

MINUTES OF OPEN MEETING

BOARD OF EDUCATION

PUTNAM VALLEY CENTRAL SCHOOL DISTRICT
146 PEEKSKILL HOLLOW ROAD
PUTNAM VALLEY, NEW YORK 10579

TIME: 7:00pm
No. of Pages: 10

Type of Meeting: Reorganizational
Meeting

Date: July 7, 2011

BOARD OF EDUCATION: Trustee Guy Cohen PRESENT
Trustee Joseph Ferraro
Trustee Valerie Fitzgerald
Trustee Jeanine Rufo
Trustee David Spittal

ADMINISTRATORS: Dr. Barbara Fuchs, Superintendent of Schools
Paul Lee, Asst. Supt. for Business & Finance

OTHERS: Maureen Bellino, District Clerk
Dan Mahoney, Videographer
Reporter from PCNR
Approximately 25 members of the public

The meeting was opened by Ms. Bellino at 7:00pm with the Pledge of Allegiance.

CONVENE MEETING

Ms. Bellino administered the oath of office to Trustee Fitzgerald. Ms. Bellino then called for nominations for the office of President of the Board of Education.

Ms. Rufo made a motion to nominate Ms. Fitzgerald for President. Ms. Fitzgerald agreed to accept the nomination. The motion was seconded by David Spittal. There were no further nominations. Ms. Bellino called for a vote and the motion passed unanimously.

PRESIDENT 2011/12
V. FITZGERALD
#1/12

Ms. Bellino administered the oath of office of the President of the Board of Education to Ms. Fitzgerald.

Ms. Fitzgerald assumed the chair of the President of the Board of Education.

VICE PRESIDENT
G. COHEN
#2/12

Ms. Fitzgerald asked for nominations for Vice President of the Board. Mr. Ferraro nominated Mr. Cohen. Ms. Fitzgerald seconded the nomination and Mr. Cohen accepted. There were no further nominations and the motion passed unanimously..

Ms. Fitzgerald administered the oath of office of Vice President of the Board of Education to Mr. Cohen.

Dr. Fuchs took the oath of office as Superintendent of Schools.

There were no comments on the agenda items.

APPOINT DISTRICT
CLERK 2011-12
M. BELLINO
#3/12

On motion by Ms. Rufo, seconded by Mr. Ferraro, it was resolved, on recommendation of the Superintendent of Schools, to appoint Maureen Bellino to the position of District Clerk for the 2011-12 school year at a stipend of \$11,440. Motion carried unanimously.

APPOINT DISTRICT
TREASURER & ASST.
TREASURER 2011-12
P. LEE & B. O'HARE
#4/12

On motion by Mr. Ferraro, seconded by Mr. Spittal, it was resolved, on recommendation of the Superintendent of Schools, to appoint Paul Lee to the position of District Treasurer for the 2011-12 school year and be it further resolved to appoint Barbara O'Hare to the position of Assistant Treasurer, with no additional compensation. Motion carried unanimously.

APPOINT CLAIMS
AUDITOR 2011-12
I. POLEWASKI
#5/12

On motion by Mr. Spittal, seconded by Mr. Cohen, it was resolved, on recommendation of the Superintendent of Schools, to appoint Ingrid Polewaski to the position of Claims Auditor for the 2011-12 school year at a stipend of \$1,082. Motion carried unanimously.

On motion by Mr. Cohen, seconded by Ms. Rufo, it was resolved, on recommendation of the Superintendent of Schools, to appoint Jill Figarella to the position of Tax Collector for the 2011-12 school year at a stipend of \$11,496; and to appoint Nobila Kruger as Assistant Tax Collector at \$19.68 per hour. Motion carried unanimously.

**TAX COLLECTOR &
ASST. TAX COLLECTOR
2011-12
J. FIGARELLA & N.
KRUGER
#6/12**

On motion by Ms. Rufo, seconded by Mr. Ferraro, it was resolved, on recommendation of the Superintendent of Schools, to appoint the following individuals to the positions indicated for the 2011-12 school year with no additional compensation:

**ADDITIONAL
APPOINTMENTS 2011-12
#7/12**

Barbara Fuchs--Records Access Officer

Natalie Doherty--Title IX Officer, Title VII Officer, Title VI Officer

Paul Lee--Records Management Officer, Payroll Certification Officer, Purchasing Agent, Deputy District Clerk

Barbara O'Hare--Assistant Purchasing Agent

Motion carried unanimously.

On motion by Mr. Ferraro, seconded by Mr. Spittal, it was resolved, to authorize the Superintendent, or designee, to make transfers within each functional unit. Be it further resolved, to authorize the Superintendent, or designee, to make transfers between functional unit appropriations provided the aggregate amounts of such transfers do not exceed \$3,000.00 per month, and to make final fund transfers necessary to balance all accounts as of June 30 each year. Motion carried unanimously.

**AUTHORIZATION TO
MAKE TRANSFERS TO
BALANCE ACCTS.
AS OF 6/30
#8/12**

On motion by Mr. Spittal, seconded by Mr. Cohen, it was resolved, on recommendation of the Superintendent of Schools, to appoint

Marie Gabari to the position of Middle School Student Activities Treasurer, for the 2011-12 school year at a stipend of \$2,422 and be it further resolved, that she be authorized, along with Edward Hallisey, Middle School Principal, to sign Student Activity checks. Motion carried unanimously.

**APPOINT
MS STUDENT ACT.
TREASURER-
M. GABARI
#9/12**

APPOINT
HS STUDENT ACT.
TREASURER-
E. MACDONALD
#10/12

On motion by Mr. Cohen, seconded by Ms. Rufo, it was resolved, on recommendation of the Superintendent of Schools, to appoint Elise MacDonald to the position of High School Student Activities Treasurer, for the 2011-12 school year at a stipend of \$2,422 and be it further resolved, that she be authorized, along with Vincent Burruano, High School Principal, to sign Student Activity checks. Motion carried unanimously.

LEGAL COUNSEL
#11/12

On motion by Ms. Rufo, seconded by Mr. Ferraro, it was resolved, whereas, Shaw, Perelson, May & Lambert, LLP, have been previously engaged to perform legal services for the District, and have been performing such services on an ongoing basis;

Therefore, be it resolved, that the Board of Education hereby determines that it would be in the best interests of the District, for both reasons of economy and efficiency, to continue to utilize the services of Shaw Perelson, May and Lambert for the 2011-12 school year without undertaking an RFP process.

Motion carried unanimously.

EXTERNAL AUDITORS
#12/12

On motion by Mr. Ferraro, seconded by Mr. Spittal, it was resolved, whereas, Bennett Kielson Storch DeSantis, the Government Services Division of O'Connor Davies Munns & Dobbins, LLP of White Plains, New York, (Bennett Kielson) have been previously engaged to perform external auditing services for the District, and have been performing such services on an ongoing basis;

Therefore, be it resolved, that the Board of Education hereby determines that it would be in the best interests of the District, for both reasons of economy and efficiency, to continue to utilize the services of Bennett Kielson for the 2011-12 school year without undertaking an RFP process.

Motion carried unanimously.

On motion by Mr. Spittal, seconded by Mr. Cohen, it was resolved, whereas, Accume Partners have been previously engaged to perform internal auditing services for the District, and have been performing such services on an ongoing basis;

INTERNAL AUDITORS
#13/12

Therefore, be it resolved, that the Board of Education hereby determines that it would be in the best interests of the District, for both reasons of economy and efficiency, to continue to utilize the services of Accume Partners for the 2011-12 school year without undertaking an RFP process.

Motion carried unanimously

It was noted that RFP stands for "Request for Proposals" and that these resolutions refer to not going out to bid for services due to the satisfactory work that has been done in the past by the respective firms.

On motion by Ms. Rufo, seconded by Mr. Ferraro, it was resolved, by the Board of Education to appoint the 2011-12 Audit Committee members as follows:

APPOINT
AUDIT COMMITTEE
#14/12

Ellen Brundage, Guy Cohen, Paul Lee, Tina Mackay, Lisa Micelli, Vincent Paolicelli & Joseph Raetzer

Motion carried unanimously.

It was noted that the members of the Audit Committee are volunteers who review the reports from the external and internal auditors. It is also their responsibility to review the Audit Committee charter.

On motion by Mr. Ferraro, seconded by Mr. Spittal, it was resolved, to adopt the Audit Committee charter as per Document #1/12 attached to the agenda and official minutes on file in the District Office of this meeting. Motion carried unanimously.

ADOPT
AUDIT COMM.
CHARTER
#15/12

**APPOINT
PARTNERS IN SAFETY
FOR BUS DRIVER
PHYSICALS/DRUG/
ALCOHOL TESTING
#16/12**

On motion by Mr. Spittal, seconded by Mr. Cohen, it was resolved, on recommendation of the Superintendent of Schools, to appoint Partners in Safety, Inc. for school bus driver physicals and drug and alcohol testing for the 2011-12 school year. Motion carried unanimously.

**APPOINT
BOARD OF
REGISTRATION
#17/12**

On motion by Mr. Cohen, seconded by Ms. Rufo, it was resolved, on recommendation of the Superintendent of Schools, to appoint the following members to the Board of Registration for the 2011-12 school year:

Marie Gabari, Marie Gennett, Caroline Heller, Marilyn Higgins, Donna Sillery, Mary Lou Spagna & Joan Szilva

Motion carried unanimously.

**APPOINT
SCHOOL DOCTOR
W. ZURHELLEN
#18/12**

On motion by Ms. Rufo, seconded by Mr. Ferraro, it was resolved, on recommendation of the Superintendent of Schools, to appoint Dr. William Zurhellen as a school district doctor for the 2011-12 school year, with compensation of health insurance coverage. Motion carried unanimously.

**APPOINT
SCHOOL DOCTOR
Y. SHURP
#19/12**

On motion by Mr. Ferraro, seconded by Mr. Spittal, it was resolved, on recommendation of the Superintendent of Schools, to appoint Dr. Yevgenia Shurp as a school district doctor for the 2011-12 school year, with compensation of health insurance coverage. Motion carried unanimously.

**APPOINT
SUPERVISING DENTIST
R. KAUFMAN
#20/12**

On motion by Mr. Spittal, seconded by Mr. Cohen, it was resolved, on recommendation of the Superintendent of Schools, to appoint Dr. Rhonda L. Kaufman, Supervising Dentist, to serve without compensation for the 2011-12 school year. Motion carried unanimously.

On motion by Mr. Cohen, seconded by Ms. Rufo, it was resolved, on recommendation of the Superintendent of Schools, to designate the following banks for the purpose of soliciting accounts for investing, borrowing and/or depositing money for the period of July 1, 2011 to June 30, 2012:

DESIGNATE BANKS
#21/12

J.P. Morgan Chase, Mahopac National Bank, HSBC, Cooperative Liquid Assets Securities System ("CLASS")

Motion carried unanimously.

On motion by Ms. Rufo, seconded by Mr. Ferraro, it was resolved, on recommendation of the Superintendent of Schools, to establish the following petty cash funds and appoint the following as custodians of the funds:

PETTY CASH FUNDS
#22/12

Superintendent's Office \$100 Barbara Fuchs, Supt.
Business Office \$100 Paul Lee, Asst. Supt.
High School Office \$100 Vincent Burruano, Principal
Middle School Office \$100 Edward Hallisey, Principal
Elementary School Office \$100 Jamie Edelman, Principal
Special Education Office \$100 Natalie Doherty, Director
Transportation Office \$100 Michael Koenig, Director
Operations Office \$100 Nick Bellantoni, Director
Athletic Office \$100 Peter Kuczma, Director

Motion carried unanimously.

On motion by Mr. Ferraro, seconded by Mr. Spittal, it was resolved, on recommendation of the Superintendent of Schools, to authorize the District Clerk, or designee, to advertise and open bids. Motion carried unanimously.

BIDS
#23/12

OFFICIAL NEWSPAPERS
#24/12

On motion by Mr. Spittal, seconded by Mr. Cohen, it was resolved, on recommendation of the Superintendent of Schools, to designate the the Journal News and the Putnam County News and Recorder as the official newspapers for the advertisement of legal notices by the Putnam Valley Central School District for the 2011-12 school year. Motion carried unanimously.

DISTRICT
MEMBERSHIPS
#25/12

On motion by Mr. Cohen, seconded by Ms. Rufo, it was resolved, on recommendation of Superintendent of Schools, to authorize District membership in the New York State School Boards Assoc., Westchester/Putnam School Boards Association, Westchester Putnam County School Boards Legislative Action Committee, Mid Hudson School Study Council and the National School Boards Association for the 2011-12 school year. Motion carried unanimously.

SUPT. MEMBERSHIPS
#26/12

On motion by Ms. Rufo, seconded by Mr. Ferraro, it was resolved, by the Board of Education to grant permission for Dr. Barbara Fuchs, Superintendent of Schools, to join the following organizations for the 2011-12 school year:

American Association of School Administrators
Lower Hudson Council of School Superintendents
New York State Council of School Superintendents
Putnam/Northern Westchester Chief School Administrators
Hudson Valley Gateway Chamber of Commerce
Putnam Valley Rotary Club

Motion carried unanimously.

REAL PROPERTY TAX
LAW-BUSINESS INVEST.
EXEMPTION
#27/12

On motion by Mr. Ferraro, seconded by Mr. Spittal, it was resolved, on recommendation of Superintendent of Schools, to support the business investment exemption as provided by Real Property Tax Law § 485-b and Local Law #9-1996 for the 2011-12 school year. This resolution endorses the initiative of the Town that encourages businesses to relocate or expand in the community. Motion carried unanimously.

On motion by Mr. Spittal, seconded by Mr. Cohen, it was resolved,

Whereas, the Children's Internet Protection Act (CIPA) requires the adoption and use of technology protection measures;

Therefore, be it resolved that for the Putnam Valley Central School District's technology protection measure we are using the Barracuda Web Filter. This web filter protects against access by adults and minors to visual depictions that are obscene, child pornography, or - with respect to use of computers with Internet access by minors - harmful to minors. The web filter may be disabled for adults engaged in bona fide research or other lawful purposes. Our District policy includes monitoring the online activities of minors.

Our Internet safety policy addresses the following as required by CIPA:

- a. access by minors to inappropriate matter on the Internet and World Wide Web
- b. the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications
- c. unauthorized access, including so-called 'hacking,' and other unlawful activities by minors online
- d. unauthorized disclosure, use, and dissemination of personal information regarding minors
- e. measures designed to restrict minors' access to materials harmful to minors
- f. educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response.

Motion carried unanimously.

It was noted the term "minors" referred to in this resolution refers to those students under the age of 21 and that there is a District policy with regard to the adult population.

Ms. Rufo volunteered to be the Board's representative to the WPSBA and Ms. Fitzgerald volunteered to be the WPSBA legal action representative.

On motion by Ms. Rufo, seconded by Mr. Ferraro, the Reorganizational Meeting was adjourned at 7:26pm. Motion carried unanimously.

ADJOURN
REORGANIZATIONAL
MEETING
#29/12

Submitted by:

Maureen Bellino
District Clerk