

Reorganization Meeting of the Board of Education
Hicksville Union Free School District
Town of Oyster Bay, Hicksville, NY
Board Room, Administration Building

July 1, 2009

Recorded
Approved
07/22/09

BOARD MEMBERS PRESENT: Ms. Garger, Ms. Powell, Mr. Coutieri, Mr. Culhane, Ms. Lee.

ABSENT: Ms. Sommer, Mr. Edelman. Explanation on file with the District Clerk.

ALSO PRESENT: Mrs. Bright, Supt of Schools, Mr. Heyward, Asst. Supt. for Personnel; Ms. Litzman, Asst Supt for Curr & Instruc; Ms. Denué, Asst. Supt. for Business; Mr. Gary Steffanetta, Attorney.

* * * * *

The Meeting was called to order by Gary Steffanetta, School Attorney.
Mr. Steffanetta administered the Oath of Office to the District Clerk.
Ms. Murray then administered the Oath of Office to the Superintendent of Schools, Maureen K. Bright. Ms. Murray administered the oath of office to new Board Member Maureen Lee.

Oath of Office

Ms. Murray then administered the Oath of Office to Trustees Garger, Powell, Coutieri and Culhane.

Ms. Sommers and Mr. Edelman’s Oath of Office will be administered as soon as possible or at the next regular meeting of the Board of Education.

Note: *The Oath of Office was subsequently administered to Mr. Edelman on July 10, 2009*

The Oath of Office was subsequently administered to Ms. Sommers on July 15, 2009

Election of Board of Education President

Ms. Powell moved, seconded by Mr. Culhane that the Board of Education elect Ms. Garger as President of the Board of Education for the 2009-2010 school year.

Ms. Garger decline the nomination

Election of Board of Education President

NO. 1 Mr. Coutieri moved, seconded by Ms. Lee that the Board of Education elect Ms. Powell as President of the Board of Education for the 2009-2010 school year.

Voting on No. 1: 4-0-1. Motion carried. Ms. Garger abstained.

Ms. Murray then administered the Oath of Office to newly elected President Ms. Powell.

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Election of Board of Education Vice President

NO. 2 Ms. Powell moved, seconded by Ms. Lee, that the Board of Education elect Charles Coutieri as Vice President of the Board of Education for the 2009-2010 school year.

Voting on No. 2: 5-0. Motion carried unanimously.

Election of Board of Education Secretary

NO. 3 Mr. Coutieri moved, seconded by Mr. Culhane, that the Board of Education elect Ms. Garger as Secretary of the Board of Education for the 2009-2010 school year.

Voting on No. 3: 4-0-1. Motion carried. Ms. Garger abstained.

Election of Board of Education Deputy District Treasurer

NO. 4 Mr. Coutieri moved, seconded by Ms. Garger that the Board of Education elect Anthony Edelman as Deputy District Treasurer of the Board of Education for the 2009-2010 school year.

Voting on No. 4: 5-0. Motion carried unanimously.

Oath of Office

Ms. Murray then administered the Oath of Office to the newly elected Vice President, and Secretary of the Board of Education for the 2009-2010 school year. Deputy District Treasurer's Oath of Office will be administered as soon as possible or at the next Regular Meeting of the Board of Education.

Note: *The Oath of Office was subsequently administered to Mr. Edelman, Deputy District Treasurer on July 10, 2009.*

Appointment of Board Committee Chairs

Ms. Powell noted the following appointments for the 2009-2010 school year.

Facilities Committee	Mr. Coutieri
Finance Committee	Mr. Edelman
Policy Committee	Mr. Culhane
Curriculum Committee	Ms. Garger

Appointment of Parliamentarian, PTA Council Liaison & Community Council Liaison

Parliamentarian	Mr. Edelman
PTA Council Liaison	Ms. Powell
Community Council Liaison	Mr. Culhane

EXECUTIVE SESSION

NO. 5 Ms. Garger moved, seconded by Mr. Coutieri, that the Board of Education recess into

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Executive Session to discuss personnel and advise of counsel.

Voting on No. 5: 5-0. Motion carried unanimously.

The Board of Education recessed into Executive Session at approximately 7:25PM. The Board returned from Executive Session at approximately 8:54PM. No action was taken.

SUPERINTENDENT'S REPORT

- Summer Programs

APPOINTMENTS FOR THE 2009-2010 SCHOOL YEAR
OMNIBUS MOTION

NO. 6 Mr. Coutieri moved, seconded by Ms. Garger, that the Board of Education, upon the recommendation of the Superintendent, approve the following Omnibus Motion:

- 1) District Clerk
The Board of Education is asked to appoint Helen Murray to serve as District Clerk for the 2009-2010 school year.
- 2) Appointment of Vice District Clerk
The Board of Education is asked to appoint the Assistant Superintendent for Personnel as Vice District Clerk for the 2009-2010 school year.
- 3) Appointment of School District Counsel
The Board of Education is asked to appoint Guercio & Guercio as District Counsel for the period July 1, 2009 to June 30, 2010 at a retainer of \$71,000. Separate compensation for litigation services at the rate of \$235 per hour.
Attachment No. 1
- 4) Appointment of Claims Auditor
The Board of Education is asked to appoint Jane Polizzi to serve as Claims Auditor for the 2009-2010 school year at a fee of \$24,300.
- 5) Appointment of Auditing Consultant
The Board of Education is asked to appoint Leonora Arolovich to serve as Auditing Consultant for the 2009-2010 school year at a fee of \$21,000.
- 6) Appointments of Treasurers
 - a) Appointment of District Treasurer

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The Board of Education is asked to appoint Ellen Reilly as District Treasurer for the 2009-2010 school year.

b) Appointment of Extra Curricular Activities Fund Treasurers

The Board of Education is asked to appoint Marie Chester (Middle School) and Alice Noris (High School) as Extra Curricular Activities Fund Treasurers for the 2009-2010 school year.

7) Appointment of Purchasing Agent

The Board of Education is asked to appoint Michael Margulis as Purchasing Agent for the district for the 2009-2010 school year.

8) Appointment of Assistant Purchasing Agent

The Board of Education is asked to appoint Sharon Denué, Assistant Superintendent for Business as Assistant Purchasing Agent for the district for the 2009-2010 school year.

9) Appointment of Records Access Officer

The Board of Education is asked to appoint the Assistant Superintendent for Personnel to serve as Records Access Officer for the 2009-2010 school year.

10) Appointment of Records Retention and Disposition Officer

The Board of Education is asked to appoint the Assistant Superintendent for Business as the Records Retention and Disposition Officer for the 2009-2010 school year.

11) Appointment of Title IX Coordinator

The Board of Education is asked to appoint the Assistant Superintendent for Personnel as the Title IX Coordinator for the 2009-2010 school year.

12) Appointment of Section 504 Coordinator

The Board of Education is asked to appoint the Assistant Superintendent for Personnel as the Section 504 Coordinator for the 2009-2010 school year.

13) Appointment of ADA Compliance Officer

The Board of Education is asked to appoint the Assistant Superintendent for Personnel as the Americans with Disabilities Act Compliance Officer for the 2009-2010 school year.

14) Mileage Reimbursement

The Board of Education is asked to continue the mileage reimbursement at \$.55 per mile for the fiscal year ending June 30, 2010.

15) Superintendent Transfer Authority

The Board of Education is asked to approve the following resolution for the 2009-2010 school year:

*Whereas, the Board of Education has financial obligations for salaries, Social Security and health insurance which must be met in a timely fashion; and
Whereas there are sometimes deficiencies in the individual budget codes which cover these items; and*

Whereas Education Law stipulates that the Board of Education may delegate its authority to transfer funds, within limits, to the Superintendent; it is, therefore, Resolved, that the Superintendent is authorized to make all necessary budgetary transfers between different codes at the ST-3 level to pay for salaries, Social Security and health insurance in amounts not to exceed \$100,000 in any reporting period. Other transfers between other codes at the ST-3 level may not exceed \$10,000 in any reporting period. All transfers at the ST-3 level will continue to be reported to the Board on a monthly basis.

Voting on No. 6: 5-0. Motion carried unanimously

OATH OF OFFICE ADMINISTERED TO THE DISTRICT TREASURER BY THE DISTRICT CLERK

APPOINTMENTS FOR THE 2009-2010 SCHOOL YEAR

OMNIBUS MOTION

NO. 7 Mr. Coutieri moved, seconded by Ms. Garger, that the Board of Education, upon the recommendation of the Superintendent, approve the following Omnibus Motion:

1. DEPOSITORIES FOR SCHOOL FUNDS

The Board of Education is asked to approve the following banks as depositories for school funds for the 2009-2010 school year:

- JP Morgan Chase
- State Bank of Long Island
- Capital One Bank
- TD Bank
- HSBC Bank
- Flushing Commercial Bank

2. CHECK SIGNATURES

The Board of Education is asked to authorize the District Treasurer to sign all

checks pertaining to school funds, general organization funds, and those checks of general accounting, and that the Deputy District Treasurer be authorized as an alternate signature for the 2009-2010 school year.

3. OFFICIAL DISTRICT NEWSPAPERS

It is recommended that the Board of Education designate the following official newspapers for the 2009-2010 school year:

- Hicksville Illustrated
- Mid Island Times
- Newsday

4. EXTRACLASSROOM ACCOUNT STUDENT CLUBS

The Board of Education is asked to approve the attached list of Extraclassroom Account Student Clubs for the high school and middle school for the 2009-2010 school year. *Attachment No. 2*

5. PAYROLL CERTIFICATION

The Board of Education is asked to designate the Superintendent or Assistant Superintendent for Business to approve and certify all payrolls for the 2009-2010 school year.

6. PETTY CASH AUTHORITY

The Board of Education is asked to appoint the District Treasurer, Building Principals, Coordinator of Preschool Special Education Program and Director of Continuing Education with the full responsibility for petty cash funds, not to exceed \$100 in any one location for the 2009-2010 school year.

Locations are: Central Administration, High School, Middle School, Burns Avenue School, Dutch Lane School, East Street School, Fork Lane School, Lee Avenue School, Old Country Road School, Woodland School, Special Education/PPS Office, Preschool Special Education Program, Continuing Education Program.

7. ADOPTION OF BOARD POLICIES

The Board of Education is asked to adopt for the 2009-2010 school year all Policies, Rules and Regulations in effect at June 30, 2009 until such time as they may be officially revised.

8. AUTHORIZATION FOR MEMBERSHIP-PROFESSIONAL ORGANIZATIONS

The Board of Education is asked to approve continued membership for the Board of Education for the 2009-2010 school year in the following organizations:

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- Nassau-Suffolk School Boards Association
- New York State School Boards Association
- National School Boards Association – Direct Affiliate

Voting on No. 7: 5-0. Motion carried unanimously

GENERAL PUBLIC

PERSONNEL

NO. 8 Ms. Garger moved, seconded by Mr. Coutieri, that the Board of Education, upon the recommendation of the Superintendent, approve Personnel Actions Report “A”:

Voting on No. 8: 5-0. Motion carried unanimously.

NO. 9 Ms. Garger moved, seconded by Mr. Coutieri, that the Board of Education, upon the recommendation of the Superintendent, approve Personnel Action Report “B”:

Voting on No. 9: 0-5. Motion did not carry. Ms. Powell, Mr. Coutieri, Ms. Garger, Mr. Culhane, Ms. Lee voted no.

BUSINESS & FINANCE
OMNIBUS MOTION

NO. 10 Mr. Culhane moved, seconded by Ms. Garger, that the Board of Education, upon the recommendation of the Superintendent, approve the following Omnibus Motion:

1) Transfer Reports

- a) The Board of Education, upon the recommendation of the Superintendent, is asked to accept the Transfer Report for the period June 18, 2009 through June 30, 2009. *Attachment No. 5*
- b) The Board of Education, upon the recommendation of the Superintendent, is asked to approve the Requests for Transfer of Funds in excess of \$10,000/\$100,000 for the period June 18, 2009 through June 30, 2009. *Attachment No. 6*

2) Renewal of Contract

The Board of Education, upon the recommendation of the Superintendent, is asked to renew its contract for Commercial Crime for New York Schools Insurance Reciprocal subscribers with Travelers Insurance Group, Northern Insuring Agency for the period July 1, 2009 to June 30, 2010 at a cost of \$4,188, which represents no increase over the current year, as listed in the backup. *Attachment No. 7*

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- 3) Excess Workers' Compensation Insurance
The Board of Education, upon the recommendation of the Superintendent, is asked to renew its contract for Excess Workers' Compensation Insurance to Midwest Employers Casualty Corporation for the period July 1, 2009 through June 30, 2010 at a cost of \$.0641 per \$100 of payroll estimated at \$58,565,031 for a total cost of \$37,540, as listed in the backup. *Attachment No. 8*
- 4) Extension of Transportation Contract
The Board of Education, upon the recommendation of the Superintendent, is asked to approve the extension of the transportation contract with Suburban Bus Co. for student transportation in the amount of \$119,442.10 for the 2009-2010 school year, as listed in the backup. *Attachment No. 9*
- 5) Extension of Transportation Contract
The Board of Education, upon the recommendation of the Superintendent, is asked to approve the extension of the transportation contract for the summer 2009 with JACO Transportation, Inc. for sports and field trips at the May 2009 CPI 0%, no increase in rates, as listed in the backup. *Attachment No. 10*
- 6) Award of Proposal
The Board of Education, upon the recommendation of the Superintendent, is asked to award the Request for Proposals for tours for the Adult Education Program for the 2009-2010 year to Hampton Jitney, the lowest responsible bidder meeting district specifications, as listed in the backup. *Attachment No. 11*
- 7) Obsolete Equipment
The Board of Education, upon the recommendation of the Superintendent, is asked to approve the disposal of obsolete equipment as listed in the back up. *Attachment No. 12*
- 8) Hicksville High School Band Camp
The Board of Education, upon the recommendation of the Superintendent, is asked to set the fee for the Hicksville High School Summer Band Camp Program August 17, 2009 through August 21, 2009 at a fee of \$190 per student. *Attachment No. 13*

Voting on No. 10: 5-0. Motion carried unanimously.

Information Items

- 1) Listing of contracts receiving approval prior to July 1, 2009. (All pertain to the 2009-2010 school year unless otherwise indicated)

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	<u>Effective Date</u>	<u>Expiration Date</u>
Pomco, Inc. (Enhanced Dental)	01/01/09	12/31/09
Cigna	01/01/09	12/31/09
American Dental	01/01/09	12/31/09
Applied Data Services	07/01/09	06/30/10
Jaco Transportation	09/01/05	06/30/10
Nassau County Special Education Contract	07/01/07	08/31/10
NYMAC	07/01/09	06/30/10
NYSIR	07/01/09	06/30/10
Dr. Karl Friedman (School Physician)	07/01/09	06/30/10
Metro Therapy	07/01/09	06/30/10
Whitsons Culinary Group	07/01/09	06/30/10
Syosset Tutoring	07/01/09	06/30/10
Creative Tutoring	07/01/09	06/30/10
Performance Sports Medicine	07/01/09	06/30/10
Institute for Children with Autism	07/01/09	06/30/10
All About Kids	07/01/09	06/30/10
Mill Neck Interpreting Services	07/01/09	06/30/10
Intrepid of New York	07/01/09	06/30/10
Bilingulas, Inc.	07/01/09	06/30/10
Home Care Therapies	07/01/09	06/30/10
BOCES Cooperative Bid	07/01/09	06/30/10
Jamaica Ash & Rubbish Removal	07/01/09	06/30/10
Westech Investigation	07/01/09	06/30/10
Salerno Brokerge-Security Mutual Life	07/01/09	06/30/10
Liberty Mutual	07/01/09	06/30/10
Matrix	07/01/09	06/30/10
Syntax Communication	07/01/09	06/30/10
Hawkins, Delafield & Wood	07/01/09	06/30/10
Coughlin Foundotos Cullen & Danowski	07/01/09	06/30/10
Nawrocki Smith	07/01/09	06/30/10

2) Bonding of District Officers

Bonding of the District's officers through insurance policies with NYSIR for 2009-2010 are as follows:

- District Treasurer & Deputy Treasurer - \$1,250,000
- District Clerk, Principal Account Clerk, Extra Classroom Account Treasurer, High School, Extra Classroom Account Treasurer, Middle School \$250,000

OLD AND NEW BUSINESS

OMNIBUS MOTION

NO. 11 Ms. Garger moved, seconded by Mr. Coutieri, that the Board of Education, upon the recommendation of the Superintendent, approve the following Omnibus Motion:

A. CSE/CPSE and Section 504 Committee Members

The Board of Education is asked to approve the List of Members for the District Committee and Subcommittees on Special Education, the District Committee on Preschool Special Education and District Section 504 Committee for the 2009-2010 school year.

B. Surrogate Parent Listing

The Board of Education is asked to approve and maintain a list of surrogate parents, in accordance with the requirements of Part 200 of the Regulations of the Commissioner of Education for the 2009-2010 school year. *Attachment No. 14*

C. CSE Medical Consultants

The Board of Education is asked to approve the list of Medical Consultants to the Committee on Special Education for the 2009-2010 school year. *Attachment No. 15*

D. Impartial Hearing Officer Listing

The Board of Education is asked to approve the list of Impartial Hearing Officers in accordance with the requirements of Part 200 of the Regulations of the Commissioner of Education for the 2009-2010 school year. (Additional names will be submitted in the future). *Attachment No. 16*

E. Audit Committee Resolution

Resolved, that the Board of Education hereby appoints the seven members of the Board of Education to serve on the Board Audit Committee:

*Alesia Sommers, Dolores Garger, Anthony J. Edelman,
Susan Powell, Charles Coutieri, Steven Culhane, Maureen Lee*

Voting on No. 11: 5-0. Motion carried unanimously.

GENERAL PUBLIC

ADJOURNMENT

NO. 12 Mr. Coutieri moved, seconded by Ms. Garger, that the Board of Education Meeting be adjourned.

Voting on No. 12: 5-0. Motion carried unanimously.

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The meeting adjourned at approximately 9:10PM.

Helen Murray
District Clerk