

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

**MINUTES
REORGANIZATION MEETING**

Tuesday – July 11, 2017

Josephine Bottitta	Jeanne D'Esposito	Danielle Hopkins	Marguerite O'Connor	Phyllis Tinsley	AGENDA ITEM:	ACTION TAKEN:
					<u>BOARD MEMBERS PRESENT</u>	
					Josephine Bottitta, Jeanne D'Esposito, Danielle Hopkins, and Phyllis M. Tinsley also present were Dr. James Hunderfund Steven Gillhuley ,Spiro Colaitis, Christopher Caputo, Daniel Balzan	
					Marguerite O'Connor was absent	
M		S			<u>I - CALL TO ORDER</u> The meeting was held in the Josephine Bottitta motioned to call the meeting to order at 6:43pm Seconded by Danielle Hopkins 4 Yes: No -0 Motion carried	Meeting called to order
Y	Y	Y		Y		Executive Session
M		S			<u>II -EXECUTIVE SESSION</u> Josephine Bottitta motioned to retire into executive session at 6:43pm Seconded by Danielle Hopkins 4 Yes, No, 0 Motion carried	
Y	Y	Y		Y		Meeting Reconvened
					<u>III MEETING RECOVERED</u> Lisa Ridley, District Clerk motioned to reconvene the re-organization meeting at 8:19pm.	
					<u>IV –PLEDGE OF ALLEGIANCE</u>	Pledge of Allegiance
M					<u>V – NOMINATION OF OFFICE AND ADMINISTRATION OF OATH</u> Jeanne D'Esposito motioned to nominate Josephine Bottitta for the position of Board President for the 2017/2018 school year 4 Yes , No 0 Motion Carried	Nomination of Board Member Officers
Y	Y	Y		Y		
M					Josephine Bottitta motioned to nominate Jeanne D'Esposito the position of 1 ST Vice President for the 2017/2018 school year 4 Yes, No 0 Motion Carried	
Y	Y	Y		Y		
M					Josephine Bottitta motioned to nominate for the position of 2 nd Vice President for the 2017/2018 school year 4 Yes, No, 0 Motion Carried	
Y	Y	Y		Y		
S		M			Danielle Hopkins motioned to approve the following appointments Seconded by, Josephine Bottitta 4 Yes, No.0 Motion Carried	
Y	Y	Y		Y		
M		S			Josephine Bottitta motioned to accept the following appointments Seconded by, Danielle Hopkins 4, Yes, No.0 Motion Carried	
Y	Y	Y		Y		

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

**MINUTES
REORGANIZATION MEETING**

Tuesday – July 11, 2017

				VI –APPOINTMENTS FOR 2017-2018 SCHOOL YEAR	
				A. District Clerk	Lisa Ridley
				B. Assistant District Clerk	Alana Maher
				C. Treasurer of the District	Daniel Balzan
				D. Deputy Treasurer	Denise Shimborske
				E. Voting Delegate NYSSBA	President
				F. Alternate Voting Delegate NYSSBA	1 st Vice President
				G. Purchasing Agent	Dr. Spiro Colaitis
				Alternate Purchasing Agent	Christopher Caputo
				I. Asbestos Designee	Dr. Spiro Colaitis
				Attendance Officer	Dr. Spiro Colaitis
				K. Student Residency Officer	Dr. Spiro Colaitis
				L. Records Access Officer	Lisa Ridley
				M. Chief Payroll Certification Officer	Christopher Caputo
				N. Counsel of Record	Frazer & Feldman, LLP
				O. Labor Counsel	Frazer & Feldman, LLP
				P. External Auditors	R.S.Abrams, LLP
				Q. Internal Auditors	Nawrocki Smith LLP
				R. Accountants	Cullen and Danowski, LLP
				S. Independent Claim Auditor	Peter Brady
				T. School Physician	Dr. Michelle C. Reed
				U. Extra Classroom Activities	Timothy Young
				V. Insurance Brokers of Record	
				a. Employee Benefits	JJ. Stanis & Co.
				Brown and Brown	
				Liability	New York School Insurance Reciprocal (NYSIR)
				W. NYS Disability Insurance	State Insurance
				X. Depositories of School District Funds	JP Morgan Chase
				Y. Designation of Signatories for	Dr. James Hunderfund
				all School Warrants	and Christopher
				Caputo Designation of District Newspaper	Newsday
				Herald	Malverne/Lynbrook
				Z. Fiscal Advisor	Capital Markets Advisors
				LLC	
				Officer	(for Tax Anticipation Note and Bond Anticipation Note Officer)
				AA. Liaison For Homeless Children & Youth	Dr. Spiro Colaitis
				BB. Bond Counsel	Hawkins, Delafield & Wood
				CC. Title IX Coordinator	Michael Pelan
				DD. Section 504 Coordinator	Meredyth Martini
				EE. Sexual Harassment Complaint Officer	Steven Gilhuley
				FF. District Pesticide Representative	Dr. Spiro Colaitis
				GG. Superintendent's Hearing Officer	Dr. James Tolle
				HH. DASA Coordinator	District Wide – Daniel Nehlsen
				MHS- Vincent Romano	
				Joe Aquino	
					HTH – Daniel Nehlsen
					Approval Appointments District Clerk Assistant District Clerk Treasurer of th District Purchasing Agent Alternate Purchasing Agent Asbestos Designee, Attendance Officer Residency of Students, Counsel of Record Negotiating Attorney Independent Auditors Insurance Brokers of record
					Depositories (School Warrants, Designation of District Newspapers Fiscal Advisor Bond Counsel Title IX Coordinator Sexual Harassment Officer, District Pesticide Representative Superintenden Hearing Office

MALVERNE UNION FREE SCHOOL DISTRICT
BOARD OF EDUCATION

MINUTES
REORGANIZATION MEETING

Tuesday – July 11, 2017

					<p>DA Matt Rosen Rachel Gross Martine Laventure</p> <p>MWD Ed Tallon</p> <p>Jamie Carter –Jorif</p> <p>II. Third party administrator of 403(b) and 457 plans: Omni Group.Inc.</p> <p>JJ. Architect H2M Architects and Engineers</p> <p>Environmental Consultants: H2M Architects and Engineers</p>	
					<p>VII</p> <p><u>A. AUTHORIZATION SIGNATORIES AND FACSIMILE SIGNATURES FOR DISTRICT BANK ACCOUNTS</u></p> <p>1. Board President, Treasurer, Deputy 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, District’s Treasurer, and the Deputy Treasurer (if necessary)</p> <p>3. Authorize the use of a facsimile imprint of the Treasurer’s signature, Deputy Treasurer’s signature (if necessary) and the Board President’s signature on all checks</p>	<p>Authorization Signatories and Facsimile Signatures for District Bank Accounts</p>
					<p><u>B. BOND FOR DISTRICT TREASURER AND BUSINESS ADMINISTRATOR, DEPUTY TREASURER</u></p> <p>Authorize bond for the District Treasurer, Deputy Treasurer and the Business Administrator</p>	<p>Bond to District Treasurer and Business Administrator</p>
					<p><u>C. SIGNATORY FOR BOND ANTICIPATION NOTE</u> Designate the Board President and the District Clerk as the signatories for single manual signature required on Bond Anticipation Notes.</p>	<p>Signatory for Bond Anticipation Notes</p>
					<p><u>D. SIGNATORY FOR TAX ANTICIPATION NOTE</u></p> <p>Designate the Board President and the District Clerk as signatories for single manual signature required on Tax Anticipation Notes.</p>	<p>Signatory for Tax Anticipation Note</p>
					<p><u>E. APPOINTMENT OF TAX SHELTERED ANNUITY PROGRAM</u> Appointment of OMNI GROUP as billing and disbursing agent for tax- sheltered annuity program for fiscal year 2017-2018 for the employees of the Malverne U. F. S. D.</p>	<p>Appointment of Tax Sheltered Annuity Program</p>
					<p><u>F. AUTHORIZATION TO MAKE TRANSFER OF FUNDS</u> Authorize the Superintendent of Schools to make “transfer of funds” pursuant to Board of Education Policy # 5330 and to</p>	<p>Authorization to make Transfer of Funds</p>

MALVERNE UNION FREE SCHOOL DISTRICT
BOARD OF EDUCATION

MINUTES
REORGANIZATION MEETING

Tuesday – July 11, 2017

				<p>make final transfers necessary to balance all accounts as of June 30th of each year.</p> <p>G. <u>AUTHORIZATION TO CERTIFY PAYROLLS</u> Authorize the Superintendent of Schools or Business Administrator to certify payrolls each month. (Ed. Law 1720: Commissioner’s Regulation 170.2)</p> <p>H. <u>SIGNATORY OF FEDERAL PROJECTS</u> Appoint the Superintendent of Schools for the 2017-2018 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 alternate.</p> <p>I. <u>DESIGNATION OF ADVISORY COUNCIL OCCUPATIONAL EDUCATION</u> WHEREAS, 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 WHEREAS, 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 Education Law. NOW THEREFORE, BE RESOLVED THAT 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 2017-2018 school year for the fee of \$350.</p> <p>J. <u>SIGNATORY OF STATE FUNDS PROJECTS</u> Appoint the Superintendent of Schools for the 2017-2018 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>K. <u>IMPARTIAL HEARING OFFICER</u> Recommendation that the Board of Education approves the attached list of Impartial Hearing Officers.</p> <p>L. <u>BOARD OF EDUCATION MEETINGS, CALENDAR</u></p> <table data-bbox="548 2099 1307 2429"> <tr> <td>July 11, 2017</td> <td>January 9, 2018</td> </tr> <tr> <td>August 29, 2017</td> <td>February 13, 2018</td> </tr> <tr> <td>September 12, 2017</td> <td>March 13, 2018</td> </tr> <tr> <td>October 10, 2017</td> <td>April 10, 2018</td> </tr> <tr> <td>November 14, 2017</td> <td>May 8, 2018</td> </tr> <tr> <td>December 2017</td> <td>May 15, 2018</td> </tr> <tr> <td></td> <td>June 12, 2018</td> </tr> <tr> <td></td> <td>July 10, 2018</td> </tr> <tr> <td></td> <td>August 21, 2018</td> </tr> </table>	July 11, 2017	January 9, 2018	August 29, 2017	February 13, 2018	September 12, 2017	March 13, 2018	October 10, 2017	April 10, 2018	November 14, 2017	May 8, 2018	December 2017	May 15, 2018		June 12, 2018		July 10, 2018		August 21, 2018	<p>Authorization to Certify Payroll:</p> <p>Signatory of Federal Projects</p> <p>Designation of Advisory Council for Occupational Education</p> <p>Appointment of signatory of State Funds Projects</p> <p>Appointment of Impartial Hearing Office</p> <p>Board of Education Meetings 2015 2016</p>
July 11, 2017	January 9, 2018																						
August 29, 2017	February 13, 2018																						
September 12, 2017	March 13, 2018																						
October 10, 2017	April 10, 2018																						
November 14, 2017	May 8, 2018																						
December 2017	May 15, 2018																						
	June 12, 2018																						
	July 10, 2018																						
	August 21, 2018																						

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

**MINUTES
REORGANIZATION MEETING**

Tuesday – July 11, 2017

					<p>M. <u>AUTHORIZATION TO ESTABLISH PETTY CASH FUNDS</u></p> <p>Persons to administer these funds in the amount of \$100 each for 2017-2018 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. Dan Nehlsen</td> <td>Howard T. Herber School</td> </tr> <tr> <td>Mr. Rachel Gross . Principal</td> <td>Davison Avenue School</td> </tr> <tr> <td>Mr. Edward Tallon . Principal</td> <td>Maurice W. Downing School</td> </tr> </table> <p>N. <u>APPOINTMENT OF SUPERVISOR OF ATTENDANCE REGISTERS</u></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 School</td> </tr> <tr> <td>Ms Rosemary Jacobson</td> <td>Davison Avenue Schools</td> </tr> <tr> <td>Liz Niessing</td> <td>Maurice W. Downing School</td> </tr> </table> <p>O. <u>APPOINTMENT OF THE 2017-2018 COMMITTEE ON SPECIAL EDUCATION</u></p> <table border="0"> <tr> <td>Meredyth I. Martini</td> <td>CSE Chairperson</td> </tr> <tr> <td>Amanda LoSchiavo.</td> <td>Psychologist and Alternate Chairperson</td> </tr> <tr> <td>Michael Bralla.</td> <td>Psychologist and Alternate Chairperson</td> </tr> <tr> <td>Mindy DaSilva</td> <td>Psychologist and Alternate Chairperson</td> </tr> <tr> <td>Yuisa Colon</td> <td>Psychologist and Alternate Chairperson</td> </tr> <tr> <td>Ralph DiFore</td> <td>Psychologist and Alternate Chairperson</td> </tr> </table> <ul style="list-style-type: none"> • At least one regular education teacher of the student if the child is or may be participating in the regular education environment. • At least one special education teacher or special education provider (ie. related service provider) of the student. • The parents or persons in parental relationship to the student • An Individual who can interpret the instructional implications of evaluation process. • 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; • Student with disability, where appropriate <p>P. <u>APPOINTMENT OF 2017-2018 COMMITTEE ON PRESCHOOL SPECIAL EDUCATION</u></p> <ul style="list-style-type: none"> • Amanda Loschiavo CPSE Chairperson • Meredyth Martini. Alternate Chairperson • Ralph Difiore. Alternate Chairperson • Michael Bralla Alternate Chairperson • Yuisa Colon Alternate Chairperson • Mindy DaSilva Alternate Chairperson • Representative of Evaluating Agency • A regular education teacher of the child whenever the child is or may be participating in the regular education environment 	Christopher Caputo	Administration	Mrs. Lisa Ridley	Administration	Mr. Vincent Romano . Principal	Malverne High School	Mr. Dan Nehlsen	Howard T. Herber School	Mr. Rachel Gross . Principal	Davison Avenue School	Mr. Edward Tallon . Principal	Maurice W. Downing School	Ms. Janine Gillen	Malverne High School	Ms. Diane Tomani	Howard T. Herber School	Ms Rosemary Jacobson	Davison Avenue Schools	Liz Niessing	Maurice W. Downing School	Meredyth I. Martini	CSE Chairperson	Amanda LoSchiavo.	Psychologist and Alternate 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
Christopher Caputo	Administration																																				
Mrs. Lisa Ridley	Administration																																				
Mr. Vincent Romano . Principal	Malverne High School																																				
Mr. Dan Nehlsen	Howard T. Herber School																																				
Mr. Rachel Gross . Principal	Davison Avenue School																																				
Mr. Edward Tallon . Principal	Maurice W. Downing School																																				
Ms. Janine Gillen	Malverne High School																																				
Ms. Diane Tomani	Howard T. Herber School																																				
Ms Rosemary Jacobson	Davison Avenue Schools																																				
Liz Niessing	Maurice W. Downing School																																				
Meredyth I. Martini	CSE Chairperson																																				
Amanda LoSchiavo.	Psychologist and Alternate 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																																				

Authorization to
Establish Petty
Cash Funds

Appointment
of Supervisor of
Attendance
Registers

Appointment
of the 2017/2018
Committee on
Special
Education

Appointment
of 2017-2018
Committee on
Pre-School
Special
Education

MALVERNE UNION FREE SCHOOL DISTRICT
BOARD OF EDUCATION

MINUTES
REORGANIZATION MEETING

Tuesday – July 11, 2017

				<ul style="list-style-type: none"> • A special education teacher of the child, or if appropriate , a special education provider of the child Claire Conway, Heidi Kenney, (alternating speech teachers) • Appropriately certified or licensed professional from the Department of Health’s Early Intervention professional from (if appropriate) • Appropriately certified or licensed professional from the municipality • Parent(s) of the preschool child <p>Q. <u>APPROVAL OF RELIGIOUS DAYS CALENDAR 2017-2018</u></p> <p>Eid al Fitr Rosh Hashanah Hanukkah Epiphany Ramadan</p> <p>R. <u>WELLNESS COMMITTEE 2017/2018</u></p> <ol style="list-style-type: none"> 1. Christopher Caputo - Co-Chairperson 2. Michael Pelan - Co-Chairperson 3. Vincent Romano – Principal 4. Dan Nehlsen – Principal 5. Ed Tallon – Principal 6. Rachel Gross – Principal 7. Food Service Director – Aramark 8. Bill Bennett – Teacher - MWD 9. Maura Spar – Teacher - MWD 10. Lisa Gress – Teacher – HTH 11. Janine Biancaniello – Teacher - HTH 12. Caroline Farkas – Teacher – DA 13. Patricia Desormeau – Teacher - DA 14. Randy Brook Sussman – Teacher – MHS 15. Lisa Staab – Teacher - MHS 16. Joyce Berry – Parent 17. Amy Fehn - Parent 18. Student Council President – High School <p>VIII <u>ADJOURNMENT</u></p> <p>Danielle Hopkins moved to adjourn the Annual Reorganization Meeting at 8:19pm Seconded by Josephine Bottitta 4 Yes. No 0 Motion carried</p> <p>Respectfully submitted</p> <p><i>Lisa Ridley</i> Lisa Ridley District Clerk</p>	<p>Appointment of the 2017/2018 to Both CSE and CPSE</p> <p>Approval of Religious Days Calendar 2017/2018</p> <p>Approval of Wellness Committee 2017/2018</p> <p>Approval of Adjournment</p>
--	--	--	--	--	--