

GLEN COVE BOARD OF EDUCATION
Glen Cove, New York

ANNUAL REORGANIZATION MEETING
July 7, 2010 - 8:00 PM

Finley Middle School

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

ATTORNEY will serve as Temporary Chairperson at the meeting.

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 **Jackie Lizza**, 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 **2010 – 2011** 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 **Kathleen Kennedy** as District Treasurer for the **2010 - 2011** 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 **2010 - 2011** 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 **2010 - 2011** school year at an annual cost of **\$12,000**.
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 **2010 - 2011** school year at an annual cost of **\$12,500**.
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 - 72 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 **2010 - 2011** school year at an annual cost of **\$10,000**.

26. **Designation of Depositories:**

Recommend the Board of Education designate the following as Banks of Deposit for the **2010 - 2011** school year:

BANK OF AMERICA

<u>Checking Account No.</u>	<u>Fund</u>
0005-1100-9128	General Fund
0005-1101-0860	Special Aid Fund
0005-1100-9094	Payroll Account
0094-2059-4221	Workers Compensation Disbursing
0093-9075-0763	General Fund – Interest Checking
0093-8714-3006	Trust and Agency – Interest Checking

CAPITAL ONE BANK

<u>Account No.</u>	<u>Fund</u>
792403-0633	Extra Classroom Activity Fund (HS)
792403-0740	Extra Classroom Activity Fund (MS)
7924-018687	Capital Project Checking
7924-018554	Capital Project Interest Checking
7924-019040	Lunch Fund
7924-018661	General Fund – Money Market
7924-031839	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 **2010 - 2011** school year.

28. **Appointment of Fiscal Advisor:**

To be determined at a later date

29. **Appointment of Bond Counsel:**

To be determined at a later date

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 **2010 - 2011** school year.

31. **Appointment of Engineers and Architects:**

(To be determined at a later date.)

32. **Appointment of Purchasing Agent:**

Recommend the Board of Education appoint **Kevin Wurtz**, Assistant Superintendent for Business, as the Purchasing Agent for the **2010 – 2011** school year.

33. **Appointment of Deputy Purchasing Agent**

To be determined at a later date.

34. **Appointment of Workers' Compensation Representative:**

Tab 6

Recommend the Board of Education appoint **Triad Group, LLC** as the Workers' Compensation representative for the **2010 - 2011** school year at an annual fee of **\$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, 2010:**

Recommend the Board of Education appoint the following physicians as School Physicians for the **2010 - 2011** school year:

Medical Officers:

Dr. Catherin Screnci
Dr. Argyro Karidis

Dr. Joshua Sherman
Dr. Jessica Mantzouranis

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 **2010 - 2011** 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**, Interim Superintendent of Schools, to certify the payroll and further that **Kevin Wurtz**, Assistant Superintendent of Business, will certify in his absence.

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

Recommend the Board of Education appoint **Kevin Wurtz**, Assistant Superintendent for Business and **Dr. Joseph A. Laria**, the Interim 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 7

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 **2010 - 2011** 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 **2010 - 2011** school year.

42. **Authorization for a \$100 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:

Glen Cove High School	Dr. Joe Hinton	\$100
Athletic Director	TBD	\$50
Robert M. Finley Middle School	Anael Alston	\$100
Connolly Elementary School	Rosemarie Sekelsky	\$100
Landing Elementary School	Dr. Michael Israel	\$100
Gribbin Elementary School	Francine Santoro	\$100
Deasy Elementary School	TBD	\$100
Business Office	Kevin Wurtz	\$100

43. **Release Payment of Funds:**

Recommend the Board of Education grant the Interim 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 **2010 - 2011** school year.

44. **Annual Financial Report:**

(To be approved at a later date.)

45. **Designation of Official Newspaper:**

Recommend the Board of Education designate **The Record Pilot** and Newsday as official newspapers for legal advertising and notices for the Glen Cove School District and Newsday for emergency advertising during the **2010 - 2011** school year.

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

Tab 8

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 **2010 - 2011** school year.

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

Tab 9

Recommend the Board of Education appoint the members to the CSE and CPSE for the **2010 - 2011** school year, as attached.

Recommend the Board of Education appoint the following persons as Surrogate parents and Parent Advocates for the **2010 - 2011** school year.

Liz Brasiello
Patricia Unger

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

Recommend the Board of Education authorize **Dr. Joseph A. Laria**, Interim Superintendent of Schools, and/or **Kevin Wurtz**, Assistant Superintendent for Business, 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, 2010**.

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

Recommend the Board of Education appoint **Guy Forman**, Facilities Supervisor, as Asbestos Compliance Officer for the **2010 - 2011** school year.

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

Recommend the Board of Education appoint **Debra Albanese** as the Title IX Compliance Officer for the **2010 - 2011** school year.

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

Recommend the Board of Education appoint **Mary Murphy** as the Section 504 Compliance Officer for the **2010 - 2011** school year.

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

Recommend the Board of Education appoint **Jackie Lizza, District Clerk**, as Records Access Officer and Fiscal Records Access Officer for the **2010 – 2011** school year.

55. **Appointment of Public Information Services**

Tab 10

Recommend the Board appoint SYNTAX to provide Public Information and Communication Services for the period July 1, 2010 to June 30, 2011 at a fee of \$59,500 in accordance with the provisions of the contract for engagement and authorize the Board President to execute such agreement.

56. **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 **2010 - 2011** budget appropriations and in accordance with Board Policy (General Municipal Law 77-b).

57. **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 26, 2010	January 24, 2011 – Landing School
August 23, 2010	February 28, 2011
September 27, 2010 – High School	March 21, 2011
October 18, 2010 – Deasy School	April 11, 2011
November 22, 2010 – Connolly School	May 16, 2011
December 13, 2010 – Gribbin School	June 20, 2011

Planning Sessions:

July 12, 2010	January 10, 2011
August 9, 2010	February 7, 2011
September 13, 2010	March 21, 2011
October 4, 2010	April 4, 2011
November 8, 2010	May 2, 2011
December 6, 2010	June 6, 2011

58. **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 **2010 - 2011**, on which school may be held, be eliminated from the **2010 - 2011** state aid attendance worksheet, if it is in the best interest of the District.

59. **Surety Bonds:**

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

60. **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 **2010 - 2011** school year as levied by the Board of Education for school district purposes.

61. **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 2010 – 2011 as levied by the Board of Education for School District purposes. (see attached)

62. **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.

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

Tab 12

Recommend the Board of Education approve the prices for the School Lunch Program for the **2010 - 2011** school year as attached.

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

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

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

Recommend the Board of Education approve J. J. Stanis and Co. as Insurance Agent for student accident insurance in the amount of \$25,100.

66. **Approval for Cooperative Bid:**

Tab 13

Recommend the Board of Education approve the district's participation in the Cooperative Bid for the Procurement of Ancillary and Related Special Education Services and authorize the Superintendent of Schools to execute documents related to such participation. (see attached)

67. **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.

68. **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.

69. **Approval of Substitute Teacher Salary Schedule:** Tab 14
Recommend the Board of Education approve the substitute salary schedule for the 2010 – 2011 school year as per the attached.

70. **Approval of Additional Clerical:**

Recommend the Board of Education appoint Catherine Papsidero as additional clerical to complete the 21st Century Grant effective July 1, 2010 through June 30, 2011 at a stipend of \$7,000.

71. **Approval of Transition Days**

Recommend the Board approve payment of four (4) additional transition days to Dr. Joseph A. Laria in accordance with the provisions of the executed contract between the District and the Interim Superintendent of Schools.

72. **Adjournment**

Recommend the Board of Education adjourn the Annual Reorganization Meeting.