

Pine Plains Central School District
Annual Organizational Meeting Minutes
July 12, 2023

MEMBERS PRESENT:
Amie Fredericks, President
Joseph Kiernan, Vice President
Anne Arent
Fred Couse, Jr.
James Griffin, Absent
Heidi Johnson
Jean Stapf, Absent

ALSO PRESENT:
Brian Timm, Superintendent of Schools
Laura Rafferty, Business Manager
Julia W. Tomaine, District Clerk

OPEN MEETING

The reorganization meeting was called to order at 6:34 pm by Julia W. Tomaine, District Clerk. She then led the Pledge of Allegiance.

OATH OF OFFICE

Mrs. Julia W. Tomaine administered the Oath of Office to the following elected Trustees and officials:

- A. Mrs. Heidi Johnson, Board Member, for a three (3) year term, commencing July 1, 2023 through June 30, 2026.
- B. Dr. Brian Timm, Superintendent, for the 2023-24 school year.

Mr. James Griffin was not able to attend tonight's meeting. He took his oath of office at the District Office on the morning of July 12, 2023.

ELECTIONS OF OFFICERS FOR THE 2023-2024 SCHOOL YEAR

Mrs. Tomaine called for nominations for President of the 2023-2024 Board of Education.

Anne Arent nominated Amie Fredericks and Fred Couse seconded the nomination. Mrs. Tomaine called for any other nominations. 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
Heidi Johnson	-	Yes
Joseph Kiernan	-	Yes

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

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Mrs. Tomaine, District Clerk called for nominations for Vice-President of the 2023-2024 Board of Education. Mr. Couse nominated Joseph Kiernan as Vice President and Mrs. Fredericks seconded the nomination.

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

Votes Cast for Joseph Kiernan

Anne Arent	-	Yes
Fred Couse	-	Yes
Amie Fredericks	-	Yes
Heidi Johnson	-	Yes
Joseph Kiernan	-	Yes

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

Mrs. Fredericks administered the Oath of Office to Mrs. Tomaine for the District Clerk position for the 2023-24 school year.

ANNUAL APPOINTMENTS

Mr. Couse moved and Dr. Arent seconded a motion to approve the Annual Appointments for the 2023-24 school year:

1. To appoint District Officers, Stipends/Fees/Contracts, effective July 1, 2023 for the 2023-24 school year:

Position	Individual	Rate
District Clerk	Julia Watson Tomaine	\$16,477
District Treasurer	Maria Hutman	\$59,160
Deputy Treasurer	Brian Timm	\$.00
School Tax Collector	Joan Taylor	\$17,045
Deputy School Tax Collector	Aileen Waltke	\$2,273
Claims Auditor	Joan Taylor	\$6,478
Deputy Claims Auditor	Marilyn Bialousz	\$124.58/day
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.	\$.00

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School Physician	Optum Medical Care, PC - Dr. Jean Jaeger, MD	\$15,000
School Hearing Officer	Michael Tierney	\$400/incident
Attendance Officers	Christopher Boyd, Julie Roberts, Kristen Fischetti	\$.00
Records Access Officer (FOIL)	Laura Rafferty	\$.00
Records Access Appeal Officer	Brian Timm	\$.00
Records Management Officer	Maria Hutman	\$.00
Purchasing Agent	Laura Rafferty	\$.00
Webmaster (District Website)	Julia Watson Tomaine	\$2,273
Website Coordinator	Julia Watson Tomaine	\$.00
District Auditor (External)	RBT CPAs, LLP	\$29,000
AHERA Asbestos Designee	Richard McKibben	\$2,040
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	\$.00
School Pesticide Representative	Richard McKibben	\$.00
Privacy Officer (HIPAA)	Laura Rafferty	\$3,409
Conferences, Conventions and Workshop Attendance	Brian Timm	\$.00
Application for grants in Aid (State and Federal)	Janine Babcock, Gian Starr	\$.00
Central Treasurer for Extra Classroom Activity Funds	Jennifer Lydon	\$3,045
Title IX/VII Compliance Officers	Janine Babcock, Lindsey Lowry, Gian Starr, Julie Roberts, Kristen Fischetti, Christopher Boyd, Sara Von Burg	\$.00
Section 504/Title II ADA Compliance Officer	Janine Babcock	\$.00
Title VI Compliance Officer	Brian Timm	\$.00
EEOC Compliance Officer	Julia Watson Tomaine	\$.00
Liaison for Homeless Children and Youth	Janine Babcock	\$.00
Designated Education Official - Court Liaison	Christopher Boyd	\$.00
District Residency Designee	Gian Starr	\$.00
Federal Child Nutrition Program Review Official	Lawrence Anthony	\$.00
Federal Child Nutrition Program Verification Official	Laura Rafferty	\$.00
Federal Child Nutrition Program Hearing Official	Brian Timm	\$.00
District Trustee to Dutchess County Workers Compensation Cooperative	Laura Rafferty	\$.00
Trustee to New York Liquid Asset Funds (NYLAF)	Laura Rafferty	\$.00

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Receiver of Bids	Mary Fetzko	\$.00
Property Control Manager	Laura Rafferty	\$.00
Title IX Coordinator	Gian Starr (District)	\$.00
Dignity For All Student Act Coordinators	Kristen Fischetti, Christopher Boyd, Gian Starr, Julie Roberts	\$.00
District Data Administrator	Julia Watson Tomaine	\$4,546
Data Protection Officer	Christopher Boyd	\$5,437
District Data Supervisor	Gian Starr	\$3,588
District Trustee to the Dutchess County Workers' Compensation Cooperative (Alternative)	Maria Hutman	\$.00
District Chief School Safety Officer	Brian Timm	\$.00
Strategic Planning Coordinator	Christopher Boyd	\$5,125
Dignity For All Student Act Coordinators	Kristen Fischetti, Gian Starr, Julie Roberts, Christopher Boyd	\$.00
Director of Physical Education and Health	Jeremy Weber	\$10,156

2. To appoint the following individuals to the District-Wide Safety Team for the 2023-24 school year as required by the Commissioner's Regulation §155.17:

Brian Timm, District Chief School Safety Officer

Patricia Audenino

Janine Babcock

Heather Berardo

Kristen Fischetti

James Griffin

Jennifer McCord

Rich McKibben

Elizabeth Murray

Laura Rafferty

Julie Roberts

Lauren Ross

Rob Scott

Gian Starr

Julia Tomaine

Sara Von Burg

Christopher Wyant

Ashley Stroka, SRO

3. To appoint Members to the Committee on Special Education (CSE) for the 2023-2024 School Year:

Chairpersons:

-Janine Babcock – Chairperson

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- Lindsey Lowry - Alternate Chairperson
- Elizabeth Murray - Alternate Chairperson
- Gian Starr – Alternate Chairperson
- Maria Lombardo - Alternate Chairperson

Psychologists:

- Elizabeth Murray
- Lindsey Lowry

Parent Members:

- Renee Dallmann
- Pam Tompkins
- James Jackson

Teaching Members (will alternate):

- Stephanie Brockway
- Jennifer Brocco
- Christina Ehret-Gaedje
- Emily Elsasser
- Alisa Hinsch
- Caryl Kottmann
- Maria Lombardo
- Shawn Maher
- Carol Michetti-Stracher
- Megan Harder
- Kimberly Puglisi
- Catherine Sellick
- Samantha Simone
- Erik Smith
- 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: Optum Medical Care, PC - Dr. Jean Jaeger, MD

4. To appoint the following members to the Committee on Pre-School Special Education for the 2023-2024 school year:

Chairpersons:

- Elizabeth Murray – Chairperson
- Lindsey Lowry - Alternate Chairperson
- Janine Babcock - Alternate Chairperson
- Gian Starr - Alternate Chairperson
- Maria Lombardo - Alternate Chairperson

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Psychologists:

- Elizabeth Murray
 - Lindsey Lowry
 - Parent Members:
 - Renee Dallmann
 - James Jackson
 - Pam Tompkins
 - Special Education Teachers: (will alternate)
 - Stephanie Brockway
 - Jennifer Brocco
 - Emily Elsasser
 - Alisa Hinsch
 - Caryl Kottmann
 - Maria Lombardo
 - Megan Harder
 - Kimberly Puglisi
 - Samantha Simone
 - 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:** Optum Medical Care, 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. To appoint the following Members to the Subcommittee on Special Education for the 2023-2024 school year:

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:

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- Renee Dallmann
- James Jackson
- Pamela Tompkins
- Teaching Members (will alternate):
- Stephanie Brockway
- Jennifer Brocco
- Christina Ehret-Gaedje
- Emily Elsasser
- Alisa Hinsch
- Caryl Kottmann
- Maria Lombardo
- Shawn Maher
- Carol Michetti-Stracher
- Megan Harder
- Kimberly Puglisi
- Meghan Rizzo
- Catherine Sellick
- Samantha Simone
- Erik Smith
- Julie Wendover
- Regular Education Teacher(s)

6. To approve the following resolution:
BE IT RESOLVED in the event that Christopher Boyd, 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 2023-2024 school year, the Assistant Principal, Sara Von Burg, 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. To approve the following resolution:
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,) during the 2023-2024 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. To approve the following resolution:
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

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(or portions thereof,) during the 2023-2024 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.

VOTE: Motion passed unanimously. (Motion #2023/24-1)

AUTHORIZATIONS

Mr. Kiernan moved and Dr. Arent seconded a motion to approve the following Authorizations for the 2023-2024 school year:

1. To approve the following Check Signatures for the 2023-24 school year:
 - a. Maria Hutman
 - b. Brian Timm
 - c. Christopher Boyd (Extra Classroom Activity Account)
 - d. Jennifer Lydon (Extra Classroom Activity Account)

2. To approve the following Petty Cash Funds for the 2023-2024 school year:
 - a. District Office – Julia Watson Tomaine, District Clerk: \$100.00
 - b. District Office – Patricia Audenino, Secretary to the Superintendent: \$100.00
 - c. District Office – Joan Taylor, Tax Collector: \$350.00
 - d. Stissing Mountain Jr. / Sr. High School – Christopher Boyd, Principal: \$100.00
 - e. Cold Spring Early Learning Center – Kristen Fischetti, Principal: \$100.00
 - f. Seymour Smith Intermediate Learning Center – Julie Roberts, Principal: \$100.00
 - g. Transportation Department – Lauren Ross, Transportation Supervisor: \$100.00

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. To approve the following resolution:
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. To approve the following resolution:
BE IT RESOLVED, that the Superintendent of Schools is authorized to incur reasonable

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expenses, payable by the Pine Plains Central School District within budgetary limitations, for consultants, curriculum advisors, in-service workshop personnel and materials.

6. To approve the following resolution:
RESOLVED that the Board of Education does hereby authorize the District Clerk to accept service of official documents on behalf of the District for the 2023-2024 school year.
7. To approve the following resolution:
BE IT RESOLVED, that the Superintendent of Schools is authorized to make budgetary transfers in amounts no higher than \$50,000 per transfer.
8. To approve the following resolution:
BE IT RESOLVED, that the Superintendent of Schools is authorized to certify all payrolls, and that in the absence of the Superintendent, the Business Official or District Clerk is authorized to certify all payrolls.
9. To approve the following resolution:
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.
10. To approve the following resolution:
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. To approve the following resolution:
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. To approve the following resolution:
BE IT RESOLVED, that the Superintendent of Schools (or designee) is authorized as the Official Contact to communicate with the Media.
13. To approve the following resolution:
BE IT RESOLVED, that the Business Official or the District Clerk is authorized to sign on all official documents in the Superintendent's absence.
14. To approve the following resolution:
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.

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15. To approve the following resolution:
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. To approve the following resolution:
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 2023-2024 school year.
 17. To approve the following resolution:
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. To approve the following resolution:
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.
 19. To approve the following resolution:
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 #2023/24-2)**

DESIGNATIONS

Dr. Arent moved and Mr. Couse seconded a motion to approve the following Designations for the 2023-2024 school year:

1. To Designate the following as Official Bank Depositories (Maximum of \$20,000,000) for the 2023-2024 School Year:
 1. Bank of Millbrook, Millbrook, NY
 2. NY Liquid Asset Fund (NYLAF)
 3. Metropolitan Commercial Bank
2. To designate the following as Official Newspapers for the 2023-2024 School Year:
 1. Poughkeepsie Journal
 2. Kingston Daily Freeman
3. To approve the following resolution:
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, 2023:

8.0 Hr/Day Positions

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Account Clerk
Assistant Director of School Facilities & Operations
Automotive Mechanic
Business Official
Clerk 12 Month
Custodial Worker
Custodial Worker - Summer
Custodian
Director of Facilities II
Head Bus Driver
Head Custodian
Maintenance Worker
Microcomputer Network Specialist
Microcomputer System Director
Payroll Clerk
Personnel Administrator
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
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

4. To approve the Board of Education Meeting Calendar for the 2023-2024 school year:

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July 12, 2023	Stissing Mountain Junior / Senior High School Auditorium - <i>Annual Organizational Meeting.</i>
August 16, 2023	Stissing Mountain Junior / Senior High School - Library
September 6, 2023	Stissing Mountain Junior / Senior High School - Library
September 20, 2023	Stissing Mountain Junior / Senior High School - Library
October 4, 2023	Stissing Mountain Junior / Senior High School – Library
October 18, 2023	Stissing Mountain Junior / Senior High School – Library Annual Tour (6:00 pm)
November 15, 2023	Seymour Smith Intermediate Learning Center – Library Annual Tour (6:00 pm)
December 6, 2023	Cold Spring Early Learning Center – Gymnasium Annual Tour (6:00 pm)
January 3, 2024	Stissing Mountain Junior / Senior High School - Library
January 17, 2024	Stissing Mountain Junior / Senior High School - Library
February 7, 2024	Stissing Mountain Junior / Senior High School - Library
February 21, 2024	Stissing Mountain Junior / Senior High School - Library
March 6, 2024	Stissing Mountain Junior / Senior High School - Library
March 20, 2024	Stissing Mountain Junior / Senior High School - Library
April 3, 2024	Stissing Mountain Junior / Senior High School - Library
April 17, 2024	Stissing Mountain Junior / Senior High School - Library
April 23, 2024 (Tuesday)	Stissing Mountain Junior / Senior High School - Library (BOCES Budget Vote) 7:00 a.m.
May 8, 2024	Stissing Mountain Junior / Senior High School - Library
May 22, 2024	Stissing Mountain Junior / Senior High School - Library
June 12, 2024	Stissing Mountain Junior / Senior High School - Library
July 3, 2024 (tentative)	Stissing Mountain Junior / Senior High School Library: - Annual Organizational Meeting

VOTE: Motion passed unanimously. (Motion #2023/24-3)

OTHER APPROVALS

Dr. Arent moved and Mr. Couse seconded a motion to approve the following schedule for the 2023-2024 school year:

A.	Mileage Reimbursement Rate:	IRS Rate
B.	Substitute Teacher Rate:	\$135 per day – Retired PPCSD Teacher \$115 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 \$105 per day - Teaching Assistant
C.	Substitute School Nurse:	\$155 per day - RN

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		\$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).	\$15.00 per hour - Teacher Aide \$15.00 per hour - School Monitor \$15.00 per hour – Clerical \$15.00 per hour - Food Service Helper \$15.00 per hour - Custodial / Maintenance Step 1 - Bus Driver Step 1 - Bus Driver Trainee <i>(Step 1 of the Bus Monitor schedule)</i> \$300.00 per day - Vote Teller \$300.00 per day - Machine Technician \$300.00 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 \$15.00 per hour - Non-Certified \$30 per hour - Certified \$15.00 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 \$25 per game - Announcer (student) \$40 per game - Time Clock Monitor \$30 per game - Scorekeeper (student) \$40 per game – Football Chain Gang (Football Aide) \$25 per hour - Town Police Department
L.	Translator / Interpreter	\$22 per hour / \$60 per document
M.	2023-24 Substitute List	Attached

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VOTE: Motion passed unanimously. (Motion #2023/24-4)

COMMITTEE APPOINTMENTS

Mr. Couse moved and Dr. Arent seconded a motion to appoint the following representatives to the Audit Committee for the 2023-2024 school year:

- Jean Stapf
- Anne Arent
- Fred Couse, Jr.

VOTE: Motion passed unanimously. (Motion #2023/24-5)

Mr. Couse moved and Dr. Arent seconded a motion to appoint the following representatives to the Compensation Committee for the 2023-2024 school year:

- Fred Couse, Jr.
- Amie Fredericks
- Jean Stapf

VOTE: Motion passed unanimously. (Motion #2023/24-6)

Dr. Arent moved and Mr. Kiernan seconded a motion to appoint Amie Fredericks to the Executive Committee of the Dutchess County School Board Association for the 2023-2024 school year.

VOTE: Motion passed unanimously. (Motion #2023/24-7)

Dr. Arent moved and Mr. Kiernan seconded a motion to appoint Fred Couse, Jr. as a representative to the Jean Hart Memorial Fund.

VOTE: Motion passed unanimously. (Motion #2023/24-8)

Dr. Arent moved and Mr. Couse seconded a motion to appoint Joseph Kiernan as NYSSBA Legislative (Advocate) Liaison and James Griffin as the alternate for the 2023-2024 school year.

VOTE: Motion passed unanimously. (Motion #2023/24-9)

Mr. Couse moved and Dr. Arent seconded a motion to appoint the following representatives to the Policy Committee for the 2023-2024 school year:

- Heidi Johnson
- Joseph Kiernan
- James Griffin

VOTE: Motion passed unanimously. (Motion #2023/24-10)

Dr. Arent moved and Mr. Couse seconded a motion to appoint the following representatives to the PPCSD School Artifact Committee for the 2023-2024 school year:

- Fred Couse, Jr.
- James Griffin

VOTE: Motion passed unanimously. (Motion #2023/24-11)

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ADJOURN

Dr. Arent moved and Mr. Kiernan seconded a motion to adjourn from the 2023-2024 Annual Organizational Meeting at 6:48 pm.

VOTE: Motion passed unanimously. (Motion #2023/24-12)

Respectfully,

Julia W. Tomaine,
District Clerk