

**BRIARCLIFF MANOR BOARD OF EDUCATION  
MEETING MINUTES**

**June 24, 2013**

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

Absent: Mr. Neal Miller, Superintendent of Schools

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

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The Briarcliff Manor Board of Education held a meeting on Monday, June 24, 2013 in the Middle School Theater and was called to order by Mr. Maglietta at 6:30 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 discussing the employment history of a particular person, 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 return to public session at 8:00 P.M.

**1. Approval of Minutes**

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

- a. RESOLVED, that the Board of Education does hereby approve the minutes of the public hearing & regular meeting held on May 7, 2013 as presented.
- b. RESOLVED, that the Board of Education does hereby approve the minutes of the special meeting held on May 29, 2013 as presented.
- c. RESOLVED, that the Board of Education does hereby approve the minutes of the June 3, 2013 Board of Education meeting as presented.
- d. RESOLVED, that the Board of Education does hereby approve the minutes of the public hearing & regular meeting held on June 11, 2013 as presented.

**2. The Board reviewed and discussed the following financial items:**

- a. Review of budget transfers through June 21, 2013
- b. Budget transfer requiring pre-approval
- c. Appointment of Internal Auditors

**3. Consent Agenda**

On motion by Mrs. Rosen, seconded by Mrs. Brantman and passed 5-0, the Board moved to amend agenda item "t", Section 2, third paragraph, from June 21 to June 24.

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 upon the recommendation of the Superintendent of Schools, the Board of Education does hereby approve the following career increments effective September 1, 2013:

Laurie Alfonso (1 <sup>st</sup> increment)	Desmond Groarke (2 <sup>nd</sup> increment)	Michael Perricone (1 <sup>st</sup> increment)
John Banks (2 <sup>nd</sup> increment)	Denise Hamlin (1 <sup>st</sup> increment)	Robert Saar (2 <sup>nd</sup> increment)
Joanne Buccini (2 <sup>nd</sup> increment)	Barbara Katz (1 <sup>st</sup> increment)	Paul Villanueva (1 <sup>st</sup> increment)
Deborah Ciardullo (1 <sup>st</sup> increment)	Alyssa McKeever (1 <sup>st</sup> increment)	Lori Whitman (2 <sup>nd</sup> increment)
Karla Constantinou (1 <sup>st</sup> increment)	Delia Montenegro (4 <sup>th</sup> increment)	Cynthia Yaeger (1 <sup>st</sup> increment)

- b. RESOLVED, that the Board of Education does hereby accept with thanks, a \$645.30 donation from the BPTA to purchase three new picnic tables for the Middle School outdoor recess area.
- c. RESOLVED, that the Board of Education does hereby accept with thanks, a \$175.00 donation from the BPTA to purchase twenty-five combination locks for incoming 6<sup>th</sup> graders.
- d. RESOLVED, that the Board of Education does hereby accept with thanks, an \$840.00 donation from the BPTA to offset costs for Destination Imagination Team to attend Global Finals in Knoxville, TN.
- e. RESOLVED, that the Board of Education does hereby accept the resignation of Patricia Riccobono, Office Assistant Automated Systems effective June 30, 2013.
- f. RESOLVED, that the Board of Education does hereby accept the resignation of Cori Hart, Teaching Assistant effective June 30, 2013.
- g. RESOLVED, that the Board of Education does hereby accept the resignation, for the purpose of retirement, of Maria Rivas, Custodial Worker effective June 30, 2014.
- h. RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby approve the appointment of the following part-time lunch monitors at the Middle School:

Kimberley DeMarco	Step 7 of the SRP contract
Kim Manghise	Step 4 of the SRP contract
TanishaWilliams	Step 1 of the SRP contract
Svetlana Ryzhik	Step 10 of the SRP contract

- i. RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby approve the appointment of Robert Nahuis to the position of Substitute Groundskeeper at the rate of \$11.00 per hour effective June 25, 2013.

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- j. RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby approve the civil service job title change of Anne Maragni-Marcel from Typist to Junior Administrative Assistant as requested by Westchester County Department of Human Resources.
  - k. RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby approve the tuition contract with the Bedford Central School District for a special education student, who will attend the Opportunity Positive Training Program (OPT) effective September 3, 2013 through June 26, 2014.
  - l. RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby approve the tuition contract with the Bedford Central School District for a special education student, who will attend the Independent Living III Program (SAIL III) effective September 3, 2013 through June 26, 2014.
  - m. RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby approve the tuition contract with The Summit School for a special education student, who will attend the Extended School Year effective July 8, 2013 through August 23, 2013.
  - n. RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby approve the tuition contract with the Summit School District for a special education student, who will attend the Summit School effective September 9, 2013 through June 27, 2014.
  - o. RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby approve the Health Services Contract with the Yonkers Public School District in the amount of \$618.58 for one (1) Briarcliff resident, who attends St. John the Baptist School.
  - p. RESOLVED, that the Board of Education does hereby approve the budget transfer in the amount of \$18,173.30 to cover payroll expenses through June 30, 2013.
  - q. RESOLVED, that the Board of Education does hereby approve the budget transfer in the amount of \$36,547.91 to cover out-of-district and in-district transportation expenses through June 30, 2013.
  - r. RESOLVED, that the Board of Education does hereby approve the budget transfer in the amount of \$132,686.90 to cover reclassification of 2012-13 athletic transportation expenses from athletic codes to transportation code.
  - s. WHEREAS the Assistant Superintendent for Finance & Operations at the direction of the Audit Committee issued a request for proposals for internal auditor services; and

WHEREAS, responses to the proposal were reviewed and subsequent interviews were held;

THEREFORE BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby approve the proposal as submitted by **Tobin & Company** for internal auditing services for the five year period beginning July 1, 2013.

t. Abolishment of positions

RESOLVED, that the Board of Education doe hereby approve the following resolutions:

WHEREAS, the Briarcliff Manor School District has determined that for reasons of economy and efficiency it is necessary to abolish certain positions.

Section 1

RESOLVED, that the Board of Education hereby abolishes positions and partial positions, effective close of business on June 30, 2013, as follows:

Teaching

Library Media Specialist	1.0 FTE
Speech & Language	1.0 FTE
School Media Specialist – (Educational Technology Specialist)	1.0 FTE
Teaching Assistants –	23.0 FTE
Dance	0.2 FTE
English 7-12	0.8 FTE
Health	0.2 FTE
Visual Arts	0.5 FTE

Section 2

BE IT FURTHER RESOLVED, that those teachers and teaching assistants identified in a memorandum from the Superintendent of Schools to the Board of Education, dated June 21, 2013, as presented to the Board at this meeting, shall be notified by the Board Clerk of the abolition of their position based upon being the least senior or part-time in the tenure area of employment in which their positions will be abolished, effective close of business on June 30, 2013 and;

BE IT FURTHER RESOLVED that the Board Clerk shall notified the teachers and teaching assistants subject to layoff of their placement on a preferred eligibility list and of bumping rights, if any, in accordance with the provisions of Section 3013 of the Education Law and Part 30-1.13 of the Regents Rules.

BE IT RESOLVED, that the Board of Education hereby abolishes the following positions and partial-positions, effective close of business on June 30, 2013, affecting the employment status of certain employees who are referenced in a memorandum from the Superintendent of Schools to the Board of Education dated June 24, 2013, as presented to the Board at this meeting:

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1.5 Clerical	1.0 Clerk – High School and .5 Clerk - Pupil Personnel Office
0.4 Nurse	

RESOLVED, that the Superintendent of Schools is hereby directed to provide written notice to those employees whose positions or partial positions are being abolished effective the close of business on June 30, 2013 With further notice regarding recall rights, if any; and

BE IT FURTHER RESOLVED, that said employees who are in the competitive class of the civil service shall be notified, in writing, of their placement on an eligible list regarding their entitlement to recall for a period of four years from the date of the abolition of their position, in accordance with Sections 80 and 81 of the Civil Service Law.

**4. ACTION**

*a.) Certification of the June 18, 2013 Voting Results*

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

RESOLVED, that the Board of Education does hereby affirm the results of School Board Budget vote held on June 18, 2013. Briarcliff residents approved the 2013-14 school district budget in the amount of \$46,785,000., as follows: [1056 Yes] - [267 No]

*b.) Asst. Superintendent Amended MOA*

On motion by Mrs. Rosen, seconded by Mrs. Brantman and passed 5-0, this resolution was TABLED.

RESOLVED, that the Board hereby authorizes its Vice President to execute an addendum agreement to the employment agreement of Assistant Superintendent of Schools, Dr. Kusum Sinha, as presented to the Board at this meeting. A copy of said addendum agreement shall be incorporated by reference within the minutes of this meeting.

*c.) Fuel Agreement with Village of Briarcliff*

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

RESOLVED that the Board of Education hereby authorizes the Board Vice-President to execute an Inter-municipal Cooperation Agreement with the Village of Briarcliff Manor for the School District to purchase gasoline and diesel fuel from the Village; effective July 1, 2012, a copy of which agreement shall be incorporated by reference within the minutes of this meeting.

*d.) CFE Stormwater*

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 proposal for environmental consulting and engineering services for compliance with the District's MS4 Permit NYR20A507 for stormwater discharges to CFE Consulting Services, LLC in an amount not to exceed \$9,500.

*e.) Omni*

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 Renewal Services Agreement with 403(b) third party administrator, The Omni Group, for the 2013-14 school year in the amount of \$6,068.

*f.) Sharestream Education Resources, LLC*

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

RESOLVED that the Board Vice President (in the Board President's absence) is authorized to execute a License Agreement with ShareStream Education Resources, LLC for a license to use the ShareStream enterprise-wide rich media-management and delivery platform for the period from July 1, 2013 through June 30, 2014, at a cost of \$9,975.00. A copy of such License Agreement is hereby incorporated by reference within the minutes of this meeting.

*g.) Clerk of the Works*

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

WHEREAS, the District issued a Request for Qualifications (RFQ) for Clerk of the Works Field Representation Services for Summer 2013 projects at Todd Elementary School and the Middle School/High School complex; and

WHEREAS, based upon the responses to the RFQ, it is being recommended by the Assistant Superintendent for Finance & Operations that the proposal submitted by LynStarr Engineering, P.C. be accepted;

THEREFORE, BE IT RESOLVED, that the Board of Education, upon the recommendation of the Assistant Superintendent for Finance & Operations, hereby awards the contract for Clerk of the Works Field Representation Services for the Summer 2013 Projects at Todd Elementary School and the Middle School/High School complex to LynStaar Engineering, P.C., and authorizes the Assistant Superintendent for Finance & Operations to execute a Contract with LynStaar Engineering P.C. for such services, for the period of time on or about June 24, 2013 through at least September 13, 2013 or

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substantial completion of the Project, as presented to the Board at this meeting. A copy of such Contract shall be incorporated by reference within the minutes of this meeting.

*h.) Tax Certiorari*

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

RESOLVED, that the Board of Education does hereby authorize the refund of taxes due for the property with tax identification number 90.19-1-8 as required by the terms of the Consent Judgment.

BE IT FURTHER RESOLVED, that the Board of Education does hereby approve an increase to budget line A1930.400 (Judgment and Claims) in the amount of \$77,347.10. This expenditure represents tax certiorari refunds due for the 2009-10 through 2012-13 school tax years in accordance with the terms of the Consent Judgment and will be funded from the Tax Certiorari Reserve.

*i.) Employee Benefit Accrued Liability Reserve*

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 authorizes the transfer of up to \$157,560.00 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 2012-2013 school year.

*j.) Appointment of Long Term Planning Committee*

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

RESOLVED, that the Board of Education hereby establishes an Ad Hoc Long Term Planning Committee for the purpose of gathering information and reporting to the Board of Education regarding a five-year budget plan for the district along with financial/budget and educational program comparisons between the Briarcliff Manor UFSD and three chosen similarly situated school districts (Edgemont, Blind Brook and Irvington); and

BE IT FURTHER RESOLVED that that the responsibilities of the committee shall include:

1. Considering information and input from District staff.
2. Gathering financial information from the districts listed above for the purpose of making budget comparisons between those districts and the Briarcliff Manor UFSD school district budget.
3. Gathering educational program component information from the districts listed above for the purpose of making program comparisons between those districts and with the Briarcliff Manor UFSD educational program.
4. Gathering financial information from available sources for the purpose of providing a five- year budget projection for the Briarcliff Manor UFSD; and



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BE IT FURTHER RESOLVED, that the Ad Hoc Long Term Planning Committee shall be composed of community members who provided their names to the District Clerk before the prior announced deadline of April 15, 2013, who are listed on the subcommittee listing maintained by the board clerk as presented to the Board at this meeting, two Board members who shall serve as the Chairpersons of the Committee, the Assistant Superintendent for Finance and Operations and the Assistant Superintendent for Curriculum, Instruction and Assessment, and Human Resources; and

BE IT FURTHER RESOLVED, that the following guidelines shall be followed by the Ad Hoc long Term Planning Committee:

1. The committee will be divided into three subcommittees as follows: five-year budget plan, budget to budget comparison and educational/program comparison.
2. Requests for information both from the Briarcliff Manor UFSD and from the comparison districts by subcommittee members will be made through the board members assigned as Long Term Planning Committee Chairpersons in order to channel requests to the District office to provide for orderly management and distribution of information to the Committee.
3. The subcommittees shall present reports to the Executive Board by September 15, 2013.
4. The subcommittees shall present the summary of their findings to the Board of Education at the October 7, 2013 Board meeting; and

BE IT FURTHER RESOLVED, that the Board of Education hereby appoints Mrs. Brantman and Mr. Satran as the members of the Ad Hoc Long Term Planning Committee, who shall serve as Chairpersons of the Committee.

On motion by Mrs. Rosen, seconded by Mrs. Brantman and passed 5-0, the Board moved to revote on item "b" under the Section 4 Action Items.

Asst. Superintendent Amended MOA

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

RESOLVED, that the Board hereby authorizes its Vice President to execute an addendum agreement to the employment agreement of Assistant Superintendent of Schools, Dr. Kusum Sinha, as presented to the Board at this meeting. A copy of said addendum agreement shall be incorporated by reference within the minutes of this meeting.



On motion by Mrs. Rosen, seconded by Mrs. Brantman and passed 5-0, moved to adjourn into executive session at 10:32 P.M., for the purpose of discussing the employment history of a particular person and to seek legal advice. No action was taken during this session.

On motion by Mr. Satran, seconded by Mrs. Brantman and passed 5-0, the Board moved to appoint Mrs. Rosen as Clerk Pro Tem.

On motion by Mrs. Brantman, seconded by Mr. Maglietta and passed 5-0, the Board moved to adjourn executive session and return to public session at 11:00 P.M.

On motion by Mrs. Brantman, seconded by Mr. Maglietta and passed 5-0, the Board moved to adjourn public session at 11:01 P.M.