

HAWTHORNE CEDAR KNOLLS UNION FREE SCHOOL DISTRICT
Hawthorne, New York

SCHOOL BOARD MEETING July 5, 2016 AGENDA

1. **CALL TO ORDER BY DISTRICT CLERK**
2. **PLEDGE OF ALLEGIANCE TO THE FLAG**

ANNUAL REORGANIZATION:

1. **OATH OF OFFICE** for newly appointed and re-appointed Board of Education members
2. **NOMINATION AND ELECTION FOR PRESIDENT OF THE SCHOOL BOARD**
3. **NOMINATION AND ELECTION FOR VICE PRESIDENT OF THE SCHOOL BOARD**
4. **OATH OF OFFICE:**
 - o **President & Vice President**
 - o **Superintendent of Schools**
 - o **District Treasurer, Deputy Treasurer**
 - o **District Clerk, Deputy District Clerk**
 - o **Claims Auditor**
5. **CONSENT AGENDA**

The use of a Consent Agenda permits the Board of Education to make more effective use of time by adopting a single motion to cover those relatively routine matters which are included. Any member of the Board who wishes to discuss individually a particular piece of business on the Consent Agenda may indicate that item be transferred to the Regular Agenda for consideration and a separate vote, thus preserving the right of all Board members to be heard on any issue.

 - a. **ANNUAL REORGANIZATION RESOLUTIONS**
6. **PUBLIC COMMENT ON ANNUAL REORGANIZATION ITEMS**
7. **ADJOURN REORGANIZATION MEETING TO OPEN THE REGULAR BUSINESS MEETING**

**HAWTHORNE CEDAR KNOLLS
UNION FREE SCHOOL DISTRICT**

Hawthorne, New York

OATH OF OFFICE

**STATE OF NEW YORK
COUNTY OF WESTCHESTER}**

I do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of New York, and that I will faithfully discharge the duties as Board of Education member of the Hawthorne Cedar Knolls Union Free School District, according to the best of my ability.

(Signature)

(Address)

Subscribed and sworn to before me

this _____ day of _____, 2016

Notary Public

**HAWTHORNE CEDAR KNOLLS
UNION FREE SCHOOL DISTRICT**

Hawthorne, New York

OATH OF OFFICE

**STATE OF NEW YORK
COUNTY OF WESTCHESTER}**

I do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of New York, and that I will faithfully discharge the duties as Board of Education member of the Hawthorne Cedar Knolls Union Free School District, according to the best of my ability.

(Signature)

(Address)

Subscribed and sworn to before me

this _____ day of _____, 2016

Notary Public

**HAWTHORNE CEDAR KNOLLS
UNION FREE SCHOOL DISTRICT**

Hawthorne, New York

OATH OF OFFICE

STATE OF NEW YORK
COUNTY OF WESTCHESTER}

I do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of New York, and that I will faithfully discharge the duties of *President* of the Hawthorne Cedar Knolls Union Free School District *Board of Education*, according to the best of my ability.

(Signature)

(Address)

Subscribed and sworn to before me

this _____ day of _____, 2016

Notary Public

**HAWTHORNE CEDAR KNOLLS
UNION FREE SCHOOL DISTRICT**

Hawthorne, New York

OATH OF OFFICE

**STATE OF NEW YORK
COUNTY OF WESTCHESTER}**

I do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of New York, and that I will faithfully discharge the duties of *Vice President* of the Hawthorne Cedar Knolls Union Free School District *Board of Education*, according to the best of my ability.

(Signature)

(Address)

Subscribed and sworn to before me

this _____ day of _____, 2016

Notary Public

**HAWTHORNE CEDAR KNOLLS
UNION FREE SCHOOL DISTRICT**

Hawthorne, New York

OATH OF OFFICE

STATE OF NEW YORK
COUNTY OF WESTCHESTER}

I do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of New York, and that I will faithfully discharge the duties of District Clerk of the Hawthorne Cedar Knolls Union Free School District, according to the best of my ability.

(Signature)

(Address)

Subscribed and sworn to before me

this _____ day of _____, 2016

Notary Public

**HAWTHORNE CEDAR KNOLLS
UNION FREE SCHOOL DISTRICT**

Hawthorne, New York

OATH OF OFFICE

**STATE OF NEW YORK
COUNTY OF WESTCHESTER}**

I do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of New York, and that I will faithfully discharge the duties of Superintendent of Schools of the Hawthorne Cedar Knolls Union Free School District, according to the best of my ability.

(Signature)

(Address)

Subscribed and sworn to before me

this _____ day of _____, 2016

Notary Public

**HAWTHORNE CEDAR KNOLLS
UNION FREE SCHOOL DISTRICT**

Hawthorne, New York

OATH OF OFFICE

STATE OF NEW YORK
COUNTY OF WESTCHESTER}

I do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of New York, and that I will faithfully discharge the duties of *Deputy District Clerk* of the Hawthorne Cedar Knolls Union Free School District, according to the best of my ability.

(Signature)

(Address)

Subscribed and sworn to before me

this _____ day of _____, 2016

Notary Public

**HAWTHORNE CEDAR KNOLLS
UNION FREE SCHOOL DISTRICT**

Hawthorne, New York

OATH OF OFFICE

STATE OF NEW YORK
COUNTY OF WESTCHESTER}

I do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of New York, and that I will faithfully discharge the duties of Treasurer of the Hawthorne Cedar Knolls Union Free School District, according to the best of my ability.

(Signature)

(Address)

Subscribed and sworn to before me

this _____ day of _____, 2016

Notary Public

**HAWTHORNE CEDAR KNOLLS
UNION FREE SCHOOL DISTRICT**

Hawthorne, New York

OATH OF OFFICE

**STATE OF NEW YORK
COUNTY OF WESTCHESTER}**

I do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of New York, and that I will faithfully discharge the duties of Deputy Treasurer of the Hawthorne Cedar Knolls Union Free School District, according to the best of my ability.

(Signature)

(Address)

Subscribed and sworn to before me

this _____ day of _____, 2016

Notary Public

**HAWTHORNE CEDAR KNOLLS
UNION FREE SCHOOL DISTRICT**

Hawthorne, New York

OATH OF OFFICE

**STATE OF NEW YORK
COUNTY OF WESTCHESTER}**

I do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of New York, and that I will faithfully discharge the duties of Claims Auditor of the Hawthorne Cedar Knolls Union Free School District, according to the best of my ability.

(Signature)

(Address)

Subscribed and sworn to before me

this _____ day of _____, 2016

Notary Public

**HAWTHORNE CEDAR KNOLLS
UNION FREE SCHOOL DISTRICT**

CONSENT AGENDA 2016-2017 SCHOOL YEAR

The use of a Consent Agenda permits the Board of Education to make more effective use of time by adopting a single motion to cover those relatively routine matters which are included. Any member of the Board who wishes to discuss individually a particular piece of business on the Consent Agenda may indicate that item be transferred to the Regular Agenda for consideration and a separate vote, thus preserving the right of all Board members to be heard on any issue.

RESOLVED, that Ann Marie DeModna be designated District Clerk July 1, 2016 to June 30, 2017.

RESOLVED, that Ann Izzo be designated Deputy District Clerk July 1, 2016 to June 30, 2017.

RESOLVED, that Jane LaForge be designated District Treasurer July 1, 2016 to June 30, 2017.

RESOLVED, that Joseph Abbondanza be designated Deputy District Treasurer for the period of July 1, 2016 to December 31, 2016; and Jerel Cokley be designated from January 1, 2017 through June 30, 2017.

RESOLVED, that Joseph Abbondanza, Assistant Superintendent/Finance, be designated as School Purchasing Agent for the period of July 1, 2016 to December 31, 2016; and Jerel Cokley be designated from January 1, 2017 through June 30, 2017.

RESOLVED, that Jane LaForge be designated as Deputy School Purchasing Agent for the period of July 1, 2016 to June 30, 2017.

RESOLVED, that Jacqueline Macken be designated as Internal Claims Auditor for the period of July 1, 2016 to June 30, 2017, as per Board of Education approved contract.

RESOLVED, that Shaw, Perelson, May & Lambert, LLP be designated as school district counsel for the period of July 1, 2016 to June 30, 2017 at the rate of \$200.00 per hour.

RESOLVED, that the Superintendent of Schools is hereby authorized to make personnel appointments in the absence of the Board of Education, and that such temporary appointment shall be formally placed for action by the Board of Education at the next regularly scheduled meeting.

RESOLVED, that Cullen & Danowski, LLP be designated as the Independent Auditor for the School District for the 2015-2016 School Year, as per Board of Education approved contract.

RESOLVED, that Sickler, Torchia, Allen & Churchill, CPA's, P.C. be designated as Consulting Accountant for Preparation of the Financial Statements of the School District for the 2015-2016 School Year, as per Board of Education approved contract.

**HAWTHORNE CEDAR KNOLLS
UNION FREE SCHOOL DISTRICT**

RESOLVED, that the following be designated as Official Bank Depositories: M&T Bank, Sterling National Bank, Tompkins Mahopac, Webster Bank, The Westchester Bank.

RESOLVED, that the authorized signature on all checks be that of the District Treasurer and/or the Assistant Superintendent of Finance.

RESOLVED, that the above designated Official Bank Depositories (Herein after called the "Bank") is hereby authorized to honor, for the account and to the debit of this Corporation, each check, draft, wire/ACH or other order for the payment of money (inclusive of any such as may be payable to any of the Officers or other persons hereinafter specified) drawn in the name of this Corporation on this Corporations account(s) with the Bank, bearing or purporting to bear the facsimile signatures of any one (1) of the above authorized signatures, which resemble(s) the specimen(s) thereof at any time(s) filed with the Bank by the Secretary or other Officer of this Corporation; also, that the honoring heretofore by the bank of any such items drawn as aforesaid is hereby ratified, confirmed and approved; That any and all resolutions, heretofore adopted by the Board of Directors of this Corporation and certified to the bank, as now governing the operation of this Corporation's aforesaid account(s) with it, are hereby continued in full force and effect, except as the same may be supplemented or modified by the forgoing part of this resolution, and That the said Bank may rely upon this resolution unless, and except to the extent that, this resolution shall be revoked or modified by a subsequent resolution of this Board, and until a certified copy of such subsequent resolution has been received by the bank.

RESOLVED, that the Board hereby authorizes the Board President, or the Vice President in the Board President's absence, to execute up to and including \$3,750,000.00 Revenue Anticipation Notes (RAN), and effect borrowing up to said amount during the 2016-2017 school year in anticipation of revenues to be received in the form of State Aid from the State of New York and payments from school districts during the current fiscal year of said School District commencing July 1, 2016, and renewals thereof, if necessary.

Said notes shall be sold privately to one or more banks to be determined, at the prevailing interest rate, where they shall be redeemed upon maturity, which date shall not extend beyond the close of the applicable period provided in the Local Finance Law for the maturity of such notes. All other matters, except as provided herein, related to such note, shall be determined by the Board President or the Board Vice President in his/her absence, including the power to designate such notes as "qualified tax exempt obligations" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986; and **BE IT FURTHER RESOLVED**, that the Board of Education ratifies the actions of the Board President and Vice President, in issuing an aggregate amount of \$3,750,000 Revenue Anticipation Notes during the 2016-2017 School Year.

RESOLVED, that Omni Financial Group, Inc. be designated as the Third Party Administrator of Employer's 403(b) and 457(b) plan.

RESOLVED, that **The Journal News** be designated as the official school newspaper.

**HAWTHORNE CEDAR KNOLLS
UNION FREE SCHOOL DISTRICT**

RESOLVED, that the Board of Education reviewed the District Policies and the Board approves and accepts the District Policy Manual as presented.

RESOLVED, that the Superintendent of Schools, be designated/authorized (alternate: Assistant Superintendent of Finance) to:

- approve the attendance of staff at Conferences, Conventions and Workshops
- apply for grants

RESOLVED, that the Chief School Officer be authorized to approve budget transfers, up to and including \$10,000 per line, subject to the Guidelines of the Commissioner's Regulations.

RESOLVED, that the Assistant Superintendent for Finance (or his designee) shall be:

- Authorized to certify payrolls
- Authorized to submit bid notices to newspapers
- Authorized to open bids (alternates: District Clerk, Superintendent of Schools, Board Members)
- Authorized to invest funds as permitted by law
- Authorized to issue Revenue Anticipation Notes to meet the district's obligations until revenue is received, the total not to exceed the amount as established by the Board of Education in a separate resolution

RESOLVED, that the Assistant Superintendent of Finance (also Purchasing Agent), and the District Treasurer, be bonded in the amount of \$600,000 for the 2016-2017 School Year.

RESOLVED, that a Petty Cash Fund be established in the amount of \$300.00; to be distributed as follows:

\$100 Business Office
\$100 Superintendent's Office
\$100 Linden Hill School

RESOLVED, that the per-diem rate for substitutes be as follows:

Substitute Administrator (Certified)	- \$450.00 per diem
Substitute Teacher (Certified)	- \$150.00 per diem
Substitute Teacher (Non-Certified)	- \$125.00 per diem
Substitute Nurse (R.N.)	- \$150.00 per diem
Substitute Nurse (LPN)	- \$125.00 per diem
Licensed Nurse Practitioner	- \$ 55.00 per hour
Substitute Clerical	- \$125.00 per diem
Substitute Maintenance Worker	- \$125.00 per diem
Substitute Bus Driver	- \$125.00 per diem

RESOLVED, that the mileage reimbursement rate be the approved Internal Revenue Service rate, as established and amended by the IRS.

RESOLVED, that Hawthorne Cedar Knolls UFSD participates in BOCES services.

**HAWTHORNE CEDAR KNOLLS
UNION FREE SCHOOL DISTRICT**

RESOLVED, that the Assistant Superintendent of Finance be designated Records Management Officer.

RESOLVED, that Louis Petty, as Director of Facilities, be appointed as Asbestos Designee, pursuant to the Asbestos Hazard Emergency Response Act (AHERA).

RESOLVED, that Ann Izzo be designated Chief Information Officer (CIO).

RESOLVED, the following are designated Impartial Hearing Officers:

§3214 Hearing Officer	Assistant Superintendent/Curriculum
§504 Compliance Officer	Assistant Superintendent/Curriculum
Privacy Officer (HIPPA)	Director of PPS
Records Access Officer	Assistant Superintendent/Finance
Records Management Officer	Assistant Superintendent/Finance
Title IX Compliance Officer	Assistant Superintendent/Curriculum
Sexual Harassment Officers	Assistant Superintendent/Curriculum and/or Assistant Superintendent/Finance
Liaison for Homeless Students	Director of PPS
Whistleblower Compliance Officer	Director of PPS
ADA Compliance Officer	Director of PPS
Civil Rights Compliance Officer	Assistant Superintendent/Curriculum
Dignity for All Students Act Coordinator (Geller House School)	Dr. Vikki Palmer
Dignity for All Students Act Coordinator (Linden Hill School)	Ms. Marjorie Clarke, LMSW
Dignity for All Students Act Coordinator (Little School)	Mr. Joseph Agovino, M.S.Ed.
Dignity for All Students Act Coordinator (Senior/Junior High School)	Dr. Katherine Reitzes

RESOLVED, that the Superintendent of Schools, or his designee, be designated Legislative liaison.

RESOLVED, that the Board President, or his designee, be designated BOCES liaison.

RESOLVED, that Director of PPS be designated Special Education liaison.

RESOLVED, that Dr. Clare E. Rosen be designated CSE Chair for the period of July 1, 2016 through August 31, 2016; and Dr. Ellen Bergman be designated from September 1, 2016 through June 30, 2017.

RESOLVED, that Dr. Christine Casey be designated as Alternate CSE Chair.

RESOLVED, that School Psychologists be designated as additional CSE Chairs.

**HAWTHORNE CEDAR KNOLLS
UNION FREE SCHOOL DISTRICT**

RESOLVED, that Jennifer Lovett & Rochelle Pruzan be designated as CSE Parent Members to serve on the Committee on Special Education (CSE) for the 2016-2017 school year, with a travel reimbursement of \$30 per meeting.

RESOLVED, that Tawana Jenkins-Little and Stanislaw Gordon be designated as CSE Surrogate Parents to serve on the Committee on Special Education (CSE) for the 2016-2017 school year, with a travel reimbursement of \$30 per meeting.

RESOLVED, that Cindee Ivker, M.D., be designated as School Physician for the 2016-2017 school year with an annual stipend of \$5000.00.

RESOLVED, that the Assistant Principals shall be authorized to act in place of the Principal, when the Principal is not present within the School District or is otherwise unavailable.

RESOLVED, that Pedro Reynoso, Assistant Principal and/or George Pollock, Assistant Principal shall be authorized to act in place of the Principal of the Little School, when the Principal is not present within the School District or is otherwise unavailable.

RESOLVED, that Ms. Melissa Zaveta, School Psychologist and/or Mr. Christopher Bramman, shall be authorized to act in place of the Principal of Geller House, when the Principal is not present within the School District or is otherwise unavailable.

RESOLVED, that the Special Education Plan be adopted for the 2016-2017 School Year.

RESOLVED, that the Annual Professional Performance Review (APPR) be adopted for the 2016-2017 School Year.

RESOLVED, that the Professional Development Plan (PDP) be re-adopted for the 2016-2017 School Year.

RESOLVED, that the Code of Conduct and Code of Ethics be re-adopted for the 2016-2017 School Year.

RESOLVED, that the District-Wide School Safety Plan and Emergency Response Plan be re-adopted for the 2016-2017 School Year.

RESOLVED, that the Board of Education hereby certifies and/or recertifies the following individuals as lead evaluators of classroom teachers, pursuant to the requirement of Education Law Section 3012-c and Part 30-2.9 of the Rules of the Board of Regents, the individuals named below have completed all the necessary training to be certified and/or recertified as lead evaluators of classroom teachers:

Raymond Raefski; Robert Worden; Kristin Crowley; Vikki Palmer; George Pollock; Pedro Reynoso

ANNUAL REORGANIZATION MEETING

July 5, 2016

CONSENT AGENDA

Page 5 of 6

**HAWTHORNE CEDAR KNOLLS
UNION FREE SCHOOL DISTRICT**

RESOLVED, that the Board of Education hereby certifies and/or recertifies the following individuals as lead evaluators of building principals, pursuant to the requirement of Education Law Section 3012-c and Part 30-2.9 of the Rules of the Board of Regents, the individuals named below have completed all the necessary training to be certified and/or recertified as lead evaluators of building principals:

Christine Casey; Ellen Bergman; Mark Silverstein

RESOLVED, to adopt SUPPLEMENTAL DEFENSE AND INDEMNIFICATION RESOLUTION WHEREAS, Section 18 of the Public Officers Law of the State of New York authorizes municipal corporations, including Boards of Education, to adopt supplemental defense and indemnification provisions to those contained in the Education Law; and WHEREAS, the statute authorizes Boards of Education to defend, indemnify and save harmless, members of boards of education and officers, agents and employees of the Boards of Education and parent volunteers in connection with any claims asserted or judgment obtained against such board members, officers, agents or employees in any State or Federal Court, or in the amount of any settlement of any such claim, provided the act or omission from which such judgment or claim arose occurred while the Board member, officer, agent or employee was acting within the scope of his or her office of employment;

NOW THEREFORE, BE IT RESOLVED that the Board of Education of the Hawthorne Cedar Knolls Union Free School District hereby adopts the supplemental defense and indemnification provisions contained in Section 18 of the Public Officers Law for its Board members, officers, agents and employees, and parent volunteers on school-based planning and shared decision making committees or other community volunteer performing volunteer service with the consent of the Board and/or Superintendent of Schools. This coverage shall supplement and shall be in addition to the coverage available to such employees under other enactments, including but not limited to the Education Law of the State of New York.

ACCEPTED AND APPROVED JULY 5, 2016

Board of Education