

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

**Special Meeting**  
**Ossining High School Library**

**July 1, 2014**  
***Immediately following Reorganization Meeting***  
**Special Meeting: 7:30 p.m.**

**MINUTES**

**Present:** Mr. Bill Kress, *President*, Dr. Kimberly Case, *Vice President*, Mr. Graig Galef, Ms. Lisa Murray, Mr. Frank Schneckner and Mr. Steve Wardwell

**Others**

**Present:** Mr. Raymond Sanchez, *Superintendent of Schools*, Ms. Alita Zuber, Assistant Superintendent for Business, Dr. Angela White, Assistant Superintendent for Administrative Services, Dr. Elizabeth Smith, Director of Teaching and Learning

**Absent:** Ms. Dana Levenberg, Board Trustee

**1. Annual Reorganization Meeting**

**2. Call to Order – New Board President**

Immediately following the Reorganization Meeting, re-elected Board of Education President Bill Kress called the July 1, 2014 Special Meeting of the Board of Education to order.

Mr. Kress provided the following news:

- Thank you to all who submitted last day of school photos. A gallery of all photos can be found on our Facebook page
- School Supply Lists have been posted on our Web site
- The Ossining Athletic Booster Club is currently seeking volunteers to keep the concession stand up and running during the Ossining High School home football games.
- The Ossining High School event for 2014-2015 *Hudson Pride Course* took place last week

Superintendent of Schools Raymond Sanchez announced that Board of Education President Bill Kress was awarded the *Rotarian of the Year Award*.

**3. Special Recognition**

**2.1 Presentation of the Faith Lippe Staff Wellness Trophy**

Ms. Vicki Marrin, co-coordinator of the Wellness Program within the District presented Ms. Kate Mathews, Principal of Claremont School, with a trophy in recognition of Claremont School's role in promoting the importance of health and fitness.

**4. Audience Recognition – Agenda Items Only**

None.

## 5. Special Meeting – Business of the Board

Frank Schneckner moved and Steve Wardwell seconded the motion to move resolutions 5.1 through 5.6.

### 5.1 Resolution to Adopt the Revised Annual Professional Performance Review (APPR) Plan

**RESOLVED**, that the Board of Education herewith approves and adopts the District's revised Annual Professional Performance Review plan for classroom teachers and 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 revised plan via the online portal, and/or via any other means allowable by law, to the Commissioner of Education for review.

### 5.2 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 attached.

### 5.3 Resolution to Create a Full Time Position

**RESOLVED**, that the position of a full-time Speech Therapist be created, and

**BE IT FURTHER RESOLVED** that effective July 1, 2014 the position of a full-time Speech Therapist be established.

### 5.4 Resolution Regarding Contracts and Salaries for Confidential (Non-Certified) Central Office Employees Not Represented by Collective Bargaining Units and Non-Bargaining Unit Position Salary

**RESOLVED**, that the Board of Education authorizes the Superintendent of Schools to enter into an annual contract for salaries noted with the following Confidential *[Non-Certified]* Central Office employees and a Non-Union District employee not represented by a collective bargaining unit effective July 1, 2014 and ending June 30, 2015.

### 5.5 Motion to Adopt New Policy #5422 "Head Lice Policy (Pediculosis)" as a First Reading

I move that the Board of Education adopt the revised Board of Education Policy Exhibit #5420-E.3 "Student Health Services Exhibit: Guidelines for Pre-K Through Grade 5 Students With Life-Threatening Allergies" as a *First Reading*

### 5.6 Motion to Adopt the Revised Policy Exhibit #5420-E.3 "Student Health Services Exhibit: Guidelines for Pre-K Through Grade 5 Students with Life-Threatening Allergies" as a First Reading.

I move that the Board of Education adopt Board of Education Policy Exhibit #5420-E.3 "Student Health Services Exhibit: Guidelines for Pre-K Through Grade 5 Students With Life-Threatening Allergies" as a *First Reading*

**Motion carried: 6-0**

## 6. Special Meeting – Business Office Matters

Board President Bill Kress announced that resolution 6.5 will be removed from the Agenda and be deferred until the next Board of Education meeting.

Kimberly Case moved and Frank Schneckner seconded the motion to move resolutions 6.1 through 6.4.

### 6.1 Resolution Regarding Acceptance of IBM Community Grant for Anne M. Dorner Middle School

RESOLVED: That the Board of Education hereby thanks Karl Friedrich Etzold for his volunteer hours and his grant request to IBM, as well as IBM for its \$1,000 Community Grant; and upon recommendation by the Superintendent of Schools, hereby increases the 2014-15 General Fund budget as detailed below. The offsetting revenue shall be A-2705.000, "Gifts & Donations".

BE IT FURTHER RESOLVED: that this amount be appropriated to the following budget code:

<u>Budget Code</u>	<u>Description</u>	<u>Amount</u>
A-2110-500-12-0000	Instructional Supplies - AMD	\$1,000

### 6.2 Resolution Regarding Interfund Transfers

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

From Code	To Code	Amount	Comment/Purpose
A-1620-424-00-0000	A-1621-438-00-0000	\$13,000	To adjust funds for OHS Library
A-1620-490-00-0000	A-1621-438-00-0000	5,500	To adjust funds for OHS Library
A-1620-427-00-0000	A-1620-422-00-0000	5,500	To adjust funds NY Power Electric Bill
A-2110-480-00-8010 A-2110-480-11-0000 A-2110-480-11-5014 A-2110-480-11-5017 A-2110-480-11-5018 A-2110-480-11-5019 A-2110-480-11-5021 A-2110-480-11-5022 A-2110-480-11-5034 A-2110-480-11-5043 A-2110-480-12-0000 A-2110-480-12-5017 A-2110-480-12-5018 A-2110-480-12-5021 A-2110-480-12-5022 A-2110-480-12-5034 A-2110-480-14-0000 A-2110-480-15-0000	A-2110-480-00-0000	\$11,969.81	To support elementary and middle school teachers in purchasing books for students.

A-1620-490-00-0000	A-2110-480-14-0000	\$128.00	To cover additional costs for textbooks and BOCES services
A-2060-490-00-0000	A-2110-480-14-0000	\$5,799	To cover additional costs for textbooks and BOCES services
A-2252-472-00-0000	A-2070-490-00-0000	\$37,000	To cover additional costs for textbooks and BOCES services
A-1620-490-00-0000	A-2020-490-00-0000	\$2,758	To cover additional costs for textbooks and BOCES services
A-1620-490-00-0000	A-2110-480-16-0000	\$2,614	To cover additional costs for textbooks and BOCES services
A-9060-800-00-0000	A-9060-801-00-0000	\$206,000	To cover Medicare reimbursement costs due to correction of overlapped payments.

**6.3 Resolution Regarding ACA Ongoing Vehicle Hour/Part-Time Employees**

WHEREAS, pursuant to the provisions of The Patient Protection and Affordable Care Act (“ACA”) for variable hour/part-time employees, the District is required to establish a Standard Measurement Period, adopt an Administrative Period and a Stability Period for purposes of determining full-time employee status; and

WHEREAS, full-time status must be determined prior to the start of the health plan year in 2015; and

WHEREAS, the regulations under the Patient Protection and Affordable Care Act allow for look-back measurement periods to be used for ongoing variable hour/part-time employees to determine whether an employee is a full-time employee; and

WHEREAS, the Ossining UFSD desires to establish a look-back standard measurement period, administrative period and stability period for its ongoing variable hour/part-time employees; and

WHEREAS, the District provides a health plan and is a participating agency under the New York State Health Insurance Program (NYSHIP) and

WHEREAS, the District's health plan year is a calendar year which runs from January to December; and

NOW THEREFORE, BE IT RESOLVED, that the standard measurement period for ongoing variable hour/part-time employees shall be a period of consecutive 12 months to be measured from November 1, 2013 to, October 31, 2014 during which;

BE IT FURTHER RESOLVED, that the administrative period for ongoing variable hour/part-time employees shall be a period of days to be measured from November 1, 2014 to December 31, 2014; and

BE IT FURTHER RESOLVED, that the stability period for ongoing variable hour/part-time employees shall be a period of 12 consecutive calendar months to begin immediately after the administrative period on January 1, 2015 and to continue until December 31, 2015.

#### **6.4 Resolution Regarding ACA New Variable Hour/New Part-Time Employees**

WHEREAS, pursuant to the provisions of The Patient Protection and Affordable Care Act (“ACA”) for variable hour/part-time employees, the District is required to establish a Standard Measurement Period, adopt an Administrative Period and a Stability Period for purposes of determining full-time employee status; and

WHEREAS, the regulations under the Patient Protection and Affordable Care Act allow for look-back measurement periods to be used for new variable hour employees to determine whether an employee is a full-time employee; and

WHEREAS, the District desires to establish a look-back initial measurement period, administrative period and stability period for its new variable hour employees; and

WHEREAS, the District provides a health plan and is a participating agency under the New York State Health Insurance Program (NYSHIP); and

WHEREAS, the District's health plan year is a calendar year which runs from January to December; and

NOW THEREFORE, BE IT RESOLVED, that the initial measurement period for new variable hour/new part-time employees shall be a period of twelve consecutive months which shall begin the first day of the first calendar month coinciding with or following the employee's date of hire; and

BE IT FURTHER RESOLVED, that the administrative period for new variable hour/new part-time employees shall be a period of one (1) month to begin immediately after the end of the initial measurement period; and

BE IT FURTHER RESOLVED, that the stability period for new variable hour/new part-time employees shall be a period of 12 consecutive calendar months to begin immediately after the administrative period.

***Motion carried: 6-0***

Kimberly Case moved and Frank Schneckler seconded the motion to defer resolution 6.5 to the next Board meeting.

Assistant Superintendent for Business Alita Zuber stated that this matter has not been finalized yet and will be ready for Board approval at the next Board meeting.

#### **6.5 Resolution Regarding Award of RFP for Energy Performance Contract Equipment Lease Financing**

THE BOARD OF EDUCATION OF THE OSSINING UNION FREE SCHOOL DISTRICT, WESTCHESTER COUNTY, NEW YORK, HEREBY RESOLVES (by a majority vote of all the members of said Board) AS FOLLOWS:

Section 1. The Board of Education of the Ossining Union Free School District (the “School District”) has received several proposals to provide financing for the cost of the Energy Performance Contract, as amended, that the School District has heretofore entered into with Honeywell International, Inc. (the “Agreement”).

Section 2. Following a discussion of the Board of Education of the School District, and based upon the written recommendation received from New York Municipal Advisors Corporation, the School District's Financial

Advisor, it is hereby determined that the proposal (option A) of TD Equipment Finance, Inc. (the “Lessor”), which represents the lowest responsible bid received by the School District, is hereby accepted.

Section 3. The President of the Board of Education, the Vice President of the Board of Education, the Superintendent of Schools and/or the Assistant Superintendent for Business (collectively the “Authorized Representatives” and individually, the “Authorized Representative”) acting on behalf of the School District, are hereby authorized to negotiate, enter into, execute, and deliver one or more lease purchase agreements (the “Equipment Lease”) with the Lessor. The Authorized Representatives are hereby further authorized to negotiate, enter into, execute, and deliver such other documents relating to the Equipment Lease (including, but not limited to, escrow agreements) as the Authorized Representatives deem necessary and appropriate. All other related contracts and agreements necessary and incidental to the Equipment Lease are hereby authorized, and such documents shall be filed in the office of the District Clerk and made available for public inspection.

Section 4. The aggregate original principal amount of the Equipment Lease shall not exceed the \$5,000,773 and shall bear interest as set forth in the Equipment Lease.

Section 5. The School District’s obligations under the Equipment Lease shall be subject to annual appropriation or renewal by the Board of Education of the School District as set forth in each Equipment Lease and the School District’s obligations under the Equipment Lease shall not constitute a general obligation of the School District or indebtedness under the Constitution or laws of the State of New York.

Section 6. The proceeds of the Equipment Lease may be applied to reimburse the School District for expenditures made after the effective date of this resolution for the purpose for which said proceeds are authorized, or on or prior to such date if the Board of Education of the School District has adopted a prior statement of intent to issue lease obligations for such purpose. The foregoing statement of intent with respect to reimbursement is made in conformity with Treasury Regulation Section 1.150-2 of the United States Treasury Department.

Section 7. The Authorized Representatives are hereby authorized to take any and all other actions necessary in connection with the Agreement, the Equipment Lease, and all matters related thereto.

Section 8. This resolution shall take effect immediately.

**Motion carried: 6-0**

**7. Special Meeting – Personnel Matters**

Steve Wardwell moved and Kimberly Case seconded the motion to move resolutions 7.1 through 7.9.

**7.1 Resolution Regarding Administrative Appointment(s)**

I move upon recommendation of the Superintendent of Schools the Board of Education approve the Administrative Staff appointment so noted.

Last Name	First Name	Tenure Area	Certif. Status	Degree Status	Appt. Type	% Time	Effect. Date	Expir. Date	Building
Bardwell	Cynthia	Educational Leader	Student w/ Dis Prof., Literacy Elem Prof., 1-6 Prof	N/A	Annual	100%	7/1/2014	6/30/2015	Brookside
Hancock	Stephen	Educational Leader	Social Studies 7-12 Prof	N/A	Annual	100%	7/1/2014	6/30/2015	AMD

## 7.2 Resolution Regarding Professional Staff Appointment(s)

I move that upon recommendation of the Superintendent of Schools the Board of Education approve the Professional Staff appointment(s) so noted.

Last Name	First Name	Title or Tenure Area	Certif. Status	Degree Status	Step	Salary	Appt. Type	% Time	Effect. Date	Expir. Date	Building	Fund Source	Staff Relation or Note
Vallach	Kelsey	Tutor	Initial	N/A	2	55.39/hr	Annual	As Needed	7/1/2014	6/30/2015	District	General	Previous Teacher Intern
Zavarella	Suzanne	Tutor	N/A	N/A	N/A	16.00/hr	Annual	As Needed	7/1/2014	6/30/2015	District	General	Previous Tutor
Romero	Maria Elena	District Duties	Prof	N/A	N/A	1,795 prorated to 538.50	Annual	30%	4/1/2014	6/30/2014	OHS	General	OHS Foreign Language Teacher

## 7.3 Resolution Regarding Confidential Staff Appointment(s)

I move that upon recommendation of the Superintendent of Schools the Board of Education approve the Confidential appointment(s) so noted.

Last Name	First Name	Appointment Type	Job Title	Building	Salary	% Time	Effective Date	Expir. Date	Fund Source	Staff Relation
Celio	Vanessa	Probationary	Administrative Assistant	Central Office	69,250	100	7/1/2014	6/30/2015	General	Previously Jr. Admin. Asst.

## 7.4 Resolution Regarding Administrative Staff Appointment(s) – Before/After/Summer School Programs

I move that upon recommendation of the Superintendent of Schools the Board of Education approve the Summer School administrative staff appointment so noted.

Last Name	First Name	Tenure Area	Certification Status	Salary	Appt. Type	% Time	Effect Date	Expir. Date	Building	Fund Source	Staff Relationship	Comments
Olson	Chris	Principal - OHS Summer Program	Perm SDA, Perm N-6 & Math 7-9	N/A	Annual	50%	7/7/2014	7/24/2014	OHS	N/A	OHS Asst. Principal	Rescinded

## 7.5 Resolution Regarding Professional Staff Appointment(s) – Before/After/Summer School Programs

I move that upon recommendation of the Superintendent of Schools the Board of Education approve the Professional Staff appointment so noted.

Last Name	First Name	Cert. Status	Step	Salary	Appt. Type	Program	Building	% Time	Fund	Effective Date	Expir. Date	Staff Relations
Heila-Clemmens	Lisa	N-6	5	68.60/hr	Annual	Elementary Summer Academy	Park	4 hr/2 days	F	7/14/2014	7/15/2014	Park Teacher

**7.6 Resolution Regarding Support Staff Appointment(s) – Before/After/Summer School Programs**

I move that upon recommendation of the Superintendent of Schools the Board of Education approve the Support Staff appointment(s) for the persons so noted.

Last Name	First Name	Volunteer Title	Type
Wixted	Julie	Non-Parent/Guardian	ELA Summer Academy
Bazan	Nin	Non-Parent/Guardian	Elementary Extended Year Summer Program

**7.7 Resolution Regarding Per Diem Substitute Appointment(s)**

I move that upon recommendation of the Superintendent of Schools the Board of Education approve the Per Diem Substitute appointments for the person(s) so noted.

Certified	Name	Subject
C	Cartaginese, Cassandra	School Monitor Summer Sub (\$45/daily)
N/A	Edwards, Madeline	Clerical Sub (Hourly Rate \$34.48)
N/A	Jaensch, Kelly	Clerical Sub (Hourly Rate \$19.95)
N/A	Mikulewicz, Dina	Clerical Sub (Hourly Rate \$30.94)

**7.8 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 2014-2015 school year.

Last Name	First Name	Volunteer Title	Type
Wixted	Julie	Non-Parent/Guardian	ELA Summer Academy
Bazan	Nin	Non-Parent/Guardian	Elementary Extended Year Summer Program

**7.9 Resolution Regarding Professional Staff Request for Leave of Absence**

In accordance with our contract with the Ossining Teachers Association, teachers are entitled to medical leave without pay on a yearly basis not to exceed (3) years. On the following page Board members will find a request for medical leave.

Title	Last_Name	First_Name	Building	effectdate	expirdate	Reason
Ms.	Graham	Deborah	Claremont	7/1/2014	6/30/2015	Medical Leave

***Motion carried: 6-0***

Board President Bill Kress thanked the volunteers for their commitment to the District.

**8. Audience Recognition**

None.

At this point in the meeting, Superintendent of Schools Raymond Sanchez asked the Board of Education members to write down their goals for the 2014-2015 school year. Mr. Sanchez provided each Board member with an index card for this purpose.

The Board took a few minutes to write down their goals. Mr. Sanchez then asked each Board member to share their goals. Board discussion took place. Mr. Sanchez collected the index cards and will share the information provided with Administration.

## **9. Adjournment**

At 8:13 p.m. Steve Wardwell moved and Frank Schecker seconded the motion to adjourn the Special Meeting of the Board of Education of July 1, 2014.

***Motion carried: 6-0***

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Ileana Ortiz  
*District Clerk*