

HAWTHORNE CEDAR KNOLLS UNION FREE SCHOOL DISTRICT
Hawthorne, New York

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| SCHOOL BOARD MEETING July 5, 2022 MINUTES |
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Board Members: Present: Daniel Leffell, Joan Weber, David Everett,
Herbert Friedman, Lucille Oppenheim, Jeffrey Saber.

Absent:

Also Present: Staff members: Raymond Raefski, Interim Superintendent
Shaji Zacharia, Assistant Superintendent of Finance

District Clerk: Ann Marie DeModna

CALL TO ORDER

The meeting was called to order at 8:11am by the District Clerk, Ann Marie DeModna, and began with the Pledge to the Flag.

OATH OF OFFICE for NEW/REAPPOINTED BOARD OF EDUCATION MEMBERS:

The oath of Office was administered to David Everett, who was reappointed to a 3-year term of July 1, 2022 through June 30, 2025.

The oath of Office was administered to Jeffrey Saber, who was reappointed to a 3-year term of July 1, 2022 through June 30, 2025.

NOMINATION AND ELECTION FOR PRESIDENT OF THE SCHOOL BOARD

Ms. DeModna then called for the nomination of President of the Board of Education. Dr. Weber nominated Mr. Daniel J. Leffell for President. Upon motion made by Mr. Friedman seconded by Mr. Everett and unanimously carried, Mr. Leffell was elected President for the one year term through June 30, 2023. The vote on this motion was 6-0.

NOMINATION AND ELECTION FOR VICE PRESIDENT OF THE SCHOOL BOARD

Ms. DeModna called for the nomination of Vice President of the Board of Education. Mr. Leffell nominated Dr. Joan Weber for Vice President. Upon motion made by Mr. Everett seconded by Mr. Friedman and unanimously carried, Dr. Weber was elected Vice President for the one year term through June 30, 2023. The vote on this motion was 6-0.

OATH OF OFFICE:

The Oath of Office was taken by the following individuals:

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

The Deputy District Treasurer and Claims auditor were not in attendance. A. DeModna will issue the Oath of Office to them at a separate time.

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Ms. DeModna then turned the meeting over to President Daniel Leffell at 8:18am.

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.

❖ **ANNUAL REORGANIZATION RESOLUTIONS**

Upon motion made by Mr. Everett, seconded by Ms. Oppenheim and unanimously carried, the Board approved the Consent Agenda, as stated above. The vote on this motion was in favor 6 to 0.

COMMENTS

None

ADJOURN

With no further business to transact, upon motion made by Dr. Weber, seconded by Mr. Saber and unanimously carried, The Board adjourned the meeting at 8:19am. The vote on this motion was in favor 6 to 0.

This concluded the Annual Reorganization meeting. At 8:20am, President Leffell then opened the regular business meeting.

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| REGULAR BUSINESS |
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APPROVE MINUTES (May 16, 2022; June 13, 2022)

Upon motion made by Mr. Everett, seconded by Mr. Friedman and unanimously carried, the Board approved Minutes from the regular meeting held on May 16, 2022 and the special meeting held on June 13, 2022, as attached. The vote on this motion was in favor 6 to 0.

TREASURER'S REPORT (April 30, 2022; May 31, 2022)

Upon motion made by Ms. Oppenheim, seconded by Mr. Everett, the Board approved the Treasurers reports for April 30, 2022 and May 31, 2022, as attached. The vote on this motion was in favor 6 to 0.

CLAIMS AUDITOR/WARRANT REPORT (May 26, 2022; June 21, 2022)

Upon motion made by Mr. Everett, seconded by Mr. Friedman, the Board approved the Claims Auditor/Warrant reports as listed and attached. The vote on this motion was in favor 6 to 0.

CSE RECOMMENDATIONS

The District does not have any eligible Residential students for CSE placement at this time.

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- **CONSENT AGENDA**

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- Approve the Revised Working Conditions for each of the following unaffiliated staff members:
 - Assistant Superintendent
 - Director of Special Education
 - Director of Facilities
 - Technology Staff
 - Nursing Staff
- Approve the Service Contracts for the following providers, as attached:
 - i. **Suburban Carting Co.** (Trash removal services)
 - ii. **AEI Data Services, LLC** (Data Management, State Reporting and student information system software support)
- Approve the proposal from CBS Xerox for to update the copier lease agreement, as per their attached recommendation.

Upon motion made by Mr. Everett, seconded by Mr. Friedman and unanimously carried, the Board approved the items as listed above in the Consent Agenda. The vote on this motion was in favor 6 to 0.

- **REGULAR AGENDA**

RESOLVED that the Board approves the Memorandum of Agreement between the Hawthorne Cedar Knolls Union Free School District and Local 1169, New York State United Teachers for the period of July 1, 2022 through June 30, 2024, as attached. A Copy of said agreement shall be incorporated by reference within the minutes of this meeting.

Superintendent Raefski wanted to note that the negotiations went well and he would like to thank the bargaining representatives from the Teachers unit: Mr. Marshall, Ms. Befi & Mr. Bramman.

Upon motion made by Dr. Weber, seconded by Mr. Everett and unanimously carried, the Board approved the MOA, as attached. The vote on this motion was in favor 6 to 0.

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RESOLVED, that In accordance with Chapter 181 of the Laws of New York 2000 (commonly referred to as Project SAVE, Safe Schools Against Violence in Education Act), the attached is the Hawthorne Cedar Knolls District-wide Safety Plan and is presented for public review and comment. The protocols included in this plan, in conjunction with the individual school building safety plans, form the framework for the Hawthorne Cedar Knolls Union Free School District Safety Plan. A copy of said plan is available on the District website at www.hcks.org and will be presented for adoption at a future Board of Education meeting, prior to September 1st, after a public review and comment period of no less than 30 days.

Mr. Leffell opened the floor to comments on the District-wide Safety Plan for the 2022-2023 School Year. There were no comments. The plan is available on the District website for a minimum of 30 days for comment. Unless another meeting is scheduled after the 30 day period (August 5, 2022) for urgent business, the next regularly scheduled Board of Education meeting is scheduled for August 29, 2022.

Upon motion made by Mr. Everett, seconded by Mr. Friedman and unanimously carried, the Board closed the public hearing on the Safety Plan as attached. The vote on this motion was in favor 6 to 0.

- **PERSONNEL ACTIONS**

- ❖ **Approve Routine Personnel actions**
- ❖ **Approve Summer Program Personnel Actions**
- ❖ **Approve Salary increases for the unaffiliated staff, as attached.**

President Leffell requested that the approval of the Salary Increases for the unaffiliated staff be voted on in a separate vote.

Upon motion made by Dr. Weber, seconded by Ms. Oppenheim and unanimously carried, the Board approved the routine personnel actions and the summer program personnel actions, as attached. The vote on this motion was in favor 6 to 0.

Mr Leffell asked for a motion to enter into Executive Session to discuss the employment history of a particular person. *Upon motion made by Dr. Weber, seconded by Mr. Saber and unanimously carried, the Board entered into an Executive Session at 8:26am. The vote on this motion was in favor 6 to 0.*

The Board returned at 8:34am, Mr. Leffell asked for a motion to reconvene the regular meeting. *Upon motion made by Mr. Everett, seconded by Ms. Oppenheim and unanimously carried, the Board reconvened and resumed the regular meeting. The vote on this motion was in favor 6 to 0.*

Mr. Leffell asked for a motion to Approve the Salary Increases for the Unaffiliated Staff, as attached. *Upon motion made by Mr. Everett, seconded by Ms. Oppenheim and unanimously carried, the Board approved the Salary Increases for the Unaffiliated staff, as attached. The vote on this motion was in favor 6 to 0.*

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POLICIES:

1st READING:

Update Policy# 7540: Suicide

2ND READING/ADOPTION:

No items

The Board acknowledges a first reading of the above policy/policies.

COMMENTS

Mr. Raefski stated that next week, Monday, July 11th is the beginning of the summer program which runs through August 19th.

On behalf of the Board, Mr. Leffell wished everyone a great summer.

ADJOURN

With no further business to transact, upon motion made by Mr. Everett, seconded by Dr. Weber and unanimously carried, The Board adjourned the meeting at 8:38am. The vote on this motion was in favor 6 to 0.

Respectfully Submitted,

Ann Marie DeModna
District Clerk