

**Harrison Central School District
Minutes of the Board of Education
December 12, 2018
Louis M. Klein Middle School**

The Regular Business Meeting was called to order at 7:03 PM by Lindy Wolverton.

Motion: Puccio

Second: Kozak

Carried: 4 to 0

PRESENT

Lindy Wolverton, Kelly Kozak, Placido Dino Puccio, Robert C. Sullivan, Jr., Louis N. Wool, Ed.D., Superintendent of Schools, Barbara Teevan, District Clerk.

ABSENT

Kelly Mulvoy Mangan, Dennis Di Lorenzo, Rachel Estroff

ALSO PRESENT

Brian Ladewig, Ed.D.

BE IT RESOLVED that, the Board hereby recess into executive session at 7:04 PM for the following purposes: to discuss a teacher personnel and contractual matter and a student matter.

Motion: Sullivan

Second: Puccio

Carried: 4 to 0

The Regular Business Meeting was called to order at 8:12 PM by Lindy Wolverton.

Motion: Di Lorenzo

Second: Puccio

Carried: 5 to 0

PRESENT

Lindy Wolverton, Dennis Di Lorenzo, Kelly Kozak, Placido Dino Puccio, Robert C. Sullivan, Jr., Louis N. Wool, Ed.D., Superintendent of Schools, Barbara Teevan, District Clerk.

ABSENT

Kelly Mulvoy Mangan, Rachel Estroff

ALSO PRESENT

Michael Greenfield

PLEDGE OF ALLEGIANCE

ACCEPTANCE OF MINUTES

November 28, 2018

Motion: Di Lorenzo

Second: Kozak

Carried: 5 to 0

SUPERINTENDENT'S REPORT

Presentation on Multiple Measures of Learning: Student Assessment in the International Baccalaureate Middle Years Program

PUBLIC PARTICIPATION

None

PERSONNEL REPORT

BE IT RESOLVED that, upon the recommendation of the Superintendent of Schools, the Board of Education approves Items IA-D, IIA and IIIA-B of the Personnel Report.

Motion: Di Lorenzo

Second: Puccio

Carried: 5 to 0

ADMINISTRATIVE REPORT

APPROVAL OF DATE CHANGE FOR HARRISON HIGH SCHOOL DEBATE TEAM FIELD TRIP TO LEXINGTON, MASSACHUSETTS FOR A DEBATE TOURNAMENT

BE IT RESOLVED that, upon the recommendation of the Superintendent of Schools, the Board of Education approves a field trip for the Harrison High School Debate Team to travel to Lexington High School in Lexington, Massachusetts on January 18, 2019 instead of January, 11, 2019. Departure will be at 2:45 PM on Friday, January 18, 2019 from Harrison High School and students will now return to Harrison High School at 1:00 AM on Sunday, January 20, 2019.

Motion: Di Lorenzo Second: Puccio Carried: 5 to 0

APPROVAL OF HARRISON HIGH SCHOOL MODEL CONGRESS FIELD TRIP TO PHILADELPHIA, PENNSYLVANIA FOR THE PENN MODEL CONGRESS

BE IT RESOLVED that, upon the recommendation of the Superintendent of Schools, the Board of Education approves a field trip for the Harrison High School Model Congress to travel to the Hilton Inn in Philadelphia, Pennsylvania on March 28, 2019. Departure will be at 8:00 AM on Thursday, March 28, 2019 from Harrison High School and students will return to Harrison High School at 5:30 PM on Sunday, March 31, 2019.

Motion: Di Lorenzo Second: Puccio Carried: 5 to 0

APPROVAL OF HARRISON HIGH SCHOOL DEBATE TEAM FIELD TRIP TO HOUSTON TEXAS FOR THE NATIONAL ROUND ROBIN

BE IT RESOLVED that, upon the recommendation of the Superintendent of Schools, the Board of Education approves a field trip for the Harrison High School Debate Team to travel to the Northland Christian School in Houston, Texas on March 28, 2019. Departure will be at 2:30 PM on Thursday, March 28, 2019 from Harrison High School and students will return to Harrison High School at 3:00 PM on Sunday, March 31, 2019.

Motion: Di Lorenzo Second: Puccio Carried: 5 to 0

APPROVAL OF HARRISON HIGH SCHOOL VARSITY SOFTBALL TEAM FIELD TRIP TO ORLANDO, FLORIDA FOR SPRING TRAINING

BE IT RESOLVED that, upon the recommendation of the Superintendent of Schools, the Board of Education approves a field trip for Harrison High School Varsity Softball to travel to Orlando, Florida on Saturday, April 13, 2019. Departure will be on Saturday, April 13, 2019 from Harrison High School and students will return to Harrison High School on Friday, April 19, 2019.

Motion: Di Lorenzo Second: Puccio Carried: 5 to 0

ACCEPTANCE OF HARRISON EDUCATIONAL FOUNDATION GRANT

BE IT RESOLVED that, upon the recommendation of the Superintendent of Schools, the Board of Education, in accordance with Policy Number 5230 (Gifts and Private Grants) accepts a donation from the Harrison Educational Foundation in the amount of \$6,925.73 to be utilized for the grant as noted and extends deep appreciation to the Foundation for their generosity.

Motion: Di Lorenzo Second: Puccio Carried: 5 to 0

<u>Grant</u>	<u>School</u>	<u>Administrator</u>	<u>Amount</u>
Skate in School Grant	LMK	Galano	<u>\$ 6,925.73</u>

ACCEPTANCE OF GIFT FROM THE SAMUEL J. PRESTON PTA

BE IT RESOLVED that, upon the recommendation of the Superintendent of Schools, the Board of Education, in accordance with Policy Number 5230 (Gifts and Private Grants), accepts from the Samuel J. Preston PTA a check in the amount of \$1,000.00 to help offset the costs associated with the initial building of the garden and extends deep appreciation to the Samuel J. Preston PTA for their generosity.

Motion: Di Lorenzo Second: Puccio Carried: 5 to 0

ADOPTION OF REVISED 7000 SERIES POLICIES

BE IT RESOLVED that, upon the recommendation of the Superintendent of Schools, the Board of Education hereby adopts the Harrison Central School District Policies, 7210: Student Evaluation, Promotion and Placement, 7211: Provision of Interpreter Services to Parents who are Non-native Speakers of English or Hearing Impaired, 7220: Graduation Options, 7222: Diploma or Credential Options for Students with

Disabilities, 7240: Student Records, 7260: Designation of Person in Parental Relation, 7270: Rights of Non-custodial Parents. The proposed policies will be available for public viewing in the office of the District Clerk.

Motion: Di Lorenzo

Second: Puccio

Carried: 5 to 0

APPROVAL OF CSE/CPSE MINUTES

BE IT RESOLVED that, upon the recommendation of the Superintendent of Schools, the Board of Education approves CSE/CPSE minutes for the following case numbers: 3400114, 900134, 900205, 3400085, 26000104, 900089, 3700104, 900180, 290000067, 2500172, 3300124, 900183, 3000041, 3400070, 900193, 900007, 3800012, 3100020.

Motion: Di Lorenzo

Second: Puccio

Carried: 5 to 0

APPROVAL OF CSE/CPSE RECOMMENDATIONS

BE IT RESOLVED that, upon the recommendation of the Superintendent of Schools, the Board of Education approves CSE/CPSE recommendations for the following case numbers: 9000197, 900192, 3800022, 3800028, 900185.

Motion: Di Lorenzo

Second: Puccio

Carried: 5 to 0

FINANCE REPORT

2018/19 APPROPRIATION TRANSFERS (Attachment #1)

BE IT RESOLVED that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the 2018/19 appropriation transfers as submitted.

Motion: Di Lorenzo

Second: Kozak

Carried: 5 to 0

ADOPTION OF THE 2019/20 BUDGET CALENDAR

BE IT RESOLVED that, upon the recommendation of the Superintendent of Schools, the Board of Education adopts the 2019/20 Budget Calendar.

Motion: Di Lorenzo

Second: Kozak

Carried: 5 to 0

QUARTERLY REPORT FOR THE EXTRA CLASSROOM ACTIVITY FUNDS

BE IT RESOLVED that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the 1st quarter report of the Extra Classroom Activity Funds for the period ending September 30, 2018.

Motion: Di Lorenzo

Second: Kozak

Carried: 5 to 0

INTERNAL AUDITING SERVICES (Attachment #2)

BE IT RESOLVED that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement with Cullen & Danowski, LLP to provide internal auditing services for 2018/19. Cullen & Danowski, LLP will review the areas of grant administration and transportation for the period July 1, 2018 through January 31, 2019 as indicated on the attached document.

Motion: Di Lorenzo

Second: Kozak

Carried: 5 to 0

AUTHORIZATION TO PIGGYBACK ON BYRAM HILLS SCHOOL DISTRICT BID AWARD FOR JANITORIAL SUPPLIES

WHEREAS, the Byram Hills School District has made available to other municipalities a contract for Janitorial Supplies (Bid #18/19-02); and

WHEREAS, said contract for Janitorial Supplies was let for bid consistent with the requirements of General Municipal Law, section 103; and

WHEREAS, the School District is permitted to utilize said contract in accordance with the terms and conditions of the bid, and requirements of General Municipal Law, section 103; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby authorizes the purchase of janitorial supplies as required from the awarded contractors in accordance with the requirements of General Municipal Law, section 103 through June 30, 2019.

Motion: Di Lorenzo

Second: Kozak

Carried: 5 to 0

AUTHORIZATION TO PURCHASE AUDIO-VISUAL EQUIPMENT, ACCESSORIES AND SERVICE FROM B&H FOTO ELECTRONICS CORP.

WHEREAS, the Purchasing Cooperative, National IPA through Region 4 Education Service Center in Arizona has made available to other municipalities a contract for AUDIO-VISUAL EQUIPMENT, ACCESSORIES AND SERVICE; and

WHEREAS, said contract for AUDIO-VISUAL EQUIPMENT, ACCESSORIES AND SERVICE was let for RFP consistent with the requirements of General Municipal Law, section 103; and

WHEREAS, the School District is permitted to utilize said contract in accordance with the terms and conditions of the RFP and requirements of General Municipal Law, section 103;

NOW, THEREFORE, BE IT RESOLVED that, upon the recommendation of the Superintendent of Schools, the Board of Education hereby authorizes the purchase of AUDIO-VISUAL EQUIPMENT, ACCESSORIES AND SERVICE from the specific awarded contractor, B&H Foto Electronics, Corp., Contract #R160901, in accordance with the requirements of General Municipal Law, section 103 through June 30, 2019.

Motion: Di Lorenzo

Second: Kozak

Carried: 5 to 0

AUTHORIZATION TO PURCHASE INTERACTIVE FLAT PANEL DISPLAYS AND VIDEO CONFERENCING PRODUCTS FROM AUTHORIZED RE-SELLERS FOR NEWLINE INTERACTIVE, INC.

WHEREAS, PEPPM, a national technology bidding and purchasing cooperative organized under the laws of the Commonwealth of Pennsylvania, has made available to other municipalities a contract for INTERACTIVE FLAT PANEL DISPLAYS AND VIDEO CONFERENCING PRODUCTS ; and

WHEREAS, said contract for INTERACTIVE FLAT PANEL DISPLAYS AND VIDEO CONFERENCING PRODUCTS was let for RFP consistent with the requirements of General Municipal Law, section 103; and

WHEREAS, the School District is permitted to utilize said contract in accordance with the terms and conditions of the RFP and requirements of General Municipal Law, section 103;

NOW, THEREFORE, BE IT RESOLVED that, upon the recommendation of the Superintendent of Schools, the Board of Education hereby authorizes the purchase of INTERACTIVE FLAT PANEL DISPLAYS AND VIDEO CONFERENCING PRODUCTS as required from authorized re-sellers for the awarded contractor, Newline Interactive, Inc., Contract #PEPPM2016 Product Line Bid, in accordance with the requirements of General Municipal Law, section 103, through June 30, 2019.

Motion: Di Lorenzo

Second: Kozak

Carried: 5 to 0

TRANSPORTATION SERVICES CONTRACT 2018-2019 WITH SOUTHERN WESTCHESTER BOCES

BE IT RESOLVED that upon the recommendation of the Superintendent of Schools, the Board of Education approves the Transportation Services Contract with Southern Westchester BOCES for the term December 1, 2018 through June 30, 2019 in the total anticipated amount of \$3,041.50.

Motion: Di Lorenzo

Second: Kozak

Carried: 5 to 0

CONTRACT FOR HEALTH SERVICES: DOBBS FERRY UNION FREE SCHOOL DISTRICT

BE IT RESOLVED that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the 2018/19 contract with the Dobbs Ferry Union Free School District for health services provided to 28 resident students at a cost of \$32,181.80.

Motion: Di Lorenzo

Second: Kozak

Carried: 5 to 0

TAX CERTIORARI: FISK MANAGEMENT LLC TAX MAP # 641-19 – ASSESSMENT YEARS 2015 THROUGH 2018

BE IT RESOLVED that, upon the recommendation of the Superintendent of Schools, the Board of Education authorizes its attorneys, Shaw, Perelson, May & Lambert, LLP to execute a Consent Judgment in the tax certiorari proceeding captioned Fisk Management LLC v. Town of Harrison & Harrison CSD.

AND IT IS FURTHER RESOLVED, that the Board authorizes the refund of taxes as required by the terms of the Consent Judgment.

Motion: Di Lorenzo

Second: Kozak

Carried: 5 to 0

The business meeting was adjourned at 9:38 PM.

Motion: Di Lorenzo

Second: Sullivan

Carried: 5 to 0

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Barbara L. Teevan", written in black ink.

Barbara L. Teevan

H1767.245.04.1620			PAR Gas Hdr. Arch.		(2,592.00)	
H1768.245.04.1620			PAR Windows Arch.		(51,552.00)	
						↓
H1765.245.04.1620	H1765.245.04.1620		PAR Addition Arch.		54,144.00	
H1765.243.04.1620			Insurance		(12,000.00)	To transfer funds from insurance account to GC as needed
	H1765.293.04.1620		GC		12,000.00	

Approved at BOE Meeting _____

Entry Number _____



CULLEN & DANOWSKI, LLP
CERTIFIED PUBLIC ACCOUNTANTS

Attachment #2

VINCENT D. CULLEN, CPA
(1950 - 2013)

JAMES E. DANOWSKI, CPA
PETER F. RODRIGUEZ, CPA
JILL S. SANDERS, CPA
DONALD J. HOFFMANN, CPA
CHRISTOPHER V. REINO, CPA
ALAN YU, CPA

November 10, 2018

Board of Education and Audit Committee
Harrison Central School District
Administrative Office
50 Union Avenue
Harrison, New York, 10528

Dear Members of the Board and Audit Committee:

We are pleased to confirm our understanding of the nature and limitations of the services we are to provide for Harrison Central School District (District).

We will apply the agreed-upon procedures which the Board of Education (Board) and the management of the District have specified, listed below, to determine the District's effectiveness in complying with policies and procedures related to certain operations of the Business Office during the period July 1, 2017 through January 31, 2019.

Grant Administration

We will select 5 grants that have activity in the time period noted and we will perform the following:

- Interview appropriate staff to determine policies and procedures in place related to the application and administration of grants.
- Compare the expenditures charged to the grant for appropriateness and compare grant spending to the approved grant.
- Review supporting documentation, on a test basis, for expenditures to determine if the supporting documentation is adequate to support the expenditure.
- Compare the amounts claimed under the grant to actual expenditures and investigate any unusual variances.

Transportation

We will perform the following procedures related to Transportation Activity:

- Interview appropriate staff to determine policies and procedures in place related to Student Transportation.
- Select 25 invoices during the period and test pricing and the review and approval process.
- Examine the most recent bid/request for proposal file for the largest dollar award for transportation services.
- Examine fuel calculations and purchases for each of the two years under review and investigate any variances.
- Examine 10 fuel invoices to confirm proper cost per gallon.

This engagement is solely to assist the District in reviewing the activity of the areas listed above. Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the District. Consequently, we make no representation regarding the sufficiency of the procedures previously described either for the purpose for which this engagement has been requested or for any other purpose. If, for any reason, we are unable to complete the procedures, we will describe any restrictions on the performance of the procedures.

Because the agreed-upon procedures previously listed do not constitute an examination or review, we will not express an opinion on the effectiveness of the District's departments reviewed during this engagement. In addition, we have no obligation to perform any procedures beyond those listed above.

November 10, 2018

We plan to begin our procedures on approximately February 1, 2019, and unless unforeseeable problems are encountered, the engagement should be completed by June 30, 2019.

Report

We will submit a report listing the procedures performed and our findings. This report is intended solely for the use of the Board of Education and management of the District, and should not be used by anyone other than these specified parties. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

Fee

We estimate that our fee for these services will range from \$9,000 to \$12,000. This fee is based upon anticipated services to be rendered at our standard billing rates.

The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

This agreement may be cancelled by the Board of Education at any time for any reason. In the event of such cancellation, the Board shall be required to pay for all services provided prior to the date of cancellation.

Don Hoffmann, CPA, is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of each engagement. If you have any questions, please let us know. If you agree with the terms of our engagements as described in this letter, please sign the enclosed copy and return it to us. If the need for additional procedures arises, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter. If additional specified parties of the report are added, we will require that they acknowledge in writing their responsibility for the sufficiency of procedures.

Very truly yours,

Cullen & Danowski, LLP

For the Firm:



Don Hoffmann
Partner

RESPONSE:

This letter correctly sets forth the understanding of the Harrison Central School District.

By: _____

Signature: _____

Title: _____

Date: _____