

ELWOOD PUBLIC SCHOOLS
Elwood, New York

**BOARD OF EDUCATION
REORGANIZATION MEETING**

July 1, 2016 – Elwood Middle School Auditorium – 5:00 p.m.

REORGANIZATION AGENDA

The District Clerk will preside.

CALL TO ORDER – 5:13 p.m.

Present:	Michael LaMena	President
	Julia Fried	Vice President
	Heather Mammolito	Trustee
	James Tomeo	Trustee (5:22 p.m.)
	Debbie Weiss	Trustee
Staff:	Kenneth R. Bossert	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 Trustee

Newly elected Trustee Deborah M. Weiss 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. Mrs. Fried moved and Mrs. Mammolito seconded a motion to nominate Mr. LaMena 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 Mrs. Weiss seconded a motion to nominate Mrs. Fried as board vice president. The motion carried unanimously.

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

Dr. Kenneth Bossert 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

VI. Other Appointments

Recommend the Board make the following appointments and set respective salaries, fees or retainers for 2016/2017:

1. Purchasing Agent [Commissioner's Regulations 170.2]Keri Loughlin

2. Deputy TreasurerJoanne Lanzilotta

3. Deputy Purchasing Agent [Commissioner's Regulations 170.2]Teena Nguyen

4. External AuditorR.S. Abrams **(TAB A1)**

5. Internal Auditor Nawrocki Smith **(TAB A2)**

6. Claims AuditorCerini & Associates, LLP **(TAB B)**

7. General Counsel.....Ingerman Smith LLP **(TAB C)**

8. Special Education CounselFrazer & Feldman **(TAB D)**

9. School Physician [Ed. Law 902, 1709-21; Commissioner's Regulations 136]Scott Gross, M.D.

10. Bond CounselHawkins Delafield & Wood, LLP **(TAB E)**

- 11. Fiscal AdvisorCapital Markets Advisors, LLC (CMA) **(TAB F)**
- 12. Third Party Administrator **(TAB G)**
 - a. Workers' CompensationNassau County Schools Cooperative
Workers' Compensation Self-Insured Trust
Administered by Wright Risk Management
 - b. Workers' Compensation Trustee.....Keri Loughlin
Alternate.....Lorraine Dunkel to 7/8/16
.....Rosalia Seiter effective 7/18/16
- 13. Insurance and Bond Broker.....New York State Insurance Reciprocal (NYSIR) **(TAB H)**
- 14. Architect of RecordBBS
- 15. Central Treasurer - Extraclassroom Activity Fund [Ed. Law 2503;
Commissioner's Regulations 172.4
High SchoolLaura Irace
Middle School.....Alfred Adamo & Donna Fife
- 16. Records Access OfficerKeri 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 §504Dianne Wilkinson
- 20. Title IX Hearing Officers
 - a. DistrictPamela Fine
 - b. DistrictEileen Kelly-Gorman
 - c. Building Level
Harley..... Elissa Toubin
BoydDr. Denise Toscano
Middle SchoolDr. Hugh Gigante
High School Carisa Burzynski
- 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
[Board Policy 5011]

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 SchoolDr. Hugh Gigante, Dawn Valle,
Lauren Buchholz, Todd Schwartz ,
Sherine DeJesus
 - High School Carisa Burzynski, Leroy Cole,
Thomas Colletti, Joanna Sepp

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, 2016 to June 30, 2017:

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

- First National Bank
- Flushing Bank

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

- First National 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].

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 2016/17 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 in accordance with 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 2016/17 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). (All policies can be found on the District website under "District > BOE Policies".)
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 2016/17 on which school must be held, be eliminated from the 2016/17 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 2016/17 school year, re-adopt the charter [Board Policy 6690-E] and appoint the following members to the Committee for the 2016/17 school year:

<i>Andrew L. Kaplan</i>	
<i>Timothy Mayette</i>	
<i>Kenneth Rubin</i>	
<i>Board liaisons:</i>	<i>Michael LaMena</i>
	<i>Heather Mammolito</i>

(TAB I)
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 2016/17 school year. **(TAB K)**
8. Recommend the Board approve the members of the Committee on Preschool Special Education for the 2016/2017 school year. **(TAB L)**
9. Recommend the Board approve the list of Surrogate Parents for the 2016/2017 CSE/CPSE meetings [Commissioner's Regulations 200.2(e)(2)]. **(TAB M)**
10. Recommend the Board appoint Impartial Hearing Officers for the 2016/17 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.

Mrs. Fried moved and Mrs. Weiss seconded a motion to approve sections VI 1-26; VII 1-2; VIII and IX (as amended to include the selection of Mr. LaMena and Mrs. Mammolito as the board liasons to the audit committee). The motion carried unanimously.

X. Adjournment

At 5:22 p.m., Mrs. Mammolito moved and Mrs. Fried seconded a motion to adjourn the reorganization meeting. The motion carried unanimously.

ELWOOD PUBLIC SCHOOLS
Elwood, New York

**BOARD OF EDUCATION
REGULAR BUSINESS MEETING**

July 1, 2016 – Elwood Middle School Auditorium

AGENDA

A. APPROVAL OF MINUTES OF PREVIOUS MEETING(S) (TAB N)

1. Special Meeting -- April 19, 2016

Mrs. Mammolito moved and Mr. Tomeo seconded a motion to approve the minutes of April 19, 2016. The motion carried 3 ayes, 0 nays and 2 abstentions (Mrs. Fried and Mrs. Weiss).

2. Special Meeting -- June 7, 2016

Mr. Tomeo moved and Mrs. Mammolito seconded a motion to approve the minutes of June 7, 2016. The motion carried 3 ayes, 0 nays and 2 abstentions (Mrs. Weiss and Mrs. Mammolito).

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. Elwood Teachers Alliance donation of \$100 to help fund the Maker Faire program

2. Elwood Booster Club donations:

- a. \$11,000 to help fund calculators for the High School math department
- b. \$11,000 to help fund a sensory room at Harley
- c. \$11,000 to help support the Middle School music department

D. REPORT FROM THE SUPERINTENDENT OF SCHOOLS/SUPERINTENDENT'S COMMENTS REGARDING TONIGHT'S AGENDA – Dr. Bossert

E. RESIDENTS' REMARKS

F. PRESENTATIONS -- (No Recommended Items)

G. DISCUSSION ITEMS -- (No Recommended Items)

H. FINANCIAL MATTERS -- (No Recommended Items)

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 O)

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 15	April 11; May 9, 19 (3 meetings)
June 22	February 4; March 11; April 6 (2 meetings), 19 (3 meetings), 21; May 16, 19 (2 meetings), 23, 25; June 9

- 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 10	June 7 (3 meetings)
June 16	April 1, 8 (2 meetings); May 3, 10, 17, 18
June 17	April 8 (2 meetings); May 10, 17

3. Recommend the Board adopt the following revised policies (*second reading*): **(TAB P)**
- a. Policy 6150 – Budget Transfers
 - b. Policy 8130 – School Safety Plans and Teams

4. Recommend the Board approve the following resolution:

RESOLVED, that the Board of Education herewith approves and adopts the District’s Annual Professional Performance Review plan for classroom teachers and principals in compliance with Education Law Section 3012-d and 8 N.Y.C.R.R. 30-3, commencing with the 2016-2017 school year; and

BE IT FURTHER RESOLVED, that the Board authorizes the Superintendent or his designee to submit the plan via the online portal to the Commissioner of Education for review; and

BE IT FURTHER RESOLVED, that the Board authorizes the Superintendent and Board of Education President to execute the Joint Certification Form, as required for submission of the plan to the Commissioner of Education.

5. Recommend the Board accept the Official Vote Tallies for the School Budget Vote held on June 21, 2016. **(TAB Q)**

6. Recommend the Board adopt the following textbook for the AP Environmental Science course at the high school: **(TAB R)**
- Environmental Science for AP, 2ND edition**, Friedland and Relyea (W.H. Freeman and Company, 2015)

7. Recommend the Board approve members and Board liaisons for the various Board Committees and Subcommittees.

(TAB S)

Mrs. Mammolito moved and Mr. Tomeo seconded a motion to approve action items 1-7 (including the personnel addendum I and II excluding Tab O, P8f. The motion carried unanimously.

Mrs. Weiss moved and Mrs. Fried seconded a motion to approve personnel agenda Tab O, P8f. The motion carried 4 ayes, 0 nays and 1 abstention (Mrs. Mammolito).

8. **Business Agenda** – as per attached

(TAB T)

Mrs. Mammolito moved and Mrs. Weiss seconded a motion to approve the business agenda excluding tab 4 b, c and d. The motion carried unanimously.

Mrs. Weiss moved and Mrs. Fried seconded a motion to approve tab 4 b, c and d. The motion carried 4 ayes, 0 nays and 1 abstention (Mrs. Mammolito).

J. ITEMS NOT LISTED ON AGENDA

K. COMMUNICATIONS

L. RESIDENTS' REMARKS

M. EXECUTIVE SESSION - None

N. ADJOURNMENT

At 5:35 p.m., Mrs. Mammolito moved and Mrs. Weiss seconded a motion to adjourn the meeting. The motion carried unanimously.

Respectfully submitted,

Nancy Mancini
District Clerk