

**BOARD OF EDUCATION
SOUTH HUNTINGTON UNION FREE SCHOOL DISTRICT**

Leadership Conference Room
James Kaden Administrative Offices

July 5, 2018

ORGANIZATION MEETING AGENDA

Meeting Opened by the District Clerk

1. Swearing in of Board members starting term of office July 1, 2018
(Michele DeGaetano, Linda LaCara, and Edward J. Nitkewicz, J.D.)
2. Election of President
3. Election of Vice President

Appointments by the Board of Education

Items #4 through # 51 will require **one** resolution for adoption.

4. NOTE: In past years the Board of Education has adopted a general resolution:

General Resolution

(Resolution)

"That the compensation for each appointment made by the Board of Education be within the budgetary allocation of the current budget."

5. Appointment of District Clerk
(Current and Recommended: Laura McLean)

Appointment of Deputy District Clerk

To serve upon the unavailability of the District Clerk.

(Current and Recommended: Elaine Ferranti)

(Resolution)

"That Laura McLean be reappointed District Clerk for the 2018-2019 school year; and that Elaine Ferranti be reappointed Deputy District Clerk, to serve upon the unavailability of the District Clerk, for the 2018-2019 school year."

6. Appointment of Treasurer
(Current and Recommended: Christine Rapp)

Appointment of Deputy Treasurer

To serve upon the unavailability of the Treasurer.

(Current and Recommended: Karen Vultaggio)

(Resolution)

"That Christine Rapp be reappointed Treasurer for the 2018-2019 school year; and that Karen Vultaggio be reappointed Deputy Treasurer, to serve upon the unavailability of the Treasurer, for the 2018-2019 school year."

7. Appointment of District Purchasing Agent and Purchasing Responsibilities
(Current and Recommended: Sheila Buhse)

Appointment of Deputy District Purchasing Agent
(Current and Recommended: Joseph T. Centamore, Ed.D.)

(Resolution)

"That Sheila Buhse be reappointed District Purchasing Agent for the 2018-2019 school year; and that Joseph T. Centamore, Ed.D., be reappointed Deputy District Purchasing Agent, to serve upon the unavailability of the District Purchasing Agent during the 2018-2019 school year."

8. Appointment of Records Access Officer
(Current and Recommended: Laura McLean)

(Resolution)

"That Laura McLean be reappointed Records Access Officer for the 2018-2019 school year."

9. Appointment of Central Treasurers-Extraclassroom Activity Funds
(Resolution)

"That the Board appoint the following Central Treasurers for Extraclassroom Activity Funds for the 2018-2019 school year:

| | |
|--------------------------|--------------------|
| Birchwood | Anthony Ciccarelli |
| Countrywood | Mitch Levy |
| Maplewood | Vito D'Elia |
| Oakwood | Eileen Kerrigan |
| Silas Wood | Stephen Toto |
| Stimson Middle School | Dana Allen |
| Walt Whitman High School | Donna Talleur." |

10. Appointment of General and Labor Counsel
(Current and Recommended: Ingerman Smith, L.L.P.)
(Resolution)

"That the firm of Ingerman Smith, L.L.P. be reappointed as General and Labor Counsel for the 2018-2019 school year as submitted in their Letter of Engagement for Legal Services dated July 1, 2018."

11. Appointment of School Physician
(Current and Recommended: Dr. Geffken)
(Resolution)

"That Dr. Geffken be reappointed as the school physician for the 2018-2019 school year."

12. Appointment of District Auditor
(Current and Recommended: R.S. Abrams & Co., L.L.P.)
(Resolution)

"That the firm of R.S. Abrams & Co., L.L.P. be reappointed District Auditor for the 2018-2019 school year."

13. Appointment of Internal Auditor
(Current and Recommended: Nawrocki Smith, L.L.P.)
(Resolution)
"That Nawrocki Smith, L.L.P. be reappointed as Internal Auditor for the 2018-2019 school year."
14. Appointment of Claims Auditor
(Current and Recommended: Cerini and Associates, L.L.P.)
(Resolution)
"That Cerini and Associates, L.L.P. be reappointed as Claims Auditor for the 2018-2019 school year."
15. Appointment of Accounting Consulting Services
(Current and Recommended: BookSmart Accounting)
(Resolution)
"That BookSmart Accounting be reappointed for Accounting Consulting Services for the 2018-2019 school year."
16. Appointment of Census Enumerator and Attendance Officer
Current: Dr. Jacqueline S. Harris
(Resolution)

"That the Assistant Superintendent for Student Services be appointed Census Enumerator and Attendance Officer for the 2018-2019 school year."
17. Appointment of Building Principals to supervise the keeping of the student attendance records
(Resolution)
"That the Building Principals be reappointed to supervise the keeping of the student attendance records during the 2018-2019 school year."
18. Appointment of Workers' Compensation Claims Handler
(Current and Recommended: PMA Management Corporation)
(Resolution)
"That the firm of PMA Management Corporation be named as the claims administrator for the Workers' Compensation Self-Insurance Fund for the 2018-2019 school year."
19. Certification of District Payrolls
(Current and Recommended: Superintendent and Building Principals)
(Resolution)
"That the Superintendent and the Building Principals be authorized to certify the district and building payrolls for the 2018-2019 school year."
20. Appointment of Third-Party Administrator for the Tax Annuities
(Current and Recommended: Omni Group)
"That Omni Group be reappointed as third-party administrator for the tax annuities as submitted in their Services Agreement for the 2018-2019 school year."

21. Appointment of Actuary Firm
"That the firm of Pinnacle Actuarial Resources, Inc., be reappointed to conduct the analysis of Other Post-Employment Benefits in accordance with GASB 45 and loss reserve/funding analysis for Workers' Compensation claims for the 2018-2019 school year."
22. Designation of Bank Depositories
(Resolution)
"That the Board approve designation of depositories for the district funds for the 2018-2019 school year as follows:
Capital One Bank, HSBC Bank USA, and Valley National Bank."
23. Reaffirm Date, Time, and Place of Board Meetings
(Resolution)
"That the dates and locations noted on the attached 2018-2019 schedule be designated for Board meetings; all meetings to start at 7:30 p.m. unless otherwise noted."
24. Designation of Official Newspapers
(Resolution)
"That *The Long Islander*, *Newsday*, *Town of Huntington (a/k/a Times Beacon Record)*, and *The Huntington News* be named as the official newspapers of the district for the 2018-2019 school year."
25. Adoption of Bylaws
(Resolution)
"That the Board reaffirm the policies, as filed in the official Board Policy Manual."
26. Authorization to Approve Attendance at Conferences
(Resolution)
"That the Superintendent and Assistant Superintendent of Instruction and Curriculum be authorized to approve travel and contingency expenses for attendance at conferences, conventions, workshops, etc., within the framework of the budget. That the Assistant Superintendent for Student Services be authorized to approve all Student Services Department travel and contingency expenses for attendance at conferences, conventions, workshops, etc., within the framework of the budget. Similar expenses incurred by the Superintendent or Board of Education members must have authorization from the Board of Education."
27. Authorization to Sign Health and Welfare Services Contracts
(Resolution)
"That the Board President and Superintendent of Schools be authorized to sign the health and welfare services contracts for the 2018-2019 school year."
28. Authorization to Sign Service Contracts
(Resolution)
"That the Superintendent or his designee be authorized to sign service contracts up to \$75,000."

29. Authorization to Sign Tuition Contracts
(Resolution)
"That the Superintendent be authorized to sign tuition contracts up to \$75,000."
30. Authorization of Representative for Filing Federal and State Applications
(Resolution)
"That the Superintendent be authorized as the representative for the Board for filing applications for federal and state funds, and to administer funds received."
31. Authorization for Signatures on Checks
(Resolutions)
"That the Treasurer and District Clerk be required to sign checks on the district's funds."
"That the Treasurer and District Clerk be required to sign all district payroll checks."
32. Approval of Religious Holidays for the 2018-2019 School Year
(Resolution)
"That since it cannot be determined until the end of the school year just which holidays to delete from the attendance computations, the Board of Education recognizes each of the religious holidays observed during the 2018-2019 school year and authorizes the ADA adjustment of the attendance on such legal holidays from the 2018-2019 State Aid computation as may be in the best interest of the district."
33. Authorization for Investment/Reinvestment of District Funds
(Resolution)
"That in any instance where funds are received by the district and it appears that it would be prudent and to the advantage of the district that these funds, or any part thereof, be invested/reinvested on behalf of the district, then, said funds shall be invested in accordance with Board Policy 5210."
34. Authorization for Reserve Accounts as Prescribed under General Municipal Law and/or Education Law
(Resolution)
"RESOLVED, that the Board of Education hereby reaffirms the authorization for the following reserve accounts as prescribed under General Municipal Law and/or Education Law:
- Reserve for Encumbrances
 - Reserve for Workers' Compensation
 - Reserve for Unemployment Insurance
 - Reserve for Insurance
 - Reserve for Retirement Contribution
 - Reserve for Employee Benefits and Accrued Liabilities
 - Reserve for Tax Reduction

BE IT FURTHER RESOLVED that the Board of Education authorizes transfer from the excess fund balance into the following reserve up to a maximum of \$1,000,000 for the fiscal year ending June 30, 2019, and authorizes the Superintendent of Schools, or his designee, to effectuate said transfer:

Reserve for Retirement Contribution

BE IT FURTHER RESOLVED that the Board of Education authorizes transfer from the excess fund balance into the following reserve up to a maximum of \$1,000,000 for the fiscal year ending June 30, 2019, and authorizes the Superintendent of Schools, or his designee, to effectuate said transfer:

Reserve for Employee Benefits and Accrued Liabilities

BE IT FURTHER RESOLVED that the Board of Education authorizes transfer from the excess fund balance into the following reserve up to a maximum of \$1,000,000 for the fiscal year ending June 30, 2019, and authorizes the Superintendent of Schools, or his designee, to effectuate said transfer:

Reserve for Workers' Compensation

35. Appointment of Bonding Counsel
(Current and Recommended: Hawkins, Delafield & Wood)
(Resolution)
"That the firm of Hawkins, Delafield & Wood be reappointed as the District Bonding Counsel for the 2018-2019 school year."
36. Appointment of Fiscal Advisors with regard to TANS
(Current and Recommended: Munistat Services, Inc.)
(Resolution)
"That Munistat Services, Inc., be reappointed as the fiscal advisors with regard to Tax Anticipation Notes and Bonds."
37. Appointment of Architectural and Engineering Services
(Current and Recommended: H2M Architects + Engineers)
(Resolution)
"That the firm of H2M Architects + Engineers be reappointed as the District's Architectural and Engineering Services firm."
38. Appointment of Hearing Officers under Section 75 of Civil Service Law
(Resolution)
"That Laurie Nolan, Stephen O'Brien and Joseph Wooley be appointed as hearing officers under Section 75 of the Civil Service Law for the State of New York for any proceeding or proceedings in charges in which the Board of Education of the South Huntington Union Free School District is required to appoint such hearing officer under said Section."
39. Appointment of Hearing Officers for Committee on Special Education and Preschool Special Education Appeals
(Resolution)
"That the Updated List of Impartial Hearing Officers for Suffolk County promulgated by the New York State Education Department in connection with requests for impartial hearings under the I.D.E.A. and Education Law §4404, in accordance with Board Policy 7671, be adopted."

40. Appointment of CSE/CPSE Chairpersons and Sub-Committee CSE/CPSE Chairpersons

(Resolution)

"That the Board appoint the following CSE/CPSE Chairpersons and Sub-Committee CSE/CPSE Chairpersons for the 2018-2019 school year:

CSE/CPSE Chairpersons

Assistant Superintendent for
Student Services
Matthew Krivoshey
Cynthia Quinlan
Karen Mushorn
Daniel Lombardo

Sub-Committee CSE/CPSE Chairpersons

Assistant Superintendent for
Student Services
Matthew Krivoshey
Cynthia Quinlan
Karen Mushorn
Daniel Lombardo
All School Psychologists."

41. Appointment of Medicaid Compliance Officer

(Current and Recommended: Joseph T. Centamore, Ed.D.)

(Resolution)

"That Joseph T. Centamore, Ed.D., be reappointed as Medicaid Compliance Officer for the 2018-2019 school year."

42. Authorization for Suspension of Pupils

(Resolution)

"That pursuant to Education Law Section 3214(3)(b), the Board hereby delegates to the principal of the schools where the pupils attend, the power to suspend a pupil for a period not to exceed five school days."

43. Authorization for Records Retention and Disposition

(Resolution)

"That *Records Retention and Disposition Schedule ED-1*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

Be it Further Resolved, that in accordance with Article 57-A:

- (a) only those records will be disposed of that are described in *Records Retention and Disposition Schedule ED-1* after they have met the minimum retention periods described therein:
- (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods."

44. Authorization to Participate in the LISNDA Cooperative Bid Committee

(Resolution)

"Whereas, it is the plan of a number of public school districts in Nassau/Suffolk Counties, New York, to bid jointly on selected Food Service Commodities, Food and Food Service Supplies for the 2018-2019 school year; and

Whereas, the South Huntington Union Free School District, is desirous of participating with other districts in Nassau/Suffolk Counties in the joint bidding of

the commodities mentioned above as authorized by General Municipal Law, Section 119-0; and

Whereas, the South Huntington Union Free School District, wishes to appoint a committee to assume the responsibility for drafting of specification, advertising for bids, accepting and opening bids, reporting the results to the boards of education and making recommendations thereon; now, therefore,

Be it Resolved, that the Board of Education of the South Huntington Union Free School District, hereby appoints Long Island School Nutrition Directors Association Cooperative Bid Committee to represent it in all matters related above; and

Be it Further Resolved, that the South Huntington Union Free School District's Board of Education authorized the above-mentioned committee to represent it in all matters leading up to the entering into a contract for the purchase of the above-mentioned commodities; and

Be it Further Resolved, that the South Huntington Union Free School District's Board of Education agrees to assume its equitable share of the costs of the cooperative bidding; and

Be it Further Resolved, that the South Huntington Union Free School District's Board of Education agrees (1) to abide by majority decisions of the participating districts on quality standards; (2) that unless all bids are rejected, it will award contracts according to the recommendations of the committee; (3) that after award of contract(s), it will conduct all negotiations directly with the successful bidder(s)."

45. Authorization to Participate in the Eastern Suffolk BOCES Joint Municipal Cooperative Bidding Program – CoSer 612
(Resolution)

"Whereas, various educational and municipal corporations located within the State of New York desire to bid jointly for generally needed services and standardized supply and equipment items; and

Whereas, the South Huntington Union Free School District, an educational/municipal corporation (hereinafter the "Participant") is desirous of selectively participating with other educational and/or municipal corporations in the State of New York in joint bidding in the areas mentioned above pursuant to General Municipal Law § 119-o and Education Law Section 1950; and

Whereas, the Participant is a municipality within the meaning of General Municipal Law § 119-n and is eligible to participate in the Board of Cooperative Educational Services, First Supervisory District of Suffolk County (hereinafter Eastern Suffolk BOCES) Joint Municipal Cooperative Bidding Program (hereinafter the "Program") in the areas mentioned above; and

Whereas, the Participant acknowledges receipt of the Program description inclusive of Eastern Suffolk BOCES' standard bid packet and the general conditions relating to said Program; and

Whereas, with respect to all activities conducted by the Program, the Participant wishes to delegate to Eastern Suffolk BOCES the responsibility for drafting of bid specifications, advertising for bids, accepting and opening bids, tabulating bids, awarding the bids, and reporting the results to the Participant.

Be it Resolved, that the Participant hereby appoints Eastern Suffolk BOCES to represent it and to act as the lead agent in all matters related to the Program as described above; and

Be it Further Resolved, that the Participant hereby authorizes Eastern Suffolk BOCES to place all legal advertisements for any required cooperative bidding in *Newsday*, which is designated as the official newspaper for the Program; and

Be it Further Resolved, that a Participant Meeting shall be held annually consisting of a representative from each Program Participant. Notice of the meeting shall be given to each representative at least five (5) days prior to such meeting; and

Be it Further Resolved, that an Advisory Committee will be formed consisting of five to ten representatives of Program Participants for a term of three (3) years as authorized by General Municipal Law §119-o.2.j; and

Be it Further Resolved, that this Agreement with the Participant shall be for a term of one (1) year as authorized by General Municipal Law §119-o.2.j; and

Be it Further Resolved, that the Participant agrees to pay Eastern Suffolk BOCES an annual fee as determined annually by Eastern Suffolk BOCES to act as the lead agent for the Program."

46. Appointment of Committee of Board to Visit Schools on a Regular Basis
(Resolution)
"That the Board serves as a committee of the whole to visit the schools on a regular basis to inspect the properties, with a schedule of such visits to be worked out by administration."
47. Authorization for Vice President to Act as President in His/Her Absence
(Resolution)
"That the Vice President of the Board of Education be authorized to act as President and perform the duties of the President in his/her absence."
48. Approval of Organizational Chart
(Resolution)
"That the Organizational Chart, a copy of which is attached, be designated as the official Organizational Chart for the 2018-2019 school year."
49. Appointment of DASA Coordinator
(Current: Dr. Jacqueline Harris)
(Resolution)
"Pursuant to Board Policy 7300, Dignity for All Students Act, that the Assistant Superintendent for Student Services be appointed as the District's DASA Coordinator for the 2018-2019 school year."

50. Appointment of Chief Privacy Officer
(Current and Recommended: Dr. Jared Bloom)
(Resolution)
“Pursuant to Board Policy 7243, Parents’ Bill of Rights for Data Privacy and Security, that Dr. Jared Bloom be reappointed as Chief Privacy Officer for the 2018-2019 school year.”

51. Appointment of Chief Emergency Officer
(Current and Recommended: Dr. Joseph T. Centamore)
(Resolution)
“Pursuant to Board Policy 5680, Safety and Security, that Dr. Joseph T. Centamore be reappointed as Chief Emergency Officer for the 2018-2019 school year.”

52. Swearing in of Board Officers: President, Vice President, Superintendent, Treasurer and Deputy District Clerk