

ELWOOD PUBLIC SCHOOLS  
Elwood, New York

MINUTES

BOARD OF EDUCATION  
REORGANIZATION MEETING and REGULAR BUSINESS MEETING

July 5, 2005

Elwood-John Glenn High School Library

A. **CALL TO ORDER** - 8:15 p.m. The District Clerk presided until the election of the Board President.

Present

	Dina Annunziata	Member
	Julie Badlato	Member
	Dan Ciccone	Member
	Joseph Fusaro	Member
	Michael Kaszubski	Member
Staff	Dr. William J. Swart	Superintendent
	Carl Fraser	Assistant Superintendent/Business
	Robert Annucci	Assistant Superintendent/Human Recourses
	John Hogan	Assistant Superintendent/Curriculum
	David Cenerelli	Director/Special Education
	Carlene Granieri	District Clerk
	Nancy Raguzin	Treasurer

I. **Pledge of Allegiance**

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

1. Newly-Elected Trustees: Dina Annunziata and Michael Kaszubski were administered the oath {Public Officers Law, Sections 10 and 30 and New York State Constitution, Article XIII-1} by the District Clerk, Carlene Granieri.

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

Mr. Fusaro nominated Mr. Kaszubski for the office of President of the Board of Education and Mrs. Annunziata seconded the nomination.

The vote carried unanimously.

1. Election of President [Ed. Law 1701, 2504, 2563]. Mr. Kaszubski was administered the Oath of Office by the District Clerk.

***From this point, the President presided.***

Mr. Ciccone nominated Mr. Fusaro for the office of Vice President of the Board of Education and Mrs. Badlato seconded the nomination.

The vote carried unanimously.

2. Election of Vice President [Ed. Law 1701, 2504]. Mr. Fusaro was administered the Oath of Office by the District Clerk.

**III. Appointment of Officers**

- 1. Mr. Fusaro moved and Mrs. Badlato seconded that the Board make the following appointment:  
 District Clerk [Ed. Law 2114, 2130, 2503;  
 Commissioner's Regulations 170.2] .....Carlene Granieri

The Oath of Faithful Performance of Office was administered to the above [New York State Constitution, Article XIII-1; Public Officers Law 10, 30] by the President.  
 The motion carried unanimously.

- 2. Mrs. Annunziata moved and Ms. Badlato seconded that the Board make the following appointment:.....  
 District Treasurer [Ed. Law 2114, 2130, 2503;  
 Commissioner's Regulations 170.2] .....Nancy Raguzin  
 The motion carried unanimously.  
 The Oath of Faithful Performance of Office was administered to the above [New York State Constitution, Article XIII-1; Public Officers Law 10, 30] by the District Clerk..  
 The motion carried unanimously.

**IV. Other Appointments**

Mr. Kaszubski moved and Mr. Fusaro seconded that the Board make the following **(TAB A)** appointments and set respective salaries for 2005/06:

- 1. School Physician [Ed. Law 902, 1709-21;  
 Commissioner's Regulations 136 .....Scott Gross, M.D.
- 2. Labor Counsel .....Ingerman Smith, L.L.P.
- 3. General Counsel .....Ehrlich, Frazer & Feldman
- 4. Internal Claims Auditor [Ed. Law 1709-20a, 2526; Commissioner's  
 Regulations 170.2] .....Elaine McCauley
- 5. Alternate District Clerk.....Carl Fraser
- 6. Central Treasurer - Extraclassroom Activity Fund [Ed. Law 2503;  
 Commissioner's Regulations 172.4] ..... High School..... Ron Robey  
 ..... Middle School..... Alfred Adamo
- 7. Independent Auditor [Ed. Law 2116-a;  
 Commissioner's Regulations 170.2] .....Callahan & Nawrocki, LLP
- 8. Internal Auditor .....R.S. Abrams
- 9. Records Access Officer [Public Officers Law 878(b)(ii)] .....Robert Annucci
- 10. Records Management Officer  
 [Commissioner's Regulations 185.2(a)(1) .....Carl Fraser
- 11. Asbestos (LEA) Designee [AHERA, Public Law 99-519] *and*  
 Integrated Pest Management Coordinator [Commissioner's  
 Regulations 155.4 (d)(2) .....Michael Butler

- 12. Purchasing Agent [Commissioner's Regulations 170.2] .....Carl Fraser
- 13. Deputy Purchasing Agent  
[Commissioner's Regulations 170.2]. .....Robert Annucci
- 14. Compliance Officer [§504 & Title IX] .....Robert Annucci
- 15. Designated Educational Officer.....David Generelli  
[Commissioner's Regulations 155.17]
- 16. Deputy Treasurer .....Denise Vigilo  
The motion carried unanimously.

**V. Designations**

- 1. Mr. Fusaro moved and Mrs. Badlato seconded that the Board designate the following banks as depositories for the respective accounts having a \$10 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 amended) as listed in the payment of funds or the transaction of business of said school district accounts for the fiscal year July 1, 2005 to June 30, 2006:

Citibank, Elwood office

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

Commerce Bank, East Northport office

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

Bank of America, Huntington office

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

J.P. Morgan Chase Bank, Commack office

<u>Title of Account(s)</u>	<u>No. of and Authorized Signature(s)</u>
General Fund Disbursement Account	1 District Treasurer and/or Deputy Treasurer
Payroll Account	1 District Treasurer and/or Deputy Treasurer
Trust and Agency Fund NOW	1 District Treasurer and/or Deputy Treasurer
Cafeteria Fund NOW	1 District Treasurer and/or Deputy Treasurer
General Fund Money Market	1 District Treasurer and/or Deputy Treasurer
Federal Aid Fund	1 District Treasurer and/or Deputy 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

Title of Account(s) No. of and Authorized Signature(s)

Third Party Collateral Account 1 District Treasurer and/or Deputy Treasurer

**EXCEPTION TO THE ABOVE:** If any payment exceeds \$5,000, the check must be signed by the District Treasurer and/or Deputy Treasurer and **either** the Assistant Superintendent for Business **or** the Superintendent. Such checks will therefore have two (2) signatures. Also, checks for Board members, administrators and other staff exceeding \$500 must be signed by the District Treasurer and/or Deputy 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 and/or Deputy Treasurer.

2. Mr. Fusaro moved and Mrs. Annunziata seconded that the Board approve (TAB B) the schedule of its Regular Monthly Business Meetings for 2005/06 [Ed. Law 1708] (amended from Oct.12 to Oct 20).  
The motion carried unanimously.
3. Mrs. Badlato moved and Mrs. Annunziata seconded that the Board designate NEWSDAY, THE RECORD, and THE OBSERVER as the official district newspapers [Ed. Law 2004; General Municipal Law 103].  
The motion carried unanimously.

**VI. Authorizations**

1. Mr. Ciccone moved and Mr. Fusaro seconded that the Board authorize the Superintendent of Schools to certify payrolls [Commissioner's Regulations 170.2; Ed. Law 1720, 2523]
2. **and** that 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
Deputy Treasurer	\$1,000,000 (as amended)
Assistant Superintendent/Business	\$1,000,000
District Clerk	\$250,000
3. **and** that the Board authorize the establishment of Petty Cash funds and designate respective custodians for each fund for the 2005/06 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
4. **and** that the Board authorize the Superintendent of Schools to approve budget transfers not to exceed \$5000 [Commissioner's Regulations 170.2(1)]
5. **and** that 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 2005/06 budget appropriations and in accordance with Board Policy [General Municipal Law 77-b].  
The motion carried unanimously.

**VII. Other**

1. Mrs. Annunziata moved and Mr. Fusaro seconded that the Board re-adopt all Policies and Codes of Ethics in effect during the previous school year

2. **and** that the Board establish the mileage reimbursement rate at 40.5 cents per mile for the 2005/06 school year [Ed. Law 2118]
3. **and** that 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. **and** that 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 2005/06 on which school must be held be eliminated from the 2005/06 State aid attendance worksheet, if it is in the best interest of the district.”
5. **and** that the Board establish a Citizens Finance/Budget Advisory Committee for the 2005-06 school year (as amended)  
 The motion carried unanimously.

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

**(TAB C)**

Mr. Fusaro moved and Mrs. Badlato seconded that the Board approve the minutes presented by the District Clerk of the Regular Business Meeting of June 9, 2005. The motion carried unanimously.

The District now owns a tape recording device. The Board Meetings will be recorded by the District Clerk. In the future, we will purchase a device that will transcribe the meetings onto a computer, thereby ending the amendment war.

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

1. The Health and Nutrition Committee will meet on the following dates: September 20, October 18, November 15, January 17, March 21, April 18. Last year the committee accomplished a great deal in reforming the School Lunch Program. We are looking for additional members. Please call and we will put your name on the list immediately.

Dr. Swart was delighted to distribute the 3 Year District Comprehensive Plan by the Strategic Planning Committee (SPC) to all staff members. He also made copies available to the community. If anyone wants an additional copy, please contact his office. The Board is reviewing the 3 Year Plan and will discuss the SPC’s recommendations in detail at the 8/18 Work Session. The Work Session will be held in the High School Library at 7:30 p.m. He hopes as the Board formulates their goals for the 2005/2006 school year that one of the goals will be to implement the SPC’s recommendations.

**D. COMMENDATIONS**

The Board commended all those responsible for the Commencement Ceremony. It was a wonderful day for all. They received many positive comments re the new web cam.

**E. RESIDENTS’ REMARKS 8:45 – 8:48 p.m.**

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

**G. FINANCIAL MATTERS**

**(TAB D)**

1. The Board acknowledged receipt for audit of the Treasurer's Report for the month ended May 31, 2005.

**H. NEW BUSINESS**

**1. ACTION ITEMS**

- a. Mrs. Badlato moved and Mr. Ciccone seconded that the Board approve  
 Personnel Items:

**(TAB E)**

<u>Resignations:</u>	<i>KeriAnn Clark</i>	<i>Special Education Teacher</i>
	<i>Ana Jimenez</i>	<i>Paraprofessional</i>
	<i>Margaret Kissane</i>	<i>Paraprofessional</i>
	<i>Deborah Padilla</i>	<i>Paraprofessional</i>

<u>Child Care Leave:</u>	Tabitha Walendowski	Elementary Teacher
<u>Appointments:</u>	Christine Anderson	Elementary Teacher
	Lee Anderson	Teaching Assistant
	Tracy Behar	Science Teacher
	Eileen Byrne	Teaching Assistant
	Jennifer Cusano	English Teacher
	I. Wendi Fisher	School Psychologist
	Nicole Kelly	English Teacher
	Janet Maniello	Teaching Assistant
	James Maue	Social Studies Teacher
	Victoria McQuillan	Spanish Teacher
	Cynthia Smith	Teaching Assistant
	Susan Uebelacker	Mathematics Teacher
	Tara Viola	Special Education Teacher

- Other:
- Emergency appointments and reappointments
  - Extension of probationary period
  - KeriAnn Clark to full-time (1.0 FTE) elementary teacher (as amended)
  - Appointment of Melissa Scott to IBI Intervention position at Harley
  - College/summer custodial help
  - Increases in security staff salary rates effective September 1, 2005
  - Teachers for Italian curriculum writing projects
  - Interscholastic coaches for fall season of 2005/06 school year

The motion carried unanimously.

- b. Mr. Fusaro moved and Mrs. Badlato seconded that the Board approve the Committee on Special Education's recommendations for students' classifications/placements and/or discontinuance of services for meetings held on May 5, June 1, 2, 6, 7, 8, 13, 14, 15, 16, 20 and 23
- c. **and** that the Board approve the Committee on Preschool Special Education's recommendations for students' classifications/placements and/or discontinuance of services for meetings held on March 3, April 18 (2 meetings), May 10, 19 and 31. The motion carried unanimously.
- d. Mrs. Badlato moved and Mr. Fusaro seconded that the Board approve the members of the Committee on Special Education for the 2005/06 school year **(TAB F)**
- e. **and** that the Board approve the members of the Committee on Preschool Special Education for the 2005/06 school year **(TAB G)**
- f. **and** that the Board approve the list of Surrogate Parents for the 2005/2006 CSE/CPSE meetings [Commissioner's Regulations 200.2(e)(2)] **(TAB H)**
- g. **and** that the Board approve the list of Impartial Hearing Officers for the 2005/06 CSE/CPSE meetings [Commissioner's Regulations 200.2(e)(1)(ii)]. The motion carried unanimously. **(TAB I)**
- h. Mrs. Badlato moved and Mr. Fusaro seconded that the Board appoint Arthur Riegel, Harry Kershen and Eugene Kaufman as Hearing Officers for Civil Service Law, Section 75 proceedings
- i. **and** that the Board approve participation in Nassau County BOCES Cooperative Purchasing Program for the 2005/06 school year
- j. **and** that the Board approve the Income Eligibility Guidelines for Free and Reduced Price Meals for the 2005/06 school year **(TAB J)**
- k. **and** that the Board approve the agreement with Variety Child Learning Center for July 5, 2005 through August 15, 2005 **(TAB K)**

- l. **and** that the Board approve the disposal of boxes of obsolete files from Harley Primary School and Boyd Intermediate School that meet the New York State destruction requirements as well as the disposal of obsolete/poor condition equipment from the District Office **(TAB L)**
- m. **and** that the Board approve the changes to the District-wide Emergency School Closing Procedure for the Emergency Management (Safety) Plan as required by the SAVE legislation (as amended) **(TAB M)**
- n. **and** that the Board approve the list of District-wide Safety Committee Members for the 2005/06 school year (as amended, Boyd parent) **(TAB N)**
- o. **and** that the Board approve the contract services with Western Suffolk BOCES for the 2005/2006 school year **(TAB O)**
- p. **and** that 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 2005/2006 school year
- q. **and** that the Board approve the bid for Athletic Supplies/Materials and Uniforms to the lowest responsible bidders meeting specifications **(TAB P)**  
The motion carried unanimously.

1. DISCUSSION ITEMS

(Dr. Swart would like to discuss #1 and #2 at the 8/18 Work Session; however, since their goals are tied into his performance, and not a public item, he requested the Board meet in Executive Session prior to 8/18).

1. Dates for Board of Education retreat – 8/2 at 6:00 pm in the Conference Room. If they need to reconvene it will be on 8/4 at 6:00 p.m. Dr. Swart will make his office available if the Conference Room is unsuitable.

Requested items on the agenda: financial & educational goals, dynamics, additional training in Albany due to new Legislation, how they communicate, what they discuss in public, and the Superintendent's performance.

2. Dates for public discussion of Board of Education goals – 8/18 Work Session
3. Policy: code of conduct, ethics (Tabled because the opinion of counsel is lengthy).
4. Athletic Volunteers **(TAB Q)**

Dr. Swart stated that the District has relied on PTA and community members to volunteer in the classrooms and to run events. Without their assistance, many events (such as field day) could not take place due to the cost for additional personnel and the unmanageability of the children. The District is looking for the same type of service for our Athletic Program. It is **not** a paid position.

The discussion centered on looking for individuals:  
Certified in CPR and AED, to act as another pair of eyes, to provide safety and manageability to larger teams (75 EMS Football, 40 Lacrosse, 35 Girls Soccer) and to assist the coaches in a supervisory position.

In addition, their responsibility and cause for dismissal needs to be clearly defined.

They will be fingerprinted (District will assume cost or contact the 2<sup>nd</sup> Police District).

They cannot be related to a team member. They cannot coach on a team if they coach the same student on an outside club, and they cannot accept funds from another coaching organization.

The Athletic Volunteers (AV) must meet certain criteria and their credentials must be approved by the Athletic Volunteer Committee (AVC). The head coaches must have input in the selection process, and also be able to make recommendations.

Dr. Swart added that by using AV's we save the district funds that can then be used to hire a certified part time Athletic Trainer (AT). We will know by July 15 if we have retained the services of an AT.

Other concerns:

What recourse does the District have re discipline, accountability, control, safety, and how to tell a volunteer you're fired without causing bad blood? Is the language in the application or reference to PTA members or paid Paraprofessionals managing events misleading or confusing?

Dr. Swart added that the AV's will be monitored carefully and the coaches will have to be very direct and tell the Athletic Director if problems arise.

This is a work in progress, it is still evolving, and it needs to be fine-tuned.

After the application is modified it will be featured in the Elwood Highlights and it also will be on the District's website.

The Athletic Volunteer Committee plans to meet in August and they would like to have the AV's in place for the Fall Sports Schedule.

The use of AV's will be discussed tonight in Executive Session, as to how they relate to the teachers' contracts.

5. Board of Education subcommittees **(TAB R)**

Finance & Facilities	Chair	Mr. Fusaro	Member	Mr. Ciccone
K-12 Instruction	"	Mrs. Badlato	"	Mr. Kaszubski
Policy & Legislative Action	"	Mrs. Annunziata	"	Mrs. Badlato
School & Community Relations	"	Mr. Kaszubski	"	Mrs. Annunziata
Personnel & Technology	"	Mr. Ciccone	"	Mr. Fusaro

The Board wanted to make it clear they are not eradicating other committees. They are mandated to form certain committees, and each committee will have two Board members, unless otherwise noted.

The purpose of the committees is to make recommendations to the Board. All subcommittees are umbrella committees. The subcommittees will meet in September.

6. School lunch prices – Agenda Item for August **(TAB S)**

Healthy meals and snacks cost more. Food, labor, fuel and delivery costs have increased. Elwood has not had a lunch price increase in 10 years. Our prices are competitive with other districts across Long Island. The lunch program has been running in the black.

The Healthy & Nutrition Committee recommended the price increase.

Harley & Boyd from \$1.40 to \$1.60

Middle & High School from \$1.50 to \$1.75

Breakfast prices remained unchanged at \$1.00.

Several concerns were raised:

There are limited selections for students with 7<sup>th</sup> period lunches. Since the popular items are known, they should be made available to late lunch and lab students.

Certain popular snacks should not be altogether eliminated, but instead blended in (until 100% law goes into effect), and to make more palatable choices available to EMS, Boyd and Harley. Waiting to raise prices for 4 months will impact the lunch program revenue.

The price increase will be advertised and will become effective on January 2, 2006.



**I. ITEMS NOT LISTED ON AGENDA**

Mr. Kaszubski read a statement for the record:

There have been rumors circulating in the community about an alleged breach of confidentiality of Executive Session. As we start this new year, we need to put these rumors to rest. I do not know if there was a breach and I certainly hope there was not one. To betray your fellow Board members and the Superintendent does not make for a wonderful working environment.

Perception and reality are not necessarily the same, but to some without accurate information perception becomes reality. Recently, one person stated to another that there is a leak on the Board and the guys better watch out. I will not let my integrity be insulted. Therefore, I will produce to the Superintendent my home and work telephone records for the evening of May 2, 2005 at 11 pm through the morning of May 3, 2005 at 11 AM. I will also produce my and my wife's cell phone records for the same period. I also state here and now that I spoke to no one outside of that room about what was discussed in that room. While I cannot demand others to do the same, I invite my fellow Board Members to do so. Let us move on with confidence by backing up what we say by what we do.

The Board discussed their concerns re trust, ethics and integrity and whether or not their own high standards have been violated in Executive Session (ES) regardless of what is allowable under New York State School Law. The confidentiality of a student, parent, staff person, or community member must be upheld in ES; it can never be breached. No member should worry about what was said in ES.

The Board also questioned what kind of communication between Board Members is allowable under School Law. Board members may call or e-mail each other or the Superintendent with their concerns re what took place in ES, as long as they do not have a quorum. They are individuals and should be able to interact and to speak freely regarding their concerns.

**J. COMMUNICATIONS**

*(TAB T)*

1. Correspondence from Mr. & Mrs. Hannon 6/15/05
2. Correspondence from Mrs. Hannon 6/16/05
3. Response to Mr. & Mrs. Hannon from Dr. Swart 6/17/05

**K. SECOND RESIDENTS' REMARKS - 10:27 p.m.**

**K. EXECUTIVE SESSION**

Mrs. Badlato moved and Mr. Ciccone seconded that the Board go into Executive Session at 10:28 p.m. to discuss and clarify the Athletic Volunteers with Mr. Tuorto, and to discuss contract negotiations with Mr. Annucci.

**L. ADJOURNMENT**

Mr. Fusaro moved and Mr. Ciccone seconded to end Executive Session and to adjourn the meeting at 11:30 p.m.

Respectfully submitted,

Carlene Granieri  
District Clerk