Wasserman seconded and
Mrs. Rosen was named Chairperson on a vote of 4-0.

On motion by Mrs. Fisher, seconded by Mr. Wasserman and passed 4-0, the Board moved to adjourn into
executive session at 7:01 P.M., for the purpose of discussing the employment history of a particular person
and to seek legal counsel.

On motion by Mrs. Fisher, seconded by Mr. Wasserman and passed 4-0, the Board moved to adjourn from
executive session and return to public session at 8:27 P.M., to begin the reorganization meeting.

On motion by Mrs. Rosen, seconded by Mrs. Fisher and passed 4-0, the Board moved to amend the
agenda by moving the public speaking session to this point on the agenda.

The District Clerk re-administered the Oath of Office to incumbent Board member elect, Mr. Wasserman
and newly elected Board member, Mr. Kenneth Torosian.

Temporary Chair, Mrs. Rosen, called for nominations for the office of President of the Board of
Education.

Mrs. Fisher nominated Mrs. Rosen, Mr. Wasserman, seconded. There were no other nominations and on a
vote of 4-0, Mrs. Rosen was elected President.

The District Clerk administered the Oath of Office to Mrs. Rosen.

Mrs. Rosen called for the nomination of Board Vice President. Mrs. Rosen nominated Jan Fisher,
seconded by Mr. Wasserman. Mrs. Rosen asked for a vote and 2-0 votes were in favor of Mrs. Fisher's
nomination.

Mr. Wasserman nominated himself, seconded by Mrs. Rosen. Mrs. Rosen asked for a vote and 2-0 were
in favor of Mr. Wasserman's nomination.

The motion tied 2-2. Mrs. Rosen deferred the nomination of Vice President to the next meeting at which

time 5 members of the Board will be present to vote.

Mrs. Rosen made a motion to create a consent agenda for items 3.1 through 3.30.

Mr. Wasserman motion to remove item 3.15 from the consent agenda.

Mrs. Rosen motion to remove items 3.4, 3.16, 3.19, 3.25 and 3.30 to discuss separately.

On motion by Mrs. Rosen seconded by Mr. Wasserman and passed 4-0, the Board moved to create a consent agenda to include items 3.1 through 3.30, excluding items 3.4, 3.15, 3.16, 3.19, 3.25 and 3.30.

On motion by Mr. Wasserman, seconded by Mrs. Fisher and passed 4-0, the Board moved to approve the consent agenda as amended.

3.1 Appointment of District Officers and Personnel

(a) **School District Clerk**

RESOLVED, that Juanita Brockett is hereby appointed as School District Clerk for the 2016-2017 school year.

(b) **School District Treasurer**

RESOLVED, that Nicole Susa is hereby appointed as School District Treasurer for the 2016-2017 school year.

(c) **School District Deputy Treasurer**

RESOLVED, that the Board appoints Jennifer DeFillippo as Deputy Treasurer for the 2016-2017 school year with a stipend amount of \$4,000.

(d) **School District Claims Auditor**

RESOLVED, that the Board of Education does hereby approve the appointment of John Beltramo, Claims Auditor for the Briarcliff Manor Union Free School District, for the period commencing July 1, 2016 through June 30, 2017 at the rate of \$85.00/hr., and authorizes the Board President to execute a Claims Auditor Contract with John Beltramo that sets forth the terms and conditions of his employment, a copy of said agreement shall be incorporated by reference within the minutes of this meeting.

(e) **School District Internal Auditor**

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby approve the appointment of Tobin & Company as internal auditors for the 2016-2017 school year as follows:

Risk Assessment \$ 6,140

Blended hourly rate to perform targeted internal audit \$ 140

(f) **School Attorney**

RESOLVED, that Shaw, Perelson, May & Lambert, LLP is hereby appointed as School District Counsel at an annual retainer fee of \$108,000 for the 2016-2017 school year and authorizes the Board President to execute an Agreement with the School Attorney. Services not covered by the retainer fee

will be billed at the rate of \$200 per hour, subject to advance authorization by the Board of Education. A copy of said Agreement shall be incorporated by reference within the minutes of this meeting.

(g) Records Access Officer

RESOLVED, that Linda Peters is hereby appointed as the School District's Records Access Officer for the 2016-2017 school year.

(h) Records Appeal Officer

RESOLVED, that Dr. James Kaishian, Superintendent of Schools is hereby appointed as the School District's Records Appeal Officer for the 2016-2017 school year.

(i) Records Management Officer

RESOLVED, that Erica Beasley is hereby appointed as School District Records Management Officer for the 2016-2017 school year.

(j) Educational Liaison for Students in Homeless Situations

RESOLVED, that Dr. Debora Serio-Vaughan is hereby appointed as School District Educational Liaison for Students in Homeless Situations for the 2016-2017 school year.

(k) Section 504/Americans with Disabilities Act Compliance Officer

RESOLVED, that Dr. Debora Serio-Vaughan is hereby appointed as School District Section 504/Americans with Disabilities Act Compliance Officer for the 2016-2017 school year.

(l) Mediation Session Designee

RESOLVED, that Dr. Debora Serio-Vaughan or her designee, in her absence, is designated to attend last chance resolution sessions or mediation sessions required by the IDEA with the authority to execute settlement agreements with parents on behalf of the District, follow and enter into resolution settlement agreements following consultation with the Superintendent of Schools and legal counsel and notification to the Board of Education, of the contents of any settlement agreement for the 2016-17 school year and that the agreement reached in a resolution session would be subject to Board rejection only if a special meeting is called for a vote to void the settlement agreement within three (3) business days of the execution of the agreement.

(m) DASA Compliance Officer

RESOLVED, that Dr. Debora Serio-Vaughan is hereby appointed as the School District's DASA Compliance Officer for the 2016-2017 school year. Building DASA Compliance Officers: Jennifer Jacobs (Todd School); Susan Howard or designee (BMS); Daniel Murphy (BHS).

(n) School District Title VI Civil Rights Act Compliance Officer

RESOLVED, that Dr. Debora Serio-Vaughan is hereby appointed as the School District Title VI Compliance Officer for the 2016-2017 school year.

(o) School District Title VII Civil Rights Act Compliance Officer

RESOLVED, that Dr. Debora Serio-Vaughan is hereby appointed as the School District Title VII Compliance Officer for the 2016-2017 school year.

BOARD OF EDUCATION REORGANIZATION MEETING

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- (p) School District Title IX Elementary & Secondary Schools Act (ESEA) Compliance Officer
RESOLVED, that Dr. Debora Serio-Vaughan is hereby appointed as the School District Title IX Compliance Officer for the 2016-2017 school year.
- (q) Residency Designee
RESOLVED, that the Board of Education hereby delegates its authority, pursuant to Commissioner's Regulations 100.2(y), to the Superintendent of Schools who shall have the full and final authority to make determinations regarding student residency.
- (r) School District Designated Education Official (DEO)
RESOLVED, that Daniel Murphy is hereby appointed as School District Designated Education Official (in compliance with S.A.V.E. Legislation) for the 2016-2017 school year.
- (s) School District Asbestos Designee
RESOLVED, that Anthony Bauso is hereby appointed as the School District Asbestos designee for the 2016-2017 school year.
- (t) Pesticide Representative
RESOLVED, that Anthony Bauso is hereby appointed as the School District Pesticide Representative for the 2016-2017 school year.
- (u) Chemical Hygiene Officer (OSHA)
RESOLVED, that Anthony Bauso is hereby appointed as Chemical Hygiene Officer (OSHA) for the 2016-2017 school year.
- (v) School District Attendance Officer
RESOLVED, that Dr. James Kaishian, Superintendent of Schools is hereby appointed as the School District Attendance Officer for the 2016-2017 school year.
- (w) School District Designated Technology and Chief Information Officer [aka Director of Technology]
RESOLVED, that Erica Beasley is hereby appointed as Chief Information Officer [aka Director of Technology] for the 2016-2017 school year.
- (x) Designated Education CSE/CPSE Chair
RESOLVED, that Dr. Debora Serio-Vaughan is hereby appointed as the School District's Designated Education CSE/CPSE Chair for the 2016-2017 school year.
- (y) Designated Chief Safety Officer
RESOLVED, that Linda Peters is hereby appointed as School District Chief Safety Officer for the 2016-2017 school year.
- (z) Purchasing Agent
RESOLVED, that Linda Peters is hereby appointed as the district's Purchasing Agent for the 2016-17 school year.

3.2 Authorization of Petty Cash Funds

RESOLVED, that Petty Cash funds in the following amounts are hereby authorized and approved:

District Office	\$100
Business Office	\$100
Middle School Office	\$100
High School Office	\$100
Todd School Office	\$100
Facilities Office	\$100

3.3 Call-Back Verification and Written Confirmation in Connection with Fund Transfers

RESOLVED:

1. Treasurer and Deputy Treasurer are hereby designated as authorized persons in connection with all bank depositories now or hereafter maintained for and in the name of this District for the purposes of (i) verifying, by telephone call-back, payment orders issued in the name of this District, including those issued verbally, by telecopier and through online banking systems; and (ii) issuing written confirmations of payment orders issued in the name of this District.
2. That the depository may rely upon telephone verification and/or written confirmations given by the authorized persons identified in paragraph one hereof, and all payment orders verified by telephone call-back shall be deemed to be authorized orders of this District.
3. That the depository may place telephone call-backs to the telephone number of this District as reflected in the records of the depository or to such other telephone number as may hereafter be designated in writing by an officer of this District.
4. That each of the foregoing resolutions and the authority thereby conferred shall remain in full force and effect until written notice of revocation or modification is received by the depository, provided that such notice shall not be effective with respect to any exercise of said authorities prior to the receipt of such notice. That the District Clerk or any other officer of this District is hereby authorized and directed to certify under the Corporate Seal, or not, but with like effect in the latter case, to the depository, the Resolutions, the names of the officers and other representatives of this District, any changes from time to time in the said officers and representatives and specimens of their respective signatures; and that the depository may conclusively assume that persons at any time certified to it by officers or other representatives of this District continue as such until receipt by the depository of written notice to the contrary.

3.6 Designation of Dates for Regular Board Meetings

RESOLVED, that the Board of Education will meet on two Mondays each month, or as needed, and that the time of such meetings will be as designated by the Board.

3.7 Designation of Official School District Newspaper

RESOLVED, that The Journal News of White Plains, New York, is hereby designated as the official newspaper of the School District.

3.8 Designation of Hearing on School District Budget

RESOLVED, that the Board designates May 8, 2017 as the date of the public hearing on the budget (must be between 7 and 14 days prior to Annual Meeting).

3.9 Approval of Voting Hours and Designation of Voter Registration Day

RESOLVED, that the Board hereby approves the voting hours of Board Elections, Referenda, or any proposals requiring a vote by the residents of the District as follows:

6:00 a.m. to 9:00 p.m.

RESOLVED, that the Board hereby designates Wednesday, May 10, 2017 as the extended voter registration day from 4:00 p.m. to 8:00 p.m.

3.10 Appointment of Impartial Hearing Officers

The District shall utilize the most recent rotational list of certified impartial hearing officers established by the New York State Education Department for Westchester County. The list shall also include the names of other certified impartial hearing officers requesting to serve in the District. Impartial hearing officers shall be selected, appointed and compensated in accordance with Policy 4321.8.

3.11 Approval of Athletic Reconditioning Fees

RESOLVED, that the Board hereby approves Athletic Reconditioning Fees as set by the Athletic Director and Equipment Manager.

3.12 Establish Rate for Mileage Reimbursement

RESOLVED, that the Board hereby sets the rate for mileage reimbursement as recommended by the Internal Revenue Service.

3.13 Establish Rate for Meal Reimbursement

RESOLVED, that the Board hereby sets the rate for meal reimbursement as recommended by the U.S. General Services Administration.

3.14 Establish Rate for Parking Fees

RESOLVED, that the Board hereby approves the collection of student parking fees in the amount of \$75 per student, per semester. The fee will be collected at the beginning of each semester for those seniors who wish to park in the HS/MS campus.

3.17 Approval of Budget Transfers

RESOLVED, that Dr. James Kaishian, Superintendent of Schools or his designee is authorized to approve budget transfers as per policy No. 6150.

3.18 Application for Grants

RESOLVED, that the Board hereby authorizes Dr. James Kaishian, Superintendent of Schools or his designee to apply for educational grants.

3.20 Board Policies

RESOLVED, that the Board hereby re-adopts Board policies.

3.21 Designation of Depositories

RESOLVED, that the following banks and/or trust companies be designated as the official depositories for investment of funds during the 2016-2017 school year; JPMorgan Chase Bank, Webster Bank.

3.22 Signatures Authorization

RESOLVED, that JPMorgan Chase Bank, Webster Bank, and NYLAF (hereinafter called the Banks) are designated Banks of this District and they (including their correspondent banks) are hereby requested, authorized and directed to honor all checks, drafts or other orders for payment of money drawn in this District's name on their Accounts when bearing the facsimile or original signature of the following:

District Treasurer
Deputy Treasurer

and the Banks (including their correspondent banks) shall be entitled to honor and to charge this District for all such checks, drafts or other orders for the payment of money, if such facsimile signature or signatures resemble the facsimile specimens filed with the Banks by the District Clerk or other officer of this District.

In addition, the Banks shall be entitled to honor and charge this District for all funds transfers initiated online by the District Treasurer or Deputy Treasurer through their secure online banking systems.

3.23 High School Accounts

RESOLVED, that the Central Treasurer, are hereby authorized to make deposits and withdrawals to and from the following account at JPMorgan Chase Bank:

HS Student Activity Account, and be it

FURTHER RESOLVED, that the Central Treasurer, are hereby authorized to sign checks drawn against the HS Student Activity Checking Account and JPMorgan Chase Bank is hereby authorized and directed to honor checks drawn against this account when so signed.

3.24 Middle School Accounts

RESOLVED, that the Central Treasurer are hereby authorized to make deposits and withdrawals to and from the following account at JPMorgan Chase Bank:

MS Extra Classroom Activity Account, and be it

FURTHER RESOLVED, that the Central Treasurer, are hereby authorized to sign checks drawn against the MS Extra Classroom Activity Checking Account and JPMorgan Chase Bank is hereby authorized and directed to honor checks drawn against this account when so signed.

3.26 Supplemental Defense and Indemnification

WHEREAS, Section 18 of the Public Officers Law of the State of New York authorizes municipal corporations, including Boards of Education, to adopt supplemental defense and indemnification provisions to those contained in the Education Law; and

WHEREAS, the statute authorizes Boards of Education to defend, indemnify and save harmless, members of Boards of Education and officers, agents and employees of the Boards of Education and parent volunteers in connection with any claims asserted or judgment obtained against such Board members, officers, agents or employees in any State or Federal Court, or in the amount of any settlement of any such claim, provided the act or omission from which such judgment or claim arose

occurred while the Board member, officer, agent or employee was acting within the scope of his or her office of employment;

NOW THEREFORE, BE IT RESOLVED that the Board of Education of the Briarcliff Manor School District hereby adopts the supplemental defense and indemnification provisions contained in Section 18 of the Public Officers Law for its Board members, officers, agents and employees, and parent volunteers on school-based planning and shared decision-making committees or other community volunteer performing volunteer service with the consent of the Board and/or Superintendent of Schools. This coverage shall supplement and shall be in addition to the coverage available to such employees under other enactments, including but not limited to the Education Law of the State of New York.

3.27 School District Health & Safety Committee

RESOLVED, that the following individuals are hereby appointed as the School District Health & Safety Committee for the 2016-2017 school year:

Superintendent of Schools	Asst. Director of Facilities
Asst. Sup't for Finance & Operations	Custodian Rep from Todd, MS & HS
Director of Instruction & HR	Security Officer
Todd School Principal	Safety & Security BOCES Liaison
Middle School Principal	BM Police Dept., Rep
High School Principal	BM Fire Dept., Rep
School Board Member	SRP Bargaining Unit Rep
High School Student Rep	BEST Bargaining Unit Rep
BTA Rep from Todd School, MS & HS	BPTA Representative
Teamsters Unit Rep	

3.28 Adoption of the Annual Professional Performance Review (APPR)

RESOLVED, that the Board of Education does hereby adopt its Annual Professional Performance Review (APPR) Plan for classroom teachers and building principals covered under Education Law Section 3012-d for the 2016-17 school year and thereafter, as approved by the State Education Department, which shall remain in full force and effect until such time as the negotiable provisions of a subsequent APPR Plan are agreed upon and approved by the Commissioner of Education.

3.29 Readoption & Recertification of the Standard Work Day and Reporting Resolution RESOLVED, that the Briarcliff Manor School District/Location Code 75513 hereby establishes the following as standard work days for appointed officials and will report the following days worked to the New York State and Local Employees Retirement System based on the time keeping system records or the record of activities maintained and submitted by these officials to the clerk of this body.

Title	Name	Social Security Number (Last 4 Digits)	Registration Number	Standard Work Day (Hrs/Day)	Term Begins/Ends	Participates In Employer's Time Keeping System (Yes/No)	Days/Month (Based on record of Activities)
APPOINTED OFFICIALS							

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District Clerk	Juanita Brockett	xxx-xx-xxxx	xxxxxxxx	7	07/01/16-06/30/17	Yes	N/A
District Treasurer	Nicole Susa	xxx-xx-xxxx	xxxxxxxx	7	07/01/16-06/30/17	Yes	N/A

The following items were removed from the consent agenda in order to discuss and vote on separately.

3.4 Certificates of Deposit Investments

RESOLVED, that the Treasurer and Deputy Treasurer be authorized to sign for the purchase of permitted investments as per Policy 6240, Section 9, with all authorized depositories, on behalf of the Briarcliff School District, under the supervision of the Asst. Superintendent for Finance & Operation. The Board delegated the authority to the Asst. Supt for Finance & Operations in the policy.

(This resolution will be discussed further with the Audit Committee for possible revision to include Board notification of all investment purchases and sales.)

3.15 Certification of Payroll

On motion by Mrs. Rosen, second by Mr. Wasserman and passed 4-0, the Board moved to amend this resolution by deleting the Asst. Superintendent and adding Dr. James Kaishian, Superintendent to certify payroll.

RESOLVED, that the Board hereby authorizes the Dr. James Kaishian, Superintendent to certify the payroll.

3.16 Attendance at Conferences

(no changes were made to this resolution)

RESOLVED, that the Board hereby designates Dr. James Kaishian, Superintendent of Schools or his designee to approve all employee requests to attend conferences.

3.19 Bonding of Employees

On motion by Mrs. Rosen, seconded by Mr. Wasserman and passed 4-0, the following resolution was amended to include the specific titles of those employees subject to bonding.

RESOLVED, that the Board of Education hereby authorizes the bonding of the District Treasurer; Superintendent of Schools; Asst. Superintendent for Finance & Operations; Student Activities Account Treasurer; Deputy Treasurer; District Clerk; and Claims Auditor subject to a \$3,000,000 per loss limit regardless of number of employees who may be involved and all persons and positions required by law or regulation to be bonded.

On motion by Mrs. Rosen, seconded by Mr. Wasserman and passed 4-0, the Board moved to create a consent agenda for items 3.4; 3.15; 3.16 & 3.19.

On motion by Mrs. Rosen, seconded by Mr. Wasserman and passed 4-0, the Board moved to approve the consent agenda for items 3.4; 3.15; 3.16 & 3.19, as amended.

3.25 Approval of Mandated Professional Development Plan

On motion by Mr. Wasserman, seconded by Mrs. Fisher and passed 4-0, the following resolution was TABLED to August 1, 2016.

RESOLVED, that the Board hereby approves the Professional Development Plan for the 2016-2017 school year.

3.30 Adoption of Special Education District Plan 2016-18

On motion by Mr. Wasserman, seconded by Mrs. Fisher and passed 4-0, the following resolution was TABLED to August 1, 2016.

RESOLVED, that the Board of Education does hereby adopt the Special Education District Plan 2016-18.

SCHOOL DISTRICT AUDIT COMMITTEE 2016-17

It was the consensus of the Board to select the following applicants from the community to serve on the Committee: Emily Guthman, Michael Casper, Sharon BeHarry.

Mrs. Rosen nominated Mr. Torosian as Chairperson. Mr. Wasserman seconded and on a vote of 4-0, Mr. Torosian was selected as Chair of the Audit Committee.

Mr. Torosian nominated Mr. Wasserman as the Board member representative, seconded by Mrs. Rosen and passed 4-0, Mr. Wasserman was appointed as the Board representative on the Audit Committee.

On motion by Mr. Wasserman, seconded by Mrs. Fisher and passed 4-0, it is hereby

RESOLVED, that the following individuals are appointed to the Audit Committee for the 2016-2017 school year:

Ken Torosian, Board Member Chair	<u>Advisory:</u>
Paul Wasserman, Board Member Rep.	James Kaishian, Superintendent
Emily Guthman, Community Member	Nicole Susa, District Treasurer
Michael Casper, Community Member	Linda Peters, Assistant Superintendent
Sharon BeHarry, Community Member	for Finance & Operations

The regular business meeting followed.