

Tuxedo Union Free School District

Tuxedo Park, New York 10987

Nancy Teed
Superintendent of Schools

Marc Matatia
Business Administrator

ANNUAL ORGANIZATIONAL MEETING

July 5, 2017
Wednesday, 6:30 PM

George Grant Mason School
Multipurpose Room

AGENDA

- I. Call to Order
- II. Roll Call and Quorum Check
- III. Pledge of Allegiance
- IV. Organizational Meeting
 1. Read Oath of Office – New Board Member
 2. Nomination(s) & President of Board of Education Resolution
 3. Nomination(s) & Vice President of Board of Education Resolution
 4. Appointment of NYSSBA Delegates
 5. Appointment of OCSBA Delegates
 6. Appointment of Officers and Personnel for the School District
 7. Approval for Designations
 8. Approval for Authorizations
 9. Approval to Re-adopt Existing Policies & Past Practices
 10. Approval for Business Official/Superintendent to Invest Monies at Best Prevailing Rate
 11. Approval for Bonding of District Clerk, District Treasurer, Tax Collector and Treasurer of Extra –Classroom Fund
 12. Audit Committee
- V. Routine Business
 1. Approval of Board Meeting Minutes – 6/12/17 & 6/15/17
 2. Administrators Report
 - Business Administrator’s Report
 - Superintendent’s Report
- VI. Items for Action and/or Discussion
 1. Warrants, Transfers & Bids
 2. Personnel
 3. Classroom Section
 4. Professional Development Plan
 5. Email Retention
 6. Chrome Books
- VII. Old Business
- VIII. Public Comment (Up to 3 minutes per person; 30 minutes total per meeting)
- IX. Proposed Executive Session- regarding potential contract negotiations
- X. Correspondence
- XI. Adjournment

4.2 RESOLVED, that _____ be elected President of the Board of Education of the Tuxedo Union Free School District for the 2017-2018 fiscal year.

4.3 RESOLVED, that _____ be elected Vice-President of the Board of Education of the Tuxedo Union Free School District for the 2017-2018 fiscal year.

4.4 Designation of Legislative Liaison to NYSSBA

It is recommended that the Tuxedo Board of Education appoint _____ as Legislative Liaison to the New York State School Boards Association for the 2017/2018 school year and _____ as an alternate.

4.5 Designation of Legislative Liaison to OCSBA

It is recommended that the Tuxedo Board of Education appoint _____ as Legislative Liaison to the Orange County School Boards Association for the 2017/2018 school year and _____ as an alternate.

4.6 Appointment of the following Officers and Personnel for the School District:

| | |
|----------------------------------|-----------------------------------|
| TREASURER | Daniel Martin |
| ASSISTANT TREASURER | Marc Matatia |
| DISTRICT CLERK | Arlene Willis |
| TAX COLLECTOR | Donna Matthews |
| PHYSICIANS | Dr. Jeffrey Horowitz |
| ATTORNEY | Shaw, Perelson, May & Lambert LLP |
| EXTERNAL AUDITOR | Raymond Preusser, CPA, P.C. |
| INSURANCE CONSULTANT | NY School Insurance Reciprocal |
| ATTENDANCE OFFICER | Matthew Takeuchi |
| RECORDS MANAGEMENT OFFICER | Arlene Willis |
| TITLE IX OFFICERS | Jason Schrammel & Eric Sorenson |
| TITLE VI OFFICER | Jason Schrammel |
| SECTION 504 COORDINATOR | Alexis Kearsy |
| CPSE/CSE CHAIRPERSON | Alexis Kearsy |
| DIGNITY COORDINATORS GGM | Christine Oliva & Jason Schrammel |
| DIGNITY COORDINATORS HS | Christine Oliva & Eric Sorenson |
| HOMELESS LIAISON | Christine Oliva |
| DEPT. OF SOCIAL SERVICES CONTACT | Christine Oliva |
| RECORDS ACCESS OFFICER | Marc Matatia |
| RESIDENCY OFFICER | Marc Matatia |

4.7 Approval for the following Designations:

| | |
|---------------------------------|--|
| BANKS FOR ALL OFFICIAL DEPOSITS | J.P. Morgan Chase, Greater Hudson Bank, MBIA-CLASS, New York Liquid Asset Fund (Any commercial bank in NY State for Certificates of Deposit) |
| OFFICIAL NEWSPAPERS | Times Herald Record & Rockland Journal News |
| REGULAR MONTHLY BOE MEETINGS | 3 rd Thursday of each month at 6:30 PM, subject to change by the Board of Education |

4.8 Approval for the following Authorizations:

| | |
|----------------------------------|--|
| CERTIFICATION OF PAYROLL | Chief School Administrator |
| PURCHASING AGENT | Business Administrator (Superintendent in absence of Business Administrator) |
| ATTENDANCE AT CONFERENCES | Chief School Administrator |
| GENERAL PETTY CASH FUND | High School \$100 (Matthew Takeuchi) Transportation \$100 (JoAnn Martin) |
| SIGNATURE ON ALL DISTRICT CHECKS | Treasurer |
| BUDGET TRANSFERS | Superintendent |
| GRANTS IN AID | Superintendent |

- 4.9 Approval by the Board to revive existing Board Policies and past practices.
Approval to re-adopt all policies and Code of Ethics in effect during previous year
Approval to re-adopt Code of Conduct
Approval to adopt mileage reimbursement rate of 53.5 cents/mile.
- 4.10 Approval for Business Administrator/Superintendent to invest monies at the best prevailing rate.
- 4.11 Approval for Bonding of the District Clerk, District Treasurer, Tax Collector, Internal Claims Auditor and Treasurer of Activities Fund.

4.12 Designation of the Audit Review Committee

It is recommended that the Tuxedo Board of Education appoint _____ as the Audit Review Committee to assess the findings of the external audit.

ITEMS FOR ACTION AND/OR DISCUSSION

PERSONNEL

It is recommended that the Tuxedo Board of Education approve Personnel Items 6.21 – 6.23

6.21 Substitute Pay Rates for the 2017/18 School Year

| | |
|-----------------------------------|-------------------------------|
| Teachers - Non-Certified | \$75 Per Diem – Full Day |
| Teachers – Certified | \$95 Per Diem – Full Day |
| School Nurse | \$125 – Full Day \$17.86/Hr. |
| Monitors/Aides/Greeters | \$10.00/Hr. |
| Special Education Individual Aide | \$11.50/Hr. |
| Clerical | \$65.00 – Full Day \$9.70/Hr. |
| School Psychologist | Up to \$200 – Full Day |
| Food Service Workers | \$9.75/Hr. |
| Custodial Substitutes | \$10.00/Hr. |
| Cafeteria Substitutes | \$9.70/Hr. |
| Part-Time O&M Workers | \$14.00/Hr. |
| Part-Time Bus Driver | \$16.75/Hr. |

6.22 Staff Appointments

| | | | |
|-------------------|----------------------|-----------------|----------------|
| Laura Vaccarino | Food Service Worker | 9/01/17-6/30/18 | \$10.20/hr (3) |
| Jennifer Hudson | Food Service Worker | 9/01/17-6/30/18 | \$13.60/hr (3) |
| Margorie Puff | Food Service Worker | 9/01/17-6/30/18 | \$11.87/hr (3) |
| Arnold D’Ambrosio | Part-Time Bus Driver | 9/01/17-6/30/18 | \$17.82/hr (3) |
| Miguel Ramos | Part Time Bus Driver | 7/01/17-6/30/18 | \$17.51/hr (3) |
| Roger Kelly | Part Time Bus Driver | 7/01/17-6/30/18 | \$19.14/hr (3) |
| Irwin Linker | Part Time Bus Driver | 9/01/17-6/30/18 | \$18.65/hr (3) |
| Rodney Suffern | Part Time Bus Driver | 9/01/17-6/30/18 | \$17.51/hr (3) |
| John Dworjan | Part Time Bus Driver | 9/01/17-6/30/18 | \$19.62/hr (3) |
| Dawn Menkes | Part Time Bus Driver | 7/01/17-6/30/18 | \$18.16/hr (3) |
| Gary Parker | Part Time Bus Driver | 7/01/17-6/30/18 | \$17.51/hr (3) |

6.22 Staff Appointments

| | | | |
|-----------------|-----------------------|-----------------|----------------|
| Janice Wilcox | Part Time Bus Monitor | 7/01/17-6/30/18 | \$12.03/hr (3) |
| Christine Mints | Part Time Bus Monitor | 7/01/17-6/30/18 | \$12.03/hr (3) |
| Cindy Reese | Part Time Bus Monitor | 7/01/17-6/30/18 | \$12.03/hr (3) |
| Dave Powers | Home Instructor | 7/01/17-6/30/18 | \$30.00/hr (2) |
| Jane Gissona | Home Instructor | 7/01/17-6/30/18 | \$30.00/hr (2) |

| | | | |
|----------------|---|------------------------------------|----------------------------|
| Lynda Mitrione | <u>RESCIND</u> P/T Gen'l Ledger Data Clerk | 7/01/17-6/30/18 | \$12.23/hr. |
| Lynda Mitrione | P/T Accounts Payable Clerk | 7/01/17-6/30/18 | \$15.00/hr. |
| Lori Rohe | <u>RESCIND</u> P/T Accounts Receivable Clerk | 7/01/17-8/31/17 9/01/17-6/30/18 | \$11.75/hr. \$11.96/hr. |
| Lori Rohe | P/T Gen'l Ledger/Accounts Receivable Clerk | 7/01/17-6/30/18 | \$11.96/hr. |

6.23 Resignation

| EMPLOYEE | POSITION | EFFECTIVE DATE |
|--------------------|-----------------------------|----------------|
| Sebastiana Juliano | P/T Internal Claims Auditor | 07/07/2017 |

6.3 Resolution for Second Classroom Section

BE IT RESOLVED, the Tuxedo Union Free School District Board of Education authorizes the creation of a second classroom section for second grade for the 2017-2018 school year.

6.4 Professional Development Plan (PDP)

It is recommended that the Tuxedo Board of Education adopt the Professional Development Plan (PDP) for the 2017-2018 school year. (See attached)