Tuxedo Board of Education - Organizational Meeting
Tuesday, July 7, 2020

Tuxedo Union Free School District
Board of Education
Google Meet Video Conference
7:00pm

Generated by Kristine DiFrancesco on Wednesday, July 8, 2020

Members present
Meg Vaught, Dorothy Ziegelbauer, Michael Arone, Kimberly Breiland, Daniel Castricone, Lucy Cerezo Scully, Joe Rickard

Meeting called to order at 7:28 PM

1. Meeting Opening

Procedural: 1.1 Call to Order

Procedural: 1.2 Pledge of Allegiance

Procedural: 1.3 Roll Call and Quorum Check

2. Nominations & Oath of Office

Action: 2.1 Board of Education, President
There were two nominations for Board of Education President, Dorothy Ziegelbauer and Dan Castricone. Dorothy Ziegelbauer took her oath.

Motion to appoint Dorothy Ziegelbauer as President of the Tuxedo Board of Education for the 2020-2021 School year.

Motion by Meg Vaught, second by Kimberly Breiland.
Final Resolution: Motion Passed
Yes: Meg Vaught, Dorothy Ziegelbauer, Kimberly Breiland, Joe Rickard
No: Michael Arone, Daniel Castricone, Lucy Cerezo Scully

Action: 2.2 Board of Education, Vice President
There were two nominations for Vice President, Meg Vaught and Dan Castricone. Meg Vaught took her oath.

Motion to appoint Meg Vaught as Vice President of the Tuxedo Board of Education for the 2020-2021 School year.

Motion by Kimberly Breiland, second by Dorothy Ziegelbauer.
Final Resolution: Motion Passed
Yes: Meg Vaught, Dorothy Ziegelbauer, Kimberly Breiland, Joe Rickard
No: Michael Arone, Daniel Castricone, Lucy Cerezo Scully
3. Appointments

Action: 3.1 Designation of Legislative Liaison to NYSSBA
Joe Rickard volunteered to be the Legislative Liaison for NYSSBA.

Motion to appoint Joe Rickard as Legislative Liaison to the NYS School Boards Association for the 2020/21 school year.

Motion by Dorothy Ziegelbauer, second by Meg Vaught.
Final Resolution: Motion Passed
Yes: Meg Vaught, Dorothy Ziegelbauer, Michael Arone, Kimberly Breiland, Daniel Castricone, Lucy Cerezo Scully, Joe Rickard

Action: 3.2 Designation of the Legislative Liaison to OCSBA
Meg Vaught volunteered to be the legislative liaison to OCSBA.

Motion to appoint Mary Vaught as Legislative Liaison to OCSBA for the 2020/21 school year.

Motion by Dorothy Ziegelbauer, second by Kimberly Breiland.
Final Resolution: Motion Passed
Yes: Meg Vaught, Dorothy Ziegelbauer, Michael Arone, Kimberly Breiland, Daniel Castricone, Lucy Cerezo Scully, Joe Rickard

Action: 3.3 Approval of Officers and Personnel for the 2020-21 School Year
Motion to approve officers and personnel for the 2020-21 school year as presented.

<table>
<thead>
<tr>
<th>POSITION</th>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>TREASURER</td>
<td>Kevin Ziemba</td>
</tr>
<tr>
<td>ASSISTANT TREASURER</td>
<td>TBD</td>
</tr>
<tr>
<td>DISTRICT CLERK</td>
<td>Kristine DiFrancesco</td>
</tr>
<tr>
<td>TAX COLLECTOR</td>
<td>Lynda Mitrione</td>
</tr>
<tr>
<td>PHYSICIANS</td>
<td>TBD</td>
</tr>
<tr>
<td>ATTORNEY</td>
<td>Shaw, Perelson, May &amp; Lambert LLP</td>
</tr>
<tr>
<td>EXTERNAL AUDITOR</td>
<td>TBD</td>
</tr>
<tr>
<td>INSURANCE CONSULTANT</td>
<td>NY School Insurance Reciprocal</td>
</tr>
<tr>
<td>ATTENDANCE OFFICER</td>
<td>Matthew Takeuchi</td>
</tr>
<tr>
<td>RECORDS MANAGEMENT OFFICER</td>
<td>Kevin Ziemba</td>
</tr>
<tr>
<td>TITLE IX OFFICERS</td>
<td>Nicole Scariano &amp; Paul Brown</td>
</tr>
<tr>
<td>TITLE VI OFFICER</td>
<td>Nicole Scariano</td>
</tr>
<tr>
<td>SECTION 504 COORDINATOR</td>
<td>Nicole Scariano</td>
</tr>
<tr>
<td>CPSE/CSE CHAIRPERSON</td>
<td>Nicole Scariano</td>
</tr>
<tr>
<td>DIGNITY COORDINATORS GGM</td>
<td>Paul Brown and Stephanie Mancini</td>
</tr>
<tr>
<td>DIGNITY COORDINATORS HS</td>
<td>Christine Oliva &amp; Nicole Scariano</td>
</tr>
<tr>
<td>HOMELESS LIAISON</td>
<td>Christine Oliva</td>
</tr>
<tr>
<td>DEPT. OF SOCIAL SERVICES CONTACT</td>
<td>Christine Oliva</td>
</tr>
<tr>
<td>RECORDS ACCESS OFFICER</td>
<td>Kristine DiFrancesco</td>
</tr>
<tr>
<td>RESIDENCY OFFICER</td>
<td>Kevin Ziemba</td>
</tr>
<tr>
<td>RECORDS ACCESS APPEAL OFFICER</td>
<td>Kevin Ziemba</td>
</tr>
<tr>
<td>CLAIMS AUDITOR</td>
<td>Bernice Feest</td>
</tr>
</tbody>
</table>

Motion by Dorothy Ziegelbauer, second by Meg Vaught.
Final Resolution: Motion Passed
Yes: Meg Vaught, Dorothy Ziegelbauer, Michael Arone, Kimberly Breiland, Daniel Castricone, Lucy Cerezo Scully, Joe Rickard

**Action: 3.4 Approval of Designations**
Motion for approval of designations as presented.

<table>
<thead>
<tr>
<th>BANKS FOR ALL OFFICIAL DEPOSITS</th>
<th>J.P. Morgan Chase, Connect One Bank, NY-CLASS, New York Liquid Asset Fund (Any commercial bank in NY State for Certificates of Deposit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICIAL NEWSPAPERS</td>
<td>Times Herald Record &amp; Photo News</td>
</tr>
<tr>
<td>REGULAR MONTHLY BOE MEETINGS</td>
<td>3rd Thursday of each month at 7:00 PM, subject to change by the Board of Education</td>
</tr>
</tbody>
</table>

Motion by Dorothy Ziegelbauer, second by Kimberly Breiland.
Final Resolution: Motion Passed
Yes: Meg Vaught, Dorothy Ziegelbauer, Michael Arone, Kimberly Breiland, Daniel Castricone, Lucy Cerezo Scully, Joe Rickard

**Action: 3.5 Approval of Authorization**
Approval of the following authorizations for the 2020-21 School year.

<table>
<thead>
<tr>
<th>CERTIFICATION OF PAYROLL</th>
<th>Chief School Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>PURCHASING AGENT</td>
<td>Business Administrator (Superintendent in absence of Business Administrator)</td>
</tr>
<tr>
<td>ATTENDANCE AT CONFERENCES</td>
<td>Chief School Administrator</td>
</tr>
<tr>
<td>GENERAL PETTY CASH FUND</td>
<td>High School $100 (Matthew Takeuchi)</td>
</tr>
<tr>
<td></td>
<td>Transportation $100 (JoAnn Martin)</td>
</tr>
<tr>
<td>SIGNATURE ON ALL DISTRICT CHECKS</td>
<td>Treasurer (School Business Administrator in absence of Treasurer)</td>
</tr>
<tr>
<td>BUDGET TRANSFERS</td>
<td>Superintendent</td>
</tr>
<tr>
<td>GRANTS IN AID</td>
<td>Superintendent</td>
</tr>
</tbody>
</table>

Motion by Dorothy Ziegelbauer, second by Meg Vaught.
Final Resolution: Motion Passed
Yes: Meg Vaught, Dorothy Ziegelbauer, Michael Arone, Kimberly Breiland, Daniel Castricone, Lucy Cerezo Scully, Joe Rickard

**Action: 3.6 Existing Policies & Past Practices**
Motion to revive existing board policies and past practices for the Tuxedo UFSD, for the 2020-21 school year.

Motion by Meg Vaught, second by Kimberly Breiland.
Final Resolution: Motion Passed
Yes: Meg Vaught, Dorothy Ziegelbauer, Michael Arone, Kimberly Breiland, Daniel Castricone, Lucy Cerezo Scully, Joe Rickard

**Action: 3.7 Invest Monies at Prevailing Rate**
Motion for approval for Business Administrator/Superintendent to invest monies at the best prevailing rate.

Motion by Meg Vaught, second by Kimberly Breiland.
Final Resolution: Motion Passed
Yes: Meg Vaught, Dorothy Ziegelbauer, Michael Arone, Kimberly Breiland, Daniel Castricone, Lucy Cerezo Scully, Joe Rickard

Action: 3.8 Bonding for the 2020-21 School Year
Approval for Bonding of the District Clerk, District Treasurer, Tax Collector, Internal Claims Auditor and Treasurer of Activities Fund.

Motion by Kimberly Breiland, second by Lucy Cerezo Scully.
Final Resolution: Motion Passed
Yes: Meg Vaught, Dorothy Ziegelbauer, Michael Arone, Kimberly Breiland, Daniel Castricone, Lucy Cerezo Scully, Joe Rickard

Action: 3.9 Designation of the Audit Review Committee
It is recommended that the Tuxedo Board of Education appoint Joe Rickard and Dorothy Ziegelbauer as the Audit Review Committee to assess the findings of the external audit.

Motion by Kimberly Breiland, second by Meg Vaught.
Final Resolution: Motion Passed
Yes: Meg Vaught, Dorothy Ziegelbauer, Michael Arone, Kimberly Breiland, Daniel Castricone, Lucy Cerezo Scully, Joe Rickard

Action: 3.10 Designation of the Budget Review Committee
It is recommended that the Tuxedo Board of Education appoint Joe Rickard and Mary Vaught as the Budget Review Committee for the development of the 2020-2021 budget.

Motion by Kimberly Breiland, second by Meg Vaught.
Final Resolution: Motion Passed
Yes: Meg Vaught, Dorothy Ziegelbauer, Michael Arone, Kimberly Breiland, Daniel Castricone, Lucy Cerezo Scully, Joe Rickard

3.11 Committee Liaisons

Tuxedo 2025- Mary Vaught, Dorothy Ziegelbauer
Finance Committee- TBD
Policy Committee- Kimberly Breiland
Safety Committee- Dan Castricone
Operations Committee- Mike Arone
Curriculum Committee- Mary Vaught

4. Adjournment of Organizational Meeting and Convene into Regular Session

Action, Procedural: 4.1 Adjourn Organizational Meeting and Convene to Regular Session
Motio to adjourn the Organizational Meeting and Convene into Regular Session.

Motion by Meg Vaught, second by Michael Arone.
Final Resolution: Motion Passed
Yes: Meg Vaught, Dorothy Ziegelbauer, Michael Arone, Kimberly Breiland, Daniel Castricone, Lucy Cerezo Scully, Joe Rickard
5. Meeting Opening

Action, Procedural: 5.1 Approve Agenda
A board member asked to add Public Comment to the agenda.

Motion to approve the agenda and add public comment.

Motion by Daniel Castricone, second by Michael Arone.
Final Resolution: Motion Passed
Yes: Meg Vaught, Dorothy Ziegelbauer, Michael Arone, Kimberly Breiland, Daniel Castricone, Lucy Cerezo Scully, Joe Rickard

6. Consent Agenda

Action, Minutes: 6.2 Meeting Minutes 6-18-20
A board member asked if the emergency bus lease was applied for. Mr. Bohlke said it was in progress.

Motion to Approve Minutes from the 6-18-20 meeting.

Motion by Meg Vaught, second by Kimberly Breiland.
Final Resolution: Motion Passed
Yes: Meg Vaught, Dorothy Ziegelbauer, Michael Arone, Kimberly Breiland, Daniel Castricone, Lucy Cerezo Scully, Joe Rickard

Action: 6.3 Special Education Plan
Motion to accept the Special Education Plan for the 2020-2021 school year.

Motion by Meg Vaught, second by Kimberly Breiland.
Final Resolution: Motion Passed
Yes: Meg Vaught, Dorothy Ziegelbauer, Michael Arone, Kimberly Breiland, Daniel Castricone, Lucy Cerezo Scully, Joe Rickard

Action: 6.4 Resignation
Motion to approve resignation as presented.

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sharon Fox</td>
<td>Library Media Specialist</td>
<td>8/31/20</td>
</tr>
</tbody>
</table>

Motion by Lucy Cerezo Scully, second by Kimberly Breiland.
Final Resolution: Motion Passed
Yes: Meg Vaught, Dorothy Ziegelbauer, Michael Arone, Kimberly Breiland, Daniel Castricone, Lucy Cerezo Scully, Joe Rickard

Action: 6.5 Child Care Leave
Motion to approve child care leave through the end of the first semester for Anissa Kurian.

Motion by Dorothy Ziegelbauer, second by Lucy Cerezo Scully.
Final Resolution: Motion Passed
Yes: Meg Vaught, Dorothy Ziegelbauer, Michael Arone, Kimberly Breiland, Daniel Castricone, Lucy Cerezo Scully, Joe Rickard

**Action: 6.6 Superintendent Evaluation Tool**
Motion to approve the NYSSBA Superintendent's Evaluation Tool for the 2020-2021 school year.

Motion by Meg Vaught, second by Joe Rickard.
Final Resolution: Motion Passed
Yes: Meg Vaught, Dorothy Ziegelbauer, Michael Arone, Kimberly Breiland, Daniel Castricone, Lucy Cerezo Scully, Joe Rickard

**Action: 6.7 Obsolete Equipment**
Motion to declare the electronics equipment as obsolete and dispose of it in accordance with district regulations.

Motion by Michael Arone, second by Kimberly Breiland.
Final Resolution: Motion Passed
Yes: Meg Vaught, Dorothy Ziegelbauer, Michael Arone, Kimberly Breiland, Daniel Castricone, Lucy Cerezo Scully, Joe Rickard

7. Items for Discussion

**Action, Discussion: 7.1 2020-21 BOE Calendar**
Motion to approve Board of Education work session meetings for the 2020-21 school year on the first Tuesday of each month.

Motion by Meg Vaught, second by Kimberly Breiland.
Final Resolution: Motion Passed
Yes: Meg Vaught, Dorothy Ziegelbauer, Michael Arone, Kimberly Breiland, Daniel Castricone, Lucy Cerezo Scully, Joe Rickard

8. Public Comment

**Information, Procedural: 8.1 Guidelines for Public Comment**
Board member, Mike Arone, asked to go on public record stating the President and the Vice President are not allowed to make decisions on their own without consulting the BOE. A board member didn't receive an invitation to the graduation. Mr. Bohlke will have Mr. Takeuchi re-send via email.

9. Adjournment

**Action: 9.1 Adjourn Meeting**
Motion to adjourn the meeting.

Motion by Dorothy Ziegelbauer, second by Kimberly Breiland.
Final Resolution: Motion Passed
Yes: Meg Vaught, Dorothy Ziegelbauer, Michael Arone, Kimberly Breiland, Daniel Castricone, Lucy Cerezo Scully, Joe Rickard

Respectfully Submitted,