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Present: Mr. Sal Maglietta, President; Mrs. Jennifer Rosen, Vice President; Mrs. Dina Brantman, Mr. Michael Haberman, Mr. Jonathan Satran

Also Present: Mr. Neal Miller, Superintendent of Schools; Mr. Stuart Matthey, Asst. Superintendent for Finance & Operations; Dr. Kusum Sinha, Asst. Superintendent for Curriculum, Instruction & Assessment and H.R.; Mr. David Shaw & Mr. Marc Sharff, School Attorneys; Juanita Brockett, District Clerk

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The Briarcliff Manor Board of Education held a meeting on Monday, December 17, 2012 in the Middle School Theater and was called to order by Mr. Maglietta at 7:15p.m.

On motion by Mrs. Rosen, seconded by Mrs. Brantman and passed 5-0, the Board moved to immediately adjourn into executive session for the purpose of discussing Taylor Law negotiations, potential litigation matters and to seek legal counsel.

On motion by Mrs. Rosen, seconded by Mrs. Brantman and passed 5-0, the Board moved to adjourn executive session and return to public session at 8:00p.m.

A moment of silence was observed in memory of those individuals who lost their lives in the Sandy Hook Elementary School tragedy.

### **PRESENTATIONS**

- Students from the Coalition for Human Dignity club spoke about their purpose and their mission statements.
- Mr. Matthey presented an outline of the 2013-2014 budget development process.
- Mr. Michael Conte from Syntax Corp gave an overview of a proposed model for the district's new website.

### **The Board discussed the following work session item:**

Board Docs paperless board meeting system. It was the consensus of the Board to proceed with the BoardDocs LT version.

### **The Board discussed the following policy work session items:**

- Field Trip Policy- 3<sup>rd</sup> reading was conducted and will be approve by resolution at this meeting.
- Audit Committee Charter – 1<sup>st</sup> reading was conducted and revised policy will be approved by resolution at this meeting as recommended by the Audit Committee.

### **The Board discussed the following contract work session items:**

- InterSchola (Interscholastic Trading Company LLC), to assist the district in selling surplus education goods in an online auction environment.
- Stage 2 of air quality testing to be provided by Impact Environmental

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**The Board received and reviewed the following financial work session items:**

- Budget Amendment – ERS Reserve
- Tax Certiorari
- Claims Audit Report for October & November 2012
- Budget transfers requiring pre-approval
- Budget transfers through Dec. 13, 2012
- Financial reports for October 2012: Treasurer’s Report, Appropriation Status Report, and Revenue Status Report
- October 2012 Warrants: #4 Fund A; #4 Fund TA
- November 2012 Warrants: #5 Fund A; #5 Fund TA
- General Fund expenditure and revenue reports for November 2012

**APPROVAL OF MINUTES**

On motion by Mrs. Rosen, seconded by Mr. Haberman and passed 5-0, the Board moved to approve the following Board of Education meeting minutes as presented:

- Approval of the minutes of the Board of Education meeting held on October 24, 2012
- Approval of the minutes of the Board of Education meeting held on November 13, 2012
- Approval of the minutes of the Board of Education meeting held on November 20, 2012
- Approval of the minutes of the special Board of Education meeting held on December 10, 2012

**CONSENT AGENDA**

On motion by Mrs. Rosen, seconded by Mrs. Brantman and passed 5-0, the Board moved to amend item “j” by changing the effective date to December 18, 2012 and item “aa” by inserting “provided that those individuals who earn 100K or greater at retirement would contribute 20% towards the cost of retiree health insurance with the District contributing 80% towards said cost.”

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

- a. RESOLVED, that the Board does hereby accept, with thanks, a grant from the BMEF Teacher’s Institute, awarded to Jennifer Alfinito in the amount of \$1,000 for the purpose of attending the ASCD National Annual Conference in March 2013.
- b. RESOLVED, 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)
<b>APPOINTED OFFICIALS</b>							
District Clerk	Juanita Brockett	xxx-xx- █	█	7	07/01/12-06/30/13	Yes	N/A
District Treasurer	Nicole Susa	xxx-xx- █	█	7	07/01/12-06/30/13	Yes	N/A
Claims Auditor	N/A – Independent Contractor				07/01/12-06/30/13		

- c. RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby accept the resignation of Joseph Piacquadio as Cleaner effective December 2, 2012.
- d. RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby approve the appointment of Anthony Piacquadio to the probationary position of Cleaner, effective January 2, 2013 and will be paid at Step 1 (\$35,297) pro-rated, of the Local 456, International Brotherhood of Teamsters Contract.
- e. RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby approve the unpaid child care leave of absence requested by Rebecca Lotierzo, effective December 21, 2012 through June 30, 2013.
- f. RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby approve the appointment of Shannon Fennell, who has Initial Early Childhood Education (Birth-Grade 2), Childhood Education (Grades 1-6) and Students with Disabilities (Grades 1-6) certifications, to a Leave Replacement position at the Todd School covering for Rebecca Lotierzo, effective January 2, 2013. Ms. Fennell will be paid at MA Step 1, (\$61,116) pro-rated.
- g. RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby approve the appointment of Allison Draper to the Substitute Teacher list effective January 2, 2013 at the rate of \$90/day.

- h. RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby approve the increase in teaching time for the following teacher beginning September 4, 2012 and ending on November 19, 2012.

Anna Ostrofsky	Music Teacher	Additional .10
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- i. RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby approve the appointment of Myllicent Felder to the part time position of Audio Visual Assistant at the hourly rate of \$22.00 per hour not to exceed \$5,000 for the 2012-2013 school year.
- j. RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby approve the recall of Shaheen Sheikh from the School Related Professional Preferred Eligible List to the part time position of library aide at the Todd School effective December 18, 2012 at the rate of Step 10 (\$22.82/hr) of the School Related Professional contract. Not to exceed 15 hours per week.
- k. RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby approve the appointment of Maria Blace to a Lunch Monitor position at the Middle School effective January 2, 2013 at the rate of Step 1 (\$15.33/hr) of the School Related Professional contract. Not to exceed 15 hours per week.
- l. RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby approve the appointment of Maria Gallo-Barone as Substitute Clerical at the rate of \$11.00 per hour.
- m. RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby approve the appointment of William Garnica as Substitute Cleaner at the rate of \$11.00 per hour.
- n. RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby approve the appointment of:

Ian Driver	High School Musical Director	\$5,291 incumbent
Carol Arrucci	High School Musical Conductor	\$2,111 incumbent
Carol Arrucci	High School Musical Vocal Coach	\$2,984 incumbent
Davyd Suber	High School Musical Choreographer	\$2,111 incumbent

- o. RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby approve the appointment of the following volunteer coaches for open gym for the 2012-2013 school year:

<b>Coaching Assignment</b>	<b>Coach</b>
Varsity Girls Lacrosse Volunteer Coach	Chelsea Robinson
Varsity Girls Lacrosse Volunteer Coach	Samantha Fortier-Vieni
Junior Varsity Girls Lacrosse Head Coach	Daniel Perito
Varsity Boys Soccer Volunteer Coach	Brandon Beck
Varsity Boys Soccer Volunteer Coach	Jeffrey Fleischmann
Junior Varsity Softball Volunteer Coach	Dana Bisaccia
Varsity Field Hockey Volunteer Coach	Danielle Fiore

- p. RESOLVED, that the Board of Education does hereby approve the Health Services Contract with the Dobbs Ferry Union Free School District in the amount of \$6,344.28 for 6 Briarcliff students who attend The Masters School.
- q. RESOLVED, that the Board of Education does hereby accept the Claims Audit Report for October 2012.
- r. RESOLVED, that the Board of Education, does hereby approve the budget transfer in the amount of \$108,386 to cover projected social security expenses through June 30, 2013.
- s. RESOLVED, that the Board of Education, does hereby approve the budget transfer in the amount of \$118,357 to cover projected TRS expenses through June 30, 2013.
- t. RESOLVED, that the Board of Education does hereby accept the Claims Audit Report for November 2012.
- u. RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board of Education does hereby declare the following textbooks as surplus and directs the Assistant Superintendent for Business and Technology to dispose of them in the safest, least expensive and environmentally friendly manner

<b>Title</b>	<b>Author</b>	<b>School</b>	<b>Copyright Date</b>	<b># of Copies</b>
Biology, 3 <sup>rd</sup> Edition	Arms & Camp	HS	1987	1
Biology, The Study of Life 7 <sup>th</sup> Edition	Schraer & Stoltz	HS	1999	8
Environmental Science: A Global Concern, 7 <sup>th</sup> Edition	Cunningham, Cunningham and Saigo	HS	2003	29
Invitation to Biology, 5 <sup>th</sup> Edition	Curtis & Barnes	HS	1994	7
Heath Earth Science	Spaulding & Namowitz	MS	1994	120
Life Science	Unknown	MS	1991	12

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- w. RESOLVED, that the Board of Education does hereby approve the Audit Committee Charter as amended and as recommended by the Audit Committee.
  - x. RESOLVED, that the Board of Education does hereby approve the Field Trip policy as amended.
  - y. RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby adjusts the salary of Erica Beasley, Database Manager at \$150,000 for the 2012-2013 school year effective December 18, 2012.
  - z. RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the title change of Stuart P.G. Matthey, Assistant Superintendent for Business and Technology to Assistant Superintendent for Finance and Operations effective December 18, 2012, a position in his original tenure area of Assistant Superintendent of Business & Technology.
  - aa. RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby approve the Conditions of Employment provided that those individuals who earn 100K or greater at retirement would contribute 20% towards the cost of retiree health insurance with the District contributing 80% towards said cost for the following Managerial and Confidential employees:

Erica Beasley, Juanita Brockett, Barbara Cuzzo, Karen McKeon, Nicole Susa

### **ACTION ITEMS**

#### **Resignations for the Purpose of Retirement**

On motion by Mrs. Rosen, seconded by Mrs. Brantman and passed 5-0, the Board moved to approve the following resignations for the purpose of retirement:

- (1) RESOLVED, that the Board of Education does hereby accept the resignation, with appreciation of her 29 years of service to the district, of Jayne Barruch for the purpose of retirement effective June 30, 2013.
- (2) RESOLVED, that the Board of Education does hereby accept the resignation, with appreciation of her 40 years of service to the district, of Diane Mallett for the purpose of retirement effective June 30, 2013.
- (3) RESOLVED, that the Board of Education does hereby accept the resignation, with appreciation of her 19 years of service to the district, of Camille Globerman for the purpose of retirement effective June 30, 2013.

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- (4) RESOLVED, that the Board of Education does hereby accept the resignation, with appreciation of her 13 years of service to the district, of Gail Krumholtz for the purpose of retirement effective June 30, 2013.

Amended and Restated Easement

On motion by Mrs. Rosen, seconded by Mrs. Brantman and passed 5-0, the Board moved to approve the following resolution:

WHEREAS, the Board of Education and Kapson Briarcliff Manor, L.L.C. ("Kapson ") entered into an Easement dated July 15, 1996 ("Original Easement") under which Kapson granted the School District an easement to approximately three (3) acres of property to use for playing and ball fields and for other recreational and related activities, and

WHEREAS, the Original Easement was never recorded in the office of the Westchester County Clerk, and

WHEREAS, the current owner of the property, VTR Briarcliff Manor (Ventas, Inc.) and the School District now wish to amend and restate the Original Easement as more particularly set forth in the attached Amended and Restated Easement and record same in the office of the Westchester County Clerk, it is hereby

RESOLVED that the Board a/Education approves the Amended and Restated Easement and

IT IS FURTHER RESOLVED that the Board authorizes its Superintendent to execute the necessary documents and pay the necessary recording fees.

Tax Cert – Section 98.10, Block 1, Lots 6

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

RESOLVED, that the Board of Education consents to the settlement of a tax certiorari proceeding with the identification number of Section 98.10, Block 1, Lots 6 in accordance with the terms of the Consent Judgment and authorizes its attorneys Shaw, Perelson, May & Lambert, LLP to execute same;

AND IT IS FURTHER RESOLVED, that the Board of Education authorizes the refund of taxes as required by the terms of the Consent Judgment.

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ERS Reserve Budget Amendment

On motion by Mrs. Rosen, seconded by Mrs. Brantman and passed 5-0, the Board moved to approve the following resolution:

WHEREAS, the District is in receipt of the New York State & Local Employees' Retirement System 2013 Annual Invoice in the amount of \$794,237 and;

WHEREAS, the District's General Fund budget related to this anticipated invoice is \$5,000 and;

WHEREAS, the District's budget plan called for utilization of available funds from the District's previously established Retirement Reserve to supplement the 2012-13 budget:

THEREFORE BE IT RESOLVED, that the Board of Education hereby authorizes the Assistant Superintendent for Business & Technology to transfer the sum of up to and including \$789,237 from the Retirement Reserve to the General Fund to pay for the District's 2013 contribution to the New York State & Local Employees' Retirement System.

Inter-Schola

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

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby approve the service agreement with Interscholastic Trading Company LLC., for auction management services in relation to declared surplus and/or obsolete equipment during the 2012-13 school year.

Air Quality Testing Proposal -Impact Environmental Closures Inc.

On motion by Mrs. Rosen, seconded by Mrs. Brantman and passed 4-0, with 1 abstention, it is hereby

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby approve the contract proposal submitted by Impact Environmental Closures Inc., in the amount of \$81,500, to conduct comprehensive indoor air testing, monitoring and data analysis.

Mr. Haberman abstained.



Budget Transfer

On motion by Mrs. Rosen, seconded by Mrs. Brantman and passed 4-0, with 1 abstention, it is hereby

RESOLVED, that the Board of Education, does hereby approve the budget transfer in the amount of \$81,500 to cover costs associated with the proposal for air quality testing and monitoring.

Mr. Haberman abstained.

**Announcement on the Fields Remediation Action Work Plan**

The Department of Environmental Conservation and the Department of Health have approved the district's Remedial Action Work Plan. Mr. Maglietta announced that three (3) public meetings will be held to provide the community with information about the next steps in the remediation process. These public meetings will be held in the middle school auditorium on the following dates and times:

Tuesday	January 8, 2012	7:30pm – 8:45pm
Saturday	January 12, 2013	10:30am – 11:45am 2:00pm – 3:15pm

On motion by Mrs. Rosen, seconded by Mrs. Brantman and passed 5-0, the Board moved to adjourn the meeting at 10:12 P.M. .