

**MALVERNE UNION FREE SCHOOL DISTRICT  
BOARD OF EDUCATION**

**MINUTES  
REORGANIZATION MEETING**

Tuesday – July 5, 2016

John Tulley	Josephine Bottitta	Danielle Hopkins	Marguerite O'Connor	Jeanne D'Esposito	<b>AGENDA ITEM:</b>	<b>ACTION TAKEN:</b>
					<b><u>BOARD MEMBERS PRESENT</u></b>	
					John Tulley ,Danielle Hopkins, Josephine Bottitta, Marguerite O'Connor, and Jeanne D'Esposito , also present were Dr. James Hunderfund, RoseLinda Ricca, Steven Gilhuley ,Spiro Colaitis, Christopher Caputo and Jonathan Heidelberger, and Drew Blanton	
M				S	<b><u>I - CALL TO ORDER</u></b> The meeting was held in Central Office conference room John Tulley motioned to call the meeting to order at 6:10pm Seconded by Josephine Bottitta 5 Yes; 0 No Motion carried	Meeting called to order
Y	Y	Y	Y	Y		
M					<b><u>II -EXECUTIVE SESSION</u></b> John Tulley motioned to retire into executive session at 6:10pm Seconded by, Josephine Bottitta 5 Yes; 0 No,	Executive Session
Y	S Y	Y	Y	Y		
					<b><u>III MEETING RECOVERED</u></b>	Meeting Reconvened
					<b><u>IV -PLEDGE OF ALLEGIANCE</u></b>	Pledge of Allegiance
			M		<b><u>V - NOMINATION OF OFFICE AND ADMINISTRATION OF OATH</u></b> Marguerite O'Connor motioned to nominate John Tulley for the position of Board President for the 2016/2017 school year Seconded by, Josephine Bottitta 5 Yes , No 0 Motion Carried	Nomination of Board Members
Y	S Y	Y	Y	Y		
M					John Tulley motioned to nominate Josephine Bottitta for the position of 1 <sup>ST</sup> Vice President for the 2016/2017 school year Seconded by, Danielle Hopkins. 5 Yes, No 0 Motion Carried	
Y	Y	S Y	Y	Y		
			M		Marguerite O'Connor motioned to nominate Danielle Hopkins for the position of 2 <sup>nd</sup> Vice President for the 2016/2017 school year Seconded by, Jeanne D'Esposito 5 Yes, No, 0 Motion Carried	
Y	Y	Y	Y	S Y		
	M				Josephine Bottitta motioned to approve the following appointments: Seconded by, Marguerite O'Connor 5 Yes, No,0 Motion Carried	
Y	Y	Y	S Y	Y		

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<b><u>VI –APPOINTMENTS FOR 2016-2017 SCHOOL YEAR</u></b>			Approval
<p><b>A.</b> District Clerk</p> <p><b>B.</b> Assistant District Clerk</p> <p><b>C.</b> Treasurer of the District</p> <p><b>D.</b> Deputy Treasurer</p> <p><b>E.</b> Voting Delegate NYSSBA</p> <p><b>F.</b> Alternate Voting Delegate NYSSBA</p> <p><b>G.</b> Purchasing Agent</p> <p><b>H.</b> Alternate Purchasing Agent</p> <p><b>I.</b> Asbestos Designee</p> <p><b>J.</b> Attendance Officer</p> <p><b>K.</b> Residency of Students Designee</p> <p><b>L.</b> Records Access Officer</p> <p><b>M.</b> Chief Payroll Certification Officer</p> <p><b>N.</b> Council of Record</p> <p><b>O.</b> Labor Counsel</p> <p><b>P.</b> External Auditors</p> <p><b>Q.</b> Internal Auditors</p> <p><b>R.</b> Independent Claim Auditor</p> <p><b>S.</b> Accountants</p> <p><b>T.</b> School Physician</p> <p><b>U.</b> Extra Classroom Activities</p> <p><b>V.</b> Insurance Brokers of Record</p> <p style="padding-left: 20px;">a. Employee Benefits</p> <p style="padding-left: 20px;">b. Liability</p> <p style="padding-left: 20px;">c. NYS Disability Insurance</p> <p><b>W.</b> Depositories of School District Funds</p> <p><b>X.</b> Designation of Signatories for all School Warrants</p> <p><b>Y.</b> Designation of District Newspaper</p> <p><b>Z.</b> Fiscal Advisor</p> <p><b>AA.</b> Bond Counsel</p> <p><b>BB.</b> Liason For Homeless Children &amp; Youth</p> <p><b>CC.</b> Title IX Coordinator</p> <p><b>DD.</b> Section 504 Coordinator</p> <p><b>EE.</b> Sexual Harassment Compliant Officer</p> <p><b>FF.</b> District Pesticide Representative</p> <p><b>GG.</b> Superintendent's Hearing Officer</p> <p><b>HH.</b> DASA Coordinator</p> <p><b>II.</b> Third Party administrator of 403(b) and 457 plans:</p> <p><b>JJ.</b> Architect: Environmental Consultants:</p>	<p>Lisa Ridley</p> <p>Alana Maher</p> <p>Daniel Balzan</p> <p>Dennise Shimborske</p> <p>President</p> <p>1<sup>st</sup> Vice President</p> <p>Dr.Spiro Colaitis</p> <p>Christopher Caputo</p> <p>Dr.Spiro Colaitis</p> <p>Dr. Spiro Colaitis</p> <p>Dr. Spiro Colaitis</p> <p>Lisa Ridley</p> <p>Christophe Caputo</p> <p>Frazer &amp; Feldman, LLP</p> <p>Frazer &amp; Feldman, LLP</p> <p>R.S. Abrams, LLP</p> <p>Nawrocki and Smith LLP</p> <p>Peter Brady</p> <p>Cullen and Danowski</p> <p>Dr. Michelle Reed</p> <p>Timothy Young</p> <p>J.J. Stanis &amp; Co.</p> <p>Brown and Brown</p> <p>New York School Insurance Reciprocal (NYSIR)</p> <p>State Insurance</p> <p>JP Morgan Chase</p> <p>Dr. James H. Hunderfund</p> <p>Christopher Caputo</p> <p>Newsday,</p> <p>Malverne/Lynbrook Herald</p> <p>Capital Markets Advisors for Tax Anticipation Note Officer and Bond</p> <p>Hawkins,Delafield&amp;Wood</p> <p>Spiro Colaitis</p> <p>TBA</p> <p>Meredyth Martini</p> <p>Steven Gilhuley</p> <p>Dr. Spiro Colaitis</p> <p>Dr. James Tolle</p> <p>District Wide-Daniel Nehlsen</p> <p>MHS- Vincent Romano</p> <p>Joe Aquino</p> <p>HTH –Steven Gilhuley</p> <p>Matt Rosen</p> <p>DA- Ed Tallon</p> <p>Maritine Laventure</p> <p>MWD-Margaret McDaid</p> <p>Jamie Carter-Jorif</p> <p>Omni Group, Inc.</p> <p>TBA</p>	<p>District Clerk</p> <p>Assistant District Clerk</p> <p>District Clerk</p> <p>Treasurer of the District</p> <p>Purchasing Agent</p> <p>Alternate Purchasing Agent</p> <p>Asbestos Designee</p> <p>Attendance Officer</p> <p>Residency of Students Designee</p> <p>Attendance Officer</p> <p>Residency of Students, Counsel of Record</p> <p>Negotiating Attorney</p> <p>Independent Auditors</p> <p>Insurance Brokers of record</p> <p>Depositories of School Warrants, Designation of District Newspapers</p> <p>Fiscal Advisor</p> <p>Bond Counsel, Title IX Coordinator</p> <p>Sexual Harassment Officer, District Pesticide Representative</p> <p>Superintenden Hearing Office</p>	

MALVERNE UNION FREE SCHOOL DISTRICT  
BOARD OF EDUCATION

MINUTES  
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Tuesday – July 5, 2016

					TBA	
				<p><b>VII A. <u>AUTHORIZATION SIGNATORIES AND FACSIMILE SIGNATURES FOR DISTRICT BANK ACCOUNTS</u></b></p> <p>1. Board President, Treasurer and Business Administrator as the Signatories for the District's Bank Accounts: JP Morgan Chase</p> <p>2. All checks to be signed by the Board of Education President and the District's Treasurer, and the district treasurer (if necessary)</p> <p>3. Authorize the use of a facsimile imprint of the Treasurer's signature, Deputy Treasurer and the Board President's signature on all checks.</p>		Authorization of Signatories and Facsimile Signatures for District Bank Accounts
				<p><b>B. <u>BOND FOR DISTRICT TREASURER, BUSINESS ADMINISTRATOR AND DEPUTY TREASURER</u></b></p> <p>Authorize a bond for the District Treasurer, Deputy Treasurer and the Business Administrator</p>		Bond to District Treasurer and Business Administrator
				<p><b>C <u>SIGNATORY FOR TAX ANTICIPATION NOTE</u></b> Designate the Board President and the District Clerk as for single manual signature required on Tax Anticipation Notes.</p>		Signatory for Tax Anticipation Notes
				<p><b>D. <u>APPOINTMENT OF TAX SHELTERED ANNUITY PROGRAM</u></b> Appointment of OMNI GROUP as billing and disbursing agent for tax- sheltered annuity program for fiscal year 2016-2017 for the employees of the Malverne U. F. S. D.</p>		Appointment for Tax Sheltered Annuity Program
				<p><b>E. <u>AUTHORIZATION TO MAKE TRANSFER OF FUNDS</u></b> Authorize the Superintendent of Schools to make final transfers necessary to balance all accounts as of June 30<sup>th</sup> of each year.</p>		Authorization to make Transfer of Funds
				<p><b>F. <u>AUTHORIZATION TO CERTIFY PAYROLLS</u></b> Authorize the Superintendent of Schools or Business Administrator to certify payrolls each month. (Ed. Law 1720: Commissioner's Regulation 170.2)</p>		Authorization to Certify Payrolls
				<p><b>G. <u>SIGNATORY OF FEDERAL PROJECTS</u></b> Appoint the Superintendent of Schools for the 2016-2017 school year as the authorized representative and official of the Malverne UFSD to submit applications and make claims for Federal Funds under all applicable Federal Laws as may be required with the Business Administrator as state alternate.</p>		Signatory of Federal Projects
				<p><b>H. <u>DESIGNATION OF ADVISORY COUNCIL OCCUPATIONAL EDUCATION</u></b> <b>WHEREAS</b>, the New York State Education Law requires that each school district shall have an advisory council for occupational education or in the alternative may designate the advisory council of Nassau BOCES to serve as council, for vocational offerings in the local school district; and <b>WHEREAS</b>, Nassau BOCES has stated that they agree to have their Council for Occupational Education represent the interests of the Malverne UFSD for this special interest area, all in conformance with the</p>		Designation of Advisory Council for Occupational Education

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				<p>Education Law, <b>NOW THEREFORE, BE RESOLVED THAT</b> the Board of Education of the Malverne UFSD hereby designates the Nassau BOCES Advisory Council for Occupational Education as their Council for Vocational offerings for the School District during the 2016-2017 school year for the fee of \$350.</p> <p><b>I. <u>SIGNATORY OF STATE FUNDS PROJECTS</u></b>          Appoint the Superintendent of Schools for the 2016-2017 school year as the authorized representative and official of the Malverne UFSD to submit applications and make claims for Federal Funds under all applicable State Laws as may be required with the Business Administrator as alternate.</p> <p><b>J. <u>IMPARTIAL HEARING OFFICER</u></b>          Recommendation that the Board of Education approves the list of Impartial Hearing Officers.</p> <p><b>K. <u>BOARD OF EDUCATION MEETINGS CALENDAR 2016/2017</u></b></p> <table border="0"> <tr><td>August</td><td>23</td><td>Regular Meeting</td></tr> <tr><td>September</td><td>13</td><td>Regular Meeting</td></tr> <tr><td>October</td><td>11</td><td>Regular Meeting</td></tr> <tr><td>November</td><td>15</td><td>Regular Meeting</td></tr> <tr><td>December</td><td>13</td><td>Regular Meeting</td></tr> <tr><td>January</td><td>10</td><td>Regular Meeting/Budget Development</td></tr> <tr><td>February</td><td>14</td><td>Regular Meeting/Presentation of 2017-2018 Proposed Budget Overview</td></tr> <tr><td>February</td><td>28</td><td>Budget Review &amp; Public Discussion</td></tr> <tr><td>March</td><td>07</td><td>Budget Review and Public Discussion</td></tr> <tr><td>March</td><td>14</td><td>Regular Meeting</td></tr> <tr><td>March</td><td>21</td><td>Budget Review &amp; Public Discussion</td></tr> <tr><td>April</td><td>18</td><td>Regular Meeting/Public Discussion Budget Adoption</td></tr> <tr><td>April</td><td>20</td><td>BOCES Budget Vote</td></tr> <tr><td>May</td><td>09</td><td>Regular Meeting/Budget Hearing and Public Discussion</td></tr> <tr><td>May</td><td>16</td><td>District Budget Vote &amp; Board Election</td></tr> <tr><td>June</td><td>09</td><td>Regular Meeting</td></tr> <tr><td>June</td><td>13</td><td>Statewide Budget Revote (if necessary)</td></tr> <tr><td>July</td><td>11</td><td>Regular Meeting/Annual Reorganization Meeting</td></tr> <tr><td>August</td><td>22</td><td>Regular Meeting</td></tr> </table> <p><b>L. <u>AUTHORIZATION TO ESTABLISH PETTY CASH FUNDS</u></b></p> <p>Persons to administer these funds in the amount of \$100 each for 2016-2017 school year.</p> <table border="0"> <tr><td>Christopher Caputo</td><td>Administration</td></tr> <tr><td>Mrs. Lisa Ridley</td><td>Administration</td></tr> <tr><td>Mr. Vincent Romano , Principal</td><td>Malverne High School</td></tr> <tr><td>Mr. Daniel Nehlsen, Principal</td><td>Howard T. Herber School</td></tr> <tr><td>Mr. Edward Tallon, Principal</td><td>Davison Avenue School</td></tr> <tr><td>Mrs. Margaret McDaid, Principal</td><td>Maurice W. Downing School</td></tr> </table> <p><b>M. <u>APPOINTMENT OF SUPERVISOR OF ATTENDANCE REGISTERS</u></b></p> <table border="0"> <tr><td>Ms. Janine Gillen</td><td>Malverne High School</td></tr> <tr><td>Ms. Diane Tomani</td><td>Howard T. Herber Middle School</td></tr> <tr><td>Ms. Rosemary Jacobson</td><td>Davison Avenue School</td></tr> <tr><td>Mrs. Liz Niessing</td><td>Maurice W. Downing School</td></tr> </table>	August	23	Regular Meeting	September	13	Regular Meeting	October	11	Regular Meeting	November	15	Regular Meeting	December	13	Regular Meeting	January	10	Regular Meeting/Budget Development	February	14	Regular Meeting/Presentation of 2017-2018 Proposed Budget Overview	February	28	Budget Review & Public Discussion	March	07	Budget Review and Public Discussion	March	14	Regular Meeting	March	21	Budget Review & Public Discussion	April	18	Regular Meeting/Public Discussion Budget Adoption	April	20	BOCES Budget Vote	May	09	Regular Meeting/Budget Hearing and Public Discussion	May	16	District Budget Vote & Board Election	June	09	Regular Meeting	June	13	Statewide Budget Revote (if necessary)	July	11	Regular Meeting/Annual Reorganization Meeting	August	22	Regular Meeting	Christopher Caputo	Administration	Mrs. Lisa Ridley	Administration	Mr. Vincent Romano , Principal	Malverne High School	Mr. Daniel Nehlsen, Principal	Howard T. Herber School	Mr. Edward Tallon, Principal	Davison Avenue School	Mrs. Margaret McDaid, Principal	Maurice W. Downing School	Ms. Janine Gillen	Malverne High School	Ms. Diane Tomani	Howard T. Herber Middle School	Ms. Rosemary Jacobson	Davison Avenue School	Mrs. Liz Niessing	Maurice W. Downing School	<p>Signatory of State Funds Projects</p> <p>Appointment of Impartial Hearing Officers</p> <p>Board of Education Meetings 2016-2017</p> <p>Authorization to Establish Petty Cash Funds</p> <p>Appointment of Supervisor of Attendance Registers</p>
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			<p><b>N <u>APPOINTMENT OF THE 2016-2017 COMMITTEE ON SPECIAL EDUCATION</u></b></p> <p>Meredyth I. Martini      CSE Chairperson Michael Bralla,            Psychologist and Alternate Chairperson Mindy DaSilva            Psychologist and Alternate Chairperson Yuisa Colon                Psychologist and Alternate Chairperson Ralph DiFore               Psychologist and Alternate Chairperson</p> <ul style="list-style-type: none"><li>• At least one regular education teacher of the student if the child is or may be participating in the regular education environment.</li><li>• At least one special education teacher or special education provider (ie, related service provider) of the student.</li><li>• The parents or persons in parental relationship to the student</li><li>• An Individual who can interpret the instructional implications of evaluation process.</li><li>• Other persons having knowledge or special expertise regarding the student, including related services personnel as appropriate, as the school district of the parent(s) shall designate;</li><li>• Student with disability, where appropriate.</li></ul> <p><b>O. <u>APPOINTMENT OF 2016-2017 COMMITTEE ON PRESCHOOL SPECIAL EDUCATION</u></b></p> <p>Meredyth Martini            Alternate Chairperson Ralph DiFore                 Alternate Chairperson Michael Bralla                Alternate Chairperson Yuisa Colon                    Alternate Chairperson Representative of evaluating Agency</p> <ul style="list-style-type: none"><li>• A regular education teacher of the child whenever the child is or may be participating in the regular education environment.</li><li>• A special education teacher of the child, or if appropriate, a special education provider of the child.</li><li>• Claire Conway, Jodie Towsky (alternating speech teachers) Appropriately certified or licensed professional from the Department of Health's Early Intervention Program(If appropriate) Appropriately certified licensed professional from the municipality Parent (s) of the preschool child The following persons are recommended to be appointed to both the CSE and CPSE , Dr. Michele Reed, Physician Mrs. Denise Douglas –Alternating Parent Mrs. Denise Douglas is recommended to be appointed as surrogate parent</li></ul> <p><b>P. <u>APPROVAL OF RELIGIOUS DAYS CALENDAR 2016-2017</u></b></p> <p>Eid al Fitr Rosh Hashanah Hanukkah Epiphany Ramadan</p>	<p>Appointment of the 2016-2017 Committee on Special Education</p> <p>Appointment of 2016-2017 Committee on Pre-School Special Education</p> <p>Approval of Religious Days Calendar 2014-2015</p>
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					<p><b>Q. <u>WELLNESS COMMITTEE 2016/2017</u></b></p> <ol style="list-style-type: none"><li>1. Christopher Caputo - Co-Chairperson</li><li>2. Athletic Director - Co-Chairperson</li><li>3. Vincent Romano – Principal</li><li>4. Dan Nehlsen – Principal</li><li>5. Ed Tallon – Principal</li><li>6. Margaret McDaid – Principal</li><li>7. Alyssa DeMonte – Aramark</li><li>8. Patricia Desormeau - Teacher</li><li>9. Joe Dunn – Teacher – MWD</li><li>10. Maura Spar – Teacher - MWD</li><li>11. Lisa Gress – Teacher – HTH</li><li>12. Stacey Clayton – Teacher – HTH</li><li>13. Randye Brook Sussman – Teacher – MHS</li><li>14. Lisa Staab – Teacher - MHS</li><li>15. Bill Bennett – Teacher - DA</li><li>16. Caroline Farkas – Teacher – DA</li><li>17. Joyce Berry – Parent</li><li>18. Amy Fehn - Parent</li><li>19. Student Council President – High School</li></ol> <p><b>VIII <u>ADJOURNMENT</u></b></p> <p>Marguerite O'Connor moved to adjourn the Annual Reorganization Board Meeting at 9:35pm Seconded by Josephine Bottitta 5 Yes, No 0 Motion carried</p> <p>Respectfully submitted</p> <p>Lisa Ridley District Clerk</p>	<p>Approval of Wellness Committee 2016/2017</p> <p>Approval of Adjournment</p>
Y	Y	Y	Y	Y		
	S			M		