

**CARLE PLACE UNION FREE SCHOOL DISTRICT
BOARD OF EDUCATION MEETING**

**High School North Cafeteria
8:00 PM Thursday - July 14, 2016**

**AGENDA
CALL TO ORDER**

Pledge: Mr. Barry Dennis

Prayer: Mr. John DiFrisco

AGENDA ITEMS

1.

- 1.1 Swearing in of newly re-elected Trustee, Lawrence F. Zaino, Jr., by the District Counsel.
- 1.2 The nomination and election of the President and Vice President of the Board of Education for the 2016 – 2017 school year.
- 1.3 Swearing in of Board of Education President and Vice President, District Clerk, District Clerk Pro Tem, District Treasurer and Superintendent of Schools by District Counsel.
- 1.4 **RESOLVED:** the Board of Education approves the Board Officers and other officials of the District who report ultimately to the Board of Education as follows:

| APPOINTEE 2016-2017 | REMUNERATION 2016-2017 |
|--------------------------------|-----------------------------------|
|--------------------------------|-----------------------------------|

District Clerk & Records Access Officer; Susan Eliasoph; As per agreement

District Treasurer; John Barodin; As per agreement

Internal Auditor; R.S. Abrams; As per agreement

External Independent Auditor; O'Connor Davies; As per agreement

Claims Auditor; Nawrocki, Smith; As per agreement

Approval Officer for Certification of Payroll; Board of Education President

Purchasing Agent; Kevin Coffey

Records Retention Officer; Eileen Fredericks

District Clerk Pro Tem; Eileen Fredericks

District Counsel; Guercio & Guercio, Esqs.; As per agreement

Bond Counsel; Hawkins, Delafield & Wood; As per agreement

Attendance Officers; Principals/Nurses

Chief Physicians; Carle Place Family Medicine; As per agreement

Liaison for Homeless Children and Youth ; Eileen Fredericks

**Asbestos Hazard Emergency; John Hendricken
Response Act (AHERA) Local; John Hendricken
Education Authority (LEA) Designee; John Hendricken
Pesticide Representative; John Hendricken**

**Medicaid Compliance Officer; Philip Molnar
Section 504 Compliance Officer; Philip Molnar**

Chemical Hygiene Officer; Joseph Malizia and John Hendricken

Fiscal Advisor; Capital Market Advisors LLC; As per agreement

District-Wide School Safety Team Administrator; Philip Molnar

District Health/Safety Team Liaison; To Be Named (District Resident)

Architect; H2M Architects + Engineers (Holzmacher, McLendon & Murrell, P.C.)

Dignity for All Students Act (DASA) Coordinators; Dr. Lisa Laudante and Nikolaos Michael

- 1.5 **RESOLVED:** the Board of Education approves the following Board members to serve on committees:

TRUSTEE

ALTERNATE

- | | |
|------------------------------------|--|
| (a) Insurance | Entire Board; Trustee to be named |
| (b) Budget & Fiscal Affairs | Entire Board; President as Chairperson |
| (c) Building Inspection | Entire Board; Trustee to be named |
| (d) Employee Relations | Entire Board; President as Chairperson |
| (e) Community Relations/Newsletter | Entire Board; Trustee to be named |
| (f) Scholarship Committee | Trustees to be named; Trustees to be named |
| (g) Legislation | Trustee to be named; Trustee to be named |
| (h) Curriculum and Instruction | Trustee to be named; Trustee to be named |

2.

- 2.1 **RESOLVED:** the Board of Education approves a blanket bond in the amount of one million dollars covering all district employees.

3.

- 3.1 **RESOLVED:** the Board of Education fixes the time and place of regular meetings of the Board of Education. All meetings will be held in the North Cafeteria:

| Date | Day of the Week | Comment |
|---------------------|--------------------------|--|
| July 14, 2016 | THURSDAY | Reorganization + Business Meeting |
| July 28, 2016 | 4 th Thursday | Business Meeting |
| August 11, 2016 | 2 nd Thursday | Business Meeting |
| August 25, 2016 | 4 th Thursday | Business Meeting |
| September 8, 2016 | 2 nd Thursday | Business Meeting |
| September 22, 2016 | 4 th Thursday | Business Meeting |
| October 13, 2016 | 2 nd Thursday | Business Meeting |
| October 25, 2016 | TUESDAY | Business Meeting |
| November 10, 2016 | 2 nd Thursday | Business Meeting (Thanksgiving is 4th Thursday) |
| December 8, 2016 | 2 nd Thursday | Business Meeting |
| January 12, 2017 | 2 nd Thursday | Business Meeting |
| January 26, 2017 | 4 th Thursday | Budget/Business Meeting |
| February 9, 2017 | 2 nd Thursday | Budget/Business Meeting |
| February 16, 2017 | 3 rd Thursday | Budget/Business Meeting |
| March 9, 2017 | 2 nd Thursday | Budget/Business Meeting |
| March 30, 2017 | 5 th Thursday | Budget Adoption |
| April 20, 2017 | THURSDAY | BOCES Budget Vote |
| May 3, 2017 | WEDNESDAY | Budget Hearing and Meet the Candidates |
| May 16, 2017 | TUESDAY | BOE Annual Meeting, Budget Vote and BOE Election |
| June 8, 2017 | 2 nd Thursday | Business Meeting |
| June 22, 2017 | 4 th Thursday | Final meeting of 2016 – 2017 academic year. Business Meeting <i>We should anticipate a Reorganization Meeting on Thursday, July 6, 2017.</i> |

4.

- 4.1 **RESOLVED:** the Board of Education approves the following banks for the 2016/2017 school year as follows: Bank of America, Citibank, Capital One Bank, TD Bank, Flushing Bank, HSBC, JP Morgan Chase, First National Bank of Long Island and Webster Bank. These accounts are for the General, Federal, Cafeteria, Capital, Trust, Scholarship, Payroll and Extra Classroom Funds.

The maximum amounts deposited in each depository are subject to the deposit maximums on file with the district.

5.

- 5.1 **RESOLVED:** the Board of Education designates as the official district newspapers, *Westbury Times*, *Newsday* and *Long Island Business News*.

6.

- 6.1 **RESOLVED:** the Board of Education delegates authority to the Assistant Superintendent for Business, or his/her designee, together with the Purchasing Agent, or his/her designee, to open bids and to report the tabulation of the bids to the Board of Education, and to arrange for the publication of all bids required to be advertised.

7.

- 7.1 **BE IT RESOLVED:** that upon the recommendation of the Superintendent, the Board hereby authorizes the purchase and procurement of apparatus, materials, equipment and supplies and services related to the installation, maintenance or repair of such apparatus, materials, equipment and supplies, the cost of which exceeds \$20,000, on the basis of the "best value" exception to the competitive bidding requirements of the General Municipal Law, and consistent with all other applicable requirements of the General Municipal Law.

8.

- 8.1 **WHEREAS,** the Board of Education desires to manage its exposure to workers' compensation liability; and

WHEREAS, the Board of Education has determined that continued membership in a cooperative is the most economical and efficient manner in which to administer the district's workers' compensation program; and

WHEREAS, the Board of Education shall evaluate its participation in this cooperative each year,

BE IT RESOLVED, that the Board of Education maintain its membership in the Nassau County Schools Cooperative Self-Insurance Plan for Workers' Compensation for the 2016-2017 school year; and

BE IT FURTHER RESOLVED, that the Board of Education appoints Anthony J. Cedrone, Assistant Superintendent for Business, as trustee to the Nassau County Schools Cooperative Self-Insurance Plan for Workers' Compensation.

9.

- 9.1 **RESOLVED:** the Board of Education approves the ceilings and expense accounts as follows:

For Staff Members \$75/day + hotel, IRS current rate

For Board Members per mile + tolls for private vehicle or reimbursement for public transportation; Expense reports with receipts to be submitted to the Business Office by voucher within 30 days of return.

Board members attendance at workshops, conferences, conventions, per list, additions to list per requests from Board members; as follows:

American Association of School Administrators, Nassau-Suffolk School Boards Association, New York State School Boards Association, National School Boards Association, Long Island SCOPE.

10.

- 10.1 **RESOLVED:** the Board of Education approves the following Petty Cash Funds:

| | |
|---|----------|
| Superintendent | \$100.00 |
| Assistant Superintendent/Business | \$100.00 |
| Assistant Superintendent of Instruction & Personnel | \$100.00 |
| Assistant Superintendent for Special Education and Pupil Personnel Services | \$100.00 |
| High School | \$100.00 |
| Rushmore School | \$100.00 |
| Cherry Lane School | \$100.00 |
| District/Maintenance | \$100.00 |

11.

- 11.1 **RESOLVED:** the Board of Education approves the District Clerk to act as Chairperson for the Annual Election and in the event of his/her unavailability, the Assistant Superintendent for Business will act in his/her absence.

12.

- 12.1 **RESOLVED:** the Board of Education approves the Building Sub-Committees on Special Education, as follows:

| | |
|--------------------------|---------------------------|
| Psychologist/Chairperson | Dr. Christopher E. Grieco |
| Psychologist/Chairperson | Dr. Michele Rabito-Pakula |
| Psychologist/Chairperson | Mary Jo Dellino |

Parent of Child
Regular Education Teacher of the Child
Special Education Teacher of the Child

13.

- 13.1 **RESOLVED:** the Board of Education approves the District Committee on Special Education, as follows:

| | |
|--|-----------------------------|
| Chairperson | Philip Molnar |
| Psychologist/Chairperson | Dr. Christopher E. Grieco |
| Psychologist/Chairperson | Dr. Michele Rabito-Pakula |
| Psychologist/Chairperson | Mary Jo Dellino |
| Social Worker | Dr. Lisa Laudante |
| Social Worker | Nikolaos Michael |
| Parent of Child | |
| Parent Members | Carolyn Bunt; LouAnn Bonomi |
| Surrogate Parent | Kim Carbone |
| Special Education Teacher of the Child | |
| Regular Education Teacher of the Child | |
| Physician | Carle Place Family Medicine |

14.

- 14.1 **RESOLVED:** the Board of Education approves the District Committee on Pre-School Special Education, as follows:

| | |
|---------------------------|---|
| Chairperson | Dr. Michele Rabito-Pakula |
| Psychologist | Dr. Christopher E. Grieco |
| Psychologist | Dr. Michele Rabito-Pakula |
| Psychologist | Mary Jo Dellino |
| Parent of Child | |
| Parent Members | LouAnn Bonomi |
| Surrogate Parent | Kim Carbone |
| Special Education Teacher | |
| Regular Education Teacher | |
| Evaluator: | Person from approved evaluation site and/or representative from district staff. |

County Representative: Designated by Nassau County Department of Health

15.

- 15.1 **RESOLVED:** the Board of Education accepts the district-specific list of the Impartial Hearing Reporting System for hearing officers that are certified and available for the school district.
- 15.2 **RESOLVED:** the Board of Education appoints _____ (BOE Member) _____ to appoint individual hearing officers from the rotational list to serve in special education impartial hearings.

16.

- 16.1 **RESOLVED:** the Board of Education approves the members for the Scholarship Committee, as follows:

Kevin Winsch
Superintendent of Schools
High School Principal
Director of Guidance
Community Members TBD (5)
Appointed Board Member and Board Alternate

17.

- 17.1 **RESOLVED:** the Board of Education approves the following officials to sign checks for the Extra Classroom Funds, as follows:

| | | |
|------------|-----------------|-----------------------|
| Supervisor | Gerald Baratta | Assistant Principal |
| Alternate | Thomas DePaola | High School Principal |
| Treasurer | Caryl Lorandini | |

18.

- 18.1 **RESOLVED:** the Board of Education directs the District Treasurer to publish the Annual Financial Report and Certification of Audit for the 2016-2017 school year in the *Westbury Times*.

19.

- 19.1 **RESOLVED:** the Board of Education approves the officers of the District's Board of Elections as follows:

Chairperson – Mary Sablano -- \$200.00 per day
Assistant – Sandra Veneroni -- \$192.00 per day

20.

- 20.1 **RESOLVED:** the Board of Education approves the District's Inspectors of Election, at a rate of \$10.50 per hour each, as follows:

Maryann Klein

Mary P. Kruk
Patricia Kearney
Jeanne Harrington
Gloria Monitto
John Veneroni
Joseph Macchia
Janice Macchia
Theresa Iadevaia
Elaine M. Kanno
(Substitute others as needed)

21.

- 21.1 **RESOLVED:** the Board of Education approves Senior Citizen Director and Arts and Crafts Instructor at the following rates:

Director, Barbara Heslin; weekly for 40 weeks at \$15 per hour up to 10 hours per week

Instructor; Ann Mascola; 3 times/per month for 10 months at \$45/session

22.

- 22.1 **RESOLVED:** the Board of Education approves the following authorizations:

Superintendent to approve attendance at conferences, conventions and workshops. In the absence of the Superintendent, the Assistant Superintendent for Business will serve as alternate.

- 22.2 **RESOLVED:** the Board of Education approves the following authorizations:

Authorized signatures on checks to be signed by the District Treasurer. In the event of his/her unavailability, the Superintendent of Schools will act in his/her absence:

Payroll Account; 1 signature; District Treasurer
All other accounts; 1 signature; District Treasurer

- 22.3 **RESOLVED:** the Board of Education approves the following authorizations:

Superintendent to approve budget transfers up to \$5,000.00. In the absence of the Superintendent, the Assistant Superintendent for Instruction and Personnel will serve as alternate.

23.

- 23.1 **RESOLVED:** the Board of Education approves wages for summer student workers at the minimum wage for the first year of employment and .25 more an hour for students who return in subsequent years.

24.

- 24.1 **RESOLVED:** the Board of Education approves the attached list of district-owned cell phones with accompanying job titles, using them for School District business purposes only. Said list is on file in the Business Office where it is maintained and updated as necessary.

25.

- 25.1 **RESOLVED:** the Board of Education authorizes the Superintendent of Schools and/or the Director of Facilities and Operations and/or the Assistant Superintendent for Business and/or the Assistant Superintendent for Instruction and Personnel as the designated agents of the Board of Education to file a complaint or accusatory instrument on behalf of the Board of Education charging any person, firm, or corporation who is in violation of the policies of the Board of Education and any Federal, State, and local laws.

26.

- 26.1 **RESOLVED:** the Board of Education agrees, in compliance with Title IX of the Educational Amendments of 1972, that the Carle Place Union Free School District, Carle Place, Nassau County, New York, does not discriminate on the basis of sex in the educational programs or activities which it operates. This policy of non-discrimination includes, but is not limited to, recruitment and appointment of employees, employment pay and benefits, counseling services for students, access by students to educational programs, course offerings and student activities.

The district official responsible for the coordination of activities relating to compliance with Title IX is Mr. Philip Molnar, Assistant Superintendent for Special Education and Pupil Personnel Services. He will provide information, including complaint procedures, to any student or employee who feels that his or her rights under Title IX may have been violated by the district or its officials.

27.

- 27.1 **BE IT RESOLVED** that the Carle Place Union Free School District hereby establishes the following as standard work days for appointed** officials and will report the wages earned by these officials to the New York State and Local Employees' Retirement System based upon the time sheets submitted by these officials to the district's Business Office.

**Elected has been removed from this resolution because of the fact that the district does not have any elected officials to which this reporting requirement would apply.

| Title | Name | Social Security Number (Last 4 digits) | Registration Number | Standard Work Day (Hrs./ Day) | Term Begins/Ends | Participates in Employer's Timekeeping System (Y/N) | Days/ Month |
|-------------------|------|---|---------------------|--------------------------------------|------------------|---|-------------|
| Elected Officials | | | | | | | |

| | | | | | | | |
|------------------------------------|----------------|--|--|---|-------------------------|---|------|
| None | | | | | | | |
| Appointed Officials | | | | | | | |
| Treasurer/Jr. Accountant | John Barodin | | | 7 | 07/01/2016 - 06/30/2017 | Y | N/A* |
| District Clerk/Clerk in PPS Office | Susan Eliasoph | | | 7 | 07/01/2016 - 06/30/2017 | Y | N/A* |
| | | | | | | | |

*Both of these Appointed Officials are also full-time employees of the District working in additional, other titles. As a result, they are already members of the Employees' Retirement System (ERS) who are credited with a full year of service for each year worked. The stipend paid as a result of the additional time spent as Appointed Officials will be reported to the ERS and the hours worked in this capacity will be recorded on time sheets and submitted to the District Business Office.

28.

- 28.1 **BE IT RESOLVED** that the Carle Place Union Free School District hereby establishes the attached schedule of charges for the use of district facilities during the 2016 – 2017 school year.

29.

- 29.1 **RESOLVED:** that the life insurance policy providing coverage for Superintendent Flatley be and is hereby renewed for the annual term thereof at a premium not to exceed \$800.00.

30.

- 30.1 **BE IT RESOLVED:** that the Board of Education hereby establishes for the 2016 – 2017 school year the rate of pay for substitute salaries in the district as follows:

Substitute Title and Salary for the 2016 - 2017 School Year

| | |
|--------------------------------------|--|
| Substitute Teacher | \$130.00/day |
| Substitute Nurse | \$130.00/day |
| Substitute Teacher Aide (all titles) | \$16.00/hour |
| Substitute Clerk | \$16.00/hour |
| Substitute Cafeteria Monitor | Minimum Wage |
| Substitute Food Service Worker | Minimum Wage |
| Substitute Security Officer | \$21.00-\$22.05/hour dependent upon assigned shift |
| Substitute Cleaner/Courier | \$16.00/hour |

31. ADJOURNMENT