

ELWOOD PUBLIC SCHOOLS  
Elwood, New York

**BOARD OF EDUCATION  
REORGANIZATION MEETING**

July 1, 2015 – Elwood Middle School Auditorium – 7:30 p.m.

**REORGANIZATION MINUTES**

*The District Clerk will preside.*

**CALL TO ORDER** – District Clerk (7:30 p.m.)

Present:	Andrew L. Kaplan	Trustee
	Michael LaMena	Trustee
	Heather Mammolito	Trustee
	James Tomeo	Trustee
Absent:	Julia Fried	Trustee
Staff:	Peter C. Scordo	Superintendent
	Keri Loughlin	Asst. Superintendent/Business
	Gary Furman	Asst. Superintendent/Curriculum
	Gene Tranchino	Exec. Director/Technology & Transportation
	Diane Wilkinson	Exec. Director/ Special Education
	Nancy Mancini	District Clerk

**I. Pledge of Allegiance**

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

Newly elected Trustees Heather Mammolito and James Tomeo to be administered Oath [Public Officers Law, Sections 10 and 30 and New York State Constitution, Article XIII-1].

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

1. Election of President [Ed. Law 1701, 2504, 2563]. Oath to be administered. Mr. LaMena moved and Mrs. Mammolito seconded a motion to nominate Mr. Kaplan as board president. The motion carried unanimously.

*From this point, the newly elected President will assume the chair.*

2. Election of Vice President [Ed. Law 1701, 2504]. Oath to be administered. Mrs. Mammolito moved and Mr. Kaplan seconded a motion to nominate Mr. LaMena as board vice president. The motion carried unanimously.

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

Mr. LaMena moved and Mrs. Mammolito seconded a motion to approve V. Appointment of Officers. The motion carried unanimously.

**VI. Other Appointments**

Recommend the Board make the following appointments and set respective salaries, fees or retainers for 2015/2016:

- 1. Purchasing Agent [Commissioner's Regulations 170.2] .....Keri Loughlin
- 2. Deputy Treasurer .....Joanne Lanzilotta
- 3. Deputy Purchasing Agent [Commissioner's Regulations 170.2].....Jennifer Richards
- 4. External Auditor .....TBD (*pending RFP*)
- 5. Internal Auditor ..... TBD (*pending RFP*)
- 6. Claims Auditor .....Cerini & Associates, LLP **(TAB A)**
- 7. General Counsel.....Ingerman Smith LLP **(TAB B)**
- 8. Special Education Counsel .....Frazer & Feldman **(TAB C)**
- 9. School Physician [Ed. Law 902, 1709-21; Commissioner's Regulations 136] .....Scott Gross, M.D. **(TAB D)**
- 10. Bond Counsel .....Hawkins Delafield & Wood, LLP **(TAB E)**
- 11. Fiscal Advisor .....Capital Markets Advisors, LLC (CMA) **(TAB F)**

12. Third Party Administrator
- a. Workers' Compensation .....Nassau County Schools  
Cooperative Workers'  
Compensation Self-Insured  
Trust Administered by Wright  
Risk Management **(TAB G)**
  - b. Workers' Compensation Trustee .....Keri Loughlin  
Alternate.....Lorraine Dunkel
13. Insurance and Bond Broker.....New York State Insurance Reciprocal (NYSIR) **(TAB H)**
14. Architect of Record .....TBD (*pending RFP*)
15. Central Treasurer - Extraclassroom Activity Fund [Ed. Law 2503;  
Commissioner's Regulations 172.4]....High School.....Laura Irace  
Middle School.....Alfred Adamo
16. Records Access Officer .....Keri Loughlin  
[Public Officers Law 878(b)(ii)]
17. Records Management Officer  
[Commissioner's Regulations 185.2(a)(1) .....Keri Loughlin
18. Asbestos (LEA) Designee [AHERA, Public Law 99-519] *and*  
Integrated Pest Management Coordinator [Commissioner's  
Regulations 155.4 (d)(2).....John McDonald
19. Compliance Officer §504 .....Dr. Gary Furman
20. Title IX Hearing Officers
- a. District .....Pamela Fine
  - b. District .....Eileen Kelly-Gorman
  - c. Building Level
    - Harley..... Elissa Toubin
    - Boyd .....Dr. Denise Toscano
    - Middle School .....Dr. Hugh Gigante
    - High School ..... Dr. James Ruck
21. Designated Educational Officer for Project Save.....Keri Loughlin  
[Commissioner's Regulations 155.17]
22. Medicaid Compliance Officer.....Keri Loughlin
23. Student Residency Officer.....Keri Loughlin
24. Homeless Student Liaison.....Keri Loughlin  
[Board Policy 5151 and Administrative Regulation 5151-R]
25. Supervisor of the Register of Attendance.....Tracey Benfante

- 26. Dignity Act Coordinators
  - a. District ..... Dianne Wilkinson, Pamela Fine, Eric Neithardt
  - b. Building Level
    - Harley..... Elissa Toubin, Moira Citko
    - Boyd ..... Dr. Denise Toscano, Adam Goudreau
    - Middle School ..... Dr. Hugh Gigante, Dawn Valle,  
Lauren Buchholz, Todd Schwartz ,  
Sherine DeJesus
    - High School ..... Dr. James Ruck, Leroy Cole,  
Carisa Burzynski, Joanna Sepp

Mr. LaMena moved and Mr. Tomeo seconded a motion to approve VI. Other Appointments excluding TBD’s. The motion carried unanimously.

**VII. Designations**

- 1. Recommend the Board designate the following banks as depositories for funds, each bank having a \$25 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, 2015 to June 30, 2016:

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

- TD Bank
- J.P. Morgan Chase Bank
- Capital One Bank
- Flushing Bank

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

- J.P. Morgan Chase Bank

**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 or Assistant Superintendent for Business.

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].

Mr. LaMena moved and Mrs. Mammolito seconded a motion to approve VII. Designations. The motion carried 3 ayes, 0 nays and 1 abstention (Mr. Kaplan).

**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 2015/16 school year, as follows:

Central Administration . . . . .	\$100.00	Teena Nguyen
Senior High School . . . . .	\$100.00	Irene Dougherty
Elwood Middle School . . . . .	\$100.00	Tracey Conter
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 2015/16 budget appropriations and in accordance with Board Policy [General Municipal Law 77-b].

Mr. LaMena moved and Mrs. Mammolito seconded a motion to approve VIII. Authorizations. The motion carried unanimously.

**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 2015/16 on which school must be held, be eliminated from the 2015/16 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) for the 2015/16 school year, re-adopt the charter [Board Policy 6690-E] and appoint the following members to the Committee for the 2015/16 school year:
 

<i>William M. Comeau</i>	<i>Andrew L. Kaplan</i>
<i>Michael Kaszubski</i>	<i>Michael LaMena</i>
<i>Kenneth Rubin</i>	

**(TAB J)**
6. Recommend the Board approve the resolution adopting Section 18 of the Public Officers Law of the State of New York (supplemental indemnification). **(TAB J)**
7. Recommend the Board approve the members of the Committee on Special Education for the 2015/16 school year. **(TAB K)**
8. Recommend the Board approve the members of the Committee on Preschool Special Education for the 2015/2016 school year. **(TAB L)**
9. Recommend the Board approve the list of Surrogate Parents for the 2015/2016 CSE/CPSE meetings [Commissioner's Regulations 200.2(e)(2)]. **(TAB M)**
10. Recommend the Board appoint Impartial Hearing Officers for the 2015/16 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).

11. Recommend the Board appoint Jay Siegel and Robert Simmelkjaer as Hearing Officers for Civil Service Law, Section 75 proceedings.

Mr. LaMena moved and Mr. Tomeo seconded a motion to approve IX. Other excluding number 5. The motion carried unanimously.

Mr. Kaplan moved and Mr. LaMena seconded a motion to approve IX. Other number 5. The motion carried unanimously.

## **X. Adjournment**

At 7:50 p.m., Mr. Kaplan moved and Mr. La Mena seconded a motion to adjourn the Reorganization Meeting. The motion carried unanimously.

ELWOOD PUBLIC SCHOOLS  
Elwood, New York

**BOARD OF EDUCATION**  
**PUBLIC FORUM ON INTERNET SAFETY POLICY 4526.1**

July 1, 2015 – Elwood Middle School Auditorium

Public Forum on proposed changes to Internet Safety Policy 4526.1 in accordance with the Smart Schools Bond Act.

***(TAB N)***

ELWOOD PUBLIC SCHOOLS  
Elwood, New York

**BOARD OF EDUCATION  
REGULAR BUSINESS MEETING**

July 1, 2015 – Elwood Middle School Auditorium

**MINUTES**

**A. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)**

**(TAB O)**

1. Business Meeting – June 18, 2015 - tabled
2. Special Meeting -- June 22, 2015 - tabled

**B. 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.)*

**C. BOARD RECOGNITION OF DONATIONS**

1. James O'Brien donation of four benches installed on the grounds of Elwood-John H. Glenn High School as part of his Eagle Scout project
2. Stop & Shop A+ Rewards donations:
  - a. \$140.97 to fund cultural arts for 2014-15 at Elwood-John H. Glenn High School
  - b. \$849.75 to fund cultural arts for 2014-15 at Elwood Middle School
3. Donation from high school football parents and the JGHS Football Alumni Association to refurbish the scoreboard
4. Elwood SEPTA donation of \$300 to complete the Final Review Program offerings at Elwood Middle School for the 2014-15 school year
5. Target "Thanks a Billion" donations:
  - a. \$200 to fund cultural arts for 2014-15 at Harley Avenue Primary School
  - b. \$150 to fund cultural arts for 2014-15 at James H. Boyd Intermediate School
6. Futeran family donation of a large outdoor storage box for the Harley Avenue Primary School playground

**D. REPORT FROM THE SUPERINTENDENT OF SCHOOLS/SUPERINTENDENT'S COMMENTS REGARDING TONIGHT'S AGENDA** – Peter C. Scordo

**E. RESIDENTS' REMARKS**

**F. PRESENTATIONS** -- (No Recommended Items)



**G. DISCUSSION ITEMS**

1. Superintendent search update
2. Highlighting donations
3. School Board liaisons to Board committees/subcommittees
4. Board of Education business meeting and workshop format
5. Parameters for establishing 2015-16 Board of Education goals

**H. FINANCIAL MATTERS**

1. Recommend the Board approve the budget transfers. **(TAB P)**  
Mr. LaMena moved and Mr. Kaplan seconded a motion to approve the budget transfers.  
The motion carried unanimously.

**I. ACTION ITEMS**

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

1. **Personnel Agenda** – as per attached **(TAB Q)**

Mr. LaMena moved and Mr. Tomeo seconded a motion to approve the Personnel agenda and the Personnel Addendum I as amended. The motion carried unanimously.

**2. Special Education**

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

<u>Submitted to the Board</u>	<u>Meeting Dates</u>
June 9	February 23; March 24, 25, 26; April 23; May 13
June 12	April 27
June 15	March 6; April 22; May 4, 5, 12 (2 meetings); June 10 (2 meetings)
June 23	February 9, 11, 13, 24 (3 meetings); March 9, 11, 12, 20; April 14, 17, 22 (3 meetings); May 4, 5, 29 (2 meetings); June 2, 3 (3 meetings), 5 (3 meetings), 10 (2 meetings), 12 (2 meetings), 18

- b. Recommend the Board approve the Committee on Preschool Special Education’s recommendations for student’s classifications/placements and/or discontinuance of services:

<u>Submitted to the Board</u>	<u>Meeting Dates</u>
June 11	April 13; June 2 (2 meetings)
June 12	March 31; April 15, 28 (2 meetings); May 15
June 17	April 14 (2 meetings), 21; May 15, 19
June 18	April 24
June 19	April 23, 24, 28

Mr. Kaplan moved and Mrs. Mammolito seconded a motion to approve Action Item #2 – Special Education. The motion carried unanimously.

- 3. Recommend the Board adopt revised policy 4526.1 Internet Safety (first reading). (see TAB N)

Mr. Kaplan moved and Mr. LaMena seconded a motion to approve Action Item #3 as amended. The motion carried unanimously.

- 4. Recommend the Board adopt the following textbook for AP U.S. History: Henretta, Hinderaker, Edwards, Self. America’s History. Boston, MA: Bedford St. Martin, 2014. (TAB R)

- 5. Recommend the Board approve Board liaisons to the various Board Committees and Subcommittees.

Mr. LaMena moved and Mrs. Mammolito seconded a motion to approve Action Items 4-5. The motion carried unanimously.

- 6. Business Agenda – as per attached (TAB S)

Mr. LaMena moved and Mr. Kaplan seconded a motion to approve the Business Agenda and the addendum. The motion carried unanimously.

J. ITEMS NOT LISTED ON AGENDA

K. COMMUNICATIONS

L. RESIDENTS’ REMARKS

M. EXECUTIVE SESSION

At 10:10 p.m., Mr. Kaplan moved and Mr. LaMena seconded a motion to go into executive session to discuss negotiations, personnel and legal matters. The motion carried unanimously.

N. ADJOURNMENT

At 10:50 p.m., Mr. LaMena moved and Mr. Tomeo seconded a motion to end executive session and adjourn the meeting. The motion carried unanimously.

Respectfully submitted,

Nancy Mancini  
District Clerk