

BRIARCLIFF MANOR UNION FREE SCHOOL DISTRICT
Annual Board of Education Reorganization Meeting
Monday, July 7, 2008 – Middle School Theatre– 9:30 a.m.

Opening Items

1. Call to Order and Pledge of Allegiance
2. Roll Call

Reorganization Action Items

3. Nomination and Election of Temporary Chairperson
4. Administration of Oath of Office to Newly Elected Board Members
5. Nomination and Election of Board of Education Officers
 - President
 - Vice President
6. Administration of Oath of Office to Board Officers and Administrators
 - Newly Elected President
 - Newly Elected Vice President
 - Superintendent of Schools
 - Assistant Superintendent for Business and Technology
7. Appointment of District Officers, Other Personnel and Committee Representatives/Liaisons
 - School District Clerk
 - School District Treasurer
 - School District Deputy Treasurer
 - School District Internal Claims Auditor
 - School District Property Manager
 - School District Attorney
 - School District Physician
 - School District Purchasing Agent
 - School District Records Management Officer
 - School District Freedom of Information Law Officer
 - School District Educational Liaison for Students in Homeless Situations
 - School District Section 504 Compliance Officer
 - School District DEO (Designated Education Official)
 - School District Title IX Compliance Officer
 - School District Designated Chief Information Officer/Data Administrator
 - School District Safety Team
 - School District Professional Development Committee
 - School District Audit Committee
 - School Board Liaison to Village Board
 - School Board Liaison to Town of Mt. Pleasant Board
 - School Board Liaison to Town of Ossining Board
 - School Board Representative to District Enabling Committee
 - School Board Representative to the Briarcliff Manor Education Foundation Board
 - School Board Representative to the Briarcliff Community Coalition
 - School Board Representative to the Briarcliff Booster Club
 - School Board Liaison to the Briarcliff Friends of the Performing Arts
 - School Board Representative to the Briarcliff Parent/Teacher Association
 - School Board Voting Delegate to NY State School Boards Association Annual Meeting
 - School Board Representation to the Facilities and Capital Plan Committee
 - School Board Representative to the Health and Safety Committee
 - School Board Representative to the District Wellness Committee

- School Board Delegate to the Westchester/Putnam School Boards Association
 - School Board Representative to the WPSBA Legislation Action Committee
 - School Board Representative to the Annual Professional Performance Review Committee
 - School Board Representative to the Curriculum Council (Carol)
 - School Board Representative to the Professional Development Committee
 - Designation of School Board Member to Appoint Impartial Hearing Officer
 - School Board Representative to the Regional Educational Advocacy Districts (READ)
 - School Board Representative to the Communications/Technology Committee
8. Designation of Depositories
 9. Authorization of Petty Cash Funds
 10. Signatures of Authorization
 11. Call-Back Verification and Written Confirmation in Connection with Fund Transfers
 12. Certificates of Deposit
 13. High School Accounts
 14. Middle School Accounts
 15. Approval of Investment of District Funds
 16. Discussion of the register of outstanding bonds and available options and review of the financial position of the District
 17. Designation of Dates for Regular Board of Education Meetings
 18. Designation of Official School District Newspaper
 19. Designation of Date of Hearing on School District Budget and Date of Budget Vote and School Board Election.
 20. Approval of Budget Vote and School Board Election Voting Hours and Designation of Voter Registration Day
 21. Approval of Impartial Hearing Officer Selection, Appointment and Compensation Protocol
 22. Approval of the following District Plans:
 - a. Health and Safety Plan
 - b. Code of Conduct
 - c. Academic Intervention Services Plan
 - d. Professional Development Plan
 - e. Annual Professional Performance Review
 - f. Attendance Policy
 23. Review of District Textbook Inventory
 24. Approval of Athletic Reconditioning Fees
 25. Establish Rate for Mileage Reimbursement
 26. Establish Rate for Meal Reimbursement
 27. Establish Rate for Parking Fees
 28. Approval of Mid-Westchester Special Education Consortium Agreement
 29. Review of Superintendent's Attendance
 30. Certification of Payroll
 31. Attendance at Conferences
 32. Approval of Budget Transfers
 33. Application for Grants
 34. Bonding of Employees
 35. Board Policies

1.

Regular Meeting Agenda

- a. Approve Minutes of Regular Meeting held on June 16, 2008

Public Comment on Non Agenda Items

2.

Consent Agenda

- a. Appointment of Impartial Hearing Officer Rotational List per New York State Education Department for the 2008/2009 school year.
- b. Accept the resignation of Charles Calhoun as secondary science teacher effective June 30, 2008.
- c. Accept the resignation of Clare Coughlin as leave replacement secondary social studies teacher effective June 30, 2008.
- d. Accept the resignation of Preeti De as secondary science teacher effective June 30, 2008.
- e. Accept the resignation of teacher aides: Lisa Haddad & Robert Jackman
- f. Approve unpaid leave of absence from teacher aide position, Avarelle DaCosta, effective September 1, 2008 – December 20, 2008.
- g. Approve for payment health services billing for the City School District of New Rochelle in the amount of \$2,661.45 for 3 students attending private school in New Rochelle.
- h. Appointment of the following faculty members to the Ad Hoc Committee on Stress: Sarah Rubin and Diana Blank.

3.

Personnel Items

All certified personnel are hired in accord with Agreement between the District and the BTA dated July 1, 2005 to June 30, 2010

- a. Appointment of Austin Perry to a leave replacement position as special education teacher at the CASSTLE program, MA, Step 1, effective September 1, 2008.
- b. Appointment of Christina Franchi to an elementary leave replacement position effective September 1, 2008, BA, Step 4.
- c. Appointment of Paul Bordonaro to a leave replacement position as secondary social studies teacher, \$120/day, first 23 days, 24th day BA, Step 1 effective September 1, 2008.
- d. Appointment of Paul DeCurtis, Teacher on Assignment .5 Dean of students at a .2 stipend of annual salary, effective July 1, 2008 to June 30, 2009
- e. Appointment of Daniel Murphy, Teacher on Assignment .5 Dean of students at a .2 stipend of annual salary, effective July 1, 2008 to June 30, 2009
- f. Approval of clerical stipend for Barbara Watters, for CPSE administrative responsibilities in the amount of \$9,785 to be funded through Federal Funds for the 2008/2009 school year.
- g. Appointment of the following District-Wide stipend positions for the 2008/2009 school year per Agreement between the District and the BTA dated July 1, 2005 to June 30, 2010:
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|--|-------------------|
| Assistant Athletic Director (Modified) | Tracy Campanile |
| Athletic Director | Chris Drosopoulos |
| Distance Learning Public Access | |

Channel/Video Yearbook	Michael Diamente
District Director of Physical Education	Paul DeCurtis
Equipment Manager	John Consorti
Professional Development Coordinator	Suzanne Mauriello
Technology Coordinator (.25) Todd	Lori Whitman
Technology Coordinator (.25)-Todd	Cheryl Paulenoff
Technology Coordinator (.5)MS/HS	Melissa Brennan
Visual Arts Coordinator	Roxanne Ritacco
Health Coordinator	Christine Meola

- h. Appointment of the following High School stipend positions for Curriculum Leaders, Team Leader for the 2008/2009 school year:

DEPARTMENT COORDINATORS

English	Thomas Kersting
World Languages	Anthony Muranelli
Guidance	Elyse Smith
Math	Daniel Murphy
Physical Education	Paul DeCurtis
Science	Robert Saar
Social Studies	Melissa Carnahan
Special Education	Nancy Crosby

CLASS ADVISORS

Freshman Class	Mary Oliver/Vincent Magliulo
Sophomore Class	Diana Blank/Deirdre Dilworth
Junior Class	Patricia Manchisi/Pamela Gordon
Senior Class	Paul Zeidan/Nina Marcel

CURRICULUM LEADER

English as a Second Language	Colleen Winter
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TEAM LEADER

9 th Grade Team Leader	Elyse Smith
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- i. Appointment of the following Middle School Stipend Positions for Team Leaders, Department Coordinators for the 2008/2009 school year:

TEAM LEADER

6 th Grade	Suzanne Mauriello
7 th Grade	Nancy Kress
8 th Grade	Michael McDowell
Related Arts	Jessica Dubin
Special Education	Mary Yulo

CURRICULUM LEADERS

English	Kerry Irwin
Math	Amanda Schwartz
Physical Education	Paul DeCurtis
Science	Michael McDowell
Social Studies	Stephanie Muson
World Language	Marie Dzielak

- j. Appointment of the following Todd School Stipend Positions for Team Leaders, Department Coordinators for the 2008/2009 school year:

TEAM LEADERS

Leslie Newman and Jayne Barruch	Kindergarten
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Debi Fried and Jennifer Horowitz	First
Ana Correia and Gail Krumholtz	Second
TBD	Third
Barbara Argentino	Fourth
Diane Mallett & Lori Fraternali	Fifth
Jennifer Afinity	Support Services
Janet Judson	Special Services
Lori Whitman and Michelle Hiltzley	Related Arts
<u>CURRICULUM LEADERS</u>	
Camille Globerman	ELA
Diane Mallett	Social Studies
TBD	Math
Alison Bankes	Science

4. **Action Items***

- a. Acceptance, with thanks, donation from the BFPA of sound board and all peripheral equipment for the high school auditorium. Value of \$6,000.
- b. Authorization for the School Attorney to consent to judicial order settling the proceedings with an approximate refund of \$38,317.90 and the Assistant Superintendent for Business is authorized to refund those taxes.
- c. Approve Asst. Superintendent for Business, as 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 state programs, and all other school programs and activities not listed for the 2008-09 school year.
- d. Award bid proposal for Todd School boiler replacement to Unity Mechanical Corp, Briarcliff Manor NY 10510 in the amount of \$59,300.00.
- e. Adoption of Tuition Policy
- f. Authorization to participate in the NY/Long Island Cooperative Bid, for the purchase of various supplies, materials and equipment, with Clarkstown CSD as lead agency.
- g. Authorization to enter into contractual agreement between Sleepy Hollow Physical Therapy and the Briarcliff Manor School District to engage the services of Athletic Trainer Rachel H. Galasso at a cost of \$20,0000.
- h. Authorization to dispose of the following unused/inoperable equipment:

<i>Item-Technology</i>	<i>Serial #</i>	<i>Asset #</i>	<i>Reason for Disposal</i>
2002 Blue iMac Computer	RN13104TLGR	003253	Obsolete
2002 Grey iMac Computer	G8226057MBQ	100137	Obsolete
2000 Green iMac Computer	RN032789JV9	003335	Obsolete
2000 Blue iMac Blue Computer	RN13104SLGR	003252	Obsolete
1998 Blue iMac Computer	SG9372WEGSN	003235	Obsolete
1998 Green iMac Computer	XB9330EZ6TO	003220	Obsolete
Nikon LS-30 Film Scanner	238329	003241	Obsolete
960 Epson Stylus Photo Printer	EPVY023047	-	Cannot be repaired
<i>Item -Textbooks</i>	<i>ISBN#</i>	<i>Asset #</i>	<i>Reason for Disposal</i>
22 Math Advantage Harcourt Brace	0-15-311438-X	-	Obsolete
100-500 Paso a Paso I	0-673-58922-6	-	Obsolete

5. **Discussion Items**

- a. New York State School Boards Association Annual Meeting – October 16-19, 2008

- b. Referendum timeline and process
- c. Ad Hoc Committee on Facilities Referendum
- d. Video-taping of Board meetings
- e. Update on 2006 Inter-Municipal Agreement with the Village of Briarcliff Manor re:
Federal Traffic Improvement Grant
- f. Professional Development Days (1/2 day early dismissal)
- g. School Facility Report Card

Closing Items

Comments/Questions from the Audience

Polling of the Board

It is anticipated that the Board will adjourn into executive session for the purpose of discussing a particular personnel matter and review Architectural RFPs