

ELWOOD PUBLIC SCHOOLS
Elwood, New York

BOARD OF EDUCATION
REORGANIZATION MEETING and REGULAR BUSINESS MEETING

July 5, 2011 – Elwood Middle School Auditorium – 7:30 p.m.

MEETING MINUTES

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

Present:	Joseph Fusaro	Trustee
	Dan Ciccone	Trustee
	William Gutekunst	Trustee
	Michael LaMena	Trustee
Absent:	Andrew Kaplan	Trustee
Staff:	Peter C. Scordo	Superintendent
	William Pastore	Asst. Superintendent/Human Resources
	Maryann Llewellyn	Asst. Superintendent/Curriculum
	Diane Wilkinson	Exec. Director of Special Education
	Peggy Pietzak	District Clerk

I. Pledge of Allegiance

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

District Clerk administered Oath of Faithful Performance to newly elected Trustees Mr. Gutekunst and Mr. LaMena.

III. Election of Board President and Vice President

Mr. Ciccone nominated Mr. Fusaro for President, seconded by Mr. Gutekunst. The motion carried 4 ayes, 0 nays.

Mr. Fusaro nominated Mr. Ciccone for Vice President, seconded by Mr. LaMena. The motion carried 4 ayes, 0 nays.

District Clerk administered Oath of Faithful Performance to Mr. Fusaro and Mr. Ciccone.

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

District Clerk administered Oath of Faithful Performance to Mr. Scordo.

Recommend the Board make the following appointments:

1. District Clerk [Ed. Law 2114, 2130, 2503; Commissioner's Regulations 170.2]Peggy Pietzak
Mr. LaMena moved and Mr. Ciccone seconded. The motion carried 4 ayes, 0 nays.
Mr. Fusaro, President, administered Oath of Faithful Performance.
2. Alternate District ClerkWilliam Pastore
Mr. Ciccone moved and Mr. Gutekunst seconded. The motion carried 4 ayes, 0 nays.
District Clerk administered Oath of Faithful Performance.

3. District Treasurer [Ed. Law 2114, 2130, 2503;
Commissioner's Regulations 170.2]Nancy Raguzin
Mr. LaMena moved and Mr. Gutekunst seconded. The motion carried 4 ayes, 0 nays.
District Clerk administered Oath of Faithful Performance.
4. Claims Auditor.....Camille Racioppi **(TAB A)**
Mr. Gutekunst moved and Mr. Ciccone seconded. The motion carried 4 ayes, 0 nays.
District Clerk administered Oath of Faithful Performance.

V. Other Appointments

Recommend the Board make the following appointments and set respective salaries, fees or retainers for 2011/2012:

1. Purchasing Agent [Commissioner's Regulations 170.2].....William Pastore
2. Deputy Claims AuditorLaura Irace **(TAB B)**
3. Deputy TreasurerNancy Barkocy
4. Deputy Purchasing Agent
[Commissioner's Regulations 170.2]Gene Tranchino
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
 - b. Unemployment.....Tax Unemployment Cost Management Service **(TAB J)**
13. Insurance and Bond BrokerNYSIR **(TAB K)**
14. Central Treasurer - Extraclassroom Activity Fund [Ed. Law 2503;
Commissioner's Regulations 172.4] High SchoolLaura Irace
Middle School.....Alfred Adamo
15. Records Access Officer.....William Pastore
[Public Officers Law 878(b)(ii)]

16. Records Management Officer
[Commissioner's Regulations 185.2(a)(1).....William Pastore
 17. Asbestos (LEA) Designee [AHERA, Public Law 99-519] and
Integrated Pest Management Coordinator [Commissioner's
Regulations 155.4 (d)(2).....Richard Rouse
 18. Compliance Officer §504Maryann Llewellyn
 19. Title IX Hearing Officers
 - a. District Maryann Llewellyn
 - b. DistrictGene Tranchino
 - c. Building Level
 - Harley..... Karen Koliadko
 - Boyd Pamela Fine
 - Middle School Dr. Hugh Gigante
 - High School Dr. Vincent Mulieri
 20. Designated Educational Officer for Project Save..... William Pastore
[Commissioner's Regulations 155.17]
 21. Medicaid Compliance OfficerWilliam Pastore
 22. Student Residency OfficerWilliam Pastore
 23. Homeless Student LiaisonWilliam Pastore
[Board Policy 5151 and Administrative Regulation 5151-R]
 24. Supervisor of the Register of AttendanceGene Tranchino
[Board Policy 5011]
- Mr. Ciccone moved and Mr. LaMena seconded. The motion carried 4 ayes, 0 nays.

VI. Designations

1. Recommend the Board designate the following banks as depositories for funds, each bank having a \$15 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, 2011 to June 30, 2012:

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

- TD Bank
- Citibank
- J.P. Morgan Chase Bank
- MBIA Class
- State Bank of Long Island
- HSBC
- Capital One

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. **and** the Board designate **NEWSDAY** and **THE RECORD** as the official district newspapers [Ed. Law 2004; General Municipal Law 103].
Mr. Ciccone moved and Mr. Gutekunst seconded. The motion carried 4 ayes, 0 nays.

VIII. Authorizations

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

2. **and** 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. **and** the Board authorize the establishment of Petty Cash funds and designate respective custodians for each fund for the 2011/12 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 Deborah Karle
James Boyd Intermediate . .	\$100.00 Maria Colarossi
Buildings and Grounds	\$100.00 Kathleen Fanara

4. **and** 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. **and** 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 2011/12 budget appropriations and in accordance with Board Policy [General Municipal Law 77-b].

Mr. LaMena moved and Mr. Gutekunst seconded. The motion carried 4 ayes, 0 nays.

IX. Other

1. Recommend the Board re-adopt all Board of Education Policies in effect during the previous school year,
2. **and** the Board establish the mileage reimbursement rate at 55.5 cents per mile through December 31, 2011 [Ed. Law 2118],
3. **and** 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** 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 2011/12 on which school must be held be eliminated from the 2011/12 State aid attendance worksheet, if it is in the best interest of the district.
5. **and** the Board establish an Audit Advisory Committee for the 2011/12 school year and re-adopt the charter [Board Policy 6690-E],

(TAB L)

6. **and** the Board readopt the District-wide Safety Plan, (TAB M)
7. **and** the Board approve the resolution adopting Section 18 of the Public Officers Law of the State of New York, (TAB Mc)
8. **and** the Board approve the members of the Committee on Special Education for the 2011/12 school year, (TAB N)
9. **and** the Board approve the members of the Committee on Preschool Special Education for the 2011/2012 school year, (TAB O)
10. **and** the Board approve the list of Surrogate Parents for the 2011/2012 CSE/CPSE meetings [Commissioner's Regulations 200.2(e)(2)], (TAB O)
11. **and** the Board appoint Impartial Hearing Officers for the 2011/12 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. **and** the Board appoint Arthur Riegel and Harry Kershen as Hearing Officers for Civil Service Law, Section 75 proceedings.
Mr. Ciccone moved and Mr. LaMena seconded. The motion carried 4 ayes, 0 nays.

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

1. Regular Business Meeting – June 15, 2011
TABLED UNTIL AUGUST MEETING
2. Special Meeting – June 20, 2011
TABLED UNTIL AUGUST MEETING

C. REPORT FROM THE SUPERINTENDENT OF SCHOOLS – Peter C. Scordo
Mr. Scordo congratulated Mr. Fusaro, President, and Mr. Ciccone, Vice President.

Mr. Fusaro read a statement from the Board of Education. (TAB V)

D. COMMENDATIONS – (Deferred until schools reopen).

E. RESIDENTS' REMARKS – (8:00 – 8:06 p.m.)

F. UNFINISHED BUSINESS -- (No Recommended Items)

G. FINANCIAL MATTERS (TAB Q)

1. Recommend the Board acknowledge receipt for audit of the Treasurer's Report for the month ended May 31, 2011,
2. **and** the Board acknowledge receipt for audit of the Revenue Report for the month ended May 31, 2011,
3. **and** the Board acknowledge receipt for audit of the Cash Flow for General Funds report for the month ended May 31, 2011,
4. **and** the Board acknowledge receipt for audit of the Trial Balances for all funds for the month ended May 31, 2011,
5. **and** the Board acknowledge receipt for audit of the Budget Status report for the period ending May 31, 2011.
6. Recommend the Board approve the budget transfers.
Mr. Ciccone moved and Mr. Gutekunst seconded. The motion carried 4 ayes, 0 nays.

H. NEW BUSINESS (TAB R)

1. PRESENTATION: LinkIt! - Maryann Llewellyn

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 S)
Recommend the Board approve the personnel agenda.
Mr. Ciccone moved and Mr. LaMena seconded. The motion carried 4 ayes, 0 nays.
- b. **Special Educator**
 - 1. Recommend the Board approve the Committee on Special Education’s recommendations for students’ classifications/placements and/or discontinuance of services for meetings held on: March 25th (2 meetings), March 29th, March 30th, April 1st, April 5th, April 7th, April 8th (2 meetings), April 13th, April 26th, May 2nd, May 3rd, May 4th, May 6th, May 9th (2 meetings), May 16th, May 26th, June 7th, June 10th, (3 meetings),
 - 2. **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: April 14th, May 18th (3 meetings).
Mr. Ciccone moved and Mr. LaMena seconded. The motion carried 4 ayes, 0 nays.
- c. **Curriculum and Instruction** -- (TAB T)

Recommend the Board approve the K-5 Envision Math Program by Pearson.
Mr. LaMena moved and Mr. Ciccone seconded. The motion carried 4 ayes, 0 nays.
- d. **Business Agenda** – as per attached (TAB U)
Recommend the Board approve business agenda including donation from John H. Glenn/Elwood Football Alumni Association and approval of Football Summer Camp.
Mr. Gutekunst moved and Mr. LaMena seconded. The motion carried 4 ayes, 0 nays.

2. DISCUSSION ITEMS -- (No Recommended Items)

- I. ITEMS NOT LISTED ON AGENDA
- J. COMMUNICATIONS
- K. RESIDENTS’ REMARKS – (8:35 – 8:37 p.m.)
- L. EXECUTIVE SESSION – At 8:38 p.m. Mr. Ciccone moved and Mr. Gutekunst seconded a motion to go into executive session to discuss personnel items. The motion carried 4 ayes, 0 nays.
- M. ADJOURNMENT – At 12:22 a.m. Mr. Gutekunst moved and Mr. Ciccone seconded a motion to end executive session and to adjourn the meeting.

Respectfully submitted,

Peggy Pietzak
District Clerk