

MINEOLA UNION FREE SCHOOL DISTRICT  
MINEOLA, NY

**Reorganization Meeting Minutes**

*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 – 2014- 2015**

- **To be determined**

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**DATE: July 1, 2014**

**LOCATION: Willis Avenue School**

**OPEN MEETING**

**3:00 p.m. 2<sup>nd</sup> Floor Staff Lounge**

**Board Members**

Arthur Barnett  
Christine Napolitano  
Nicole Matzer  
Patricia Navarra  
Margaret Ballantyne- Mannion

**Central Office**

Dr. Michael Nagler, Superintendent of Schools  
Jack Waters, Asst. Supt. for Finance & Operations  
Patricia Burns, Asst. Supt. for Curr. & Instr. & Assessment  
Andrea Paggi, District Clerk

- A. Call to Order- 3:00pm**  
Absent with notice- Patricia Navarra, Trustee

- B. Appointment of Temporary Chair**

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

**Motion:** Nicole Matzer  
**Second:** Christine Napolitano

**Yes:** Margaret Mannion  
Nicole Matzer  
Christine Napolitano  
Arthur Barnett  
**No:** None

**Passed:** Yes

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

- F. **Oath of Office**
  - Margaret Ballantyne-Mannion, Board of Education Trustee

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

1. Board President: Arthur Barnett

**Motion:** Christine Napolitano

**Second:** Nicole Matzer

**Yes:** Margaret Ballantyne  
Nicole Matzer  
Christine Napolitano  
Arthur Barnett

**No:** None

**Passed:** Yes

2. Board Vice President: Christine Napolitano

**Motion:** Arthur Barnett

**Second:** Nicole Matzer

**Yes:** Margaret Ballantyne  
Nicole Matzer  
Christine Napolitano  
Arthur Barnett

**No:** None

**Passed:** Yes

**Oath of Office:** Board President- Artie Barnett and Vice President- Christine Napolitano

**H. New York State Regulation §315.4**

1. STANDARD WORK DAY AND REPORTING RESOLUTION

**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 Treasurer	Donna Squicciarino	7	7/1/14- 6/30/15	Y	5
District Clerk	Andrea M. Paggi	7	7/1/14- 6/30/15	Y	7.5

**Motion:** Margaret Ballantyne  
**Second:** Nicole Matzer

**Yes:** Margaret Ballantyne  
 Nicole Matzer  
 Christine Napolitano  
 Arthur Barnett  
**No:** None

**Passed:** Yes

**I. Consensus Agenda**

**RESOLUTION # 2– BE IT RESOLVED** that the Board of Education approve the consensus agenda I.1.a. through I.23. as presented.

**Motion:** Christine Napolitano  
**Second:** Margaret Ballantyne

Discussion: Prior to voting on this resolution, the Board determined the representatives for items 9 and 12. There was no additional discussion.

**Yes:** Margaret Ballantyne  
 Nicole Matzer  
 Christine Napolitano  
 Arthur Barnett  
**No:** None

**Passed:** Yes

**1. Oath of Office**

- a. The Oath of Office was administered to Dr. Michael Nagler as Superintendent of Schools by the District Legal Counsel.
- b. That the Board of Education approves the following appointments of officers for the **2014-2015** school year and directs they are administered the Oath of Office:

Sharon Macken  
Donna Squicciarino  
  
JoAnn Greene, CPA

Chief Information Officer  
District Treasurer and Registrar for  
Coupons and Bonds  
Internal Claims Auditor

- c. That the Board of Education appoints Andrea Paggi as District Clerk for the **2014-2015** school year and directs that she is administered the Oath of Office:

## 2. **Board Appointed Officers**

That the Board of Education appoints the following individuals to serve in the designated positions for the **2014-2015** school year:

Harris Beach, PLLC	Legal General Counselor (#1337)
Ingerman Smith	Labor Counsel (#1337)
Dr. Marino, Winthrop Pediatrics Assoc.	District Medical Inspector (#1338)
Donna Squicciarino	Treasurer (#1332)
Donna Squicciarino	Extra-Class Fund Treasurer (#1336)
Nawrocki Smith LLP	District External Independent Auditor (#1334)
Jack Waters	Records Access/Management Officer (#3310, 5670)
Jack Waters	Delegated Administrator for SEDDAS (Section 2053)
Daniel Romano	Asbestos LEA Designee
Daniel Romano	AHERA Designee
Daniel Romano	Integrated Pest Management Coordinator (#5632)
Jack Waters	District Purchasing Agent
PMA Management Corp.	Workers' Compensation/Self Insurance Administrator
Cullen & Danowski, LLP	Internal Auditor (#1339)
Hawkins, Delafield & Wood	Bond Counsel
Bernard Donegan	Financial Consultant for Borrowing
Consultech	Architect of Record
Patricia Burns	Unemployment Specialist
Patricia Burns	Sexual Harassment Compliance Officer (#6121)
Patricia Burns	Title IX Compliance Coordinator
Dan Romano	Board Designee for Regulation 0110-R
Dan Romano	Health & Safety Officer
Andrea Paggi	Compliance Coordinator for ADA
	Registrar for registering qualified votes

## 3. **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 **2014-2015** school year:

Devra Small, Principal	Hampton Street School
Janet Gonzalez, Principal	Jackson Avenue School
Dr. SueCaryl Fleischmann, Principal	Meadow Drive School
Mr. Matthew Gaven, Principal	Mineola Middle School
Mr. Edward Escobar, Principal	Mineola Senior High School

**4. Petty Cash Fund Facilitators**

That the Board of Education establishes and designates the following individuals as facilitators of Petty Cash Funds for the **2014-2015** 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. Matthew Gaven
Hampton Street School	100.00	Ms. Devra Small
Jackson Avenue School	100.00	Ms. Janet Gonzalez
Meadow Drive School	100.00	Dr. SueCaryl Fleischmann
Transportation Department	100.00	Mr. William Gilberg

**5. 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 **2014-2015** school year.

**6. Banking Resolution**

That the Board of Education adopts the following Banking Resolution (designation of depositories, etc.) for the **2014-2015** school year.

**BANKING RESOLUTION OF THE MINEOLA UNION**  
**FREE SCHOOL DISTRICT**  
**July 1, 2014**

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**RESOLVED**, that the JP Morgan Chase Bank, Bank of America, Capital One, Citibank, The Bank of New York, Valley National (formerly 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 of 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 of Finance & Operations** drawn payable to individual employees or officers legally entitled to be compensated for services only.

**FURTHER RESOLVED**, that the Federal Home Loan Bank (FHLB) of Pittsburgh shall be the financial institution to issue Irrevocable Stand-by Letters of Credit to serve as collateral for public deposits placed with TD Bank, NA.

**FURTHER RESOLVED**, that the **Treasurer** and **Assistant Superintendent of 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 of 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 of 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 of 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.

## **7. 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.

**8. Designation of day, time & place of Board Mtgs for the 2014-2015 school year**

<b><u>Workshops 7:00 p.m.</u></b>		<b><u>Business 7:00 p.m.</u></b>	
Tues. July 1(Reorg.)	Willis Ave.	Thurs. July 24	Willis Ave.
		Thurs. Aug. 7	Willis Ave
Thurs. Sept. 4	Willis Ave	Thurs. Sept. 18	Willis Ave
Thurs. Oct. 9	Willis Ave	Thurs. Oct. 23	Willis Ave
Thurs. Nov. 6	Willis Ave	Thurs. Nov. 20	Willis Ave
		*Thurs. Dec. 11	Willis Ave
Thurs. Jan. 15	Willis Ave	Thurs. Jan. 29	Willis Ave
		*Thurs. Feb. 12	Willis Ave
Thurs. Mar. 5	Willis Ave	Thurs. Mar. 19	Willis Ave
		Tues. April 21	**Willis Ave
<b><u>Thurs. May 7</u></b>	Willis Ave	<b><u>Tues. May 19 Jackson Avenue</u></b>	
(Annual School Budget Hearing at 7:00 pm followed by monthly workshop)		<b>(8:00pm)</b>	
<b><u>Tues. May 19</u></b>	<b>Jackson Avenue</b>		
(Results of Annual Elec. & Budget Vote at 9:30 pm)			
Thurs. June 4	Willis Ave	Thurs. June 18	Willis Ave
<b><u>Reorganization/Workshop</u></b>			
Wed. July 1	Willis Ave		

\*There is only one meeting in December and February (Business).

\*\*This meeting date combines the Business Meeting with the Annual BOCES vote that mandates all Boards of Education to meet on this date to vote on BOCES candidates and its Operating Budget.

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.

**9. 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	Nicole Matzer
Alternate	Margaret Ballantyne

**10. 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

**11. 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  
National School Board 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.

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

<b>COMMITTEE</b>	<b>BOARD REPRESENTATIVE(S)</b>
BOCES Representative	Patricia Navarra
District Council (SEPTA)	Arthur Barnett
Health & Safety Council	Nicole Matzer
Policy & Regulations Review	Margaret Mannion

**13. Bid Opening Authorization**

That the Board of Education approves authorization to **Mr. Jack Waters and Maureen Judge** to open bids at stipulated bid opening times, properly prepared and received in the Business Office for the **2014-2015** school year.

**14. 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 **2014-2015** school year.



**15. District 2014-2015 Organizational Chart**

That the Board of Education accepts the Mineola Union Free School District Organizational Chart for **2014-2015** (Attached).

**16. 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 **\$.56** per mile.

**17. Official District Newspaper**

That the Board of Education adopts Mineola's Official Newspaper, The Mineola American for the **2014-2015** school year.

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

That the Board of Education assigns the Williston Times and Newsday as additional publications to be used as needed for the **2014-2015** school year.

**19. 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 Bollinger Insurance Inc. for the **2014-2015** school year in the amount not to exceed **\$20,000.00**.

**20. 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 **2014 -2015** school year.

**21. Instruction: Professional Development Plan**

That the Board of Education approves the Professional Development Plan for the **2014-2015** school year.

**22. Rates for Substitutes**

That the Board of Education approves the following rates for substitutes:

Teacher Sub	\$100 per diem
Mineola Retiree Teacher Sub	\$125 per diem
Nurse Sub	\$125 per diem
Teacher Aide	\$13.74 per hour
Greeter	\$10.00 per hour

Bus Driver	\$21.81 per hour
Custodian	\$12.25 per hour
Clerical	\$12.32 per hour
Bus Attendant Sub	\$10.75 per hour
Maintainer Sub	\$20.00 per hour

**23. Rates for Impartial Hearing Officer**

That the Board of Education approves the following rates for Impartial Hearing officer:

Impartial Hearing Officer	\$100 per day plus expenses
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**J. Adjournment Time: 3:15 p.m.**

**Motion:** Margaret Ballantyne

**Second:** Nicole Matzer

**Yes:** Margaret Ballantyne  
 Nicole Matzer  
 Christine Napolitano  
 Arthur Barnett

**No:** None

**Passed:** Yes