

ELWOOD PUBLIC SCHOOLS
Elwood, New York

**BOARD OF EDUCATION
REORGANIZATION MEETING**

July 1, 2014 – Elwood Middle School Auditorium – 7:00 p.m.

REORGANIZATION MINUTES

The District Clerk will preside.

CALL TO ORDER 7:10 p.m.

I. Pledge of Allegiance

II. Administration of Oath of Faithful Performance of Office to Newly Elected Board Trustee

Newly elected Trustees Michael LaMena and Julia Fried to be administered Oath [Public Officers Law, Sections 10 and 30 and New York State Constitution, Article XIII-1].

OATH OF FAITHFUL PERFORMANCE OF OFFICE

“I do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge the duties of the Office of Trustee according to the best of my ability.”

Present:	Joseph Fusaro	President
	Dan Ciccone	Vice President
	Michael LaMena	Trustee
	Julia Fried	Trustee
Absent:	Andrew Kaplan	Trustee

Staff:	Peter C. Scordo	Superintendent
	Keri Loughlin	Asst. Superintendent/Business
	Gary Furman	Asst. Superintendent/Curriculum
	Diane Wilkinson	Exec. Director/ Special Education
	Gene Tranchino	Exec. Director/Technology & Transportation
	Nancy Mancini	District Clerk

III. Election of Board President and Vice President

1. Election of President [Ed. Law 1701, 2504, 2563]. Oath to be administered.

Mr. Ciccone moved and Mr. LaMena seconded a motion to nominate Mr. Fusaro as President of the Board. The motion carried 4 ayes, 0 nays.

2. Election of Vice President [Ed. Law 1701, 2504]. Oath to be administered.

Mr. Fusaro moved and Mr. LaMena seconded a motion to nominate Mr. Ciccone as Vice President of the Board. The motion carried 4 ayes, 0 nays.

IV. Administration of Oath of Faithful Performance of Office to Superintendent of Schools

Peter C. Scordo to be administered Oath [Public Officers Law, Sections 10 and 30 and New York State Constitution, Article XIII-1]. District Clerk to administer Oath.

V. Appointment of Officers

Recommend the Board make the following appointments:

1. District Clerk [Ed. Law 2114, 2130, 2503;
Commissioner's Regulations 170.2]Nancy Mancini
1. Alternate District Clerk.....Keri Loughlin
2. District Treasurer [Ed. Law 2114, 2130, 2503;
Commissioner's Regulations 170.2]Lorraine Dunkel

Mr. LaMena moved and Mr. Ciccone seconded a motion to approve item V 1-2. The motion carried 4 ayes, 0 nays.

3. Claims Auditor.....Laura Irace **(TAB A)**

VI. Other Appointments

Recommend the Board make the following appointments and set respective salaries, fees or retainers for 2014/2015:

1. Purchasing Agent [Commissioner's Regulations 170.2] ...Keri Loughlin
2. Deputy Claims AuditorTimothy Mayette **(TAB B)**
3. Deputy TreasurerNancy Barkocy
4. Deputy Purchasing Agent
[Commissioner's Regulations 170.2]Jennifer Richards
5. External Auditor.....Cullen & Danowski **(TAB C)**
6. Internal AuditorNawrocki Smith, LLP **(TAB D)**
7. General Counsel.....Ingerman Smith LLP **(TAB E)**
8. Special Education CounselFrazer & Feldman **(TAB F)**
9. School Physician [Ed. Law 902, 1709-21;
Commissioner's Regulations 136Scott Gross, M.D.
10. Bond CounselHawkins Delafield & Wood, LLP **(TAB G)**
11. Fiscal AdvisorNYMAC **(TAB H)**
12. Third Party Administrator

- a. Workmen's CompensationNassau County Schools **(TAB I)**
 Cooperative Workers'
 Compensation Self-Insured
 Trust Administered by Wright
 Risk Management

- 13. Insurance and Bond BrokerNYSIR **(TAB J)**

- 14. Architect of RecordBBS **(TAB K)**

- 15. Central Treasurer - Extraclassroom Activity Fund [Ed. Law 2503;
 Commissioner's Regulations 172.4] High SchoolLaura Irace
 Middle SchoolAlfred Adamo

- 15. Records Access OfficerKeri Loughlin
 [Public Officers Law 878(b)(ii)]

- 16. Records Management Officer
 [Commissioner's Regulations 185.2(a)(1)Keri Loughlin

- 17. Asbestos (LEA) Designee [AHERA, Public Law 99-519] *and*
 Integrated Pest Management Coordinator [Commissioner's
 Regulations 155.4 (d)(2).....John McDonald

- 18. Compliance Officer §504Dr. Gary Furman

- 19. Title IX Hearing Officers
 - a. District Pamela Fine
 - b. DistrictGene Tranchino
 - c. Building Level
 - Harley.....Elissa Toubin
 - BoydDenise Toscano
 - Middle SchoolDr. Hugh Gigante
 - High School Dr. Vincent Mulieri

- 20. Designated Educational Officer for Project Save..... Keri Loughlin
 [Commissioner's Regulations 155.17]

- 21. Medicaid Compliance OfficerKeri Loughlin

- 22. Student Residency OfficerKeri Loughlin

- 23. Homeless Student LiaisonKeri Loughlin
 [Board Policy 5151 and Administrative Regulation 5151-R]

- 24. Supervisor of the Register of AttendanceTracey Benfante
 [Board Policy 5011]

- 25. Dignity Act Coordinators
 - a. DistrictDianne Wilkinson
 - b. Building Level
 - Harley.....Elissa Toubin, Moira Citko
 - BoydDenise Toscano, Adam Goudreau
 - Middle SchoolDr. Hugh Gigante, Dawn Valle,
 Lauren Buchholz, Todd Schwartz ,
 Sherine DeJesus
 - High School Principal, Leroy Cole,
 Joanna Sepp

VII. Designations

1. Recommend the Board designate the following banks as depositories for funds, each bank having a \$20 million limit which may be kept on deposit at any time, and that the banks be authorized to recognize the signatures of the officers as listed in the payment of funds or the transaction of business of said school district accounts for the fiscal year July 1, 2014 to June 30, 2015:

General Accounts -- requiring one authorized signature (*the Treasurer*):

- TD Bank
- Citibank
- J.P. Morgan Chase Bank
- MBIA Class
- Capital One
- Flushing Bank

Extraclassroom Activity Funds at the Middle School and High School -- requiring two authorized signatures (*Principal and Central Treasurer*):

- J.P. Morgan Chase

EXCEPTION TO THE ABOVE: If any payment exceeds \$5,000, the check must be signed by the District Treasurer or Deputy Treasurer and the Superintendent.

Such checks will therefore have two (2) signatures. Also, checks for administrators and other staff exceeding \$500 must be signed by the District Treasurer and either the Deputy Treasurer or the Superintendent. Checks drawn on activity funds shall require any two of the following signatures: Superintendent, appropriate faculty advisor, appropriate central activity fund treasurer or school district treasurer.

2. Recommend the Board designate NEWSDAY and LONG ISLANDER/RECORD as the official district newspapers [Ed. Law 2004; General Municipal Law 103].

VIII. Authorizations

1. Recommend the Board authorize the Superintendent of Schools to certify payrolls [Commissioner's Regulations 170.2; Ed. Law 1720, 2523].

2. Recommend the Board authorize a surety bond for the following employees in excess of the dishonesty coverage (faithful performance) of \$100,000:

Treasurer	\$1,000,000
Assistant Superintendent/Business	\$1,000,000
District Clerk	\$250,000

3. Recommend the Board authorize the establishment of Petty Cash funds and designate respective custodians for each fund for the 2014/15 school year, as follows:

Central Administration	\$100.00	Teena Nguyen
Senior High School	\$100.00	Irene Dougherty
Elwood Middle School	\$100.00	Karen Cleveland
Harley Avenue Primary	\$100.00	Deborah Karle
James Boyd Intermediate . .	\$100.00	Maria Colarossi
Buildings and Grounds	\$100.00	Kathleen Fanara

4. Recommend the Board authorize the Superintendent of Schools to approve budget transfers not to exceed \$5,000 [Commissioner's Regulations 170.2(1)]; budget transfers in excess of \$5,000 require the approval of the Board of Education and two signatures: the Superintendent of Schools and the School Board President. [Board Policy 6150]
5. Recommend the Board authorize the Superintendent of Schools to take action on administrative and teacher requests to attend conferences, conventions and workshops within the limits of the 2014/15 budget appropriations and in accordance with Board Policy [General Municipal Law 77-b].

IX. Other

1. Recommend the Board re-adopt all Board of Education Policies in effect during the previous school year, including the Code of Conduct (Policy 5300) .
2. Recommend the Board establish the mileage reimbursement rate to be the IRS standard mileage rate per mile for business miles driven.
3. Recommend the Board delegate to the Superintendent and each building principal the power to suspend a student for a period not to exceed five (5) consecutive school days at any one time [Ed. Law 3214].
4. Recommend the Board adopt the following Resolution:
BE IT RESOLVED, that each of the religious holidays designated by the Commissioner of Education during the school year 2014/15 on which school must be held be eliminated from the 2014/15 State aid attendance worksheet, if it is in the best interest of the district.
5. Recommend the Board re-establish an Audit Advisory Committee (Policy 6690) **(TAB L)**
for the 2014/15 school year, re-adopt the charter [Board Policy 6690-E] and appoint the following members to the Committee for the 2014-15 school year:

<i>William M. Comeau</i>	<i>Andrew L. Kaplan</i>
<i>Michael Kaszubski</i>	<i>Michael LaMena</i>
<i>Kenneth Rubin</i>	
6. Recommend the Board re-adopt the District-wide Safety Plan.
7. Recommend the Board approve the resolution adopting Section 18 of the **(TAB M)**
Public Officers Law of the State of New York (supplemental indemnification).
8. Recommend the Board approve the members of the Committee on Special **(TAB N)**
Education for the 2014/15 school year.
9. Recommend the Board approve the members of the Committee on **(TAB O)**
Preschool Special Education for the 2014/2015 school year.
10. Recommend the Board approve the list of Surrogate Parents for the **(TAB P)**
2014/2015 CSE/CPSE meetings [Commissioner's Regulations 200.2(e)(2)].
11. Recommend the Board appoint Impartial Hearing Officers for the 2014/15
CSE/CPSE meetings from the most current certified list maintained in the
New York State Impartial Hearing Reporting System. [Commissioner's
Regulations 200.2(e)(1)(ii).
12. Recommend the Board appoint Howard Edelman and Robert Simmelkjaer
as Hearing Officers for Civil Service Law, Section 75 proceedings.

Mr. Ciccone moved and Mr. Fusaro seconded a motion to approve items V.3 – IX.
The motion carried 4 ayes, 0 nays.

X. Adjournment

At 7:22 p.m., Mr. Fusaro moved and Mr. LaMena seconded a motion to adjourn the reorganization meeting. The motion carried 4 ayes, 0 nays.

ELWOOD PUBLIC SCHOOLS
Elwood, New York

**BOARD OF EDUCATION
REGULAR BUSINESS MEETING
AND HEARING ON THE CODE OF CONDUCT**

July 1, 2014 – Elwood Middle School Auditorium

MINUTES

- A. **HEARING ON THE CODE OF CONDUCT** -- presentation of proposed changes to the Code of Conduct (*see Tab R*)
- B. **REPORT FROM THE SUPERINTENDENT OF SCHOOLS** – Peter C. Scordo
- C. **COMMENDATIONS** - This section of the agenda gives the Board of Education an opportunity to publicly recognize and commend individuals for outstanding accomplishments or contributions made to the Elwood School District. (*Deferred until schools reopen.*)
- D. **RESIDENTS' REMARKS** – The Board encourages all residents to attend its meetings, and this section of the agenda affords them the opportunity to speak. Persons wishing to speak should identify themselves and any organization they represent at the meeting. Comments should relate to school matters, and they should be kept as brief as possible and may not exceed three minutes (Board Policy 3452). Public discussion of matters relating to staff, students, or others at which their reputations, privacy or right to due process could be in some way violated is prohibited. (**30 minutes**)
- E. **UNFINISHED BUSINESS** -- (No Recommended Items)
- F. **FINANCIAL MATTERS** -- (No Recommended Items)
- G. **NEW BUSINESS**
1. **PRESENTATION:** None

2. **ACTION ITEMS:**

BE IT RESOLVED THAT, upon the recommendation of the Superintendent of Schools, The following business matters be approved:

a. **Personnel Agenda** – as per attached

(TAB Q)

b. **Special Educaton**

1. Recommend the Board approve the Committee on Special Education's recommendations for students' classifications/placements and/or discontinuance of services:

Submitted to the Board

June 13

June 16

Meeting Dates

May 30

February 28; May 8 (2 meetings), 19, 30 (2 meetings)

2. Recommend the Board approve the Committee on Preschool Special Education's recommendations for students' classifications/placements and/or discontinuance of services:

Submitted to the Board

June 17

June 19

June 23

Meeting Dates

June 13 (3 meetings)

March 14; April 9, 25 (2 meetings);

May 20

April 9

- c. Recommend the Board adopt the following policies: (TAB R)
1. Amended Policy 9500.1 -- **Confidential Personnel – Employment Provisions** (second reading)
 2. Policy 6420 – **Online Banking Services** (second reading)
 3. Amended Policy 5300 -- **Code of Conduct** (first reading and second reading)ⁱ
 4. Amended Policy 6700 – **Purchasing** (first and second reading)ⁱ
 5. Amended Policy 6690 -- **Audit Committee** (first and second reading)ⁱ
- d. **Business Agenda** – as per attached (TAB S)

Mr. LaMena moved and Mr. Ciccone seconded a motion to approve Action Items a-d including the personnel addendum I and II. The motion carried 4 ayes and 0 nays.

2. DISCUSSION ITEMS -- (No Recommended Items)

H. ITEMS NOT LISTED ON AGENDA

I. COMMUNICATIONS

J. RESIDENTS' REMARKS

K. EXECUTIVE SESSION

At 7:45 p.m., Mr. LaMena moved and Mr. Fusaro seconded a motion to go into executive session to discuss negotiations, personnel and legal matters. The motion carried 4 ayes and 0 nays.

At 8:25 p.m., Mr. Ciccone moved and Mr. LaMena seconded a motion to go out of executive session to vote on the appointment of Dr. Ruck as interim high school principal. The motion carried 4 ayes and 0 nays.

At 8:26 p.m., Mr. Ciccone moved and Mr. Fusaro seconded a motion to go back into executive session. The motion carried 4 ayes and 0 nays.

L. ADJOURNMENT

At 9:44 p.m., Mr. Ciccone moved and Mr. LaMena seconded a motion to end executive and adjourn the meeting. The motion carried 4 ayes and 0 nays.

Respectfully submitted,

Nancy Mancini
District Clerk

ⁱ In accordance with policy 2410, policies may be introduced and adopted at the same meeting if a majority of Board members agree.