

**BRIARCLIFF MANOR UNION FREE SCHOOL DISTRICT**

Board of Education Work Session and Regular Meeting

Monday, September 14, 2009 – MS Theater - 8:00 p.m.

**UPDATED 9-14-09**

**Opening Items**

Call to Order and Pledge of Allegiance

Roll Call

Board President Remarks

Superintendent Remarks

1. Presentation: Report to Community - Dr. Frances Wills
2. Approval of the minutes of the August 10, 2009 regular Board of Education meeting and the August 14 & September 3, 2009 Special Board of Education Meetings.

**Public Comments on Work Session Items**

*The Board welcomes comments on Work Session Items at this time. Work Session Items are discussion items.*

**Work Session Items**

3. Process for creating Budget Advisory Committee and Curriculum / Academic Topics Committee
4. Establishment of Board of Education Finance Committee
5. Process for interviewing School Attorney
6. Status of RFP for School Physician
7. Authorization to participate in BOCES Transportation study
8. Fee setting for rental of school owned musical instruments
9. Resumes for Asst. Superintendent
10. Follow-up on District contracts on website

*The Board welcomes comments on Personnel Session Items at this time.*

11.

**Personnel Work Session Items**

- a) Authorization for payment to Ronnie Stowell for consultant services on August 13, 2009 as part of transition to Interim Asst. Superintendent at a per diem rate of \$950.

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**Contract Work Session Items**

- a) The approval of tuition contracts with other school districts for special education Briarcliff student residents who are attending special programs in those schools. The district pays tuition for these students.
  - *New England Center for Children –one student attending severe unit program at Tuition rate of \$124,054.73 (includes \$500.73 summer maintenance)*
  - *Pleasantville UFSD – two students at tuition rate of \$23,593 each*
  - *Bedford Central Schools – one student attending life skills program at estimated tuition rate of \$69,388 mated, one student attending a program for multiple disabled students - tuition rate of \$61,831 (in addition, a teacher aide is required for this program at estimated annual cost of \$30,000)*
  - *Ardasley – one student attended Summer School program 2009. (tuition rate is set by SED and has not been received as of yet. Last year’s cost was 3,768)*
- b) The approval of emergency 30-day transportation contract for a special education student attending program at Irvington HS and requiring extra support after school, resulting in a late dismissal bus (cost \$95/day PM route); recently new student to the district who is attending Maria Regina H.S. (\$60/day AM route & \$95/day PM route)
- c) The award contract to only bidder (Northern Westchester Driving, Inc) to provide Drivers’ Education to Briarcliff H.S. (Self sustaining program) The bid price is \$300.
- d) The award contract bid to only bidder (Wise Supply Inc.) for hydroxipro super concentrate cleaning system for the school district (prices vary per item). 3 people picked up bid packets, only one submitted.
- e) The approval of services agreement with The Omni Group to serve as the District’s 403(b) third party administrator.(This renewal agreement at \$5,580.)
- f) The approval of a monthly purchase option plan agreement for a Xerox photocopier to be installed in the Todd school Principal’s office. NY State contract price and 0% interest. Cost for first 3 months \$135.97) Cost for 4-60 months \$145.97
- g) The award to low bid for plumbing services in the district to L.I. Reilly Plumbing. \$154/hr
- h) The award to low bid for electrical work in the district to Day Electric. \$197/hr
- i) The award of bid contract for the purchase paint and paint supplies for the district to Wallauer and Shiffler Equipment Sales. Four bids were submitted. Wallauer submitted two bids; one for typical paint products, and one for environmentally friendly paint products. Prices vary per product.
- j) The award of low bid for the printing of the quarterly newsletter “The Blackboard” and the Budget Newsletter to Rose Press. Rose Press was the only bidder for this service. They have been printing the newsletter for several years. Bid price for anticipated newsletter is \$6,635 for the school year. (\$1,165 less than contract with them for 2008-09)
- k) Increase in fee to O’Connor, Davis, Munns & Dobbins, LLP for additional hours rendered above the Board approved “Agreed Upon Procedures” in the amount of \$10,000 for a total of \$30,000 in as much as additional hours were required for the 2009-10 school year.
- l) PNWBOCES lease agreement for rental of Briarcliff School space for special education programs (one classroom at \$21,536 and one office at \$4,000 at the HS)

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**Board Policy Work Session Items**

- a. 2nd reading and adoption of policy # 6160 Code of Ethics for All District Personnel regarding gifts
- b. 1<sup>st</sup> Reading of Audit Committee Charter

14.

**Finance Work Session Items**

- a) Review of June 2009 Treasurer's Reports; 4<sup>th</sup> quarter Appropriation Status Report: Funds A,C,F,H,TE, V; 4<sup>th</sup> quarter Revenue Status Report: Funds A,C,F,H,TE, V and Fund Balance projection.
- b) Review of the following Warrants for July 2009: Warrant #2 Fund A; Warrant #1 Fund TA and Warrant #1 Fund H.
- c) Review of the following financial reports for July 2009: Treasurer's Report, Appropriation Status Report and Revenue Status Report.
- d) Review of the following warrants for August 2009: Warrant # 2 Fund A; Warrant # 2 Fund T
- e) Approval of E-Rate funding participation -The E-rate program is administered by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC). The program was set up in 1997 when the Federal Communications Commission (FCC) adopted a Universal Service Order implementing the Telecommunications Act of 1996. The Order was designed to ensure that all eligible schools and libraries have affordable access to modern telecommunications and information services. Up to \$2.25 billion annually is available to provide eligible schools and libraries with discounts under the E-rate program for authorized services.
- f) Review of Middle School Student Activity Treasurer's Report for 4<sup>th</sup> quarter of 2008-09.
- g) Review of High School Student Activity Treasurer's Report for 4<sup>th</sup> quarter of 2008-09.
- h) Review of Budget transfer dated August 3, 2009 in the amount of \$879.34 for high school textbooks for technology class.
- i) Settlement agreement with Software & Information Industry Association in the amount of \$35,000.
- j) Review of June 30, 2009 Fund Balance Report
- k) Preliminary discussion of 2010-2011 budget presentation approach.
- l) Preliminary discussion of long-term Board financial goals.

15.

**Audit Committee Work Session Items**

- a) Follow-up on letter from district resident

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**Resolutions Items**

*The Board welcomes public comments on resolution items this time. These are resolutions that will be voted on by the Board.*

**Personnel Items Consent Agenda**

- a) **RESOLVED**, that the Board hereby approves the appointment of Audrey Curley as Occupational Therapist for the 2009-2010 school year at \$50/hr as needed.
- b) **RESOLVED**, that the Board hereby approves the appointment of Denise McCauley to position as Special Education Teacher, MS Step 2, effective September 1, 2009.
- c) **RESOLVED**, that the Board hereby approves the appointment of Paul Bordonaro to a leave replacement position as HS Teacher, BA Step 2, effective September 1, 2009.
- d) **RESOLVED**, that the Board hereby approves the appointment of Carolyn Beacher to a leave replacement position as School Psychologist effective September 1, 2009 at \$120 for the first 23 days; MA Step 1, effective October 5, 2009.
- e) **RESOLVED**, that the Board hereby approves the appointment of Adrianna Androsiglio to a leave replacement position as elementary school teacher, effective September 1, 2009 at \$120 for the first 23 days; MA Step 1, effective October 5, 2009.
- f) **RESOLVED**, that the Board hereby approves the appointment of Timothy Fee as Varsity Asst. Football Coach for Fall 2009.
- g) **RESOLVED**, that the Board hereby approves the appointment of Danielle Fiore as Varsity Field Hockey Asst. Coach for Fall 2009.
- h) **RESOLVED**, that the Board hereby approves the appointment of Jessica Madalon as Varsity Cheerleading Assist.Coach for Fall 2009.
- i) **RESOLVED**, that the Board hereby approves the appointment of the following substitute teachers: Timothy Fee and Shannon O'Brien for the 2009-2010 school year.
- j) **RESOLVED**, that the Board hereby approves the appointment of Deborah Spahr as choreographer for the MS and HS productions for the 2009-2010 school year.
- k) **WHEREAS**, Brittany McCord, Kim Manghise and Deborah Marino were excused from their positions as teacher aides at the end of the 2008-2009 school year; and **WHEREAS**, there are now three unfilled teacher aide positions due to three resignations;  
**NOW, THEREFORE, IT IS RESOLVED THAT:**  
The Board approves the reappointment of Brittany McCord, Kim Manghise and Deborah Marino and to their positions as teacher aides for the 2009-10 school year.
- l) **RESOLVED**, that the Board hereby accepts the resignation of teacher aide, Avarelle DaCosta, effective September 1, 2009.
- m) **RESOLVED**, that the Board hereby accepts the resignation of teacher aide, Jennifer Lasorsa, effective September 16, 2009.
- n) **RESOLVED**, that the Board hereby approves the appointment of Tracy Campanile to an additional 0.1 mathematics teacher for the 2009-10 school year.

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- o) **RESOLVED**, that the Board hereby approves Ms. Ronnie Stowell, Asst. Superintendent for Business & Technology, as Purchasing Agent for the Briarcliff Manor School District, Authorized Representative for all Federal programs including; **E-Rate** and Child Nutrition, and Designated Custodian for the general fund, building fund, child nutrition fund, bond fund, activity fund, all federal programs including **E-Rate**, all state programs, and all other school programs and activities not listed for the 2009-10 school year. Please include in
- p) **RESOLVED**, that the Board hereby approves the special education tuition contract with New England Center for Children, Inc., for the 2009-10 school year.
- q) **RESOLVED**, that the Board hereby approves the special education tuition contract with Pleasantville UFSD for the 2009-10 school year.
- r) **RESOLVED**, that the Board hereby approves the special education tuition contract with Bedford Central Schools for the 2009-10 school year.
- s) **RESOLVED**, that the Board hereby approves the special education tuition contract with Ardsley UFSD for the 2009-10 school year.
- t) **RESOLVED**, that the Board hereby approves the District’s participation in the free and reduced lunch program for students who may qualify under the federal guidelines.
- u) **RESOLVED**, that Juanita Brockett is hereby appointed as School District Freedom of Information Law Officer (Record Access Officer) to serve at the pleasure of the Board for the 2009-10 school year.
- v) **RESOLVED**, that the Board hereby approves the CSE/CPSE/504 Committee Recommendations for the period of May 2009 through July 2009, for the 2009-2010 school year.
- w) **RESOLVED**, that the Board hereby approves the appointment of the following club advisors for the 2009-2010 school year:

<b>TODD SCHOOL CLUBS</b>	<b>ADVISOR</b>	<b>STIPEND AMOUNT</b>
Literacy Magazine	Diane Mallet	2,293
Mathfax	Cindy Yaeger & David Golod	2,293
Pushkin Players	Robyn Ferracane	2,022
<b>HIGH SCHOOL CLUB</b>	<b>ADVISOR</b>	<b>STIPEND AMOUNT</b>
Academic Challenge	Desmond Groarke	2,764
Amnesty International	Thomas Kersting	2,254
National Art Honor Society	Roxanne Ritacco	2,503
Art & Music Festival	Mandel/Montenegro/ Ostrofsky/Linville/Dubin/Ritacco	4,849 shared among all
Asian Club	Nancy Lee	2,254
Black Latino Student Union	Paul Zeidan	
Briars & Ivy	J.Shulman/K.McCarthy	3,879
Camerata (Briarcliff Singers)	John Banks	3,714
Chamber Music Group	Anna Ostrofsky	3,945
Chemistry Club	Robert Saar	2,067
Cliffnotes/Overtones	John Banks	2,030

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Dance Club	Diane Guida	2,030
Drama Club	Jamie Mandel	3,049
Drivers Education	Paul DeCurtis	2,883
Environmental (Treehuggers)	Karla Constantinou	2,263
Engineering Club	Mike Diamente	2,030
Film Club	Jamie Mandel	3,049
French Club	Pamela Gordon	2,067
Garage Orchestra	Anna Ostrofsky	2,030
Gay Straight Alliance	Laurie Alfonso/Diana Blank	2,030
Habitat for Humanity	Deirdre Dilworth/Pat Manchisi	2,030
Interact Club	Sharon Comblo	2,030
Interior Design Club	Cathy Freeman/Jessica Madalon	2,030
Intramurals	Drosopoulos/Thau/DeCurtis	1,375
Jazz Band	Delia Montenegro	3,714
Lighting Technician	James Britt	2,415
Literary Coffee House	Fishman/Mandel/Shulman	2,314
Mathletes	Christina Rutledge	2,378
Model Congress	Jeanne Claire Cotnoir	2,030
Model UN	Eileen Gallagher	2,067
Multicultural Club	Colleen Winter	2,067
National Honor Society	Anthony Muranelli	2,254
Newspaper - Bulletin	Samantha Fishman	4,484
NYS Math Honor Society	R. Huber/A. O'Brien	2,254
Pep Band	Chris Melito	2,263
Poetry Club	Laurie Alfonso	2,030
Set Design and Construction	James Britt	3,881
Set Painter (Fall and Spring)	James Britt	3,881
Spanish Club	Diana Nelson/Jamie Gittler	2,067
Student Council	Thomas Kersting	4,346
Technical Crew	James Britt	3,729
Tri M Music Honor Society	Delia Montenegro	2,254
World of Difference	Melissa Carnahan	2,067
Writer's Circle	Julia Fernandez	2,030
Yearbook - Bruin	Nina Marcel	5,609

### **Contract Items Consent Agenda**

- x) **RESOLVED**, that the Board hereby authorizes participation in transportation study to be conducted through Putnam/Northern Westchester BOCES to determine cost savings potential of sharing out-of-district transportation.
- y) **RESOLVED**, that the Board hereby approves the 30-day emergency transportation contract with Briarcliff Bus Company to transport students to Irvington H.S. and Maria Regina H.S. Not to exceed \$5,500.
- z) **RESOLVED**, that the Board hereby approves the contract for in-car student driving instruction to All Northern Westchester Driving, Inc.
- aa) **RESOLVED**, that the Board hereby awards the bid contract for hydroxipro cleaning system to Wise Supply, Inc.



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- bb) **RESOLVED**, that the Board hereby approves the renewal of the Services Agreement for the academic year 2009-2010 with The Omni Group to serve as the District's 403(b) third party administrator. Not to exceed \$5,580.
- cc) **RESOLVED**, that the Board hereby approves a purchase option plan agreement for a Xerox W5632 photocopier. Not to exceed \$8,872.20
- dd) **RESOLVED**, that the Board hereby approves the bid award for plumbing services to L. I. Reilly Plumbing for the period of October 1, 2009 through June 30, 2010. Not to exceed \$154/hr.
- ee) **RESOLVED**, that the Board hereby approves the bid award for electrical services to Day Electric for the period of October 1, 2009 through June 30, 2010. Not to exceed \$127/hr
- ff) **RESOLVED**, that the Board hereby awards contract to purchase paint and paint supplies to Wallauer and Shiffler Equipment Sales.
- gg) **RESOLVE**, The Board hereby awards low bid for the printing of the quarterly newsletter "The Blackboard" and the Budget Newsletter to Rose Press.

**Action Items**

- hh) **RESOLVED**, that the Board of Education approves the proposed settlement with the Software & Information Industry Association, in the amount of \$35,000 and hereby authorizes the Board President or the Superintendent of School to execute the necessary documents evidencing the settlement.
- ii) **RESOLVED**, that the Board hereby approves the increase amount of the "Agreed Upon Procedures" for O'Connor, Davies, Munns & Dobbins, LLP in the amount of \$10,000 for a total of \$30,000 in as much as additional hours were required for the 2009-10 school year.
- jj) **RESOLVED**, that the Board hereby approves the BOCES classroom use and maintenance agreement for the period of September 1, 2009, through June 30, 2010, for the use of one classroom (\$21,536) and one office (\$4,000) at the Briarcliff High School for the total sum of \$25,436.

**Polling of the Board**

**Public Comments/Questions**

*The Board welcomes public comments on any topic at this time*

It is anticipated that the Board will adjourn into Executive Session to discuss personnel and potential litigation matters subject to Board approval.

**Closing Items**

**Upcoming Board of Education Meetings**

**BRIARCLIFF MANOR UNION FREE SCHOOL DISTRICT**

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Monday, September 14, 2009 – MS Theater - 8:00 p.m.

Monday, September 21, 2009 - Regular Meeting, Middle School Theater

Monday, October 5, 2009 - Work Session, Middle School Theater

Dates to remember

- 9/17 - Grades K& 1 – Back to School Night - Todd School 7pm
- 9/22 - Grade 6 – Back to School Night – Middle School Theatre – 7pm
- 9/23 - Grades 2 & 3 – Back to School Night - Todd School 7pm
- 9/24 - High School – Back to School Night – District Auditorium 7pm
- 9/30 - Grades 4 & 5 – Back to School Night - Todd School 7pm