

**BOARD OF EDUCATION
OSSINING UNION FREE SCHOOL DISTRICT**
Ossining, NY

**Executive Session and Regular Meeting
Roosevelt School Cafetorium**

**16 November 2011
Executive Session: 6:00 p.m.
Regular Meeting: 7:30 p.m.**

MINUTES

Present: Bill Kress, *President*; Ms. Dana Levenberg, *Vice President*; Dr. Kimberly Case, Mr. Graig Galef, Mr. Frank Schneckner, Mr. Steve Wardwell, Ms. Cindy Winter

Others

Present: Dr. Phyllis Glassman, *Superintendent of Schools*; Mr. Raymond Sanchez, *Deputy Superintendent*; Dr. Angela White, *Assistant Superintendent for Elementary Education and Administrative Services*, Ms. Alita Zuber, *Assistant Superintendent for Business*, Anna Scricca, Esq., *Ingerman Smith, L.L.P.*, Ms. Vanessa Celio, *District Clerk*

I. Call to Order – President

President Bill Kress called the 16 November 2011 Special Meeting of the Board of Education at 6:11 p.m.

II. Motion to Enter into Executive Session

Dana Levenberg moved and Steve Wardwell seconded the motion to enter into Executive Session for a discussing a personnel matter.

Motion carried: 5-0

No formal action was taken.

Dana Levenberg left at 6:27 p.m.

III. Motion to Reconvene the Special Meeting

At 6:45 p.m. Kimberly Case moved and Steve Wardwell seconded the motion to reconvene the Special Meeting of 16 November 2011.

Motion carried: 4-0

IV. Pledge of Allegiance

Frank Schneckner led all those present in the Pledge of Allegiance.

There was a moment of silence for Ms. Nancy Vargas who passed away last week. She served as the District's Registrar and the District's first Energy Manager. Mr. Bill Kress and Mr. Ray Sanchez said a few words about Ms. Vargas.

President Bill Kress shared some good news with the Board and audience:

- Ossining High School Student Evan Olin was Recently Named to USA Swimming's Scholastic All-America Team.
- When President Obama Recently Honored the Top 94 Young Scientists in the Nation, Two of Those Scientists Hailed from the Ossining Union Free School District.
 - Justin C. Kasper

- Jacob Taylor
 - Best Selling Author of Beautiful Boy, David Sheff, Speaks to OHS Students via Skype – 3 November 2011
 - Students from the Summer Environmental Academy Shared Their Evasive Plant Documentaries During a Recent Film Premiere.
 - The Ossining Rotary Club Recently awarded Christine Pointer the “Employee of the Year” Honor.
 - Ossining Students Chosen to Participate in the 2012 NYS Band Directors Honor Bands: **AMD:** Daniel Hickey, flute; Nathan Holzberg, percussion; and Marcus Roman, trumpet. **OHS:** Caleb Hersh, trumpet; Robert Levine, French horn; Layla Yuro (alternate), clarinet
 - Ossining School District Develops an Internet Safety Curriculum with the help of Ossining MATTERS and a grant from Verizon
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V. **Comments from Student Representative to the Board**

At this time Student Representative Amelia Clements was recognized:

- OHS Drama Club – The Crucible, October 29 and 30th
- OHS National Honor Society inducted incoming members November 3rd.
- The students at OHS Skyped with Author David Sheff who wrote “Beautiful Boy” – November 3rd
- Junior State of America Club – November 12-13th
 - Best Speaker awards to: Caleb Hersh, James Farrell and David Earle and two for Noddy Khan
- Seniors in Science Research Club submitting Research papers today to Intel Science Research competition
- OHS sports
- Band and Orchestra Concerts - December 13-15th

VI. **Comments from Ossining Parents Advocating Collectively for All of Our Children (OPACC) to the Board**

Deferred to a Future Board Meeting

VII. **Work Session**

- ***Presentation of School District Internal Audits by Auditor***

Mr. Eric Schmid and Mr. Tobin from the auditing firm of Tobin & Co. provided an overview of the Ossining School District Internal Risk Assessment for the 2010-11 school year and the Internal Audit of Revenue and Accounts Receivable for the 2010-11 school year.

Following the presentation there were questions and comments from the Board of Education.

- ***Facilities Planning Update***

Dr. Glassman and Mr. Kress introduced the Facilities Planning Update presentation with brief statements.

An update was shared by Mr. Ray Sanchez, Deputy Superintendent and Ms. Alita Zuber, Assistant Superintendent for Business regarding facilities planning, recognizing urgent needs relative to infrastructure, building rehabilitation, capacity issues, space, and renovation, among other factors.

Following the presentation there were questions and comments from the Board of Education.

Geddis Partnership and Paul Tozzi from Arris Contracting attended to answer any questions.

The following audience members were recognized:

- Robert Little
- Brian Avenis
- Melissa Shandroff. – 21 Iroquois Rd

The Board was asked by the Administration for some direction regarding next steps toward a Bond Referendum.

At 10:18 p.m. there was a 5-minute break.

- ***Budget: Status Report***

Ms. Alita Zuber, Assistant Superintendent for Business provided updates regarding the budget outlook for the forthcoming school year as well as a preliminary multi-year projection into the future.

Following the presentation there were questions and comments from the Board of Education.

VIII. Audience Recognition – Agenda Items Only

None

IX. Regular Meeting

Section A -- Business of the Board

Frank Schneckner moved and Kimberly Case seconded the motion to move Resolutions A-1-A-7.

A-1 Motion to Accept the Minutes of the Regular Meeting of 19 October 2011

I move that the Board of Education approve the minutes of the Regular Meeting of 19 October 2011.

A-2 Motion to Accept the Minutes of the Work Session and Special Meeting of 1 November 2011

I move that the Board of Education approve the minutes of the Work Session and Special Meeting of 1 November 2011.

A-3 Resolution Appointing Additional Consultant for the 2011-2012 School Year

RESOLVED, that the Board of Education hereby authorizes the Superintendent of Schools to engage the services of the following consultant for the 2011-2012 school year at a fee not to exceed the amount

noted below.

<i>Name of Consultant</i>	<i>Brief Description of Expertise</i>	<i>Descriptive Need for Consultant</i>	<i>Consultation Fee</i>
Steve Charney	<p>Steve Charney is an entertainer, author, radio personality, and songwriter. Steve has performed a stage act of magic, music and ventriloquism over 150 times a year for the past 30 years.</p> <p>Some of the books he has written include: <i>Amazing Tricks with Everyday Stuff</i>- Capstone Press-2010 <i>Cool Card Tricks</i>- Capstone Press- 2010 <i>Awesome Coin Tricks</i>- Capstone Press- 2010 <i>Fantastic Tricks at the Dinner Table</i>- Capstone Press-2010 <i>Mr. Potatohead's Upside Down Joke World</i>- Sterling Books-2008 <i>The ABC's of Fruits and Vegetables and Beyond</i>-Ceres Press - 2008</p> <p>As a songwriter, Steve Charney has written songs for Jim Henson Productions. This includes over two dozen songs for the national children's series "The Bear in the Big Blue House" which is broadcast daily on The Disney Channel. The show was nominated for an Emmy. Currently "The Bear in the Big Blue House" airs around the world.</p>	Mr. Charney will promote literacy for Brookside parents through the PALS program in an assembly of magic, music, and ventriloquism.	Not to exceed \$425.00 (Title I Grant)

It was noted by the Board that the consultant is grant funded.

A-4 Motion to Accept Risk Assessment Update for Fiscal Year 2009-2010 and Recommended Audit Plan

RESOLVED, that the Board of Education, based on the recommendation of the Board Audit Committee, accept the Audit Risk Assessment Update for Fiscal Year 2009-2010 and Recommended Audit Plan prepared by Accume Partners and that such Audit Risk Assessment and Recommended Audit Plan report be filed with the District Clerk and be available for public inspection.

A-5 Motion to Accept Internal Audit Report of Purchasing and Accounts Payable

RESOLVED, that the Board of Education, based on the recommendation of the Board Audit Committee, accept the Internal Audit Report of Purchasing and Account Payable as prepared by Accume Partners and that such report be filed with the District Clerk and be available for public inspection.

A-6 Motion to Accept Risk Assessment for Fiscal Year 2010-2011 and Recommended Audit Plan

RESOLVED, that the Board of Education, based on the recommendation of the Board Audit Committee, accept the Audit Risk Assessment for Fiscal Year 2010-2011 and Recommended Audit Plan prepared by Tobin & Co. and that such Audit Risk Assessment and Recommended Audit Plan report be filed with the District Clerk and be available for public inspection.

A-7 Motion to Accept Internal Audit Report of Revenue and Accounts Receivable

RESOLVED, that the Board of Education, based on the recommendation of the Board Audit Committee, accept the Internal Audit Report of Revenue and Accounts Receivable as prepared by Tobin & Co. and that such report be filed with the District Clerk and be available for public inspection.

There was a comment from the Board stating that the District did not receive the Risk Assessment from Accume on time, they were a year late.

Motion carried: 7-0

Section B – Curriculum and Instruction

Cindy Winter moved and Frank Schneckner seconded the motion to move Resolution B-1.

B-1 Motion to Accept Recommended Placements of Special Education Students

I move that the Board of Education accept the recommended classifications, placements and related services recommended in the IEP for students as recommended by the Committee on Special Education and Sub-Committees on Special Education in meetings held on October 14, 17, 20, 24, 27, November 1, 2 and direct the administration to arrange for the appropriate placement as set forth.

Motion carried: 7-0

Section C - Business Matters

Cindy Winter moved and Kimberly Case seconded the motion to move Resolutions C-1-C-16.

C-1 Motion to Approve Treasurer's Reports for the Months of July 2011 and August 2011

I move that the Treasurer's Reports for the months of July 2011 and August 2011 be approved and placed on file with the District Clerk.

C-2 Motion to Approve Budget Report and Revenue Report for the Months of July 2011 and August 2011

I move that the Board of Education approve the Budget Report and the Revenue Report for July 2011 and August 2011 as presented.

C-3 Resolution Regarding Acceptance of Gift from Target

RESOLVED: That the Board of Education hereby acknowledges with thanks the \$66 gift from Target and their *Take Charge of Education* Program, and upon recommendation by the Superintendent of Schools, hereby increases the General Fund budget as detailed below. The offsetting revenue shall be A-2705-000, Gifts and Donations.

BE IT FURTHER RESOLVED: That the total amount of \$66 be appropriated to the following budget code:

<u>Budget Code</u>	<u>Amount</u>	<u>Description</u>
A-2110-500-14-0000	\$66	Instructional Supplies – Claremont

C-4 Resolution Regarding \$650 Gift from Ossining MATTERS

RESOLVED: That the Board of Education hereby acknowledges with thanks a gift in the amount of \$650 from Ossining MATTERS, and upon recommendation by the Superintendent of Schools, hereby increases the 2011-12 General Fund in this amount. The offsetting revenue shall be A-2705-000, Gifts and Donations.

BE IF FURTHER RESOLVED: That the total amount of \$650 be appropriated as follows:

<u>Budget Code</u>	<u>Amount</u>	<u>Description</u>
A-2024-200-00-0000	\$650	Supervision – Music Equipment

The Board thanked Ossining MATTERS.

C-5 Resolution Regarding \$11,000 Gift from Ossining MATTERS

RESOLVED: That the Board of Education hereby acknowledges with thanks a gift in the amount of \$11,000 from Ossining MATTERS, and upon recommendation by the Superintendent of Schools, hereby increases the 2011-12 Special Aid Fund in this amount. The offsetting revenue shall be F-OSSM-2770.000, Miscellaneous Revenue.

BE IF FURTHER RESOLVED: That the total amount of \$11,000 be appropriated as follows:

<u>Budget Code</u>	<u>Amount</u>	<u>Description</u>
OSSM-7553-200-14-O	\$ 695	Ossining MATTERS – Equipment
OSSM-7553-405-14-O	5,700	Ossining MATTERS – Consultants
OSSM-7553-405-14-O	3,605	Ossining MATTERS – Supplies
OSSM-7605-405-12-O	1,000	Ossining MATTERS – Consultants

The Board thanked Ossining MATTERS.

C-6 Resolution Regarding Donation of Television for Brookside Library

RESOLVED: That the Board of Education hereby accepts with thanks the donation of a television from Ms. Danielle Valdes to replace the nonworking television in the Brookside library.

The Board thanked Ms. Danielle Valdes.

C-7 Resolution Regarding Disposal of Projectors and Dishwasher

RESOLVED: That the Board of Education authorizes the auctioning of seven overhead projectors from Brookside School, as well as the dishwasher at the Anne M. Dorner Middle School.

C-8 Resolution Regarding Acceptance of BirdSleuth Kit

RESOLVED: That the Board of Education hereby accepts with thanks the award of a BirdSleuth Kit from Cornell Lab of Ornithology and Lyric Wild Bird Food to be used at Claremont School.

C-9 Resolution Regarding Disposal of Outdated Textbooks

RESOLVED: That the Board of Education authorizes the auctioning of 275 outdated textbooks from the Ossining School District and St. Ann’s School.

C-10 Resolution Regarding Payment of Tax Certiorari for Kemeys Cove Condominium

RESOLVED: That upon the recommendation of the Superintendent of Schools, the Ossining Board of Education hereby authorizes the payment of \$143,032.81 and appropriates the funds from the Tax Certiorari Reserves as noted above in payment of the tax certiorari as follows:

<u>Code</u>	<u>Description</u>	<u>Amount</u>
A-1964-404-0000	Refund Property Tax	\$143,032.81

C-11 Resolution Regarding Payment of Tax Certiorari for William & Sara Vescio

RESOLVED: That upon the recommendation of the Superintendent of Schools, the Ossining Board of Education hereby increases the 2011-12 General Fund budget in the amount of \$8,214.65 and appropriates the funds from the Tax Certiorari Reserves as noted above in payment of the tax certiorari as follows:

<u>Code</u>	<u>Description</u>	<u>Amount</u>
A-1964-404-0000	Refund Property Tax	\$8,214.65

It was noted that there were a lot of tax certioraris.

C-12 Resolution Regarding Agreement with Brewster Ice Arena

RESOLVED: That the Board of Education hereby empowers and directs the President to execute the attached Agreement with Brewster Ice Arena on behalf of the Ossining School District.

C-13 Resolution Regarding Acceptance of Verizon Internet Safety Grant

RESOLVED: That the Board of Education hereby acknowledges with thanks the grant of \$5,000 given by Verizon, and upon recommendation by the Superintendent of Schools, hereby increases the 2011-12 Special Aid Fund budget as detailed below. The offsetting revenue shall be F-VER2-2770.000, Miscellaneous Revenue.

BE IT FURTHER RESOLVED: That the total amount of \$5,000 be appropriated to the following budget codes:

Budget Code	Amount	Description
VER2-2110-151-00-O	\$3,614	Ossining MATTERS – Hourly Wages
VER2-2110-405-00-O	300	Ossining MATTERS – Consultants
VER2-2110-500-00-O	409	Ossining MATTERS – Supplies
VER2-2110-903-00-O	276	Ossining MATTERS - FICA
VER2-2110-902-00-O	401	Ossining MATTERS – Teacher Retirement
	\$5,000	

C-14 Resolution Regarding Fuel Use Agreement with the Village of Ossining

RESOLVED: Upon the recommendation of the Superintendent of Schools, the Ossining Board of Education hereby approves the Agreement between the Ossining Union Free School District and the Village of Ossining for the use of the Village’s fuel facilities.

C-15 Resolution Regarding Architect’s Rider to Agreement

RESOLVED: That the Board of Education empowers and directs the President to execute the attached Rider to the Agreement with Fuller and D’Angelo, P.C. Architects and Planners.

C-16 Resolution Regarding Agreement for Services with Bank Street College of Education

RESOLVED: That the Board of Education empowers and directs the President to execute the attached Agreement with Bank Street College of Education for the 2011-2012 school year.

Motion carried: 7-0

C-17 Claims Audited and Paid – For Information Only

Section D - Personnel Matters

Cindy Winter moved and Kimberly Case seconded the motion to move Resolutions D-1-D-8.

D-1 Resolution Regarding Civil Service Staff Terminations

I move upon recommendation of the Superintendent of School the Board of Education accept the terminations of the Civil Service staff members so noted.

	Building	Category or Tenure Area	Current Hire Date	Eff. Date of Term.	Current Appt. Status	Reason
Ryan Seepaul	Maintenance & Storage	Bus Driver-Maintenance Laborer	12/1/08	11/8/11	Permanent	Termination
Michael Vega	OHS	Custodial Worker	8/9/11	11/16/11	Probationary	Termination

D-2 Resolution Regarding a Civil Service Staff Resignation

I move upon recommendation of the Superintendent of School the Board of Education accept the resignation of the Civil Service Staff member so noted.

Name	Building	Category or Tenure Area	Current Hire Date	Effect. Date of Resign.	Current Appt. Status	Reason
Eleanor Gonzalez	Park	Licensed Practical Nurse (LPN)	10/1/07	12/9/11	Permanent	Resignation

D-3 Resolution Regarding a Civil Service Staff Appointment

I move upon recommendation of the Superintendent of School the Board of Education approve the Civil Service appointment so noted.

<i>Name</i>	<i>Appointmen t Type/Date</i>	<i>Job Title</i>	<i>Building</i>	<i>Salary</i>	<i>% Time</i>	<i>Effect. Date</i>	<i>Expir. Date</i>	<i>Fund Source</i>	<i>Staff Relation</i>
Daquan Trammell	Probationary	Cleaner	OHS	37,998	100%	11/17/11	11/17/12	General	Mr. Trammell has served as a Student Helper since 2008

D-4 Resolution Regarding Professional Staff Appointments – Before/After School Programs

I move upon recommendation of the Superintendent of School the Board of Education approve the Professional Staff appointments so noted.

<u>Name</u>	<u>Cert. Status</u>	<u>Step</u>	<u>Salary</u>	<u>Appt Type</u>	<u>Program</u>	<u>Building</u>	<u>% Time</u>	<u>Effect. Date</u>	<u>Expir. Date</u>	<u>Staff Relation</u>
Jonna Hammond	Perm. N-6, Spec. Ed., Rdg. Tchr.	5	63.33/hr.	Annual 1	PALS	Brookside	1-2 hrs./day, 5 days/yr.	11/29/11	1/31/12	Brookside Teacher
Jonna Hammond		5	65.39/hr.	Annual 1	PALS		1-2 hrs./day, 5 days/yr.	2/1/12	6/30/12	
Justinna Porcelli	Init. 1-6	1	44.60/hr.	Annual 1	PALS	Brookside	1-2 hrs./day, 5 days/yr.	11/29/11	1/31/12	Brookside Teacher
Justinna Porcelli		1	46.05/hr.	Annual 1	PALS		1-2 hrs./day, 5 days/yr.	2/1/12	6/30/12	
Sarah Sullivan	Perm. Sch. Scocial Worker	3	54.64/hr.	Annual 1	PALS	Brookside	1-2 hrs./day, 5 days/yr.	11/29/11	1/31/12	Brookside Teacher
Sarah Sullivan		3	56.41/hr.	Annual 1	PALS		1-2 hrs./day, 5 days/yr.	2/1/12	6/30/12	

D-5 Resolution Regarding a Civil Service Staff Appointment – Before/After School Programs

I move upon recommendation of the Superintendent of School the Board of Education approve the Civil Service Staff appointment for the person so noted.

<u>Name</u>	<u>Position</u>	<u>Appt. Type</u>	<u>Program</u>	<u>Bldg.</u>	<u>Salary</u>	<u>% Time</u>	<u>Source</u>	<u>Effect. Date</u>	<u>Expir. Date</u>	<u>Relation</u>
Clara Rivera	Translator	Annual	PALS	Brookside	21.79/hr.	1-2 hrs./day, 5 days/yr.	Federal	11/29/11	6/30/12	Brookside Typist (Span. Spkg.)

D-6 Resolution Regarding Per Diem Substitute Appointments

I move upon recommendation of the Superintendent of School the Board of Education approve the Per Diem Substitute appointments for the persons so noted.

<u>Certified</u>	<u>Name</u>	<u>Subject</u>
RN	Cavajani, Anali'a	Pre-K - Grade 12
C	Pascale, Nicole	Grades 7-12 Sp. Ed. & SS
C	Moran, Ellen	Pre-K - Grade 8 Sp. Ed. & SS
C	Panaro, Lori	PreK-Grade 12 All Subjects
C	Profeta, Jennifer	PreK-Grade 8 All Subjects

D-7 Resolution Regarding School Volunteers

I move that the persons listed on the following page be appointed by the Board of Education as school volunteers for the 2011-2012 school year.

<u>Name</u>	<u>Volunteer Title</u>	<u>Type</u>
Jessica Fong	Non-Parent – Claremont	As Needed

Tricia Robbins
Tony Corda

Parent – Claremont
Parent – Brookside

4 P's Program
Harvest Festival

All volunteers were mentioned by name.

Motion carried: 7-0

**D-8 Resolution Regarding a Professional Staff Request for Leave of Absence
(For Information Only)**

X. Audience Recognition

None

XI. Board Committee/Liaison Reports and Board Dialogue

- Board Informal Dialogue on Saturday:
 - Well received
 - Liked that there was no agenda
 - 8 people showed up
 - Comments:
 - Regarding Go Green initiative, make sure we don't avoid people who don't have electronic access
 - Communication
 - Translation in multiple languages
 - Literacy Zone is a successful project
 - Residency questions
 - Bond and budget questions
 - Transportation
 - Achievement gap
 - Positive/constructive conversation
- WPSBA Joint Dinner with Board members and Superintendents on Monday. Discussed the tax cap.
- Communications meeting today.
- NSBA communications webinar today – Steve Wardwell attended. Spoke about paperless board meetings
- November 5th - Leadership training for Board Officers: Dana Levenberg and Bill Kress attended
- Wigwam at Claremont School. News 12 was there.

XII. Adjournment

At 11:36 p.m. Steve Wardwell moved and Kimberly Case seconded the motion to adjourn the Special Meeting of the Board of Education of 16 November 2011.

Motion carried: 7-0

Vanessa Celio
District Clerk