

BRIARCLIFF MANOR UNION FREE SCHOOL DISTRICT

BOARD OF EDUCATION MEETING

Monday, June 14, 2010 - Middle School Theater - 6:30p.m.

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**Agenda**

Call to Order & Pledge of Allegiance  
Roll Call

It is anticipated that the Board will immediately adjourn into executive session for the purpose of discussing litigation issues.

It is anticipated that the Board will reconvene the public session at 7:30pm and break for the retiree reception.

*The Community is welcome to join us in a reception honoring our retirees hosted by the BPTA  
7:30 P.M. in the Middle School Cafeteria*

*Retirees: Superintendent of Schools: Dr. Frances Wills  
Board Member: Stacy Agona  
Administrators: Eric Knutsen, Robert Willoughby  
Teachers: Paul DeCurtis, Janet Judson, Thomas Kersting  
Clerical Staff: Collean Butler, Betsey Maxwell, Barbara Miles, Sandra Racioppo  
PTA: Debbie Johnson*

It is anticipated that the Board will return to public session at 8:00pm and conduct the regular business meeting.

**Opening Items**

Board President Remarks  
Superintendent's Remarks

1. Student recognition
2. 2<sup>nd</sup> Public Hearing on Code of Conduct
3. Approval of the minutes of the June 7, 2010 Board of Education meeting.

*The Board welcomes public comments on all work session items at this time.  
(Please see Policy 2201 on last page of this agenda.)*

4.

**Work Session Items**

- a. Report on Enrichment and Acceleration
- b. Director of Curriculum & Instruction
- c. Interim Superintendent

5.

**Financial Work Session Items**

- a. Pre-approval of budget transfers
- b. Review of budget transfers
- c. Review of May 2010 warrants: Warrant #11 Fund A, Warrant #2 Fund H & Warrant # 11 Fund TA
- d. Audit Committee End-of-Year report
- e. Tax Certiorari Reserve Fund
- f. Employee Benefit Accrued Liability Reserve Fund
- g. Retirement Contribution Reserve Fund
- h. Property Loss Reserve Fund

6.

**Policy Work Session Item**

- a. Investment policy 4<sup>th</sup> reading & possible adoption
- b. Credit Card Policy (Home Depot) 2<sup>nd</sup> reading & possible adoption

7.

**RESOLUTIONS**

*The Board welcomes public comments on resolutions at this time.  
(Please see Policy 2201 on last page of this agenda.)*

**Consent agenda**

RESOLVED that the Board of Education does hereby approve the appointment of Susan Ceglie-Tresca. to a .8 position as Art Teacher effective September 1, 2010.

RESOLVED that the Board of Education does hereby approve the appointment of Daniel Murphy, to a .7 position as Dean of Students/Teacher on assignment and .3 Math Teacher effective September 1, 2010.

RESOLVED, that the Board of Education does hereby approve the budget transfer in the amount of \$4,000 to fund supplies for Advanced Principles of Engineering class.

RESOLVED, that the Board of Education does hereby approve the budget transfer in the amount of \$7,368 to cover cost of replacing 8 printers in the Middle/High School.

RESOLVED, that the Board of Education does hereby approve the budget transfer in the amount of \$7,900 to cover transportation cost for athletic programs.

RESOLVED, that the Board of Education does hereby approve the budget transfer in the amount of \$20,000 to cover one time conversion and training cost for Follett library media system.

RESOLVED, that the Board of Education does hereby approve the budget transfer in the amount of \$100,000 to cover cost of replacing end of life computers district-wide.

RESOLVED, that the Board of Education does hereby approve the budget transfers totaling \$129,000 to cover costs for BOCES services through June 2010.

RESOLVED that the Board of Education hereby authorizes the Board President to execute an Annual Maintenance Plan agreement with NetSupport for the period from July 1, 2010 to June 30, 2010, at an annual cost of \$1,721.61.

RESOLVED, that the Board of Education hereby authorizes the Board President to execute a license and service agreement with Rubicon for the ATLAS Curriculum Management Software for the period from July 1, 2010 through June 30, 2011, at an annual cost of \$4,750.00. A copy of such agreement shall be incorporated by reference within the minutes of this meeting.

RESOLVED, that the Board of Education hereby authorizes the Board President to execute an Annual Service Contract with Markon Networking Systems Inc. for the maintenance of the language laboratory for the period from July 1, 2010 through June 30, 2011, at an annual cost of \$1,750.00. A copy of such contract shall be incorporated by reference within the minutes of this meeting.

RESOLVED, that the Board of Education hereby authorizes the Board President to execute a Terms of Use Agreement with Microsoft Corporation for Microsoft Live@edu during the 2010-2011 school year at no cost to the District. A copy of such agreement shall be incorporated by reference within the minutes of this meeting.

RESOLVED that the Board of Education does hereby approve the career increment for Elizabeth Biondi effective September 1, 2010 (3<sup>rd</sup> increment)

RESOLVED that the Board of Education does hereby approve the career increment for Melissa Carnahan September 1, 2010 (1<sup>st</sup> increment)

RESOLVED that the Board of Education does hereby approve the career increment for Mary Beth Craven effective September 1, 2010 (1<sup>st</sup> increment)

RESOLVED that the Board of Education does hereby approve the career increment for Michael Diamente effective September 1, 2010 (2<sup>nd</sup> increment)

RESOLVED that the Board of Education does hereby approve the career increment for Marie Dzielak effective September 1, 2010 (2<sup>rd</sup> increment)

RESOLVED that the Board of Education does hereby approve the career increment for Lori Fraternali effective September 1, 2010 (2<sup>rd</sup> increment)

RESOLVED that the Board of Education does hereby approve the career increment for Camille Globerman effective September 1, 2010 (2<sup>rd</sup> increment)

RESOLVED that the Board of Education does hereby approve the career increment for Donna Heyner effective September 1, 2010 (4<sup>th</sup> increment)

RESOLVED that the Board of Education does hereby approve the career increment for Jamie Mandel effective September 1, 2010 (1<sup>st</sup> increment)

RESOLVED that the Board of Education does hereby approve the career increment for Carol Thompson effective September 1, 2010 (1<sup>st</sup> increment)

### **Action Items**

#### **BMEF Grants**

RESOLVED, that the Board of Education does hereby accept with thanks, the following grants from the Briarcliff Manor Education Foundation Teachers' Institute Fund for the 2010 school year:

<b>Applicant Name</b>	<b>Project Title</b>	<b>School</b>	<b>Amount Approved</b>
Jayne Barruch & Leslie Newman	Sign Language Program	Todd	\$4,950.

#### **Writing Lab**

RESOLVED, that the Board of Education does hereby authorize that the Briarcliff Writing Lab be henceforth named the "Tom Kersting Writing Lab," in honor of Mr. Kersting who has served for 34 years as Teacher of English in Briarcliff High School.

#### **Code of Conduct**

RESOLVED that the Board of Education does hereby adopt the student Code of Conduct as amended on June 14, 2010.

#### **Investment Policy**

RESOLVED, that the Board of Education does hereby adopt Business Operations Policy # 5201 on Investments as amended on June 14, 2010.

#### **Credit Card Policy**

RESOLVED, that the Board of Education does hereby adopt the Policy on the use of Credit Cards.

Tax certiorari Reserve Fund 2007-08 & 2008-09 School Year Claims

WHEREAS, the Board has previously reserved funds pursuant to '3651(1-a) & (3-a) of the Education Law to pay judgments and claims in tax certiorari proceedings for the 2007-08 and 2008-09 school year(s); and

WHEREAS, the applicable tax certiorari proceedings have been settled and compromised or have expired, leaving a residual balance of \$323,426 for the 2007-08 school year claims and \$659,152 for the 2008-09 school year claims in such reserve fund, which will not reasonably be required to pay any such judgment or claim;

THEREFORE, BE IT RESOLVED, that the Board hereby returns the amount of \$323,426 to the general fund attributable to the 2007-08 school year claims and returns the amount of \$659,152 to the general fund attributable to the 2008-09 school year claims and authorizes the transfer of such sums from the tax certiorari reserve funds to the general fund.

Tax certiorari Reserve Fund 2009-10 School Year Claims

WHEREAS, Section 3651(1-a) & (3-a) of the Education Law authorizes a school district to establish a reserve fund for the payment of judgments and claims in tax certiorari proceedings and to make payments therefrom; and

WHEREAS, the Board of Education previously established tax certiorari reserve funds for the 2007-08 and 2008-09 school years, a portion of which funds were returned to the general fund in accordance with law; and

WHEREAS, the Board of Education desires to re-establish such reserve fund to pay for judgments and claims for pending 2009-10 school year tax certiorari proceedings;

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby re-establishes a reserved fund balance in the amount of \$945,137, to be known as the ATax Certiorari Reserve Fund@, for the payment of judgments and claims in pending tax certiorari proceedings for the 2009-10 school year and hereby appropriates and authorizes the transfer of such amount from unappropriated unexpended fund balance in the general fund to the Tax Certiorari Reserve Fund.

Employee Benefit Accrued Liability Reserve Fund

RESOLVED, that the Board of Education authorizes the transfer of \$278,958.75 from the Employee Benefit Accrued Liability Reserve Fund to the general fund to be expended for accrued employee benefits due upon the termination of certain employees' service during the 2009-2010 school year.

Retirement Contribution Reserve Fund

RESOLVED, that the Board of Education hereby appropriates the sum of \$1,100,000 from the 2009-2010 unappropriated unexpended fund balance and authorizes the transfer of such monies from the general fund to the Retirement Contribution Reserve Fund, in accordance with the provisions of Section 6-r of the General Municipal Law.

Property Loss Reserve Fund (Athletic Fields)

WHEREAS, pursuant to the provisions of the §1709 [8-c] of the Education Law, the Board of Education may establish a reserve fund for the purpose of paying property loss claims, known as the Property Loss Reserve Fund;

THEREFORE, BE IT RESOLVED, that the Board hereby established a reserve fund pursuant to §1709[8-c] of the Education Law, to be known as the Property Loss Reserve Fund, for the purpose of paying the costs of property loss claims and;

BE IT FURTHER RESOLVED, that the Board of Education hereby appropriates the sum of \$1,485,000 for such purpose from 2009-2010 unappropriated unexpended fund balance and authorizes the transfer of such monies from the general fund to the Property Loss Reserve Fund.

Director of Curriculum & Instruction

RESOLVED, that the Board of Education does hereby approve the reassignment of Ms. Nadine McDermott to the position of Director of Curriculum and Instruction effective July 1, 2010, pursuant to terms and conditions of employment that currently apply to her tenure position.

Superintendent's Resignation for the purpose of retirement

RESOLVED, that the Board of Education does hereby authorize the Board President to execute a First Amendment to the Employment Agreement of Superintendent of Schools, Dr. Frances G. Wills, dated June 14, 2010, a copy of which agreement is incorporated by reference within the minutes of this meeting.

RESOLVED that the Board of Education hereby accepts the resignation for purposes of retirement of Dr. Frances G. Wills from her position of Superintendent of Schools of the Briarcliff Manor Union Free School District effective close of business on June 30, 2010.

**Public Comment**

*The Board welcomes public comments at this time.  
(Please see Policy 2201 on last page of this agenda.)*

**Polling of the Board**

**Closing Items**

**Consideration of Executive Session Subject to Board Approval**

**Adjournment**

**BRIARCLIFF MANOR UNION FREE SCHOOL DISTRICT  
POLICY NO. 2201 – INTERNAL OPERATIONS**

**A. Community Participation at Board Meetings**

1. Regular Meetings. The public will be encouraged to speak on Action Items before the Board votes. Normally, Board members will be called on to speak first if they wish to do so. Community input will also be heard at the time designated on the agenda for this purpose. Comments must be relevant to the Briarcliff School District.
2. Work Sessions. Community input will be heard before all work session items.
3. The community will be requested to direct their questions or comments to the presiding officer, who will redirect them to the Administration if this is appropriate. Dialogue among members of the audience will be discouraged.
4. When new questions or items are raised by the community, the Board will not feel compelled to respond immediately, but will acknowledge the issue and consider it at a later meeting if this is appropriate.
5. Any person who is unruly will be asked to leave.
6. Speakers from the public will be given three (3) minutes each to speak, unless the Board votes to extend the per speaker time limit at the beginning of the meeting. Each speaker will be allowed one opportunity to speak at each speaking segment of the meeting.