

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 – 2008-2009**

- ***Improve Student Achievement & Learning for All Students***
- ***Mobilize District Mission and Core Values***
- ***Ensure Fiscal Stability of the School System***
- ***Improve Communications***
  - *Internal*
  - *External*

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**DATE: July 3, 2008**

**LOCATION: Willis Avenue School**

**REORGANIZATION MEETING 7:00 p.m. 1<sup>st</sup> FLOOR CAFETERIA**  
**WORKSHOP MEETING 7:30 p.m. 1<sup>st</sup> FLOOR CAFETERIA**

**Board Members**

Terence Hale  
William Hornberger  
John McGrath  
Laraine Salvatore  
Stephen Siwinski

**Central Office**

Dr. Lorenzo Licopoli, Superintendent of Schools  
Dr. Michael Nagler, Deputy Superintendent  
Jack Waters, Asst. Supt. for Finance & Oper.  
Sherri Goffman, Asst. Supt. for Curr. & Instruction  
Janice Patterson, Director of Pupil Services  
Donna Martillo, District Clerk

- A. Call to Order**
- B. Pledge of Allegiance**
- C. Reading of Mission Statement**
- D. Moment of Silent Meditation**
  
- E. Oath of Office**
  - Terence Hale, Board of Education Trustee
  - William Hornberger, Board of Education Trustee
  - Lorenzo Licopoli, Ph.D., Superintendent of Schools
  
- F. Nomination of Board Positions and Oath of Office**
  - 1. Board President \_\_\_\_\_
  - 2. Board Vice President \_\_\_\_\_
  
- G. Consensus Agenda**

**1. Board of Education Appointed Positions**

That the Board of Education designates the following individuals to Board appointed positions for the **2008-2009** school year:

Donna Martillo	District Clerk
Lori Dolan	Asst. District Clerk
Frazer & Feldman (J. Feldman)	Legal/General Counselor
Frazer & Feldman (F. Frazer)	Labor Counsel
Hawkins, Delafield & Wood	Bond Counsel
Donna Squicciarino	District Treasurer and Registrar for Coupons & Bonds
Jack Waters	District Purchasing Agent
Audry Jakubek	Acting Purchasing Agent
Dr. Marino, Winthrop Pediatrics Assoc.	District Medical Inspector
Nawrocki Smith, LLP	District External Independent Auditor
Bernard Donegan	Financial Consultant
Dodge, Chamberlin, Luzine & Weber	Architect of Record
<b><u>TBD</u></b>	Internal Auditor
JoAnn Greene, CPA	Internal Claims Auditor
Consultech	Unemployment Specialist
Sherri Goffman	Title IX Compliance Coordinator
Jack Waters	Records Access/Management Officer
Fitzharris & Company	Workers' Compensation/Self Insurance Administrator
Daniel Romano	Health & Safety Officer
<b><u>TBD</u></b>	AHERA Designee
<b><u>TBD</u></b>	Census Enumerator
Daniel Romano	Asbestos LEA Designee
Daniel Romano/Janice Patterson	Compliance Coordinators for ADA
Donna Martillo	Registrar for registering qualified voters
Lori Dolan	Deputy Registrar for registering qualified voters

**2. 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 **2008-2009** 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

**3. Petty Cash Fund Facilitators**

That the Board of Education establishes and designates the following individuals as facilitators of Petty Cash Funds for the **2008-2009** 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
Transportation Office	100.00	Mr. Michael DeStefano

**4. 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 **2008-2009** school year.

**5. Banking Resolution**

That the Board of Education adopts the following Banking Resolution (designation of depositories, etc.) for the **2008-2009** school year.

**BANKING RESOLUTION OF THE MINEOLA UNION**  
**FREE SCHOOL DISTRICT**  
**July 1, 2008**

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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, Commerce Bank, and HSBC 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 **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  
LORENZO LICOPOLI, 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.

**6. Online Bid Service - Munivest**

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

**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 2008-09 school year**

**Workshops 6:30 p.m. & 7:30 p.m.**

Thurs. July 3 (Reorg.) Willis-Board Room

Thurs. Sept. 4 Willis Ave-Cafeteria

Thurs. Oct. 2 Willis Ave-Cafeteria

Thurs. Nov. 6 Willis Ave-Cafeteria

Thurs. Dec. 4 Willis Ave-Cafeteria

Thurs. Jan. 8 Willis Ave-Cafeteria

Thurs. Feb. 5 Willis Ave-Cafeteria

Thurs. Mar. 5 Willis Ave-Cafeteria

Thurs. April 2 Willis Ave-Cafeteria

**Wed. April 21** Willis Ave-Board Room

(Open Board Meeting for discussion and vote on BOCES Budget at 7:00 p.m.)

**Thurs. May 7** Willis Ave-Cafeteria

(Annual School Budget Hearing at 7:00 pm followed by monthly workshop at 7:30 pm)

**Tues. May 19** Jackson Avenue

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

Thurs. June 4 Willis Ave-Cafeteria

**Reorganization/Workshop**

Thurs. July 2 Willis Ave-Board Room

**Business 6:30 p.m. & 7:30 pm**

Thurs. July 17 Willis Ave-Cafe.

Thurs. Aug. 14 Willis Ave-Cafe.

Thurs. Sept. 18 Willis Ave-Cafe.

Thurs. Oct. 16 Willis Ave-Cafe.

Thurs. Nov. 20 Willis Ave-Cafe.

Thurs. Dec. 18 Willis Ave-Cafe.

Thurs. Jan. 15 Willis Ave-Cafe.

Thurs. Feb. 26 Willis Ave-Cafe.

Thurs. Mar. 19 Willis Ave-Cafe.

Thurs. April 23 Willis Ave-Cafe.

Thurs. May 21 Willis Ave-Cafe.

Thurs. June 18 Willis Ave-Cafe.

All Board meetings are open to the public.

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

That the Board of Education designate 1 Board Member and an alternate to represent the Mineola School District at the NYSSBA and N-SSBA Conventions.

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

**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 & 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.

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

<b>COMMITTEE</b>	<b>BOARD REPRESENTATIVE(S)</b>
BOCES Representative	_____
Capital Planning Committee	_____
Communications Committee	_____
District Council (SEPTA)	_____
Finance Committee	_____
Health & Safety Council	_____
Legislative Liaison	_____
Mineola Youth Center	_____
Negotiations	_____
Policy & Regulations Review	_____
Technology Advisory Committee	_____

**13. Bid Opening Authorization**

That the Board of Education approves authorization to **Mr. Jack Waters, Ms. Audry Jakubek, and Ms. Loretta Helmich** to open bids at stipulated bid opening times, properly prepared and received in the Business Office for the **2008-2009** 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 **2008-2009** school year.

**15. District 2008-2009 Organizational Chart**

That the Board of Education accepts the Mineola Union Free School District Organizational Chart for **2008-2009** (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 \$.58 per mile as per IRS Regulations.

**17. Official District Newspaper**

That the Board of Education adopts Mineola's Official Newspaper, The Mineola American for the **2008-2009** school year.

**18. 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 **2008-2009** 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 Bermack, Champion & Lewine for the **2008-2009** school year in the amount of \$16,465.00.

**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 **2008-2009** school year.

**21. Public Employee Dishonest Policy**

That the Board of Education renews its Public Employee Dishonest policy to St. Paul Travelers for the **2008-2009** school year.

**RESOLUTION # 1** – **BE IT RESOLVED** that the Board of Education approve the consensus agenda G.1. through G.21. as presented.

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

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

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

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

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

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

**I. Workshop Consensus Agenda**

**1. Instructional - Appointments**

- a. That the Board of Education approves the appointment of Jaclyn Manouvrier, to the position of Art Teacher, effective September 1, 2008; salary MA, Step 1, \$63,109.00; probationary period, September 1, 2008 to August 31, 2011.
- b. That the Board of Education approves the appointment of Lisa Fiocco, to the position of Elementary Teacher, effective September 1, 2008; salary MA, Step 6, \$76,927.00; probationary period September 1, 2008 to August 31, 2010.
- c. That the Board of Education approves the appointment of Kathleen Mullen, to the position of Leave Replacement Guidance Counselor for Karen Cordani, effective September 1, 2008 to on or before June 30, 2009; salary MA, Step 1, \$63,109.00.
- d. That the Board of Education approves the following stipends to Kristin Frazer, effective April 17, 2008 to June 30, 2008:



- 6<sup>th</sup> Grade Orchestra \$ 919.00 pro-rated
- 7<sup>th</sup> Grade Orchestra \$ 919.00 pro-rated
- 8<sup>th</sup> Grade Orchestra \$ 919.00 pro-rated
- Chamber Ensemble, Middle School \$1,068.00 pro-rated

- e. That the Board of Education approves the appointment of Corinne Tomszyk, to the position of Varsity Girls Soccer Assistant Coach, effective August 25, 2008 for the Fall 2008 Interscholastic Season at a stipend of \$3,838.00.

**2. Instructional Contract**

- a. That the Board of Education approves a contract between the Mineola Union Free School District and North Merrick Union Free School District to provide services for each student's Individualized Education Services Program (IESP) for Mineola students parentally placed in out-of-district non-public and private schools for the 2007-2008 school year.
- b. That the Board of Education approves a contract between the Mineola Union Free School District and Oyster Bay/East Norwich Central School District to provide services for each student's Individualized Education Services Program (IESP) for Mineola students parentally placed in out-of-district non-public and private schools for the 2007-2008 school year.
- c. That the Board of Education approves a contract between the Mineola Union Free School District and Hicksville Union Free School District to provide services for each student's Individualized Education Services Program (IESP) for Mineola students parentally placed in out-of-district non-public and private schools for the 2007-2008 school year.

**3. Civil Service**

- a. Resignation/Retirement
1. That the Board of Education accepts the resignation, for the purpose of retirement, with regret, of Carol Mueller, Stenographer, effective December 31, 2008.
  2. That the Board of Education accepts the resignation of Teresa Muller, Permanent Nurse Substitute, effective July 1, 2008.
- b. Appointment
1. That the Board of Education approves the appointment of Thomas Bayne to the position of summer worker for the Custodial Department. The program will run from July 1,

2008 through August 19, 2008; salary will be \$8.00 per hour.

- 2. That the Board of Education approves the appointments of the following summer employees for the High School:

Tricia DeRosa	Main Office	\$37.65
Jeanne Cribbin	Guidance Office	\$31.22
Judy Granath	Mineola EAST	\$ 8.00
Jane Lapin	Mineola EAST	\$ 8.00
Rosina Sarno	Mineola EAST	\$ 8.00
Thomas Falls	Technology	\$ 8.00
Melvin Geevarghese	Technology	\$ 8.00

- 3. That the Board of Education approves the appointment of Thomas Patello, from Cleaner Sub to Cleaner Part Time, effective July 1, 2008; salary, \$10.08 per hour.

**4. Field Trip**

- a. That the Board of Education approves an out-of-state, overnight field trip request as follows:

- Marching Band – New York State Field Band Conference Championships, Syracuse, New York, Friday, October 24 to Monday October 27, 2008.

**RESOLUTION #2** – **BE IT RESOLVED** that the Board of Education approves Workshop Consensus Agenda items I.1.a. through I.4.a. as presented.

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

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

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

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

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

**J. Comments from Board of Education**

- Retreat and Board Goals
- Comments from Board President

**K. Superintendent of Schools' Report**

- Goals and Administrative Retreat
- Evaluation of 2007-2008 School Year

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

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

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

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

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

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

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

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

**SUPPORTIVE MATERIALS**

**FOR**

**REORGANIZATION/WORKSHOP MEETING**

**JULY 3, 2008**