

ELWOOD UNION FREE SCHOOL DISTRICT  
BOARD OF EDUCATION MEETING  
REORGANIZATIONAL MEETING MINUTES  
July 2, 2018

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**A. CALL TO ORDER – 4:03 p.m.**

1. The Meeting was called to order in the Elwood Middle School Library by the District Clerk, Mary Lou Janelli, at 4:03 p.m. and she led the Pledge of Allegiance.

Present:     Julia Fried             Member  
              James Tomeo         Member  
              Heather Mammolito   Member  
              Becky Marcus         Member  
              Deborah Weiss        Member

Absent:       none

Staff:        Dr. Kenneth Bossert    Superintendent of Schools  
              Maureen Hull           Assistant Superintendent/Curriculum  
              Keri Loughlin        Assistant Superintendent/Business  
              Dianne Wilkinson    Exec. Director/Special Education  
              Mary Lou Janelli     District Clerk

Absent:       Gene Tranchino        Exec. Director/Technology & Transportation

**B. OATH OF OFFICE TO RE-ELECTED BOARD MEMBERS**

The District Clerk administered the Oath of Office to re-elected Board Members, Heather Mammolito and James Tomeo.

**C. NOMINATIONS AND ELECTIONS**

1. The floor was opened for nominations for the position of President of the Board of Education. Mr. Tomeo moved and Mrs. Mammolito seconded a motion to nominate Mrs. Fried as President. No further nominations were made and the floor was closed. Motion carried. Vote: 5-yes, 0-no
2. The District Clerk administered the Oath of Office to the President of the Board of Education, Mrs. Fried and turned the meeting over to the President.
3. The floor was opened for nominations for the position of Vice President of the Board of Education. Mrs. Fried moved and Mrs. Mammolito seconded a motion to nominate Mr. Tomeo as Vice President. No further nominations were made and the floor was closed. Motion carried. Vote: 5-yes, 0-no
4. The District Clerk administered the Oath of Office to the Vice President of the Board of Education.

**D. CONSENT AGENDA VOTE**

Mr. Tomeo moved and Mrs. Mammolito seconded a motion to approve the consent agenda (Items E.1-E.3, F.1-F.6, G.1-G.2, H.1, I.1-I.4, J.1-J.22, K.1, L.1-L.3, M.1-M.8, N.1-N.3, O.1, P.1-P.2), as presented to the Board at this meeting.

Motion carried. Vote: 5-yes, 0-no

**E. APPOINTMENT OF OFFICERS**

1. BE IT RESOLVED, the Board of Education hereby appoints Mary Lou Janelli as District Clerk for the 2018-2019 school year, effective July 1, 2018.
2. BE IT RESOLVED, the Board of Education hereby appoints Keri Loughlin as Alternate District Clerk for the 2018-2019 school year, effective July 1, 2018.
3. BE IT RESOLVED, the Board of Education hereby appoints Rosalia Seiter as District Treasurer for the 2018-2019 school year, effective July 1, 2018.

**F. APPOINTMENT OF SCHOOL ATTORNEYS & AUDITORS**

1. BE IT RESOLVED, the Board of Education hereby appoints Ingerman Smith, LLP as the General Counsel for the 2018-2019 school year and authorizes the Board of Education President to sign and execute a Letter of Engagement with Ingerman Smith, LLP and the District, setting forth the terms and conditions for providing such services to the District, effective July 1, 2018 through June 30, 2019, and said Letter of Engagement will be incorporated by reference within the minutes of the meeting.
2. BE IT RESOLVED, the Board of Education hereby appoints Frazer & Feldman, LLP as the Special Education Counsel for the 2018-2019 school year and authorizes the Board of Education President to sign and execute the Retainer Agreement with Frazer & Feldman, LLP and the District, setting forth the terms and conditions for providing such services to the District, effective July 1, 2018 through June 30, 2019, and said Agreement will be incorporated by reference within the minutes of the meeting.
3. BE IT RESOLVED, the Board of Education hereby appoints Hawkins Delafield & Wood, LLP as the Bond Counsel for the 2018-2019 school year and authorizes the Board of Education President to sign and execute an Agreement with Hawkins, Delafield & Wood, LLP and the District, setting forth the terms and conditions for providing such services to the District, effective July 1, 2018, and said Agreement will be incorporated by reference within the minutes of the meeting.
4. BE IT RESOLVED, the Board of Education hereby appoints Cerini and Associates as the Claims Auditor for the 2018-2019 school year and authorizes the Board of Education President to sign and execute an Agreement with Cerini and Associates and the District, setting forth the terms and conditions for providing such services to the District, effective July 1, 2018, and said Agreement will be incorporated by reference within the minutes of the meeting.
5. BE IT RESOLVED, the Board of Education hereby appoints R.S. Abrams as the External Auditor for the 2018-2019 school year and authorizes the Board of Education President to sign and execute an Agreement with R.S. Abrams and the District, setting forth the terms and conditions for providing such services to the

District, effective July 1, 2018, and said Agreement will be incorporated by reference within the minutes of the meeting.

6. BE IT RESOLVED, the Board of Education hereby appoints Nawrocki Smith, LLP as the Internal Auditor for the 2018-2019 school year and authorizes the Board of Education President to sign and execute an Agreement with Nawrocki Smith, LLP and the District, setting forth the terms and conditions for providing such services to the District, effective July 1, 2018 through June 30, 2019, and said Agreement will be incorporated by reference within the minutes of the meeting.

**G. APPOINTMENT OF BOARD OF EDUCATION COMMITTEES**

1. BE IT RESOLVED, the Board of Education hereby re-establishes an Audit Advisory Committee, re-adopts the Charter and appoints the following as members to the Committee for the 2018-2019 school year:  
Community Members: Julie Badlato and Timothy Mayette  
Board Liaisons: Heather Mammolito and Rebecca Marcus
2. BE IT RESOLVED, the Board of Education hereby approves the Board Liaisons for the Committees as presented to the Board at this meeting:  
Facilities: Mr. Tomeo & Mrs. Weiss  
Curriculum: Mrs. Fried & Mrs. Weiss  
Technology: Mrs. Weiss & Mrs. Marcus  
CF/BAC: Mrs. Fried & Mrs. Mammolito  
Safety: Mr. Tomeo & Mrs. Marcus  
Health & Nutrition: Mrs. Fried & Mrs. Weiss  
Legislative: Mr. Tomeo & Mrs. Mammolito

**H. APPOINTMENT OF SCHOOL PHYSICIAN**

1. BE IT RESOLVED, the Board of Education hereby appoints Scott Gross, M.D. as the School Physician for the 2018-2019 school year, effective July 1, 2018.

**I. CSE & CPSE APPOINTMENTS**

1. BE IT RESOLVED, the Board of Education hereby appoints the Members for the Committee on Special Education for the 2018-2019 school year, as presented to the Board at this meeting.
2. BE IT RESOLVED, the Board of Education hereby appoints the Members for the Committee on Pre-School Special Education for the 2018-2019 school year, as presented to the Board at this meeting.
3. BE IT RESOLVED, the Board of Education hereby appoints the listing of Surrogate Parents for the CSE/CPSE meetings for the 2018-2019 school year, as presented to the Board at this meeting.
4. BE IT RESOLVED, the Board of Education hereby appoints Impartial Hearing Officers for the 2018-2019 CSE/CPSE meetings from the most current certified list maintained in the New York State Impartial Hearing Reporting System.

**J. OTHER APPOINTMENTS**

1. BE IT RESOLVED, the Board of Education hereby appoints Capital Markets Advisors, LLC (CMS) as Fiscal Advisor for the 2018-2019 school year and authorizes the Board of Education President to sign and execute an Agreement with Capital Markets Advisors, LLC and the District, setting forth the terms and conditions for providing such services to the District, effective July 1, 2018, and said Agreement will be incorporated by reference within the minutes of the meeting.
2. BE IT RESOLVED, the Board of Education hereby appoints the following for the 2018-2019 school year, effective July 1, 2018:  
Third Party Administrator
  - a. Workers' Compensation: Nassau County Schools Cooperative Workers' Compensation Self-Insured Trust Administered by Wright Risk Management
  - b. Workers' Compensation Trustee: Keri LoughlinWorkers' Compensation Alternate: Rosalia Seiter
3. BE IT RESOLVED, the Board of Education hereby appoints New York State Insurance Reciprocal (NYSIR) as the District's Insurance and Bond Broker for the 2018-2019 school year, effective July 1, 2018.
4. BE IT RESOLVED, the Board of Education hereby appoints BBS as the District's Architect of record for the 2018-2019 school year, effective July 1, 2018.
5. BE IT RESOLVED, the Board of Education hereby appoints Keri Loughlin as Purchasing Agent for the 2018-2019 school year, at no additional salary, effective July 1, 2018.
6. BE IT RESOLVED, the Board of Education hereby appoints Teena Nguyen as the Deputy Purchasing Agent for the 2018-2019 school year, at no additional salary, effective July 1, 2018.
7. BE IT RESOLVED, the Board of Education hereby appoints Joanne Lanzilotta as the Deputy Treasurer for the 2018-2019 school year, at no additional salary, effective July 1, 2018.
8. BE IT RESOLVED, the Board of Education hereby appoints Keri Loughlin, Purchasing Agent and Teena Nguyen, Deputy Purchasing Agent, as the Receivers of Bids for the 2018-2019 school year, at no additional salary.
9. BE IT RESOLVED, the Board of Education hereby appoints the following as Central Treasurers for the 2018-2019 school year, effective July 1, 2018:  
Elwood-John H. Glenn High School - Scott Brennan  
Elwood Middle School - Donna Fife
10. BE IT RESOLVED, the Board of Education hereby appoints Jay Siegel, Robert Simmelkjaer and Lawrence Spirn as Hearing Officers for Civil Service Law, Section 75 proceedings.
11. BE IT RESOLVED, the Board of Education hereby appoints John McDonald as the Asbestos Designee (AHERA) and Integrated Pest Management Coordinator for the 2018-2019 school year, at no additional salary, effective July 1, 2018.

12. BE IT RESOLVED, the Board of Education hereby appoints the Board of Education President as the Voting Delegate and the Vice President as the alternate Voting Delegate at the NYSSBA Annual Meeting.
13. BE IT RESOLVED, the Board of Education hereby appoints Eileen Kelly-Gorman and Pamela Fine as the Title VI and Title VII Compliance Officers for the 2018-2019 school year, at no additional salary, effective July 1, 2018.
14. BE IT RESOLVED, the Board of Education hereby appoints the following Dignity Act Coordinators for the 2018-2019 school year, at no additional salary, effective July 1, 2018:  
District - Dianne Wilkinson, Pamela Fine, Eric Neithardt  
Harley-Elissa Millan, Moira Citko  
Boyd-Denise Toscano, Adam Goudreau  
Middle School-Christina Sapienza, Dawn Valle, Laurie Lederer, Todd Schwartz, Sherine DeJesus  
High School-Carisa Burzynski, Leroy Cole, Corey McNamara, Joanna Sepp
15. BE IT RESOLVED, the Board of Education hereby appoints Dianne Wilkinson as the 504 Compliance Officer, for the 2018-2019 school year, at no additional salary, effective July 1, 2018.
16. BE IT RESOLVED, the Board of Education hereby appoints the following as Title IX Hearing Officers, for the 2018-2019 school year, at no additional salary, effective July 1, 2018:  
Pamela Fine (District)  
Eileen Kelly-Gorman (District)  
Elissa Millan (Harley)  
Denise Toscano (Boyd)  
Christina Sapienza (EMS)  
Carisa Burzynski (JGHS)
17. BE IT RESOLVED, the Board of Education hereby appoints Keri Loughlin as Records Access Officer and Records Management Officer, for the 2018-2019 school year, at no additional salary, effective July 1, 2018.
18. BE IT RESOLVED, the Board of Education hereby designates Keri Loughlin as the Educational Officer for Project Save, for the 2018-2019 school year, at no additional salary, effective July 1, 2018.
19. BE IT RESOLVED, the Board of Education hereby appoints Keri Loughlin as the District's Medicaid Compliance Officer for the 2018-2019 school year, at no additional salary, effective July 1, 2018.
20. BE IT RESOLVED, the Board of Education hereby appoints Keri Loughlin as Student Residency Officer, for the 2018-2019 school year, at no additional salary, effective July 1, 2018.

21. BE IT RESOLVED, the Board of Education hereby appoints Joanna Sepp, Sherine DeJesus and Michelle Kretz as Homeless Student Liaisons, for the 2018-2019 school year, at no additional salary, effective July 1, 2018.
22. BE IT RESOLVED, the Board of Education hereby appoints Tracy Benfante as the Supervisor of the Register of Attendance, for the 2018-2019 school year, at no additional salary, effective July 1, 2018.

#### **K. BONDING OF EMPLOYEES**

1. BE IT RESOLVED, the Board of Education hereby authorizes 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

#### **L. DESIGNATIONS**

1. BE IT RESOLVED, the Board of Education hereby designates 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, 2018 to June 30, 2019:  
General Accounts -- requiring one authorized signature (the Treasurer):
  - First National Bank
  - Flushing BankExtraclassroom Activity Funds at the Middle School and High School -- requiring two authorized signatures (Principal and Central Treasurer):
  - First National BankEXCEPTION 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. BE IT RESOLVED, the Board of Education hereby designates the Long Islander/Record and the Long Island Business News as the official District Newspapers, for the 2018-2019 school year, effective July 1, 2018.
3. BE IT RESOLVED, the Board of Education hereby establishes the Board of Education Meetings to be held on Thursdays, and begin at 7:30 p.m. in the Elwood Middle School Library unless otherwise noted and posted on the District website as the day, time and place for the Regular Monthly Meetings of the Board of Education for the 2018-2019 school year.

#### **M. AUTHORIZATIONS**

1. BE IT RESOLVED, the Board of Education hereby designates Dr. Kenneth R. Bossert, Superintendent of Schools, as the person to certify District payroll for the 2018-2019 school year, at no additional salary, effective July 1, 2018.
2. BE IT RESOLVED, the Board of Education hereby authorizes Dr. Kenneth R. Bossert, Superintendent of Schools, to approve budget transfers in accordance with Board Policy 6150 for the 2018-2019 school year, at no additional salary.
3. BE IT RESOLVED, the Board of Education hereby authorizes Dr. Kenneth R. Bossert, Superintendent of Schools, to take action on administrative and teacher requests to attend conferences, conventions and work-shops within the limits of the 2018/19 budget appropriations and in accordance with Board Policy, at no additional salary.
4. BE IT RESOLVED, the Board of Education hereby authorizes the following users of the District Credit Cards in accordance with Board Policy 8334, for the 2018-2019 school year:  
WEX Fleet gas card: Mike Cifelli, David Desimone, Meta Lippold, Rich Milliken, Roger Mounce, John Piersa, Donald Rohrsen, Sandee Batts-East, Steve Myers  
Home Depot Credit Card: John McDonald, John Piersa
5. BE IT RESOLVED, the Board of Education hereby authorizes the establishment of Petty Cash funds and designate respective custodians for each fund for the 2018/19 school year, as follows:

Central Administration	\$100	Teena Nguyen
JHG High School	\$100	Irene Dougherty
Elwood Middle School	\$100	Tracey Conter
James Boyd Intermediate	\$100	Maria Colarossi
Harley Avenue Primary	\$100	Deborah Karle
Buildings and Grounds	\$100	Kathleen Fanara

6. BE IT RESOLVED, the Board of Education hereby authorizes the mileage reimbursement rate to be the IRS standard mileage rate per mile for mileage expenses related to district business for the 2018-2019 school year.
7. BE IT RESOLVED, the Board of Education hereby delegates its authority, pursuant to Commissioner's Regulations 100.2(y), to Dr. Kenneth R. Bossert, Superintendent of Schools, who shall have the full and final authority to make determinations regarding student residency, for the 2018-2019 school year, effective July 1, 2018.
8. BE IT RESOLVED, the Board of Education hereby delegates the power to each building principal to suspend a student for a period not to exceed five (5) consecutive school days at any one time.

**N. CODE OF CONDUCT & DISTRICT PLANS**

1. BE IT RESOLVED, the Board of Education hereby re-adopts the Board of Education current Policies for the 2018-2019 school year.
2. WHEREAS, it is the customary practice of the Board of Education to have two readings of a policy prior to its adoption; and  
WHEREAS, the Board wishes to adopt the amended Code of Conduct, on an

expedited basis so that said policy will be effective immediately;  
THEREFORE, BE IT RESOLVED, that the Board of Education hereby waives the Board's customary practice of two readings prior to the adoption of policies, and adopts the amended Code of Conduct, as presented to the Board at this meeting, and will be incorporated by reference in the minutes of this meeting.

3. BE IT RESOLVED, the Board of Education hereby approves the District Plans, for the 2018-2019 school year, as presented to the Board at this meeting:
  1. Academic Intervention Service (AIS) Plan
  2. Professional Development Plan (PDP)
  3. Emergency Response Plan

**O. ADOPTION OF RELIGIOUS HOLIDAYS**

1. BE IT RESOLVED, that each of the religious holidays designated by the Commissioner of Education during the school year 2018-2019 on which school much be held, be eliminated from the 2018-2019 State Aid attendance worksheet, if it is in the best interest of the District.

**P. SCHOOL LUNCH**

1. BE IT RESOLVED, the Board of Education hereby adopts the 2018-2019 Income & Eligibility Guidelines & Policy for Free and Reduced Price Meals, including the Family Income Eligibility Criteria, as presented to the Board at this meeting and authorizes the Board of Education President to execute the Certification of Acceptance on behalf of the District.
2. BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education hereby establishes the following school lunch prices for the 2018-2019 school year:  
Grades K-5: \$2.35 (an increase of \$0.10)  
Grades 7-12: \$2.75 (an increase of \$0.25)

**Q. ADJOURNMENT – 4:17 p.m.**

Mrs. Mammolito moved and Mrs. Marcus seconded a motion to adjourn the meeting at 4:17 p.m.

Motion carried. Vote: 5-yes, 0-no.

Respectfully submitted,

Mary Lou Janelli  
District Clerk