

HAWTHORNE CEDAR KNOLLS UNION FREE SCHOOL DISTRICT  
Hawthorne, New York

BOARD OF EDUCATION MEETING  
August 29, 2022  
MINUTES

**Board Members:** Present: **Via: Zoom conference:**  
Daniel Leffell, Dr. Joan Weber, David Everett, Lucille  
Oppenheim, Jeffrey Saber  
Absent: Herbert Friedman

**Also Present:**

District Clerk: Ann Marie DeModna

Staff: Ray Raefski, Superintendent  
Shaji Zacharia, Assistant Superintendent of Finance

**CALL TO ORDER**

The meeting was called to order at 8:07am by President, Daniel Leffell, and began with the Pledge to the Flag.

**APPROVE MINUTES** (July 5, 2022)

*Upon motion made by Mr. Everett, seconded by Dr. Weber and unanimously carried, the Board approved the Minutes from the school board meeting held on July 5, 2022. The vote on this motion was in favor 5 to 0.*

**TREASURER'S REPORT** (June 30, 2022; July 31, 2022)

*Upon motion made by Mr. Everett, seconded by Ms. Oppenheim and unanimously carried, the Board accepts the Treasurer's Report for the month(s) listed above. The vote on this motion was in favor 5 to 0.*

**CLAIMS AUDITOR REPORT** (June 30, 2022 [part 1]; June 30, 2022 [part 2]; July 1, 2022; August 4, 2022)

Mr. Leffell asked what the part 1 and part 2 referred to. Mr. Zacharia stated that June 30<sup>th</sup> is in 2 parts due to the fiscal year ending on June 30<sup>th</sup>. Part 2 refers to claims paid in July that belong in the 2021-2022 school year and needed to be recorded as such.

*Upon motion made by Mr. Everett, seconded by Dr. Weber and unanimously carried, the Board accepts the Claims Auditor Reports for the date(s) specified above. The vote on this motion was in favor 5 to 0.*

**CSE RECOMMENDATIONS**

Due to the closing of the Residential Treatment Facility, the District no longer has eligible Residential students for CSE placement.

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**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.*

- **BE IT 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 and Aisha Prendergast

- **BE IT RESOLVED**, that the Board approves the Working Conditions for School District Treasurer, as attached.
- **BE IT RESOLVED**, that Monifa Jackson be designated District Treasurer for the period August 8, 2022 to June 30, 2023.
- **BE IT RESOLVED**, that Shaji Zacharia be designated Deputy District Treasurer for the period of August 8, 2022 to June 30, 2023.
- **BE IT RESOLVED**, the Board approves the Budget Transfer in the amount of 71,516.04, as attached.

Mr. Leffell asked if any Board member wished to have any item(s) removed from the Consent Agenda and placed on the Regular Agenda. There were no requests to remove any item. ***Upon motion made Mr. Everett seconded by Ms. Oppenheim and unanimously carried, the Board approved the Consent Agenda, as listed. The vote on this motion was in favor 5 to 0.***

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**REGULAR AGENDA**

- **WHEREAS**, 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, as presented at the Board of Education Meeting and Public Hearing on July 5, 2022 for public review and comment and posted on the District Website for a period of no less than 30 days, in which no public comments were received. 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.

**THEREFORE, BE IT RESOLVED**, that the Board adopts the 2022-2023 District-Wide Safety Plan as presented. A copy of said plan is posted on the District website at [www.hcks.org](http://www.hcks.org)

*Upon motion made Mr. Everett, seconded by Dr. Weber and unanimously carried, the Board approved the District-wide Safety Plan. The vote on this motion was in favor 5 to 0.*

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- **WHEREAS**, it would be in the joint interest Hawthorne Cedar Knolls UFSD and the following: (SEE ATTACHED LISTING) to participate in cooperative bids for the purchase of various supplies, services, materials and equipment, as Advertised by and awarded by the Clarkstown Central School District acting as the Lead Agency, as provided by General Municipal Law Section 119-0 and,

WHEREAS, each BOARD retains the legal authority to contract with the successful Vendor(s) and shall not be bound by purchase contracts or other agreements made by the other BOARD(S), therefore

**THEREFORE, BE IT RESOLVED**, the BOARD OF EDUCATION of Hawthorne Cedar Knolls UFSD hereby agrees to participate with the attached named school districts in such cooperative bids.

*Dr. Weber inquired as to why we would not use the BOCES cooperative bidding services. Mr. Zacharia explained that we do utilize BOCES for cooperative bids for those items that can be obtained through BOCES. The series of Resolutions tonight for participating in cooperative bids and for piggybacking on other District's bids is for items and/or services that BOCES does not provide.*

*Upon motion made Mr. Everett, seconded by Dr. Weber and unanimously carried, the Board approved the participation in cooperative bids with the attached named school districts. The vote on this motion was in favor 5 to 0.*

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- **BE IT RESOLVED**, that the Board authorizes the District to “piggyback” on Chappaqua Central School District Bid # B2020-12: Construction, Labor & Materials – Districtwide Fencing: Maintenance and Repair, 1<sup>st</sup> One year renewal from 12/9/2021 to 12/8/2022, as attached.

*Upon motion made Ms. Oppenheim, seconded by Mr. Everett and unanimously carried, the Board authorized the District to “piggyback” on the above, with Chappaqua CSD. The vote on this motion was in favor 5 to 0.*

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- **BE IT RESOLVED**, that the Board authorizes the District to “piggyback” on Byram Hills Central School District Bid on Provision and Installation of Fencing Bid # 21/22-05 Bid Extension for the 22/23 School Year.

*Upon motion made Mr. Everett, seconded by Ms. Oppenheim and unanimously carried, the Board authorized the District to “piggyback” on the above, with Byram Hills CSD. The vote on this motion was in favor 5 to 0.*

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- **BE IT RESOLVED**, that the Board approves the reversal of the following funds set aside in the district books to be paid to other school districts under the heading " Due to other Government", in light of the recent approval from the New York State Division of Budget (DOB) about retaining such funds by the district as proposed by the State Rate Setting Unit (RSU) for a total of \$2,627,989.75:

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
A631	Due to Other Govts	\$378.36
A631.12	Due to Other Govts 2011/12	\$54,590.96
A631.13	Due to Other Govts 2012/13	\$304,711.38
A631.14	Due to Other Govts 2013/14	\$1,003,990.69
A631.15	Due to Other Govts 2014/15	\$537,727.55
A631.16	Due to Other Govts 2015/16	\$674,616.40
A631.17	Due to Other Govts 2016/17	<u>\$51,974.42</u>
<b>TOTAL</b>		<b><u>\$2,627,989.76</u></b>

Assistant Superintendent of Finance, Shaji Zacharia, CPA explained why/how the funds were allocated to other governments and appeared on the financial statements. This was due to NYSED’s Rate Setting Unit (RSU) not reconciling the District’s tuition rate since the 2011-2012 school year. This reversal only goes through to the 2016-2017 school year. Prior to this reversal, the district deficit was approximately \$5.1 million. This will bring the deficit down to approximately \$2.4 million. This is only on paper.

*Upon motion made Mr. Everett, seconded by Dr. Weber and unanimously carried, the Board authorized the reversal of the above listed funds. The vote on this motion was in favor 5 to 0.*

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**PERSONNEL ACTIONS**

Personnel actions as per the attached report.

*Upon motion made Mr. Everett, seconded by Ms. Oppenheim and unanimously carried, the Board approved the personnel actions as attached. The vote on this motion was in favor 5 to 0.*

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**POLICIES:**

- **1<sup>st</sup> READING:**
  - None
  
- **2<sup>ND</sup> READING/ADOPTION:**
  - Update Policy #7540: Suicide

*Upon motion made Mr. Everett, seconded by Mr. Saber and unanimously carried, the Board approved the adoption of the update to policy #7540. The vote on this motion was in favor 5 to 0*

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**COMMENTS**

Mr. Zacharia introduced our new District Treasurer, Ms. Monifa Jackson, who joined the District a few weeks ago. Dr. Weber welcomed Ms. Jackson on behalf of the Board and looks forward to the Board working with her.

Mr. Leffell remarked on the improvement to the financial status with the reversal of the amounts due to government. He commended Mr. Raefski and Mr. Zacharia on their hard work and persistence with NYSED and the Rate Setting Unit.

Mr. Everett also shared the sentiment of a job well done with navigating through difficult times due to the closure of the Residential and the additional issues the Pandemic brought.

**ADJOURN**

With no further business to transact, upon motion made by Mr. Everett, seconded by Ms. Oppenheim and unanimously carried, The Board adjourned the meeting at 8:36am. The vote on this motion was in favor 5 to 0.

Respectfully Submitted,

**Ann Marie DeModna**  
District Clerk