

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

July 2, 2008

Recorded
Approved
08/27/08

BOARD MEMBERS PRESENT: Ms. Sommers, Ms. Garger, Mr. Edelman, Ms. Powell, Ms. Owens, Mr. Culhane. Mr. Coutieri arrived at approximately 5:10PM.

ALSO PRESENT: Mrs. Bright, Supt of Schools, Mr. Heyward, Asst. Supt. for Personnel; Ms. Litzman, Asst Supt for Curr & Instruc; Mr. Wisotzky, Asst. Supt. for Business; Mr. John Sheahan, Attorney.

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The Meeting was called to order by the District Clerk, Helen Murray, at 5:00PM. Mr. John Sheahan, Attorney 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 Dolores Garger.

Oath of Office

Ms. Murray then administered the Oath of Office to Trustees Sommers, Edelman, Powell, Owens and Culhane. Ms. Murray administered the oath of office to Trustee Coutieri.

Election of Board of Education President

NO. 1 Ms. Owens moved, seconded by Ms. Garger that the Board of Education elect Ms. Sommers as President of the Board of Education for the 2008-2009 school year.

Voting on No. 1: 7-0. Motion carried unanimously.

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

Election of Board of Education Vice President

NO. 2 Mr. Edelman moved, seconded by Ms. Owens, that the Board of Education elect Dolores Garger as Vice President of the Board of Education for the 2008-2009 school year.

Voting on No. 2: 7-0. Motion carried unanimously.

Election of Board of Education Secretary

NO. 3 Ms. Garger moved, seconded by Ms. Owens that the Board of Education elect Mr.

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Edelman as Secretary of the Board of Education for the 2008-2009 school year.

Voting on No. 3: 7-0. Motion carried unanimously.

Election of Board of Education Deputy District Treasurer

NO. 4 Ms. Garger moved, seconded by Mr. Edelman that the Board of Education elect Joanne Owens as Deputy District Treasurer of the Board of Education for the 2008-2009 school year.

Voting on No. 4: 7-0. Motion carried unanimously.

Oath of Office

Ms. Murray then administered the Oath of Office to the newly elected Vice President, Secretary and Deputy District Treasurer of the Board of Education for the 2008-2009 school year.

Appointment of Board Committee Chairs

Ms. Sommers noted the following appointments for the 2008-2009 school year.

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

Appointment of Parliamentarian, PTA Council Liaison & Community Council Liaison

Parliamentarian	Mr. Edelman
PTA Council Liaison	Ms. Powell
Community Council Liaison	Ms. Garger/Ms. Owens

EXECUTIVE SESSION

NO. 5 Mr. Edelman moved, seconded by Ms. Owens, that the Board of Education recess into Executive Session to discuss personnel and advise of counsel.

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

The Board of Education recessed into Executive Session at approximately 5:15PM. The Board returned from Executive Session at approximately 6:10PM. No action was taken.

Board Procedures

NO. 6 Mr. Edelman moved, seconded by Ms. Owens, that the Board of Education resolves to adopt the Board of Education Procedures for the 2008-09 school year as revised.

Voting on No. 6: 7-0. Motion carried unanimously. *Attachment No. 1*

Resolution

NO. 7 Ms. Garger moved, seconded by Ms. Owens, Resolved that the Board of Education submit questions in writing to the President of the Board and/or District Clerk. The President of the Board/or District Clerk will submit them directly to the attorney. The response will be in writing with question and will be sent home to all Board Members the day it is received from the attorney.

Voting on No. 7: 4-3. Motion carried. Ms. Powell, Mr. Coutieri and Mr. Culhane voted no. *Attachment No. 2*

Mr. Edelman left the meeting at approximately 6:15PM.

SUPERINTENDENT'S REPORT

- Summer Programs

APPOINTMENTS FOR THE 2008-2009 SCHOOL YEAR

OMNIBUS MOTION

NO. 8 Ms. Garger moved, seconded by Mr. Coutieri, 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 2008-2009 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 2008-2009 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, 2008 to June 30, 2009 at a retainer of \$69,500. Separate compensation for litigation services at the rate of \$230 per hour. *Attachment No. 3*
- 4) Appointment of Labor Negotiator
The Board of Education is asked to approve a three year contract retaining Guercio & Guercio as the District's Chief Labor Negotiator for the period July 1, 2008 through June 30, 2011 at a retainer of \$56,000 for year one. Separate

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compensation for litigation services at the rate of \$230 for year one. *Attachment No. 4*

- 5) Appointment of Claims Auditor
The Board of Education is asked to appoint Joseph Magee to serve as Claims Auditor for the 2008-2009 school year at a fee of \$20,450.
- 6) Appointment of Auditing Consultant
The Board of Education is asked to appoint Leonora Arolovich to serve as Auditing Consultant for the 2008-2009 school year at a fee of \$20,450.
- 7) Appointments of Treasurers
 - 1) Appointment of District Treasurer
The Board of Education is asked to appoint Sharon Denué as District Treasurer for the 2008-2009 school year.
 - 2) Appointment of Extra Curricular Activities Fund Treasurers
The Board of Education is asked to appoint Michelle Polito (Middle School) and Alice Noris (High School) as Extra Curricular Activities Fund Treasurers.
- 8) Appointment of Purchasing Agent
The Board of Education is asked to appoint Robert Wisotzky as Assistant Purchasing Agent for the district for the 2008-2009 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 2008-2009 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 2008-2009 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 2008-2009 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 2008-2009 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 2008-2009 school year.

14) Appointment of District Architect

The Board of Education is asked to appoint John Grillo as District Architect for the 2008-2009 school year per the attached schedule.

15) Superintendent Transfer Authority

The Board of Education is asked to approve the following resolution for the 2008-2009 school year:

Whereas, the Board of Education has financial obligations for salaries, Social Security, income taxes, 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 to pay for salaries, Social Security; income taxes and health insurance in amounts not to exceed \$100,000 in any reporting period. Other transfers between other object codes may not exceed \$10,000 in any reporting period. All transfers will continue to be reported to the Board on a monthly basis.

Voting on No. 8: 6-0. Motion carried unanimously

NO. 9 Depositories For School Funds

Ms. Garger moved, seconded by Mr. Coutieri that the Board of Education approve the following banks as depositories for school funds for the 2008-2009 school year:

- JP Morgan Chase
- Bank of America
- State Bank of Long Island
- North Fork Bank
- Commerce Bank
- HSBC Bank

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Voting on No. 9: 6-0. Motion carried unanimously.

Check Signatures

- NO. 10 Ms. Garger moved, seconded by Ms. Owens, that the Board of Education 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 2008-2009 school year.

Voting on No. 10: 6-0. Motion carried unanimously.

Official District Newspapers

- NO. 11 Ms. Garger moved, seconded by Ms. Powell, that the Board of Education designate the following official newspapers for the 2008-2009 school year:

- Hicksville Illustrated
- Mid Island Times
- Newsday

Voting on No. 11: 6-0. Motion carried unanimously.

Payroll Certification

- NO. 12 Ms. Garger moved, seconded by Ms. Powell, that the Board of Education designate the Superintendent or Assistant Superintendent for Business to approve and certify all payrolls for the 2008-2009 school year.

Voting on No. 12: 6-0. Motion carried unanimously.

Petty Cash Authority

- NO. 13 Ms. Garger moved, seconded by Mr. Coutieri that the Board of Education 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 2008-2009 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.

Voting on No. 13: 6-0. Motion carried unanimously.

Adoption Of Board Policies

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- NO. 14 Ms. Garger moved, seconded by Ms. Powell, that the Board of Education adopt for the 2008-2009 school year all Policies, Rules and Regulations in effect at June 30, 2008 until such time as they may be officially revised.

Voting on No. 14: 6-0. Motion carried unanimously.

Authorization For Membership-Professional Organizations

- NO. 15 Ms. Garger moved, seconded by Mr. Coutieri, that the Board of Education approve continued membership for the Board of Education for the 2008-2009 school year in the following organizations:

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

Voting on No. 15: 6-0. Motion carried unanimously.

Board Meetings for 2008-2009 School Year

- NO. 16 Ms. Garger moved, seconded by Ms. Powell, that the Board of Education accept the calendar of meetings for the 2008-2009 school year.

Voting on No. 16: 6-0. Motion carried unanimously. *Attachment No. 5*

GENERAL PUBLIC

PERSONNEL

- NO. 17 Ms. Owens moved, seconded by Ms. Garger, that the Board of Education, upon the recommendation of the Superintendent, approve the actions detailed in the Personnel Actions Report.

Voting on No. 17: 6-0. Motion carried unanimously.

BUSINESS & FINANCE

OMNIBUS MOTION

- NO. 18 Mr. Coutieri moved, seconded by Ms. Powell, that the Board of Education, upon the recommendation of the Superintendent, approve the following Omnibus Motion:

1) Transfer Reports

The Board of Education, upon the recommendation of the Superintendent, is asked to accept the Transfer Report for the period June 18, 2008 through June 30, 2008. *Attachment No. 10*

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- 2) BOCES Cooperative Bid
The Board of Education, upon the recommendation of the Superintendent, is asked to participate in the comprehensive cooperative bids conducted by the Board of Cooperative Educational Services of Nassau County for various commodities and/or services in accordance with the terms of the General Resolution for the 2008/2009 school year, as listed in the backup. *Attachment No. 11*
- 3) Bond Counsel
The Board of Education, upon the recommendation of the Superintendent, is asked to approve Hawkins, Delafield & Wood as Bond Counsel for the district for the fiscal year ending June 30, 2009 at a fee not to exceed \$7,500. This represents an increase of \$150 over the current year. *Attachment No. 12*
- 4) Architect's Contract
The Board of Education, upon the recommendation of the Superintendent is asked to extend the contract with John Grillo, District Architect for the 2008/2009 school year at a rate of 7.5% which represents no increase over the current year, as listed in the backup. *Attachment No. 13*
- 5) External District Auditor
The Board of Education, upon the recommendation of the Superintendent, is asked to renew the contract between the Hicksville School District and Coughlin Foundotos Cullen & Danowski, LLP to serve as Independent External District Auditor for the fiscal year ending June 30, 2009 at a fee not to exceed \$46,500. This represents an increase of \$2,000 over the current year. *Attachment No. 14*
- 6) NYMAC
The Board of Education, upon the recommendation of the Superintendent, is asked to reappoint New York Municipal Advisors Corporation (NYMAC) as financial advisors to the district for the fiscal year ending June 30, 2009 for a fee of \$4,300. This represents an increase of \$50 over the current year. *Attachment No. 15*
- 7) Physicians Contract
The Board of Education, upon the recommendation of the Superintendent, is asked to approve a contract with Dr. Karl Friedman and the Hicksville School District for the services of a school physician for the period July 1, 2008 to June 30, 2009 in the amount of \$41,000 which represents no increase over the current fee. *Attachment No. 16*
- 8) Athletic Trainer Contract
The Board of Education, upon the recommendation of the Superintendent, is

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asked to renew the contract with Performance Sports Medicine & Rehabilitation and the Hicksville School District for the services of an athletic trainer for the period July 1, 2008 to June 30, 2009 in the amount of \$26,780 which represents an increase of \$780 over the current year. *Attachment No. 17*

9) Food Service Contract

The Board of Education, upon the recommendation of the Superintendent, is asked to approve an extension of the Whitsons Food Service Contract for the 2007-2008 school year at an increase based on the New York-Northeastern New Jersey area CPI-U (4%), as established by the US Department of Labor's Bureau of Labor Statistics on June 15, 2008 as listed in the back up. *Attachment No. 18*

10) Matrix Contract

The Board of Education, upon the recommendation of the Superintendent, is asked to approve a contract with Matrix Technology Solutions Inc. and the Hicksville School District for the services of a Systems Engineer/Project Manager and four technicians for the period July 1, 2008 to June 30, 2009 at a cost of \$ 441,870. *Attachment No. 19*

11) Special Education Services Contract

The Board of Education, upon the recommendation of the Superintendent, is asked to approve a contract between Oyster Bay-East Norwich Central School District and Hicksville School District for the provision of special education services for the period July 1, 2007 through June 30, 2008, as listed in the backup. *Attachment No. 20*

12) 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 3, 2008 through August 8, 2008 at a fee of \$190 per student.

Voting on No. 18: 6-0. Motion carried unanimously.

Information Items

- 1) Listing of contracts receiving approval prior to July 1, 2008. (All pertain to the 2008-2009 school year unless otherwise indicated):

	<u>Effective Date</u>	<u>Expiration Date</u>
Pomco, Inc. (Enhanced Dental)	01/01/08	12/31/08
Cigna	01/01/08	12/31/08
American Dental	01/01/08	12/31/08

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Applied Data Services	07/01/08	06/30/09
Syntax	07/01/08	06/30/09
All About Kids	07/02/08	06/30/09
Zycron Industries	07/01/08	06/30/09
Jaco Transportation	09/01/05	06/30/10
Nassau County Special Education Contract	07/01/07	08/31/10

2) Bonding of District Officers

Bonding of the District's officers through insurance policies with NYSIR for 2008-2009 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. 19 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 2008-2009 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 2008-2009 school year.

C. 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 2008-2009 school year. (Additional names will be submitted in the future).

D. CSE Medical Consultants

The Board of Education is asked to approve the list of Medical Consultants to the Committee on Special Education for the 2008-2009 school year. *Attachment No. 21*

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E. Semi-Annual Report

The Board of Education is asked to accept the semi-annual report from the internal claims auditor. *Attachment No. 22*

F. 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, Joanne Owens, Steven Culhane*

Voting on No. 19: 6-0. Motion carried unanimously.

GENERAL PUBLIC

ADJOURNMENT

NO. 20 Mr. Coutieri moved, seconded by Ms. Owens, that the Board of Education Meeting be adjourned.

Voting on No. 20: 6-0. Motion carried unanimously.

The meeting adjourned at approximately 6:45PM.

Helen Murray
District Clerk