

**GLEN COVE BOARD OF EDUCATION**  
**Glen Cove, New York**

**ANNUAL REORGANIZATION MEETING**  
**July 6, 2011 - 8:00 PM**

**Robert M. Finley Middle School**

1. Meeting called to order at 6:30 PM by Temporary Chairperson.

|                                                                          |
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| <b>Selma Shelton</b> will serve as Temporary Chairperson at the meeting. |
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2. Executive Session (6:30 PM)
3. Pledge of Allegiance and Roll Call (8:00 PM)
4. Announcement reference capacity and exits and evacuation.
5. Oath of Office administered to newly elected Board Members.
6. Oath of Office administered to Superintendent of Schools.
7. Temporary Chairperson calls for nominations for President of the Board of Education.  

Nomination:By:
8. Motion made to close nominations.  

By:
9. Temporary chairperson asks method of procedure (possibly written ballot, or voice vote).
10. Temporary chairperson appoints teller, if written ballot. (Attorney generally serves as teller.)
11. Temporary chairperson announces result of vote.   Result:
12. Temporary chairperson asks for nominations for Vice President of the Board of Education.  

Nomination:By:
13. Motion to close nominations and vote (as #7 above).
14. Temporary chairperson announces result of vote:   Result:
15. Oath of Office administered to President and Vice President.
16. Temporary chairperson requests successful candidates to assume duties of Office of President and Vice President of the Board.

17. Newly elected President extends welcome to all board members. (Meeting now to be conducted by newly elected President.)
18. **Appointment of Clerk and Deputy Clerk of the Board of Education:**
- Recommend the Board of Education appoint **Ida Johnson**, as District Clerk of the Board of Education, and **Judy Smith** as Deputy Clerk.
19. **Appointment of School District Attorney:** Tab 1
- Recommend the Board of Education appoint **Ingerman Smith L.L.P.**, General Counsel for the School District for the **2011 – 2012** school year, at an annual retainer of **\$73,000**, plus **\$205.00** per hour for special and/or extraordinary legal services and Labor Counsel for the School District.
20. **Appointment of District Treasurer:**
- Recommend the Board of Education appoint **Amy Franklin** as District Treasurer for the **2011 - 2012** school year, at a salary of **\$12,500** and further, that she be bonded in the amount of **\$1,000,000**. The Board President advises that the District Treasurer should be authorized as the sole signatory on all checks issued by the Glen Cove School District.
21. **Appointment of Deputy Treasurer:**
- Recommend the Board of Education appoint **Jackie Lizza** as Deputy Treasurer for the **2011 - 2012** school year, and further, that she be bonded in the amount of **\$1,000,000**. The Board President advises that the Deputy Treasurer and either the President of the Board of Education or the District Clerk, in the absence of the District Treasurer, be authorized as the signatory on all district checks issued by the Glen Cove School District.
22. **Appointment of Internal Claims Auditor:** Tab 2
- Recommend the Board of Education appoint **Vito Abbondondollo**, to the position of Internal Auditor for the **2011 - 2012** school year at an annual cost of **\$24,500**.
23. **Appointment of Internal Auditor:** Tab 3
- Recommend the Board of Education appoint **O'Connor Davies Munns & Dobbins, LLP** to the position of Internal Auditor for the **2011 - 2012** school year at an annual cost of **\$12,938**.
24. Oath of office administered to District Clerk, District Treasurer, Deputy Treasurer, and Internal Auditor.

#### **OMNIBUS MOTION**

Recommend the Board of Education approve items 25 - 69 as an Omnibus Motion.

25. **Appointment of Actuarial:** Tab 4
- Recommend the Board of Education appoint **Chernoff Diamond & Col, LLC** to the position of GASB 45 Actuaries for the **2011 - 2012** school year at an annual cost of **\$2,250** for the update.

26. **Designation of Depositories:**

Recommend the Board of Education designate the following as Banks of Deposit for the **2011 - 2012** school year:

**BANK OF AMERICA**

**Fund**

General Fund  
Special Aid Fund  
Payroll Account  
Workers Compensation Disbursing  
General Fund – Interest Checking  
Trust and Agency – Interest Checking

**CAPITAL ONE BANK**

**Fund**

Workers Compensation  
General Fund Checking  
Payroll  
Special Aid Fund  
Trust & Agency  
Bond Issue 2010 - 2011  
Harry Schinder / Cicero Fund  
Capital Project Checking  
Lunch Fund  
General Fund – Money Market  
Lunch Fund – Money Market

27. **Appointment of Firm as District Auditors:**

Tab 5

Recommend the Board of Education appoint the firm of **Nawrocki Smith, LLP** as District Auditors at an annual retainer of **\$44,500** for the **2011 - 2012** school year.

28. **Appointment of Fiscal Advisor:**

Recommend the Board of Education appoint Munistat Services Inc. as the District Fiscal Advisor.

29. **Appointment of Bond Counsel:**

Recommend the Board of Education appoint Hawkins Delafield & Wood LLP as the District Bond Counsel.

30. **Appointment of Medicare Reimbursement Consultant:**

Recommend the Board of Education appoint **Cost Management Services Inc.** as the District's Medicare reimbursement consultant at a cost of **15% of retained revenues** for the **2011 - 2012** school year.

31. **Appointment of Engineers and Architects:** Tab 6
- Recommend the Board of Education appoint Wiedersum Associates as the District Architect under the terms and conditions outlined in the attached agreement.
32. **Appointment of Purchasing Agent:**
- Recommend the Board of Education appoint **Kevin Wurtz**, Deputy Superintendent, as the Purchasing Agent for the **2011 – 2012** school year.
33. **Appointment of Deputy Purchasing Agent:**
- Recommend the Board of Education appoint **Mary Ovile** as the Deputy Purchasing Agent for the **2011 – 2012** school year.
34. **Appointment of Workers' Compensation Representative:** Tab 7
- Recommend the Board of Education appoint **Fitzharris Agency Inc.** as the Workers' Compensation representative for the **2011 - 2012** school year at an annual fee not to exceed **\$19,000**. Medical Bill review and Medicare secondary payer reporting to be in accordance with their contract.
35. **Appointment of School Physicians, effective July 1, 2011:**
- Recommend the Board of Education appoint the following physicians as School Physicians for the **2011 - 2012** school year:
- Medical Officers:**
- Dr. Catherin Screnci                      Dr. Argyro Karidis
- Dental Officer:**
- Dr. Beverly Granger, \$1500 stipend
36. **Appointment of Central Treasurer of the Extra Classroom Activity Fund:**
- Recommend the Board of Education appoint **Rosella Gallo (HS)** and **Debra Pascarelli (MS)** Treasurer of the Extra Classroom Activity Fund for the **2011 - 2012** school year and that they be included in the employees blanket bond.
37. **Approval to Apply for Federal and State Grants:**
- Recommend the Board of Education, through its Administrative Officer, be authorized to apply for any and all Federal and State grants that are deemed appropriate.
38. **Appointment to Certify Payroll:**
- Recommend the Board of Education designate **Dr. Joseph A. Laria**, Superintendent of Schools, to certify the payroll and further that **Kevin Wurtz**, Deputy Superintendent, will certify in his absence.

39. **Authorization for Approval of Budget Transfers:**

Recommend the Board of Education appoint **Kevin Wurtz**, Deputy Superintendent and **Dr. Joseph A. Laria**, the Superintendent of Schools be authorized to approve budget transfers up to \$10,000, any budget transfer in excess of \$10,000 be approved by the Board of Education in accordance with Policy #5330.

40. **Appointment of Third Party Administrator for District 403B Plan:** Tab 8

Recommend the Board of Education appoint **The Omni Group** as the District's Third Party Administrator for the District's 403B Plan at a cost of **\$31.00 per participant** for the **2011 - 2012** school year

41. **Mileage Allowance Rate:**

Recommend the Board of Education authorize the mileage allowance rate for authorized travel for the School District to be the current IRS allowable rate for the **2011 - 2012** school year.

42. **Authorization for Petty Cash Fund:**

Recommend the Board of Education establish the following petty cash funds and that the person indicated be designated as the custodian of it for their location:

|                                       |                           |              |
|---------------------------------------|---------------------------|--------------|
| <b>Glen Cove High School</b>          | <b>Dr. Joe Hinton</b>     | <b>\$100</b> |
| <b>Athletic Director</b>              | <b>Denise Kiernan</b>     | <b>\$50</b>  |
| <b>Robert M. Finley Middle School</b> | <b>Dr. Anael Alston</b>   | <b>\$100</b> |
| <b>Connolly Elementary School</b>     | <b>Rosemarie Sekelsky</b> | <b>\$100</b> |
| <b>Landing Elementary School</b>      | <b>Dr. Michael Israel</b> | <b>\$100</b> |
| <b>Gribbin Elementary School</b>      | <b>Francine Santoro</b>   | <b>\$100</b> |
| <b>Deasy Elementary School</b>        | <b>Nomi Rosen</b>         | <b>\$100</b> |
| <b>Business Office</b>                | <b>Kevin Wurtz</b>        | <b>\$100</b> |

43. **Release Payment of Funds:**

Recommend the Board of Education grant the Superintendent of Schools the authority, when necessary, to release payment of funds, not to exceed \$1,000 before formal approval by the Board of Education for the **2011 - 2012** school year.

44. **Authorization of Superintendent Hearing Officers:**

Recommend the Board of Education appoint the following Superintendent Hearing Officers for the 2011 – 2012 year:

- Mark Nizewitz - \$375 per hearing
- Dr. James Tolle - \$500 per day

45. **Designation of Official Newspaper:**

Recommend the Board of Education designate **The Gold Coast Gazette** and **Newsday** as official newspapers for legal advertising and notices for the Glen Cove School District and Newsday for emergency advertising during the **2011 - 2012** school year.

46. **Appointment of Impartial Hearing Officers:**

Tab 9

Recommend the Board of Education appoint Impartial Hearing Officers (see enclosed list) should the School District find a need to use an Impartial Hearing Officer (or Officers) during the **2011 - 2012** school year.

47. **Appointment of CSE and CPSE Members, Surrogate Parents and Parent Advocates:**

Tab 10

Recommend the Board of Education appoint the members to the CSE and CPSE for the **2011 - 2012** school year, as attached.

Recommend the Board of Education appoint the following persons as Surrogate parents and Parent Advocates for the **2011 - 2012** school year.

- Viviana Evans
- Patricia Unger

48. **Authorization for Delegation of Investments:**

Recommend the Board of Education authorize **Dr. Joseph A. Laria**, Superintendent of Schools, and/or **Kevin Wurtz**, Deputy Superintendent, to execute in the name of the Board of Education any and all documents relating to the investment program in a timely manner as well as to utilize reputable consultants regarding investment decisions when necessary, so long as no fee is involved. In the absence of Dr. Joseph A. Laria and Kevin Wurtz, the District Treasurer is authorized to execute investment documents in the name of the Board of Education. A monthly progress report of investments will be given to the Board of Education

49. **Re-adoption of Investment Policy:**

Recommend the Board of Education of the Glen Cove School District re-adopt the current Investment Policy.

50. **Re-adoption of Policies and Code of Ethics:**

Recommend the Board of Education re-adopt all policies and code of ethics in effect the previous year, as well as any policy approved after **July 1, 2011**.

51. **Appointment of Asbestos Compliance Officer:**

Recommend the Board of Education appoint **Joseph Fiorino**, Facilities Supervisor, as Asbestos Compliance Officer for the **2011 - 2012** school year.

52. **Appointment of Title IX Compliance Officer:**

Recommend the Board of Education appoint **Maureen Hocker** as the Title IX Compliance Officer for the **2011 - 2012** school year.

53. **Appointment of Section 504 Compliance Officer:**

Recommend the Board of Education appoint **Michael Tweed** as the Section 504 Compliance Officer for the **2011 - 2012** school year.

54. **Appointment of Records Access Officer and Fiscal Records Access Officer:**

Recommend the Board of Education appoint **Ida Johnson, District Clerk**, as Records Access Officer and Fiscal Records Access Officer for the **2011 – 2012** school year.

55. **Conferences, Conventions, and Workshops:**

Recommend the Board authorize the Superintendent of Schools to take action on administrative, teacher and other staff requests to attend conferences, conventions and workshops within the limit of the **2011 - 2012** budget appropriations and in accordance with Board Policy (General Municipal Law 77-b).

56. **Regular Board of Education Meetings:**

Recommend the Board of Education schedule Regular Business Meetings and Planning / Budget Meetings on **Mondays** (unless otherwise noted below), at or about 8:00 PM at the **Middle School** (unless otherwise noted below), as follows:

Regular Business Meetings:

July 25, 2011  
September 26, 2011 – High School  
November 28, 2011 – Connolly School  
January 23, 2012 – Landing School  
March 26, 2012  
May 21, 2012 – Third Monday

August 22, 2011  
October 24, 2011 – Deasy School  
December 12, 2011  
February 27, 2012  
April 23, 2012  
June 18, 2012 – Third Monday

Planning Sessions:

August 8, 2011  
October 17, 2011 – Third Monday  
January 9, 2012  
March 12, 2012

September 12, 2011  
November 14, 2011  
February 13, 2012

57. **Attendance Periods:**

Recommend the Board adopt the following resolution regarding the elimination of religious holidays in counting the best attendance periods for state aid (Commissioner's Regulations 175.40):

WHEREAS, through action of the New York State Legislature and of the Governor of the State of New York, a Board of Education may decide to eliminate religious holidays in counting the best attendance periods for state aid,

THEREFORE, BE IT RESOLVED, that each of the religious holidays designated by the Commissioner of Education during the school year **2011 - 2012**, on which school may be held, be eliminated from the **2011 - 2012** state aid attendance worksheet, if it is in the best interest of the District.

58. **Surety Bonds:**

Recommend the Board authorize preparation of surety bonds for the Deputy Superintendent, School District Treasurer and Deputy Treasurer in the amount of Two Million dollars each (Education Law, Section 2130).

59. **Continuation of Agreement for Collection of Taxes:**

Recommend the Board of Education approve the continuation of agreement between the Board of Education and the city of Glen Cove for the collection of taxes on real estate for the **2011 - 2012** school year as levied by the Board of Education for school district purposes.

60. **Issuance of Tax Warrant:**

Tab 11

Recommend the Board of Education approve the confirming of the school tax list and issuance of the school tax warrant, and the continuance of agreement with the City of Glen Cove for the collection of taxes on real estate for the school year 2011 – 2012 as levied by the Board of Education for School District purposes. (see attached)

61. **Designation for Participation in the National School Lunch / School Breakfast / Special Milk Programs:**

Recommend the Board of Education delegate to the Superintendent of Schools the authority to act as its agent in the participation of the National School Lunch / School Breakfast / Special Milk Programs and to sign all contracts and agreements associated with said participation.

62. **Approval of School Lunch Program Prices:**

Tab 12

Recommend the Board of Education approve the prices for the School Lunch Program for the **2011 - 2012** school year as attached.

63. **Approval for Insurance Policy Coverage:**

Recommend the Board of Education approve NYSIR for insurance policy coverage in the amount of \$325,135.

64. **Approval of Student Accident Insurance:**

Recommend the Board of Education approve Fitzharris Agency Inc. as Insurance Agent for student accident insurance in the amount of \$25,100.

65. **Approval of Tuition and BOCES Contracts:**

Recommend the Board of Education authorize the Board President to execute tuition and other contracts with the Board of Cooperative Educational Services and other schools for which tuition and other services have been approved by appropriated action of the Board of Education and Health Service Contracts providing for health services to be rendered to pupils of this district attending schools in other districts. The President of the Board is also hereby authorized to execute tuition and other contracts for the educational of children with disabilities pursuant to the Education Law of the State of New York Section 4404-2B.

66. **Adoption of Coverage Provided by Section 18 of Public Officers Law:**

Recommend the Board of Education adopt the coverage provided by Section 18 of the Public Officers Law of the State of New York for its employees, as defined by that statute. The adoption of this resolution is intended to provide benefits which shall supplement and be available in addition to, defense or indemnification protection conferred by virtue of other enactments, statutory provisions, previous actions of this Board or other sources. The Superintendent of Schools or his designee shall take such action as may be necessary to obtain insurance protection against such potential liability to the district as may arise as a result of the adoption of this resolution.

67. **Approval of Substitute Teacher Salary Schedule:**

Tab 13

Recommend the Board of Education approve the substitute salary schedule for the 2011 – 2012 school year as per the attached.

68. **Approval of Additional Clerical:**

Recommend the Board of Education appoint Catherine Papsidero as additional clerical to complete the 21<sup>st</sup> Century Grant effective July 1, 2011 through June 30, 2012 at a stipend of \$7,000.

69. **Adjournment:**

Recommend the Board of Education adjourn the Annual Reorganization Meeting.