

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

Board Room #110

Administration Building

7:30 p.m.

July 10, 2012

ORGANIZATION MEETING AGENDA

Meeting Opened by the District Clerk

1. Swearing in of Board members starting term of office July 1, 2012
(Michele R. DeGaetano, Linda LaCara and Edward J. Nitkewicz)
2. Election of President
3. Election of Vice President

Appointments by the Board of Education

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: Judith A. Hammond)

Appointment of Deputy District Clerk

To serve upon the unavailability of the District Clerk.

(Recommended: Laura McLean)

(Resolution)

"That Judith A. Hammond be reappointed District Clerk for the 2012-2013 school year; and that Laura McLean be appointed Deputy District Clerk, to serve upon the unavailability of the District Clerk, for the 2012-2013 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 2012-2013 school year; and that Karen Vultaggio be reappointed Deputy Treasurer, to serve upon the unavailability of the Treasurer, for the 2012-2013 school year."

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

Appointment of Deputy District Purchasing Agent
(Recommended: Lawrence Light)

(Resolution)

"That Sheila Buhse be reappointed District Purchasing Agent for the 2012-2013 school year; and that Lawrence Light be appointed Deputy District Purchasing Agent, to serve upon the unavailability of the District Purchasing Agent; and Lawrence Light to have custody of the Petty Cash funds, to be established at the following opening amounts:

- One \$100-fund for all elementary schools
 - One \$100-fund for all secondary schools
 - One \$100-fund for all the administrative needs
 - One \$100-fund for the Transportation Department
- (Expenditures shall not exceed approved budgeted amounts.)"

8. Appointment of Records Access Officer
(Current and Recommended: Judith A. Hammond)
(Resolution)

"That Judith A. Hammond be reappointed Records Access Officer for the 2012-2013 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 2012-2013 school year:

Birchwood	Anthony Ciccarelli
Countrywood	Barbara Kenney
Maplewood	Vito D'Elia
Oakwood	Eileen Kerrigan
Silas Wood	Joan Perz
Stimson Middle School	Helen Pascucci
Walt Whitman High School	Patricia Urgiles."

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 2012-2013 school year as submitted in their Letter of Engagement for Legal Services dated July 1, 2012."

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

"That Dr. Paul Leva be reappointed as the school physician for the 2012-2013 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 2012-2013 school year as submitted in their Letter of Engagement dated June 6, 2012."
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 2012-2013 school year as submitted in their Letter of Engagement dated June 1, 2012."
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 2012-2013 school year as submitted in their Letter of Engagement dated June 1, 2012."
15. Appointment of Census Enumerator and Attendance Officer
(Current and Recommended: Jacqueline Harris)
(Resolution)
"That Jacqueline Harris be reappointed Census Enumerator and Attendance Officer for the 2012-2013 school year."
16. 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 2012-2013 school year."
17. Appointment of Workers' Compensation Claims Handler
(Current and Recommended: PMA Management Corp.)
(Resolution)
"That the firm of PMA Management Corp. be named as the claims administrator for the Workers' Compensation Self-Insurance Fund."
18. 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 2012-2013 school year."
19. 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."

28. 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."

29. 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."

30. Approval of Religious Holidays for the 2012-2013 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 2012-2013 school year and authorizes the ADA adjustment of the attendance on such legal holidays from the 2012-2013 State Aid computation as may be in the best interest of the district."

31. 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."

32. Authorization for Reserve Accounts as Prescribed under General Municipal Law and/or Education Law
(Resolution)
"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
 - Retirement Contribution Reserve
 - Reserve for Employee Benefits and Accrued Liabilities

Be it Further Resolved that the Board of Education authorizes transfers from the excess fund balance into the following reserves up to a maximum of \$1,000,000 per reserve for the fiscal year ending June 30, 2013, and authorizes the Superintendent of Schools, or his designee, to effectuate said transfers:

- Reserve for Encumbrances
- Reserve for Workers' Compensation
- Reserve for Unemployment Insurance
- Reserve for Insurance
- Retirement Contribution Reserve
- Reserve for Employee Benefits and Accrued Liabilities"

33. Appointment of Bonding Counsel
(Recommended: Hawkins, Delafield & Wood)
(Resolution)
"That the firm of Hawkins, Delafield & Wood be appointed as the District Bonding Counsel for the 2012-2013 school year."
34. Appointment of Fiscal Advisors with regard to TANS
(Recommended: Munistat Services, Inc.)
(Resolution)
"That Munistat Services, Inc. be appointed as the fiscal advisors with regard to Tax Anticipation Notes and Bonds."
35. Appointment of Hearing Officers under Section 75 of Civil Service Law
(Resolution)
"That Nicholas V. Campasano, Laurie Nolan, 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."
36. 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."
37. Appointment of CSE/CPSE Chairpersons and Sub-Committee CSE/CPSE Chairperson
(Resolution)
"That the Board appoint the following CSE/CPSE Chairpersons and Sub-Committee CSE/CPSE Chairpersons for the 2012-2013 school year:
- | <u>CSE/CPSE Chairpersons</u> | <u>Sub-Committee CSE/CPSE Chairpersons</u> |
|------------------------------|--|
| Jacqueline Harris | Jacqueline Harris |
| Matthew Krivoshey | Matthew Krivoshey |
| Matthew Prah | Matthew Prah |
| Nancy Nelson | Nancy Nelson |
| Karen Mushorn | Karen Mushorn |
| Marian Raspantini | Marian Raspantini |
| | All School Psychologists." |
38. Appointment of Medicaid Compliance Officer
(Recommended: Lawrence Light)
(Resolution)
"That Lawrence Light be appointed as Medicaid Compliance Officer for the 2012-2013 school year."

39. 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."

40. 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."

41. Appointment of Committee of Board to Visit Schools on a Regular Basis
(Resolution)

"That the Board serve 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."

42. 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."

43. Swearing in of Board Officers: President, Vice President, Superintendent and Treasurer

TENTATIVE AGENDA
Board of Education
South Huntington Union Free School District

Board Room (#110)
Administration Building

July 10, 2012

(R) indicates Resolution is required.

A. Call to Order/Pledge of Allegiance

6:00 p.m. Executive Session, If Needed

7:30 p.m. Regular Business Meeting

B. Adoption of Agenda (R)

Organization Meeting (See separate agenda.)

Appointments by Board of Education require **one** resolution for adoption.

Business Meeting

Items C through F will require **one** resolution for adoption.

K. New Business

1. Participation in the LISNDA Cooperative Bid Committee (R)
(Must be approved before considering bids.)

C. Minutes

1. For approval: May 15 and 31, 2012
2. For consideration: June 13 and 22, 2012

D. Financial Items

1. Schedule of Investment Accounts, May 2012
2. Treasurer's Report, May 2012
3. Monthly Trial Balance and Bank Reconciliation, May 2012
4. Monthly Collateral Testing, May 2012
5. Revenue Status Report, General Fund, May 2012
6. Revenue Status Report, School Lunch Fund, May 2012
7. Revenue Status Report, Special Aid Fund, May 2012
8. Revenue Status Report, Capital Fund, May 2012
9. Budget Status Report (Expenditures), General Fund, May 2012
10. Budget Status Report (Expenditures), School Lunch, May 2012
11. Budget Status Report (Expenditures), Special Aid Fund, May 2012
12. Budget Status Report (Expenditures), Capital Fund, May 2012
13. Budgetary Transfer Report, May 2012
14. Tax Levy Schedule, May 2012
15. Library Tax Levy, May 2012
16. Extraclassroom Activity Report, May 2012

E.	<u>Bids</u>		
	<u>Recommended by Administration</u>		
	Cheese/Pizza		Schedule 13-01
	Food Products Using Gov. Commodities-Direct Diversion		13-02
	Bread Products		13-03
	Bagels		13-04
	Canned Goods and Staples		13-05
	Dairy and Dairy Products		13-06
	Snacks		13-07
	Frozen Food and Perishables		13-08
	Paper Goods and Cleaning Supplies		13-09
	Ice Cream		13-10
	Meat and Meat Products		13-11
	Dishmachine Cleaning Supplies		13-12
	Canned Drinks, Coffees, Teas, Juices, Sodas and Waters		13-13
	Custodial Contract Supplies		13-38
F.	<u>Schedule of Bills (Warrants)</u>		
	General Fund	Warrant 127	\$ 420,077.50
	"	128	288,541.67
	"	129	1,506,404.03
	School Lunch	53	35.99
	"	54	69,861.51
	Special Aid	50	36,903.04
	Capital Reserve Bond	50	187,474.50
	<u>Approved – Board Packet of June 29, 2012</u>		
	General Fund	Warrant 125	\$ 123,927.52
	"	126	11,666.67
	School Lunch	52	15,502.78
	Special Aid	49	33,067.28
	Capital Reserve Bond	49	1,583.20
	Scholarship	8	3,500.00
	<u>Approved – Board Packet of June 22, 2012</u>		
	General Fund	Warrant 122	\$750,000.00
	"	123	477,351.27
	"	124	142,075.99
	School Lunch	51	34,216.37
	Special Aid	48	65,531.53
	Scholarship	7	4,785.00
	<u>Approved – Board Packet of June 15, 2012</u>		
	General Fund	Warrant 119	\$1,355,954.45
	"	120	45.00
	"	121	1,722.82
	School Lunch	50	10,211.24
	Special Aid	47	5,113.25
	Capital Reserve Bond	48	11,314.10
	Scholarship	6	11,075.00

J. Unfinished Business

1. Approval of Policies Related to DASA Legislation (R)

K. New Business

2. Appointment of Interim Business Administrator (R)
3. Appointment of Impartial Hearing Officer (R)
4. Approval to Declare School Computers Obsolete (R)
5. Approval to Declare items from School Lunch Department Obsolete (R)
6. Approval to Declare Televisions Obsolete (R)
7. 2012 MSG Varsity Scholarships (R)
8. Wallace Protass Memorial Scholarship (R)
9. 2012-13 SHAA Travel Allowances (R)
10. 2012-13 Middle Management Travel Allowances (R)
11. 2012-13 Substitute Teacher Pay Rates (R)
12. Student Accident Insurance (R)
13. Excess Workers' Compensation Coverage (R)
14. Proposals for Building Closing Study (R)
15. Tri-Community and Youth Agency Agreement (R)
16. Booksmart Accounting Letter of Engagement (R)
17. School Aid Specialists Service Agreement (R)
18. Field Trip Request (R)
19. Recommendations for placement of students by the Committee on Special Education dated March 22, 23, 26, 27, 28, 29, 30, April 2, 3, 4, 16, 17, 18, 20, 24, 25, 26, 27, 30, May 1, 2, 3, 7, 8, 9, 10, 11, 14, 16, 17, 18, 21, 22, 24, 29, June 4, 6, 7, 11, 12, 14, 15, 17, 19, 20, 2012, and the Committee on Preschool Special Education dated May 18, 29, June 1, 4, 8, 12, 15, 18, 19, 2012, and Transition to the Committee on Special Education dated May 17, 18, 21, June 1, 4, 8, 11, 15, 18, 2012 (R)

L. Personnel (R)

Personnel items effective as listed on:

- Schedule 2 – Probationary Appointments (Instructional)
- Schedule 5 – Part-time Appointments (Instructional)
- Schedule 6 – Summer School Appointments (Instructional)
- Schedule 7 – Temporary Replacement Appointments (Instructional)
- Schedule 8 – Re-Employment to Positions (Instructional)
- Schedule 9 – Coaching/Extracurricular Appointments (Instructional)
- Schedule 11 – Terminations (Instructional)
- Schedule 13 – Salary Change (Instructional)
- Schedule 16 – Terminations (Non-Instructional)
- Schedule 19 – Temporary/Seasonal Appointments (Non-Instructional)
- Schedule 20 – Re-Appointments (Non-Instructional)
- Schedule 22 – Substitute Employee Appointments (Instr./Non-Instr.)

Approved – Board Packet of June 29, 2012

- Schedule 2 – Probationary Appointments (Instructional)
- Schedule 5 – Part-time Appointments (Instructional)
- Schedule 6 – Summer School Appointments (Instructional)
- Schedule 9 – Coaching/Extracurricular Appointments (Instructional)

Approved – Board Packet of June 29, 2012 (Continued)

Schedule 11 – Terminations (Instructional)

Schedule 16 – Terminations (Non-Instructional)

Schedule 19 – Temporary/Seasonal Appointments (Non-Instructional)

Schedule 20 – Re-Appointments (Non-Instructional)

Schedule 22 – Substitute Employee Appointments (Instr./Non-Instr.)

M. Information and Reports

1. Personnel Posting (1)
2. Material from REFIT seminar, "How Unfunded Mandates and the Tax Cap Jeopardize a Sound Basic Education" that was held on June 28
3. News articles: *The Long-Islander*, 6-28-12

Information Sent to Board Week Ending June 29, 2012

1. Letter to the Board of Education from Mr. & Mrs. Rich Rallo re Eagle Court of Honor for Richard Rallo
2. Letter to Governor Cuomo from James March and Brian Sales, N-SSBA, re Reimbursements for Private School Placements of Certain Students S.7722-A (Flanagan)/A.10722-A (Weinstein)
3. **Confidential** letter from Dr. Shea re a personnel matter
4. Memo to Dr. Shea from Ms. Harris re School Grade Enrollment Report for the First Attendance Period May 1, 2012, through May 31, 2012
5. Memo to Dr. Shea from Ms. Harris re School Grade enrollment Report for the First Attendance Period June 1, 2012, through June 22, 2012

Information Sent to Board Week Ending June 22, 2012

1. **Confidential** memo from Ingerman Smith, L.L.P. re a staff matter
2. **Confidential** memo from Ingerman Smith, L.L.P. re student matters
3. Letter to the Long Island Senate and Assembly Delegation from James March and Brian Sales, N-SSBA, re End of Session: Stop the Mandate Madness
4. Letter to Long Island's NYS Senate and Assembly Delegation from James March and Brian Sales, re Payments for Parents for Private School Placements Not Approved by State S.7722-A (Flanagan) A.10722-A (Weinstein)
5. Personnel Posting (8)
6. Minutes of Special Executive Board Meeting, SHTA, 6-19-12

Information Sent to Board Week Ending June 15, 2012

1. **Confidential** memos from Ingerman Smith re personnel & other matters (4)
2. Memo to Dr. Shea from Dr. Eagen re Title IA and Title IIA Audit Findings
3. Congratulatory letter to Mr. Maddy from Dr. Eagen re 2012 Long Island Science Congress
4. Memo to Dr. Shea from Ms. Acker re Honored Students
5. **Confidential** letter from Silas Wood Faculty and Staff re a personnel matter
6. **Confidential** letter from Mrs. Crespi re a personnel matter
7. Personnel Postings (3)
8. Minutes of the Executive Board Meeting, SHTA, 6-4-12
9. *The Long Islander*, June 14, 2012
10. *NYSIR News*

N. Administrative Reports/Committee Updates

Future Meetings

Wednesday August 15	6:00 p.m. 7:30 p.m.	Executive Session, If Needed Summer Business Meeting Board Room #110, Administration Building 60 Weston Street, Huntington Station
Wednesday September 5	6:00 p.m. 7:30 p.m.	Executive Session, If Needed Regular Business Meeting Conference Room B, Administration Building 60 Weston Street, Huntington Station
Wednesday September 19	6:00 p.m. 7:30 p.m.	Executive Session, If Needed Regular Business Meeting Silas Wood 6 th Grade Center 23 Harding Place, Huntington Station
Wednesday October 10	6:00 p.m. 7:30 p.m.	Executive Session, If Needed Regular Business Meeting Oakwood Primary Center 264 West 22 nd Street, Huntington Station
Wednesday October 24	6:00 p.m. 7:30 p.m.	Executive Session, If Needed Regular Business Meeting Conference Room B, Administration Building 60 Weston Street, Huntington Station

Please Note: Executive Sessions are **not** open to the public. The public is invited to attend educational presentations and budget work sessions as observers and will be given an opportunity to speak at the conclusion of the session.

Comments by Board Members

Voice of the Residents

Adjournment

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