

**ARLINGTON CENTRAL SCHOOL DISTRICT  
MINUTES OF THE REORGANIZATIONAL MEETING  
OF THE BOARD OF EDUCATION  
CENTRAL ADMINISTRATION OFFICE  
JULY 12, 2011**

District Clerk, Margie Flynn, acting as Temporary Chairperson, called the meeting to order at 7:30 P.M. at the Central Administration Office, 144 Todd Hill Road, LaGrangeville, NY 12540. Board members present were Mrs. Baxter, Mr. Johnston, Mrs. Kaul, Mrs. Lappan, Mr. Martin, Mr. McCormick, Mrs. Smith, and Mr. Wilson. Board Member absent was Mr. Adams. Also present were Dr. Lowden, Ms. Rafalik and Ms. Zimmerman, and an audience of approximately 15.

**Oath of Office** Margie Flynn administered the oath of office to the newly elected board members Mr. Johnston, Mrs. Kaul and Mr. Martin.

**Nomination for President** Margie Flynn accepted nominations for the office of President of the Board of Education. Mr. Wilson nominated Mrs. Lappan, and Mrs. Baxter seconded the motion. Mr. Johnston nominated Mrs. Smith, and Mr. McCormick seconded the motion. The District Clerk declared the nominations closed. Mrs. Lappan was declared Board President by a vote of 5-2 (Mr. Martin abstained). The meeting was turned over to Mrs. Lappan.

**Nomination for Vice President** Mrs. Lappan accepted nominations for the office of Vice President of the Board of Education. Mrs. Smith nominated Mr. Wilson, and Mrs. Baxter seconded the motion. The motion was carried unanimously. Mr. Wilson was declared Board Vice President.

**Appointment of Officers** Motion by Mr. Wilson, second by Mrs. Baxter, to approve the appointment of officers. The motion was carried unanimously.

- a. Appointment of Clerk of the Board  
*Margie Flynn*
- b. Appointment of District Treasurer  
*Susan Christoffersen*
- c. Appointment of Deputy Treasurer  
*Robin Zimmerman*
- d. Appointment of School Tax Collector  
*Susan Linich – rate of pay \$21.05 an hour*

- e. Appointment of District Internal Claims Auditor  
*Sandra Martino – rate of pay \$25.00 an hour*
- f. Appointment of District Extra Classroom Auditor  
*Christine Futyma – rate of pay \$25.00 an hour*

**Other Appointments** Motion by Mr. McCormick, second by Mr. Johnston, to approve other appointments. The motion was carried unanimously.

- a. Appointment of Internal Auditor  
*Nugent & Haeussler, P.C.*
- b. Appointment of External Auditor  
*The Bonadio Group*
- c. Appointment of Attorney as General Counsel to the Board  
*Kuntz, Spagnuolo, Murphy & Gronbach, P.C.*
- d. Appointment of Attorney as Labor Relations Counsel to the Board  
*Shaw, Perelson, May & Lambert, LLP*
- e. Appointment of Central Treasurer, High School Extra Classroom Activity Fund  
*Brendan Lyons*
- f. Appointment of Central Treasurer, AMS Extra Classroom Activity Fund  
*Richard Carroll*
- g. Appointment of Central Treasurer, LMS Extra Classroom Activity Fund  
*Eric Schetter*
- h. Appointment of Central Treasurer, UMS Extra Classroom Activity Fund  
*Steve Kerins*
- i. Appointment of School District Purchasing Agent  
*Lisa O. Barker*
- j. Appointment of School Deputy Purchasing Agent  
*Robin Zimmerman*
- k. Appointment of Records Management Officer  
*Mary Byrne – stipend of \$1,000*
- l. Appointment of Records Access Officer  
*Margie Flynn*

- m. Appointment of Asbestos Designee  
*Henry Cibelli*
- n. Appointment of ACSD Dutchess Educational Health Insurance Consortium Trustee  
*Lisa Barker*
- o. Appointment of ACSD Dutchess Educational Health Insurance Consortium Alternate Trustee  
*Robin Zimmerman*
- p. Appointment of ACSD Dutchess County Schools Workers Compensation Cooperative Trustee  
*Lisa Barker*
- q. Appointment of ACSD Dutchess County Schools Workers Compensation Cooperative Alternate Trustee  
*Robin Zimmerman*
- r. Appointment of Committee on Special Education members:

**Chairpersons:** *Christopher Bayer, Tatiana Memoli, Erika Fuller, Triesha Foglia, Karen Smith, Laura DiStefano*

**Alternate Chairperson:** *Lynn Rafalik*

**Psychologists:** *Bettyann Critelli, Linda Dixon-Dziedzic, Eileen Frering, John Lacey, Erin Ginsberg, Veronica Lytle, Christine Oberrieth, Holly Schwartz, Jessica Magee, Tammy Rodriguez, Rosanne Strouth, Thomas Voelker, Denise Zahakos*

**Parent Members:** *Patricia Atkinson, Frana Baruch, Rosella DeLuca, Aloma Greene, Donna Hitsman, Ann Macrillo, Rena Maki, Ann Rockrohr, Kathy Somme*

**Physician Member:** *Charles D. Faverio, M.D.*

**Child's Teacher:** *Generic appointment of all teachers on staff*

- s. Appointment of Committee on Pre-School Special Education members:

**Chairpersons:** *Christopher Bayer, Tatiana Memoli, Erika Fuller, Triesha Foglia, Karen Smith, Laura DiStefano*

**Parent Member:** *Kathy Somme*

**Child's Teacher:** *Generic appointment of all kindergarten teachers on staff, and Irene Firner and Anna Velie*

- t. Appointment of 504 Coordinator –  
*Lynn Rafalik*
- u. Appointment of Title IX Compliance Officer –  
*Robert Rodriguez*

- v. Appointment of Designee for Residency Determinations –  
*Lynn Rafalik*
- w. Appointment of Hearing Officers  
*Approve a resolution to accept the ‘district specific list’ of impartial hearing officers as it is reflected in the State Education Department’s Impartial Hearing Reporting System*
- x. Appointment of Surrogate Parent –  
*Christi Battistoni*
- y. Appointment of School Physician –  
*Charles D. Faverio, Jr., MD/The WorkPlace*
- z. Appointment of Homeless Liaison:  
*Lynn Rafalik*

**Designations** Motion by Mrs. Baxter, second by Mr. McCormick, to approve the following designations. The motion was carried unanimously.

- a. Appointment of Official Depository -  
*Bank of America*  
*NYClass*  
*TD Bank North*  
*Mahopac*  
*JP Morgan Chase Bank*
- b. Naming of Newspaper for Legal Notices and Annual Financial Statements-  
*Poughkeepsie Journal*
- c. Authorized Signatures for signing school district checks
  - 1) District Treasurer – *Susan Christoffersen*
  - 2) Deputy Treasurer - *Robin Zimmerman*
  - 3) Secondary School extra classroom activities fund Central Treasurer and Assistant (high school and middle schools) –  
*AHS –Brendan Lyons, Karen Herman*  
*AMS -Richard Carroll, Jane Scaramuzzo*  
*LMS -Eric Schetter, Barbara Guarnaccia*  
*UMS -Steve Kerins, Maureen Zaccardi*

d. Establish Petty Cash Funds

- \$100 – *Arlington High School*
- \$100 - *LMS*
- \$100 - *AMS*
- \$100 - *UMS*
- \$100 - *Arthur S. May Elementary*
- \$100 - *Beekman Elementary*
- \$100 - *Noxon Road Elementary*
- \$100 - *Overlook Primary*
- \$100 - *Titusville Intermediate*
- \$100 - *Traver Road Primary*
- \$100 - *Joseph D'Aquanni/West Road Intermediate*
- \$100 - *Vail Farm Elementary*
- \$100 - *Transportation*
- \$100 - *Maintenance*
- \$100 - *CAO*
- \$100 - *Summer School*

e. Authorization of Superintendent of Schools to approve attendance of personnel at meetings, conferences, conventions, visitations and workshops at district's expense

f. Designate Assistant Superintendent for Business to certify payroll

g. Authorize the Superintendent of Schools to apply for state and federal grants in aid.

h. Bonding of Personnel

District Treasurer	\$1,000,000
Tax Collector	\$1,000,000
Internal Claims Auditor	\$1,000,000
Deputy Treasurer, Central Treasurers/	\$1,000,000
Activity Funds – Blanket Bond	\$1,000,000
Blanket Bond for all other personnel	\$1,000,000

**Other Items** Motion by Mr. Wilson, seconded by Mrs. Smith, to approve the other items. Mr. McCormick asked to amend the motion. Motion by Mrs. Baxter, seconded by Mr. Wilson, to approve the modified Other Items.

- a. Adoption of existing Board of Education Policies
- b. Mileage reimbursement rate as determined by IRS standards
- c. Subject to the approval of the Assistant Superintendent of Business, authorize District Treasurer to make transfers among bank accounts
- d. Authorize Assistant Superintendent for Business to make budgetary transfers without limit with all transfers reported to the Board of Education each month
- e. Confirm Change Order Approval Process

**Change Orders up to \$50,000**

Approval by Superintendent and Board President to proceed with work on change orders up to \$50,000 when time is of the essence, to be followed by ratification by the Board of Education at the next available meeting.

**Change Orders Over \$50,000**

Approval by the Board of Education in advance of work.

- f. Authorize District Treasurer to invest District monies as available in accordance with Board of Education Investment Policy.

**Adjourn  
Meeting**

Motion by Mr. Wilson, seconded by Mrs. Smith, to adjourn the meeting at 7:45 p.m. The motion was carried unanimously.

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Margie Flynn, District Clerk