

**BRIARCLIFF MANOR BOARD OF EDUCATION
MEETING MINUTES**

May 7, 2013

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 Business Finance & Operations; Dr. Kusum Sinha, Asst. Superintendent for Curriculum, Instruction & Assessment and H.R.; Mr. David Shaw, School Attorney; Juanita Brockett, District Clerk

The Briarcliff Manor Board of Education held a meeting on Tuesday, May 7, 2013 in the Middle School Theater and was called to order by Mr. Maglietta at 7:00 P.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 seeking legal counsel.

On motion by Mrs. Rosen, seconded by Mr. Haberman and passed 5-0, the Board moved to adjourn executive session and return to public session at 8:03 P.M.

On motion by Mrs. Rosen, seconded by Mrs. Brantman and passed 5-0, the Board moved to commence the budget public hearing at 8:05 P.M. The minutes of this hearing are attached.

On motion by Mrs. Rosen, seconded by Mrs. Brantman and passed 5-0, the Board moved to adjourn the public hearing and return to regular session at 9:55 P.M.

Mr. Satran stepped away from the meeting at 9:56 P.M.

The following work session items were discussed:

- a. Memorial Day Wreath
- b. 2013-2014 WPSBA Proposed Budget and Nominating Slate Vote

Approval of Minutes

On motion by Mrs. Rosen, seconded by Mrs. Brantman and passed 4-0, the Board moved to approve the minutes of the Board of Education meeting held on April 23, 2013 as presented.

Consent Agenda

On motion by Mrs. Rosen, seconded by Mrs. Brantman and passed 4-0, the Board moved to approve the following consent agenda items:

- a. RESOLVED, that the Board of Education does hereby accept, with thanks, the \$589.50 donation to the Todd School from the General Mills Box Tops for Education Program.
- b. WHEREAS by resolution dated May 12, 2008 the Board appointed Melissa Brennan to the position of Instructional Technology Teacher in the Technology tenure area; and

WHEREAS that appointment was in error in designating the tenure area of employment as prescribed in Part 30 of the Regents Rules; and

WHEREAS the correct tenure area of employment is that of School Media Specialist;

THEREFORE, BE IT RESOLVED that the upon the recommendation of the Superintendent of Schools, the appointment resolution of Melissa Brennan dated May 7, 2013 is hereby corrected retroactively to that date by substituting the tenure area of employment of School Media Specialist in place of Technology.

- c. RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby approve the Health Services Contract with the Somers Central School District in the amount of \$842.25 for 1 Briarcliff resident, who attends John F. Kennedy High School.
- d. RESOLVED, that the Board of Education does hereby accept the Claims Audit report for March 2013.
- e. WHEREAS at a meeting of the District's Audit Committee to be held on May 9, 2013, it is expected that the District's External Auditor will present information that may be an appropriate subject for discussion in executive session; and

WHEREAS in accordance with law and the policies of this District, the Board of Education, by resolution, may authorize Board members to attend an executive session of the Audit Committee;

THEREFORE, BE IT RESOLVED that the Board hereby authorizes its members who do not serve on the Audit Committee to attend an executive session of the Audit Committee at its meeting of May 9, 2013, in the event that said Committee enters into executive session to meet with the External Auditor to discuss matters that may lawfully be discussed in its executive session.

Mr. Satran returned to the meeting at 10:05 P.M.

The following financial work session items were received and reviewed:

- a. Claims Audit Report for March 2013
- b. Budget transfers through May 3, 2013
- c. Financial reports for March 2013: Treasurer's Report, 3rd quarter Appropriation Status Report: funds A, C, F, H, 3rd quarter Revenue Status Report: funds A, C, F, H, TE, V, and Fund Balance Projection.
- d. March 2013 Warrants: #9 Fund A; #9 Fund TA
- e. April 2013 Warrants: #10 Fund A; #10 Fund TA; #'s 5 & 6 Fund H
- f. General Fund expenditure and revenue reports for April 2013
- g. Middle School Student Activity Treasurer's Report for the 3rd quarter of 2012-13
- h. High School Student Activity Treasurer's Report for the 3rd quarter of 2012-13

ACTION ITEMS

Capital Project Casework

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 previously approved the participation in the SW BOCES cooperative bid for 2012-13 school year;

THEREFORE, BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools the Board of Education does hereby approve the lowest bid vendor awards for the purchase and installation of casework for classroom renovation work at Todd Elementary, the High School science lab and the Middle School Home and Careers and Music room renovations per the detail as appended and as follows:

	VENDOR	BID AMOUNT
Todd Elementary Casework	A.T. Equipment Sales	\$172,792.00
MS/HS Casework	Health & Educational Equipment Corp.	\$153,907.60
MS/HS – dance studio audio cabinet room, band room acoustic storage cabinets and digital music lab storage shelving.	A.T. Equipment Sales	\$50,596.00

SW BOCES Cooperative Bid

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

WHEREAS it is the desire of the participating school districts of the Southern Westchester Board of Cooperative Educational Services, adopting this Resolution to bid jointly in those supplies, commodities, materials and equipment set forth below.

THEREFORE BE IT RESOLVED that the Briarcliff Manor Union Free School District agrees to participate with other school districts of the Southern Westchester Board of Educational Services, Westchester County, New York adopting this in the joint bidding of:

	Please check Either	
	<u>YES</u>	<u>NO</u>
1. Art Supplies	<u> x </u>	_____
2. General School Supplies	<u> x </u>	_____
3. Office Supplies	<u> x </u>	_____
4. Fine Paper Supplies	<u> x </u>	_____
5. Audio Visual Supplies & Equipment	<u> x </u>	_____
6. Bakery Goods	<u> x </u>	_____
7. Cafeteria Food Supplies	<u> x </u>	_____
8. Custodial Supplies	<u> x </u>	_____
9. Trash Liners	<u> x </u>	_____
10. Custodial Paper Supplies	<u> x </u>	_____
11. Lumber Supplies	<u> x </u>	_____
12. Laser & Ink Jet Toners	<u> x </u>	_____
13. Microcomputer Hardware	<u> x </u>	_____
14. Office & Classroom Furniture	<u> x </u>	_____

15. Graphing Calculators

 x

BE IT FURTHER RESOLVED that this Resolution shall remain in effect until June 30, 2014, and

BE IT FURTHER RESOLVED that it is agreed that the specifications as presented will be used, and that this Board agrees to bid its required amount of said commodities jointly with other participating school districts in Southern Westchester and the Southern Westchester Board of Cooperative Educational Services. The recommendation of the Purchasing Steering Committee will be considered when this Board acts on the purchase of said Commodities.

BE IT FURTHER RESOLVED that the invitation to bid will be advertised by BOCES in the Journal News in accordance with the provisions of Section 103 to the General Municipal Law.

Surplus Equipment

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

RESOLVED, that the Board of Education does hereby declare the list of items appended to these minutes as surplus and obsolete and hereby directs the Assistant Superintendent for Finance and Operations to sell these items for fair market value.

Tax Certiorari Payment Amendment

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 previously authorized the refund of taxes in the amount of \$18,017.33 for the property with identification number of Section 98.10, Block 1, Lot 46 as required by the terms of the Consent Judgment;

THEREFORE, BE IT RESOLVED, that the Board of Education does hereby approve an increase to budget line A1930.400 (Judgment and Claims) in the amount of \$18,017.33 representing tax certiorari refunds due for the 2009-10 through 2012-13 school tax years in accordance with the terms of the Order on Consent and which will be funded from the Tax Certiorari Reserve.

Mr. Miller announced that the Board meeting originally scheduled for June 13, 2013 has been cancelled.

On motion by Mrs. Rosen, seconded by Mrs. Brantman, and passed 5-0, the Board moved to adjourn the meeting at 10:11 P.M.