

MOUNT PLEASANT COTTAGE SCHOOL UFSD
Minutes of Regular Meeting
Monday, February 26, 2024

1. Opening Items

1.1 Call to Order and Roll Call

The Board of Education meeting of the Mount Pleasant Cottage School Union Free School District was called to order by Mrs. Rita Golden, Board of Education President at 7:30 pm.

Roll Call Board Members Present: Mrs. Golden, Mrs. Irwin, Mr. Carter, Mr. John, Mr. Johnson, Mrs. Stein, Mrs. Spieler
Also Present: Dr. Torres, Mr. Baier, Mr. Hearn, Mr. Jenkins, Mr. Nolan, Mr. Rubbo, Ms. Troccoli, Ms. O'Shaughnessy, Ms. Elliot

2. Correspondence

2.1 Claims Audit Report

Mr. Rubbo shared with the Board Members Andrea Aitken's Claim Report for claims paid by the District between December 1, 2023 and December 29, 2023.

3. Meeting Minutes

3.1 Approval of Minutes of the January 22, 2024 Board of Education Meeting

The Board of Education approved the minutes of the January 22, 2024 Board of Education Meeting.

Motion: Mrs. Spieler
Second: Mrs. Irwin
Final Resolution: Motion Carries
Yea: Mrs. Golden, Mrs. Irwin, Mr. Carter, Mr. John, Mr. Johnson, Mrs. Stein, Mrs. Spieler

3.2 Approval of Minutes of the February 14, 2024 Special Board of Education Meeting

The Board of Education approved the minutes of the February 14, 2024 Special Board of Education Meeting.

Motion: Mrs. Stein
Second: Mr. Carter
Final Resolution: Motion Carries
Yea: Mrs. Golden, Mrs. Irwin, Mr. Carter, Mr. John, Mr. Johnson, Mrs. Stein, Mrs. Spieler

4. Superintendent's Report

4.1 Census Report

Dr. Torres updated the Board with the current census information.

4.2 Review of 2024-2025 Proposed School Calendar

Dr. Torres reviewed the proposed calendar for the 2024-25 school year.

4.3 Review of Proposed Board of Education Meeting Calendar 2024-2025

Dr. Torres reviewed the proposed calendar for the 2024-25 Board of Education meetings.

4.4 Organization Chart

Dr. Torres reviewed the new organization chart.

4.5 Introduction of new employee

Mr. Nolan introduced Ms. Emily O'Shaughnessy, School Psychologist being presented to the Board for appointment this evening.

Mr. Baier introduced Ms. Troccoli who is being presented to the Board for appointment this evening as Dean of Students/Instructional Coach.

Although he needed no introduction, Dr. Torres spoke regarding Mr. Nolan's appointment to Assistant Superintendent for Pupil Personnel Services and Human Resources being presented to the Board for approval this evening.

The Board welcomed our new employee and offered congratulations and thanks for our employees moving into new roles.

4.6 Assistant Superintendent Update on Finance and Facilities

Mr. Rubbo provided an update on various projects.

5. Board Policies

5.1 Policy 7350 - Timeout and Physical Restraint (first reading)

The Board conducted a first reading of Policy 7350 - Timeout and Physical Restraint.

5.2 Policy 5220 - District Investments (second reading)

the Board of Education conducted a second reading and adopted Policy 5220 - District Investments.

Motion: Mrs. Irwin

Second: Mrs. Spieler

Final Resolution: Motion Carries

Yea: Mrs. Golden, Mrs. Irwin, Mr. Carter, Mr. John, Mr. Johnson, Mrs. Stein, Mrs. Spieler

6. Business Matters

6.1 Approval of Business Matters Consent Items

With the consent of the Board, Mrs. Golden took items 6.2 through 6.21 under one motion.

6.2 Treasurer's Report General Fund Checking, Trust and Agency Account and Federal Fund Checking Account

The Treasurer's Report General Fund Checking, Trust and Agency Account and Federal Fund Checking Account for the period of December 1, 2023 through December 31, 2023 was accepted.

6.3 Check Runs

The check runs for the period of December 1, 2023 through December 31, 2023 were accepted as recommended by the subcommittee from: #XX582 through #XX693 in the amount of \$239,019.46.

6.4 Approval of Budget Transfers

The Board of Education approved the attached budget transfers for the 2023-2024 school year.

6.5 Accept Revised Corrective Action Plan

The Board of Education of the Mount Pleasant Cottage School UFSD accepted and approved the Mount Pleasant Cottage School UFSD Revised Corrective Action Plan in response to the Independent Auditors Report dated October 31, 2023 on Communication of Internal Control over Financial Reporting - Control Deficiencies and authorizes the Superintendent or designee to execute the plan.

6.6 Approval of Revised District Designations

The Webster Bank, N.A., 40 Church Street, White Plains, New York 10601, is designated as depositories for District funds and the Treasurer is designated as the single signer up to ten thousand dollars (\$10,000.00). Above ten thousand dollars (\$10,000.00) requires two original signatures for General Fund and Special Aid Fund accounts. Authorized co-signers are, Assistant Superintendent for Business, Finance and Facilities, President of the Board of Education, Vice-President of the Board of Education, and the Superintendent of Schools.

6.7 Award of the E-Rate Bid

After evaluating bids in response to the District's FCC Form 470, the Board of Education approved the award of the e-Rate bid for Category 1 Services (internet and firewall) to Lower Hudson Regional Information Center (Southern Westchester BOCES) in the amount of \$47,544 and the UPS battery backup devices to Infrasi in the amount of \$6,063.96.

6.8 Motion to Participate in Southern Westchester BOCES Cooperative Bids

It is the desire of the Southern Westchester Board of Cooperative Educational Services to allow any officer, board or agency of a political subdivision or of any district therein, adopting this Resolution to bid jointly in those supplies, commodities, materials and equipment set forth below.

The Mount Pleasant Cottage School Union Free School District agrees to participate with other school districts of the Southern Westchester Board of Educational Services, Westchester County, New York adopting this in the joint bidding of:

Art Supplies

Audio Visual Supplies

Bakery Goods

Cafeteria Food Supplies

Custodial Paper Supplies

Custodial Supplies

Fine Paper Supplies

Furniture, Storage, and Athletic Equipment
Laser & Ink Jet Toners
Lumber Supplies
School & Office Supplies

This Resolution shall remain in effect until June 30, 2025, and it is agreed that the specifications as presented will be used, and that this Board agrees to bid its required amount of said commodities jointly with other participating school districts and Southern Westchester and the Southern Westchester Board of Cooperative Educational Services. The recommendation of the Purchasing Steering Committee will be considered when this Board acts on the purchase of said Commodities. The invitation to bid will be advertised by BOCES in the Journal News in accordance with the provisions of Section 103 to the General Municipal Law.

6.9 Bid Extension for Architectural, Engineering, Building Condition Survey and Annual Visual Inspection Services

The Board of Education approved a bid extension award to BBS Architects, Landscape Architects and Engineers, P.C., 244 East Main Street, Patchogue, New York 11772 for Architectural, Engineering, Building Condition Survey and Annual Visual Inspection Services through June 30, 2024.

6.10 Approval of Agreements with School Districts

The Board of Education approved agreements for the provision of educational services to day students from the following school districts during the period of July 1, 2023 through June 30, 2024:

Brewster Central School District
Whitesboro Central School District
Pine Plains Central School District
Elmsford Union Free School District

6.11 Resolution for Authorization with Westchester County Department of Health

The Board of Education of the Mount Pleasant Cottage School Union Free School District, with offices at 1075 Broadway, PO Box 8, Pleasantville, New York 10570 authorized Dr. Christina Torres, Superintendent of Schools to execute and deliver to the Westchester County Department of Health, for and on behalf of said School District, an application for a permit to operate a food truck, to execute and deliver any and all additional documents which may be appropriate or desirable in connection therewith.

6.12 Approval of Webster Bank Public Entity Resolution

The Board approved the attached Webster Bank Public Entity Resolution and authorized the Board President and any authorized signatories to sign same and any necessary related documents.

6.13 Approval of Agreement with Team Bonding

The Board of Education approved the agreement with Team Bonding for a team building event at the Superintendent Conference Day March 2024.

6.14 Approval of Worksite Assurances and Certifications Agreement for Summer Youth Employment Program

The Board of Education approved the Worksite Assurances and Certifications Agreement for Summer Youth Employment Program.

6.15 Approval of Final Services Commitment form from Capital Region BOCES

The Board of Education approved the Final Services Commitment Form for services (Actuarial Services - GASB 75 and Actuarial Services - GASB 75 admin services) to be purchased in 2023-2024 from Capital Region BOCES in the amount of \$8,358.69.

6.16 Disposal and Sale of Obsolete Assets

The Board of Education approved the disposal of the following items which have been deemed damaged, obsolete and/or beyond repair:

1 iPhone 11 64 Gig
3 iPhone 6S 32 Gig
1 iPhone 6S 64 Gig
2 iPhone SE 64 Gig
2 additional old iPhones
1 LG phone
1 Mifi 662oL Verizon Jetpack

and the Board Education approved the sale of the disposed phones and jetpack to Firefly IT Asset Recovery, Inc., the net proceeds from the sale shall be deposited in the General Fund.

6.17 Approval of Supplemental Memorandum of Agreement (Teachers)

The Board of Education approved the Memorandum of Agreement between the Mount Pleasant Cottage School Union Free School District and the Mount Pleasant Cottage School Union Free School District Teachers' Association signed February 26, 2024.

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6.19 Approval of Agreement with New Direction Solutions, LLC d/b/a ProCare Therapy

The Board of Education approved a Client Services Agreement with New Direction Solutions, LLC d/b/a ProCare Therapy for consultant services during the 2023-2024 school year and authorizes the Superintendent or designee to execute any agreement with New Direction Solutions, LLC.

6.20 Approval of Agreement with Soliant Health, LLC

The Board of Education approved a Client Services Agreement with Soliant Health, LLC for Speech Language Pathologist consultant services during the 2023-2024 school year and authorizes the Superintendent or designee to execute any agreement with Soliant Health, LLC.

6.21 Authorization for School Resource Officer

The Board of Education hereby authorized the Superintendent of Schools, on the advice of the school attorney, to executive an agreement for the provision of School Resource Officer services, effective upon approval of said agreement by the Town of Mount Pleasant, New York, covering the remainder of the 2023-24 School Year and for the 2024-25 School Year.

Motion: Mrs. Stein

Second: Mr. John

Final Resolution: Motion Carries

Yea: Mrs. Golden, Mrs. Irwin, Mr. Carter, Mr. John, Mr. Johnson, Mrs. Stein, Mrs. Spieler

7. Personnel Matters

7.1 Approval of Personnel Matters Consent Items

With the consent of the Board, Mrs. Golden took items 7.2 through 7.13 under one motion.

7.2 Change of Title of Administrator

The Board of Education, upon the recommendation of the Superintendent of Schools, hereby changes James Nolan's title from Director of Pupil Personnel Services to Assistant Superintendent for Pupil Personnel Services and Human Resources, effective February 27, 2024, within his current tenure area of employment; and the Board President and Superintendent of Schools are hereby authorized to execute a Terms and Conditions Agreement with James Nolan, as presented to the Board at this meeting, a copy of which shall be incorporated by reference within the minutes of this meeting.

7.3 Assignment to Instructional Support Services Provider Position

The District desired to assign Danielle Troccoli, a tenured elementary tenure area teacher, to the position of Instructional Coach/Dean of Students, which constitutes an instructional support services position within the meaning of Part 30 of the Rules of the Board of Regents; and the Superintendent deemed Ms. Troccoli to be competent and qualified to perform the duties of the Instructional Coach/Dean of Students, based upon her childhood education certification and more than three (3) years teaching experience in the elementary tenure area; and in accordance with Part 30 of the Regents Rules and Section 3013 of the New York State Education Law, Ms. Troccoli shall continue to accrue seniority in the elementary tenure area while performing the functions Instructional Coach/Dean of Students; and pursuant to § 80-5.21 of the Regulations of the Commissioner of Education, Ms. Danielle Troccoli is assigned to the instructional support services position effective February 27, 2024 and continuing through the end of the 2023-2024 school year, unless reassigned to another position within her tenure area prior thereto with a stipend of \$10,000. - prorated through June 30, 2024.

7.4 Appointment of Per Diem Substitute Teacher

The Board of Education approved the following per diem substitute teachers effective January 2, 2024:
Kevin Young at a daily rate of \$200

7.5 Approval of Lane Change for Teachers

The Board of Education approved the lane change for the following teachers:

Alana Witkowich, Social Studies teacher, Edenwald School from MA-15/Step 12 \$97,628 to MA-30/Step 12 \$100,927, effective February 1, 2024.
Aida Fernandez, ELL and Spanish teacher, Edenwald School from BA 40 MA/Step 4 \$72,178, to MA-30/ Step 4 \$78,500, effective February 1, 2024.

7.6 Approval of Revision to Teacher Additional FTE

The Board of Education approved a revision to the additional .09 FTE, previously approved at the January 22, 2024 Board of Education meeting, for the following teachers for the duties of the Master Teacher position:

Alana Witkowich, a 1.0 Social Studies Teacher, at a prorated salary of \$9,084 effective January 29, 2024

Douglas Henery a 1.0 Science Teacher, with an additional prorated salary of \$9,079 effective January 29, 2024

Shiara Beers, a 1.0 Special Education Teacher, with an additional prorated salary of \$8,355 effective January 29, 2024

Merritt Marcus, a 1.0 Mathematics Teacher, with an additional prorated salary of \$6,283 effective January 29, 2024 and, the additional FTE will not be applied if any of the appointee's are out of the district on leave.

7.7 Approval of Virtual Enrichment Leaders

The Board of Education approved the following employees for the Virtual Enrichment Leaders Program for Snow Days and select Holidays at a rate of \$40. per hour.

Equenitha Bunch

Hiram Ratliff

Isabel Bautista

Jose Cuesta

Jihan Bryan

All other Virtual Enrichment Leaders will be paid per the rates in their negotiated contracts for work outside the normal work day.

7.8 Appointment for Breakfast, Bus Duty and After School

The Board of Education approved the following school monitor appointment for Breakfast, Bus Duty and After School at a rate of \$40 per hour effective January 29, 2024 - June 30, 2024:

Nay'ge Wagner

7.9 Civil Service Appointments

The Board of Education approve the following appointment:

Name: Derek Rogers

Position: Teacher Aide

Building: Edenwald

Rate: \$20.00

Probationary Period: 12 - 52 weeks

Effective Date: January 29, 2024

7.10 Resignation

The Board of Education accepted the following resignation:

Taurie Gonzalez - Teacher Aide, Edenwald effective February 26, 2024

7.11 Recertification for Lead Evaluator

The Board of Education pursuant to the requirement of Education Law Section 3012-c and Part 30-2.9 of the Rules of the Board of Regents, Hereby certifies that the following individual has completed all the necessary training to be recertified as a lead evaluator of building principals:

Angelo Rubbo

7.12 Appointment of School Psychologist

The Board of Education appointed Emily O'Shaughnessy to a four-year probationary term as a School Psychologist, commencing on or before March 20, 2024 and terminating on March 19, 2028 in the tenure area of School Psychologist. In order to be eligible for appointment to tenure, said teacher must receive at least three APPR ratings of effective or highly effective pursuant to §3012-c and/or §3012-d of the Education Law during the four-year probationary term and may not receive an ineffective rating in the final year of probation. Ms. O'Shaughnessy holds the following certification: School Psychologist, Provisional Certificate. Ms. O'Shaughnessy's salary will be \$77,594 MA60 – Step 1.

7.13 Administrative Leave

The Board of Education approved a paid administrative leave for employee #1160 effective January 5, 2024 through February 16, 2024 and the Board of Education approved an unpaid suspension for employee #1160 effective February 26, 2024.

Motion: Mr. Carter

Second: Mrs. Irwin

Final Resolution: Motion Carries

Yea: Mrs. Golden, Mrs. Irwin, Mr. Carter, Mr. John, Mr. Johnson, Mrs. Stein, Mrs. Spieler

8. Committee on Special Education

8.1 Approval of Special Education Committee Recommendations

The Board of Education approved the recommendations of the Mount Pleasant Cottage School District's Committee on Special Education as recommended and presented by the subcommittee.

Motion: Mr. Carter

Second: Mrs. Stein

Final Resolution: Motion Carries

Yea: Mrs. Golden, Mrs. Irwin, Mr. Carter, Mr. John, Mr. Johnson, Mrs. Stein, Mrs. Spieler

9. Public Comment

9.1 Public Comment

Having heard none, Mrs. Golden moved on with the agenda.

10. Meeting Notification

10.1 Announcement of March Board of Education meeting.

The next scheduled meeting of the Board of Education will be held on Monday, March 18, 2024 at 6:00 pm. **PLEASE NOTE NEW TIME**

11. Executive Session

11.1 Proposed Executive Session Subject to Board Approval

The Board of Education adjourned to Executive Session to discuss the employment history of a particular person or persons.

Motion: Mr. Carter

Second: Mrs. Irwin

Final Resolution: Motion Carries

Yea: Mrs. Golden, Mrs. Irwin, Mr. Carter, Mr. John, Mr. Johnson, Mrs. Stein, Mrs. Spieler

11.2 Reconvene to Public Session

The Board of Education reconvene to Public Session.

Motion: Mrs. Stein

Second: Mr. John

Final Resolution: Motion Carries

Yea: Mrs. Golden, Mrs. Irwin, Mr. Carter, Mr. John, Mr. Johnson, Mrs. Stein, Mrs. Spieler

12. Adjournment

12.1 Adjourn Meeting

The Board of Education adjourned the meeting

Motion: Mr. Johnson

Second: Mrs. Spieler

Final Resolution: Motion Carries

Yea: Mrs. Golden, Mrs. Irwin, Mr. Carter, Mr. John, Mr. Johnson, Mrs. Stein, Mrs. Spieler

Respectfully Submitted,

Sheila Pappas
District Clerk