

ELWOOD UNION FREE SCHOOL DISTRICT  
BOARD OF EDUCATION MEETING  
REORGANIZATIONAL MEETING MINUTES  
July 10, 2019

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**A. CALL TO ORDER – 4:00 p.m.**

**B. EXECUTIVE SESSION**

1. Mrs. Weiss moved and Mrs. Mammolito seconded a motion to go into Executive Session for the purpose of confidential discussions with our District's legal counsel and discussions regarding the employment of a contractual employee at 4:00 p.m.  
Motion carried. Vote: 5-yes, 0-no.

Present at Executive Session were: Julia Fried, James Tomeo, Heather Mammolito, Becky Marcus, Deborah Weiss, John Gross, Esq., Dr. Kenneth Bossert, Dr. Maureen Hull and Lorraine Dunkel.

2. Mrs. Weiss moved and Mrs. Marcus seconded a motion to end Executive Session at 5:04 p.m.  
Motion carried. Vote: 5-yes, 0-no.

**C. RECONVENE INTO OPEN SESSION – 5:09 p.m.**

1. Mr. Tomeo moved and Mrs. Weiss seconded a motion to reconvene into Open Session in the Elwood Middle School Library at 5:09 p.m.  
Motion carried. Vote: 5-yes, 0-no.

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

Absent: None

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

Absent: Gene Tranchino      Exec. Director/Technology & Transportation

**D. PLEDGE OF ALLEGIANCE – District Clerk**

**E. ADMINISTRATION OF OATH OF OFFICE TO RE-ELECTED BOARD MEMBER**

The District Clerk administered the Oath of Office to re-elected Board Member, Deborah Weiss, who was elected to serve a three-year term from July 1, 2019 through June 30, 2022.

**F. NOMINATIONS AND ELECTIONS**

1. The District Clerk opened the floor for nominations for the position of President of the Board of Education. Mrs. Marcus nominated Mrs. Fried as President. No further nominations were made and the floor was closed to further nominations.  
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 Board President opened the floor for nominations for the position of Vice President of the Board of Education. Mrs. Weiss nominated Mrs. Marcus. Mr. Tomeo nominated Mrs. Mammolito. No further nominations were made and the floor was closed to further nominations.  
Roll call vote for Mrs. Mammolito for Vice President: Vote: 2-yes (Mammolito, Tomeo, 3-no (Fried, Marcus, Weiss)  
Roll call vote for Mrs. Marcus for Vice President: Vote: 3-yes (Fried, Marcus, Weiss), 2-no (Mammolito, Tomeo)
4. The District Clerk administered the Oath of Office to the Vice President of the Board of Education, Mrs. Marcus.

#### **G. RESIDENTS' REMARKS**

The Board encourages all residents to attend its meetings, and this section of the agenda affords them the opportunity to speak. Persons wishing to speak should identify themselves and any organization they represent at the meeting. Comments related to district business or any agenda item should be kept as brief as possible and may not exceed three minutes (Board Policy 2351). Questions or comments concerning matters which are not on the agenda will be taken under consideration and may be discontinued by the President. Public discussion of matters relating to staff, students, or others at which their reputations, privacy or right to due process could be in some way be violated, is prohibited.

#### **H. CONSENT AGENDA VOTE**

Mrs. Weiss moved and Mr. Tomeo seconded a motion to approve the consent agenda (Items I.1-I.3, J.1-J.2, K.1-K.6, L.1, M.1-M.4, N.2-N.23, O.1, P.1-P.3, Q.1-Q.8, R.1-R.5, S.1, T.1-T.2 ) as presented the Board at this meeting.  
Motion carried. Vote: 5-yes, 0-no.

#### **I. APPOINTMENT OF OFFICERS**

1. BE IT RESOLVED, the Board of Education hereby appoints Mary Lou Janelli as District Clerk for the 2019-2020 school year, effective July 1, 2019.
2. BE IT RESOLVED, the Board of Education hereby appoints Lorraine Dunkel as Alternate District Clerk for the 2019-2020 school year, effective July 1, 2019.
3. BE IT RESOLVED, the Board of Education hereby appoints Rosalia Seiter as District Treasurer for the 2019-2020 school year, effective July 1, 2019.

#### **J. 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 2019-2020 school year:

Community Members: Julie Badlato, Jason Gitter, Timothy Mayette

Board Liaisons: Heather Mammolito and Deborah Weiss

2. BE IT RESOLVED, the Board of Education hereby approves the Board Liaisons for the Board of Education Committees, for the 2019-2020 school year, as presented to the Board at this meeting:  
Facilities: Mr. Tomeo & Mrs. Weiss  
Curriculum: Mrs. Fried & Mrs. Marcus  
Technology: Mrs. Mammolito & Mrs. Weiss  
Safety: Mr. Tomeo & Mrs. Marcus  
Health & Nutrition: Mrs. Fried & Mrs. Mammolito  
Legislative: Mr. Tomeo & Mrs. Mammolito

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

1. BE IT RESOLVED, the Board of Education hereby appoints Ingerman Smith, LLP as the General Counsel for the 2019-2020 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, 2019 through June 30, 2020, 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 2019-2020 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, 2019 through June 30, 2020, 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 2019-2020 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, 2019 through June 30, 2020, 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 2019-2020 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, 2019 through June 30, 2020, 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 2019-2020 school year
6. BE IT RESOLVED, the Board of Education hereby appoints Nawrocki Smith, LLP as the Internal Auditor for the 2019-2020 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, 2019 through June 30, 2020, and said Agreement will be incorporated by reference within the minutes of the meeting.

**L. APPOINTMENT OF SCHOOL PHYSICIAN**

1. BE IT RESOLVED, the Board of Education hereby appoints Scott Gross, M.D. as the School Physician for the 2019-2020 school year, effective July 1, 2019.

**M. CSE & CPSE APPOINTMENTS**

1. BE IT RESOLVED, the Board of Education hereby appoints the Members for the Committee on Special Education for the 2019-2020 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 2019-2020 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 2019-2020 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 2019-2020 CSE/CPSE meetings from the most current certified list maintained in the New York State Impartial Hearing Reporting System.

**N. OTHER APPOINTMENTS**

1. BE IT RESOLVED, the Board of Education hereby appoints Heather Mammolito as the Voting Delegate at the NYSSBA Annual Meeting.

Mr. Tomeo moved and Mrs. Weiss seconded a motion to approve Item N.1, as presented to the Board at this meeting.

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

2. BE IT RESOLVED, the Board of Education hereby appoints Capital Markets Advisors, LLC (CMS) as Fiscal Advisor for the 2019-2020 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, 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 the following for the 2019-2020 school year, effective July 1, 2019:  
Third Party Administrator
  - a. Workers' Compensation: Nassau County Schools Cooperative Workers' Compensation Self-Insured Trust Administered by Wright Risk Management
  - b. Workers' Compensation Trustee: Lorraine DunkelWorkers' Compensation Alternate: Rosalia Seiter
4. 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 2019-2020 school year, effective July 1, 2019.

5. BE IT RESOLVED, the Board of Education hereby appoints BBS as the District's Architect of record for the 2019-2020 school year, effective July 1, 2019.
6. BE IT RESOLVED, the Board of Education hereby appoints Lorraine Dunkel as Purchasing Agent for the 2019-2020 school year, at no additional salary, effective July 1, 2019.
7. BE IT RESOLVED, the Board of Education hereby appoints Teena Nguyen as the Deputy Purchasing Agent for the 2019-2020 school year, at no additional salary, effective July 1, 2019.
8. BE IT RESOLVED, the Board of Education hereby appoints Joanne Lanzilotta as the Deputy Treasurer for the 2019-2020 school year, at no additional salary, effective July 1, 2019.
9. BE IT RESOLVED, the Board of Education hereby appoints Lorraine Dunkel, Purchasing Agent and Teena Nguyen, Deputy Purchasing Agent, as the Receivers of Bids for the 2019-2020 school year, at no additional salary.
10. BE IT RESOLVED, the Board of Education hereby appoints the following as Central Treasurers for the 2019-2020 school year, effective July 1, 2019:  
Elwood-John H. Glenn High School - Scott Brennan  
Elwood Middle School - Donna Fife
11. 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.
12. BE IT RESOLVED, the Board of Education hereby appoints John McDonald as the Asbestos Designee (AHERA) and Integrated Pest Management Coordinator for the 2019-2020 school year, at no additional salary, effective July 1, 2019.
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 2019-2020 school year, at no additional salary, effective July 1, 2019.
14. BE IT RESOLVED, the Board of Education hereby appoints the following Dignity Act Coordinators for the 2019-2020 school year, at no additional salary, effective July 1, 2019:  
District - Dianne Wilkinson, Pamela Fine, Joanna Sepp  
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
15. BE IT RESOLVED, the Board of Education hereby appoints Dianne Wilkinson as the 504 Compliance Officer, for the 2019-2020 school year, at no additional salary, effective July 1, 2019.

16. BE IT RESOLVED, the Board of Education hereby appoints the following as Title IX Hearing Officers, for the 2019-2020 school year, at no additional salary, effective July 1, 2019:  
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 Lorraine Dunkel as Records Access Officer and Records Management Officer, for the 2019-2020 school year, at no additional salary, effective July 1, 2019.
18. BE IT RESOLVED, the Board of Education hereby designates Lorraine Dunkel as the Educational Officer for Project Save, for the 2019-2020 school year, at no additional salary, effective July 1, 2019.
19. BE IT RESOLVED, the Board of Education hereby appoints Lorraine Dunkel as the District's Medicaid Compliance Officer for the 2019-2020 school year, at no additional salary, effective July 1, 2019.
20. BE IT RESOLVED, the Board of Education hereby appoints Lorraine Dunkel as Student Residency Officer, for the 2019-2020 school year, at no additional salary, effective July 1, 2019.
21. BE IT RESOLVED, the Board of Education hereby appoints Joanna Sepp, Sherine DeJesus and Michelle Kretz as Homeless Student Liaisons, for the 2019-2020 school year, at no additional salary, effective July 1, 2019.
22. BE IT RESOLVED, the Board of Education hereby appoints Tracey Benfante as the Supervisor of the Register of Attendance, for the 2019-2020 school year, at no additional salary, effective July 1, 2019.
23. BE IT RESOLVED, the Board of Education hereby appoints the following residents to serve on the Board of Registration for the 2019-2020 school year:  
Veronica Bohrer  
Loretta Hamann  
Patty Grasso  
Elvira Lubrano

**O. 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

## **P. 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, 2019 to June 30, 2020:  
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 2019-2020 school year, effective July 1, 2019.
3. BE IT RESOLVED, the Board of Education hereby establishes the Board of Education Meetings to be held on Thursdays, once or twice per month, 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 2019-2020 school year.

## **Q. 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 2019-2020 school year, at no additional salary, effective July 1, 2019.
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 2019-2020 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 staff, administrative and teacher requests to attend conferences, conventions and work-shops within the limits of the 2019/20 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 2019-2020 school year:  
WEX Fleet gas card: Mike Cifelli, David Desimone, Meta Lippold, Rich Milliken, Roger

Mounce, John Piersa, Donald Rohrssen, 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 2019/20 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 2019-2020 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 2019-2020 school year, effective July 1, 2019.
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.

#### **R. POLICIES & DISTRICT PLANS**

1. BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby reaffirms Policy #6240 (Investments).
2. BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby reaffirms Policy #6700 (Purchasing).
3. BE IT RESOLVED, the Board of Education hereby re-adopts the Board of Education current Policies for the 2019-2020 school year.
4. BE IT RESOLVED, the Board of Education hereby re-adopts the Code of Conduct for the 2019-2020 school year.
5. BE IT RESOLVED, the Board of Education hereby approves the District Plans, for the 2019-2020 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
  4. Technology Plan
  5. Special Education Plan
  6. Guidance Plan

#### **S. ADOPTION OF RELIGIOUS HOLIDAYS**



1. BE IT RESOLVED, that each of the religious holidays designated by the Commissioner of Education during the school year 2019-2020 on which school must be held, be eliminated from the 2019-2020 State Aid attendance worksheet, if it is in the best interest of the District.

**T. SCHOOL LUNCH**

1. BE IT RESOLVED, the Board of Education hereby adopts the 2019-2020 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 2019-2020 school year:  
Grades K-5: \$2.35  
Grades 7-12: \$2.75

**U. ADJOURNMENT – 5:19 p.m.**

Mrs. Marcus moved and Mrs. Mammolito seconded a motion to adjourn the Reorganizational meeting at 5:19 p.m.

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

Respectfully submitted,

Mary Lou Janelli  
District Clerk