



**PART I – GENERAL INFORMATION – continued**

(To be completed by School Official)

**FIRE/LIFE SAFETY HISTORY**

6. If this facility is used for instruction, complete (a) – (d); otherwise go to question 7.

a. Fire drills were held in accordance with section 807 of the Education Law and F405 and F408 of the Fire Code of New York State

Yes  No

b. Average time to evacuate facility was:

Minutes and   Seconds

c. Arson and fire prevention instruction was provided in accordance with section 808 of the Education Law (revised 9/1/05) which requires every school in New York State to provide a minimum of 45 minutes of instruction in arson, fire prevention, injury prevention, and life safety for each month school is in session. Rev. 7/1/07

d. Employee fire prevention, evacuation, and fire safety training was provided, and records maintained, in accordance with Section F406 of the New York State Fire Code.

7. Have there been any fires in this facility since the last annual fire inspection report?

a. If yes, indicate:

(1) Number of fires

(a1)

(2) Total number of injuries

(a2)

(3) Total cost of property damage

,    ,    (a3)

(4) Was the fire department notified of all fires?

Yes  No  (a4)

8. If the fire alarm system was activated, was the fire department immediately notified?

**PART III -- CERTIFICATIONS**

Appropriate section to be completed and signed by each person as identified below.

**Section III-A. Fire Safety Inspector**

I hereby certify that I inspected this building on 7-15-14 (date) and the information noted in this Fire Safety Report represents, to the best of my knowledge and belief, an accurate description of the building and conditions observed. I further certify that my certification is current and I have maintained in-service requirements pursuant to Title 19 Part 434.5(a)(2).

Name: Cole Bender Telephone No.: (845) 486-8070  
(Please Print) (Include Area Code)

Title: Code Enforcement Officer

Address: 5 BOCES Road, Poughkeepsie, NY Signature: Cole Bender (26A-4)  
12601 Registry No.: 0809-7294 (26B-4)  
Zip Code (As designated by NYS Fire Administrator)

**Section III-B. Building Administrator, or Designee**

I hereby certify that this building was inspected on 7-15-14 (date) as indicated in Section A above.

Name: JOHN KEMNITZER Telephone No.: (845) 871-5500  
(Please Print) (Include Area Code)

Title: PRINCIPAL - MIDDLE SCHOOL

Address: 45 N. PARK RD. Signature: John Kemnitzer (26C-4)  
RHINEBECK NY 12572 Zip Code

**Section III-C. School Superintendent**

I hereby submit this fire inspection report on behalf of the Board of Education and certify that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the School Fire Safety Nonconformance Reporting Sheet portion of this report were corrected on the date indicated, and that
3. For any uncorrected nonconformances that appear on this report, the Board of Education, at the meeting held pursuant to Section 807(a) of the Education Law, adopted a written plan for correction of those nonconformances, and such plan is available for public scrutiny.

Name: JOSEPH L. PHELAN Telephone No.: 845 871-5520  
(Please Print) (Include Area Code)

Title: SUPERINTENDENT OF SCHOOLS

Address: 45 NORTH PARK ROAD, RHINEBECK, NY 12572 Signature: Joseph L. Phelan (26D-4)  
12572 Zip Code



**PART I – GENERAL INFORMATION – continued**

(To be completed by School Official)

**FIRE/LIFE SAFETY HISTORY**

6. If this facility is used for instruction, complete (a) – (d); otherwise go to question 7.

- a. Fire drills were held in accordance with section 807 of the Education Law and F405 and F408 of the Fire Code of New York State Yes  No
- b. Average time to evacuate facility was:   Minutes and   Seconds
- c. Arson and fire prevention instruction was provided in accordance with section 808 of the Education Law (revised 9/1/05) which requires every school in New York State to provide a minimum of 45 minutes of instruction in arson, fire prevention, injury prevention, and life safety for each month school is in session. Rev. 7/1/07 Yes  No
- d. Employee fire prevention, evacuation, and fire safety training was provided, and records maintained, in accordance with Section F406 of the New York State Fire Code. Yes  No

7. Have there been any fires in this facility since the last annual fire inspection report? Yes  No

a. If yes, indicate:

- (1) Number of fires   (a1)
- (2) Total number of injuries   (a2)
- (3) Total cost of property damage    ,    ,    (a3)
- (4) Was the fire department notified of all fires? Yes  No  (a4)

8. If the fire alarm system was activated, was the fire department immediately notified? Yes  No

**PART III -- CERTIFICATIONS**

Appropriate section to be completed and signed by each person as identified below.

**Section III-A. Fire Safety Inspector**

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Name: Cole Bender Telephone No.: (845) 486-8070  
(Please Print) (Include Area Code)

Title: Code Enforcement Officer

Address: 5 BOCES Road, Poughkeepsie, NY Signature: Cole Bender (26A-4)  
12601 Registry No.: 0809-7294 (26B-4)  
Zip Code (As designated by NYS Fire Administrator)

**Section III-B. Building Administrator, or Designee**

I hereby certify that this building was inspected on 7/15/14 (date) as indicated in Section A above.

Name: Sheldon Tieder Telephone No.: (845) 871-5500  
(Please Print) (Include Area Code)

Title: Director of Facilities + Operations

Address: 45 North Park Road  
Rhinebeck, NY 12572 Signature: Sheldon Tieder (26C-4)  
Zip Code

**Section III-C. School Superintendent**

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Name: JOSEPH L. PHELAN Telephone No.: 845 871-5520  
(Please Print) (Include Area Code)

Title: SUPERINTENDENT OF SCHOOLS

Address: 45 NORTH PARK ROAD, RHINEBECK, NY  
12572 Signature: Joseph L. Phelan (26C-4)  
Zip Code



**PART I – GENERAL INFORMATION – continued**

(To be completed by School Official)

**FIRE/LIFE SAFETY HISTORY**

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(4) Was the fire department notified of all fires?

Yes  No  (a4)

8. If the fire alarm system was activated, was the fire department immediately notified?



**PART III -- CERTIFICATIONS**

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**Section III-A. Fire Safety Inspector**

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Name: Cole Bender Telephone No.: (845) 486-8070  
(Please Print) (Include Area Code)

Title: Code Enforcement Officer

Address: 5 BOCES Road, Poughkeepsie, NY Signature: Cole Bender (26A-4)  
12601 Registry No.: 0809-7294 (26B-4)  
Zip Code (As designated by NYS Fire Administrator)

**Section III-B. Building Administrator, or Designee**

I hereby certify that this building was inspected on 7/15/14 (date) as indicated in Section A above.

Name: Brett King Telephone No.: (845) 871-5570  
(Please Print) (Include Area Code)

Title: Principal

Address: 49 Knollwood Rd.  
Rhinebeck, NY 12572 Signature: [Signature] (26C-4)  
Zip Code

**Section III-C. School Superintendent**

I hereby submit this fire inspection report on behalf of the Board of Education and certify that:

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3. For any uncorrected nonconformances that appear on this report, the Board of Education, at the meeting held pursuant to Section 807(a) of the Education Law, adopted a written plan for correction of those nonconformances, and such plan is available for public scrutiny.

Name: JOSEPH L. PHELAN Telephone No.: 845 871-5520  
(Please Print) (Include Area Code)

Title: SUPERINTENDENT OF SCHOOLS

Address: 45 NORTH PARK ROAD, RHINEBECK, NY  
12572 Signature: Joseph L. Phelan (26D-4)  
Zip Code

Audit Committee Meeting

August 27, 2014

Minutes. Present: Laura Schulkind, Rick Walker, Deirdre Burns, Tom Burnell

1. Laura graciously agreed to serve as chair for 2014-15.
2. External Audit update. Toski & Co. has been in the district gathering the information they need. Anticipate presenting findings to the Board at October meeting. Audit Comm will review prior to the presentation to the full Board.
3. Internal Auditing review. The committee noted that State regulations no longer require districts with enrollment of fewer than 1500 students to engage an internal auditor. However, the previously-completed risk assessment has provided useful information and the focused audits of the cafeteria program and the extra classroom fund will provide helpful guidance to improve internal controls in those areas.
4. Cafeteria Audit. This focused audit by Vanacore, et.al., was completed last spring. Several recommendations revolve around student familiarity with the point of sale system which was new last year as well as making better use of the features of the POS software, eTriton. Second year of the POS system should see improvements in these areas. However, the committee reviewed, with Tom, the changes in the cafeteria program management and the opportunities and challenges such changes present. Larry Anthony, our new cafeteria manager, brings a good deal of experience to the position. Mr. Anthony is contracted to us through our new partnership with Red Hook, but is a Red Hook School District employee. Some challenges include managing the differences in equipment, staffing and software (RH uses Nutrikids). Additionally, new USDA regs regarding nutrition content will require new inventory. All inventory will have to be entered into the software systems, although for USDA reporting requirements either system can be used.

Tom pointed out two ways the cafeteria program will already see savings:

- Our shared program with RH will see savings in the area of labor costs.
- Increased, yet selective, ordering of USDA commodities, which are free, except for shipping.

Additional areas for improvement (some noted in the audit) include:

- Increasing participation of students not eligible for free and reduced lunch (currently only at 20%).
- Increasing number of adult participants (pre-ordering with pick up times will be promoted).
- Consistency of weekly menu options.
- Continued improvements in ordering and inventory management.

Tom informed the committee that Mr. Anthony will speak and be available at the school Open House nights. As well, Mr. Anthony has ideas on how to improve the

cafeteria environment by perhaps working with the art department and also has an interest in exploring a school garden. The committee expressed enthusiasm for the changes in the program and the potential for growth and deficit reduction, while noting that with new staff and program organization, it will take some time to be up and running optimally. The committee will receive updates as the year progresses.

5. Extra Classroom Fund. Tom gave a brief history of what department has been responsible for managing this account. Currently, it is a stipended position filled by a faculty member, Gideon Moor. Review of the Vanacore audit at our next meeting.

Next meeting: September 23, 2014

Agenda:

1. Update on Extra Classroom Fund audit.
2. Discussion of adding a community member to the committee.
3. Review of External Audit.
4. Any updates on cafeteria program.

Respectfully submitted by Deirdre Burns