

**HAWTHORNE CEDAR KNOLLS UNION FREE SCHOOL DISTRICT**  
Hawthorne, New York

<b>SCHOOL BOARD MEETING</b> <b>July 10, 2018</b> <b>AGENDA</b>
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- 1. CALL TO ORDER BY DISTRICT CLERK**
- 2. PLEDGE OF ALLEGIANCE TO THE FLAG**

<b>ANNUAL REORGANIZATION:</b>
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- 1. OATH OF OFFICE for newly appointed and re-appointed Board of Education members**
  - Daniel J. Leffell
  - Joan Weber

- 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:**
  - **President & Vice President**
  - **Superintendent of Schools**
  - **District Treasurer**
  - **District Clerk**
  - **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**

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<b>REGULAR BUSINESS MEETING</b>
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- **CALL TO ORDER BY BOARD PRESIDENT**
- **APPROVE MINUTES (May 8, 2018)**
- **TREASURER'S REPORT (April, 2018; May, 2018 )**
- **CLAIMS AUDITOR REPORT (April, 2018; May, 2018; June, 2018 )**
- **CSE RECOMMENDATIONS**
- **CONSENT AGENDA**

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- **Appoint Tobin & Company CPA's, PC for claims auditor services, in the amount of \$10,200.00, as per the attached quote.**
- **Accept donation of Ikea Pine Desk and Hutch from Ms. Miriam Fishman**
- **Accept revised 2018-2019 School District Calendar. Revision is for August 17, 2018 - no early student dismissal due to regent exams full day.**
- **REGULAR AGENDA**
  - **Approve Memorandum of Agreement between the Hawthorne Cedar Knolls Union Free School District and the Hawthorne Cedar Knolls UFSD Unit #8217 CSEA Inc., Local 1000 AFSCME, AFL-CIO, Local Westchester County 860 for the period of July 1, 2018 through June 30, 2019.**
  - **Approve salary increase for Ruth Luis, effective July 1, 2018, in the amount of \$30,000.00. New salary is \$130,000.00 as School Business Administrator.**
  - **Approve Working Conditions for School Business Administrator**
- **PERSONNEL ACTIONS**
  - **Approve Routine Personnel actions**
  - **Approve Summer Program Personnel Actions**

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- **POLICIES:**

- **1<sup>st</sup> READING:**

- None

- **2<sup>ND</sup> READING/ADOPTION:**

- Update Policy# 6212: Certification and Qualifications
      - Update Policy# 6550: Leaves of Absence
      - Update Policy# 7233: Military Recruiters' Access to Students
      - Update Policy# 7512: Student Physicals
      - Update Policy# 7513: Administration of Medication; Other Products
      - Update Policy# 8240: Instructional Programs: Driver Education, Gifted and Talented Education, and Physical Education

- **COMMENTS**

- **ADJOURN**

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<b>CONSENT AGENDA 2018-2019 SCHOOL YEAR</b>
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**RESOLVED**, that Ann Marie DeModna be designated District Clerk July 1, 2018 to June 30, 2019.

**RESOLVED**, that Ann Izzo be designated Deputy District Clerk July 1, 2018 to June 30, 2019.

**RESOLVED**, that Ruth Luis be designated District Treasurer July 1, 2018 to February 27, 2019.

**RESOLVED**, that Ann Izzo be designated Deputy District Treasurer for the period of July 1, 2018 to June 30, 2019.

**RESOLVED**, that Ruth Luis, School Business Administrator, be designated as School Purchasing Agent for the period of July 1, 2018 to June 30, 2019.

**RESOLVED**, that Tobin & Company, CPA's, PC be designated as Internal Claims Auditor for the period of July 1, 2018 to June 30, 2019, 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, 2018 to June 30, 2019 at the rate of \$210.00 per hour.

**RESOLVED**, that the Superintendent of Schools is hereby authorized to make personnel appointments and terminations 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 PFK O'Connor Davies, LLP be designated as the Independent Auditor for the School District for the 2017-2018 School Year, as per Board of Education approved contract.

**RESOLVED**, that the following be designated as Official Bank Depositories: Sterling National Bank, Tompkins Mahopac, The Westchester Bank.

**RESOLVED**, that the authorized signature on all checks be that of the District Treasurer and/or the Deputy District Treasurer.

**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

## **HAWTHORNE CEDAR KNOLLS UNION FREE SCHOOL DISTRICT**

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 Corporation's 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 \$2,750,000.00 Revenue Anticipation Notes (RAN), and effect borrowing up to said amount during the 2018-2019 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, 2018, 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 \$2,750,000 Revenue Anticipation Notes during the 2018-2019 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.

**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.

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**RESOLVED**, that the School Business Administrator (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 School Business Administrator (also Purchasing Agent), and the District Deputy Treasurer, be bonded in the amount of \$600,000 for the 2018-2019 School Year.

**RESOLVED**, the District Clerk, be authorized, when needed, to select and appoint the next available Impartial Hearing Officer, according to the rotational list as provided and maintained by New York State Education Department.

**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.

**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).

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**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	School Business Administrator
Records Management Officer	School Business Administrator
Title IX Compliance Officer	Assistant Superintendent/Curriculum
Sexual Harassment Officers	Assistant Superintendent/Curriculum Director of PPS
Liaison for Homeless Students	Director of PPS
Whistleblower Compliance Officer	Director of PPS
ADA Compliance Officer	Director of PPS
Civil Rights Compliance Officer	School Business Administrator
Dignity for All Students Act Coordinator (Geller House School)	Dr. Vikki Palmer
Dignity for All Students Act Coordinator (Linden Hill High School)	Ms. Marjorie Clarke, LMSW
Dignity for All Students Act Coordinator (Cedar Knolls Academy)	Mr. Joseph Agovino, M.S.Ed.
Dignity for All Students Act Coordinator (Achieve Alternative 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 the Board appoints Ruth Luis, School Business Administrator, as representative of the School District to the serve on the SWSCHP Board of Governors.

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

**RESOLVED**, that Dr. Ellen Bergman be designated CSE Chair for the period of July 1, 2018 through June 30, 2019.

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

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

**RESOLVED**, that Jennifer Lovett & Rochelle Pruzan be designated as CSE Parent Members to serve on the Committee on Special Education (CSE) for the 2018-2019 school year, with a travel reimbursement of \$30 per meeting.

**RESOLVED**, that Tawana Jenkins-Little and Stanislawa Gordon be designated as CSE Surrogate Parents to serve on the Committee on Special Education (CSE) for the 2018-2019 school year, with a travel reimbursement of \$30 per meeting.

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**RESOLVED**, that Cindee Ivker, M.D., be designated as School Physician for the 2018-2019 school year with an annual stipend of \$5,000.00.

**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 George Pollock, Assistant Principal shall be authorized to act in place of the Principal of the Linden Hill High School, when the Principal is not present within the School District or is otherwise unavailable.

**RESOLVED**, that Pedro Reynoso, Assistant Principal shall be authorized to act in place of the Principal of the Cedar Knolls Academy, when the Principal is not present within the School District or is otherwise unavailable.

**RESOLVED**, that Christopher Bramman, Dean of Students shall be authorized to act in place of the Principal of the Achieve Alternative High School, when the Principal is not present within the School District or is otherwise unavailable.

**RESOLVED**, that Ashley Argiro, 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 re-adopted for the 2018-2019 School Year.

**RESOLVED**, that the Annual Professional Performance Review (APPR) be re-adopted for the 2018-2019 School Year.

**RESOLVED**, that the Professional Development Plan (PDP) be re-adopted for the 2018-2019 School Year.

**RESOLVED**, that the Code of Conduct and Code of Ethics be re-adopted for the 2018-2019 School Year.

**RESOLVED**, that the District-Wide School Safety Plan and Emergency Response Plan be re-adopted for the 2018-2019 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; Eric Ford; Vikki Palmer; George Pollock; Pedro Reynoso, Christine Casey, Ellen Bergman



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**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 10, 2018**

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Board of Education