

ELWOOD PUBLIC SCHOOLS  
Elwood, New York

**BOARD OF EDUCATION  
REORGANIZATION MEETING and REGULAR BUSINESS MEETING**

July 5, 2007 – Elwood Middle School Auditorium - 8 p.m.

**MEETING MINUTES**

**A. CALL TO ORDER** - District Clerk 8:00 pm

Present:	Michael Kaszubski	Trustee
	Joseph Fusaro	Trustee
	Dina Annunziata	Trustee
	Dan Ciccone	Trustee
	Andrew Kaplan	Trustee
Staff:	Dr. William Swart	Superintendent
	William Pastore	Asst. Superintendent/Business
	Robert Annucci	Asst. Superintendent/Human Resources
	David Cenerelli	Director/Special Education
	Nancy Raguzin	District Treasurer
	Peggy Pietzak	District Clerk

**I. Pledge of Allegiance**

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

Peggy Pietzak administered Oath of Faithful Performance of Office to newly elected trustee Andrew Kaplan.

**III. Election of Board President and Vice President**

Dr. Swart called for nominations for President.

Mr. Fusaro nominated Mr. Kaszubski for President and Mr. Ciccone seconded. The motion carried unanimously.

Mr. Kaszubski called for nominations for Vice President.

Mr. Ciccone nominated Mr. Fusaro for Vice President and Mr. Kaszubski seconded. The motion carried unanimously.

Peggy Pietzak administered Oath of Faithful Performance to newly elected President and Vice President.

#### IV. Appointment of Officers

Recommend the Board make the following appointments:

1. District Clerk [Ed. Law 2114, 2130, 2503;  
Commissioner's Regulations 170.2] .....Peggy Pietzak
2. District Treasurer [Ed. Law 2114, 2130, 2503;  
Commissioner's Regulations 170.2] .....Nancy Raguzin

Mr. Ciccone moved and Mr. Fusaro seconded. The motion carried unanimously.

Oath of Faithful Performance of Office administered to Peggy Pietzak by Dr. Swart.

Oath of Faithful Performance of Office administered to Nancy Raguzin by Peggy Pietzak.

#### V. Other Appointments

Recommend the Board make the following appointments and set respective salaries for 2007/08: **(TAB A)**

1. School Physician [Ed. Law 902, 1709-21;  
Commissioner's Regulations 136] .....Scott Gross, M.D.
2. Alternate District Clerk.....William Pastore
3. Central Treasurer - Extraclassroom Activity Fund [Ed. Law 2503;  
Commissioner's Regulations 172.4] ..... High School.....Ron Robey  
Middle School.....Alfred Adamo
4. Independent Auditor [Ed. Law 2116-a;  
Commissioner's Regulations 170.2] .....Callahan & Nawrocki, LLP
5. Internal Auditor .....R.S. Abrams
6. General Counsel .....Ingerman Smith, LLP
7. Special Education Counsel .....Ehrlich, Frazer & Feldman
8. Records Access Officer [Public Officers Law 878(b)(ii)].....Robert Annucci
9. Records Management Officer  
[Commissioner's Regulations 185.2(a)(1)]..... William Pastore
10. Asbestos (LEA) Designee [AHERA, Public Law 99-519] *and*  
Integrated Pest Management Coordinator [Commissioner's  
Regulations 155.4 (d)(2)] .....Michael Butler
11. Purchasing Agent [Commissioner's Regulations 170.2] .....William Pastore
12. Deputy Purchasing Agent  
[Commissioner's Regulations 170.2]. .....Robert Annucci

13. Compliance Officer [§504 & Title IX].....Robert Annucci
14. Designated Educational Officer.....David Cenerelli  
[Commissioner's Regulations 155.17]
15. Deputy Treasurer.....Robert Annucci

Mr. Fusaro moved and Mr. Ciccone seconded. The motion carried unanimously.

## VI. Designations

1. Recommend the Board designate the following banks as depositories for the respective accounts having a \$15 million limit which may be kept on deposit at any time in each bank and that they 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, 2007 to June 30, 2008:

Commerce Bank, East Northport office

<u>Title of Account(s)</u>	<u>No. of</u>	<u>and Authorized Signature(s)</u>
General Fund Checking	1	District Treasurer
Cafeteria Fund Checking	1	District Treasurer
Scholarship Account	1	District Treasurer

Bank of America, Huntington office

<u>Title of Account(s)</u>	<u>No. of</u>	<u>and Authorized Signature(s)</u>
General Fund Checking	1	District Treasurer
Insurance Reserve Money Market	1	District Treasurer
Capital Fund NOW 3	1	District Treasurer

J.P. Morgan Chase Bank, Commack office

<u>Title of Account(s)</u>	<u>No. of</u>	<u>and Authorized Signature(s)</u>
General Fund Disbursement Account	1	District Treasurer
Payroll Account	1	District Treasurer
Trust and Agency Fund NOW	1	District Treasurer
Cafeteria Fund NOW	1	District Treasurer
General Fund Money Market	1	District Treasurer
Federal Aid Fund	1	District Treasurer
Extraclassroom Activity Fund - M.S.	1	Principal and Central Treasurer
Extraclassroom Activity Fund - H.S.	1	Principal and Central Treasurer

North Fork Bank, Greenlawn office

<u>Title of Account(s)</u>	<u>No. of</u>	<u>and Authorized Signature(s)</u>
Third Party Collateral Account	1	District Treasurer
General Fund Money Market	1	District Treasurer

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

Mr. Fusaro moved and Mr. Ciccone seconded. The motion carried 4 ayes 0 nays 1 abstention (Mr. Kaplan).

2. Recommend the Board designate NEWSDAY, THE RECORD, and THE OBSERVER as the official district newspapers [Ed. Law 2004; General Municipal Law 103].  
Mr. Fusaro moved and Mrs. Annunziata seconded. The motion carried unanimously.

## VII. Authorizations

1. Recommend the Board authorize the Superintendent of Schools to certify payrolls [Commissioner's Regulations 170.2; Ed. Law 1720, 2523].  
Mr. Ciccone moved and Mr. Fusaro seconded. The motion carried unanimously.
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	

 Mr. Fusaro moved and Mr. Ciccone seconded. The motion carried unanimously.
3. Recommend the Board authorize the establishment of Petty Cash funds and designate respective custodians for each fund for the 2007/08 school year, as follows:
 

Central Administration . . . .	\$100.00	.....Nancy Raguzin
Senior High School . . . . .	\$100.00	..... Irene Dougherty
Elwood Middle School . . . . .	\$100.00	..... Karen Cleveland
Harley Avenue Primary . . . .	\$100.00	..... Louise Bolger
James Boyd Intermediate . . .	\$100.00	..... Maria Colarossi
Buildings and Grounds . . . .	\$100.00	..... Barbara Klinger

 Mr. Fusaro moved and Mr. Ciccone seconded. The motion carried unanimously.
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 will require Board of Education approval; these budget transfers will be part of a business report submitted to the Board of Education monthly for approval.  
Mr. Ciccone moved and Mr. Fusaro seconded as amended. The motion carried unanimously.
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 2007/08 budget appropriations and in accordance with Board Policy [General Municipal Law 77-b].  
Mr. Fusaro moved and Mrs. Annunziata seconded. The motion carried unanimously.

**VIII. Other**

1. Recommend the Board re-adopt all Policies and Codes of Ethics in effect during the previous school year, and
2. Recommend the Board establish the mileage reimbursement rate at 48.5 cents per mile for the 2007/08 school year [Ed. Law 2118], and
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], and
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 2007/08 on which school must be held be eliminated from the 2007/08 State aid attendance worksheet, if it is in the best interest of the district”, and
5. Recommend the Board establish a Citizens Finance/Budget Advisory Committee for the 2008-09 school budget, and

6. Recommend the Board establish an Audit Advisory Committee for the 2007/2008 school year.

Mr. Fusaro moved and Mr. Ciccone seconded. The motion carried unanimously.

**B. APPROVAL OF MINUTES OF PREVIOUS MEETING(S) (TAB B)**

1. Special Meeting/Work Session -- June 7, 2007
2. Regular Business Meeting -- June 14, 2007
3. Special Business Meeting -- June 19, 2007

Mrs. Annunziata recommended that the record reflect that Mr. Kaplan was in attendance for the June 7<sup>th</sup> meeting and June 14<sup>th</sup> executive session prior to and following the Board of Education meeting.

Mr. Ciccone moved and Mr. Fusaro seconded with changes. The motion carried 4 ayes, 0 nays, 1 abstention (Mr. Kaplan).

**C. REPORT FROM THE SUPERINTENDENT OF SCHOOLS – Dr. William J. Swart**

Congratulations to new Board of Education Trustee, Mr. Kaplan, and to President Kaszubski and Vice President Fusaro for serving another year in these positions.

Congratulations to Dr. Sophia Gary as Director of Curriculum and Standards who officially begins on Monday, July 9<sup>th</sup>.

Congratulations to Mr. John Hogan as he starts his new position as Superintendent of Schools of the West Hempstead UFSD.

Summer construction is moving along nicely. Excel Capital Project #1 is progressing. Significant masonry work done at the Elwood Middle School and will take place at John Glenn High School. We are on schedule.

James H. Boyd has cleared out their library and is ready for construction.

We are in the process of installing a playground set at Harley Avenue. Renovation of the courtyard will be done by the end of July.

Buildings and grounds office will be moved to the District Office.

Letter will be sent to 11 community organizations that responded to an invitation to meet with Superintendent on a monthly basis. The first meeting will be in the administrative conference room on September 12<sup>th</sup> at 10:00 am.

On August 23<sup>rd</sup> and 24<sup>th</sup> a number of people from Sicily will be here to do a presentation at John Glenn High School on the exchange program we plan to participate in next March and April.

Solicitation for participants for either the Board of Education subcommittees or district wide committees will start the end of July.

We have 139 students in our Summer Skills Program.

**D. COMMENDATIONS - (Deferred until schools reopen.)**

**E. RESIDENTS' REMARKS – (8:40 – 8:43)**

**F. UNFINISHED BUSINESS -- (No Recommended Items)**

**G. FINANCIAL MATTERS (TAB C)**

1. Recommend the Board acknowledge receipt for audit of the Treasurer's Report for the month ended May 31, 2007.

**H. NEW BUSINESS  
1. ACTION ITEMS**

- a. Recommend the Board approve Personnel Items. **(TAB D)**  
Mr. Fusaro moved and Mrs. Annunziata seconded. The motion carried 4 ayes, 0 nays, 1 abstention (Mr. Kaszubski).
- b. Recommend the Board approve the Committee on Special Education's recommendations for students' classifications/placements and/or discontinuance of services for meetings held on April 26, May 16, June 5, 6 (two meetings), 7, 11 and 14
- c. **and** the Board approve the Committee on Preschool Special Education's recommendations for students' classifications/placements and/or discontinuance of services for meetings held on May 18, 22 and 23.  
Mr. Fusaro moved and Mrs. Annunziata seconded. The motion carried unanimously.
- d. Recommend the Board approve the members of the Committee on Special Education for the 2007/08 school year. **(TAB E)**  
Mr. Fusaro moved and Mrs. Annunziata seconded. The motion carried unanimously.
- e. Recommend the Board approve the members of the Committee on Preschool Special Education for the 2007/08 school year. **(TAB F)**  
Mr. Fusaro moved and Mrs. Annunziata seconded. The motion carried unanimously.
- f. Recommend the Board approve the list of Surrogate Parents for the 2007/2008 CSE/CPSE meetings [Commissioner's Regulations 200.2(e)(2)]. **(TAB G)**  
Mr. Fusaro moved and Mrs. Annunziata seconded. The motion carried unanimously.
- g. Recommend the Board approve the list of Impartial Hearing Officers for the 2007/08 CSE/CPSE meetings [Commissioner's Regulations 200.2(e)(1)(ii)]. **(TAB H)**  
Tab H page 2, remove Conrad Singer.  
Mr. Fusaro moved and Mr. Kaplan seconded. The motion carried unanimously.
- h. Recommend the Board accept the donation of \$5,000 from Lowe's Charitable and Educational Foundation for the Harley Avenue Primary School courtyard.  
Mr. Kaplan moved and Mr. Fusaro seconded as amended. The motion carried 4 ayes, 0 nays, 1 abstention (Mrs. Annunziata).
- i. Recommend the Board appoint Arthur Riegel, Harry Kershen and Eugene Kaufman as Hearing Officers for Civil Service Law, Section 75 proceedings.  
Mr. Fusaro moved and Mr. Ciccone seconded. The motion carried unanimously.
- j. Recommend the Board approve the Income Eligibility Guidelines for Free and Reduced Price Meals for the 2007/08 school year. **(TAB I)**  
Mr. Fusaro moved and Mr. Ciccone seconded. The motion carried unanimously.
- k. Recommend the Board approve the list of District Wide Safety Committee members for the 2007/08 school year. **(TAB J)**  
Mr. Fusaro moved and Mr. Kaplan seconded. The motion carried unanimously.
- l. Recommend the Board award the First Aid and Nursing Supplies bid to the lowest responsible bidders for the 2007/2008 school year. **(TAB K)**  
Mr. Fusaro moved and Mr. Ciccone seconded. The motion carried unanimously.
- m. Recommend the Board approve the contract services with Western Suffolk BOCES for the 2007/2008 school year. **(TAB L)**  
Mr. Fusaro moved and Mr. Ciccone seconded. The motion carried unanimously.
- n. Recommend the Board approve the distribution (12 monthly payments) of anticipated tax monies received by the School District on behalf of the Elwood Public Library for the 2007/2008 school year. **(TAB M)**  
Mr. Fusaro moved and Mr. Kaplan seconded. The motion carried unanimously.

- o. Recommend the Board approve the bid for Athletic Supplies/Materials and uniforms to the lowest responsible bidders meeting specifications. **(TAB N)**  
Mr. Fusaro moved and Mr. Ciccone seconded. The motion carried unanimously.
  - p. Recommend the Board accept the donation of \$5,000 from Elwood Youth Wrestling. **(TAB O)**  
Mr. Kaszubski moved and Mr. Kaplan seconded. The motion carried 4 ayes 0 nays 1 abstention (Mr. Fusaro).
  - q. Recommend the Board approve the 2006-2007 Special Education Tuition Contract between Elwood UFSD and Levittown UFSD in the estimated sum of \$35,612.00 for a student receiving special education services (prorated for the time that the student resided in Elwood UFSD). **(TAB P)**  
Mr. Ciccone moved and Mr. Fusaro seconded. The motion carried unanimously.
  - r. Recommend the Board approve the agreement between Elwood UFSD and Western Suffolk BOCES for the installation of Fiber Optic Cable from the Administration Building to Harley Avenue and Boyd Intermediate Schools. **(TAB Q)**  
Mr. Fusaro moved and Mr. Ciccone seconded. The motion carried unanimously.
  - s. Recommend the Board approve the sale, disposal, or retention of old/obsolete books from the James H. Boyd library. **(TAB R)**  
Mr. Ciccone moved and Mr. Fusaro seconded as amended. The motion carried 4 ayes, 1 nay (Mr. Kaplan).
  - t. Recommend the Board approve the following textbooks for the High School:  
*Spanish :*
    - ¡A Toda Vela!, EMC Paradigm Publishing, 2007
    - ¡Continuemos!, Ana C. Jarvis et al., Houghton Mifflin, 7<sup>th</sup> edition, 2003
    - ¡Conversemos!, Ana C. Jarvis et al., Houghton Mifflin, 3<sup>rd</sup> edition, 2003*Italian:*
    - Ace the AP Advanced Placement Italian Exam, Bruna Petrarca Boyle, Edizioni Farinelli, 2006-2008 edition, 2006
    - Level I AP Advanced Placement Italian Track, Bruna Petrarca Boyle, Edizioni Farimelli, 1<sup>st</sup> edition, 2007
- Mr. Fusaro moved and Mr. Kaszubski seconded. The motion carried unanimously.

2. **DISCUSSION ITEMS**

- a. Date of June 2008 graduation

I. **ITEMS NOT LISTED ON AGENDA**

J. **COMMUNICATIONS**

**(TAB S)**

- 1. Letter dated June 7, 2007 to Board of Education and Dr. Swart from Gerard K. Hannon
- 2. Letter dated June 10, 2007 to Board of Education and Dr. Swart from Gerard K. Hannon

K. **EXECUTIVE SESSION** -- At 9:35 pm Mr. Ciccone moved and Mr. Fusaro seconded a motion to go into executive session to discuss personnel matters. The motion carried unanimously.

L. **ADJOURNMENT** – At 11:05 p.m. Mr. Fusaro moved and Mrs. Annunziata seconded a motion to end executive session and adjourn the meeting. The motion carried unanimously.

Respectfully submitted,

Peggy Pietzak, District Clerk