

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

Board Room #110
Administration Building

7:30 p.m.

July 2, 2013

ORGANIZATION MEETING AGENDA

Meeting Opened by the District Clerk

1. Swearing in of Board members starting term of office July 1, 2013.
(Laura B. Carey and Nicholas R. Ciappetta)
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.

(Current and Recommended: Laura McLean)

(Resolution)

"That Judith A. Hammond be reappointed District Clerk for the 2013-2014 school year; and that Laura McLean be reappointed Deputy District Clerk, to serve upon the unavailability of the District Clerk, for the 2013-2014 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 2013-2014 school year; and that Karen Vultaggio be reappointed Deputy Treasurer, to serve upon the unavailability of the Treasurer, for the 2013-2014 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: Lawrence S. Light)

(Resolution)

"That Sheila Buhse be reappointed District Purchasing Agent for the 2013-2014 school year; and that Lawrence S. Light be reappointed Deputy District Purchasing Agent, to serve upon the unavailability of the District Purchasing Agent; and Lawrence S. 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 2013-2014 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 2013-2014 school year:

Birchwood	Anthony Ciccarelli
Countrywood	Barbara Kenney
Maplewood	Vito D'Elia
Oakwood	Eileen Kerrigan
Silas Wood	Stephen Toto
Stimson Middle School	TBD
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 2013-2014 school year as submitted in their Letter of Engagement for Legal Services dated July 1, 2013."

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

(Resolution)

"That Dr. Paul Leva be reappointed as the school physician for the 2013-2014 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 2013-2014 school year as submitted in their Letter of Engagement dated June 24, 2013."
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 2013-2014 school year as submitted in their Letter of Engagement dated June 1, 2013."
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 2013-2014 school year as submitted in their Letter of Engagement dated June 6, 2013."
15. Appointment of Census Enumerator and Attendance Officer
(Current and Recommended: Jacqueline S. Harris)
(Resolution)
"That Jacqueline S. Harris be reappointed Census Enumerator and Attendance Officer for the 2013-2014 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 2013-2014 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 2013-2014 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 as submitted in their Services Agreement for the 2013-2014 school year."

20. Designation of Bank Depositories
(Resolution)
"That the Board approve designation of depositories for the district funds for the 2013-2014 school year as follows:
 J. P. Morgan Chase HSBC Bank USA
 Capital One Bank Valley National Bank."
21. Reaffirm Date, Time, and Place of Board Meetings
(Resolution)
"That the dates and locations noted on the attached 2013-2014 schedule be designated for Board meetings; all meetings to start at 7:30 p.m. unless otherwise noted."
22. Designation of Official Newspapers
(Resolution)
"That *The Long Islander* and *Newsday* be named as the official newspapers of the district."
23. Adoption of Bylaws
(Resolution)
"That the Board reaffirm the policies, as filed in the official Board Policy Manual."
24. Authorization to Approve Attendance at Conferences
(Resolution)
"That the Superintendent and Supervisor of Assessment and Technology be authorized to approve 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."
25. 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 2013-2014 school year."
26. Authorization to Sign Service Contracts
(Resolution)
"That the Superintendent or his designee be authorized to sign service contracts up to \$75,000."
27. Authorization to Sign Tuition Contracts
(Resolution)
"That the Superintendent be authorized to sign tuition contracts up to \$75,000."

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 2013-2014 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 2013-2014 school year and authorizes the ADA adjustment of the attendance on such legal holidays from the 2013-2014 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, 2014, 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
(Current and Recommended: Hawkins, Delafield & Wood)
(Resolution)
"That the firm of Hawkins, Delafield & Wood be reappointed as the District Bonding Counsel for the 2013-2014 school year."
34. 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."
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 2013-2014 school year:
- | <u>CSE/CPSE Chairpersons</u> | <u>Sub-Committee CSE/CPSE Chairpersons</u> |
|------------------------------|--|
| Jacqueline S. Harris | Jacqueline S. 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
(Current and Recommended: Lawrence S. Light)
(Resolution)
"That Lawrence S. Light be reappointed as Medicaid Compliance Officer for the 2013-2014 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, Deputy Treasurer and Deputy District Clerk