

ELWOOD PUBLIC SCHOOLS  
Elwood, New York

**BOARD OF EDUCATION  
REORGANIZATION MEETING**

July 2, 2012 – Elwood Middle School Auditorium – 7:30 p.m.

**REORGANIZATION MINUTES**

**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/Business  
Ellen Best-Laimit Asst. Superintendent/Curriculum  
Gene Tranchino Exec. Director/Technology & Transportation  
Dianne 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**

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

**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.

**V. Appointment of Officers**

Recommend the Board make the following appointments:

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

**VI. Other Appointments**

Recommend the Board make the following appointments and set respective salaries, fees or retainers for 2012/2013:

- 1. Purchasing Agent [Commissioner's Regulations 170.2].....William Pastore
- 2. Deputy Claims Auditor .....Laura Irace **(TAB B)**
- 3. Deputy Treasurer .....Nancy Barkocy
- 4. Deputy Purchasing Agent  
[Commissioner's Regulations 170.2] .....Jennifer Richards
- 5. External Auditor.....Cullen & Danowski **(TAB C)**
- 6. Internal Auditor .....Nawrocki Smith, LLP **(TAB D)**
- 7. General Counsel.....Ingerman Smith LLP **(TAB E)**
- 8. Special Education Counsel .....Frazer & Feldman **(TAB F)**
- 9. School Physician [Ed. Law 902, 1709-21;  
Commissioner's Regulations 136 .....Scott Gross, M.D.
- 10. Bond Counsel .....Hawkins Delafield & Wood, LLP **(TAB G)**
- 11. Fiscal Advisor .....NYMAC **(TAB H)**
- 12. Third Party Administrator  
a. Workmen's Compensation .....Nassau County Schools **(TAB I)**  
Cooperative Workers'  
Compensation Self-Insured  
Trust Administered by Wright  
Risk Management  
b. Unemployment.....Talx Unemployment Cost Management Service **(TAB J)**
- 13. Insurance and Bond Broker .....NYSIR **(TAB K)**

14. Central Treasurer - Extraclassroom Activity Fund [Ed. Law 2503; Commissioner's Regulations 172.4] ..... High School .....Laura 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 §504 .....Dr. Ellen Best-Laimit
19. Title IX Hearing Officers
  - a. District ..... Dr. Ellen Best-Laimit
  - b. District .....William Pastore
  - c. Building Level
    - Harley.....Principal
    - 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 Officer .....William Pastore
22. Student Residency Officer .....William Pastore
23. Homeless Student Liaison .....William Pastore  
[Board Policy 5151 and Administrative Regulation 5151-R]
24. Supervisor of the Register of Attendance .....Tracey Benfante  
[Board Policy 5011]
25. Dignity Act Coordinators
  - a. District ..... Dianne Wilkinson
  - b. District ..... Lisa Mitchell
  - c. Building Level
    - Harley.....Principal, Dr. Wendi Fischer
    - Boyd ..... Pamela Fine, Adam Goudreau
    - Middle School ..... Dr. Hugh Gigante, Eileen Maiori,  
Lauren Buchholz, Todd Schwartz
    - High School ..... Dr. Vincent Mulieri, Leroy Cole,  
Sherine DeJesus

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

**VII. Designations**

1. Recommend the Board designate the following banks as depositories for funds, each bank having a \$20 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, 2012 to June 30, 2013:

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

- TD Bank
- Citibank
- J.P. Morgan Chase Bank
- MBIA Class
- Capital One
- Flushing Commercial

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].

**VIII. Authorizations**

1. **and** 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 2012/13 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 work-

shops within the limits of the 2012/13 budget appropriations and in accordance with Board Policy [General Municipal Law 77-b].

**IX. Other**

1. **and** the Board re-adopt all Board of Education Policies in effect during the previous school year, including the Code of Conduct (Policy 5300),
2. **and** the Board establish the mileage reimbursement rate at 55.5 cents per mile through December 31, 2012 [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 2012/13 on which school must be held be eliminated from the 2012/13 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 2012/13 school year and re-adopt the charter [Board Policy 6690-E], **(TAB L)**
6. **and** the Board readopt the District-wide Safety Plan,
7. **and** the Board approve the resolution adopting Section 18 of the Public Officers Law of the State of New York (supplemental indemnification), **(TAB M)**
8. **and** the Board approve the members of the Committee on Special Education for the 2012/13 school year, **(TAB Mc)**
9. **and** the Board approve the members of the Committee on Preschool Special Education for the 2012/2013 school year, **(TAB N)**
10. **and** the Board approve the list of Surrogate Parents for the 2012/2013 CSE/CPSE meetings [Commissioner's Regulations 200.2(e)(2)], **(TAB O)**
11. **and** the Board appoint Impartial Hearing Officers for the 2012/13 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. Gutekunst seconded. The motion carried 4 ayes, 0 nays.

- X. Adjournment** – At 7:47 p.m. Mr. Ciccone moved and Mr. Gutekunst seconded the motion to adjourn the meeting. The motion carried 4 ayes, 0 nays.

Respectfully submitted,

Nancy Mancini  
District Clerk

ELWOOD PUBLIC SCHOOLS  
Elwood, New York

**BOARD OF EDUCATION  
BUSINESS MEETING**

July 2, 2012 – Elwood Middle School Auditorium

**MEETING MINUTES**

**A. CALL TO ORDER** – District Clerk ( 7:47 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/Business  
Ellen Best-Laimit Asst. Superintendent/Curriculum  
Gene Tranchino Exec. Director/Technology & Transportation  
Dianne Wilkinson Exec. Director/ Special Education  
Nancy Mancini District Clerk

**B. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)**

**(TAB P)**

1. Regular Business Meeting – June 21, 2012  
Mr. LaMena moved and Mr. Fusaro seconded. The motion carried 4 ayes, 0 nays.
2. Special Meeting – June 29, 2012  
Mr. LaMena moved and Mr. Ciccone seconded. The motion carried 4 ayes, 0 nays.

**C. REPORT FROM THE SUPERINTENDENT OF SCHOOLS** – Peter C. Scordo

**D. COMMENDATIONS** - (*Deferred until schools reopen.*)

**E. RESIDENTS' REMARKS** – None

**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, 2012,
2. **and** the Board acknowledge receipt for audit of the Revenue Report for the month ended May 31, 2012,
3. **and** the Board acknowledge receipt for audit of the Cash Flow for General Funds report for the month ended May 31, 2012,
4. **and** the Board acknowledge receipt for audit of the Trial Balances for all funds for the month ended May 31, 2012,
5. **and** the Board acknowledge receipt for audit of the Budget Status report for the period ending May 31, 2012.
6. Recommend the Board approve the budget transfers. (*Tabled*)

H. **NEW BUSINESS**

1. **PRESENTATION:** None

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 R)**  
Recommend the Board approve Personnel Agenda, excluding section P-8-c Amendments to the contracts of William Pastore and Gene Tranchino,

b. **Special Education**

**and** 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 18	April 4, May 14, 15
June 20	May 18, June 1
June 25	April 4, May 17
June 26	June 19

2. **and** the Board approve the Committee on Preschool Special Education’s recommendations for students’ classifications/placements and/or discontinuance of services:

<u>Submitted to the Board</u>	<u>Meeting Dates</u>
June 26	June 19

c. **and Business Agenda** – as per attached **(TAB S)**  
Mr. Gutekunst moved and Mr. Ciccone 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** - None

L. **EXECUTIVE SESSION** At 7:53 p.m. Mr. LaMena moved and Mr. Gutekunst seconded a motion to go into executive session to discuss negotiations and personnel items. The motion carried 4 ayes, 0 nays.

At 8:25 p.m. a motion was made to go out of executive session by Mr. Fusaro and seconded by Mr. LaMena. The motion carried 4 ayes, 0 nays.

**ACTION ITEMS:**

Recommend the Board approve the following resolutions:

1. **BE IT RESOLVED** that the Board of Education of the Elwood Union Free School District, having reviewed in executive session a Settlement Agreement and General Release involving a member of the instructional staff, hereby approves such Settlement Agreement and authorizes and directs the Superintendent of Schools and Board of Education President to execute such Settlement Agreement.

2. **and BE IT RESOLVED** that the Board of Education of the Elwood Union Free School District, accepts a donation from Patrick Mantione of \$8,760 to be used for 40 helmets and \$6,125 to be used for 25 shoulder pads for the high school football team.

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

At 8:27 pm Mr. LaMena moved and Mr. Ciccone seconded a motion to go into executive session to discuss legal and personnel matters. The motion carried 4 ayes, 0 nays.

- M. **ADJOURNMENT** - At 9:15 p.m. Mr. Gutekunst moved and Mr. Ciccone seconded a motion to end executive session and to adjourn the meeting. The motion carried 4 ayes, 0 nays.

Respectfully submitted,

Nancy Mancini  
District Clerk