

**REGULAR MEETING, BOARD OF EDUCATION,  
SOUTH ORANGETOWN CENTRAL SCHOOL DISTRICT, THURSDAY, JUNE 2, 2011**

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**I. CALL TO ORDER**

Mrs. Pitruzzella called the meeting to order at 6:30 p.m.

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CALL TO ORDER  
6:30 P.M.

**II. ROLL CALL**

Present: Mrs. Pitruzzella  
Mr. De Vincenzo  
Mr. Jacobs (arrived 8:12 p.m.)  
Mrs. Uhl

Dr. Ken Mitchell, Superintendent of Schools  
Ms. Ann Vaccaro-Teich, Deputy Superintendent  
Members of Administration  
Members of the Community  
Theresa Campanella, District Clerk

Absent: Mr. Spiro

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ROLL CALL

**III. ADJOURN TO EXECUTIVE SESSION**

Motion by Mrs. Uhl Seconded by Mr. De Vincenzo

**RESOLVED** that the Board of Education adjourns to executive session to discuss the employment history of particular individuals and contractual matters.

*Motion to accept carried unanimously.*

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ADJOURN TO  
EXECUTIVE  
SESSION

**IV. RECONVENE TO REGULAR MEETING**

Motion by Mrs. Uhl Seconded by Mr. De Vincenzo

**RESOLVED** that the Board of Education convene to a regular meeting at 7:45 p.m.

*Motion to accept carried unanimously.*

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RECONVENE TO  
REGULAR  
MEETING

7:45 PM

**V. INFORMATION & PROPOSALS**

**Celebrations – Tenure, Milestones & Retirements**

Teachers receiving tenure, employees celebrating milestones, and retirees were honored in the Tappan Zee High School Cafeteria. Family members of those being honored were in attendance. A list of those honored is attached.

**Board Announcements**

- TZHS Baseball – playing first Section Championship game in school history at Dutchess County Stadium in Wappingers Falls
- Journal News Scholar Athletes – TZHS broke a school record with Lacrosse players Kerry & Molly O'Donohue who were selected as Scholar Athletes. TZHS had seven scholar athletes of the week this year.
- TZHS Junior Erika Gould was awarded \$500 bond from Rockland County School Boards Association.

INFORMATION &  
PROPOSALS

Celebrations –  
Tenure,  
Milestones, &  
Retirements

Board  
Announcements

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- TZHS Student Hannah Kim won 3<sup>rd</sup> place in AAA Traffic Safety Poster contest
- Ms. Kottie Christie-Blick is local recipient of Barnes & Noble's "My Favorite Teacher" Award
- TZHS sophomore Soreya Scilipote receives 1<sup>st</sup> scholarship for Student Summer in Provence, France
- Leo Club had a midnight run into Manhattan on May 14<sup>th</sup> and helped to beautify Blauvelt Park on May 22<sup>nd</sup>. They were also honored by the Lions at the First annual Thank You Leos brunch with over 1000 hours of community service
- TZHS Blood Drive was awarded "Most Improved High School" by New York Blood Center and will be honored on June 13<sup>th</sup> at the Yankee home game.

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**VI. PUBLIC COMMENTARY – NONE**

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PUBLIC COMMENTARY – NONE

**VII. DISCUSSION/ACTION ITEMS**

DISCUSSION/ACTION ITEMS

**BOARD DISCUSSION**

Board Discussion

- **Policies – First Reading:** **6850** – Retiree Benefit Procedures; **8112** – Health and Safety Committee; **8120.2** – Safe Use of Hazardous Chemicals; **8121** – First Aid; **8123.1** – Contagious Diseases; **8130** – School Safety Plans and Teams; **8131** – Pandemic Planning; **8150** – Police Authorization to Enforce Legal Statutes on School Property; **8210.1** – Use of Surveillance Cameras; **8240** – Traffic and Parking on School Property; **8330** – Authorized Use of School-Owned Materials and Equipment; **8410** – Student Transportation; **8411** – School Bus Scheduling and Routing; **8413** – Transportation for Non-Public School Students; **8414** – School Bus Safety Program; **8414.4** – Digital Cameras on School Buses; **8414.6** – Idling Prohibition for Buses and Other School Vehicles; **8421** – District Owned Vehicles; **8910** – Recycling of Solid Waste.

**ACTION ITEMS**

ACTION ITEMS

**A. CONSENT AGENDA**

CONSENT AGENDA

Motion by Mrs. Uhl

Seconded by Mr. De Vincenzo

**RESOLVED:** that the following Consent Agenda Items be approved (see resolutions marked with an asterisk {\*})

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**RESOLVED:** that Schedule 10/11 P21, Professional Personnel, be approved as attached (*see blue schedule*).

Schedule 10/11, P21, Professional Personnel

Motion to move Consent Agenda, Item I, Tenure recommendations: Mrs. Uhl, seconded by Mr. De Vincenzo

***Motion to accept carried unanimously.***

*Note: Mrs. Pitruzzella, Board President, recessed meeting at 8:26 p.m.*

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**RECONVENE MEETING**

RECONVENE MEETING

Motion by Mr. De Vincenzo

Seconded by Mr. Jacobs

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**RESOLVED** that the Board of Education reconvene the meeting at 8:45 p.m.

8:45 PM

***Motion to accept carried unanimously.***

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**RESOLVED:** that Schedule 10/11 H21, Committee on Special Education, be approved as attached (*see blue schedule*).

Schedule 10/11,  
H21, Committee  
on Special  
Education

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**RESOLVED:** that Schedule 10/11 HP15, Committee on Preschool Special Education, be approved as attached (*see blue schedule*).

Schedule 10/11,  
HP 15,  
Committee on  
Special  
Education

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**RESOLVED:** that the Board of Education accept the minutes of May 10, 2011.

Acceptance of  
May 10, 2011,  
Minutes

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**RESOLVED:** that the Board of Education accept the minutes of May 17, 2011.

Acceptance of  
May 17, 2011,  
Minutes

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**Acceptance of Audit Committee Minutes**

Acceptance of  
Audit Committee  
Minutes

**RESOLVED** that the Board of Education accept the Audit Committee minutes of April 26, 2011 meeting, each Board member having received a copy.

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**Acceptance of Internal Audit Report**

Acceptance of  
Internal Audit  
Report

**RESOLVED** that the Board of Education of the South Orangetown Central School District accept the Internal Audit Report dated April 28, 2011, for the audit of the District's internal controls in the areas of Purchasing, Accounts Payable, and Cash Disbursements. Said report having been reviewed by the Business Office and Audit Committee. See appended report.

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**Acceptance of the Corrective Action Plan in Response to the Internal Auditor's Report**

Acceptance of  
Corrective Action  
Plan in Response  
to Internal  
Auditor's Report

**RESOLVED** that the Board of Education of the South Orangetown School District accept the attached corrective action plan in response to the Internal Audit Report relative to the areas of Purchasing, Accounts Payable, and Cash Disbursements for the period ending February 28, 2011. Said Corrective Action Plan having been reviewed by the Internal Auditors and Audit Committee.

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**Acceptance of Donation**

Acceptance of  
Donation

**RESOLVED** that the Board of Education of the South Orangetown Central School District accepts, with gratitude, the following donations from the SOCES PTA.

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**BE IT FURTHER RESOLVED** that the Board of Education of the South Orangetown Central School District increase the 2010-2011 budget in the amount of \$ 1500.00 as follows:

Estimated Revenue – A/C A510	\$ 1500.00
A/C A2705.05 Donations CLE	1500.00
Appropriations – A/C A960	\$ 1500.00
A/C A2110.407-05-0407	1500.00

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**Appointment of Professional Independent Auditors**

**WHEREAS** a Request for Proposal for external auditing services was prepared by administration and reviewed by the Audit Committee/ Finance Council (“the Committee”) on October 19, 2009, and advertised on October 23, 2009.

**AND WHEREAS** R.S. Abrams & Co., LLP was appointed by the Board of Education at the January 7, 2010 meeting to perform these services commencing with the June 30, 2010 audit, with an option to extend at the end of each year for a maximum of four years.

**FURTHERMORE** R.S. Abrams & Co., LLP has submitted an engagement letter to perform the audit of the financial statements of the District for the fiscal year ended June 30, 2012; said engagement letter was reviewed by the Audit Committee at their May 23, 2011 meeting.

**RESOLVED** that based on the recommendation of the Committee, the Board of Education accepts the engagement letter from R.S. Abrams & Co., LLP to perform the audit of the financial statements for the fiscal year ended June 30, 2012 at a fee not to exceed \$36,500. See appended engagement letter.

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**Appointment of Internal Auditors**

**WHEREAS** a Request for Proposal for internal auditing services was prepared by administration and reviewed by the Audit Committee/ Finance Council (“the Committee”), and advertised on March 20, 2010.

**AND WHEREAS** Nugent & Haeussler, P.C. was appointed by the Board of Education at the June 17, 2010 meeting to perform these services beginning with the 2010-11 school year with an option to extend by the District at the end of each year for a maximum of four years.

**AND WHEREAS** Nugent & Haeussler, P.C. has submitted an engagement letter for internal audit services for the 2011-12 school year and said engagement letter was reviewed by the Audit Committee at their May 23, 2011 meeting. The scope of services shall consist of an update to the initial risk assessment for the fiscal year ending June 30, 2012 at a fee of \$2,200.

Appointment of  
Professional  
Independent  
Auditors

Appointment of  
Internal Auditors

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**FURTHERMORE**, based on the results of the risk assessment, other areas will be identified for testing of internal controls at a rate to be determined by the Audit Committee in accordance with their proposed hourly rates.

**RESOLVED** that based on the recommendation of the Audit Committee, the Board of Education accepts the engagement letter from Nugent & Haeussler to provide internal audit services to the District for the 2011-2012 school year. See appended engagement letter.

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**Special Education and Related Services for 2011-2012**

**WHEREAS** the Board of Education of the South Orangetown Central School District on July 26, 2009, publicly advertised an RFP for providing special education and related services for the 2009-2010 school year, which were publicly opened and read aloud on August 10, 2009.

**WHEREAS** proposals were awarded at the August 20, 2009, Board of Education meeting to provide those services.

**AND WHEREAS** in accordance with the terms of the contract, paragraph #9, Option to Extend the Term of the contract for two consecutive years, the District and the vendors have agreed to maintain rates at the same level as the original award.

**THEREFORE BE IT RESOLVED** that the Board of Education agrees to extend the contract for the 2011-2012 school year in accordance with the rates of the original award accepted on August 20, 2009. Rates will remain as follows:

<b>Vendor</b>	<b>Service</b>	<b>Rate of pay</b>
Rita Perlin	Psychological Evaluations	\$500.00/task
Stephen Koretsky	Psychological Evaluations	\$500.00/task
Debbie Smoller	Educational Evaluations	\$300.00/task
Creative Tutoring	Hospital/Home Instruction	\$55.00/hour

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**Website Services for 2011-2012**

**WHEREAS** the Board of Education of the South Orangetown Central School District on July 9, 2010 publicly advertised an RFP for Website Development, Design Implementation, Maintenance and Hosting Services for the 2010-2011 school year, which proposals were opened on July 19, 2010.

**WHEREAS**, Krouskoff Consulting was accepted at the August 26, 2010, Board of Education meeting to provide those services.

**AND WHEREAS** in accordance with the terms of the contract, the District and the vendor have agreed to maintain rates at the same level as the original award.

**THEREFORE BE IT RESOLVED** that the Board of Education agrees to extend the contract for the 2011-2012 school year in accordance with the rates of the original award accepted on August 26, 2010. Rates will remain as follows and will not exceed \$30,000:

Special  
Education &  
Related Services  
for 2011-2012

Website Services  
for 2011-2012

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<b>General Description</b>	<b>Rate</b>	<b>Rate for After Hours, Overtime Services</b>
Website Maintenance & other web based applications	\$75/hr	\$112.50/hr (5 p.m. – 8 a.m.)
On-site meetings & professional development	\$125/hr	\$187.50/hr *
Related Expenses 3 <sup>rd</sup> Party Fees - estimated	Website Hosting \$108/yr Blog Servers \$200/yr	

\*Limited to school or weather related emergencies, and posting of voting results. All other requests require administrator written approval in advance of work being performed.

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**Landscaping Services for 2011-2012**

Landscaping Services for 2011-2012

**WHEREAS** the Board of Education of the South Orangetown Central School District on February 11, 2010 publicly advertised a bid for Landscaping Services for the 2010-2011 school year, which bids were publicly opened and read aloud on February 23, 2010.

**WHEREAS**, Belleville Landscaping, Inc. was awarded the bid at the March 11, 2010, Board of Education meeting to provide those services.

**AND WHEREAS** in accordance with the terms of the contract, Section 3.0, Option to Extend the Term of the contract for two consecutive years, the District and the vendor have agreed to maintain rates at the same level as the original award.

**THEREFORE BE IT RESOLVED** that the Board of Education agrees to extend the contract for the 2011-2012 school year in accordance with the rates of the original award accepted on March 11, 2010. Rates will remain at \$57,400 and an hourly rate of \$30 for additional work.

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**Security Services for 2011-2012**

Security Services for 2011-2012

**WHEREAS** the Board of Education of the South Orangetown Central School District on January 7, 2010 publicly advertised a bid for security services for the 2010-2011 school year, which bids were publicly opened and read aloud on February 1, 2010.

**WHEREAS** Bowles Corporate Services Inc.'s bid was accepted at the March 2, 2010 Board of Education meeting to provide those services.

**AND WHEREAS** in accordance with the terms of the contract Section 3.0 Option to Extend the Term of the contract for two consecutive years, the District and the vendor have agreed to maintain rates at the same level as the original award.

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**THEREFORE BE IT RESOLVED** that the Board of Education agrees to extend the contract for the 2011-2012 school year in accordance with the rates of the original award accepted on March 2, 2010. Rates will remain as follows:

<b>Job Description</b>	<b>Hourly Rate</b>
Security Guard	\$18.94
Supervisor	\$23.00
District Wide Supervisor	\$30.00

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**Resolution to Accept Financial Reports – April 2011**

**WHEREAS**, the Board of Education of the South Orangetown CSD has received from the District Treasurer the monthly financial schedules as stated below

**FURTHERMORE**, the Board has had an opportunity to review the reports, question items and receive responses from the Deputy Superintendent and District Treasurer

**RESOLVED** that the Board of Education of the South Orangetown Central School District accept the following financial schedules for April 2011

Schedule 2010-2011 T-APR	Treasurer Reports
Schedule 2010-2011 BT- APR	Budget Transfers
Schedule 2010-2011 FR- APR 1	General Fund Financial Reports
Schedule 2010-2011 FR- APR 2	School Lunch Fund Financial Reports
Schedule 2010-2011 FR- APR 3	Special Aid Fund Financial Reports
Schedule 2010-2011 FR- APR 4	Capital Fund Financial Reports
Schedule 2010-2011 FR- APR 5	Debt Service Fund Financial Reports
Schedule 2010-2011 W- APR 1	General Fund Warrants
Schedule 2010-2011 W- APR 2	School Lunch Fund Warrants
Schedule 2010-2011 W- APR 3	Special Aid Fund Warrants
Schedule 2010-2011 W- APR 4	Capital Fund Warrants
Schedule 2010-2011 W- APR 5	Trust Fund Warrants

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**Resolution to Accept Claims Auditor Report – April 2011**

**RESOLVED** that the Board of Education of the South Orangetown School District accept the attached Claims Auditor Reports for the month of April 2011 (see appended reports). Be it also noted that copies of the reports were also being provided to the Audit Committee.

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**Tax Anticipation Note for the Fiscal Year Ending June 30, 2012**

**RESOLVED** by the Board of Education of South Orangetown Central School District, in the County of Rockland, New York, as follows:

Section 1. Tax Anticipation Notes (herein called “Notes”) of South Orangetown Central School District, in the County of Rockland, New York (herein called “District”), in the principal amount of not to exceed \$5,000,000, and any notes in

Resolution to  
Accept Financial  
Reports – April  
2011

Resolution to  
Accept Claims  
Auditor Report –  
April 2011

Tax Anticipation  
Note for Fiscal  
Year Ending  
June 30, 2012

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renewal thereof, are hereby authorized to be issued pursuant to the provisions of Sections 24.00 and 39.00 of the Local Finance Law, constituting Chapter 33-a of the Consolidated Laws of the State of New York (herein called "Law").

Section 2. The following additional matters are hereby determined and declared:

- (a) The Notes shall be issued in anticipation of the collection of real estate taxes to be levied for school purposes for the fiscal year commencing July 1, 2011 and ending June 30, 2012, and the proceeds of the Notes shall be used only for the purposes for which said taxes are levied.
- (b) The Notes shall mature within the period of one year from the date of their issuance.
- (c) The Notes are not issued in renewal of other notes.
- (d) The total amount of such taxes remains uncollected at the date of adoption of this resolution.

Section 3. The Notes hereby authorized shall contain the recital of validity prescribed by Section 52.00 of the Law and shall be general obligations of the District, and the faith and credit of the District are hereby pledged to the punctual payment of the principal of and interest on the Notes and unless the Notes are otherwise paid or payment provided for, an amount sufficient for such payment shall be inserted in the budget of the District and a tax sufficient to provide for the payment thereof shall be levied and collected.

Section 4. Subject to the provisions of this resolution and the Law, and pursuant to Sections 50.00, 56.00, 60.00 and 61.00 of the Law, the power to sell and issue the Notes authorized pursuant hereto, or any renewals thereof, and to determine the terms, form and contents, including the manner of execution, of such Notes, and to execute arbitrage certifications relative thereto, is hereby delegated to the President of the Board of Education, the chief fiscal officer of the District.

Section 5. The Notes shall be executed in the name of the District by the manual signature of the President of the Board of Education, the Vice President of the Board of Education, the District Treasurer, the District Clerk, or such other officer of the District as shall be designated by the chief fiscal officer of the District, and shall have the corporate seal of the District impressed or imprinted thereon which corporate seal may be attested by the manual signature of the District Clerk.

Section 6. This resolution shall take effect immediately.

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**Adoption of Policies**

**RESOLVED** that the Board of Education of the South Orangetown Central School District adopt the following policies: **6850** – Retiree Benefit Procedures; **8112** – Health and Safety Committee; **8120.2** – Safe Use of Hazardous Chemicals; **8121** – First Aid; **8123.1** – Contagious Diseases; **8130** – School Safety Plans and Teams; **8131** – Pandemic Planning; **8150** – Police Authorization to Enforce Legal Statutes on School Property; **8210.1** – Use of Surveillance Cameras; **8240** – Traffic and Parking

Adoption of  
Policies

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on School Property; **8330** – Authorized Use of School-Owned Materials and Equipment; **8410** – Student Transportation; **8411** – School Bus Scheduling and Routing; **8413** – Transportation for Non-Public School Students; **8414** – School Bus Safety Program; **8414.4** – Digital Cameras on School Buses; **8414.6** – Idling Prohibition for Buses and Other School Vehicles; **8421** – District Owned Vehicles; **8910** – Recycling of Solid Waste.

***Motion to accept Consent Agenda as amended carried:***

***3 yes; 1 abstain (Mr. Jacobs)***

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**B. New Business – None**

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**New Business –  
None**

**ADJOURNMENT**

**VIII. ADJOURNMENT**

Motion by Mr. De Vincenzo \_\_\_\_\_ Seconded by Mrs. Uhl \_\_\_\_\_

**RESOLVED:** the meeting is adjourned at 9:08 p.m. to Executive Session to discuss contractual matters and the employment history of a particular individual.

**9:08 PM**

Respectfully Submitted,

Theresa Campanella  
District Clerk

Certificated Personnel

I TENURE

It is recommended that the Board of Education grant tenure to the following teachers effective 8/28/11:

- **Dino Doremus, Math**
- **Marc Eckert, Elementary Education**
- **Jennifer Jacobs, Elementary Education**
- **Peter Kavanagh, Math**

It is recommended that the Board of Education grant tenure to the following teaching assistants effective 8/28/11:

- **Lisette Fernandez**
- **Donna Soyk**

It is recommended that the Board of Education grant tenure to the following teacher effective 9/1/11:

- **Suzanne Luke, Elementary Education**

It is recommended that the Board of Education grant tenure to the following teacher effective 9/3/11:

- **AnneMarie Carella, English**

II LEAVES OF ABSENCE

It is recommended that the Board of Education rescind the action of the BOE meeting of 2/17/11 for the leave of absence of the following teacher:

- **Debra DiTuri**, rescind leave of absence; effective dates 9/1/11 – 11/20/11

It is recommended that the Board of Education approve the leaves of absence of the following teachers:

- **Kathleen Allen**, 1.0 Elementary teacher at TZE  
6/4/11 – 6/30/11 Unpaid leave
- **Bernadette Carroll**, 1.0 Social Studies teacher at TZHS  
9/1/11 – 1/29/12 Unpaid leave
- **Margaret Dowling-Murphy**, 1.0 English teacher at TZHS  
9/1/11 – 6/30/11 Unpaid leave

Certificated Personnel

**III APPOINTMENTS**

It is recommended that the Board of Education approve the appointment of the following probationary teacher:

- **Matthew Robertson**, 1.0 Social Studies teacher at TZHS; step 4BA, salary \$54,421; probationary period 3 years (tenure date 9/1/14); tenure area Social Studies; Social Studies 7 – 12 Initial Certification; effective 9/1/11

It is recommended that the Board of Education approve the appointments of the following part-time teachers:

- **Maryann Massillio**, .4 Home and Career teacher at SOMS; step 4MA+45, \$71,698 (pro-rated); Family & Consumer Sciences Initial Certificate; effective 9/1/11 – 6/30/12
- **Mary McCoy**, .5 Elementary teacher at ECP; step 11MA, \$86,992 (pro-rated); Pre-K, Kindergarten, & Grades 1 – 6 Permanent Certificate; effective 9/1/11 – 6/30/12

It is recommended that the Board of Education approve the appointment of the following substitute teacher for the 2010-2011 school year at the contractual rate of pay according to the SOSTA contract:

- **Jennifer Laurita**

**IV EXTRA-PAY ASSIGNMENTS**

It is recommended that the Board of Education rescind the action of the BOE meeting of 10/20/10 for the appointment of teacher mentors:

- **Lori Berube**, rescind appointment as teacher mentor for the 2010-2011 school year
- **Pamela Hess**, rescind appointment as teacher mentor for the 2010-2011 school year

It is recommended that the Board of Education approve the appointments of the following for the 2010-2011 school year:

**TZHS Learning Institutes**

Each teacher works up to 10 hours at \$51.67 per hour, plus up to 2 hours planning time at \$36.80 per hour:

- **Peter Kavanagh – Geometry**
- **Lisa Jacobs - Algebra**