

EAST RAMAPO CENTRAL SCHOOL DISTRICT
SPRING VALLEY, NEW YORK

ORGANIZATION MEETING

Tuesday, July 1, 2014

7:00 p.m.

Boardroom, Administration Building

- I. Call to Order by District Clerk
- II. Pledge of Allegiance
- III. Fire Safety Announcement
- IV. Administration of Oath to Newly-Elected Board Members

Yakov Engel
Harry Grossman
Moshe Hopstein
Yehuda Weissmandl

- V. Election of Officers and Oaths of Office

- A. President of the Board

MOTION TO ELECT THE PRESIDENT OF THE BOARD:

The District Clerk administers the Oath of Office to the President.

- B. Vice President of the Board

MOTION TO ELECT THE VICE PRESIDENT OF THE BOARD:

The District Clerk administers the Oath of Office to the Vice President.

- VI. Appointment of Officers to the Board

- A. District Clerk/Executive Assistant to Superintendent

It is recommended that the Board of Education appoint Catherine Russell as Executive Assistant to Superintendent and as District Clerk for the period July 1, 2014, to June 30, 2015, at an annual salary of \$69,649.

MOTION TO APPOINT DISTRICT CLERK / EXECUTIVE ASST. TO SUPERINTENDENT:

The Board President administers the Oath of Office to the District Clerk.

B. District Treasurer

It is recommended that the Board of Education appoint Israel Bier as District Treasurer for the period of July 1, 2014, to June 30, 2015, at a salary of \$33,765.67 (.6 FTE).

MOTION TO APPOINT DISTRICT TREASURER:

C. Deputy Treasurer

It is recommended that the Board of Education appoint Dr. Arthur Fisher as Deputy Treasurer for the period of July 1, 2014, to June 30, 2015, at no additional remuneration.

MOTION TO APPOINT DEPUTY TREASURER:

D. Administration of Oath to Officers to the Board

The District Clerk administers the Oath of Office to the District Treasurer and Deputy Treasurer.

VII. Appointment of 2014-15 Board Committees

- A. MOTION TO appoint _____ to serve as the Board of Education representative to the District Health Committee.
- B. MOTION TO appoint _____ to serve as the Board of Education representative and _____ as alternate to the Rockland County School Boards Association Executive Committee.
- C. MOTION TO appoint _____ to serve on the Medicaid Compliance Committee.
- D. MOTION TO appoint _____ to serve on the Athletic Committee
- E. MOTION TO appoint _____ to serve on the Board of Education School Visitation Committee.
- F. MOTION TO appoint _____ to serve on the Board of Education Policy Committee.
- G. MOTION TO appoint _____ to serve on the Board of Education Real Estate Committee.
- H. MOTION TO APPOINT _____ Audit Committee Chairperson.
- I. MOTION TO APPOINT _____ as Board of Education Representative and _____ as Alternate to the Teachers' Center Policy Board

VIII. Other Appointments

A. School Attorney

It is recommended that the Board of Education appoint the firm of Minerva & D'Agostino as School District Attorney to serve at the pleasure of the Board beginning on July 1, 2014, at the rate of \$250 per hour and \$125 per hour for travel together with reimbursement for any actual disbursements in connection with the foregoing.

MOTION TO APPOINT SCHOOL ATTORNEY:

B. Bond Counsel

It is recommended that the Board of Education appoint the firm of Hawkins, Delafield & Wood, LLP, as School District Bond Counsel to serve at the pleasure of the Board beginning July 1, 2014.

MOTION TO APPOINT BOND COUNSEL:

C. External Auditor

It is recommended that the Board of Education appoint O'Connor, Davies, LLP as External Auditor for the year ending June 30, 2014 at the rate specified in their engagement letter dated May 29, 2012.

MOTION TO APPOINT EXTERNAL AUDITOR:

D. Internal Auditor

It is recommended that the Board of Education appoint Tobin and Company as Internal Auditor for the 2014-2015 school year according to the terms of their engagement letter dated June 19, 2013.

MOTION TO APPOINT INTERNAL AUDITOR:

E. Claims Auditor

It is recommended that the Board of Education to appoint R.S. Abrams and Co., LLP, as claims auditor for the period of July 1, 2014 through June 30, 2015 at rates specified in their proposal received on June 26, 2012 in response to an RFP conducted by the District.

MOTION TO APPOINT CLAIMS AUDITOR:

F. Deputy Claims Auditor

It is recommended that the Board of Education appoint Rosina Hirsch as the Deputy Claims Auditor for the period July 1, 2014, to June 30, 2015, at an hourly rate of \$85.00.

MOTION TO APPOINT DEPUTY CLAIMS AUDITOR:

G. Records Management Officer

It is recommended that the Board of Education appoint Cathy Russell, District Clerk, as the Records Management Officer for the 2014-2015 school year at no additional remuneration.

MOTION TO APPOINT RECORDS MANAGEMENT OFFICER:

H. Records Access Officer

It is recommended that the Board of Education appoint Cathy Russell, District Clerk, as Records Access Officer for the 2014-2015 school year at no additional remuneration.

MOTION TO APPOINT RECORDS ACCESS OFFICER:

I. Title IX Officers

It is recommended that the Board of Education appoint Arthur Fisher, Assistant Superintendent for Personnel and Secondary Education, and Andrea Coddett, Assistant Superintendent for K-12 Instruction, as Title IX Officers for the 2014-2015 school year at no additional remuneration.

MOTION TO APPOINT TITLE IX OFFICERS:

J. 504 Hearing Officer

It is recommended that the Board of Education appoint Arthur Jakubowitz, Assistant Superintendent of Special Student Services, as the 504 Hearing Officer for the 2014-2015 school year at no additional remuneration.

MOTION TO APPOINT 504 HEARING OFFICERS:

K. Purchasing Agent/Deputy Purchasing Agent

It is recommended that the Board of Education appoint Louise Marin to perform the duties of Purchasing Agent and Valter Paci to perform the duties of Deputy Purchasing Agent, for the period July 1, 2014, to June 30, 2015.

MOTION TO APPOINT THE PURCHASING AGENT/DEPUTY PURCHASING AGENT:

L. School Physicians

It is recommended that the Board of Education appoint Dr. Diane Deschino, Dr. Andrew Satran, and Dr. Debra Arbisser-Groham as school physicians for the 2014-2015 school year at an hourly rate of \$152.99.

MOTION TO APPOINT SCHOOL PHYSICIANS:

M. Medicaid Compliance Officer

It is recommended that the Board of Education appoint the Assistant Superintendent of Special Student Services Arthur Jakubowitz as Medicaid Compliance Officer for the 2014-2015 school year at no additional remuneration.

MOTION TO APPOINT MEDICAID COMPLIANCE OFFICER:

N. Designated Education Officer

It is recommended that the Board of Education appoint Assistant Superintendent for Personnel/Secondary Education Dr. Arthur Fisher as the Designated Education Officer for the 2014-2015 school year at no additional remuneration.

MOTION TO APPOINT DESIGNATED EDUCATION OFFICER:

O. Free and Reduced Price Lunch Appeals Officer

It is recommended that the Board of Education appoint Harvey Babischkin, Director of Funded Programs, as the Appeals Officer for free and reduced price food for the 2014-2015 school year at no additional remuneration.

MOTION TO APPOINT APPEALS OFFICER:

P. Dignity Act Coordinator

It is recommended that the Board of Education appoint Kelly Dowd as the District Dignity Act Coordinator for the 2014-2015 school year at no additional remuneration.

MOTION TO APPOINT DIGNITY ACT COORDINATORS:

Q. Dignity Act School Coordinators

It is recommended that the Board appoint the following as school dignity act coordinators for the 2014-2015 school year at no additional remuneration:

<u>Building</u>	<u>Coordinator</u>
Eldorado	Astrid Johnson, Jenny Slomiany
Elmwood	Nancy Kavanagh, Ann Madden, Dina Halberstam
Fleetwood	Patricia Simmons, Dan Nielson
Grandview	Patricia Smith, Greg Donniss
Hempstead	Hazel Ortiz, Lyza Granata
Kakiat	Jennifer Wilmoth, Jessica Cintron
Lime Kiln	Lori Grant, Eric Quail
Margetts	Barbara Grieco and Noelle Theodore
Summit Park	Kim Hewlett, Cynthia, Norman, Faye Bessler
ECC	Jacqueline Polanco, Kelly Sager
Chestnut Ridge	Stephanie Dillfate
Pomona Middle School	Holly Zuber-Banks
Ramapo High School	Michael Phillips
Spring Valley High School	Dionne Olamiju

MOTION TO APPOINT DIGNITY ACT SCHOOL COORDINATORS:

R. Homeless Child Liaison

It is recommended that the Board of Education appoint Elizabeth Cohen as the Homeless Child Liaison for the 2014-2015 school year at no additional remuneration.

MOTION TO APPOINT HOMELESS CHILD LIAISON:

S. Committee on Special Education

It is recommended the Board of Education appoint the following as members of the Committee on Special Education for the 2014-2015 school year:

Chairpersons:

Art Jakubowitz	Karyn Kornreich	Dovid Berkowitz
Jeanine Parnell	Phyllis Levy	Ilene Balavram
	Elizabeth Cohen	Mickele Acosta

Special Education Teacher: - All Special Education Teachers
General Education Teacher: - All General Education Teachers
School Psychologist: - All School Psychologists
Speech/Language Therapist: - All Speech/Language Therapists

Parent Members:

Mindy Ciment	Rachel Leiser	Irma Sicklick
Isabel Hershkowitz	Sharon Lipschitz	Chani Zeiler
Michele Steinhardt		

MOTION TO APPOINT COMMITTEE ON SPECIAL EDUCATION:

T. Committee on Preschool Special Education

It is recommended the Board of Education appoint the following Committee on PreSchool Special Education for the 2014-2015 school year:

Chairpersons:

Phyllis Levy	Jeanine Parnell	Kwanna Reed
Ilene Balavram	Elizabeth Cohen	Ann Greenberg
Rosemary Bair	Karyn Kornreich	Mary Steinberg

School Psychologist: All School Psychologists
Special Education Teacher: All Special Education Teachers
Speech/Language Therapist: All Speech/Language Therapists

Parent Members:

Isabel Hershkowitz	Rachel Leiser	Craig Parsons
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MOTION TO APPOINT COMMITTEE ON PRESCHOOL SPECIAL EDUCATION:

U. CSE Subcommittees

It is recommended the Board of Education appoint the following Subcommittees on Special Education for the 2014-2015 school year:

Ramapo & Spring Valley High Schools
Chestnut Ridge & Pomona Middle Schools
All Elementary Schools / All Non Public Schools

Chairpersons:

Art Jakubowitz	Elizabeth Cohen	Rosemary Bair
Laryn Kornreich	Jeanine Parnell	Phyllis Levy
Mickele Acosta	Rena Rosenblum	Mary Steinberg

Ilene Balavram
All School Principals
All Assistant Principals
All Special Education Supervisors
All School Psychologists
All Speech/Language Therapists
All Special Education Teachers
All General Education Teachers
All School Nurses

MOTION TO APPOINT CSE SUBCOMMITTEES:

V. Impartial Hearing Officers

It is recommended the Board of Education use the district specific list as maintained by the Impartial Hearing Reporting System to appoint Impartial Hearing Officers in matters relating to the Committee on Special Education or the Committee on PreSchool Special Education for the 2014-2015 school year.

MOTION TO APPROVE:

W. Central Treasurers (Extra Classroom Activity Fund)

It is recommended that the Board of Education appoint the following Central Treasurers for the period of July 1, 2014, to June 30, 2015:

Howard Buchman	- Chestnut Ridge Middle School
Lewis Monaco	- Pomona Middle School
Wendy Rosen	- Spring Valley High School
Faye Swanston-Dilworth	- Ramapo High School

MOTION TO APPOINT CENTRAL TREASURERS:

X. Faculty Auditors (Extra Classroom Activity Fund)

It is recommended that the Board of Education appoint the following Faculty Auditors for the period of July 1, 2014, to June 30, 2015, at no additional remuneration:

Laura Ann Dobson	- Chestnut Ridge Middle School
Holly Zuber-Banks	- Pomona Middle School
Fran Petersel	- Spring Valley High School
Augustina West	- Ramapo High School

MOTION TO APPOINT FACULTY AUDITORS:

Y. Chief Faculty Counselors (Extra Classroom Activity Fund)

It is recommended that the Board of Education appoint the following Chief Faculty Counselors for the period of July 1, 2014, to June 30, 2015, at no additional remuneration:

Maria Vergez	- Chestnut Ridge Middle School
Christine Alfonso	- Pomona Middle School
Karen Pinel	- Spring Valley High School
Sherrill Murray-Lazarus	- Ramapo High School

MOTION TO APPOINT CHIEF FACULTY COUNSELORS:

IX. Designations

A. Official Depositories

The District has a continuing agreement with M&T Bank for its regular banking services. The District may also utilize the services of the banks and financial institutions listed below for temporary investments, as well as some banking services.

It is recommended that the Board of Education designate the following as depositories of School District funds for the period of July 1, 2014, to June 30, 2015:

M & T Bank
Sterling National Bank
JP Morgan Chase Bank
Key Bank
First Niagara Bank
CLASS

MOTION TO DESIGNATE BANKS/FINANCIAL INSTITUTIONS:

B. Official Newspapers

It is recommended that the Board of Education designate *The Journal News* and *Hamodia* as official newspapers for the period of July 1, 2014, to June 30, 2015.

MOTION TO DESIGNATE NEWSPAPERS:

C. Regular Monthly Meetings

It is recommended that the Board of Education adopt the calendar of regular monthly meeting dates. (Attachment A)

MOTION TO ADOPT REGULAR MONTHLY MEETING DATES:

X. Authorizations

A. Certification of Payrolls

It is recommended that the Board of Education authorize the Personnel Assistant Dianne Psaros, and, in her absence, Assistant Superintendent Andrea Coddett or Superintendent of Schools Dr. Joel M. Klein, to certify all payrolls for the period of July 1, 2014, to June 30, 2015.

MOTION TO AUTHORIZE CERTIFICATION OF PAYROLLS:

B. Petty Cash Fund

It is recommended that the Board of Education authorize the establishment of the following Petty Cash Funds for the period of July 1, 2014, to June 30, 2015. The Custodian for the funds in the schools will be an Assistant Principal in the secondary schools and the Principal in the elementary schools; the Custodian for nonschool buildings will be the Administrator or Supervisor in charge of the facility:

Superintendent's Office	\$100
Ramapo High School	100
Spring Valley High School	100
Chestnut Ridge Middle	100
Pomona Middle	100
Early Childhood Center	55
Eldorado	55
Elmwood	55
Fleetwood	55
Grandview	55
Hempstead	55
Kakiat	55
Lime Kiln	55
Margetts	55
Summit Park	55
Building & Grounds	80
Transportation Office	300

MOTION TO AUTHORIZE PETTY CASH FUNDS:

C. Authorized Signature on Checks

It is recommended that the Board of Education authorize the District Treasurer, Israel Bier, and, in his absence, the Deputy Treasurer, Arthur Fisher, and, in the absence of both, the Board President to sign all checks. Any checks or wire transfers of \$50,000 or more will require signature or approval by two of the authorized signers.

MOTION TO AUTHORIZE SIGNATURE ON CHECKS:

D. Equal Opportunity Statement Publication

It is recommended the Board of Education authorize the publication of the following statement:

The East Ramapo Central School District, Spring Valley, New York, in compliance with Federal and State statutes and School District policy, prohibits discrimination against any student, employee or applicant for employment on the basis of age, color, creed, gender, handicapping condition, marital status, national origin, race, religion, sexual orientation, or veteran status.

This policy of nondiscrimination includes access by students to educational programs, counseling services for students, course offerings and student activities, recruitment and appointment of employees, and, subject to applicable collective bargaining agreements, employment pay and benefits.

The officials responsible for coordination of activities relating to compliance are Ms. Andrea Coddett - Student Programs Compliance Officer; Dr. Arthur Fisher - Employment Compliance Officer, Mr. Arthur Jakubowitz, Compliance Officer for the Handicapped. These officials are located in the Administration Building, 105 South Madison Avenue, Spring Valley, New York, 10977, and may be contacted at 577-6000 for any further information.

Americans with Disability Act
Title VI, Civil Rights Act of 1964
Title VII, Civil Rights Act Of 1964, as amended by the Equal Opportunity Act of 1972; as further amended by the Civil Rights Act of 1991.
Rehabilitation Act of 1973, Section 504
Title IX, Education Amendments of 1972
Individual with Disability Education Act
New York State Executive Law, Section 290 et seq.

MOTION TO AUTHORIZE PUBLICATION:

XI. Insurance Coverage

It is recommended that the Board of Education provide insurance coverage against crime by all district employees and non-compensated officers as follows:

Employee Dishonest - Form O	at \$5,000,000 / \$2500 ded
Forgery and Alteration - Form B Include Credit/Debit Card Forgery	at \$5,000,000 / \$500 ded
Theft Disappearance and Destruction - Form C Money & Securities In & Out	at \$50,000 / \$500 ded
Computer Fraud - Form F Including Wire Transfer	at \$5,000,000 / \$2500 ded

MOTION TO APPROVE COVERAGE:

XII. Other Items

A. Mileage Reimbursement Rate

It is recommended that the Board of Education establish the IRS approved rate per mile as the mileage reimbursement rate for which the District will pay employees who use their own cars to perform approved school business.

MOTION TO APPROVE MILEAGE REIMBURSEMENT RATE:

B. Superintendent's Expenses

It is recommended the Board of Education adopt the following resolution:

WHEREAS, the Board of Education encourages the continuing professional growth of the Superintendent of Schools; and

WHEREAS, the Superintendent of Schools may attend professional meetings at the local, state and national levels for the purpose of keeping apprised of developments in the educational field which he deems to be in the best interest of the School District; and

WHEREAS, pursuant to the Board of Education's employment contract with the Superintendent of Schools, expenses for attendance at such meetings can be incurred up to a maximum amount as more fully set forth in the aforesaid contract.

NOW, THEREFORE, IT IS HEREBY RESOLVED that prior to the Superintendent of Schools being reimbursed by the School District for any out-of-pocket expenses that have been incurred by him pursuant to his employment contract with the Board of Education, he shall file an itemized expense statement together with copies of all receipts and/or credit card charge slips regarding all such expenses which shall be reviewed by the President of the Board of Education; and

BE IT FURTHER RESOLVED, that reimbursement, if any, made by the School District to the Superintendent of Schools shall only be made after written approval of such expenses by the President of the Board of Education.

MOTION TO ADOPT:

C. Free and Reduced Price Lunch Eligibility Criteria

The Federal Government and the NYS Education Department set forth certain criteria and regulations which school districts must follow to participate in the National School Lunch Program and receive appropriate funding. Among the criteria are family size and income level by which families and their children are eligible to receive free and reduced price meals. The criteria must be publicized by participating school districts at the beginning of each school year. Recently, the NYS Education Department announced family eligibility criteria to receive free and reduced price meals under the National School Lunch Program during the 2014-2015 school year. Under the same family eligibility criteria, elementary schools may have free and reduced price breakfast.

Federal regulations have been issued to help ensure that only eligible children receive free and reduced price benefits. To comply with these regulations, 3% of all applications must be selected to verify the household's income. Documentation to confirm the household income, such as a payroll check stub or payroll envelope, must be provided.

It is recommended the Board of Education adopt eligibility criteria for free and reduced price meals and any other modifications in the regulations of the New York State Education Department (Attachment B).

MOTION TO ADOPT ELIGIBILITY CRITERIA:

D. Health Service Contracts

It is recommended that the Board adopt the following resolution:

WHEREAS, Section 912 of the Education Law requires school districts to enter into contracts for the purpose of providing health and social services for children residing in said district and attending non-public schools in another public school district,

NOW, THEREFORE, BE IT RESOLVED, that the President of the Board, the District Clerk and the Superintendent of Schools to sign contracts for health services provided to district residents enrolled in non-public schools in other districts during the 2014-15 school year. Each contract signed by the President and the Superintendent will be provided to all Board members for review.

MOTION TO ADOPT:

E. Non-Resident Tuition Rate

It is recommended that the Board adopt the following resolution:

WHEREAS, Part 174 of the Commissioner's Regulations prescribes the methodology to be used by public school districts in determining the tuition rate to be charged for a non-resident pupil attending a public school district and the State Education Department produces a Non-resident Tuition Output Report of tuition rates annually to be used for billing purposes;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education adopt the tuition rates as stated on the State Education Department Non-resident Tuition Output Report to be used for billing purposes in accordance with Part 174 of Commissioner's Regulations.

MOTION TO ADOPT:

F. Rate of Pay

1. Home Tutors

It is recommended that the Board of Education approve the rate of pay at \$39.00 per hour for Home Tutors for the 2014-2015 school year.

MOTION TO APPROVE RATE OF PAY FOR HOME TUTORS:

2. Substitute Employees – Noncertified

It is recommended that the Board of Education approve the following rates of pay for Noncertified Civil Service Substitute Employees for 2014-2015:

School Bus Driver II	\$14.00 per hour
Custodial Worker	\$11.00 per hour
Clerical	\$13.00 per hour
Monitor (Recess & Bus)	\$11.00 per hour
Registered Nurse	\$20.00 per hour
Security Aide	\$12.00 per hour
Teacher's Aide	\$12.00 per hour
Occupational Therapist	\$41.33 per hour

MOTION TO APPROVE SUBSTITUTE PAY RATES:

3. After School Work

It is recommended that the Board of Education approve the following rates of pay for After School Work performed by East Ramapo Teachers Association members for :

After-hours training	\$30.00 per hour
After-hours curriculum writing	\$35.00 per hour
After-hours work with students	\$48.00 per hour
Homework Center	\$30.00 per hour
Homework Center, Teacher in charge	\$150.00 per year
ELA and Math Extended Day program	\$48.00 per hour
ELA and Math weekend program	\$53.00 per hour
ELA and Math extended program Teacher in charge	\$15.00 week days / \$50.00 weekends

MOTION TO APPROVE AFTER SCHOOL WORK PAY RATES:

4. Rate of Pay for Medical Coverage for Athletic Events

It is recommended that the Board approve the following stipends for medical coverage for football games:

Doctors - \$200 per game

Nurses - current individual hourly rate times 3 hours per game

MOTION TO APPROVE RATE OF PAY FOR MEDICAL COVERAGE:

5. Rates of Pay for Athletic Events

It is recommended that the Board of Education approve the following rates of pay for workers at athletic events:

<u>Sport</u>	<u>Job</u>	<u>Rate</u>
Swimming	Lifeguard	\$10.00 per hour
Football	Chains	\$50.00 per event
Football	Announcer	\$50.00 per event
Football	Scorer	\$50.00 per event
Soccer	Timer	\$50.00 per event
Basketball	Scorer	\$40.00 per two consecutive games (V&JV)
Basketball	Clock	\$40.00 per two consecutive games (V&JV)
Wrestling	Timer	\$30.00 per game
Track	Timer	\$50.00 per meet (District Employee)
Track	Timer	\$15.00 per meet (student)
Baseball	Announcer	\$30.00 per game

MOTION TO APPROVE ATHLETIC EVENTS PAY RATES:

XIII. Adjournment