

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 – 2017- 2018**

- **To be determined**

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**DATE: July 5, 2017**

**LOCATION: Willis Avenue School**

**OPEN MEETING**

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

**Board Members**

Christine Napolitano  
Dr. Margaret Ballantyne-Mannion  
Brian Widman  
Cheryl Lampasona  
Patrick Talty

**Central Office**

Dr. Michael Nagler, Superintendent of Schools  
Jack Waters, Asst. Supt. for Finance & Operations  
Edward Escobar, Asst. Supt. for Human Resources  
Matthew Gaven, Asst. Supt. for C.I.A. & Technology  
Linda Spagnola, District Clerk

**A. Call to Order – 7:02 p.m.**

**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:** Dr. Margaret Ballantyne-Mannion

**Second:** Christine Napolitano

**Yes:** Christine Napolitano

Dr. Margaret Ballantyne-Mannion

Brian Widman

Cheryl Lampasona

Patrick Talty

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

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**Passed: Yes**

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

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

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

1. Board President: Christine Napolitano

**Motion:** Brian Widman  
**Second:** Cheryl Lampasona

<b>Yes:</b>	Christine Napolitano Dr. Margaret Ballantyne-Mannion Brian Widman Cheryl Lampasona Patrick Talty	<b>No:</b>	_____ _____ _____ _____ _____
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**Passed:** Yes

2. Board Vice President: Dr. Margaret Ballantyne-Mannion

**Motion:** Christine Napolitano  
**Second:** Brian Widman

<b>Yes:</b>	Christine Napolitano Dr. Margaret Ballantyne-Mannion Brian Widman Cheryl Lampasona Patrick Talty	<b>No:</b>	_____ _____ _____ _____ _____
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**Passed:** Yes

**Oath of Office:** Board President and Vice President

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	7/1/17- 6/30/18	N	7

**Motion:** Dr. Margaret Ballantyne-Mannion

**Second:** Christine Napolitano

<b>Yes:</b>	Christine Napolitano	<b>No:</b>	_____
	Dr. Margaret Ballantyne-Mannion		_____
	Brian Widman		_____
	Cheryl Lampasona		_____
	Patrick Talty		_____

**Passed:** Yes

**I. Consensus Agenda**

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

**Motion:** Brian Widman

**Second:** Christine Napolitano

<b>Yes:</b>	Christine Napolitano	<b>No:</b>	_____
	Dr. Margaret Ballantyne-Mannion		_____
	Brian Widman		_____
	Cheryl Lampasona		_____
	Patrick Talty		_____

**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 **2017-2018** school year and directs they are administered the Oath of Office:

Donna Squicciarino	District Treasurer and Registrar for Coupons and Bonds
JoAnn Greene, CPA	Internal Claims Auditor

- c. That the Board of Education appoints Linda M. Spagnola as District Clerk for the **2017-2018** 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 **2017-2018** school year:

Keane & Beane, P.C.	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
H2M	Architect of Record
Consultech	Unemployment Specialist
Matthew Gaven	Sexual Harassment Compliance Officer (#6121)
Matthew Gaven	Title IX Compliance Coordinator
Ed Escobar	Civil Rights Compliance Officer (#3420)
Edward Escobar	Health & Safety Officer
Dan Romano	Compliance Coordinator for ADA
Linda Spagnola	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 **2017-2018** school year:

Margarita Maravel, Principal	Hampton Street School
Dr. Janet Gonzalez, Principal	Jackson Avenue School
Dr. SueCaryl Fleischmann, Principal	Meadow Drive School
Mr. Andrew Casale, Principal	Mineola Middle School
Dr. Whitney Smith, 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 **2017-2018** school year:

<u>SCHOOL OR OFFICE</u>	<u>AMOUNT</u>	<u>ADMINISTRATOR</u>
Central Office	\$100.00	Mr. Jack Waters
High School	100.00	Dr. Whittney Smith
Middle School	100.00	Mr. Andrew Casale
Hampton Street School	100.00	Ms. Margarita Maravel
Jackson Avenue School	100.00	Dr. 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 **2017-2018** school year.

**6. Banking Resolution**

That the Board of Education adopts the following Banking Resolution (designation of depositories, etc.) for the **2017-2018** school year.

**BANKING RESOLUTION OF THE MINEOLA UNION**  
**FREE SCHOOL DISTRICT**  
July 1, 2017

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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 Meetings for the 2017-2018 school year**

<b>MEETING DATE</b>	<b>TYPE OF MEETING</b>	<b>LOCATION</b>
July 5, 2017	Reorganization Meeting	Willis Ave
July 20, 2017	Business	Willis Ave.
August 10, 2017	Workshop	Willis Ave
August 31, 2017	Business	Willis Ave
September 14, 2017	Business	Willis Ave
October 5, 2017	Workshop	Willis Ave
October 26, 2017	Business	Willis Ave
November 9, 2017	Workshop	Willis Ave
November 30, 2017	Business	Willis Ave
December 14, 2017	Business	Willis Ave
January 4, 2018	Workshop	Willis Ave
January 18, 2018	Business	Willis Ave.
February 8, 2018	Business	Willis Ave.
March 1, 2018	Workshop	Willis Ave
March 22, 2018	Business	Willis Ave
April 17, 2018 - Tuesday	Business	Willis Ave
May 3, 2018	Workshop	Willis Ave
May 15, 2018 - Tuesday	BUDGET VOTE - Business	Willis Ave
May 31, 2018	Business	Jackson Ave.
June 14, 2018	Business	Jackson Ave.
July 3, 2018	Reorganization	Willis Ave
July 26, 2018	Business	Willis Ave
August 9, 2018	Business	Willis Ave

**\*All meetings begin at 7:00pm, unless noted.**

**\*\*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	Patrick Talty
Alternate	n/a

**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	Cheryl Lampasona
District Council (SEPTA)	Christine Napolitano
Health & Safety Council	Brian Widman
Policy & Regulations Review	Dr. Margaret Ballantyne-Mannion



**13. Bid Opening Authorization**

That the Board of Education approves authorization to **Mr. Jack Waters and Edward Escobar** to open bids at stipulated bid opening times, properly prepared and received in the Business Office for the **2017-2018** 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 **2017-2018** school year.

**15. District 2017-2018 Organizational Chart**

That the Board of Education accepts the Mineola Union Free School District Organizational Chart for **2017-2018** (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 53.5 cents per mile.

**17. Official District Newspaper**

That the Board of Education adopts Mineola's Official Newspaper, The Mineola American for the **2017-2018** 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 **2017-2018** school year.

**19. Arthur J. Gallagher Liability Insurance Policy**

That the Board of Education awards the renewal of the district's Arthur J. Gallagher Pollution Liability Policy including Terrorism coverage to Bollinger Insurance Inc. for the **2017-2018** 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 **2017 -2018** school year.

**21. Instruction: Professional Development Plan**

That the Board of Education approves the Professional Development Plan for the **2017-2018** school year.

**22. Rates for Substitutes**

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

Teacher Sub	\$100 per diem- Days 1- 10
	\$110 per diem- Days 11- 20 consecutive days
	\$120 per diem- Days 21- 30 consecutive days
	\$130 per diem- Days 30 + consecutive days
Mineola Retiree Teacher Sub	\$125 per diem
Nurse Sub	\$125 per diem
Teacher Aide	\$13.95 per hour
Greeter	\$10.15 per hour
Bus Driver	\$21.81 per hour (hired after 2013)
Bus Driver	\$22.81 per hour (hired prior to 2013)
Custodian	\$12.25 per hour
Clerical	\$15.00 per hour
Bus Attendant Sub	\$10.91 per hour
Maintainer Sub	\$20.00 per hour

**23. Impartial Hearing Officer Appointment and Compensation**

That the Board of Education approves the following:

- a. The individuals who are certified and eligible to serve as Impartial Hearing Officers in Nassau County for hearings regarding students with disabilities for the 2017-2018 school year, as set forth by the New York State Education Department.
- b. Pursuant to the authority of the Regulations of the Commissioner of Education and Mineola Policy 7670, the Board designates the Board President and Vice President as trustees who each have the individual authority to appoint an impartial hearing officer, who has been identified in accordance with the mandated State hearing officer selection procedures, on behalf of the Board of Education of the Mineola Union Free School District.
- c. Compensation for Impartial Hearing Officer shall be set at the maximum rate approved by the State Education Department pursuant to §4404(1) of the Education Law, currently \$100 per hour, plus reasonable expenses for pre-hearing, hearing and post-hearing activities.
  - i. A detailed statement for fees and expenses shall be submitted at the conclusion of the hearing.
  - ii. All statements for fees and expenses shall separately list each individual item of service or expense, the date it occurred and the time spent, by hour or fraction thereof, in increments of one-tenth of an hour.
  - iii. The District will not reimburse impartial hearing officers for administrative assistance, secretarial or other overhead expenses.

- iv. The District will, upon review and approval of properly submitted receipts, reimburse impartial hearing officers for automobile travel at the I.R.S. approved rate, for tolls and/or other travel expenses reasonably and necessarily incurred as a result of the hearing. The District will not reimburse the impartial hearing officer for travel time.
- v. The District will not be responsible for any compensation in connection with hearing cancellations for which two (2) or more business days' notice is provided to the impartial hearing officer. In the event of cancellation of a hearing date on less than two (2) business days' notice, the District will pay the impartial hearing officer a cancellation fee of \$100.00.
- vi. Any Impartial Hearing Officer appointed by the District shall be provided a copy of these compensation procedures.

**24. Authority to Conduct Resolution Session**

The Board of Education designates the Director of Pupil Personnel Services with authority to conduct a Resolution Session upon a filing of an impartial due process hearing.

**J. Adjournment      Time: 7:35 p.m.**

**Motion:** Dr. Margaret Ballantyne-Mannion  
**Second:** Christine Napolitano

<b>Yes:</b>	Christine Napolitano	<b>No:</b>	_____
	Dr. Margaret Ballantyne-Mannion		_____
	Brian Widman		_____
	Cheryl Lampasona		_____
	Patrick Talty		_____

**Passed:      Yes**

**Respectfully Submitted,**

**Linda M. Spagnola  
District Clerk**