

MINUTES OF OPEN MEETING

BOARD OF EDUCATION

PUTNAM VALLEY CENTRAL SCHOOL DISTRICT

146 PEEKSKILL HOLLOW ROAD

PUTNAM VALLEY, NEW YORK 10579

TIME: 7:00 p.m.

TYPE OF MEETING: Reorganization Meeting

DATE: July 9, 2009

NO. OF PAGES: 7

BOARD MEMBERS: Trustee Tina Mackay **PRESENT**
Trustee Guy Cohen
Trustee Frank Reale
Trustee Valerie Fitzgerald

Trustee Mary Maus (Not Present-Notified)

ADMINISTRATORS: Dr. Marc Space, Superintendent of Schools
Paul Lee, Assistant Superintendent for Business and
Finance

OTHERS: Reporter from the Putnam County News and Recorder,
two staff members from the Putnam Valley Central School
District and four community members

At 7:06 p.m. the District Clerk called the meeting to order, asking all to
join in the Pledge of Allegiance to the Flag.

CONVENE
MEETING

The District Clerk administered the Oath of Office to Trustees Tina Mackay and Guy Cohen

The Clerk asked for nominations for President of the Board.

PRESIDENT

Mr. Cohen nominated Ms. Mackay, seconded by Mr. Reale. Ms. Mackay
accepted the nomination. Ms. Mackay was elected by a unanimous vote.

Ms. Mackay took the Oath of Office of President, as administered by the District Clerk.

The meeting was then turned over by the District Clerk to the President,
Ms. Mackay, who asked for nominations for Vice President of the Board of
Education. Ms. Fitzgerald nominated Mr. Cohen, seconded by Mr. Reale.
Mr. Cohen accepted the nomination. Mr. Cohen was elected by a unanimous vote.

VICE
PRESIDENT

Mrs. Mackay administered the oath of office for Vice President to Mr. Cohen.

Dr. Marc Space read and took the Oath of Office for Superintendent of Schools.

DISTRICT CLERK

10/1

On motion of Mr. Reale, seconded by Ms. Fitzgerald, it was resolved, on recommendation of the Superintendent of Schools, to appoint Maureen Bellino to the position of District Clerk for the 2009-10 school year at a stipend of \$11,000.00. Motion carried unanimously.

TREASURER AND ASST. TREASURER

10/2

On motion of Ms. Fitzgerald, seconded by Mr. Cohen, it was resolved, on recommendation of the Superintendent of Schools, to appoint Paul Lee to the position of District Treasurer and Barbara O’Hare to the position of Assistant Treasurer for the 2009-10 school year with no additional compensation. Motion carried unanimously.

CLAIMS AUDITOR

10/3

On motion of Mr. Cohen, seconded by Mr. Reale, it was resolved, on recommendation of the Superintendent of Schools, to appoint Ingrid Polewaski to the position of Claims Auditor for the 2009-10 school year, at a stipend of \$1,040.00. Motion carried unanimously.

TAX COLLECTOR

10/4

On motion of Mr. Reale, seconded by Ms. Fitzgerald, it was resolved, on recommendation of the Superintendent of Schools, to appoint Jill Figarella to the position of Tax Collector for the 2009-10 school year at a stipend of \$11,054.00; and to appoint Nobila Kruger as Assistant Tax Collector at \$18.92 per hour. Motion carried unanimously.

ADDITIONAL APPOINTMENTS

10/5

On motion of Ms. Fitzgerald, seconded by Mr. Cohen, it was resolved, on recommendation of the Superintendent of Schools, to appoint the following individuals to the positions indicated for the 2009-10 school year with no additional compensation:

- | | |
|----------------|-------------------------------|
| Marc Space | Records Access Officer |
| Barbara Fuchs | Records Access Officer |
| | Title IX Compliance Officer |
| Paul Lee | Payroll Certification Officer |
| | Purchasing Agent |
| Barbara O’Hare | Assistant Purchasing Agent |

Motion carried unanimously.

On motion of Mr. Cohen, seconded by Mr. Reale, it was resolved, to authorize the Superintendent, or designee, to make transfers within functional unit. Be it further resolved, to authorize the Superintendent, or designee, to make transfers between functional unit appropriations provided the aggregate amounts of such transfers not exceed \$3,000 per month, and to make final fund transfers necessary to balance all accounts as of June 30 each year. Motion carried unanimously.

AUTHORIZE
SUPERINTENDENT
TO MAKE BUDGET
TRANSFERS TO
BALANCE ACCOUNTS
AS OF JUNE 30
10/6

On motion of Mr. Reale, seconded by Ms. Fitzgerald, it was resolved, on recommendation of the Superintendent of Schools, to appoint Marie Gabari to the position of Middle School Student Activities Treasurer, for the 2009-10 school year at a stipend of \$2,329.00 and that she be authorized, along with Edward Hallisey, Principal, to sign Student Activity checks. Motion carried unanimously.

STUDENT
ACTIVITIES
TREASURER
10/7

On motion of Ms. Fitzgerald, seconded by Mr. Cohen, it was resolved, on recommendation of the Superintendent of Schools, to appoint Elise MacDonald to the position of High School Student Activities Treasurer, for the 2009-10 school year at a stipend of \$2,329.00 and that she be authorized, along with Jonathan Bryant, Principal, to sign Student Activity checks. Motion carried unanimously.

STUDENT
ACTIVITIES
TREASURER
10/8

On motion of Mr. Cohen, seconded by Mr. Reale it was resolved, on recommendation of the Superintendent of Schools, whereas Shaw, Perelson, May & Lambert, LLP have been previously engaged to perform legal services for the District, and have been performing such services on an ongoing basis; it is resolved, that the Board of Education hereby determines that it would be in the best interests of the District, for both reasons of economy and efficiency to continue to utilize the services of Shaw, Perelson, May and Lambert for the 2009-10 school year without undertaking an RFP process. Motion carried unanimously.

LEGAL
COUNSEL
10/9

Ms. Mackay questioned why it was not necessary to go out for RFP. Mr. Lee noted that the NYS regulations do not require a yearly RFP. The District currently has an RFP with the attorneys from 2008-2009 and they are performing as expected.

**EXTERNAL
AUDITORS**

10/10

On motion of Mr. Reale, seconded by Ms. Fitzgerald, it was resolved, on recommendation of the Superintendent of Schools, whereas, Bennett, Kielson, Storch, DeSantis, the Government Services Division of O'Connor, Davies, Munns & Dobbins, LLP of White Plains, New York (Bennett Kielson) have been previously engaged to perform external auditing services for the District, and have been performing such services on an ongoing basis; the Board of Education hereby determines that it would be in the best interests of the District, for both reasons of economy and efficiency, to continue to utilize the services of Bennett Kielson for the 2009-10 school year without undertaking an RFP process. Motion carried unanimously.

It was noted that there is no sunset clause on the outside auditor.

**INTERNAL
AUDITORS**

10/11

On motion of Ms. Fitzgerald, seconded by Mr. Cohen, it was resolved, on recommendation of the Superintendent of Schools, whereas Accume Partners have been previously engaged to perform such services on an ongoing basis; that the Board of Education hereby determines that it would be in the best interests of the District, for both reasons of economy and efficiency, to continue to utilize the services of Accume Partners for the 2009-10 school year without undertaking an RFP process. Motion carried unanimously.

Mr. Lee noted that the District only needed to go out every five years for bid.

**ARCHITECT
SERVICES**

10/12

On motion of Mr. Cohen, seconded by Mr. Reale, it was resolved, on recommendation of the Superintendent of Schools, whereas Kaeyer Garment & Davidson Architects, P.C. (KG&D) have been previously engaged to perform architectural services in connection with the District's capital projects involving the reconstruction of the Elementary School and District-wide renovations and reconstruction and have been performing such services on an ongoing basis; the Board of Education hereby determines that it would be in the best interests of the District, for both reasons of economy and efficiency, to continue to utilize the services of KG&D for the 2009-10 school year without undertaking an RFP process. Motion carried unanimously.

On motion of Mr. Reale, seconded by Ms. Fitzgerald, it was resolved by the Board of Education to appoint the 2009-10 Audit Committee Members as follows:

**AUDIT
COMMITTEE**
10/13

Tina Mackay

Guy Cohen

Mary Maus

Vincent Paolicelli

Motion carried unanimously.

Mr. Cohen noted that Ms. Maus does want to continue on the Audit Committee. Ms. Mackay noted since presently there is only one citizen community member on the Audit Committee and three Board of Education members that she believes additional citizen committee members should be added.

On motion of Ms. Fitzgerald, seconded by Mr. Cohen, it was resolved, on recommendation of the Superintendent of Schools, to appoint Partners in Safety, Inc. for school bus driver physicals and drug and alcohol testing for the 2009-10 school year. Motion carried unanimously.

**PARTNERS
IN SAFETY, INC
SCHOOL BUS DRIVER
PHYSICALS/DRUG TESTING**
10/14

On motion of Mr. Cohen, seconded by Mr. Reale, it was resolved, on recommendation of the Superintendent of Schools, to appoint Dr. William Zurhellen as a school district doctor for the 2009-10 school year, with compensation of health insurance coverage. Motion carried unanimously.

**SCHOOL
PHYSICIAN**
10/15

On motion of Mr. Reale, seconded by Ms. Fitzgerald, it was resolved, on recommendation of the Superintendent of Schools, to appoint Dr. Yevgenia Shurp as a school district doctor for the 2009-10 school year, with compensation of health insurance coverage. Motion carried unanimously.

**SCHOOL
PHYSICIAN**
10/16

On motion of Ms. Fitzgerald, seconded by Mr. Cohen, it was resolved, on recommendation of the Superintendent of Schools, to appoint Dr. Rhonda L. Kaufman, Supervising Dentist, to serve without compensation for the 2009-10 school year. Motion carried unanimously.

**SUPERVISING
DENTIST**
10/17

On motion of Mr. Cohen, seconded by Mr. Reale, it was resolved, on recommendation of the Superintendent of Schools, to designate the following banks for the purpose of soliciting accounts for investing, borrowing and/or depositing money for the period of July 1, 2009 to June 30, 2010:

**DISTRICT
DEPOSITORIES**
10/18

J.P. Morgan

Mahopac National Bank

HSBC

Cooperative Liquid Assets Securities System ("CLASS")

Motion carried unanimously.

It was noted that the Audit Committee and the BOE received additional material which defined the CLASS (a cooperative financial group).

PETTY CASH FUNDS ESTABLISHED

10/19

On motion of Mr. Reale, seconded by Ms. Fitzgerald, it was resolved, on recommendation of the Superintendent of Schools, to establish the following petty cash funds and appoint the following as custodians of the funds:

Superintendent's Office	\$100 Marc Space
Business Office	\$100 Paul Lee
High School Office	\$100 Jonathan Bryant
Middle School Office	\$100 Edward Hallisey
Elementary School Office	\$100 Jamie Edelman
Special Education Office	\$100 Natalie Doherty
Transportation Office	\$100 Michael Koenig
Operations Office	\$100 Nick Bellantoni
Athletics Office	\$100 Mark Lybolt

Motion carried unanimously.

AUTHORIZE DISTRICT CLERK TO OPEN BIDS

10/20

On motion of Ms. Fitzgerald, seconded by Mr. Cohen, it was resolved, on recommendation of the Superintendent of Schools, to authorize the District Clerk, or designee, to advertise and open bids.

Motion carried unanimously.

OFFICIAL NEWSPAPERS

10/21

On motion of Mr. Cohen, seconded by Mr. Reale, it was resolved, on recommendation of the Superintendent of Schools, to designate the North County News, the Journal News and the Putnam County News and Recorder as the official newspapers for the advertisement of legal notices by the Putnam Valley Central School District for the 2009-10 school year. Motion carried unanimously.

SET BD. OF ED. MEETING DATES

10/22

On motion of Mr. Cohen, seconded by Mr. Reale, it was resolved, on recommendation of the Superintendent of Schools, to designate the Board of Education meeting dates as specified in Document #82/09 (modified) as official Business and Work Session nights for the 2009-10 school year, The October 15 meeting date modified (due to conflict with the NYSSBA meetings) to October 22. Document attached to the official minutes of this meeting.

Motion carried unanimously.

On motion of Mr. Reale, seconded by Ms. Fitzgerald, it was resolved, on recommendation of the Superintendent of Schools, to authorize district membership in the New York State School Boards Association, Westchester/Putnam School Boards Association, Westchester Putnam County School Boards Legislative Action Committee for the 2009-10 school year. Motion carried unanimously.

DISTRICT
MEMBERSHIPS
10/23

On motion of Ms. Fitzgerald, seconded by Mr. Cohen, it was resolved, to grant permission for Dr. Marc Space, Superintendent of Schools to join the following organizations for the 2009-10 school year:

SUPERINTENDENT
2009-10
ORGANIZATIONS
10/24

- American Association of School Administrators
- Mid-Hudson School Study Council
- New York State Council of School Superintendents
- Phi Delta Kappa International
- Putnam/Northern Westchester Chief School Administrators

Motion carried unanimously.

On motion of Mr. Cohen, seconded by Mr. Reale, it was resolved, on recommendation of the Superintendent of Schools, to support the business investment exemption as provided by Real Property Tax Law § 485-b and Local Law #9-1996 for the 2009-10 school year. This resolution endorses the initiative of the Town that encourages businesses to relocate or expand in the community. Motion carried unanimously.

SUPPORT
BUSINESS
INVESTMENT
EXEMPTION FOR
2009-10
SCHOOL YEAR
10/25

It was noted that this applied to Town taxes but the School District could agree to participate.

At 7:26 p.m., on motion of Ms. Mackay, seconded by Mr. Reale, there being no further business to discuss, the Reorganization Meeting was adjourned. Motion carried unanimously.

ADJOURN
MEETING
10/26

Submitted by
Maureen Bellino
District Clerk