

MALVERNE UNION FREE SCHOOL DISTRICT
BOARD OF EDUCATION

MINUTES
REORGANIZATION MEETING

Tuesday – July 9, 2013

AMENDED MINUTES

Marguerite O'Connor	Danielle Hopkins	Josephine Bottitta	Michael Taylor	Jack Tulley	AGENDA ITEM:	ACTION TAKEN:
					<u>BOARD MEMBERS PRESENT</u>	
					Marguerite O'Connor , Danielle Hopkins, Josephine Bottitta , Michael Taylor , Jack Tulley, also present were Dr. James Hunderfund, Richard Banyon, Spiro Colaitis, and Thomas McDaid Jr., Michael Perna	Meeting called to order
					Absent were : Florence Frazer	
					<u>I - CALL TO ORDER</u>	Executive Session
M	S				The meeting was held in the Faculty Room at Malverne High School. Marguerite O'Connor motioned to call the meeting to order at 6:48pm	
Y	Y	Y	Y	Y	Seconded by Danielle Hopkins 5Yes; No -0 Motion carried	Meeting Reconvened
					<u>II -EXECUTIVE SESSION</u>	
M					Marguerite O'Connor motioned to adjourn to the executive session at 6:48 pm	
Y	S	Y	Y	Y	Seconded by Danielle Hopkins 5 Yes -. No-0 Motion carried	
					<u>III MEETING RECOVERED</u>	
					Lisa Ridley , District Clerk opened the meeting at 8:05 pm	Pledge of Allegiance
					<u>IV -PLEDGE OF ALLEGIANCE</u>	
					Lisa Ridley, District Clerk led those present in the Pledge of Allegiance	
					<u>V - NOMINATION OF OFFICE AND ADMINISTRATION OF OATH</u>	Nomination of Board Members
Y	S	N	N	Y	M Jack Tulley motioned to nominate Marguerite O'Connor for the position of Board President for the 2013/2014 school year	
	Y				Seconded by, Danielle Hopkins 3Yes ,2 No Motion Carried	
N	M				Danielle Hopkins motioned to nominate Michael Taylor for the position of Board President for the 2013/2014 school year.	
	Y	N	Y	N	2 Yes , 3 No	
Y		M			Josephine Bottitta motioned to nominate Danielle Hopkins for the position of 1 ST Vice President for the 2013/2014 school year	
	Y	Y	S	Y	Seconded by, Michael Taylor 5 Yes, 0 No Motion Carried	
N	M				Danielle Hopkins motioned to nominate Josephine Bottitta for the position of 2 nd Vice President for the 2013/2014 school year	
	Y	Y	S	Y	Seconded by, Jack Tulley 3Yes, 2 No, Motion Carried	

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Y	Y	Y	S	Y	<p>Danielle Hopkins motioned to approve the following appointments: Seconded by , Michael Taylor 5 Yes, No,0 Motion Carried</p> <p><u>VI –APPOINTMENTS FOR 2013-2114 SCHOOL YEAR</u></p> <p>A. District Clerk Lisa Ridley</p> <p>B. Assistant District Clerk_ Alana Maher</p> <p>C. Treasurer of the District Arthur R. Venezia</p> <p>D. Voting Delegate NYSSBA President</p> <p>E. Alternate Voting Delegate NYSSBA_ 1st Vice President</p> <p>F. Purchasing Agent Spiro Colaitis</p> <p>G. Alternate Purchasing Agent Thomas P. McDaid Jr.</p> <p>H. Asbestos Designee Spiro Colaitis</p> <p>I. Attendance Officer_ TBA</p> <p>J. Student Residency Officer TBA</p> <p>K. Records Access Officer Lisa Ridley</p> <p>L. Chief Payroll Certification Officer Thomas P. McDaid Jr.</p> <p>M. Counsel of Record Frazer & Feldman, LLP</p> <p>N. Negotiating Attorney_ Frazer & Feldman,LLP</p> <p>O. External Auditors R.S.Abrams,LLP</p> <p>P. Internal Auditors Nawrocki Smith ,LLP</p> <p>Q. Accountants Cullen and Danowski, LLP.</p> <p>R. Independent Claim Auditor Peter Brady</p> <p>S. Extra Classroom Activities Timothy Young</p> <p>T. _Insurance Brokers of Record</p> <p>a. Employee Benefits J.J. Stanis & Co.</p> <p>b. Liability New York School Insurance Reciprocal (NYSIR)</p> <p>c. NYS Disability Insurance State Insurance</p> <p>U. Depositories of School District Funds JP Morgan Chase</p> <p>V. Designation of Signatories for all School Warrants Dr. James H. Hunderfund Thomas P. McDaid Jr</p> <p>W. Designation of District Newspaper Newsday Malverne/ Lynbrook Herald,</p> <p>X. Fiscal Advisor NYMAC (for Tax Anticipation Note Officer and Bond Anticipation Note Officer)</p> <p>Y. Liaison For Homeless Children & Youth</p> <p>Z. Bond Counsel Hawkins, Delafield &Wood</p> <p>AA. Title IX Coordinator Patricia Desormeau</p> <p>BB. Section 504 Coordinator Meredyth Martini</p> <p>CC. Sexual Harassment Complaint Officer TBA</p> <p>DD. District Pesticide Representative Spiro Colaitis</p> <p>EE. Superintendent’s Hearing Officer Dr. James Tolle</p> <p>FF. DASA Coordinators MHS Christopher Brescia Joe Aquino MS – Dan Nehlsen Matt Rosen DA Ed Tallon</p>	<p>Approval Appointments District Clerk Assistant District Clerk Treasurer of the 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 of School Warrants, Designation of District Newspapers Fiscal Advisor Bond Counsel, Title IX Coordinator Sexual</p> <p>Harassment Officer, District Pesticide Representative</p> <p>Superintendent Hearing Officer</p>
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			<p>Eileen Duffy Translavana MWD Margaret McDaid Janie Carter –Jorif</p> <p>GG. Third party administrator of 403(b) and 457 plans: Omni Group, Inc</p> <p>HH. Architect: BJJ Engineers & Arch.,Inc..</p> <p>II. Environmental Consultants: J.C. Broderick & Associates</p> <p><u>A. AUTHORIZATION SIGNATORIES AND FACSIMILE SIGNATURES FOR DISTRICT BANK ACCOUNTS</u></p> <ol style="list-style-type: none"> 1. Board President, Treasurer, and Business Administrator as the signatories for the District’s Bank Accounts , JP Morgan Chase, 2. All checks to be signed by the Board of Education President and the District’s Treasurer 3. Authorize the use of a facsimile imprint of the Treasurer’s signature and the Board President’s signature on all checks <p><u>B. BOND FOR DISTRICT TREASURER AND BUSINESS ADMINISTRATOR</u></p> <p>Authorize a bond for the District Treasurer and the Business Administrator</p> <p><u>C. SIGNATORY FOR BOND ANTICIPANTATION NOTE</u></p> <p>Designate the Board President and the District Clerk as the signatories for single manual signature required on Bond Anticipation Notes.</p> <p><u>D. SIGNATORY FOR TAX ANTICIPANTATION NOTE</u></p> <p>Designate the Board President and the District Clerk as the signatories for single manual signature required on TAX Anticipation Notes.</p> <p><u>E. APPOINTMENT OF TAX SHELTERD ANNUITY PROGRAM</u></p> <p>Appointment of OMNI GROUP as billing and disbursing agent for tax sheltered annuity program for fiscal year 2013-2014 for the employees of the Malverne UFSD.</p> <p><u>F. AUTHORIZATION TO MAKE TRANSFER OF FUNDS</u></p> <p>Authorize the Superintendent of Schools to make “transfer of funds” pursuant to Board of Education Policy # 5330, and to make final transfers necessary to balance all accounts as of June 30th of each year.</p> <p><u>G. AUTHORIZATION TO CERTIFY PAYROLLS</u></p> <p>Authorize the Superintendent of Schools or Business Administrator to certify payrolls each month (Ed. Law 1720: Commissioner’s Regulation 170.2)</p>	<p>Authorization of Signatories and Facismile Signatures for District Bank Accounts</p> <p>Bond to District Treasurer and Business Administrator</p> <p>Signatory for Tax Anticipation Notes</p> <p>Appointment for Tax Sheltered Annuity Program</p> <p>Authorization to make Transfer of Funds</p> <p>Authorization to Certify Payrolls</p> <p>Signatory of</p>
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MALVERNE UNION FREE SCHOOL DISTRICT
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				<p>H. <u>SIGNATORY OF FEDERAL FUNDS PROJECTS</u></p> <p>Appoint the Superintendent of Schools for the 2013-2014 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> <p>I. <u>SIGNATORY OF STATE FUNDS PROJECTS</u></p> <p>Appoint the Superintendent of Schools for the 2013-2014 school year as the authorized representative and official of the Malverne UFSD, to submit applications and make claims for State Funds under all applicable State Laws as may be required with the Business Administrator as state alternate</p> <p>J. <u>DESIGNATION OF ADVISORY COUNCIL OCCUPATIONAL EDUCATION</u></p> <p>WHEREAS, the New York State Education Law requires that each School district shall have an advisory council for occupational education or 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 interests area, all in conformance with the Education of the Malverne USFD hereby designates the Nassau BOCES Advisory Council for Occupational Education as their Council for Vocational offerings for the School District during the 2013-2014 school year for the fee of \$350</p> <p>K. <u>IMPARTIAL HEARING OFFICER</u></p> <p>Recommendation that the Board of Education approve the Impartial Hearing Officers</p> <p>L. <u>BOARD OF EDUCATION MEETINGS, CALENDAR 2013-2014</u></p> <p>August 27, 2013 Regular Meeting September 10, 2013 Regular Meeting October 08, 2013 Regular Meeting November 12, 2013 Regular Meeting December 10, 2013 Regular Meeting January 14, 2014 Regular Meeting/Budget Development February 11, 2014 Regular Meeting February 25, 2014 Budget Review Meeting and Public Discussion March 11, 2014 Regular Meeting/Budget Review and Public Discussion March 18, 2014 Budget Review Meeting April 8, 2014 Regular Meeting/Public Discussion Budget Adoption May 13, 2014 Regular Meeting/Budget Hearing and Public Discussion May 20, 2014 Trustee and Budget Vote June 10, 2014 Regular Meeting June 17, 2014 Statewide Budget revote (if necessary)</p>	<p>Federal Projects</p> <p>Signatory of State Funds Projects</p> <p>Designation of Advisory Council for Occupational Education</p> <p>Appointment of Impartial Hearing Officers</p> <p>Board of Education Meetings</p>
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			<p>July 08, 2014 Regular Meeting Annual Reorganization meeting</p> <p><u>M. AUTHORIZATION TO ESTABLISH PETTY CASH FUNDS</u></p> <p>Persons to administer these funds in the amount of \$100 each for 2013-2014 school year.</p> <table data-bbox="487 712 1372 1008"> <tr> <td>TBA</td> <td>Administration</td> </tr> <tr> <td>Lisa Ridley</td> <td>Administration</td> </tr> <tr> <td>Mr. Vincent Romano, Principal</td> <td>Malverne High School</td> </tr> <tr> <td>Mr. Steven Gilhuley, 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><u>N. APPOINTMENT OF SUPERVISOR OF ATTENDANCE REGISTERS</u></p> <table data-bbox="487 1155 1356 1411"> <tr> <td>Phyllis Schoeling</td> <td>Malverne High School</td> </tr> <tr> <td>TBA</td> <td>Howard T. Herber School</td> </tr> <tr> <td>Ms Rosemary Jacobson</td> <td>Davison Avenue Schools</td> </tr> <tr> <td>Mrs. Kathleen Hochmuth</td> <td>Maurice W. Downing School</td> </tr> </table> <p><u>O. APPOINTMENT OF COMMITTEE ON SPECIAL EDUCATION 2013-2014</u></p> <table data-bbox="487 1559 1266 1787"> <tr> <td>Meredyth I. Martini</td> <td>CSE Chairperson</td> </tr> <tr> <td>Michael Bralla</td> <td>Alternate CSE Chairperson</td> </tr> <tr> <td>Yuisa Colon</td> <td>Psychologist and Alternate</td> </tr> <tr> <td>Chairperson</td> <td></td> </tr> <tr> <td>Ralph DiFiore</td> <td>Psychologist and Alternate</td> </tr> <tr> <td>Chairperson</td> <td></td> </tr> </table> <ul data-bbox="487 1814 1364 2257" 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. • Parent Member (only on request) 	TBA	Administration	Lisa Ridley	Administration	Mr. Vincent Romano, Principal	Malverne High School	Mr. Steven Gilhuley, Principal	Howard T. Herber School	Mr. Edward Tallon, Principal	Davison Avenue School	Mrs. Margaret McDaid, Principal	Maurice W. Downing School	Phyllis Schoeling	Malverne High School	TBA	Howard T. Herber School	Ms Rosemary Jacobson	Davison Avenue Schools	Mrs. Kathleen Hochmuth	Maurice W. Downing School	Meredyth I. Martini	CSE Chairperson	Michael Bralla	Alternate CSE Chairperson	Yuisa Colon	Psychologist and Alternate	Chairperson		Ralph DiFiore	Psychologist and Alternate	Chairperson		<p>Authorization to Establish Petty Cash Funds</p> <p>Appointment of Supervisor of Attendance Registers</p> <p>Appointment of the 2013/2014 Committee on Special Education</p> <p>Appointment of 2013-2014 Committee on</p>
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	<p><u>P. APPOINTMENT OF 2013-2014 COMMITTEE ON PRESCHOOL SPECIAL EDUCATION</u></p> <p>Mindy DalSilva CPSE Chairperson Meredyth Martini Alternate Chairperson Michael Bralla Alternate Chairperson Ralph DiFoire Alternate Chairperson Yuisa Colon Alternate Chairperson</p> <ul style="list-style-type: none"> • Representative of evaluating agency • A regular education teacher of the child whenever the child is or may be Participating in the regular education environment • A special education teacher of the child , or if appropriate, a special education Provider for the child. • Nancy Beatty, Jodie Towsky, Sharon Chesner(alternating speech teachers) • Elizabeth Connolly , Shannon DeSantis (Alternating occupational therapists’) • Appropriately certified or licensed professional from the Department of Health’s Early Intervention Program (if appropriate) • Appropriately certified or licensed professional from the Department of Health’s Early Intervention Program (if appropriate) • Appropriately certified or licensed professional from the municipality • Parent(s) of the preschool child • Parent Member <p><u>Q. APPOINTMENT OF 2013-2014 ON CSE SUBCOMMITTEES</u></p> <ul style="list-style-type: none"> • Michael Bralla , Chairperson-Davison Avenue Elementary School • Yuisa Colon, Chairperson –Malverne High School • Mindy DaSilva, Chairperson – Howard T. Herber Middle School • Ralph DiFiore, Chairperson –Maurice Downing Elementary School <p>At least one regular education teacher of the student if the child is or may be</p> <ul style="list-style-type: none"> • Participating in the regular education environment <p>At least one special education teacher or special education provider (ie, related service provider of the student</p> <ul style="list-style-type: none"> • The parents or persons in parental relationship to the student • Student with disability, where appropriate • 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; <p><u>R. APPOINTMENT OF 2013-2014 TO BOTH THE CSE AND CPSE</u></p> <ul style="list-style-type: none"> • Dr. Michele C. Reed, Physician • Mari-Lee Carroll, Alternating Parent Member • Mrs. Denise Douglas, Alternating Parent Member • In addition Mrs. Carroll is the surrogate parent 	<p>Pre-School Special Education</p> <p>Approval of Religious Days Calendar 2013-2014</p> <p>Approval of 2013/2014 CSE and CPSE</p>
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	<p>S. <u>.WELLNESS COMMITTEE 2013/2014</u></p> <ol style="list-style-type: none"> 1. Thomas P. McDaid, Jr. Co-chairperson 2. Patricia Desormeau- Co-Chairperson 3. Danielle Hopkins- Board Member 4. Vincent Romano – Principal 5. Steve Gilhuley - Principal 6. Ed Tallon – Principal 7. Margaret McDaid – Principal 8. Kim Erker (Aramark) 9. Pat Ward- Nurse 10. Andrea Murphy- Parent 11. Amy Fehn- Parent 12. Joyce Berry- Parent 13. Joe Dunn – Teacher- MWD 14. Maura Spar Teacher- MWD 15. Anna Terrado– Teacher- HTH 16. Trish Medley – Teacher- Teacher- HTH 17. Randye Brook Sussman– Teacher- MHS 18. Lisa Staab – Teacher- MHS 19. Caroline Andretta– Teacher- DA 20. Bill Bennett – Teacher- DA 21. Student Council President – High School <p>T. <u>APPROVAL OF RELIGIOUS DAYS CALENDAR 2013-2014</u></p> <p>Rosh Hashanah Sukkot Shemini Atzeret Simhat Torah Hanukkah</p> <p>U. BE IT RESOLVED, that the Board of Education of the Malverne Union Free School District approve the free and reduced lunch program income eligibility schedule for the 2013-2014 school year.</p> <p>V. BE IT RESOLVED, that the Board of Education of the Malverne Union Free School District approve Malverne Union Free School District participation in the Federal Lunch Program for the 2013-2014 school year.</p> <p>W. BE IT RESOLVED, that the Board of Education of the Malverne Union Free School District Designate the use of the IRS mileage reimbursement rate to compensate employees and board members for use of personal vehicle for district business.</p> <p>X. BE IT RESOLVED, that the Board of Education of the Malverne Union Free School District authorize the attendance at conferences, conventions and workshops by members of the Board of Education and Superintendent during the 2013-2014 school year.</p>	<p>Approval Of Wellness Committee 2013/2014</p> <p>Approval of Religious Days Calendar 2013/2014</p> <p>Approval Of free and reduced lunch program</p> <p>Approval of Federal Lunch Program</p> <p>Approval Of use of IRS mileage</p> <p>Approval Conventions and workshops by member of the Board of Education and Superintendent</p>
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Y. BE IT RESOLVED, that the Board of Education of the Malverne Union Free School District authorize the Superintendent to approve the attendance at conferences, conventions and workshops of district employees during the 2013-2014 school year.

Approval of Attendance of Employees Attending Conferences

Z. BE IT HEREBY RESOLVED, that the Board of Education of the Malverne Union Free School District readopts all policies, as filed in the official Board Policy Manual

Approval Re adoption Of all policies

AA. BE IT HEREBY RESOLVED that the Board of Education of the Malverne Union Free School District authorize, in the absence of the President of the Board of Education, the 1st Vice President of the Board of Education to be the presiding officer of meetings and further authorize the 1st Vice President of the Board of Education to execute any and all documents in the absence of the Board President, upon which the Board has taken action and in the absence of the 1st Vice President of the Board of Education the 2nd Vice President be the presiding officer of meetings and to execute any and all documents.

VIII ADJOURNMENT