

MINEOLA UNION FREE SCHOOL DISTRICT  
MINEOLA, NY

**Reorganization/Workshop Meeting Agenda**

*The Mission of the Mineola Union Free School District is to inspire each student to be a life-long learner, pursue excellence, exhibit strength of character and contribute positively to a global society.*

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**Board Goals – 2010-2011**

- *To be determined*

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**DATE: July 1, 2010**

**LOCATION: Willis Avenue School**

**OPEN MEETING**

**7:00 p.m. 2<sup>nd</sup> Floor Staff Lounge**

**Board Members**

Terence Hale  
William Hornberger  
John McGrath  
Christine Napolitano  
Irene Parrino

**Central Office**

Dr. Michael Nagler, Superintendent of Schools  
Jack Waters, Asst. Supt. for Finance & Operations  
Janice Patterson, Asst. Supt. for Pupil Services  
Patricia Burns, Asst. Supt. for Curr., Instruction & Assessment  
Donna Martillo, District Clerk

**A. Call to Order \_\_\_\_\_ p.m.**

**B. Appointment of Temporary Chair**

A motion was made to appoint \_\_\_\_\_, Temporary Chair of this meeting until a Board President is nominated and voted on by the Board of Education.

**Motion:** \_\_\_\_\_

**Second:** \_\_\_\_\_

**Yes:** \_\_\_\_\_

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**No:** \_\_\_\_\_

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**Passed:** \_\_\_\_\_

- C. Pledge of Allegiance**
- D. Reading of Mission Statement**
- E. Moment of Silent Meditation**

- F. Oath of Office**
  - Irene Parrino, Board of Education Trustee

**G. Nomination of Board Positions and Oath of Office**

- 1. Board President \_\_\_\_\_
- 2. Board Vice President \_\_\_\_\_

**Motion:** \_\_\_\_\_  
**Second:** \_\_\_\_\_

**Yes:** \_\_\_\_\_ **No:** \_\_\_\_\_  
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**Passed:** \_\_\_\_\_

**H. New Business**

**1. New York State Regulation §315.4 - STANDARD WORK DAY AND REPORTING**

**RESOLUTION #1 - BE IT RESOLVED**, that the Mineola Union Free School District hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement system based on the record of activities maintained and submitted by these officials to the clerk of this body:

TITLE	NAME	STANDARD WORK DAY	TERM BEGINS/ENDS	PARTICIPATES IN EMPLOYER'S TIME KEEPING SYSTEM (Y/N)	DAYS/MONTH (Based on Record of Activities)
District Clerk	Donna Martillo	7	7/1/10-6/30/11	Y	2
District Treasurer	Donna Squicciarino	4	7/1/10-6/30/11	Y	11.4

**Motion:** \_\_\_\_\_  
**Second:** \_\_\_\_\_

**Yes:** \_\_\_\_\_ **No:** \_\_\_\_\_  
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**Passed:** \_\_\_\_\_

**I. Consensus Agenda**

**1. Appointment of District Clerk and Oath of Office**

That the Board of Education appoints Donna Martillo as District Clerk for the **2010-2011** school year. The Oath of Office was administered by District's Counsel, Jacob S. Feldman, Esq.

2. Oath of Office Administered to Superintendent of Schools

The Oath of Office was administered to Dr. Michael Nagler as Superintendent of Schools by the District Clerk.

3. That the Board of Education approves the following appointments of officers for the **2010-2011** school year and directs they are administered the Oath of Office:

Sharon Macken	Chief Information Officer
Donna Squicciarino	District Treasurer and Registrar for Coupons and Bonds
JoAnn Greene, CPA	Internal Claims Auditor

4. That the Board of Education appoints the following individuals to serve in the designated positions for the **2010-2011** school year:

Frazer & Feldman (J. Feldman)	Legal/General Counselor
Ingerman Smith	Labor Counsel
Dr. Marino, Winthrop Pediatrics Assoc.	District Medical Inspector
<b>TBD</b>	District External Independent Auditor
Jack Waters	Records Access/Management Officer
Daniel Romano	Asbestos LEA Designee
Daniel Romano	AHERA Designee
Jack Waters	District Purchasing Agent
Fitzharris & Company	Workers' Compensation/Self Insurance Administrator
Coughlin Foundotos Cullen & Danowski, LLP	Internal Auditor
Hawkins, Delafield & Wood	Bond Counsel
Bernard Donegan	Financial Consultant for Borrowing
H2M	Architect of Record
Consultech	Unemployment Specialist
Patricia Burns	Title IX Compliance Coordinator
Patricia Burns	Board Designee for Regulation 0110-R
Dan Romano	Health & Safety Officer
Dan Romano	Compliance Coordinator for ADA
Donna Martillo	Registrar for registering qualified votes

5. Designators of Treasurers & Signatories of Extra-class Activity Funds

That the Board of Education designates the following individuals as designators of Treasurers and signatories of Extra-class Activity Funds and co-signatory thereof as follows for the **2010-2011** school year:

Ms. Devra Small, Principal	Cross Street School
Dr. SueCaryl Fleischmann, Principal	Hampton Street School
Matthew Gaven, Principal	Jackson Avenue School
Patricia Molloy, Principal	Meadow Drive School
Deborah Shaw, Principal	Willis Avenue School
Mr. Mark Barth, Principal	Mineola Middle School
Mr. Edward Escobar, Principal	Mineola Senior High School

6. Petty Cash Fund Facilitators

That the Board of Education establishes and designates the following individuals as facilitators of Petty Cash Funds for the **2010-2011** school year:

<u>SCHOOL OR OFFICE</u>	<u>AMOUNT</u>	<u>ADMINISTRATOR</u>
Central Office	100.00	Mr. Jack Waters
High School	100.00	Mr. Edward Escobar
Middle School	100.00	Mr. Mark Barth
Cross Street School	100.00	Ms. Devra Small
Hampton Street School	100.00	Dr. SueCaryl Fleischmann
Jackson Avenue School	100.00	Mr. Matthew Gaven
Meadow Drive School	100.00	Ms. Patricia Molloy
Willis Avenue School	100.00	Ms. Deborah Shaw

**7. Bonding of Employees**

That the Board of Education establish the bonding of the Regular and Acting -- District Treasurers and Internal Claims Auditors, and the Central Treasurers of Extra-class Activity Funds, as well as other officers and employees of the District, be as set forth in the employee blanket bond policy provided by **New York School Insurance Reciprocal (NYSIR)** which should thereupon be approved as to amount and sufficiency of surety (\$250,000) for the **2010-2011** school year.

**8. Banking Resolution**

That the Board of Education adopts the following Banking Resolution (designation of depositories, etc.) for the **2010-2011** school year.

**BANKING RESOLUTION OF THE MINEOLA UNION**  
**FREE SCHOOL DISTRICT**  
**July 1, 2010**

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**RESOLVED**, that the JP Morgan Chase Bank, Bank of America, Capital One, Citibank, The Bank of New York, State Bank of Long Island, Wachovia Bank, TD Bank, HSBC, and Flushing Commercial Bank to be designated as the depositories of the funds of the said District; that current funds of the District be maintained in each of the said depositories; that the said funds shall be subject to withdrawal only in pursuance of a resolution of this Board of Education and on voucher-order checks signed by the **Treasurer** and **Superintendent of Schools** or **Assistant Superintendent for Finance & Operations**, payable to the order of persons entitled to receive such money in accordance with Section 1720 of the Education Law, except however, that pursuant to said Section 1720 one voucher-order check may be drawn in the total amount of a duly certified payroll for the salaries of regular employed employees and officers legally entitled to be compensated for their services. The proceeds of such voucher-order payroll check shall be credited to a **Payroll Account**, designated as such, in each of the said depositories from which checks shall be signed by the **Treasurer** of the District and **Assistant Superintendent for Finance & Operations** drawn payable to individual employees or officers legally entitled to be compensated for services only.

**FURTHER RESOLVED**, that the **Treasurer** and **Assistant Superintendent for Finance & Operations** are hereby further authorized to use either their autographed or facsimile signatures upon such checks to be issued against any or all of the District's accounts provided, however, that such facsimile signatures shall be made by means of a recognized machine or check-signing device to be used for the signing of payroll checks by the **Acting Treasurer**, which **Treasurer** cannot be present, with all the safeguards prescribed by the manufacturer, and that the keys for the machine shall at all times be kept in the custody of such officer.

**FURTHER RESOLVED**, that the said depositories be and they (including their correspondent banks) are hereby requested, authorized and directed to honor all checks, drafts or other orders for the payment of money drawn in this corporation's name on its accounts (including those drawn to the individual order of any person or persons whose name(s) appear thereon as a signer or signers thereof) when bearing the facsimile and/or autograph signature of the following:

DONNA SQUICCIARINO, Treasurer  
MICHAEL NAGLER, Superintendent of Schools  
JOHN WATERS, Assistant Superintendent for Finance & Operations

and said Banks (including their correspondent banks) shall be entitled to honor and to charge this corporation for all such checks, drafts or other orders for the payment of money, regardless of by whom or by what means the actual facsimile signature or signatures thereon may have been affixed thereto, if such facsimile signature or signatures conform to the facsimile specimens from time to time filed with said banks by the Clerk or other officer of this corporation.

**FURTHER RESOLVED**, that each of the foregoing depositories be designated as depositories for interest-bearing deposits of other funds of said District subject to withdrawal only by appropriate withdrawal orders signed by the **Treasurer** or **Superintendent of Schools** or **Assistant Superintendent for Finance & Operations** and by draft of the depository made payable to the order of this District, which said funds so withdrawn shall be re-deposited by the **Treasurer** or **Superintendent** or **Assistant Superintendent for Finance & Operations** into established checking accounts of the District as aforesaid provided for current funds.

**FURTHER RESOLVED**, that the said banks are hereby authorized to pay any such checks or drafts and also to receive the same for credit or in payment from the payee or any other holder without inquiring as to the circumstances of issue of the disposition of the proceeds thereof and, except in the case of interest-bearing deposits as in the preceding paragraph provided, even if drawn to the individual order of any signing officer or tendered in payment of his individual obligations.

**9. Online Bid Service - Munivest**

That the Board of Education authorizes an online bid service, Munivest, in awarding of CD investments to the highest bidder.

**10. Board Member & Administrator Liability**

That the Board of Education adopts the following Public Officer's Law §18:

**BE IT RESOLVED**, that the Board of Education of the Mineola Union Free School District hereby adopts the coverage provided by §18 of the New York State Public Officers Law for the following job titles: School Board Trustee, Administrator, employees and agents working for the Mineola UFSD. The adoption of this provision is intended to supplement and not supplant the protection available to such employees by virtue of already existing statutory provisions or other sources. Such coverage shall include but not be limited to being called to testify as a witness or to answer questions concerning their acts or omissions within the scope of their office, agency or employment before a Grand Jury, the Office of the District Attorney, or other law enforcement official. Nothing herein contained shall be construed to authorize or require defense or indemnification to a member of the board of education, the superintendent of schools, administrator, employee, and/or agent working for the Mineola UFSD who has been identified as a defendant in a pending criminal prosecution, or where such individual or the school district has reason to believe that such individual is a target in a criminal investigation or prosecution by the Office of the District Attorney or other law enforcement entity. This benefit shall not be available to and shall not cover any employee serving in any of the job titles listed herein who is represented for collective bargaining purposes by a duly designated collective bargaining agent unless and until such coverage is negotiated with the collective bargaining agent representing said employee. The Superintendent or his designee shall take steps necessary to obtain insurance

protection against the potential liability to the district arising out of the adoption of this provision.

**11. Designation of day, time & place of Board Mtgs for the 2010-2011 school year**

**Workshops 7:00 p.m.**

Thurs. July 1 (Reorg.) Willis Ave.

Thurs. Sept. 2 Willis Ave

Thurs. Oct. 7 Willis Ave

Thurs. Nov. 4 Willis Ave

Thurs. Dec. 2 Willis Ave

Thurs. Jan. 6 Willis Ave

Thurs. Feb. 3 Willis Ave

Thurs. Mar.3 Willis Ave

Thurs. April 7 Willis Ave

**Thurs. May 5** Willis Ave

(Annual School Budget  
Hearing at 7:00 pm followed  
by monthly workshop)

**Tues. May 17** Jackson Avenue

(Open Board Meeting  
for results of Annual  
Elec. & Budget Vote at 9:15 pm)

Thurs. June 2 Willis Ave

**Business 7:00 p.m.**

Thurs. July 22 High School

Thurs. Aug. 12 Willis Ave

Thurs. Sept. 16 Willis Ave

Thurs. Oct. 21 Willis Ave

Thurs. Nov. 18 Willis Ave

Thurs. Dec. 16 Willis Ave

Thurs. Jan. 20 Willis Ave

Thurs. Feb. 17 Willis Ave

Thurs. Mar. 17 Willis Ave

Wed. April 27\* Willis Ave

Thurs. May 19 Willis Ave

Thurs. June 16 Willis Ave

**Reorganization/Workshop**

Thurs. July 7 Willis Ave

\*April 27, 2011 is also the Annual BOCES Vote.

Board meetings will be held in the Staff Lounge on the second floor of the Willis Avenue School unless otherwise stated. All meetings are open to the public.

**12. Designation of voting delegate and alternate to NYSSBA and N-SSBA**

That the Board of Education designates one (1) Board Member and an alternate to represent the Mineola School District at the NYSSBA and N-SSBA Conventions, with expenses.

Voting Delegate \_\_\_\_\_  
Alternate \_\_\_\_\_

**13. Board Membership in following Associations**

That the Board of Education designates the following Associations for Board Membership:

- New York State School Boards Association
- Nassau/Suffolk School Boards Association
- Nassau Citizens Budget Committee

**14. Authorization for Board Members to Attend Meetings and Conventions**

That the Board of Education authorizes the expenditure of funds for Board of Education Members to attend meetings and conventions of the following:

New York State School Boards Association  
Nassau/Suffolk School Boards Association  
American Association of School Administrators  
Association for Supervision and Curriculum Development  
Nassau Citizens Budget Committee  
Nassau/Suffolk Bar Association  
S.C.O.P.E.

**15. Board of Education Representation on Committees**

<b>COMMITTEE</b>	<b>BOARD REPRESENTATIVE(S)</b>
BOCES Representative	_____
Communications Committee	_____
District Council (SEPTA)	_____
Finance Committee	_____
Health & Safety Council	_____
Policy & Regulations Review	_____

**16. Bid Opening Authorization**

That the Board of Education approves authorization to **Mr. Jack Waters, Ms. Donna Martillo** to open bids at stipulated bid opening times, properly prepared and received in the Business Office for the **2010-2011** school year.

**17. Investments**

That the Board of Education authorizes **Ms. Donna Squicciarino and Mr. Jack Waters** to invest district funds on behalf of the Mineola UFSD for the **2010-2011** school year.

**18. District 2010-2011 Organizational Chart**

That the Board of Education accepts the Mineola Union Free School District Organizational Chart for **2010-2011** (Attached).

**19. Establishment of Travel Mileage Reimbursement Rate for Approved Travel**

That the Board of Education approves the travel mileage reimbursement rate for approved travel at a rate of **\$.50** per mile for the **2010-11** school year.

**20. Official District Newspaper**

That the Board of Education adopts Mineola's Official Newspaper, The Mineola American for the **2010-2011** school year.

**21. Other Newspapers to be Used When Needed**

That the Board of Education assigns The Roslyn News and Williston Times as additional publications to be used as needed for the **2010-2011** school year.

**22. Chubb Pollution Liability Insurance Policy**

That the Board of Education awards the renewal of the district’s Chubb Pollution Liability Policy including Terrorism coverage to Bermack, Champion & Lewine for the **2010-2011** school year in the amount of **\$17,500.00**.

**23. School District Insurance**

That the Board of Education renews the policy with New York School Insurance Reciprocal (NYSIR) as the District Insurance Carrier for the **2010-2011** school year.

**24. Public Employee Dishonest Policy**

That the Board of Education renews its Public Employee Dishonest policy to St. Paul Travelers for the **2010-2011** school year.

**RESOLUTION # 2** – **BE IT RESOLVED** that the Board of Education approve the consensus agenda I.1. through I.24. as presented.

**Moved:** \_\_\_\_\_

**Second:** \_\_\_\_\_

**Yes:** \_\_\_\_\_  
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**No:** \_\_\_\_\_

**Passed:** \_\_\_\_\_

**J. Executive Session** Time: \_\_\_\_\_ p.m.

**Motion:** \_\_\_\_\_

**Second:** \_\_\_\_\_

**Yes:** \_\_\_\_\_  
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**No:** \_\_\_\_\_  
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**Passed:** \_\_\_\_\_

**Returned:** \_\_\_\_\_

**K. Superintendent’s Regulations**

**RESOLUTION #3 – BE IT RESOLVED** that the Board of Education of the Mineola Union Free School District waives the formal reading of the following Regulations, due to their availability on the information table, and directs that they be placed on file:

<u>REGULATION #</u>	<u>REGULATION NAME</u>
4200	Curriculum Protocols & Procedures
4770	High School Graduation/Diploma Requirements

**Motion:** \_\_\_\_\_

**Second:** \_\_\_\_\_

**Yes:** \_\_\_\_\_

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**No:** \_\_\_\_\_

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**Passed:** \_\_\_\_\_

**L. Workshop Consensus Agenda**

**1. Approval of Agreement with Core BTS, Inc.**

- a. That the Board of Education approves of an agreement between the Mineola Union Free School District and Core BTS, Inc. to provide Staff Augmentation services for the time period July 1, 2010 through June 30, 2011 as set forth more fully in Attachment “A”.

**2. Donation**

- a. That the Board of Education accepts a donation in the amount of \$3,000.00 from Rainbow Media Holdings, LLC (MSG Varsity Network). The proceeds of which will be used to purchase equipment that will be used for filming school events that will be forwarded to MSG Varsity Network.

**3. Budget Appropriation**

- a. That the Board of Education approves an appropriation adjustment to Budget Code A2110.200.07.0000 in the amount of \$3,000.00 for the purchase of equipment per the June 3, 2010 agreement with MSG Varsity Network.

**4. SEQRA – Capital Project (SED #28-04-10-03-0-003-018)**

**BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE MINEOLA UNION FREE SCHOOL DISTRICT, THE FOLLOWING ACTION IS TAKEN:**

Based upon the review by the Board of Education of the proposed Pre-Engineered Press Box project, the Board hereby finds that the proposed action constitutes a “Type II Action” as such quoted term is defined in the State Environmental Quality Review Act and the regulations of the Department of Environmental Conservation of the State of New York (6 NYCRR part 617), the above referenced project is considered Type II

actions under SEQRA. As promulgated in Part 617.5(a) Type II actions are: "Actions or classes of actions identified in subdivision (c) of this section are not subject to review under this Part. These actions have been determined not to have a significant impact on the environment or are otherwise precluded from environmental review under Environmental Conservation Law, article 8."

A copy of this resolution shall be placed on file in the office of the District Clerk where the same shall be available for public inspection during business hours.

**5. Contract for Transportation Services**

- a. That the Board of Education approves a contract between the Mineola Union Free School District and Westbury UFSD for the 2010-2011 school year to provide transportation services for a Westbury student with an Aide, at a monthly cost to Westbury in the amount of \$765.00.

**6. Amending the 2010 Summer ESL Language Program List of Teacher Aides**

- a. That the Board of Education amends the list of Teacher Aides for the 2010 Summer ESL Language Program (Previously approved at the June 17, 2010 Business Meeting) with the removal of Nina Mullane's name, effective July 1, 2010.

**7. Civil Service - Appointments**

- a. That the Board of Education approves the appointment of Christina Garafalo as a conditional Bus Aide for the Summer Special Ed Program beginning July 1, 2010 through August 11, 2010, at an hourly rate of \$8.00.
- b. That the Board of Education approves the appointment of Kathy Aiello, part time Teacher Aide, for the 2010 ESL Summer Language Program, to replace Nina Mullane, effective July 1, 2010 through August 11, 2010; salary will be \$20.81\* per hour.

\*Salary is in accordance with the 2008/2009 Teacher Aide contract.

**8. Resignation(s)/Retirement(s)**

- a. That the Board of Education accepts the letter of resignation of Mary Castiglia, part time Teacher Aide, effective June 30, 2010.
- b. That the Board of Education accepts the letter of resignation of Lisa Applewhite in her capacity as High School Science Instructional Leader and for her to return to her previous Science teaching position.
- c. That the Board of Education accepts, with regret, the letter of resignation for the purpose of retirement of Marianne Lovallo, Stenographic Secretary, effective June 30, 2010.

- d. That the Board of Education accepts, with regret, the letter of resignation for the purpose of retirement of Kathleen DeVita, Middle School Math Teacher effective July 1, 2010.

**9. Licensing Agreement**

- a. That the Board of Education approves an agreement between the Mineola Union Free School District and ATLAS Rubicon to provide on-line mapping curriculum software at a cost of \$8,400.00.

**10. Contract Agreement**

- a. That the Board of Education approves a contract between the Mineola Union Free School District and Syntax to provide Public Relations services for the 2010-2011 school year at an annual cost of \$59,500.00

**RESOLUTION #4** – **BE IT RESOLVED** that the Board of Education approves Workshop Consensus Agenda items L.1. through L.8.b. as presented.

**Motion:** \_\_\_\_\_  
**Second:** \_\_\_\_\_

**Yes:** \_\_\_\_\_ **No:** \_\_\_\_\_  
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**Passed:** \_\_\_\_\_

**M. 2010 Retirement Incentive Program – Chapter 105 Part B**

**RESOLUTION #5** – **BE IT RESOLVED** that the Board of Education of the Mineola Union Free School District does elect to provide the benefits of the Chapter 105 Part B retirement incentive program to all eligible employees who are members of the New York State Teachers’ Retirement system or the New York State and Local Employees’ Retirement System and who retire with an effective date of retirement during the “open period” commencing on July 1, 2010, and ending on August 31, 2010, and who are otherwise eligible to participate in such program.

**Motion:** \_\_\_\_\_  
**Second:** \_\_\_\_\_

**Yes:** \_\_\_\_\_ **No:** \_\_\_\_\_  
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**Passed:** \_\_\_\_\_

**N. Public Comment**

**O. Board of Education Reports**

- Board Report
  - Retreat and Board Goals
- Comments from Board President
- Superintendent of Schools' Reports & Comments
  - Goals and Administrative Retreat
  - Evaluation of **2009-2010** School Year

**P. Executive Session** Time: \_\_\_\_\_ p.m.

**Motion:** \_\_\_\_\_

**Second:** \_\_\_\_\_

**Yes:** \_\_\_\_\_

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**No:** \_\_\_\_\_

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**Passed:** \_\_\_\_\_

**Returned:** \_\_\_\_\_

**Q. Adjournment** Time: \_\_\_\_\_ p.m.

**Motion:** \_\_\_\_\_

**Second:** \_\_\_\_\_

**Yes:** \_\_\_\_\_

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**No:** \_\_\_\_\_

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**Passed:** \_\_\_\_\_