

# CARLE PLACE UNION FREE SCHOOL DISTRICT

BOARD OF EDUCATION MEETING  
Ser. #1 REORGANIZATION MEETING  
Pledge: Barry Dennis

High School North Cafeteria  
7:00 PM July 1, 2013  
Prayer: Joseph LoCurto

## A G E N D A

### CALL TO ORDER

- 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 2013 – 2014 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:

	<b>APPOINTEE 2013-2014</b>	<b>REMUNERATION 2013-2014</b>
District Clerk & Records Access Officer	Susan Eliasoph	As per agreement
District Treasurer	John Barodin	As per agreement
Internal Auditor agreement	R.S. Abrams	As per
External Independent Auditor agreement	O'Connor Davies	As per
Claims Auditor	Nawrocki, Smith	As per agreement
Approval Officer for Certification of Payroll	David J. Flatley	
Purchasing Agent	Margaret Riemer	
Records Retention Officer <u>AND</u> District Clerk Pro Tem	Christine A. Finn	
District Counsel	Guercio & Guercio, Esqs.	As per agreement
Bond Counsel	Hawkins, Delafield & Wood	As per agreement
Attendance Officers	Principals/Nurses	

Chief Physicians Dr. Carmen Finamore, As per agreement  
Dr. Keith Apuzzo & Associates

**Reorganization Meeting Agenda  
July 1, 2013, Page 2**

Liaison for Homeless Children and Youth Christine A. Finn

Asbestos Hazard Emergency Response Act (AHERA) Local Education Authority (LEA) Designee Pesticide Representative Director of Facilities

Medicaid Compliance Officer Eileen Fredericks  
Section 504 Compliance Officer Eileen Fredericks

Chemical Hygiene Officer Joseph Malizia / Director of Facilities

Fiscal Advisor Capital Market Advisors LLC\*  
\*Subject to a more formal agreement developed by District Counsel

District-Wide School Safety Team Administrator Eileen Fredericks

District Safety Team Liaison To Be Named

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

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

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

	<u>TRUSTEE</u>	<u>ALTERNATE</u>
(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. **RESOLVED:** the Board of Education approves a blanket bond in the amount of one million dollars covering all district employees.

**Reorganization Meeting Agenda  
July 1, 2013, Page 3**

3. **RESOLVED:** the Board of Education fixes the time and place of regular meetings of the Board of Education:

<b>Date</b>	<b>Day of the Week</b>	<b>Comment</b>
July 1, 2013	MONDAY	Reorganization + Business Meeting
July 18, 2013	3 <sup>rd</sup> Thursday	Business Meeting
August 8, 2013	2 <sup>nd</sup> Thursday	Business Meeting
August 22, 2013	4 <sup>th</sup> Thursday	Business Meeting
September 12, 2013	2 <sup>nd</sup> Thursday	Business Meeting
September 26, 2013	4 <sup>th</sup> Thursday	Business Meeting
October 10, 2013	2 <sup>nd</sup> Thursday	Workshop Meeting
October 23, 2013	WEDNESDAY	Business Meeting (NYSSBA Oct. 24 to 26)
November 14, 2013	2 <sup>nd</sup> Thursday	Workshop (Thanksgiving is 4 <sup>th</sup> Thursday)
December 12, 2013	2 <sup>nd</sup> Thursday	Business Meeting @ <u>Cherry Lane School</u>
January 9, 2014	2 <sup>nd</sup> Thursday	Business Meeting
January 23, 2014	4 <sup>th</sup> Thursday	Business Meeting
February 13, 2014	2 <sup>nd</sup> Thursday	Budget Workshop
February 27, 2014	4 <sup>th</sup> Thursday	Business Meeting
March 6, 2014	1 <sup>st</sup> Thursday	Budget Workshop
March 13, 2014	2 <sup>nd</sup> Thursday	Business Meeting @ <u>Rushmore Avenue School</u>
March 27, 2014	4 <sup>th</sup> Thursday	Budget Workshop
April 10, 2014	2 <sup>nd</sup> Thursday	Budget Adoption
April 24, 2014	4 <sup>th</sup> Thursday	BOCES Budget Vote
May 8, 2014	2 <sup>nd</sup> Thursday	Budget Hearing & Meet the Candidates
May 20, 2014	TUESDAY	Budget Vote & BOE Election

**\*All meetings will be held in the North Cafeteria, except where indicated.**

4. **RESOLVED:** the Board of Education approves the following banks for the 2013/2014 school year as follows: Bank of America, Citibank, Capital One Bank, TD Bank, Flushing Commercial Bank, HSBC, JP Morgan Chase and First National Bank of Long Island. 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.

**Reorganization Meeting Agenda  
July 1, 2013, Page 4**

5. **RESOLVED:** the Board of Education designates as the official district newspapers, *Westbury Times, Newsday and Long Island Business News*.
6. **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. **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 atten- dance at workshops, conferences, conventions, per list, additions to list per requests from Board members	American Association of School Administrators, Nassau Suffolk School Boards Assoc., N.Y.S. School Boards Assoc., National School Boards Assoc., Long Island SCOPE

8. **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
Executive Assistant to 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

9. **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.

**Reorganization Meeting Agenda  
July 1, 2013, Page 5**

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

<b>Psychologist/Chairperson</b>	<b>Dr. Christopher E. Grieco</b>
<b>Psychologist/Chairperson</b>	<b>Dr. Michele Rabito-Pakula</b>
<b>Psychologist/Chairperson</b>	<b>Mary Jo Dellino</b>
<b>Chairperson</b>	<b>Eileen Fredericks</b>
<b>Parent of Child</b>	
<b>Regular Education Teacher of the Child</b>	
<b>Special Education Teacher of the Child</b>	

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

<b>Chairperson</b>	<b>Eileen Fredericks</b>
<b>Psychologist/Chairperson</b>	<b>Dr. Christopher E. Grieco</b>
<b>Psychologist/Chairperson</b>	<b>Dr. Michele Rabito-Pakula</b>
<b>Psychologist/Chairperson</b>	<b>Mary Jo Dellino</b>
<b>Social Worker</b>	<b>Dr. Lisa Laudante</b>
<b>Social Worker</b>	<b>Nikolaos Michael</b>
<b>Parent of Child</b>	
<b>Parent Members</b>	<b>Mary Bruschi</b>
	<b>Carolyn Bunt</b>
	<b>LouAnn Bonomi</b>
<b>Surrogate Parent</b>	<b>Kim Carbone</b>
<b>Special Education Teacher of the Child</b>	
<b>Regular Education Teacher of the Child</b>	
<b>Physician</b>	<b>Dr. Carmen Finamore and Dr. Keith Apuzzo &amp; Assoc.</b>

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

<b>Chairperson</b>	<b>Eileen Fredericks</b>
<b>Chairperson</b>	<b>Dr. Michele Rabito-Pakula</b>

**Reorganization Meeting Agenda  
July 1, 2013, Page 6**

<b>Psychologist</b>	<b>Dr. Christopher E. Grieco</b>
<b>Psychologist</b>	<b>Dr. Michele Rabito-Pakula</b>
<b>Psychologist</b>	<b>Mary Jo Dellino</b>
<b>Parent of Child</b>	
<b>Parent Members</b>	<b>LouAnn Bonomi</b>
<b>Surrogate Parent</b>	<b>Kim Carbone</b>
<b>Special Education Teacher</b>	
<b>Regular Education Teacher</b>	
<b>Evaluator</b>	<b>Person from approved evaluation site and/or representative from district staff</b>
<b>County Representative</b>	<b>Designated by Nassau County Department of Health</b>

**13. 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.**

**13.1 RESOLVED: the Board of Education appoints \_\_\_\_\_  
to appoint individual hearing officers from the rotational list to serve in  
special education impartial hearings.**

**14. RESOLVED: the Board of Education approves the members for the  
Scholarship Committee, as follows:**

<b>Betsy Paffmann</b>	<b>High School Principal</b>
<b>Frank Voce</b>	<b>Chairperson of Guidance</b>
<b>Kevin Winsch</b>	<b>Superintendent of Schools</b>
<b>Community Members TBD (3)</b>	
<b>Appointed Board Member and Board Alternate</b>	

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

<b>Supervisor</b>	<b>Gerald Baratta</b>	<b>Assistant High School Principal</b>
<b>Alternate</b>	<b>Thomas DePaola</b>	<b>High School Principal</b>
<b>Treasurer</b>	<b>Caryl Lorandini</b>	

**Reorganization Meeting Agenda  
July 1, 2013, Page 7**

**16. RESOLVED:** the Board of Education directs the District Treasurer to publish the Annual Financial Report and Certification of Audit for the 2013-2014 school year in the *Westbury Times*.

**17. RESOLVED:** the Board of Education approves the officers of the District's Board of Elections as follows:

**Chairperson – Mary Sablano -- \$192.00 per day  
Assistant – Sandra Veneroni -- \$184.00 per day**

**18. RESOLVED:** the Board of Education approves the District's Inspectors of Election, at a rate of \$80.00 per shift each, as follows:

<b>Maryann Klein</b>	<b>Mary P. Kruk</b>
<b>Patricia Kearney</b>	<b>Rose Luciano</b>
<b>Gloria Monitto</b>	<b>John Veneroni</b>
<b>Joseph Macchia</b>	<b>Theresa Iadevaia</b>
<b>Elaine M. Kanno</b>	<b>Janice Macchia</b>
<b>(Substitute others as needed)</b>	

**19. RESOLVED:** the Board of Education approves Senior Citizen Advisor and Arts & Crafts Instructor at the following rates:

<b>Advisor</b>	<b>Barbara Heslin – weekly for 40 weeks at \$15 per hour up to 10 hours per week</b>
<b>Instructor</b>	<b>Ann Mascola - 3 times/per month for 10 months at \$45/session</b>

**20. RESOLVED:** the Board of Education approves the following authorizations:

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

**20.2 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:**

<b>Payroll Account</b>	<b>1 signature</b>	<b>District Treasurer</b>
<b>All other accounts</b>	<b>1 signature</b>	<b>District Treasurer</b>

**20.3 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.**

## **Reorganization Meeting Agenda**

**July 1, 2013, Page 8**

- 21. RESOLVED: the Board of Education approves wages for summer student workers at \$7.25 per hour to be the minimum wage for the first year of employment and \$7.50 an hour (.25 more an hour) for students who return in subsequent years.**
  
- 22. 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.**
  
- 23. 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.**
  
- 24. 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 officials responsible for the coordination of activities relating to compliance with Title IX are Eileen Fredericks, Executive Assistant to the Superintendent for Special Education and Pupil Personnel Services and Anthony J. Cedrone, Assistant Superintendent for Business. They 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.**

- 25. 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.**

**Reorganization Meeting Agenda  
July 1, 2013, Page 9**

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
<b>Elected Officials</b>							
None							
<b>Appointed Officials</b>							
Treasurer/Jr. Accountant	John Barodin			7	07/01/2013 - 06/30/2014	Y	N/A*
District Clerk/Clerk in PPS Office	Susan Eliasoph			7	07/01/2013 - 06/30/2014	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.**

**\*\*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.**

**26. 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 2013 – 2014 school year.**

**27. BE IT RESOLVED that the Board of Education hereby establishes for the 2013 – 2014 school year the rate of pay for per diem substitute teachers working during the school year at \$106.00 for the first 20 days of employment, \$111.00 from the 21<sup>st</sup> day through the 60<sup>th</sup> day of employment and \$116.00 from the 61<sup>st</sup> day and on.**

**Reorganization Meeting Agenda  
July 1, 2013, Page 10**

**28. RESOLVED: the Board of Education approves the following names for a change in title to School Resource Officer:**

- Theodore Beale (sub)
- \*Gregory P. Cantiello
- \*John Connolly
- Timothy Courtney
- \*Thomas Glenn
- \*Andrew Karmin
- \*Peter Kobel
- Noreen Murphy (sub)
- \*James Pagona (sub)
- Kenneth Rochon (sub)
- Thomas Scollo
- \*Gregory Zofrea (sub)

**\*These appointments reflect the amended New York State Law S02605 Part Y Section 212. There are no earning limitations. These employees are currently working as security officers at the Carle Place Union Free School District.**

**29. ADJOURN**