

Croton-Harmon Union Free School District
Reorganizational Meeting of the Board of Education

Date of Meeting: July 8, 2008

Kind of Meeting: Reorganizational

Place & Time: District Office Board Room, 8:05 p.m.

Board Present: Katherine Brechner, Eugene Perl, Karen Zevin, Lynda Jones, Neal Haber, Teri Lukin, Beth Roth

Staff Present: Marjorie Castro, Diane Chaissan, Gabriella O'Connor

Call to Order The meeting was called to order at 8:05 p.m.

Administering of Oath Gabriella O'Connor administered the oath to Board Members, Neal Haber, Lynda Jones, Karen Zevin.

Election of Board President The floor was opened for nominations for President of the Board of Education.

A motion to elect Katherine Brechner as President of the Board of Education for the 2008-2009 school year was made by Beth Roth and seconded by Neal Haber.

Ayes 6 Abstentions 1 (Lynda Jones) Motion Carried

Election of Board Vice President The floor was opened for nominations for Vice President of the Board of Education.

A motion to elect Karen Zevin as Vice President of the Board of Education for the 2008-2009 school year was made by Eugene Perl and seconded by Beth Roth.

On the question: Lynda Jones read a statement, which is attached.

Ayes 6 Abstentions 1 (Lynda Jones) Motion Carried

Administering of Oath Gabriella O'Connor administered the oath to the Board President, Katherine Brechner, and to the Vice President, Karen Zevin.

Consent Agenda
Annual Appts.

A motion that the Board of Education approve the following was made by Eugene Perl and seconded by Karen Zevin: Resolved that the Board of Education hereby approves all items contained on the Consent Agenda:

- A. Approve the appointment of Kathleen Geradi as Clerk of the Board for the 2008-2009 school year (salary approved at Board of Education Meeting of June 9, 2008).
- B. Approve the appointment of Gabriella O'Connor as Assistant Clerk of the Board for the 2008-2009 school year (salary approved at Board of Education Meeting of June 9, 2008).
- C. Approve the appointment of Mrs. Ellen Bencivenga as Treasurer of the Board, for the 2008-2009 school year (salary approved at Board of Education Meeting of June 9, 2008).
- D. Approve the appointment of Mrs. Kathleen Geradi as Deputy Treasurer of the Board, for the 2008-2009 school year, at no additional salary.
- E. Approve the following annual appointments for the 2008-2009 school year:
 - 1. Keane & Beane, PC, School Attorney, \$28,000 (retainer fee);
 - 2. Diane Skalak, Extra-Curricular Activities Treasurer, \$15.00 per hour;
 - 3. Director of Staff & Pupil Personnel Services, Census Taker (no additional salary).
 - 4. Director of Staff & Pupil Personnel Services, Attendance Officer (no additional salary).
 - 5. Director of Staff & Pupil Personnel Services, Health Coordinator (no additional salary).
 - 6. District Clerk, Records Management Officer (no additional salary).
 - 7. Director of Continuing Education, \$25,875;
 - 8. Business Official, Records Access Officer (no additional salary).
 - 9. Thomas Gorman, Messenger, \$15.15 per hour;
 - 10. Joseph D. Cassidy, Messenger, \$15.15 per hour;
 - 11. Michael Krajeski, Asbestos Inspector (no additional salary);
 - 12. Clare McGarry, Cable Station Coordinator, \$4,000;
 - 13. Dr. Glenn Belkin, School Physician, \$16,275.

On the question: Lynda Jones stated that the Claims & Internal Auditor(s) are not included on the agenda because further discussion is needed.

Ayes 7 Motion Carried

Consent Agenda
Annual Designations A motion that the Board of Education approve the following was made by Eugene Perl and seconded by Karen Zevin: Resolved that the Board of Education hereby approves all items contained on the Consent Agenda.

Nays 7 Motion Denied

A motion to approve the following items without the designation of the dates for the Board of Education meetings was made by Neal Haber and seconded by Karen Zevin:

- A. Designate the use of the Bank of America, J.P. Morgan Chase Bank, Commerce Bank, and Wachovia as the district's official depositories for the 2008-2009 school year.
- B. Designate the following as our official newspapers for the 2008-2009 school year: The Journal News and The Gazette (Croton-Cortlandt Edition).
- C. Authorize the Superintendent of Schools to certify payrolls to the proper authorities on the occasions required and the Business Official be authorized to adjust payrolls, in accordance with the contract currently in effect between the Croton-Harmon Board of Education and the Croton Teachers Association, as appropriate evidence of approved accumulated graduate hours is submitted to the District Office.
- D. Authorize the Administrative Assistant to the Business Official to act as Purchasing Agent for the school district.
- E. Establish the following petty cash funds:
 - 1. Croton-Harmon High School with Principal as Treasurer: \$100.00.
 - 2. Pierre Van Cortlandt Middle School with the Principal as Treasurer: \$100.00.
 - 3. Carrie E. Tompkins School with the Principal as Treasurer: \$100.00.
 - 4. District Maintenance Office with the Superintendent of Buildings and Grounds as Treasurer: \$100.00.
 - 5. Transportation with the Director of Transportation as Treasurer: \$200.00. On the question: Lynda Jones stated that a policy change is needed to accommodate dollars for the Transportation petty cash.
 - 6. District Office with the Director of Finance and Administration as Treasurer: \$100.00.
 - 7. Superintendent's Office with the Superintendent as Treasurer: \$100.00.

- F. Approval that the single-signature voucher checks be used; that the approved form of single-signature payroll checks be issued; that the approved form of payroll deductions be used; that the treasurer's receipts be used; that the treasurer render a monthly report to the Board of Education; and that the financial records be audited at the close of the fiscal year. On the question: Lynda Jones recommended check signing thresholds and second signature requirements.

Ayes 6 Nays 1 (Lynda Jones) Motion Carried

Consent Agenda
Annual Authorizations A motion that the Board of Education approve the following was made by Beth Roth and seconded by Karen Zevin: Resolved that the Board of Education hereby approves all items contained on the Consent Agenda.

- A. Authorize the Superintendent of Schools to approve attendance of school staff at conferences, conventions, workshops, etc.
- B. All officers and members of the Board of Education and Superintendent of Schools be reimbursed for all authorized expenses incurred at conferences called by the National School Board Association, NYSSBA, Westchester/Putnam County School Board Association, Sole Supervisory District of Putnam and Northern Westchester Counties Board of Cooperative Educational Services, NYS Council of School Administrators, American Association of School Administrators, Annenberg Institute, Suburban Superintendents Association, Lower Hudson Council of School Superintendents, and Officials of the State Education Department, or other appropriate professional development activities.
- C. The mileage allowance for travel be established at the IRS-approved rate for business mileage allowance (at \$.585 mileage on 7/1/08).
- D. The Superintendent of Schools or designee be authorized to approve budget transfers in accordance with State Education Law and regulations of the Commissioner of Education, and the recommendations of the New York State Education Department of Educational Management Services.
- E. The Superintendent of Schools be authorized to employ non-probationary temporary personnel who work less than 50% of the school year at an hourly rate or per diem rate established by the Board. All other paid personnel shall be recommended by the Superintendent of Schools for Board approval.

Consent Agenda
Annual Adoptions
& Approvals

A motion that the Board of Education approve the following was made by Lynda Jones and seconded by Karen Zevin: Resolved that the Board of Education hereby approves all items contained on the Consent Agenda:

- A. The Treasurer's and Bookkeeper's bond be set at \$1,000,000 for the year July 1, 2008 to June 30, 2009.

On the question: If the Claims Auditor needs bonding, then the policy needs to be changed. It currently states bonding is needed. Further research is needed.

- B. All Board policies and the Code of Ethics in effect for the 2007-2008 school year, be readopted.

Ayes 7 Motion Carried

Open Meetings Law

All meetings of the Board of Education are open to the public and notices are placed in the newspapers.

Executive sessions are not open to the public due to the fact that the following topics are discussed: legal issues, specific student issues, specific employee matters, etc.

Four (4) Board of Education members are required to officially conduct a meeting.

The Audit Committee meetings are also public.

Meeting minutes are also available.

Adjournment

A motion to adjourn at 8:40 p.m. to the Regular Board of Education Meeting was made by Beth Roth and seconded by Karen Zevin.

Ayes 7 Motion Carried

Gabriella O'Connor
Assistant District Clerk

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