



**MANHASSET UNION FREE SCHOOL DISTRICT**  
**MANHASSET, NEW YORK 11030**  
**ANNUAL ORGANIZATIONAL BOARD MEETING MINUTES**  
**JULY 7, 2021**  
**SECONDARY SCHOOL-DISTRICT OFFICE-COMMUNITY ROOM**

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**MEMBERS OF THE BOARD PRESENT AND VOTING:** Ms. Patricia Aitken, President, Ms. Christine Monterosso, Vice President, Ms. Regina Rule, Ms. Jill Pullano and Ms. Erin Royce, Trustees

**MEMBERS OF THE BOARD ABSENT:** NONE

**ADMINISTRATIVE STAFF PRESENT:** Rosemary Johnson, Deputy Superintendent for Business and Operations; Allison Rushforth, Assistant Superintendent of Student Services

**A. Meeting Opening and Pledge of Allegiance:** 7:15 p.m.  
There were 11 Community Members present.

**B. Appointment of Temporary District Clerk:** Christine Michelen

**PROPOSED BY:** Ms. Aitken

**VOTE:** Ms. Aitken, Ms. Monterosso, Ms. Rule, Ms. Pullano, Ms. Royce- YES

**MOTION APPROVED:** 5-0

**C. Ceremonial Administration of Oaths of Office**

- Ceremonial Administration of Oath of Office to elected Board members Jill Pullano and Erin Royce for a three-year term from July 1, 2021-June 30, 2024 by District Clerk Christine Michelen.
- Administration of Oath of Office to Acting Superintendent of Schools Dr. Gaurav Passi for the 2021-2022 school year by District Clerk Christine Michelen was done on July 1<sup>st</sup>.

**D. Call for the Election of Board Officers and Administration of Oaths of Office by District Clerk**

1. **MOTION:** Resolved, that Patricia Aitken be elected President of the Board of Education of this District for the 2021-2022 school year.

**PROPOSED BY:** Ms. Monterosso

**SECOND BY:** Ms. Rule

**VOTE:** Ms. Aitken, Ms. Monterosso, Ms. Rule, Ms. Pullano, Ms. Royce- YES

**MOTION APPROVED:** 5-0

Administration of Oath of Office to the President by District Clerk

2. **MOTION:** Resolved, that Christine Monterosso be elected Vice President of the Board of Education of this District for the 2021-2022 school year.  
Be it Resolved, that in the absence of the President of the Board of Education or in his/her inability to act, the Vice President of the Board of Education be and is hereby authorized to assume all of the responsibilities and perform all of the duties of the President of said Board of Education as are provided by law.

**PROPOSED BY:** Ms. Aitken

**SECOND BY:** Ms. Rule

**VOTE:** Ms. Aitken, Ms. Monterosso, Ms. Rule, Ms. Pullano, Ms. Royce- YES

**MOTION APPROVED:** 5-0

Administration of Oath to Vice President by District Clerk

**E. Appointments of District Officers**

**MOTION:** Christine Michelen is hereby appointed Clerk of the Board of Education of this District for the 2021-2022 school year.

Angelo Pace is hereby appointed as District Treasurer for the 2021-2022 school year.

Rosemary Johnson is hereby appointed as Assistant Treasurer for the 2021-2022 school year.

Sherrie Goldstein is hereby appointed as Claims Auditor for the 2021-2022 school year.

**PROPOSED BY:** Ms. Aitken

**SECOND BY:** Ms. Rule

**VOTE:** Ms. Aitken, Ms. Monterosso, Ms. Rule, Ms. Pullano, Ms. Royce- YES

**F. Appointment of Committees**

**1. Appointment of Committee on Special Education**

In compliance with the New York State and federal regulations, the Board of Education is asked to approve the appointment of the following persons (positions) as members of the Manhasset Committee on Special Education:

- The parents or persons in parental relationship to the student.
- At least one regular education teacher of the child (if the child is, or may be, participating in the regular education environment).
- At least one special education teacher, or where appropriate, at least one special education provider (i.e., related service provider) of such child.
- A chairperson, who will serve as a representative of the local education agency and who is qualified to provide, or supervise the provision of, specially-designed instruction to meet the unique needs of children with disabilities who is knowledgeable about the general curriculum and about the availability of resource of the local education agency: Ms. Allison M. Rushforth- Assistant Superintendent for Student Services, Mr. Stewart Grabelsky (alternate chairperson), Dr. Kristi Keingstein (alternate chairperson), Dr. Holly Tricarico (alternate chairperson), Ms. Anne Soldano (alternate chairperson), Ms. Kim-Marie Jappell (alternate chairperson), Ms. Sarah Sammis (alternate chairperson), Ms. Argyro Vatakis (alternate chairperson), Ms. Stephanie San Antonio (alternate chairperson), Dr. Ashley Marinez (alternate chairperson), and Dr. Gregory DiGiacomo (alternate chairperson).
- A school psychologist, who will serve as “an individual who can interpret the instructional implications of evaluation results” to include: Dr. Holly Tricarico, Ms. Anne Soldano, Ms. Kim-Marie Jappell, Ms. Sarah Sammis, Dr. Ashley Marinez, Ms. Stephanie San Antonio, Dr. Gregory DiGiacomo, and Dr. Jessica Held.
- School counselors for those students in secondary school: Dr. Joy-Anne D’Anca, Ms. Jennifer Landman, Ms. Kim Cosenza, Ms. Marcy Fogel, Ms. Kristin Ruthkowski, Ms. Danielle Cerulli, Ms. Lori Margulies, Ms. Brittany Longhway, and Mr. Gavin Gandulla.
- School counselors for those students in elementary school: Ms. Jenny Chen and Ms. Amanda Gimondo.
- The student with a disability, whenever appropriate.

- A physician member: school physician is contracted through Nassau BOCES – Enhanced Services.
- Parent members, upon request, to serve on a rotational basis to include: Mrs. Bianca DeGaudenzi, Mrs. Christine Parasco Krieger, Mrs. Angela Krug, and Mrs. Kristina Sweeney.
- The surrogate parent will be: Mrs. Bianca DeGaudenzi.

## **2. Appointment of Committee on Preschool Special Education (CPSE)**

In Compliance with the New York State and federal regulations, the Board of Education is asked to approve the appointment of the following persons (positions) as members of the Manhasset Committee on Preschool Special Education:

- The parent of the child.
- At least one regular education teacher of such child (if the child is, or may be participating in the regular education environment).
- At least one special education teacher, or where appropriate, at least one special education provider (i.e., related service provider) of such child.
- A chairperson, who will serve as a representative of the local education agency who is qualified to provide, or supervise the provision of specially-designed instruction to meet the unique needs of children with disabilities who is knowledgeable about the general curriculum and about the availability of resources of the local educational agency: Ms. Allison M. Rushforth - Assistant Superintendent for Student Services, Ms. Anne Soldano (alternate chairperson), Ms. Kim-Marie Jappell (alternate chairperson), Dr. Ashley Martinez (alternate chairperson), and Dr. Kristi Keingstein (alternate chairperson).
- An individual who can interpret the instructional implications of evaluation results, who may be a member of the team selected from the regular education teacher, the special education teacher or provider or the school district representative described above.
- A parent member, upon request, to serve on a rotational basis to include: Mrs. Bianca DeGaudenzi, Mrs. Christine Parasco Krieger, and Mrs. Kristina Sweeney, and Mrs. Angela Krug.
- The surrogate parent will be: Mrs. Bianca DeGaudenzi.
- For any meetings prior to the initial recommendation for a child for whom services are first being sought, a professional who participated in the evaluation of the child, or an appropriate professional employed by the school district as described in section 4410(3)(a) of the Education Law. Nothing would prohibit the parent or parents of the child from inviting the evaluator to attend and to participate in the meeting and the evaluator from participating at their invitation, provided, however, that no approved evaluator shall vote on a committee recommendation except as required by federal law.
- An appropriately certified or licensed professional from the municipality. Attendance of the appointee of the municipality is not required for a quorum.

## **3. Appointment of Chairpersons of Section 504 of the Rehabilitation Act of 1973**

In Compliance with the New York State and federal regulations, the Board of Education is asked to approve the appointment of the following persons (positions) as Chairpersons of Section 504 of the Rehabilitation Act of 1973:

Appoint the following individuals as Chairpersons of Section 504 of the Rehabilitation Act of 1973: Ms. Allison M. Rushforth- Chairperson, Mr. Stewart Grabelsky (alternate chairperson), Dr. Kristi Keingstein (alternate chairperson), Ms. Argyro Vatakis (alternate chairperson), Dr. Holly Tricarico (alternate chairperson), Ms. Anne Soldano (alternate chairperson), Mrs. Kim-Marie Jappell (alternate chairperson), Ms. Sarah Sammis (alternate

chairperson), Dr. Gregory DiGiacomo (alternate chairperson), Ms. Stephanie San Antonio (alternate chairperson), Mr. Chad Altman (alternate chairperson), Mr. Richard Roder (alternate chairperson), Dr. Ashley Martinez (alternate chairperson), and Dr. Dean Schlanger (alternate chairperson).

A chairperson, who will serve as a representative of the local education agency and who is qualified to identify, evaluate and provide the provision of accommodations and appropriate educational services to meet the unique needs of children.

#### **4. Appointment of Audit Committee Member**

**MOTION:** Jill Pullano is hereby appointed to the District Audit Committee for a three year term consisting of July 1, 2021 - June 30, 2024.

Paul Baumgarten is hereby appointed to the District Audit Committee for a three year term consisting of July 1, 2021 - June 30, 2024.

Carlo Prinzo is hereby appointed to a one year term to fill the seat vacated by Kenneth Lind from July 1, 2021 - June 30, 2022.

Evan Bartell and Adrienne Vaultz are hereby appointed to one year terms from July 1, 2021 - June 30, 2022.

**PROPOSED BY:** Ms. Aitken

**SECOND BY:** Ms. Rule

**VOTE:** Ms. Aitken, Ms. Monterosso, Ms. Rule, Ms. Pullano, Ms. Royce- YES

#### **G. Appointment of Other District Positions**

<b>District Appointees</b>
Asbestos Compliance and Hazardous LEA Materials Designee – Frederick Bruder
Assistant District Clerks – Virginia Waters-Coleman and Marianne Shields Deputy District Clerk - TBD
Attendance Officers: Chad Altman or designee, Richard Roder or designee, Dr. Dean Schlanger or designee
Central Treasurer for Extra Classroom Activity Accounts – Peter Morley
Certifier of Payrolls – Dr. Gaurav Passi and Rosemary Johnson
Data Privacy/Protection Officer - Mike Bourque
Designated Educational Official – Dr. Gaurav Passi
Dignity Act Coordinators – Allison Rushforth, Paulette Williams, Brian Nolan, Peter Vercessi
McKinney-Vento Liaison - Allison Rushforth
Medicaid Compliance Officer - Allison Rushforth
Purchasing Agent – Peter Morley Assistant Purchasing Agent - Virginia Waters-Coleman
Records Access Officer – Rosemary Johnson
Records Management Officer – Christine Michelen
School Football Team Doctor - Dr. Richard D’Agostino @ \$200 per game
School Physicians - Dr Ronald Marino and Dr. Rosalie Guillen-Santana

Section 504 Compliance Officer – Allison Rushforth
District Chief Title IX Compliance Officers- Allison Rushforth and Adam Kuranishi
Building Level Title IX Coordinators - Dean Schlanger, Kelly Ramsey, Richard Roder, Paulette Williams, Chad Altman and Ryan Aliperti

**PROPOSED BY:** Ms. Aitken

**SECOND BY:** Ms. Rule

**VOTE:** Ms. Aitken, Ms. Monterosso, Ms. Rule, Ms. Pullano, Ms. Royce- YES

**H. Appointments of Professional Services Providers** (Enclosures)

**MOTION:** Resolved that the following 2021-2022 appointments be approved, including approval of the following contracts:

- the retainer agreement with Frazer Feldman as general counsel
- with the recommendation of the Audit Committee, the engagement letter with Bonadio & Co., LLP for internal auditing services
- with the recommendation of the Audit Committee, the engagement letter from R.S. Abrams & Co., LLP for external auditing services

<b>Appointments of Professional Services Providers</b>	<b>2021/2022 Fees</b>
Bond Counsel – Hawkins, Delafield & Wood, LLP	Based on Scheduled Prices
District Architect - JAG Architect, P.C.	Based on Scheduled Prices
External Auditor – R. S. Abrams & Co., LLP	\$41,800
Fiscal Advisor – Capital Markets Advisors, LLC TANS Bonds	Based on Scheduled Prices Based on Scheduled Prices
Internal Auditor – The Bonadio Group	up to \$29,000
School Attorney-Frazer & Feldman Retainer Hourly Rate - Attorneys/Assistants and Paralegals	\$61,200 \$235/\$130

**PROPOSED BY:** Ms. Aitken

**SECOND BY:** Ms. Rule

**VOTE:** Ms. Aitken, Ms. Monterosso, Ms. Rule, Ms. Pullano, Ms. Royce- YES

**I. Financial Authorizations and Designations**

**1. Signatories**

**MOTION:** The Board President, Board and Vice President are hereby made signatories for the school year July 1, 2021 through June 30, 2022 for all legal transactions.

The Treasurer’s signature must appear on all accounts payable checks.

For all accounts payable checks in the amount of \$2,000 or more, a second signature must appear on all checks. The Assistant Treasurer is authorized to co-sign accounts payable checks and also to release external wire transfers.

**2. Establishment of Petty Cash Funds**

**MOTION:** Petty cash funds shall be established and maintained at amounts not to exceed those indicated below and shall be supervised by the individuals named below:

Angelo Pace - Central Office: \$100.00

Peter Vercessi - Middle School Office: \$100.00

Richard Roder - Shelter Rock School Office: \$100.00

Chad Altman - Munsey Park School Office: \$100.00

**3. Designation of Depositories**

**MOTION:** The Banks and Trust companies authorized for the deposit of monies for the school year July 1, 2021 through June 30, 2022 are as follows:

Company and Maximum Amount

Bank of America: \$50,000,000

Citibank: \$50,000,000

Capital One: \$100,000

**4. Safekeeping and Collateralization**

**MOTION:** Eligible securities used for collateralization shall be held by the Bank of New York, subject to security and custodial agreements for the school year July 1, 2021 through June 30, 2022.

**PROPOSED BY:** Ms. Aitken

**SECOND BY:** Ms. Rule

**VOTE:** Ms. Aitken, Ms. Monterosso, Ms. Rule, Ms. Pullano, Ms. Royce- YES

**J. Authorizations**

**1. Authorization to Open Bids**

**MOTION:** The Deputy Superintendent for Business and Finance, Director of Facilities and Operations, Purchasing Agent, and Assistant Purchasing Agent are hereby authorized to open bids for the school year July 1, 2021 through June 30, 2022.

**2. Authorization to Make Budget Transfers**

**MOTION:** Be it resolved, that the Superintendent of Schools is hereby authorized to make budget transfers for the school year July 1, 2021 through June 30, 2022 based on the authority granted by Section 170.2(L) of the Commissioner's regulations. Such transfers may be made between and within functional unit appropriations for teachers' salaries and ordinary contingent expenses.

Transfers of \$10,000 or more shall be approved by an officer of the Board.

Report of all transfers will be reported to the Board of Education as part of the monthly Treasurer's Reports.

**3. Authorization for Approval of Attendance at Workshops, Conferences, and Conventions**

**MOTION:** The Superintendent of Schools is hereby authorized to approve, and the Board shall ratify, the attendance, with expenses, of staff at local, regional, and national workshops, conferences, and conventions for the school year July 1, 2021 through June 30, 2022, in accordance with Board of Education Policy No. 6830.

The Board of Education shall, by duly adopted resolution, approve the attendance, with expenses, of the Superintendent or members of the Board of Education at local, regional, and national workshops, conferences, and conventions for the school year July 1, 2021 through June 30, 2022 in accordance with Board of Education Policy No. 6830.

**4. Authorization for the Superintendent to Apply for Grants in Aid (State and Federal)**

**MOTION:** The Superintendent of Schools is hereby authorized to apply for Grants in Aid (State and Federal) in accordance with the grant's fiscal year July 1, 2021 through June 30, 2022 or September 1, 2021 through August 31, 2022.

**5. Authorization to Maintain Membership in the Nassau County Schools Cooperative Self-Insurance Plan for Worker's Compensation**

**MOTION:** WHEREAS the Board of Education desires to manage its exposure to worker's compensation liability, and

WHEREAS the Board of Education has determined that membership in a cooperative is the most economical and efficient manner in which to administer and manage the district's worker's compensation liability, and

WHEREAS the Board of Education shall evaluate its participation in a cooperative each year,

BE IT RESOLVED that the Board of Education, maintain its membership in the Nassau County Schools Cooperative Self-Insurance Plan for Worker's Compensation for the 2021-2022 school year.

**6. Approval of List of Impartial Hearing Officers**

**MOTION:** The Board of Education hereby approves the current New York State Education Department's Rotational List of Impartial Hearing Officers and authorizes the Board President, or the Vice President in the President's absence, to appoint an Impartial Hearing Officer when a request for an Impartial Hearing has been filed with the District pursuant to Part 200 of the Regulations of the Commissioner of Education.

**7. Authorization to Maintain Membership in NYSSBA**

**MOTION:** The Board authorizes maintaining the District's membership in the Nassau/Suffolk School Board Association (NSSBA) and New York State School Board Association (NYSSBA) for the 2021/2022 school year.

**PROPOSED BY:** Ms. Aitken

**SECOND BY:** Ms. Rule

**VOTE:** Ms. Aitken, Ms. Monterosso, Ms. Rule, Ms. Pullano, Ms. Royce- YES

**K. Board Policy Review - Reaffirmation of Policies** (Enclosures)

**MOTION:** The Board of Education reaffirms the following policies for the school year July 1, 2021 through June 30, 2022:

5300 - Code of Conduct  
 6240 - Investments  
 6700 and 6700R - Purchasing Policy and Regulation  
 6690 and 6690E- Audit Committee and Audit Committee Charter

**PROPOSED BY:** Ms. Aitken

**SECOND BY:** Ms. Rule

**VOTE:** Ms. Aitken, Ms. Monterosso, Ms. Rule, Ms. Pullano, Ms. Royce- YES

**L. Official Newspapers**

**MOTION:** The MANHASSET PRESS, AND MANHASSET TIMES are hereby designated the official newspapers of the District for the school year July 1, 2021 through June 30, 2022.

**PROPOSED BY:** Ms. Aitken

**SECOND BY:** Ms. Rule

**VOTE:** Ms. Aitken, Ms. Monterosso, Ms. Rule, Ms. Pullano, Ms. Royce- YES

**M. Approval of Board Meeting Dates for the Remainder of the 2021-2022 School Year**

(Enclosure)

**MOTION:** The Board of Education approves the enclosed list of Board Meeting Dates and Locations for the remainder of the 2021-2022 school year

**PROPOSED BY:** Ms. Aitken

**SECOND BY:** Ms. Rule

**VOTE:** Ms. Aitken, Ms. Monterosso, Ms. Rule, Ms. Pullano, Ms. Royce- YES

**N. Mileage Reimbursement Rate**

**MOTION:** The mileage reimbursement rate is hereby set at the IRS mileage reimbursement rate in effect at the time of travel.

**PROPOSED BY:** Ms. Aitken

**SECOND BY:** Ms. Rule

**VOTE:** Ms. Aitken, Ms. Monterosso, Ms. Rule, Ms. Pullano, Ms. Royce- YES

**O. Setting of Substitute Teacher Rate of Pay**

**MOTION:** The substitute teacher rate of pay is hereby established as Elementary: \$130 per day and Secondary: \$150 per day.

**PROPOSED BY:** Ms. Aitken

**SECOND BY:** Ms. Rule

**VOTE:** Ms. Aitken, Ms. Monterosso, Ms. Rule, Ms. Pullano, Ms. Royce- YES

**P. Public Board Meetings Accessibility**

The Manhasset UFSD Board of Education has determined that all future public Board of Education meetings will be accessible to the public in person, live-streamed on the District's YouTube channel and allow participation via Zoom Video Communications. In addition, the live-stream videos will be posted on the District's website. The Board will review these procedures during the winter break in December.



**Q. MOTION TO ADJOURN THE ANNUAL ORGANIZATIONAL MEETING**

On motion duly made at 7:57 p.m., the Board adjourned the Annual Organizational Meeting.

**MOTION:** The Board of Education hereby adjourns the Annual Organizational Meeting.

**PROPOSED BY:** Ms. Aitken

**SECOND BY:** Ms. Rule

**VOTE:** Ms. Aitken, Ms. Monterosso, Ms. Rule, Ms. Pullano, Ms. Royce- YES

Respectfully submitted,  
Christine N. Michelen  
District Clerk