

CARLE PLACE UNION FREE SCHOOL DISTRICT

BOARD OF EDUCATION MEETING HIGH SCHOOL NORTH CAFETERIA
Ser. #1 REORGANIZATION MEETING 8:00 PM July 7, 2011
Pledge: Lawrence F. Zaino, Jr. Prayer: Thomas Kane

A G E N D A

CALL TO ORDER

- 1.1 Swearing in of newly elected Trustees, Barry Dennis and John DiFrisco, by the District Counsel.
- 1.2 The nomination and election of the President and Vice President of the Board of Education for the 2011 - 2012 school year.
- 1.3 Swearing in of Board of Education President and Vice President, District Clerk, District Treasurer and Superintendent of Schools by District Counsel.
- 1.4 **RESOLVED:** the Board of Education approves the Board Officers and other officials of the District who report ultimately to the Board of Education as follows:

	APPOINTEE 2011-2012	REMUNERATION 2011-2012
District Clerk & Records Access Officer	Susan Eliasoph	As per agreement
District Treasurer	John Barodin	As per agreement
Internal Auditor agreement	R.S. Abrams	As per
External Independent Auditor agreement	Bennett Kielson	As per
Claims Auditor	Nawrocki, Smith	As per agreement
Approval Officer for Certification of Payroll	Superintendent	
Purchasing Agent	Margaret Riemer	
Records Retention Officer	Asst. Superintendent for Instruction & Personnel	
General/Labor Counsel	Guercio & Guercio, Esqs.	As per agreement
Bond Counsel	Hawkins, Delafield & Wood*	
	*Subject to a more formal agreement developed by District Counsel	
Attendance Officers	Principals/Nurses	

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Chief Physicians	Dr. Carmen Finamore, As per agreement Dr. Keith Apuzzo & Associates
Liaison for Homeless Children and Youth	Asst. Superintendent for Instruction & Personnel
Asbestos Hazard Emergency Response Act (AHERA) Local Education Authority (LEA) Designee	Thomas Szajkowski
Medicaid Compliance Officer	Eileen Fredericks
Chemical Hygiene Officer	Joseph Malizia / Thomas Szajkowski
Fiscal Advisor	Capital Market Advisors LLC*
	*Subject to a more formal agreement developed by District Counsel
District-Wide School Safety Team Administrator	Eileen Fredericks
District Safety Team Liaison	To be named / Board Committee of the Whole
Architect	Burton, Behrendt & Smith – Subject to a more formal agreement developed by District Counsel

1.5 RESOLVED: the Board of Education approves the following Board members to serve on committees:

	<u>TRUSTEE</u>	<u>ALTERNATE</u>
(a) Insurance	Entire Board	Trustee to be named
(b) Budget & Fiscal Affairs	Entire Board	President as Chairperson
(c) Building Inspection	Entire Board	Trustee to be named
(d) Employee Relations	Entire Board	President as Chairperson
(e) Community Relations/ Newsletter	Entire Board	Trustee to be named
(f) Scholarship Committee named	Trustees to be named	Trustees to be
(g) Legislation	Trustee to be named	Trustee to be named
(h) Curriculum and Instruction	Trustee to be named	Trustee to be named

2. **RESOLVED:** the Board of Education approves a blanket bond in the amount of one million dollars covering all employees including the Treasurer and the Assistant Superintendent for Business.

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3. **RESOLVED:** the Board of Education fixes the time and place of regular meetings of the Board of Education:

Date	Day	Notes
July 7, 2011	1st Thursday	Reorganization
July 28, 2011	4 th Thursday	
August 11, 2011	2 nd Thursday	
August 25, 2011	4 th Thursday	
September 8, 2011	2 nd Thursday	
September 22, 2011	4 th Thursday	
October 13, 2011	2 nd Thursday	
October 26, 2011	4th Wednesday	Thursday, 10-27-2011 is the departure date for the NYSSBA conference.
November 10, 2011	2 nd Thursday	4 th Thursday in November is Thanksgiving.
November 17, 2011	3rd Thursday	*At Cherry Lane School
December 8, 2011	2 nd Thursday	One meeting in December.
January 12, 2012	2 nd Thursday	
January 26, 2012	4 th Thursday	
February 9, 2012	2 nd Thursday	Business Meeting
February 11, 2012	2nd Saturday	Budget Presentation (9 AM – 1 PM)
March 8, 2012	2 nd Thursday	Business Meeting
March 22, 2012	4 th Thursday	Workshop Meeting *At Rushmore Ave School
March 29, 2012	5th Thursday	Business Meeting
April 17, 2012	3rd Tuesday (Date Set by BOCES)	Business Meeting and Budget Adoption and BOCES Budget Vote
May 3, 2012	1st Thursday	Business Meeting and Budget Hearing
May 15, 2012	3rd Tuesday	Budget Vote and Board of Education Election
June 14, 2012	2 nd Thursday	Business Meeting
June 28, 2012	4 th Thursday	Business Meeting

***All meetings will be held in the North Cafeteria, except where indicated.**

4. **RESOLVED:** the Board of Education approves the following banks for the 2011/2012 school year as follows: Bank of America, Citibank, Capital One Bank, TD Bank, Flushing Commercial Bank, HSBC and JP Morgan Chase. These accounts are for the General, Federal, Cafeteria, Capital, Trust, Scholarship,

and Payroll and Extra Classroom Funds.

The maximum amounts deposited in each depository are subject to the deposit maximums on file with the district.

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5. **RESOLVED:** the Board of Education designates as the official district newspapers, *Westbury Times, Newsday and Long Island Business News*.
6. **RESOLVED:** the Board of Education delegates authority to the Assistant Superintendent for Business, or his/her designee, together with the Purchasing Agent, or his/her designee, to open bids and to report the tabulation of the bids to the Board of Education, and to arrange for the publication of all bids required to be advertised.
7. **RESOLVED:** the Board of Education approves the ceilings and expense accounts as follows:

For Staff Members
For Board Members

\$75/day + hotel, IRS current rate per mile + tolls for private vehicle or reimbursement for public transportation;
Expense reports with receipts to be submitted to the Business Office by voucher within 30 days of return.

Board members attendance at workshops, conferences, conventions, per list, additions to list per requests from Board members

American Association of School Administrators, Nassau Suffolk School Boards Assoc., N.Y.S. School Boards Assoc., National School Boards Assoc., Long Island SCOPE

8. **RESOLVED:** the Board of Education approves the following Petty Cash Funds:

Superintendent	\$100.00
Assistant Superintendent/Business	\$100.00
Assistant Superintendent of Instruction & Personnel	\$100.00
Executive Assistant to Superintendent	
For Special Education and Pupil Personnel Services	\$100.00
High School	\$100.00
Rushmore School	\$100.00
Cherry Lane School	\$100.00
District/Maintenance	\$100.00

9. **RESOLVED:** the Board of Education approves the District Clerk to act as Chairperson for the Annual Election and in the event of his/her unavailability, the Assistant Superintendent for Business will act in his/her absence.

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- 10. RESOLVED: the Board of Education approves the Building Sub-Committees on Special Education, as follows:**

Psychologist/Chairperson	Dr. Christopher E. Grieco
Psychologist/Chairperson	Dr. Michele Rabito-Pakula
Psychologist/Chairperson	Mary Jo Dellino
Chairperson	Eileen Fredericks
Parent of Child	
Regular Education Teacher of the Child	
Special Education Teacher of the Child	

- 11. RESOLVED: the Board of Education approves the District Committee on Special Education, as follows:**

Chairperson	Eileen Fredericks
Psychologist/Chairperson	Dr. Christopher E. Grieco
Psychologist/Chairperson	Dr. Michele Rabito-Pakula
Psychologist/Chairperson	Mary Jo Dellino
Social Worker	Dr. Lisa Laudante
Social Worker	Nikolaos Michael
Parent of Child	
Parent Members	Mary Bruschi
	Isabel Gauto-Kennedy
	Kathleen Walsh
Surrogate Parent	Ana Menendez deLlano
Special Education Teacher of the Child	
Regular Education Teacher of the Child	
Physician	Dr. Carmen Finamore and
	Dr. Keith Apuzzo & Assoc.

- 12. RESOLVED: the Board of Education approves the District Committee on Pre-School Special Education, as follows:**

**Chairperson
Chairperson**

**Eileen Fredericks
Dr. Michele Rabito-Pakula**

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**Psychologist
Psychologist
Psychologist**

**Dr. Christopher E. Grieco
Dr. Michele Rabito-Pakula
Mary Jo Dellino**

Parent of Child

Parent Members

**Isabel Gauto-Kennedy
Kathleen Walsh**

Surrogate Parent

Ana Menendez deLlano

Special Education Teacher

Regular Education Teacher

Evaluator

**Person from approved
evaluation site and/or
representative from
district staff**

County Representative

**Designated by Nassau
County Department of
Health**

13. RESOLVED: the Board of Education accepts the district-specific list of the Impartial Hearing Reporting System for hearing officers that are certified and available for the school district.

13.1 RESOLVED: the Board of Education appoints Lawrence F. Zaino, Jr. or Barry Dennis to appoint individual hearing officers from the rotational list to serve in special education impartial hearings.

14. RESOLVED: the Board of Education approves the members for the Scholarship Committee, as follows:

**Betsy Paffmann
Suellen Blum
Frank Voce
Gail Fernandez
Kevin J. Wunsch
Peter W. Meade**

**High School Principal
Chairperson of Guidance
Superintendent of Schools
Appointed Board Member and
Board Alternate**

15. RESOLVED: the Board of Education approves the following officials to sign checks for the Extra Classroom Funds, as follows:

Supervisor
Alternate
Treasurer

Gerald Baratta
Neil Connolly
Caryl Lorandini

Assistant High School Principal
High School Principal

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16. **RESOLVED:** the Board of Education directs the District Treasurer to publish the Annual Financial Report and Certification of Audit for the 2011-12 school year in the *Westbury Times*.

17. **RESOLVED:** the Board of Education approves the officers of the Board of Elections as follows:

Chairperson – Mary Sablano -- \$175.00 per day
Assistant – Sandra Veneroni -- \$150.00 per day

18. **RESOLVED:** the Board of Education approves Inspectors of Election, at a rate of \$70.00 per shift each, as follows:

Maryann Klein	Maria Pasquarella
Patricia Kearney	Rose Luciano
Gloria Monitto	John Veneroni
Mary Tastanis	Rose Norman
Elaine M. Kanno	Janice Macchia
Theresa Iadevaia	Mary P. Kruk
(Substitute others as needed)	

19. **RESOLVED:** the Board of Education approves Senior Citizen Advisor and Arts & Crafts Instructor at the following rates:

Advisor	Lucille Corte – weekly for 40 weeks at \$15 per hour up to 10 hours per week
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Instructor	Ann Mascola - 3 times/per month for 10 months at \$45/session
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20. **RESOLVED:** the Board of Education approves the following authorizations:

20.1 Superintendent to approve attendance at conferences, conventions, workshops. In the absence of the Superintendent, the Assistant Superintendent for Business, Anthony J. Cedrone, will serve as alternate.

20.2 Authorized signatures on checks to be signed by the District Treasurer. In the event of his/her unavailability, the Superintendent of Schools will act in his/her absence:

Payroll Account	1 signature	District Treasurer
All other accounts	1 signature	District Treasurer

20.3 Superintendent to approve budget transfers up to \$5,000.00. In the absence of

the Superintendent, the Assistant Superintendent for Instruction and Personnel will serve as alternate.

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- 21. RESOLVED: the Board of Education approves wages for summer student workers at \$7.25 per hour to be the minimum wage for the first year of employment and \$7.50 an hour (.25 more an hour) for students who return in subsequent years.**

- 22. RESOLVED: the Board of Education approves the attached list of district-owned cell phones together with staff and accompanying job titles, using them for School District business purposes only. Said list is on file in the Business Office where it is maintained.**

- 23. RESOLVED: the Board of Education authorizes the Superintendent of Schools and authorizes the Director of Facilities and Operations and in the event of his unavailability, the Assistant Superintendent for Business and the Assistant Superintendent for Instruction and Personnel as the designated agents of the Board of Education to file a complaint or accusatory instrument on behalf of the Board of Education charging any person, firm, or corporation who is in violation of the policies of the Board of Education and any Federal, State, and local laws.**

- 24. RESOLVED: the Board of Education agrees, in compliance with Title IX of the Educational Amendments of 1972, that the Carle Place Union Free School District, Carle Place, Nassau County, New York, does not discriminate on the basis of sex in the educational programs or activities which it operates. This policy of non-discrimination includes, but is not limited to, recruitment and appointment of employees, employment pay and benefits, counseling services for students, access by students to educational programs, course offerings and student activities.**

The district officials responsible for the coordination of activities relating to compliance with Title IX are Eileen Fredericks, Executive Assistant to the Superintendent for Special Education and Pupil Personnel Services and Anthony Cedrone, Assistant Superintendent for Business. They will provide information, including complaint procedures, to any student or employee who feels that his or her rights under Title IX may have been violated by the district or its officials.

- 25. BE IT RESOLVED, that the Carle Place Union Free School District hereby establishes the following as standard work days for appointed** officials and will report the wages earned by these officials to the New York State and Local Employees' Retirement System based upon the time sheets submitted by these officials to the district's Business Office.**

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Title	Name	Social Security Number (Last 4 digits)	Registration Number	Standard Work Day (Hrs./ Day)	Term Begins/Ends	Participates in Employer's Timekeeping System (Y/N)	Days/ Month
Elected Officials							
None							
Appointed Officials							
Treasurer/Jr. Accountant	John Barodin			7	07/01/2011 - 06/30/2012	Y	N/A*
District Clerk/Clerk in PPS Office	Susan Eliasoph			7	07/01/2011 - 06/30/2012	Y	N/A*

***Both of these Appointed Officials are also full-time employees of the District working in additional, other titles. As a result, they are already members of the Employees' Retirement System (ERS) who are credited with a full year of service for each year worked. The stipend paid as a result of the additional time spent as Appointed Officials will be reported to the ERS and the hours worked in this capacity will be recorded on time sheets and submitted to the District Business Office.**

****Elected has been removed from this resolution because of the fact that the district does not have any elected officials to which this reporting requirement would apply.**

26. BE IT RESOLVED that the Carle Place Union Free School District hereby establishes the following schedule of charges for the use of district facilities during the 2011 – 2012 school year:

All For-Profit Groups

Flat fee - Daily Charge	\$	250
Utility Charges (based on square footage)		See schedule
Field Use (if applicable) - Hourly Charge	\$	32
Custodial time - normal hours - average hourly rate x actual hours	\$	34
Custodial time - outside normal hours - actual costs incurred		Actual
Any other actual costs incurred (security etc.)		Actual

Outside Groups - Not-for-Profit (primarily non-Residents)

Utility Charges (based on square footage)		See schedule
Field Use (if applicable) - Hourly Charge	\$	32
Custodial time - normal hours - average hourly rate x actual hours	\$	34
Custodial time - outside normal hours - actual costs incurred		Actual

Any other actual costs incurred (security etc.)

Actual

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Outside Groups - Not-for-Profit (Residents)

Custodial time - outside normal hours - actual costs incurred

Actual

Utility Charges (based on square footage) *

See schedule

Field Use (if applicable) - Hourly Charge *

\$ 32

Custodial time - normal hours - average hourly rate x actual hours *

\$ 34

Any other actual costs incurred (security etc.) *

Actual

* Under a contingent budget only.

	Square Feet	Daily Cost *
Cherry Lane		
Gym	3,880	\$ 22
Cafeteria	1,680	\$ 9
Library	2,873	\$ 16
Classroom	783	\$ 4
Rushmore Avenue		
Gym	4,176	\$ 23
Auditorium	2,600	\$ 15
Cafeteria	2,024	\$ 11
Library	3,820	\$ 21
Classroom	650	\$ 4
Middle School/High School		
Boys Gym	9,632	\$ 54
Girls Gym	7,470	\$ 42
Auditorium	4,200	\$ 24
North Cafeteria	1,600	\$ 9
South Cafeteria	1,840	\$ 10
Library	2,840	\$ 16
Classroom	1,656	\$ 9

Districtwide - Average Hourly Custodial Rate

\$ 34

Districtwide Field Use - Hourly Rate

\$ 32

* Day is defined per use, regardless of number of hours used.

27. ADJOURN