

**TUXEDO UNION FREE SCHOOL DISTRICT**

DATE:	July 5, 2017
TIME:	6:30 PM
PLACE:	George Grant Mason School – Multipurpose Room
MINUTES OF:	Annual Organizational Meeting
BOE MEMBERS PRESENT:	Allyson Arber, Nancy Bourke, Adam Eirand, Diana Petrosky, Mary Vaught, Dorothy Zielgelbauer (6:42 pm)
BOE MEMBERS ABSENT	Michael Arone
ALSO PRESENT:	Nancy Teed - Superintendent of Schools, Marc Matatia, Business Administrator, Jason Schrammel, Principal, Eric Sorenson, Assistant Principal, Arlene Willis- District Clerk

A quorum was present.

Arlene Willis, District Clerk, called the meeting to order at 6:37 p.m. Roll call and quorum check were taken, Ms. Willis led the board in the Pledge of Allegiance.

**Trustee of the Board** - Oath of Office was read by new board member, NANCY BOURKE

**Board of Education, President**

ALLYSON ARBER

Nominated by: Mary Vaught

Second by: Adam Eirand

YES- 5

NO 0

Motion Carried

Board President Oath of Office was read by Mrs. Arber

**Board of Education, Vice-President**

ADAM EIRAND

Nominated by: Diana Petrosky

Second by: Allyson Arber

YES- 5

NO- 0

Motion Carried

Board Vice-President Oath of Office was read by Mr. Eirand

**Designation of Legislative Liaison to NYSSBA**

A motion was made to appoint Diana Petrosky as Legislative Liaison to the NYS School Boards Association for the 2017/18 school year and to appoint Nancy Bourke as an alternate

Moved by: Mary Vaught

Second by: Adam Eirand

YES- 6

NO - 0

Motion Carried

**Appointment of Legislative Liaison to OCSBA**

A motion was made to appoint Mary Vaught as Legislative Liaison to the Orange County School Boards Association for the 2017/18 school year and to appoint Dorothy Ziegelbauer as an alternate.

Moved by: Adam Eirand

Second by: Nancy Bourke

YES 6

No 0

Motion Carried

**Officers and Personnel**

A motion was made to approve Officers and Personnel for the Tuxedo School District for the 2017/18 School Year, as listed below:

TREASURER	Daniel Martin
ASSISTANT TREASURER	Marc Matatia
DISTRICT CLERK	Arlene Willis
TAX COLLECTOR	Donna Matthews
PHYSICIANS	Dr. Jeffrey Horowitz
ATTORNEY	Shaw, Perelson, May & Lambert LLP
EXTERNAL AUDITOR	Raymond Preusser, CPA, P.C.
INSURANCE CONSULTANT	NY School Insurance Reciprocal
ATTENDANCE OFFICER	Matthew Takeuchi
RECORDS MANAGEMENT OFFICER	Arlene Willis
TITLE IX OFFICERS	Jason Schrammel & Eric Sorenson
TITLE VI OFFICER	Jason Schrammel
SECTION 504 COORDINATOR	Alexis Kearsey
CPSE/CSE CHAIRPERSON	Alexis Kearsey
DIGNITY COORDINATORS GGM	Christine Oliva & Jason Schrammel
DIGNITY COORDINATORS HS	Christine Oliva & Eric Sorenson
HOMELESS LIAISON	Christine Oliva
DEPT. OF SOCIAL SERVICES CONTACT	Christine Oliva
RECORDS ACCESS OFFICER	Marc Matatia
RESIDENCY OFFICER	Marc Matatia

Motion by: Diana Petrosky

Second by: Adam Eirand

YES 6

NO 0

Motion Carried

**Designations**

A motion was made to approve the Designations listed below, for the Tuxedo School District, for the 2017/18 School Year:

BANKS FOR ALL OFFICIAL DEPOSITS	J.P. Morgan Chase, Greater Hudson Bank, MBIA-CLASS, New York Liquid Asset Fund (Any commercial bank in NY State for Certificates of Deposit)
OFFICIAL NEWSPAPERS	Times Herald Record & Rockland Journal News
REGULAR MONTHLY BOE MEETINGS	3 <sup>rd</sup> Thursday of each month at 6:30 PM, subject to change by the Board of Education

Motion by: Adam Eirand

Second by: Mary Vaught

YES 6

NO 0

Motion Carried

**Authorizations**

A motion was made to approve the Authorizations listed below, for the Tuxedo School District, for the 2017/18 School Year:

CERTIFICATION OF PAYROLL	Chief School Administrator
PURCHASING AGENT	Business Administrator (Superintendent in absence of Business Administrator)
ATTENDANCE AT CONFERENCES	Chief School Administrator
GENERAL PETTY CASH FUND	High School \$100 (Matthew Takeuchi) Transportation \$100 (JoAnn Martin)
SIGNATURE ON ALL DISTRICT CHECKS	Treasurer
BUDGET TRANSFERS	Superintendent
GRANTS IN AID	Superintendent

Motion by: Adam Eirand

Second by: Diana Petrosky

YES 6

NO 0

Motion Carried

**Existing Policies & Past Practices**

A motion was made for board approval to revive existing board policies and past practices for the Tuxedo School District, for the 2017/18 School year, as listed below;

- Approval to re-adopt all policies and Code of Ethics in effect during previous year
- Approval to re-adopt Code of Conduct
- Approval to adopt mileage reimbursement rate of 53.5 cents/mile.

**ROUNDTABLE DISCUSSION**

Discussion regarding the full board having access to the district’s attorneys. In the past the attorneys have stated they only deal with the Superintendent and Board President. Mrs. Ziegelbauer requested this policy be reviewed in August.

Motion by: Adam Eirand  
Second by: Diana Petrosky  
YES 6  
NO 0  
Motion Carried

**Invest Monies at Prevailing Rate**

A motion was made for board approval for the Business Administrator/Superintendent to invest monies at the best prevailing rate.

Motion by: Diana Petrosky  
Second by: Adam Eirand  
YES 6  
NO 0  
Motion Carried

**Bonding**

A motion was made for board approval for Bonding of the District Clerk, District Treasurer, Tax Collector, Internal Claims Auditor and Treasurer of Activities Fund.

Motion by: Diana Petrosky  
Second by: Dorothy Ziegelbauer  
YES 6  
NO 0  
Motion Carried

**Audit Committee**

A motion was made that the Tuxedo Board of Education appoint Allyson Arber, Dorothy Ziegelbauer, and a committee member to be named later, as the Audit Review Committee to assess the findings of the external audit.

Motion by: Diana Petrosky  
Second by: Mary Vaught  
YES 6  
NO 0  
Motion Carried

**APPROVAL OF MINUTES**

A motion was made to amend the minutes of the 5/12/17 BOE meeting to include the name Theresa Reynolds, OU BOCES Assistant Superintendent for Instruction, to ALSO PRESENT.

Moved by: Diana Petrosky  
Second by: Adam Eirand  
YES 6  
NO 0  
Motion Carried

A motion was made to approve the minutes of the 6/12/17 & 6/15/17 BOE meetings.

Moved by: Dorothy Ziegelbauer

Second by: Adam Eirand

YES 5

NO 0

ABSTAIN 1 (Mary Vaught)

Motion carried

### **BUSINESS ADMINSTRATOR'S REPORT – Marc Matatia**

The External Auditor was in two weeks ago and everything went smoothly. They will be back in district on 8/2 & 8/9.

In regard to the Reserve Accounts, Mr. Matatia presented the following, for board consideration:

- *Employee Benefit Accrued Liability Reserve*: Add- \$60K

There could be surges in the next couple years, as a lot of teachers are beyond the maximum “steps”. It is a good idea to keep it funded as we have a “seasoned” staff. Approximately 20 teachers retiring would deplete the reserve.

- *Unemployment Insurance*: Add - \$200K
- *Worker's Compensation Reserve*: Add \$200K
- *Repair Reserve*: (requires voter approval) Add- \$355K

Items to be considered include roofs of both school buildings, windows at GGM, front steps of HS, , and boilers

- *Retirement :Contribution*: Remain as is (\$200K)

### **ROUNDTABLE DISCUSSION**

\$200K for the Unemployment Reserve seems too high.

Funds not allocated to any reserve can reduce the tax levy for next year.

Reserves need to be approved at the August BOE meeting.

If the amount allocated to the Unemployment Reserve is reduced, the Superintendent recommends putting it in the Repair Reserve.

Repair Reserve requires voter approval, but voter's taxes will not impacted, if the monies are in the reserve account.

- Monsey Post Office (used for bulk mailings)
- Health Services for non-resident students at TPS (Tuxedo bills other districts for students attending TPS)
- Trust and Agency Account
- Appropriation Status Report (adjusted amount attributed to a purchase order from 15/16 for attorney fees and the superintendent search)

### **SUPERINTENDENT'S REPORT**

59% of June 2017 graduates of GFB received Advanced Designation Diplomas

41% of June 2017 graduates at GFB received a Regents Diploma

OU BOCES Board Retreat facilitators are available for a 5PM start time on:

7/18, 7/26, 09/11, 0/12, and 09/13

Administration will be working with the Mid- Hudson Regional Information Center on the creation of our new website: School Messenger

A manual report would need to be created each month to get a gas/electric breakdown, as our financial software does not provide this.

**ITEMS FOR ACTION AND/OR DISCUSSION**

Personnel

6.21 A motion was made to approve Substitute Pay Rates for the 2017/18 School Year as follows:

Teachers - Non-Certified	\$75 Per Diem – Full Day
Teachers – Certified	\$95 Per Diem – Full Day
School Nurse	\$125 – Full Day \$17.86/Hr.
Monitors/Aides/Greeters	\$10.00/Hr.
Special Education Individual Aide	\$11.50/Hr.
Clerical	\$65.00 – Full Day \$9.70/Hr.
School Psychologist	Up to \$200 – Full Day
Food Service Workers	\$9.75/Hr.
Custodial Substitutes	\$10.00/Hr.
Cafeteria Substitutes	\$9.70/Hr.
Part-Time O&M Workers	\$14.00/Hr.
Part-Time Bus Driver	\$16.75/Hr.

Moved by: Mary Vaught  
 Second by: Adam Eirand  
 YES 6  
 NO 0  
 Motion carried

6.22 A motion was made to approve Staff Appointments as follows:

Laura Vaccarino	Food Service Worker	9/01/17-6/30/18	\$10.20/hr (3)
Jennifer Hudson	Food Service Worker	9/01/17-6/30/18	\$13.60/hr (3)
Margorie Puff	Food Service Worker	9/01/17-6/30/18	\$11.87/hr (3)
Arnold D’Ambrosio	Part-Time Bus Driver	9/01/17-6/30/18	\$17.82/hr (3)
Miguel Ramos	Part Time Bus Driver	7/01/17-6/30/18	\$17.51/hr (3)
Roger Kelly	Part Time Bus Driver	7/01/17-6/30/18	\$19.14/hr (3)
Irwin Linker	Part Time Bus Driver	9/01/17-6/30/18	\$18.65/hr (3)
Rodney Suffern	Part Time Bus Driver	9/01/17-6/30/18	\$17.51/hr (3)
John Dworjan	Part Time Bus Driver	9/01/17-6/30/18	\$19.62/hr (3)
Dawn Menkes	Part Time Bus Driver	7/01/17-6/30/18	\$18.16/hr (3)
Gary Parker	Part Time Bus Driver	7/01/17-6/30/18	\$17.51/hr (3)

6.22 Staff Appointments

Janice Wilcox	Part Time Bus Monitor	7/01/17-6/30/18	\$12.03/hr (3)
Christine Mints	Part Time Bus Monitor	7/01/17-6/30/18	\$12.03/hr (3)
Cindy Reese	Part Time Bus Monitor	7/01/17-6/30/18	\$12.03/hr (3)
Dave Powers	Home Instructor	7/01/17-6/30/18	\$30.00/hr (2)
Jane Gisonna	Home Instructor	7/01/17-6/30/18	\$30.00/hr (2)
Bernice Feest	P/T Internal Claims Auditor	7/01/17-6/30/18	\$14.00/hr

Lynda Mitrione	<u>RESCIND</u> P/T Gen'l Ledger Data Clerk	7/01/17-6/30/18	\$12.23/hr.
Lynda Mitrione	P/T Accounts Payable Clerk	7/01/17-6/30/18	\$15.00/hr.
Lori Rohe	<u>RESCIND</u> P/T Accounts Receivable Clerk	7/01/17-8/31/17 9/01/17-6/30/18	\$11.75/hr. \$11.96/hr.
Lori Rohe	P/T Gen'l Ledger/Accounts Receivable Clerk	7/01/17-8/31/17 9/01/17-6/30/18	\$11.75/hr. \$11.96/hr.

Moved by: Diana Petrosky

Second by: Adam Eirand

YES 6

NO 0

Motion carried

6.23 A motion was made to accept Personnel Item 6.23

EMPLOYEE	POSITION	EFFECTIVE DATE
Sebastiana Juliano	P/T Internal Claims Auditor	07/07/2017

Moved by: Diana Petrosky

Second by: Mary Vaught

YES 6

NO 0

Motion carried

6.30 Classroom Section

**BE IT RESOLVED**, the Tuxedo Union Free School District Board of Education authorizes the creation of a second classroom section for second grade for the 2017-2018 school year.

Moved by: Diana Petrosky

Second by: Adam Eirand

YES 6

NO 0

Motion carried

## **ROUNDTABLE DISCUSSION**

The Board decided to hire a new teacher as opposed to eliminating the STEM Integration Specialist position. Discussion followed about the teacher moving from grade to grade with the students or “looping” in future years.

### **6.4 Professional Development Plan**

The Tuxedo Board of Education approved the recommendation to adopt the Professional Development Plan (PDP) for the 2017-2018 school year.

Moved by: Nancy Burke

Second by: Mary Vaught

YES 5 (A. Arber, A. Eirand, N. Bourke, M. Vaught, D. Ziegelbauer)

NO 0

Motion carried

## **ROUNDTABLE DISCUSSION**

### - NYS ELA & MATH Goals

Discussion about the percent of students required to achieve a score of 3 or high to meet the goals. The goals are based on data from the previous year and also include students opting out of tests.

### - Email Retention: OU BOCES Director of Technology relayed that there is no statewide standard. Retention policies are determined by each district. Suggestion made to construct a list of questions to present to technology personnel or possibly having Sheila Almond, OU BOCES Retention Specialist, give a presentation. Difference noted between retaining and retrieving emails.

Chrome Books – Discussion about providing chrome books to those board members who want one. Mrs. Burke would like to be provided a chrome book and Mrs. Ziegelbauer would like to be provided a printed copy of the board packet.

**Old Business – NONE**

## **PUBLIC COMMENT**

Members of the public commented on the following topics:

BOE Meeting Time Change and Room Configuration

Chrome Book Expense

Tuxedo Farms

Work Schedule of District’s Technology Person

Email Retention Discussion

## **EXECUTIVE SESSION**

A motion was made that the meeting be recessed to executive session at 8:31 PM for the purpose of contract negotiations.

Motion by: Diana Petrosky

Second by: Adam Eirand

YES 6

NO 0

Motion carried



Mrs. Arber called the meeting back to order

A motion was made that the meeting be adjourned at 9:50 PM.

Moved by: Nancy Bourke

Second by: Adam Eirand

YES

NO 0

Motion carried

The meeting adjourned at 9:51 PM

Respectfully submitted,



Arlene Willis, District Clerk

Date approved 8/17/2017

