

MT. PLEASANT BLYTHEDALE UFSD
ANNUAL MEETING OF THE BOARD OF EDUCATION
Tuesday, July 11, 2023-Mt. Pleasant-Blythedale School, 9:00 a.m.

ATTACHMENT I

Minutes

The Annual Reorganization Meeting of the Mt. Pleasant Blythedale UFSD Board of Education, was conducted virtually, and was called to order at 9:00 a.m. by president, Peter Rittmaster.

I. PLEDGE OF ALLEGIANCE

II. CALL OF THE ROLL

PRESENT

Peter Rittmaster, President
Judith Wiener Goodhue
Cindy Musoff
Leslie Soodak

Emily Hersh, Superintendent

Andrea Aitken, Clerk of the Board

Other

ABSENT

Stephen Beovich

Owen Gutfreund
Micheline Malow
Virginia Furth Weisman
Lesley Yeary

III. REAPPOINTMENT & SWEARING IN OF BOARD MEMBER

Mr. Peter Rittmaster was reappointed and sworn in as member of the Board of Education for the term July 1, 2023 through June 30, 2026.

The reappointment of Mrs. Virginia Furth Weisman was postponed until September 26, 2023.

IV. NOMINATION AND ELECTION OF THE PRESIDENT AND VICE PRESIDENT

Upon nomination by Judith Wiener Goodhue, seconded by Cindy Musoff, Peter Rittmaster was re-elected President and Owen Gutfreund was re-elected Vice-President of the Board of Education for the Mt. Pleasant Blythedale Union Free School District, July 1, 2023 through June 30, 2024. Carried 4-0

V. APPOINTMENT OF OFFICERS:

A. Clerk:	Andrea Aitken
B. Treasurer:	vacant (services provided by Management Advisory Group)
C. Deputy Treasurer:	Emily Hersh

Moved by Cindy Musoff, seconded by Judith Wiener Goodhue

Carried 4-0

The President administered the Oath of Office to the District Clerk. The Clerk administered the Oath of Office to the Superintendent/Deputy Treasurer.

VI. OTHER APPOINTMENTS

A. School Physician:	Blythedale Children's Hospital (BCH) to provide services*
B. School Attorney:	Shaw, Perelson, May & Lambert, and LLP - General Legal Counsel, billed rate of \$225/hr. on a fee-for-service basis.
C. Insurance Consultant:	Marshall & Sterling
D. District Auditor:	PKF O'Connor Davies, LLP
E. Claims Auditor:	Cynthia Adams - \$44 per hour up to 90 hrs. the 2023-2024 school year
F. Educational Consultant	Steven Beovich

*Compensation as per contract between the District and Blythedale Children's Hospital.

VI. OTHER APPOINTMENTS (cont'd)

G. Attendance Officer:	Griselda Reyes	
H. Dignity Act Coordinator	Emily Hersh	
I. Bus Monitors	Michael Baker - Sara Cano Mark Robertazzi	\$2,000 (Stipend/per person)
J. Assistant to the Principal	Kate Garcia -	\$15,000 (Stipend)
K. Records Management Officer:	Emily Hersh	
L. School Safety Team:	BCH Representative Emily Hersh	
M. Third Party Administrator for 403(B) & 457 (B) Compliance	Omni Financial Group	
N. E-rate application services	E-Rate Central	
O. Management Advisory Group	Payroll Processing Services & Accounting Services	
P. Johnson Controls	HVAC maintenance and repair	

VII. DESIGNATIONS

- A. Official Bank Depositories:
Webster Bank
1. Disbursement Account #2101
 2. Federal Funds #1541
 3. Investors' Choice #4841
 4. Payroll Account #5601
 5. Payroll Disbursement Account #4801
 6. Revenue Anticipation Note #0041
 7. Student Forum #8901
 8. Unemployment Reserve #2341
 9. Reserve Fund #2240

System of Accounting: Encumbrance Accounting with
GASB #34 Implementation

- B. Regular Monthly Meetings: Calendar as attached
- C. CSE Meetings: Calendar as attached
- D. Official Newspaper: The Journal News

VIII. AUTHORIZATIONS

- A. Payroll Certifications: Superintendent or Treasurer
- B. Approval of Journal Entries: Superintendent
- C. Approval of Bank Reconciliations: Superintendent

D. Purchasing Agent: Andrea Aitken

E. Attendance at Conferences and Educational Programs:

1. Within limitation of the budget, employees will attend only with prior approval of Superintendent.
2. Within limitation of the budget, Board of Education members will attend with prior approval of President of the Board.

F. Establishment of Petty Cash fund in the amount of \$100.00.
(To be maintained in the school finance office)

G. Authorized Signatures on Checks:

1. Payroll Authorizations: Superintendent
Signature on checks - Single: Superintendent or Treasurer (Payroll only)
2. Payment of Bills to Vendors: **ONE** signature is required for checks under \$3,000. On payments exceeding \$3,000, **TWO** signatures recommended. An officer of the Board of Education or Board designee, Superintendent and Treasurer are authorized signers.

(Copy of monthly cash disbursements journal will be available to each Board Member.)

3. Any check other than payroll issued to an Administrator shall require **AT LEAST ONE BOARD MEMBER'S SIGNATURE.**

4. Student Forum Account: **ONE** signature is required for checks under \$3,000. **TWO** signatures recommended for payments exceeding \$3,000. Authorized signers are an officer of the Board of Education or Board designee, Superintendent and Treasurer.

5. Checks for all Board approved contracts including but not limited to: Superintendent
Treasurer

- a. Blythedale Children's Hospital
- b. BOCES Contracts
- c. Employee Benefit Contracts
- d. Insurance Contracts
- e. Copier Contracts
- f. Maintenance Contracts

6. Budget Transfers: Superintendent to approve and report to the Board of Education

- IX. **ISSUANCE OF RAN**
Authorization to renew Revenue Anticipation Notes not to exceed \$500,000 for the 2023-2024 school year as needed.
- X. **MANAGERIAL/CONFIDENTIAL PERSONNEL**
Authorization for the Board President and Administrative Committee to discuss salaries and other factors relating to managerial/confidential personnel.
- XI. **IMPARTIAL HEARING OFFICERS**
Authorization for the Board President to appoint an Impartial Hearing Officer when the need arises.

XII. APPROVAL OF SUBSTITUTE RATES

Recommendation of the Superintendent of Schools to approve the rate of pay as follows:

Teacher substitute-\$150/day

Teacher Aide substitute-\$20/hr.

XIII. BOARD OF EDUCATION MEMBERSHIP

Authorization for Board of Education membership in New York State School Boards Association; Westchester Putnam School Boards Association; Southern Westchester Board of Cooperative Educational Services; Lower Hudson Education Coalition; Coalition of Special Act School Districts.

XIV. APPOINTMENT OF COMMITTEE ON SPECIAL EDUCATION

Lisa Ryan	CSE Chairperson
Lauren Buckridge	CSE Chairperson
Griselda Reyes	Administrator
Psychologist	Alternate Chairperson
Emily Hersh	Alternate Chair/Administrator
Blythedale Children's Hospital	Physician
Blythedale Children's Hospital	Social Worker

XV. APPOINTMENT OF COMPLIANCE OFFICER FOR TITLE IX AND 504

Emily Hersh

XVI. APPOINTMENT OF WPSBA LIAISON AND WPSBA LEGISLATIVE ADVOCACY COMMITTEE REPRESENTATIVE

Judith Wiener Goodhue

XVII. APPOINTMENT OF REPRESENTATIVE TO THE STATEWIDE SCHOOLS COOPERATIVE HEALTH PLAN (SWSCHP) BOARD OF GOVERNORS

Appointment of **Emily Hersh** as representative of the School District to the serve on the SWSCHP Board of Governors.

XVIII. APPOINTMENT OF LEAD EVALUATORS

BE IT RESOLVED, that the Board of Education pursuant to the provisions of Education Law Section 3012-d and Part 30-3.10 of the Regents Rules hereby certifies that the following individuals have completed all of the necessary training to be certified as lead evaluators of classroom teachers:

Emily Hersh and Griselda Reyes

BE IT FURTHER RESOLVED, that the Board of Education pursuant to the provisions of Education Law Section 3012-d and Part 30-3.10 of the Regents Rules, hereby certifies that the following individual has completed all of the necessary training to be certified as lead evaluators of building principals:

Emily Hersh

XIX. APPROVAL OF NON-RESIDENT TUITION RATE

\$285 per day (10-month and extended year program)

XX. READoption OF ALL CURRENT POLICIES, PROCEDURES, CODE OF CONDUCT, AND CODE OF ETHICS IN EFFECT AND NEWLY PROPOSED POLICIES AS ATTACHED.

XXI. APPROVAL OF THE COMMITTEE OF THE WHOLE AS MEMBERSHIP OF THE BOARD AUDIT COMMITTEE

XXII. APPOINTMENT OF FINANCE COMMITTEE

Peter Rittmaster

Owen Gutfreund

XXIII. APPOINTMENT OF POLICY COMMITTEE

Judith Weiner Goodhue
Owen Gutfreund
Emily Hersh
Peter Rittmaster

XXIV. COMMENTS-none

Items VI through XXIV

Moved by Cindy Musoff, seconded by Judith Wiener Goodhue

Carried 4-0

XXV. ADJOURNMENT – 9:30 a.m.

Moved by Leslie Soodak, seconded by Judith Weiner Goodhue

Carried 4-0

Respectfully Submitted,



Andrea Aitken
Clerk of the Board

Approved: July 11, 2023

**MT. PLEASANT BLYTHEDALE UFSD
VALHALLA, NY 10595
2023-2024
SCHOOL BOARD CALENDAR**

Tuesday, July 11, 2023- **Reorganization & Regular Mtg.**9:00 a.m.
Tuesday, September 26, 2023 3:30 p.m.
Tuesday, October 24, 2023 3:30 p.m.
Tuesday, January 16, 2024..... 3:30 p.m.
Tuesday, February 27, 2024..... (Finance Committee)..... TBD
Tuesday, April 9, 2024..... 3:30 p.m.
Tuesday, June 4, 2024 3:30 p.m.

2023-24 CSE Meeting Dates

Students Admitted Between	CSE Meeting Date	Board Meeting
CPSE to MPB Kindergarten transition meetings, postponements from 5/15/2023-6/9/2023, and 6/12-/6/23/2023	Week of September 8, 2023	September 26, 2023
7/10/2023- 8/18/2023	Week of September 18, 2023	September 26, 2023
9/6/2023- 9/15/2023	Week of October 2, 2023	TBD
9/18/2023-9/29/2023	Week of October 16, 2023	TBD
10/2/2023-10/13/2023	Week of November 6, 2023	TBD
10/16/2023- 11/3/2023	Week of November 27, 2023	TBD
11/6/2023- 11/22/2023	Week of December 11, 2023	TBD
11/27/2023- 12/15/2023	Week of January 16, 2024	TBD
12/18/2023-1/12/2023	Week of February 5, 2024	TBD
2/5/2023- 3/1/2023	Week of March 25, 2024	TBD
3/4/2023- 3/22/2023	Week April 22, 2024	TBD
3/25/2023-4/19/2023	Week of May 13, 2024	TBD
4/22/2023- 5/10/2023	Week of June 3, 2024	TBD
5/13/2023- 5/23/2023	Week of June 10, 2024	TBD
5/28/2023- 6/26/2023	TBA	TBD

OATH OF OFFICE

I do solemnly affirm that I will support the Constitution of the United States of America and the Constitution of the State of New York and that I will faithfully discharge, according to the best of my ability, the duties of President of the Board of Education of the Mt. Pleasant Blythedale Union Free School District.

Peter Rittmaster
Name


Signature

July 11, 2023
Date

Subscribed and sworn to
before me this 11th day
of July, 2023.


District Clerk

OATH OF OFFICE

I do solemnly affirm that I will support the Constitution of the United States of America and the Constitution of the State of New York and that I will faithfully discharge, according to the best of my ability, the duties of Board Member of the Mt. Pleasant-Blythedale Union Free School District.

Peter Rittmaster
Name


Signature

July 11, 2023
Date

Subscribed and sworn to
before me this 11th day
of July 2023.


District Clerk

OATH OF OFFICE

I do solemnly affirm that I will support the Constitution of the United States of America and the Constitution of the State of New York and that I will faithfully discharge, according to the best of my ability, the duties of Vice-President of the Board of Education of the Mt. Pleasant Blythedale Union Free School District.

Owen Gutfreund

Name

7/25/23

Date


Signature

Subscribed and sworn to
before me this 25th day
of July, 2023.


District Clerk

OATH OF OFFICE

I do solemnly affirm that I will support the Constitution of the United States of America and the Constitution of the State of New York and that I will faithfully discharge, according to the best of my ability, the duties of District Clerk of the Mt. Pleasant Blythedale Union Free School District.

Andrea Aitken
Name


Signature

July 11, 2023
Date

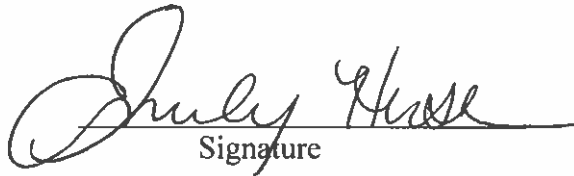
Subscribed and sworn to
before me this 11th day
of July, 2023.


President of the Board of Education

OATH OF OFFICE

I do solemnly affirm that I will support the Constitution of the United States of America and the Constitution of the State of New York and that I will faithfully discharge, according to the best of my ability, the duties of Superintendent of the Mt. Pleasant Blythedale Union Free School District.

Emily Hersh
Name


Signature

July 11, 2023
Date

Subscribed and sworn to
before me this 11th day
of July 2023.

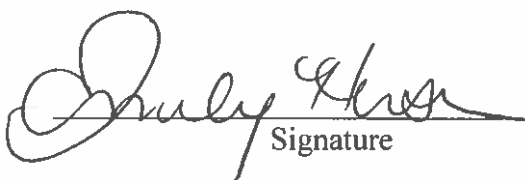


District Clerk

OATH OF OFFICE

I do solemnly affirm that I will support the Constitution of the United States of America and the Constitution of the State of New York and that I will faithfully discharge, according to the best of my ability, the duties of Deputy Treasurer of the Mt. Pleasant Blythedale Union Free School District.

Emily Hersh
Name


Signature

July 11, 2023
Date

Subscribed and sworn to
before me this 11th day
of July, 2023.


District Clerk

OATH OF OFFICE

I do solemnly affirm that I will support the Constitution of the United States of America and the Constitution of the State of New York and that I will faithfully discharge, according to the best of my ability, the duties of Claims Auditor of the Mt. Pleasant Blythedale Union Free School District.

Cynthia Adams
Name


Signature

July , 2023
Date

Subscribed and sworn to
before me this ___ day
of July, 2023.


District Clerk