

**Pine Plains Central School District
Annual Organizational Meeting Minutes
July 6, 2022**

MEMBERS PRESENT:

Anne Arent, President
Amie Fredericks, Vice President
Fred Couse
Jim Griffin
Heidi Johnson, arrived at 7:15 pm.
Jean Stapf
Joseph Kiernan, arrived at 7:02 pm.

ALSO PRESENT:

Brian Timm, Superintendent of Schools
Monica LaClair, Assistant Superintendent for Business
Julia W. Tomaine, District Clerk

OPEN MEETING

The reorganization meeting was called to order at 7:00 p.m. by the District Clerk.

Mrs. Julia W. Tomaine, District Clerk administered the Oath of Office to the following elected Trustees:

- A. Mrs. Amie Fredericks for a three (3) year term commencing July 1, 2022 through June 30, 2025.
- B. Mr. Fred Couse, Jr for a three (3) year term commencing July 1, 2022 through June 30, 2025.

Mr. Anthony was invited to speak about the School Lunch Program and the cost of continuing free lunch / breakfast if the district decided to continue after the government program expires.

Ms. Johnson arrived at 7:15 pm.

Mrs. Tomaine called for nominations for President of the 2022-2023 Board of Education. Mrs. Stapf nominated Fred Couse and Mrs. Fredericks seconded the nomination.

Mr. Griffin nominated Anne Arent and Fred Couse seconded the nomination.

Mrs. Tomaine called for any other nominations, three times. No other nominations were made and she called for a vote:

Votes Cast for Fred Couse

Anne Arent	-	No
Fred Couse	-	No
Amie Fredericks	-	Yes
Jim Griffin	-	No
Heidi Johnson	-	No
Jean Stapf	-	Yes
Joseph Kiernan	-	No

Mr. Couse indicated that he would not accept the seat of President if motion passed.

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Votes Cast for Anne Arent

Anne Arent	-	Yes
Fred Couse	-	Yes
Amie Fredericks	-	Yes
Jim Griffin	-	Yes
Heidi Johnson	-	Yes
Jean Stapf	-	Yes
Joseph Kiernan	-	Yes

Mrs. Tomaine administered the Oath of Office to Mrs. Arent as President of the Board of Education.

Mrs. Tomaine, District Clerk called for nominations for Vice-President of the 2022-2023 Board of Education. Mrs. Arent nominated Amie Fredericks as Vice President and Mr. Couse seconded the nomination.

Mrs. Tomaine called for any other nominations, three times. No other nominations were made and she called for a vote:

Votes Cast for Amie Fredericks

Anne Arent	-	Yes
Fred Couse	-	Yes
Amie Fredericks	-	Yes
Jim Griffin	-	Yes
Heidi Johnson	-	Yes
Jean Stapf	-	Yes
Joseph Kiernan	-	Yes

Mrs. Tomaine administered the Oath of Office to Mrs. Fredericks as Vice-President of the Board of Education.

Mrs. Tomaine administered the Oath of Office to Dr. Brian Timm for the 2022-23 school year.

Mrs. Arent administered the Oath of Office to the District Clerk for the 2022-23 school year.

Mrs. Stapf moved and Mr. Griffin seconded a motion to appoint the following District Officers, Stipends/Fees, effective July 1, 2022 for the 2022-23 school year:

Position	Individual	Rate
District Clerk	Julia Watson Tomaine	\$16,154
District Treasurer	Laura Rafferty	\$84,689
Deputy Treasurer	Brian Timm	\$.00
School Tax Collector	Joan Taylor	\$16,711
Deputy School Tax Collector	Aileen Waltke	\$2,228
Claims Auditor	Joan Taylor	\$6,351
Deputy Claims Auditor	Marilyn Bialousz	\$122.00/day

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School Attorney	Shaw, Perelson, May & Lambert, LLP	\$50,000* Per attached agreement
School Architects	CS ARCH	Fee Per Project
Broker Dental Insurance, Student Accident Insurance	J.J. Stanis and Company, Inc.	\$0.00
School Physician	CareMount Medical Group, PC - Dr. Jean Jaeger, MD	\$15,000
Attendance Officers	Tara Grieb, Julie Roberts, Kristen Fischetti	\$0.00
Records Access Officer	Maria Hutman	\$0.00
Records Access Appeal Officer	Brian Timm	\$0.00
Records Management Officer	Maria Hutman	\$0.00
Purchasing Agent	Monica LaClair	\$0.00
Webmaster (District Website)	Julia Watson Tomaine	\$2,228
Website Coordinator	Julia Watson Tomaine	\$0.00
District Auditor (External)	Sickler, Torchia & Churchill, CPA's PC	\$23,810
AHERA Asbestos Designee	Richard McKibben	\$2,000
Asbestos Designee	Michael McCarthy	\$1,425
Asbestos (Licensed)	Lewis Slater	\$1,000
Asbestos (Licensed)	Scott Fitzpatrick	\$1,000
Asbestos (Licensed)	Brian Walsh	\$1,000
Chemical Hygiene Officer	Richard McKibben	\$0.00
School Pesticide Representative	Richard McKibben	\$0.00
Privacy Officer (HIPAA)	Laura Rafferty	\$3,343
Conferences, Conventions and Workshop Attendance	Brian Timm	\$0.00
Application for grants in Aid (State and Federal)	Janine Babcock, Gian Starr	\$0.00
Central Treasurer for Extra Classroom Activity Funds	Margaret Bonneville	\$2,985
Title IX/VII Compliance Officers	Janine Babcock, Lindsey Lowry, Gian Starr, Julie Roberts, Kristen Fischetti, Christopher Boyd	\$0.00
Section 504/Title II ADA Compliance Officer	Janine Babcock	\$0.00
Title VI Compliance Officer	Brian Timm	\$0.00
EEOC Compliance Officer	Julia Watson Tomaine	\$0.00
Liaison for Homeless Children and Youth	Janine Babcock	\$0.00
Designated Education Official - Court Liaison	Tara Grieb	\$0.00
District Residency Designee	Monica LaClair	\$0.00
Federal Child Nutrition Program Review Official	Lawrence Anthony	\$0.00
Federal Child Nutrition Program Verification Official	Monica LaClair	\$0.00

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Federal Child Nutrition Program Hearing Official	Brian Timm	\$.00
District Trustee to Dutchess County Workers Compensation Cooperative	Monica LaClair	\$.00
Trustee to New York Liquid Asset Funds (NYLAF)	Monica LaClair	\$.00
Receiver of Bids	Mary Fetzko	\$.00
Property Control Manager	Monica LaClair	\$.00
Title IX Coordinator	Gian Starr (District)	\$.00
Dignity For All Student Act Coordinators	Kristen Fischetti, Tara Grieb, Gian Starr, Julie Roberts	\$.00
District Data Administrator	Julia Watson Tomaine	\$4,457
Data Protection Officer	Christopher Boyd	\$5,330
District Data Supervisor	Gian Starr	\$3,518
District Trustee to the Dutchess County Workers' Compensation Cooperative (Alternative)	Laura Rafferty	\$.00
District Chief School Safety Officer	Brian Timm	\$.00
Dignity For All Student Act Coordinators	Kristen Fischetti, Gian Starr, Julie Roberts, Tara Grieb	\$.00

VOTE: Motion passed unanimously. (Motion #2022/23-1)

Mr. Kiernan moved and Mr. Couse seconded a motion to appoint the following annual appointments #2-8 for the 2022-2023 school year:

2. District-Wide Safety Team for the 2022-2023 school year as required by the Commissioner's Regulation §155.17

Brian Timm, District Chief School Safety Officer
Patricia Audenino
Janine Babcock
Heather Berardo
Monica LaClair
Tara Grieb
Jennifer McCord
Rich McKibben
Elizabeth Murray

Christopher Wyant
Julie Roberts
Lauren Ross
Rob Scott
Gian Starr
Kristen Fischetti
Ashley Stroka
Amy McCauley, RN
James Griffin

3. Members to the Committee on Special Education (CSE) for the 2022-23 school year:

Chairpersons:

- Janine Babcock – Chairperson
- Lindsey Lowry - Alternate Chairperson
- Elizabeth Murray - Alternate Chairperson

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- Gian Starr – Alternate Chairperson
- Maria Lombardo - Alternate Chairperson

Psychologists:

- Elizabeth Murray
- Lindsey Lowry

Parent Members:

- Renee Dallmann
- Pam Tompkins
- James Jackson
- Angelique Williams
- Deborah Strickland

Teaching Members (will alternate):

- Stephanie Brockway
- Christina Ehret-Gaedje
- Emily Elsasser
- Alisa Hinsch
- Caryl Kottmann
- Maria Lombardo
- Shawn Maher-
- Carol Michetti-Stracher
- Megan Proper
- Kimberly Puglisi
- Meghan Rizzo
- Tonya Sauca
- Catherine Sellick
- Jane Stapf
- Julie Wendover
- Regular Education Teacher(s)

New York State Education Department's approved list of Impartial Hearing Officers from the web-based Impartial Hearing Officer Reporting System

Surrogate Parent:

- Kathy Bartles

School Physician: CareMount Medical Group, PC - Dr. Jean Jaeger, MD

4. Committee on Pre-School Special Education for the 2022-23 school year:

Chairpersons:

- Elizabeth Murray – Chairperson
- Lindsey Lowry - Alternate Chairperson
- Janine Babcock - Alternate Chairperson
- Josefine Wilber– Alternate Chairperson

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- Gian Starr - Alternate Chairperson
- Maria Lombardo - Alternate Chairperson

Psychologists:

- Elizabeth Murray
- Lindsey Lowry

Parent Members:

- Renee Dallmann
- James Jackson
- Pam Tompkins
- Angelique Williams
- Deborah Strickland

Special Education Teachers: (will alternate)

- Stephanie Brockway
- Emily Elsasser
- Alisa Hinsch
- Caryl Kottmann
- Maria Lombardo
- Megan Proper
- Kimberly Puglisi
- Meghan Rizzo
- Tonya Sauca

Regular Education Teacher (will alternate)

- Trudi Kubsch
- Lisa Costa
- Maureen Carney
- Laura Rosato
- Mary Mobijohn
- Other Regular Education Teachers

New York State Education Department's approved list of Impartial Hearing Officers from the web-based Impartial Hearing Officer Reporting System

School Physician: CareMount Medical, PC - Dr. Jean Jaeger, MD

County Representatives

Janine Fitzmaurice – Dutchess

Anna Papadakis – Columbia

Agency Representatives (depends on parent choice of agency to perform evaluation)

5. Members to the Subcommittee on Special Education Chairpersons for the 2022-23 school year:

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Chairpersons:

- Janine Babcock – chairperson
- Elizabeth Murray – alternate chairperson
- Lindsey Lowry – alternate chairperson
- Gian Starr – alternate chairperson
- Maria Lombardo – alternate chairperson

Psychologists:

- Elizabeth Murray
- Lindsey Lowry

Parent Members:

- Renee Dallmann
- James Jackson
- Pamela Tompkins
- Angelique Williams
- Deborah Strickland

Teaching Members (will alternate):

- Stephanie Brockway
- Christina Ehret-Gaedje
- Emily Elsasser
- Alisa Hinsch
- Caryl Kottmann
- Maria Lombardo
- Shawn Maher
- Carol Michetti-Stracher
- Megan Proper
- Kimberly Puglisi
- Meghan Rizzo
- Tonya Sauca
- Catherine Sellick
- Jane Stapf
- Julie Wendover
- Regular Education Teacher(s)

6. BE IT RESOLVED in the event that Kristen Fischetti, Principal of the Cold Spring Early Learning Center (“Cold Spring”) is not physically present in the school on one or more days (or portions thereof,) during the 2022-2023 school year, the Seymour Smith Principal, Julie Roberts, be appointed “Acting Principal” for purposes of all short-term student discipline matters pursuant to Section 3214 of the New York State Education Law; and BE IT FURTHER RESOLVED that the District Clerk shall forward a copy of this resolution to each of the above-referenced persons.

7. BE IT RESOLVED in the event that Julie Roberts, Principal of the Seymour Smith Intermediate Learning Center (“Seymour Smith”) is not physically present in the school on one or more days (or portions thereof,)

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during the 2022-2023 school year, the Cold Spring Principal, Kristen Fischetti, be appointed “Acting Principal” for purposes of all short-term student discipline matters pursuant to Section 3214 of the New York State Education Law; and BE IT FURTHER RESOLVED that the District Clerk shall forward a copy of this resolution to each of the above-referenced persons.

8. BE IT RESOLVED in the event that Tara Grieb, Principal of the Stissing Mountain Junior/Senior High School (“High School”) is not physically present in the High School on one or more days (or portions thereof,) during the 2022-2023 school year, the Assistant Principal, Christopher Boyd, be appointed “Acting Principal” for purposes of all short-term student discipline matters pursuant to Section 3214 of the New York State Education Law; and BE IT FURTHER RESOLVED that the District Clerk shall forward a copy of this resolution to each of the above-referenced persons.

VOTE: Motion passed unanimously. (Motion #2022/23-2)

Mrs. Stapf moved and Mr. Kiernan seconded a motion to approve Authorizations #1-19 for the 2022-23 school year:

1. Check Signatures

- a) Laura Rafferty
- b) Brian Timm
- c) Tara Grieb (Extra Classroom Activity Account)
- d) Margaret Bonneville (Extra Classroom Activity Account)

2. Petty Cash Funds for the 2022-23 school year:

- a) District Office – Julia Tomaine, District Clerk: \$200.00
- b) District Office – Patricia Audenino, Secretary to the Superintendent: \$200.00
- c) District Office – Joan Taylor, School Tax Collector (Tax Period Only): \$350.00
- d) Stissing Mountain Junior / Senior High School Office – Tara Grieb: \$300.00
- e) Cold Spring Early Learning Center – Kristen Fischetti: \$200.00
- f) Seymour Smith Intermediate Learning Center – Julie Roberts: \$200.00
- g) Transportation Department – Lauren Ross: \$200.00

3. To approve Commercial Crime Insurance Coverage with a \$2,000,000 per loss limit (covers all district employees.) Coverage provided by Travelers Casualty/Northern Insuring Agency (NYSIR Affiliate). Coverage letter attached.

4. BE IT RESOLVED, that the Board of Education of the Pine Plains Central School District authorizes the Superintendent of Schools to engage the services of temporary personnel if the Board is unable to take prompt action to hire these individuals. The Superintendent of Schools shall submit a list of such persons to the Board for its approval at the next meeting.

5. BE IT RESOLVED, that the Superintendent of Schools is authorized to incur reasonable expenses, payable by the Pine Plains Central School District within budgetary limitations, for consultants, curriculum advisors, in-service workshop personnel and materials.

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6. BE IT RESOLVED, that the Superintendent of Schools is authorized to make budgetary transfers in amounts no higher than \$50,000 per transfer.
7. BE IT RESOLVED, that the Superintendent of Schools is authorized to certify all payrolls, and that in the absence of the Superintendent, the Assistant Superintendent for Business or District Clerk is authorized to certify all payrolls.
8. BE IT RESOLVED, that the Superintendent of Schools is authorized to approve meeting, conference, and convention attendance for the District Treasurer, District Clerk, administrators, and all other employees within budget limitations.
9. BE IT RESOLVED, that the Board of Education authorizes the Board President to approve meeting, conference and convention attendance for Board Trustees.
10. BE IT RESOLVED, that the Superintendent of Schools is authorized to employ personnel on a part-time, per diem, or substitute basis, at the approved rates for such personnel.
11. BE IT RESOLVED, that the Superintendent of Schools is authorized to consult with professionals and purchase professional services as necessary to carry out the responsibilities of the Board and Superintendent, and mission of the school district.
12. BE IT RESOLVED, that the Superintendent of Schools (or designee) is authorized as the Official Contact to communicate with the Media.
13. BE IT RESOLVED, that the Assistant Superintendent for Business or District Clerk is authorized to sign on all official documents in the Superintendent's absence.
14. BE IT RESOLVED, that the District Treasurer is authorized to accept all drafts, checks, and other dealings with District Funds which bear the signature or official facsimile of the District Treasurer or Superintendent of Schools.
15. BE IT RESOLVED, that the District Treasurer is authorized to continually invest idle funds in certificates of deposit or interest accounts that offer the most favorable rates.
16. BE IT RESOLVED, that the Pine Plains Central School District participates in the cooperative bidding efforts coordinated by Dutchess County BOCES, State of New York, or other entities for the 2022-2023 school year.
17. BE IT RESOLVED, that the Pine Plains Central School District authorize the Superintendent of Schools to apply for grants in aid (state and federal).
18. BE IT RESOLVED, that the Board of Education of the Pine Plains Central School District re-adopt the Code of Conduct (including Code of Ethics) and District-Wide Safety Plan.

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19. BE IT RESOLVED, that the Board of Education of the Pine Plains Central School District re-adopt all Board of Education policies.

VOTE: Motion passed unanimously. (Motion #2022/23-3)

Mr. Griffin moved and Mr. Kiernan seconded a motion to approve designations #1, 2 & 4:

1. Official Bank Depositories (Maximum of \$20,000,000)

- a. Bank of Millbrook, Millbrook, NY
- b. Key Bank, Cleveland, OH
- c. NY Liquid Asset Fund (NYLAF)

2. Official Newspapers for the 2022-23 School Year:

- a. Poughkeepsie Journal
- b. Kingston Daily Freeman
(Mr. Griffin wanted to record in the minutes that he works for a subsidiary of the Poughkeepsie Journal)

4. **BE IT RESOLVED** that the Board of Education establish the following Standard Work Day for Pine Plains Central School District employees whose titles are reported to Employees' Retirement System (ERS), as required by the NYS and Local Retirement System, effective July 1, 2022:

8.0 Hr/Day Positions

Account Clerk
Assistant Director of School Facilities & Operations
Automotive Mechanic
Clerk 12 Month
Custodial Worker
Custodial Worker - Summer
Custodian
Director of Facilities II
Head Bus Driver
Maintenance Worker
Microcomputer Network Specialist
Microcomputer System Director
Payroll Clerk
Personnel Assistant
School Courier/Custodial Worker
Secretary to the Superintendent
Supervisor of Transportation
Typist 10 Month
Typist 12 Month

7.0 Hr/Day Positions

Assistant Cook
Athletic Trainer

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Cook
School Monitor (JR/SR High)

6.0 Hr/Day Positions

Bus Driver
Bus Driver/Custodial Worker
Bus Driver Summer
Food Service Helper
Health Aide
LPN
RN
School Monitor
School Monitor Summer
Senior Food Service Helper
Teacher Aide
Teacher Aide – Summer

VOTE: Motion passed unanimously. (Motion #2022/23-4)

Mr. Couse moved and Mrs. Fredericks seconded a motion to approve the Board Meeting Schedule for the 2022-23 school year.

July 6, 2022,	August 3, 2022,
August 17, 2022,	August 18, 2022,
September 1, 2022,	September 7, 2022,
September 21, 2022,	October 5, 2022,
October 19, 2022,	November 2, 2022,
November 16, 2022,	December 7, 2022,
January 4, 2023,	January 18, 2023,
February 1, 2023,	February 15, 2023,
March 1, 2023,	March 15, 2023,
April 12, 2023,	April 25, 2023,
May 3, 2023,	May 17, 2023,
June 7, 2023,	June 21, 2023

VOTE: Motion passed unanimously. (Motion #2022/23-5)

Mrs. Stapf moved and Mr. Griffin seconded a motion to approve the other approvals for the 2022-23 school year (a copy of the translator rates and substitute list will be on-file with the District Clerk):

A.	Mileage Reimbursement Rate:	IRS Rate
B.	Substitute Teacher Rate:	\$140 per day – Retired PPCSD Teacher \$125 per day – Certified (1-45 days worked) \$175 per day - Certified (46-90 days worked) \$210 per day – Certified (91+ days) \$105 per day - Uncertified, 4 yr. degree \$100 per day - All others \$100 per day - Teaching Assistant

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C.	Substitute School Nurse:	\$155 per day - RN \$135 per day - LPN \$100 per day - Non licensed EMT, etc.
D.	Other Substitute Rates: Annual increases for NYS will continue until the rate reaches \$15 minimum wage (and \$10 tipped wage).	\$14.20 per hour - Teacher Aide \$14.20 per hour - School Monitor \$14.20 per hour – Clerical \$14.20 per hour - Food Service Helper \$15.00 per hour - Custodial / Maintenance Step 1 - Bus Driver Step 1 - Bus Driver Trainee (Step 1 of the Bus Monitor schedule) \$265.00 per day - Vote Teller \$265.00 per day - Machine Technician \$265.00 per day – Election Inspector
E.	Custodial / Maintenance Rate:	\$35.00 per hour (after hours use of facilities by outside groups)
F.	Bus Driver Rate:	\$35.00 per hour (use by outside groups)
G.	Bus Mileage Rate	\$5.00 per mile (use by community groups) \$8.00 per mile (use by outside groups)
H.	Copy Rate:	.25 cents per page
I.	Personal Phone Use -Long Distance	.25 cents per call Actual charge
J.	After School Study Hall / Detention Rates Saturday Study Hall	\$30 per hour - Certified \$14.20 per hour - Non-Certified \$30 per hour - Certified \$14.20 per hour - Non-Certified
K.	Workers at Football, Basketball and Volleyball Games	\$40 per game - Chaperones \$35 per game - Gate Guards \$30 per game - Announcer \$14 per game - Announcer (student) \$40 per game - Time Clock Monitor \$30 per game - Scorekeeper (student) \$40 per game – Football Chain Gang (Football Aide)
L.	Interpreter	\$22 per hour
M.	2022-23 Substitute List	Attached

VOTE: Motion passed unanimously. (Motion #2022/23-6)

Mr. Griffin moved and Mr. Kiernan seconded a motion to appoint **Anne Arent, Fred Couse and Jean Stapf** as representatives to the Audit Committee for the 2022-23 school year.

VOTE: Motion passed unanimously. (Motion #2022/23-7)

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Mr. Griffin moved and Mrs. Stapf seconded a motion to appoint **Jean Stapf, Amie Fredericks** and **Fred Couse** as representatives to the Compensation Committee for the 2022-23 school year.

VOTE: Motion passed unanimously. (Motion #2022/23-8)

Mr. Kiernan moved and Mrs. Stapf seconded a motion to appoint **Amie Fredericks** as the representative to the Executive Committee of the Dutchess County School Boards Association.

VOTE: Motion passed unanimously. (Motion #2022/23-9)

Mr. Kiernan moved and Mr. Griffin seconded a motion to appoint **Joseph Kiernan** as the NYSSBA Legislative (Advocate) liaison and **James Griffin** as the alternate.

VOTE: Motion passed unanimously. (Motion #2022/23-10)

Mrs. Fredericks moved and Mrs. Stapf seconded a motion to appoint **James Griffin, Joseph Kiernan** and **Heidi Johnson** as representatives to the Policy Committee.

VOTE: Motion passed unanimously. (Motion #2022/23-11)

Mrs. Stapf moved and Mrs. Fredericks seconded a motion to appoint **James Griffin and Fred Couse** as representatives to the School Artifact Committee.

VOTE: Motion passed unanimously. (Motion #2022/23-12)

Mrs. Stapf moved and Mrs. Arent moved to adjourn from the 2022-23 Annual Organization meeting at 7:42 pm.

VOTE: Motion passed unanimously. (Motion #2022/23-13)

Respectfully,

Julia W. Tomaine,
District Clerk