

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.

Board Goals – 2018- 2019

- To be determined
-

DATE: July 3, 2018

LOCATION: Willis Avenue School

OPEN MEETING

7:00 p.m. 2nd 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 - ABSENT

A. Call to Order – 7:00 p.m.

B. Appointment of Temporary Chair and Acting District Clerk in the absence of Ms. Spagnola.

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

Motion: Christine Napolitano
Second: Patrick Talty

| | | | |
|-------------|---------------------------------|------------|-------|
| Yes: | Christine Napolitano | No: | _____ |
| | Dr. Margaret Ballantyne-Mannion | | _____ |
| | Brian Widman | | _____ |
| | Cheryl Lampasona | | _____ |
| | Patrick Talty | | _____ |

Passed: Yes

- C. Pledge of Allegiance
- D. Reading of Mission Statement – by Christine Napolitano
- E. Moment of Silent Meditation

F. Oath of Office

- Christine Napolitano, Board of Education Trustee – given by Sue Fine, Attorney
- Brian Widman, Board of Education Trustee – given by Sue Fine, Attorney

G. Nomination of Board Positions and Oath of Office

1. Board President: Christine Napolitano

Motion: Dr. Margaret Ballantyne-Mannion
Second: Patrick Talty

| | | | |
|-------------|---------------------------------|------------|-------|
| Yes: | Christine Napolitano | No: | _____ |
| | Dr. Margaret Ballantyne-Mannion | | _____ |
| | Brian Widman | | _____ |
| | Cheryl Lampasona | | _____ |
| | Patrick Talty | | _____ |

Passed: Yes

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

Motion: Christine Napolitano
Second: Cheryl Lampasona

| | | | |
|-------------|---------------------------------|------------|-------|
| Yes: | Christine Napolitano | No: | _____ |
| | Dr. Margaret Ballantyne-Mannion | | _____ |
| | Brian Widman | | _____ |
| | Cheryl Lampasona | | _____ |
| | Patrick Talty | | _____ |

Passed: Yes

Oath of Office: Board President and Vice President given by Dr. Nagler

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 | 7/1/18- 6/30/19 | N | 7 |

Motion: Cheryl Lampasona
Second: Brian Widman

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

No: _____

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: Dr. Margaret Ballantyne-Mannion
Second: Patrick Talty

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

No: _____

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, Sue Fine.
- b. That the Board of Education approves the following appointments of officers for the **2018-2019** 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 **2018-2019** 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 **2018-2019** 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 |
| Ed Escobar | Chief Emergency Officer |
| 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 **2018-2019** 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 **2018-2019** 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 **2018-2019** school year.

6. Banking Resolution

That the Board of Education adopts the following Banking Resolution (designation of depositories, etc.) for the **2018-2019** school year.

BANKING RESOLUTION OF THE MINEOLA UNION
FREE SCHOOL DISTRICT

July 1, 2018

RESOLVED, that the JP Morgan Chase Bank, Capital One, Valley National, 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, Superintendent of Schools 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. Board Meetings for the 2018-2019 school year - designation of day, time & location

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

Board meetings will be held in the Staff Lounge
on the 2nd floor of the Willis Avenue School unless otherwise stated.

All meetings are open to the public.

| MEETING DATE | TYPE OF MEETING | LOCATION |
|------------------------------|----------------------------------|-------------------------------------|
| July 3, 2018 - Tuesday | Reorganization/Workshop | Willis Ave. – 2 nd Floor |
| August 9, 2018 | Workshop | Willis Ave. – 2 nd Floor |
| August 30, 2018 | Business | Willis Ave. – 2 nd Floor |
| September 13, 2018 | Business | Willis Ave. – 2 nd Floor |
| October 4, 2018 | Workshop | Willis Ave. – 2 nd Floor |
| October 25, 2018 | Business | Willis Ave. – 2 nd Floor |
| November 8, 2018 | Workshop | Willis Ave. – 2 nd Floor |
| November 29, 2018 | Business | Willis Ave. – 2 nd Floor |
| December 13, 2018 | Business | Willis Ave. – 2 nd Floor |
| January 3, 2019 | Workshop | Willis Ave. – 2 nd Floor |
| January 24, 2019 | Business | Willis Ave. – 2 nd Floor |
| February 7, 2019 | Workshop | Willis Ave. – 2 nd Floor |
| February 28, 2019 | Business | Willis Ave. – 2 nd Floor |
| March 14, 2019 | Business | Willis Ave. – 2 nd Floor |
| April 4, 2019 | Workshop | Willis Ave. – 2 nd Floor |
| April 16, 2019 - Tuesday | Business – BOCES VOTE | Willis Ave. – 2 nd Floor |
| May 2, 2019 | Workshop | Willis Ave. – 2 nd Floor |
| May 21, 2019 - Tuesday - 8pm | Business – (Mineola Budget Vote) | JACKSON AVENUE |
| June 6, 2019 | Workshop | Willis Ave. – 2 nd Floor |
| June 20, 2019 | Business | Willis Ave. – 2 nd Floor |
| July 3, 2019 – Wednesday | Reorganization | Willis Ave. – 2 nd Floor |

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 | Brian Widman |
| Alternate | Christine Napolitano |

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

| COMMITTEE | BOARD REPRESENTATIVE(S) |
|-----------------------------|---|
| BOCES Representative | Cheryl Lampasona |
| District Council (SEPTA) | Christine Napolitano |
| Health & Safety Council | Brian Widman |
| Policy & Regulations Review | Dr. Margaret Ballantyne-Mannion & Patrick Talty |

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 **2018-2019** 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 **2018-2019** school year.

15. District 2017-2018 Organizational Chart

That the Board of Education accepts the Mineola Union Free School District Organizational Chart for **2018-2019** (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 **54.5** cents per mile.

17. Official District Newspaper

That the Board of Education adopts Mineola's Official Newspaper, The Mineola American for the **2018-2019** 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 **2018-2019** 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 **2018-2019** 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 **2018 -2019** school year.

21. Instruction: Professional Development Plan

That the Board of Education approves the Professional Development Plan for the **2018- 2019** 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 | \$11.00 per hour - \$12.00 after Jan. 1, 2019 |
| Bus Driver | \$22.50 per hour |
| Custodian | \$12.25 per hour |
| Clerical | \$15.00 per hour |
| Bus Attendant Sub | \$11.00 per hour - \$12.00 after Jan. 1, 2019 |
| 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 **2018-2019** 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: 7:12 p.m.

Motion: Dr. Margaret Ballantyne--Mannion
Second: Brian Widman

| | | | |
|-------------|---------------------------------|------------|-------|
| Yes: | Christine Napolitano | No: | _____ |
| | Dr. Margaret Ballantyne-Mannion | | _____ |
| | Brian Widman | | _____ |
| | Cheryl Lampasona | | _____ |
| | Patrick Talty | | _____ |

Passed: Yes

Respectfully Submitted,

**Dr. Michael Nagler
Acting District Clerk**