

ELWOOD PUBLIC SCHOOLS
Elwood, New York

**BOARD OF EDUCATION
REORGANIZATION MEETING**

July 6, 2017 – Elwood Middle School Library – 3:00 p.m.

REORGANIZATION MINUTES

CALL TO ORDER – District Clerk (3:04 p.m.)

Present: Heather Mammolito
James Tomeo
Deborah Weiss

Absent: Julia Fried
Rebecca Marcus

Staff: Dr. Kenneth Bossert Superintendent of Schools
Keri Loughlin Asst. Superintendent/Business
Maureen Hull Asst. Superintendent/Curriculum
Dianne Wilkinson Exec. Director/Special Education

I. Pledge of Allegiance

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

Newly elected Trustees Julia Fried and Rebecca Marcus were not present and therefore, were not administered the Oath of Office during this meeting. [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].

Mr. Tomeo moved and Mrs. Weiss seconded a motion to nominate Mrs. Fried as Board President. Motion carried. Vote: 3-yes, 0-no.

2. Election of Vice President [Ed. Law 1701, 2504]. Oath to be administered.

Mrs. Weiss moved and Mr. Tomeo seconded a motion to nominate Mr. Tomeo as Board Vice President. Motion carried. Vote: 3-yes, 0-no.

From this point, the newly elected Vice President assumed the chair.

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

It is noted that Dr. Kenneth Bossert was administered the Oath by the District Clerk on July 6, 2017 at 1:15 p.m. [Public Officers Law, Sections 10 and 30 and New York State Constitution, Article XIII-1].

V. Appointment of Officers

Recommend the Board make the following appointments:

1. District Clerk [Ed. Law 2114, 2130, 2503;
Commissioner's Regulations 170.2]Mary Lou Janelli
2. Alternate District Clerk.....Keri Loughlin
3. District Treasurer [Ed. Law 2114, 2130, 2503;
Commissioner's Regulations 170.2]Rosalia Seiter

VI. Other Appointments

Recommend the Board make the following appointments and set respective salaries, fees or retainers for 2017/2018:

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 A)**
5. Internal Auditor Nawrocki Smith **(TAB B)**
6. Claims AuditorCerini & Associates, LLP **(TAB C)**
7. General Counsel.....Ingerman Smith LLP **(TAB D)**
8. Special Education CounselFrazer & Feldman **(TAB E)**
9. School Physician [Ed. Law 902, 1709-21;
Commissioner's Regulations 136Scott Gross, M.D.
10. Bond CounselHawkins Delafield & Wood, LLP **(TAB F)**
11. Fiscal AdvisorCapital Markets Advisors, LLC (CMA) **(TAB G)**
12. Third Party Administrator **(TAB H)**
 - a. Workers' CompensationNassau County Schools Cooperative
Workers' Compensation Self-Insured Trust
Administered by Wright Risk Management
 - b. Workers' Compensation Trustee.....Keri Loughlin

AlternateRosalia Seiter

13. Insurance and Bond Broker.....New York State Insurance Reciprocal (NYSIR) **(TAB I)**
14. Architect of RecordBBS **(TAB J)**
15. Central Treasurer - Extraclassroom Activity Fund [Ed. Law 2503;
Commissioner's Regulations 172.4
High SchoolLaura Irace
Middle School.....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
Boyd Dr. Denise Toscano
Middle SchoolDr. Christina Sapienza
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 Liaisons [Board Policy 5151 and Administrative Reg. 5151-R]
.....Joanna Sepp, Sherine DeJesus, Michelle Kretz
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 Millan, Moira Citko

Boyd Dr. Denise Toscano, Adam Goudreau
 Middle School Dr. Christina Sapienza, 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, 2017 to June 30, 2018:

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 2017/18 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 2017/18 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 2017/18 on which school must be held, be eliminated from the 2017/18 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 2017/18 school year, re-adopt the charter [Board Policy 6690-E] and appoint the following members to the Committee for the 2017/18 school year: **(TAB K)**

Julie Badlato
Andrew L. Kaplan
Timothy Mayette

Board liaisons: Heather Mammolito
Rebecca Marcus

6. Recommend the Board approve the resolution adopting Section 18 of the Public Officers Law of the State of New York (supplemental indemnification). **(TAB L)**
7. Recommend the Board approve the members of the Committee on Special Education for the 2017/18 school year. **(TAB M)**
8. Recommend the Board approve the members of the Committee on Preschool Special Education for the 2017/2018 school year. **(TAB N)**
9. Recommend the Board approve the list of Surrogate Parents for the 2017/2018 CSE/CPSE meetings [Commissioner's Regulations 200.2(e)(2)]. **(TAB O)**
10. Recommend the Board appoint Impartial Hearing Officers for the 2017/18 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, Robert Simmelkjaer and Lawrence Spirn as Hearing Officers for Civil Service Law, Section 75 proceedings.

Mrs. Mammolito moved and Mrs. Weiss seconded a motion to approve Items V 1-3, VI 1-26, VII 1-2, VIII 1-5, IX 1-11.

Motion carried. Vote: 3-yes, 0-no.

X. Adjournment

Mrs. Mammolito moved and Mrs. Weiss seconded a motion to adjourn the Reorganization meeting at 3:07 p.m.

Motion carried. Vote: 3-yes, 0-no.

Respectfully submitted,

Mary Lou Janelli
District Clerk

ELWOOD PUBLIC SCHOOLS
Elwood, New York

**BOARD OF EDUCATION
REGULAR BUSINESS MEETING**

July 6, 2017

MINUTES

Mrs. Mammolito moved and Mrs. Weiss seconded a motion to open the Regular Business Meeting at 3:07 p.m.
Motion carried. Vote: 3-yes, 0-no.

Present: Heather Mammolito
James Tomeo
Deborah Weiss

Absent: Julia Fried
Rebecca Marcus

Staff: Dr. Kenneth Bossert Superintendent of Schools
Keri Loughlin Asst. Superintendent/Business
Maureen Hull Asst. Superintendent/Curriculum
Dianne Wilkinson Exec. Director/Special Education

A. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)

(TAB P)

1. Business Meeting – June 15, 2017
2. Special Meeting – June 29, 2017

Mrs. Weiss moved and Mrs. Mammolito seconded a motion to approve the minutes of June 15, 2017 and June 29, 2017.

Motion carried. Vote: 3-yes, 0-no.

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. Donation of 4 wireless weather stations by two former students, Ava Mule and Nicolette Carluccio, in honor of the late Mr. Adamo
2. Donation of \$46.75 toward the Barbara Quigley Memorial Fund
3. Elwood Middle School PTA donation of \$1,800 to fund the purchase of picnic tables for the outdoor areas at Elwood Middle School
4. John Glenn High School Senior Class donation of 3 picnic tables to be placed in the cafeteria courtyard at the high school

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

E. 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 should relate to school matters, and they should be kept as brief as possible and may not exceed three minutes (Board Policy 2351). 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 violated is prohibited. **(30 minutes)**

F. PRESENTATIONS -- (No Recommended Items)

G. DISCUSSION ITEMS -- (No Recommended Items)

H. FINANCIAL MATTERS

(TAB Q)

1. Recommend the Board accept the following reports from the internal auditors:

- a. Budget Transfers
- b. Journal Entries
- c. Bank Reconciliations and Treasurer's Reports
- d. Internal Controls of the Food Service Cycle

2. Recommend the Board approve the budget transfers.

Mrs. Mammolito moved and Mrs. Weiss seconded a motion to approve Items H 1-2.

Motion carried. Vote: 3-yes, 0-no.

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 R)

2. **Special Education**

(TAB S)

- a. Recommend the Board approve the Committee on Special Education's recommendations for students' classifications/placements and/or discontinuance of services for meetings held on November 16; May 1, 2, 3, 15, 17, 25; June 2, 5, 6, 7, 12, 15, 16, 21, 22.
- b. Recommend 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 5, 7, 21; May 15, 16, 17, 25, 30; June 9, 13, 15.

3. Recommend the Board approve Board liaisons for the various Board Committees

<i>Facilities:</i>	<i>Mr. Tomeo and Mrs. Weiss</i>
<i>Curriculum:</i>	<i>Mrs. Fried and Mrs. Weiss</i>
<i>Technology:</i>	<i>Mrs. Weiss and Mrs. Marcus</i>
<i>CF/BAC:</i>	<i>Mrs. Fried and Mrs. Mammolito</i>
<i>Safety:</i>	<i>Mr. Tomeo and Mrs. Marcus</i>
<i>Health & Nutrition:</i>	<i>Mrs. Fried and Mrs. Weiss</i>
<i>Legislative:</i>	<i>Mr. Tomeo and Mrs. Mammolito</i>

4. Recommend the Board approve changes to the schedule of Board of Education meetings for 2017-18.

(TAB T)

5. Recommend the Board approve the attendance of all five Board members and the Superintendent of Schools at the annual NYSSBA convention to be held October 12-14, 2017 in Lake Placid, New York.

6. Recommend the Board approve the attendance of Dr. Bossert at the annual New York

State Council of School Superintendents conference September 23-26, 2017 at Saratoga, New York.

7. Recommend the Board adopt amended policy **8505 – Charging School Meals** (*first reading*). **(TAB U)**
8. **Business Agenda** – as per attached **(TAB V)**

Mrs. Mammolito moved and Mrs. Weiss seconded a motion to approve Items I 1-8.
Motion carried. Vote: 3-yes, 0-no.

J. ITEMS NOT LISTED ON AGENDA

K. COMMUNICATIONS

L. RESIDENTS’ REMARKS

Remarks are limited to items voted on and/or discussed at this business meeting. Persons wishing to speak should identify themselves and any organization they represent at the meeting. Comments should be kept as brief as possible and may not exceed three minutes (Board Policy 2351). 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 violated is prohibited. **(30 minutes)**

M. ADJOURNMENT

Mrs. Mammolito moved and Mrs. Weiss seconded a motion to adjourn the meeting at 3:15 p.m.
Motion carried. Vote: 3-yes, 0-no.

Respectfully submitted,

Mary Lou Janelli
District Clerk