

**MINUTES OF THE BOARD OF EDUCATION
Oyster Bay – East Norwich Central School District**

Date: July 1, 2014
Kind of Meeting: Annual Organizational Meeting
Location: Oyster Bay High School, Town of Oyster Bay, Nassau County NY
Members Present: Ann Marie Longo, President – Jennifer Romeo , Vice President
Michael Castellano
Robin Dando
John McEvoy
Maryann Santos
Stephen Zbodula

Members Not Present:

Others Present: Dr. Laura Seinfeld, Superintendent
Christopher Van Cott, Assistant Superintendent for Finance & Operations
Dr. Lisa Mulhall, Assistant Superintendent for Curriculum, Instruction, & Assessment
Linda Ninesling, Treasurer
Joseph Lilly, District Counsel

Dr. Seinfeld called the meeting to Order at 8:00 P.M.–

Joseph Lilly administered the oath of Office to Superintendent

Joseph Lilly administer oath of Office to Newly-Elected Trustees

Dr. Seinfeld called for Nominations for Office of President
Motion by R. Dando, seconded by J. McEvoy to nominate Ann Marie Longo as President.
Motion unanimously carried

Joseph Lilly administer the Oath of Office to the President

President A. Longo assumes Chairmanship of the Meeting

Ann Marie Longo called for Nominations for Office of Vice President
Motion by R. Dando, Second by S. Zbodula to nominate Jennifer Romeo as Vice President for 2014-2015, Motion unanimously carried

Joseph Lilly administer the oath of Office to the Vice President

6. APPOINTMENTS

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the following appointments on the *Consent Agenda* as listed:

6.1 District Clerk

RESOLVED, Margaret Nolan is appointed District Clerk of the Board of Education for the 2014-2015 school year at an annual salary of \$10,000.
Administer Oath of Office to District Clerk

6.2 Acting Clerk of the Board of Education

RESOLVED, Christopher Van Cott, Assistant Superintendent for Finance and Operations, is appointed Acting Clerk of the Board of Education for the 2014-2015 school year, without additional compensation.

Call to Order

Oath of Office

Nominations

Appointments

- 6.3 **District Treasurer**
RESOLVED, Linda Ninesling is appointed Treasurer of the Oyster Bay-East Norwich Central School District for the 2014-2015 school year at an annual salary of \$10,000.

Administer Oath of Office to Treasurer

- 6.4 **Deputy Treasurer**
RESOLVED, Jean Tworkowski is appointed Deputy Treasurer for the 2014-2015 school year without additional compensation.

- 6.5 **School District Attorney**
RESOLVED, Frazer & Feldman is appointed general, special education and labor counsel for the 2014-2015 school year at an annual retainer agreement of \$25,500.

BE IT FURTHER RESOLVED, the President of the Board of Education is authorized to sign the retainer agreement.

- 6.6 **Claims Auditor**
RESOLVED, Bocchicchio Administrative Systems, Inc. is appointed Claims Auditor for the 2014-2015 school year at an annual rate of \$15,600. The Claims Auditor will carry professional liability insurance at a minimum of \$1,000,000 per occurrence and \$2,000,000 general aggregate.

- 6.7 **Records Access Officer**
RESOLVED, Christopher Van Cott, Assistant Superintendent for Finance and Operations, is appointed Records Access Officer for the 2014-2015 school year, without additional compensation.

- 6.8 **Records Management Officer**
RESOLVED, Christopher Van Cott, Assistant Superintendent for Finance and Operations, is appointed Records Management Officer for the 2014-2015 school year, without additional compensation.

- 6.9 **Purchasing Agent**
RESOLVED, Ryan Butler is appointed Purchasing Agent for the 2014-2015 school year, without additional compensation, in accordance with Section 170.2(b) of the Commissioner's Regulations. In the absence of Ryan Butler, Christopher Van Cott, Deputy Purchasing Agent, shall perform this function.

- 6.10 **Chief School Physician**
RESOLVED, Dr. Howard J. Strassberg is appointed Chief Medical Officer for the 2014-2015 school year at an annual salary of \$20,292.

- 6.11 **Title VII and Title IX Compliance Officer**
RESOLVED, Dr. Laura Seinfeld, Superintendent of Schools, is appointed Title VII (Equal Employment Opportunity) and Title IX (gender discrimination) Compliance Officer for the 2014-2015 school year, without additional compensation.

- 6.12 **Anti-Harassment Officers**
RESOLVED, Dr. Lisa Mulhall and Mr. Christopher Van Cott are appointed Anti-harassment Officers for the 2014-2015 school year, without additional compensation.

- 6.13 **Section 504 Coordinator**
RESOLVED, Ellen Loewy, Director of Special Services, is appointed Section 504 Coordinator for the 2014-2015 school year, without additional compensation.

- 6.14 **Medicaid Compliance Officer**
RESOLVED, Ellen Loewy, Director of Special Services, is appointed Medicaid Compliance Officer for the 2014-2015 school year, without additional compensation.

6.15 **Asbestos Compliance Officer**

RESOLVED, Christopher A. Van Cott, Assistant Superintendent for Finance & Operations, is appointed Asbestos Compliance Officer for the 2014-2015 school year at no additional compensation.

6.16 **DASA Coordinators**

RESOLVED, the following individuals are appointed as DASA Coordinators for 2014-2015 without additional compensation:

Tami McElwee, Roosevelt Elementary School Principal
Nancy Gaiman, Vernon School Principal
Dr. Dennis O'Hara, Oyster Bay High School Principal
Matthew Brown, Social Worker
Migdalia Rosario, Social Worker
Carole Brown, Social Worker

6.17 **District Committee on Special Education**

- a) RESOLVED, the following individuals are appointed to the Committee on Special Education/ Preschool Special Education for the 2014-2015 school year without compensation:

Committee Chairpersons

Ellen Loewy	Committee Chairperson, Director of Special Services
Johanna Canonica	Committee Chairperson, Assistant Director of Special Services
Ana Landron	Committee Chairperson, School Psychologist
Cara Riebe	Committee Chairperson, School Psychologist
	Committee Chairperson, Special Education Teacher
Kevin McCarthy	Committee Chairperson, Special Education Teacher

CSE/CPSE Parent Members

Joan Burke
Gina Capone
Donna Cohen
Therese DiRenzo
Connie Doyle
Amy Farrell
Fran Goldstein
Lisa Iemmiti
Jodi Johnson
Julie Keffer
Sarah Mabina
Alan Mabina
Dawn Mazurek
Gina Murphy
Jennifer Nola
Martina Pappalardo
Michelle Rivera
Donna Viscovich
Nilsa Weydig

- b) FURTHER RESOLVED, the Oyster Bay-East Norwich Central School District hereby establishes administrative practices and procedures for appointing and training appropriately qualified personnel, including the members and chairpersons of the Committee on Special Education and the Committee on Preschool Special Education, to carry out functions identified.

c) BE IT FURTHER RESOLVED, that in accordance with Section 4402 of the Education Law, effective July 1, 1995, the Board of Education of the Oyster Bay-East Norwich Central School District will appoint a subcommittee comprised of a child's teacher and school district representative, qualified to provide or supervise special education programs. Building subcommittee will not be authorized to hold initial referral meetings or meetings for initial out-of-district placements. All subcommittees will be overseen by the district committee.

6.18 Committee on Special Education/Surrogate Parents

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education of the Oyster Bay-East Norwich Central School District in accordance with Part 200.5(C)(7) of the Commissioner of Education hereby appoints the following CSE members as surrogate parents for the 2014-2015 school year without compensation:

- Julie Keffer
- Joan Burke

6.19 Board of Voter Registration

RESOLVED, the following individuals are appointed to the Board of Voter Registration for the 2014-2015 school year.

- Donna Brandt
- Judy LeMar
- Joanne Weber

6.20 Internal Auditor

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Pappas and Company, CPA, 3 Rensselaer Drive, Commack, New York 11725, as internal auditor for the 2014-2015 year. The firm will be paid a fee of \$28,375.

6.21 External Auditor

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of R.S. Abrams & Co., LLP, 3033 Express Drive North, Suite 100, Islandia NY 11749, as external auditor for the 2014-2015 year. The firm will be paid a fee of \$34,435.

6.22 Systems Administrator

RESOLVED, Jane Pagano is appointed Systems Administrator for the 2014-2015 school year.

Motion by _____, seconded by _____

DESIGNATIONS

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the following resolutions on the Consent Agenda as a whole:

7. Authorization of Membership of the Board of Education

RESOLVED, that membership of the Oyster Bay-East Norwich Central School District Board of Education in the following organizations be authorized for the 2014-2015 school year:

- Nassau-Suffolk School Boards Association
- New York State School Boards Association
- National School Boards Association

8. Official Delegate to the New York State School Boards Association Annual Meeting

RESOLVED, the President of the Board of Education is designated as the District's official delegate to the New York State School Boards Association Annual Meeting.

Designations

In the event the President is unable to attend, the Vice President shall be the official delegate. In the event that neither is able to attend, the senior Board member present shall be the official delegate.

BE IT FURTHER RESOLVED, the official delegate is authorized to vote on behalf of the Board of Education at the New York State School Boards Association Annual Meeting.

9. **Conference Authorization 2014-2015**

RESOLVED, the Superintendent of Schools may attend the following conferences and that necessary expenses will be paid by the District

- New York State Council of School Superintendents (Fall 2014/Winter 2015)
- New York State School Boards Convention (Fall 2014)
- AASA, ASCD (Spring 2015), or Teaching and Learning Conference (Spring 2015)

BE IT FURTHER RESOLVED, the Members of the Board of Education are hereby authorized to attend the New York State School Boards Convention (Fall 2014) and that necessary expenses will be paid by the District.

10. **Appointment of Staff**

RESOLVED, the Superintendent of Schools is authorized to approve appointments of certified staff and classified staff until Board action is taken at its next meeting with the exception of any administrative titles.

11. **Designation of Principal in the Event of Absence**

RESOLVED, the following individual(s) shall be authorized to serve in the principal's seat in the event the principal is absent from the school district on a designated day or days.

- Central Office Administrators
- District Directors
- K-12 Supervisors
- Assistant Principals

12. **Petty Cash Funds**

RESOLVED, Christopher Van Cott, Assistant Superintendent for Finance and Operations, is authorized to establish Petty Cash Funds for the 2014-2015 school year in accordance with Sec. 170.2(b) of the Commissioner's Regulations. Specifically the Petty Cash Funds shall be located in the following areas and be in the following amounts:

High School Main Office	\$100	
Vernon School Office		\$100
Roosevelt Elementary School Office		\$100
Administration Building	\$100	

BE IT FURTHER RESOLVED, the following individuals are appointed custodians of the Petty Cash Funds:

- Oyster Bay High School (Diane Falzarano)
- Vernon School (Judy LeMar)
- Roosevelt Elementary School (Donna Brandt)
- Administration Building (Margaret Nolan)

13. **Board of Education Meetings**

a) **Regular Monthly Business Meetings**

RESOLVED, the Board of Education does hereby establish the following dates for the 2014-2015 regular monthly business meetings to be held at 8:00 P.M. in the High School Library:

- July 1, 2014 (Reorganization Meeting)
- August 5, 2014
- September 16, 2014

October 21, 2014
November 18, 2014
December 16, 2014
January 20, 2015
February 10, 2015
March 17, 2015
April 21, 2015 (Adopt Budget)
May 19, 2015 (Annual Meeting)
May 26, 2015
June 16, 2015

b) **Workshop Sessions**

RESOLVED, the Board of Education does hereby establish the following dates for 2014-2015 workshop sessions to be held at 8:00 P.M. in the High School Library:

September 2, 2014
October 7, 2014
November 4, 2014
January 6, 2015
March 3, 2015
March 31, 2015
May 5, 2015

14. **Adopt School Budget Calendar for 2014-2015**

a) **Date of Vote for Budget and School Board Trustees**

May 19, 2015

b) **Public Budget Hearing** - to be held at Oyster Bay High School unless otherwise noted:

May 5, 2015

c) **Budget Sessions** - to be held at Oyster Bay High School unless otherwise noted:

February 10, 2015
March 3, 2015
March 31, 2015
April 21, 2015 (Adopt Budget)
May 5, 2015 (Budget Hearing)

15. **Establishment of Mileage Reimbursement Rate**

RESOLVED, the reimbursement rate for all authorized travel by school district employees and officials is established in accordance with the *Standard Mileage Reimbursement Rate* as published by the Internal Revenue Service. The current reimbursement rate is \$0.56 per mile. (Effective January 1, 2014)

16. **Certify Payroll**

RESOLVED, the payroll department is authorized to make payment of wages to all personnel in the school district in accordance with Board approved and/or contracted amounts and to make necessary deductions as prescribed by Law and/or agreement. The President of the Board of Education is authorized and directed to certify payrolls for the Board of Education for the 2014-2015 school year.

17. **Budget Transfers**

RESOLVED, in accordance with Section 170.2 of the Commissioner's Regulations, Dr. Laura Seinfeld, Superintendent of Schools or designee, is authorized to make budget transfers as may be necessary to provide for the efficient budget administration, with a \$10,000 limit for each transfer. Transfers in excess of \$10,000 require prior approval of the Board of Education. The Board of Education will be notified of all transfers on a monthly basis.

18. **Authorization for Opening of Bids**
RESOLVED, that Christopher Van Cott, Assistant Superintendent for Finance and Operations, is responsible for the opening of all bids for the 2014-2015 school year. In the absence of Christopher Van Cott, Ryan Butler shall perform this function.
19. **Legal Advertisements/Bids**
RESOLVED, Ryan Butler is authorized to prepare all necessary legal advertisements with reference to the securing of bids for the 2014-2015 school year.
20. **Authorization to Publish Annual Financial Report**
RESOLVED, Christopher Van Cott, Assistant Superintendent for Finance and Operations, is authorized to publish the annual financial report of the school district after the completion of the independent auditors' report.
21. **Authorization to Sign Checks**
RESOLVED, the School District Treasurer is authorized to sign checks for the district, and

BE IT FURTHER RESOLVED, the Deputy Treasurer is authorized to sign checks in the absence of the School District Treasurer, and

FURTHER, the Board of Education President or Vice President is authorized to co-sign any check exceeding \$25,000. If the Board President is not available, the Vice President will co-sign these checks.
22. **Staff Absences**
RESOLVED, the Superintendent of Schools is authorized to approve or disapprove staff vacation days, personal days, professional and visitation days, conferences, and travel as indicated in contractual agreements, Board of Education policy and as provided by in the budget during the 2014-2015 school year.
23. **Re-adoption of Policies**
RESOLVED, all existing regulations, rules, bylaws, and directives in force during the 2013-2014 school year and the Code of Ethics are continued in full force and effect during the 2014-2015 school year or until amended, changed, or deleted, and directs that the Code of Ethics be posted in each building.

BE IT FURTHER RESOLVED, the Board of Education re-adopts all policies in effect during the 2013-2014 school year.
24. **Official Bank Depository**
RESOLVED, the following are designated as Official Depositories for the Oyster Bay-East Norwich Central School District for the 2014-2015 school year:
JP Morgan Chase (Checking Accounts, Investments – Certificate of Deposits, Money Markets) Capital One (Checking Accounts)
Flushing Commercial Bank (Investments – Certificate of Deposits, Money Markets)
25. **Authorization of Surety Bonds for District Treasurer/Extra-Classroom Activities Fund Treasurer**
RESOLVED, Christopher Van Cott, Assistant Superintendent for Finance and Operations, is authorized to purchase bonds required by Law for the Treasurer in the amount of \$1,100,000 and for the Extra-Classroom Activities Fund Treasurer in the amount of \$100,000. This appointment will be in effect for the 2014-2015 school year.
26. **Official School Newspapers**
RESOLVED, the Oyster Bay Enterprise Pilot and the Oyster Bay Guardian are designated official newspapers for the 2014-2015 school year, and

BE IT FURTHER RESOLVED, the District Clerk is directed to use the Oyster Bay Guardian and the Oyster Bay Enterprise Pilot for advertising the Annual Meeting.

27. **Investment of Funds**

RESOLVED, Christopher Van Cott, Assistant Superintendent for Finance and Operations, is authorized to invest such portions of the district's monies as he may determine in Special Time Deposit accounts or in Certificates of Deposits issued by a bank or trust company, provided, however, that such investment shall be payable within such time as proceeds shall be needed to meet expenditures for which such money was obtained and further that such transaction meets all the requirements outlined in Education Law 1723.a and further that appropriate safeguards as may be enacted by the New York State Legislature or other governing agencies will be utilized. This appointment will be in effect for the 2014-2015 school year.

28. **Federal Funds Signatures**

RESOLVED, the Superintendent of Schools is authorized to sign applications for ESEA Federal programs which the District is entitled to by Federal Law.

29. **New York Schools Insurance Reciprocal (NYSIR)**

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education authorizes the continuation of the Agreement with New York Schools Insurance Reciprocal for the 2014-2015 school year.

30. **Audit Committee**

RESOLVED, the following members of the Audit Committee will continue into 2014-2015 until membership is revised.

Dr. Michael Castellano
Robin Dando
John McEvoy
Ann Marie Longo
Jennifer Romeo
Maryann Santos
Stephen Zbodula
Kathryn M. Zucconi

31. **Bond Counsel**

RESOLVED, upon the recommendation of the Superintendent of Schools, the President of the Board of Education of the Oyster Bay-East Norwich Central School District is authorized to sign an engagement letter with Hawkins, Delafield, & Wood, LLP. to provide bond counsel services related to the district's 2014-2015 tax anticipation notes (TAN). The fee associated with this service is commensurate with the amount of the TAN borrowing.

32. **Fiscal Advisor**

RESOLVED, upon the recommendation of the Superintendent of Schools, the President of the Board of Education of the Oyster Bay-East Norwich Central School District is authorized to sign an engagement letter with New York Municipal Advisors Corp. (NYMAC) to provide services related to the district's 2014-2015 tax anticipation notes (TAN). The fee associated with this service is commensurate with the amount of the TAN borrowing.

33. **Architect & Engineering Firm**

RESOLVED, upon the recommendation of the Superintendent of Schools, the President of the Board of Education is authorized to sign the contract renewal for the 2014-2015 year with Burton, Behrendt, and Smith to provide architectural and engineering services on an as-needed/as requested basis.

Motion unanimously carried.

Motion by R. Dando, seconded by M. Santos to adjourn organizational portion of meeting and proceed with Business meeting.

Respectfully submitted,

Christopher Van Cott
Acting District Clerk