

# HAWTHORNE CEDAR KNOLLS UNION FREE SCHOOL DISTRICT

<b>CONSENT AGENDA 2021-2022 SCHOOL YEAR</b>
---

*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, 2021 to June 30, 2022.

**RESOLVED**, that Ruth Luis be designated District Treasurer July 1, 2021 to July 6, 2021.

**RESOLVED**, that Shaji Zacharia be designated District Treasurer July 7, 2021 to June 30, 2022.

**RESOLVED**, that Kerosa Mitchell be designated Deputy District Treasurer for the period of July 1, 2021 to June 30, 2022.

**RESOLVED**, that, teacher, Rosanna Cutietta, be designated Treasurer of the District's Work-Based Learning Program, effective July 1, 2021 to June 30, 2022.

**RESOLVED**, that Shaji Zacharia, Assistant Superintendent of Finance, be designated as School Purchasing Agent for the period of July 1, 2021 to June 30, 2022.

**RESOLVED**, that Tobin & Company, CPA's, PC be designated as Internal Claims Auditor for the period of July 1, 2021 to June 30, 2022, 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, 2021 to June 30, 2022 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 2020-2021 School Year, as per Board of Education approved contract.

**RESOLVED**, that Sickler, Torchia, Allen & Churchill, CPA's, PC be designated as the Internal Auditor for the School District for the 2019-2020 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.

**HAWTHORNE CEDAR KNOLLS  
UNION FREE SCHOOL DISTRICT**

**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 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 \$2,750,000.00 Revenue Anticipation Notes (RAN), and effect borrowing up to said amount during the 2021-2022 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, 2021, 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 2021-2022 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.

**HAWTHORNE CEDAR KNOLLS  
UNION FREE SCHOOL DISTRICT**

**RESOLVED**, that the Superintendent of Schools, be designated/authorized (alternate: Director of Curriculum and Instruction) 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 of Finance (or his/her 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 Deputy Treasurer, be bonded in the amount of \$600,000 for the 2021-2022 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

**Geller House School Substitutes:**

- Substitute Teacher (Certified) - \$200.00 per diem
- Substitute Teacher (Non-Certified) - \$150.00 per diem

## HAWTHORNE CEDAR KNOLLS UNION FREE SCHOOL DISTRICT

**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 Jonathan Muro, as Director of Facilities, be appointed as Asbestos Designee, pursuant to the Asbestos Hazard Emergency Response Act (AHERA).

**RESOLVED**, that AEI Data Services, LLC be designated Chief Information Officer (CIO).

**RESOLVED**, the following are designated Impartial Hearing Officers:

§3214 Hearing Officer	Director of Curriculum and Instruction
§504 Compliance Officer	Director of Curriculum and Instruction
Privacy Officer (HIPPA)	Director of PPS
Data Protection Officer	Director of Curriculum and Instruction
Records Access Officer	Assistant Superintendent of Finance
Records Management Officer	Assistant Superintendent of Finance
Title IX Compliance Officer	Director of Curriculum and Instruction
Sexual Harassment Officers	Director of Curriculum and Instruction 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	Assistant Superintendent of Finance
Dignity for All Students Act Coordinator (District-wide Coordinator)	Dr. Ellen Bergman
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)	Ms. Marjorie Clarke, LMSW

**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 Shaji Zacharia, Assistant Superintendent of Finance, 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.

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

**RESOLVED**, that Dr. Ellen Bergman be designated CSE Chair for the period of July 1, 2021 through June 30, 2022.

**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 2021-2022 school year, with a travel reimbursement of \$30 per meeting.

**RESOLVED**, that Tawana Jenkins-Little be designated as CSE Surrogate Parents to serve on the Committee on Special Education (CSE) for the 2021-2022 school year, with a travel reimbursement of \$30 per meeting.

**RESOLVED**, that Cindee Ivker, M.D., be designated as School Physician for the 2021-2022 school year with an annual stipend of \$5,000.00 plus \$20 per physical.

**RESOLVED**, that James Larsson be designated as 19A Examiner for Bus Drivers for the 2021-2022 school year.

**RESOLVED**, that Eric Ford, 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 Robert Worden, Principal 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 Robert Worden, 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 Kristin Doyle and/or 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 2021-2022 School Year.

**RESOLVED**, that the Annual Professional Performance Review (APPR) be re-adopted for the 2021-2022 School Year.

**RESOLVED**, that the Professional Development Plan (PDP) be re-adopted for the 2021-2022 School Year.

**RESOLVED**, that the Code of Conduct and Code of Ethics be re-adopted for the 2021-2022 School Year.

**HAWTHORNE CEDAR KNOLLS  
UNION FREE SCHOOL DISTRICT**

**RESOLVED**, that the District-Wide School Safety Plan and Emergency Response Plan be adopted for the 2021-2022 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; Aisha Prendergast; Ellen Bergman

**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:

Raymond Raefski; Ellen Bergman;

**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 6, 2021**

---

Board of Education  
ANNUAL REORGANIZATION MEETING  
*July 6, 2021*  
CONSENT AGENDA  
Page 6 of 6