

**CARLE PLACE UNION FREE SCHOOL DISTRICT
BOARD OF EDUCATION MEETING
High School North Cafeteria
8:30 PM Thursday - July 6, 2017**

**AGENDA
CALL TO ORDER**

Pledge: Mr. John DiFrisco

Prayer: Mr. Joseph LoCurto

AGENDA ITEMS

1.

- 1.1 Swearing in of newly re-elected Trustees, John DiFrisco and Barry Dennis, by the District Counsel.
- 1.2 The nomination and election of the President and Vice President of the Board of Education for the 2017 – 2018 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 2017-2018	REMUNERATION 2017-2018
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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; Barbara Manley

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; LouAnn Bonomi

Architect; H2M Architects + Engineers

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 |
| (g) Legislation | Trustee to be named |
| (h) Curriculum and Instruction | Trustee to be named |

(i) District-Wide School Safety Team 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 6, 2017	THURSDAY	Reorganization + Business Meeting
July 27, 2017	4 th Thursday	Business Meeting
August 10, 2017	2 nd Thursday	Business Meeting
August 24, 2017	4 th Thursday	Business Meeting
September 7, 2017	1 st Thursday	Business Meeting
September 28, 2017	4 th Thursday	Business Meeting
October 10, 2017	TUESDAY	Business Meeting
October 26, 2017	4 th Thursday	Business Meeting
November 16, 2017	2 nd Thursday	Business Meeting
November 30, 2017	5 th Thursday	Business Meeting
December 14, 2017	2 nd Thursday	Business Meeting
January 11, 2018	2 nd Thursday	Business Meeting
January 25, 2018	4 th Thursday	Budget/Business Meeting
February 8, 2018	2 nd Thursday	Budget/Business Meeting
February 15, 2018	3 rd Thursday	Budget/Business Meeting
March 8, 2018	2 nd Thursday	Budget/Business Meeting
March 22, 2018	4 th Thursday	Budget Adoption
April 12, 2018	2 nd Thursday	Business Meeting
April 17, 2018	TUESDAY	BOCES Budget Vote
May 3, 2018	1 st Thursday	Budget Hearing and Meet the Candidates
May 15, 2018	TUESDAY	BOE Annual Meeting, Budget Vote and BOE Election
June 7, 2018	2 nd Thursday	Business Meeting
June 21, 2018	4 th Thursday	Final meeting of 2017 – 2018 academic year. Business Meeting <i>We should anticipate a Reorganization Meeting on Monday, July 2, 2018.</i>

4.

- 4.1 **RESOLVED:** the Board of Education approves the following banks for the 2017/2018 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 Empire National 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 2017-2018 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 / For Board Members;

\$75/day + hotel, IRS current rate 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	Philip Molnar <u>and/or</u> 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:

Superintendent of Schools
High School Principal
Director of Guidance
Mary Schultz
Nancy Kingston
Gordon Mays
James Spangler
Lucille Hughes
Community Member TBD (1)
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 2017-2018 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
Vincenza Iadevaia
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:

Assistant Superintendent for Instruction and Personnel to approve attendance at conferences, conventions and workshops. In his/her absence 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	07/01/2017 - 06/30/2018	Y	N/A*
District Clerk/Clerk in PPS Office	Susan Eliasoph			7	07/01/2017 - 06/30/2018	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 2017 – 2018 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 2017 – 2018 school year the rate of pay for substitute salaries in the district as follows:

Substitute Title and Salary for the 2017 - 2018 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.

- 31.1 **RESOLVED:** that the Board of Education hereby designates Anthony Cedrone, Assistant Superintendent for Business, as the Carle Place Union Free School District's Residency Hearing Officer for the 2017 – 2018 school year, for the purpose of determining whether or not individuals are entitled to attend the District's schools, in accordance with Section 100.2(y) of the Regulations of the Commissioner of Education.

32.

- 32.1 **WHEREAS**, on May 17, 2016, the Carle Place Union Free School District conducted its Annual Budget Vote and Election; and

WHEREAS, the District Clerk is currently in possession of all cast ballots resulting from such Annual Budget Vote and Election; and

WHEREAS, the Record Retention and Disposition Schedule ED-1 provides for the destruction of such ballots after one (1) year from the date of the Annual Budget Vote and Election; and

WHEREAS, at least one (1) year has elapsed from the date of the Annual Budget Vote and Election held on May 17, 2016 and no proceedings have been commenced with regard to such Annual Budget Vote and Election; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the Carle Place Union Free School District hereby orders the destruction of all cast ballots resulting from the May 17, 2016 Annual Budget Vote and Election.

33. ADJOURNMENT