

**BOARD OF EDUCATION
OSSINING UNION FREE SCHOOL DISTRICT
Ossining, New York**

**Special Meeting
Roosevelt School Cafeteria**

**July 2, 2013
Immediately following Reorganization Meeting
Special Meeting: 7:30 p.m.**

AGENDA

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Reorganization Meeting**
 - A. Administration of Oath of Office**
 - 1. Elected Board of Education Members*
 - 2. Superintendent of Schools and Cabinet*
 - B. Election of President and Vice President**
 - C. Administration of Oath of Office to President and Vice President**
 - D. Committee and Liaison Appointments**
 - E. Adoption of Annual Resolutions**
- IV. Special Presentation**
- V. Special Meeting**

Section A – Business of the Board

- A-1 Motion to Approve Agreement Between the Ossining Union Free School District and Ossining Association of Administrators and Supervisors, July 1, 2013 through June 30, 2016**

WHEREAS, the agreement between the Ossining Union Free School District and the Ossining Association of Administrators and Supervisors came to an end on June 30, 2011; and

WHEREAS, “it was the goal of the District to have a successful completion of negotiations by June 30, 2013” for a successor Agreement; and

WHEREAS, the negotiation teams representing the District and the Association have agreed upon a Memorandum of Agreement for a successor Agreement to begin July 1, 2013 and continue through June 30, 2016;

THEREFORE BE IT RESOLVED, that the Board of Education hereby ratify the Memorandum of Agreement as presented; and

BE IT FURTHER RESOLVED, that the Superintendent of Schools be authorized to execute such Agreement.

A-2 Resolution to Adopt the Revised Code of Conduct

BE IT RESOLVED, that the Board of Education of the Ossining Union Free School District hereby adopts the revised Code of Conduct as attached.

A-3 Board of Education Members Attendance at Professional Meetings and Conferences

RESOLVED, that the Board of Education members on the following list should be authorized to attend professional conferences and meetings as noted; and

BE IT FURTHER RESOLVED, that such Board members shall be reimbursed for reasonable and necessary expenses not paid directly by the District for travel, hotel, meals and registration as appropriate.

A-4 Motion to Accept the Minutes of the Executive Session/Regular Meeting of June 12, 2013

I move that the Board of Education approve the minutes of the Executive Session/Regular Meeting of June 12, 2013.

A-5 Motion to Accept the Minutes of the Special Meeting of June 21, 2013.

I move that the Board of Education approve the minutes of the Special Meeting of June 21, 2013.

A-6 Resolution to Establish a Standard Work Day and Reporting

BE IT RESOLVED, that the Ossining Union Free School District hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employee’s Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name	Standard Work Day (Hrs./day)	Term Begins/Ends	Participates In Employer’s Time Keeping System (Y/N)
Treasurer	Jean Chen	8	7/1/13 to 6/30/14	Y
District Clerk	Ileana Ortiz	8	7/1/13 to 6/30/14	Y

A-7 Motion to Appoint a Member of the Community to the District Audit Committee

RESOLVED: that the Board of Education hereby appoints Irwin Kavy Esq. to the Ossining Union Free School District Audit Committee.

A-8 Resolution Adopting the Annual Professional Performance Review (APPR) Plan

Based upon the recommendation of the Superintendent of Schools, Raymond Sanchez, I hereby move that the Board of Education adopt the Annual Professional Performance Review (APPR) Plan effective immediately and review the Plan on an as needed basis with the potential for future revisions. Additionally,

RESOLVED, that the Board of Education herewith approves and adopts the District’s Annual Professional Performance Review plan for principals in compliance with the Education Law §3012-c, 8 N.Y.C.R.R. 30-2 and 8 N.Y.C.R.R. 100.2; and

BE IT FURTHER RESOLVED, that the Board of Education authorizes the Superintendent or his/her designee, consistent with the terms of the Annual Professional Performance Review plan, to complete the information in the online portal, “Review Room,” and to submit the plan via the online portal, and/or via any other means allowable by law, to the Commissioner of Education for review.

A-9 Resolution Regarding the Uniform Notice of Claim Act

WHEREAS, the New York State Senate has passed, and the New York State Governor has signed into effect, the Uniform Notice of Claim Act (hereinafter the “Act”); and

WHEREAS, Section 6 of the Act amends the General Municipal Law by adding a new Section 53, effective June 15, 2013; and

WHEREAS, New York General Municipal Law Section 53(2) requires that all public corporations, who are entitled to service of a Notice of Claim as a condition precedent to commencement of an action or proceeding shall file a Certificate with the Secretary of State designating the Secretary of State as agent for service of a Notice of Claim;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby directs and empowers the District Clerk to submit to the New York State Secretary of State a Certificate pursuant to General Municipal Law Section 53, designating the Secretary of State as agent for service of a Notice of Claim as described above; and

BE IT FURTHER RESOLVED, that the Board of Education hereby designates the District Clerk as the individual to whom the Secretary of State will forward any notices of claim; and

BE IT FURTHER RESOLVED, that the Board of Education hereby authorizes the District Clerk to take any and all other actions required to carry out the provisions of this Resolution.

Section B – Curriculum and Instruction

B-1 Motion to Adopt the District K-12 Counseling and Development Plan

Based upon the recommendation of the Superintendent of Schools, Mr. Raymond Sanchez, I hereby move that the Board of Education adopt the *District K-12 Counseling and Development Plan* effective immediately and review the *Plan* on an annual basis with the potential for revision.

Section C – Business Office Matters

C-1 Resolution Regarding Adoption of the 2013 – 2014 School Lunch Fund Budget

RESOLVED: That upon recommendation of the Superintendent of Schools, the Ossining Board of Education hereby adopts the attached School Lunch Fund Budget for the 2013 - 2014 school year.

2013 - 2014 SCHOOL LUNCH FUND BUDGET		
Account Code	Description	2013-2014 Budget
Revenue		
C-1440.000	Sales of Type A Lunches	\$366,000
C-1445.000	Other Cafeteria Sales	171,000
C-2401.000	Interest and Earnings	1,000
C-2690.000	Other Compensation For Loss	0
C-2701.000	Refunds of Prior Year Expenses	0
C-2705.000	Gifts and Donations	0

C-2770.000	Misc. Rev. Local Sources	0
C-2770.001	Misc. Rev – Pre-K	0
C-3190.001	State Reimbursement – Breakfast	5,000
C-3190.002	State Reimbursement - Lunch	37,000
C-4190.000	Federal Reimbursement – Government Commodities	129,000
C-4190.001	Federal Reimbursement - Breakfast	95,000
C-4190.002	Federal Reimbursement - Lunch	755,000
C-4190.003	Federal Reimbursement – Snack	6,000
C-4192.000	Summer Food Service	20,000
C-5031.000	Transfer In	<u>3,000</u>
	TOTAL ESTIMATED INCOME AVAILABLE	\$1,588,000
	Expenses	
C-2860-151	Hourly Salaries	\$27,000
C-2860-160	Non-Instructional Salaries	24,200
C-2860-200	Equipment	20,000
C-2860-401	Other Expenses	1,000
C-2860-405	Consultants	17,500
C-2860-410	Food – Contractual	1,307,000
C-2860-412	Food - Government Commodities	129,000
C-2860-431	Exterminator	3,000
C-2860-437	Equipment Repair	15,000
C-2860-460	Computer Repair	3,500
C-2860-490	BOCES	0
C-2860-500	Supplies	10,000
C-2860-505	Supplies – Nutrition	6,000
C-2860-521	Building Improvement	2,000
C-2860-550	Material Goods	8,600
C-9010-800	Employees Retirement System	5,900
C-9020-800	TRS	4,400
C-9030-800	Social Security	<u>500</u>
	TOTAL ESTIMATED EXPENSES	\$1,588,000

C-2 Resolution Regarding Award of Bid for Diesel Fuel Delivery

RESOLVED: That the Board of Education hereby awards the bid for Ossining School District’s diesel fuel delivery to Petroleum Traders Corporation for the 2013-14 school year at the rate of \$.1141 per gallon.

C-3 Resolution Regarding Interfund Transfers

RESOLVED: That the Board of Education authorizes the Superintendent of Schools to execute the interfund transfers as follows:

Transfers in 2012-13:

From Code	To Code	Amount	Comment/Purpose
A-1430-160-00-0000	A-1430-161-00-0000	\$7,294	Additional support for new staff transition
A-2110-140-00-0000	A-2110-145-00-0000	15,631	Pay for long-term subs
A-2331-151-00-3300	A-2060-151-00-0000	5,915	R/E test scoring
A-2810-150-11-0000	A-2810-150-12-0000	\$6,092	Personnel change
A-9060 800-00-0000	A-9063-800-00-0000	\$10,000	To cover vision reimbursement

Transfers in 2013-2014:

From Code	To Code	Amount	Comment/Purpose
A-9045-800-00-0000	A-9055-800-00-0000	\$10,000	To cover the cost of long-term disability insurance

C-4 Resolution Regarding Award of RFP for Life Insurance Policy

RESOLVED: That the Board of Education hereby awards its life insurance policy to Reliance Standard Life Insurance Company effective on or about August 1, 2013.

C-5 Resolution Regarding Award of RFP for Long-Term Disability Insurance Policy

RESOLVED: That the Board of Education hereby awards its long-term disability insurance policy to Prudential effective on or about August 1, 2013.

Section D – Personnel Matters**D-1 Resolution Regarding Abolishment of a Professional Staff Position**

WHEREAS, the Board of Education for reasons of economy and efficiency has determined that it is necessary to abolish certain positions in the District;

THEREFORE, BE IT RESOLVED, that the Board of Education hereby abolishes the following position, effective close of business on June 30, 2013:

Speech Remedial 1 full time equivalent

BE IT FURTHER RESOLVED, that the Board Clerk is hereby directed to provide written notice to the least senior employee in this tenure area, who is being laid off due to the abolition of the above-referenced position, effective close of business on June 30, 2013, in accordance with the provisions of Section 3013 of the Education Law.

D-2 Resolution Regarding Abolishment of a Civil Service Staff Position

RESOLVED, in accordance with Section 80 of the Civil Service Law, the Ossining Union Free School District has determined that for reasons of efficiency it is necessary to abolish a Civil Service Staff position. It is recommended that the Board of Education, upon the recommendation of the Superintendent of Schools, Raymond Sanchez, adopt the following Resolution:

RESOLVED that the Board of Education hereby abolish the following position effective June 30, 2013:

Community Aide (First Steps Programs) (Spanish Speaking)	Park School
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The Clerk of the Board is hereby directed to notify the Civil Service Staff employee concerned of said abolishment effective June 30, 2013 and further indicate that she shall *not* be placed on the preferred eligibility due to the provisional status of her Civil Service position.

D-3 Resolution Regarding a Professional Staff Resignation

I move upon recommendation of the Superintendent of Schools the Board of Education accept the resignation of the Professional Staff member so noted.

- D-4 Resolution Regarding Professional Staff Appointments**
I move that upon recommendation of the Superintendent of Schools the Board of Education approve the Professional Staff appointments so noted.
- D-5 Resolution Regarding Civil Service Staff Appointments**
I move that upon recommendation of the Superintendent of Schools the Board of Education approve the Civil Service appointments so noted
- D-6 Resolution Regarding Professional Staff Appointments Before/After/Summer School Programs**
I move that upon recommendation of the Superintendent of Schools the Board of Education approve the Professional Staff appointments so noted.
- D-7 Resolution Regarding Civil Service Staff Appointments –Before/After/ Summer School**
I move that upon recommendation of the Superintendent of Schools the Board of Education approve the Civil Service staff appointments so noted.
- D-8 Resolution Regarding Support Staff Appointments – Summer School Programs**
I move that upon recommendation of the Superintendent of Schools the Board of Education approve the Support Staff appointments for the persons so noted.
- D-9 Resolution Regarding Per Diem Sub Removals**
I move that upon recommendation of the Superintendent of Schools the Board of Education approve the removal of the Per Diem Substitutes so noted.
- D-10 Resolution Regarding Per Diem Sub Appointments**
I move that upon recommendation of the Superintendent of Schools the Board of Education approve the Per Diem Substitute appointments for the persons so noted.
- D-11 Resolution Regarding Approval of School Volunteers**
I move that the persons listed on the following page be appointed by the Board of Education as school volunteers for the 2013-2014 school year.
- D-12 Resolution Regarding APPR Accountability**
I move that upon recommendation of the Superintendent of Schools the Board of Education approve the Substitute appointments, for the purpose of APPR accountability, so noted.
- D-13 Resolution Regarding Professional Staff Requests for Medical Leave of Absence**
I move that upon recommendation of the Superintendent of Schools that the Board of Education approve the medical leave of absence for the employee so noted.
- D-14 Resolution Regarding Professional Staff Requests for Leave of Absence
(For Information Only)**
- D-15 Resolution Regarding Central Office Administrator’s Compensation for the 2013-2014 School Year**

I move that the Board of Education approve the salary for the 2013-2014 school year as presented for the Superintendent’s Cabinet member so noted.

VI. Adjournment