

MT. PLEASANT BLYTHEDALE UFSD
ANNUAL MEETING OF THE BOARD OF EDUCATION
July 13, 2022-Mt. Pleasant-Blythedale School, 8:30 a.m.

ATTACHMENT I

Minutes

The virtual Annual Reorganization meeting of the Board of Education was called to order at 8:30 a.m. by President Peter Rittmaster.

I. PLEDGE OF ALLEGIANCE

II. CALL OF THE ROLL
PRESENT

Peter Rittmaster, President
Judith Wiener Goodhue
Micheline Malow
Cindy Musoff
Leslie Soodak
Virginia Furth Weisman
Lesley Yeary

Emily Hersh, Superintendent

Andrea Aitken, Clerk of the Board

ABSENT

Owen Gutfreund

III. REAPPOINTMENT & SWEARING IN OF BOARD MEMBER – Ms. Cindy Musoff was reappointed as member of the board of education for the term, July 1, 2022 through June 30, 2025.

The Oath of Office was administered to Ms. Musoff.

IV. NOMINATION AND ELECTION OF THE PRESIDENT AND VICE PRESIDENT

Upon nomination by Mrs. Judith Wiener Goodhue, seconded by Mrs. Virginia Weisman, 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, 2022 through June 30, 2023. Carried 7-0

The Clerk administered the Oath of Office to the President, Peter Rittmaster. The Oath of Office was administered to Dr. Owen Gutfreund on July 18, 2022.

V. APPOINTMENT OF OFFICERS:

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

Moved by Micheline Malow, seconded by Judith Wiener Goodhue

Carried 7-0

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 -\$42 per hour up to 90 hrs. the 2022-2023 school year (Oath of Office taken on July 15, 2022)
F. Attendance Officer:	Griselda Reyes
G. Dignity Act Coordinator	Emily Hersh
H. Bus Monitors	Sara Cano; Andrew Chiu; - \$1,500 (Stipend/per person) Sasha Foote; Mark Robertazzi

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

VI. OTHER APPOINTMENTS (cont'd)

- | | |
|---|---|
| I. Records Management Officer: | Emily Hersh |
| J. School Safety Team: | BCH Representative
Emily Hersh |
| K. Third Party Administrator for
403(B) & 457 (B) Compliance | Omni Financial Group |
| L. E-rate application services | E-Rate Central |
| M. Management Advisory Group | Payroll Processing Services & Accounting Services |
| N. 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

System of Accounting:

Encumbrance Accounting with
GASB #34 Implementation

B. Regular Monthly Meetings:

TBD

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)

VIII. AUTHORIZATIONS (cont'd)

G. Authorized Signatures on Checks:

1. Payroll Authorizations:

Signature on checks - Single:

Superintendent

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 are 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 are 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 2022-2023 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

\$270 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. COMMENTS-none

Items VI through XXIII

Moved by Virginia Furth Weisman, seconded by Judith Wiener Goodhue

Carried 7-0

XXIV. ADJOURNMENT – 8:33 a.m.

Moved by Leslie Soodak, seconded by Micheline Malow

Carried 7-0

Respectfully Submitted,

Andrea Aitken
Clerk of the Board