

Board of Education Minutes  
Reorganization Meeting - July 1, 2004

A Reorganization Meeting of the Board of Education was held on Thursday, July 1, 2004, at the Administration Building, 11 College Avenue, Poughkeepsie, New York.

**CALL TO ORDER**

The Reorganization Meeting was called to order at 8:45 p.m. The Pledge of Allegiance followed.

Board Members Present:                 Susan Houston-Marks  
  Ellen Staino  
  Thomas Jefferson  
  Carol Bogle

Board Member Elect Present: Stanley F. Merritt

Ex-Officio Member Absent:             Robert Watson, Sr., Superintendent

Others Present:                         Karen Markeloff, Asst. Supt. for Instruction  
  Dr. Fern Aefsky, Asst. Supt. for Pupil Personnel  
  Maria L. McCabe, Board Clerk

Ms. McCabe administered the Oath of Office to newly elected Board Member, Stanley F. Merritt

**APPOINTMENT OF TEMPORARY CHAIRPERSON**

Ms. McCabe asked for a nomination for the appointment of a Temporary Chairperson.

It was moved by Mr. Merritt, seconded by Mrs. Staino and carried to appoint Maria L. McCabe as Temporary Chairperson.

A Roll Call vote was unanimous.

MOTION passes 5-0.

**ELECTION OF OFFICERS**

**a. President of the Board**

Ms. McCabe asked for nominations for the appointment of President of the Board.

It was moved by Mrs. Staino, seconded by Mrs. Bogle and carried to appoint Mr. Merritt as President of the Board.

A Roll Call vote was unanimous.

MOTION passes 5-0.

**b. Vice-President of the Board**

Ms. McCabe asked for nominations for the appointment of Vice-President of the Board.

It was moved by Mr. Merritt, seconded by Ms. Bogle and carried to appoint Mrs. Staino as Vice-President of the Board.

A Roll Call was unanimous.

MOTION passes 5-0.

Ms. McCabe then administered the Oath of Office to Mr. Merritt, Board President, and Mrs. Staino, Board Vice President.

**BOARD APPOINTMENTS**

MOTION to amend the Board Appointments was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

The amendments included the following:

**(a) Board Clerk - salary for Maria McCabe to read \$32,604.00**

**Resolutions (b) (d) (g) (h) and (j) were amended as follows:**

**(b) District Tax Collector - \$3,640.00**

**(d) District Treasurer - at a "salary" of \$55,120.00**

**(g) Extra Classroom Activity Fund Treasurer - \$3,120.00**

**(h) Deputy District Treasurer - \$5,200.00**

**(j) School Physician - The Children's Medical Group at an annual  
"fee" of \$40,000.00**

**Resolution (k) was tabled.**

A Roll Call vote was unanimous.

MOTION passes 5-0.

MOTION to approve the amended Board Appointment resolutions was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTIONS pass 5-0 (*as amended*).

a. Board Clerk

BE IT RESOLVED that Maria L. McCabe be and hereby is appointed Clerk of the Board of the Poughkeepsie City School District commencing on July 1, 2004 and extending until June 30, 2005, to serve at the pleasure of the Board and shall receive compensation of \$32,604.00.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

b. District Tax Collector

BE IT RESOLVED that Joan Picard be and hereby is appointed District Tax Collector of the Poughkeepsie City School District to serve at a stipend of \$3,640.00, at the pleasure of the Board for the 2004/05 school year.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

c. Deputy Tax Collector

BE IT RESOLVED that Linda Ziemins be and hereby is appointed Deputy Tax Collector of the Poughkeepsie City School District to serve at the rate of \$12.00 per hour at the pleasure of the Board for the 2004/05 school year, and will submit weekly time cards.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

d. District Treasurer

BE IT RESOLVED that Starr Dinio be and is hereby appointed District Treasurer of the Poughkeepsie City School District, to serve at a salary of \$55,120.00, at the pleasure of the Board for the 2004/05 school year.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

e. Internal Claims Auditor

BE IT RESOLVED that John DeNicolo, CPA be and is hereby appointed Internal Claims Auditor of the Poughkeepsie City School District for the 2004/05 school year to serve at the pleasure of the Board, and shall receive compensation of \$20,000.00 per year.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

f. Independent Auditor

BE IT RESOLVED that the firm of Raymond G. Preusser, CPA, PC be designated as Independent Auditor for the Poughkeepsie City School District for the 2004/05 school year, to serve at the pleasure of the Board, at a fee of \$16,500.00.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

g. Extra Classroom Activity Fund Treasurer

BE IT RESOLVED that Charles Belcher be and hereby is appointed Extra Classroom Activity Fund Treasurer of the Poughkeepsie City School District to serve at the pleasure of the Board and shall receive compensation of \$3,120.00 for the 2004/05 school year.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

h. Deputy District Treasurer

BE IT RESOLVED that Mary Ivich be and hereby is appointed Deputy District Treasurer of the Poughkeepsie City School District, to serve at the pleasure of the Board and shall receive compensation of \$5,200.00 for the 2004/05 school year.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by

Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

i. School Attorney

BE IT RESOLVED that effective July 1, 2004, Shaw and Perelson, LLP and Beth Lynn Sims, Esq., as primary attorney, shall serve as school attorneys of the Poughkeepsie City School District at an annual fee of *\$140,000.00*. A contract for the 2004/05 school year shall be executed forthwith incorporating the terms of the attorney's proposal as submitted to the Board.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

j. School Physician

BE IT RESOLVED that The Children's Medical Group shall serve as School Physician for the 2004/05 school year, at an annual fee of *\$40,000.00*.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

k. School Physician – Staff Physicals Only

BE IT RESOLVED that Rita Jaeger, MD shall serve as School Physician for Staff Physicals only for the 2004-05 school year, at an annual fee of \$\_\_\_\_\_.

MOTION to table this resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION tabled 5-0.

l. Asbestos Inspector/Planner

BE IT RESOLVED that Gary McGrath shall serve as Asbestos Inspector/Planner for the Poughkeepsie City School District, to serve without remuneration for the 2004/05 School year.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by

Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

m. Bond Counsel

BE IT RESOLVED that Orick, Herrington & Sutcliffe, LLP be and hereby is appointed Bond Counsel of the Board of Education of the Poughkeepsie City School District to serve at the pleasure of the Board for the 2004/05 school year.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

#### DESIGNATIONS

MOTION to amend the Designations was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

The Board tabled Designations (m) and (n) as follows:

**(m) Districtwide School Safety Team**

**(n) Professional Development Team**

A Roll Call vote was unanimous.

MOTION passes 5-0.

MOTION to approve the amended Designations was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTIONS pass 5-0 (*as amended*).

a. Official Bank Depositories

BE IT RESOLVED that Fleet Bank, M&T Bank and New York Liquid Asset Fund be designated as the official bank depositories for the Poughkeepsie City School District's various accounts for the 2004/05 school year.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by

Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

b. Official Newspapers

BE IT RESOLVED that the Poughkeepsie Journal and the Weekly Beat (where applicable) be designated as the official newspapers for the publication of all legal notices and other such data as is required to be published by law and for which the same may be qualified to act.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

c. Regular Monthly Meetings and Workshop Meetings

BE IT RESOLVED that one Regular monthly meeting of the Board of Education be held on the fourth Wednesday of each month, except during the months of July and December, and that Workshop Meetings be held on the second Wednesday of every month. Meetings will be at 8:00 p.m. unless otherwise announced.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

d. Special Meetings

BE IT RESOLVED that Special Meetings of the Board shall be called in accordance with the provisions of the Education Law, Section 1606.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

e. Records Access Officer

BE IT RESOLVED that the Assistant Superintendent for Human Resources and Professional Development shall be the Records Access Officer of the Poughkeepsie City School District, and

serve without remuneration, for the 2004/05 school year.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

- f. Records Management Officer  
BE IT RESOLVED that the Business Manager shall be the Records Management Officer of the Poughkeepsie City School District, and serve without remuneration, for the 2004/05 school year.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

- g. Title IX Coordinator  
BE IT RESOLVED that the Assistant Superintendent for Instruction shall be the Title IX Coordinator of the Poughkeepsie City School District, and serve without remuneration, for the 2004/05 school year.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

- h. ADA/Section 504 Coordinator  
BE IT RESOLVED that the Assistant Superintendent for Pupil Personnel Services shall be the ADA/Section 504 Coordinator (Equal Access for the Disabled) of the Poughkeepsie City School District, and serve without remuneration for the 2004/05 school year.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

- i. OSHA Coordinator

BE IT RESOLVED that the Board of Education appoint Gary McGrath as OSHA Coordinator, to serve without remuneration for the 2004/05 school year.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

j. Pesticide Coordinator

BE IT RESOLVED that the Board of Education appoint Gary McGrath as Pesticide Coordinator, to serve without remuneration for the 2004/05 school year.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

k. Safety Coordinator

BE IT RESOLVED that the Board of Education appoint Gary McGrath as Safety Coordinator, to serve without remuneration for the 2004/05 school year.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

l. Homeless Student Liaison

BE IT RESOLVED that the Board of Education appoint the Assistant Superintendent for Human Resources and Professional Development as the Homeless Student Liaison, to serve without remuneration for the 2004/05 school year.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

m. Districtwide School Safety Team

MOTION to table the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION tabled 5-0.

n. Professional Development Team

MOTION to table the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION tabled 5-0.

AUTHORIZATIONS

a. Chief School Officer to Certify Payrolls

BE IT RESOLVED that the Superintendent of Schools, or his designee, is authorized by the Board of Education to certify all payrolls for the Poughkeepsie City School District.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

b. School Purchasing Agent

BE IT RESOLVED that Jeffrey M. Baker be appointed School Purchasing Agent for the Poughkeepsie City School District.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

c. Attendance at Conferences, Conventions and Workshops

1. BE IT RESOLVED that the Superintendent be authorized to approve conference and workshop requests within the voter adopted budgetary allocation, for all other administrative, instructional and non-instructional personnel. Foreign travel, domestic air travel and other

authorizations will be submitted to the Board for prior approval.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

2.BE IT RESOLVED that a vote of the Board of Education shall authorize any travel exceeding 200 miles round trip, by school board members, for school District related purposes.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

d. Establishment of Petty Cash Amount

BE IT RESOLVED that petty cash and change fund accounts be established in the following amounts at the designated locations and under the custody of the following individuals:

<u>Amount</u>	<u>Location</u>	<u>Individual</u>
1. \$100.00	Central Administration	Sec/to Business Manager
2. \$100.00	Central Administration	District Tax Collector
3. \$100.00	Central Administration	Special Projects Assistant/Maintenance Department
4. \$100.00	Central Administration	Deputy Tax Collector
5. \$100.00	Poughkeepsie High School	Secretary to Principal
6. \$100.00	Poughkeepsie Middle School	Secretary to Principal
7. \$100.00	Columbus School	Secretary to Principal
8. \$100.00	Krieger School	Secretary to Principal
9. \$100.00	Clinton School	Secretary to Principal
10. \$100.00	Morse School	Secretary to Principal
11. \$100.00	Warring School	Secretary to Principal
12. \$100.00	Smith School	Secretary to Principal
13. \$100.00	Circle of Courage	Secretary to Principal
14. \$100.00	Cafeteria - PHS	Director of Food Service
15. \$100.00	Cafeteria - PMS	Director of Food Service
16. \$100.00	Cafeteria - Office	Director of Food Service
17. \$100.00	Office of Student Services	Asst. Supt. for Pupil Personnel

MOTION to approve the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

e. Signature on Checks

BE IT RESOLVED that the Treasurer, or Deputy Treasurer in the absence of the Treasurer, be authorized to sign checks for the school district.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

f. School Lunch Program

BE IT RESOLVED that the Business Manager and School Lunch Director be authorized to sign agreements, reports and claims with the State Education Department in connection with the operation of the National School Lunch Program in the schools of this District.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

g. Bonding Personnel

BE IT RESOLVED that the District Treasurer and Tax Collector shall be bonded in the amount of \$250,000.00, and that all other personnel required to be bonded by law, or regulation, be bonded in the amount of \$100,000.00.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

h. Adoption of Rules and Regulations

BE IT RESOLVED that the rules and regulations and the policies as presented in the Bylaws and Policy Manual of the Poughkeepsie City School District Board of Education be continued for the

ensuing year unless changed as a result of action of the Board of Education.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

i. Mileage Reimbursement Rate

BE IT RESOLVED that a mileage reimbursement rate of 37.5 cents be adopted for the 2004/05 school year.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

j. Ad Hoc Committees

BE IT RESOLVED that Ad Hoc Committees of the Board will be created and appointed by the Board of Education, as needed.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

k. Appointments to the District Committee on Special Education for the 2004/2005 School Year

BE IT RESOLVED that the following persons be appointed to the District Committee on Special Education to serve for the 2004/2005 school year, as recommended by the Superintendent.

*(See Board File)*

MOTION to approve the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

l. Instructional & Non-Instructional Substitutes

1. BE IT RESOLVED that the Superintendent, or his designee, the Assistant Superintendent for Human Resources and Professional Development, be authorized to hire non-instructional substitutes within budget limitations.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

2. BE IT RESOLVED that the Superintendent, or his designee, the Assistant Superintendent for Human Resources and Professional Development, be authorized to hire instructional substitutes within budget limitations.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

m. Chief School Officer Authorized to Approve Budget Transfers

BE IT RESOLVED that the Board of Education hereby authorizes the Chief School Officer to make budget transfers within functional units of the budget when such funds are available for such other use, in an amount not to exceed \$25,000 per fiscal year, provided that a record of such transaction is presented to the Board for its information at its next Regular meeting. A monthly report shall be provided to the BOE delineating all budgetary transfers.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

n. Chief School Officer Authorized to Approve Budgeted Professional Services

BE IT RESOLVED that the Board of Education hereby authorizes the Chief School Officer to approve budgeted professional services for entitled programs.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

- o. Authorization to Patrol School District Property or Premises  
BE IT RESOLVED that the Board of Education hereby authorizes the City of Poughkeepsie Police Department to come onto School District property and premises, before, during and after school hours, upon request of authorized school district personnel for the purpose of patrolling such premises and property; and

BE IT FURTHER RESOLVED that the School District Clerk shall send a copy of this resolution to the Mayor, City Clerk and City Council of the City of Poughkeepsie, as well as the Chief of the City of Poughkeepsie Police Department.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

#### BOARD OF EDUCATION

- a. Liaison to City of Poughkeepsie Common Council  
BE IT RESOLVED that the Board of Education hereby appoints *Carol Bogle* to serve as the Board's liaison to the City of Poughkeepsie Common Council for the 2004/05 school year.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

- b. Liaison to Dutchess County School Board's Association  
BE IT RESOLVED that the Board of Education hereby appoints *Ellen W. Staino* to serve as the Board's liaison to the Dutchess County School Boards Association for the 2004/05 school year.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

c. Legislative Liaison

BE IT RESOLVED that the Board of Education hereby appoints *Stanley Merritt* to serve as the Board's legislative liaison for the 2004/05 school year.

MOTION to approve the resolution was moved by Mrs. Staino, seconded by Mrs. Bogle and carried.

A Roll Call vote was unanimous.

RESOLUTION passes 5-0.

**ADJOURNMENT**

There being no further business, it was moved by Mrs. Staino, seconded by Mrs. Bogle and carried to adjourn the Reorganization Meeting at 9:03 p.m. at which time the Board entered into the Regular Meeting.

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Maria L. McCabe, Clerk  
Board of Education

Approved: -----