HEMPSTEAD PUBLIC SCHOOLS BOARD OF EDUCATION SPECIAL MEETING/ ANNUAL REORGANIZATION MEETING JULY 5, 2016 <u>MINUTES</u>

The special meeting of the Hempstead Public Schools Board of Education was held in the high school board room, 201 President Street, Hempstead, New York 11550. The meeting was called to order at 6:04 P.M. All of the Board Members were present. Trustee Johnson arrived at 6:46 P.M. The purpose of the meeting was to discuss personnel. The Board immediately convened to executive session by unanimous vote, moved, by Trustee Touré and seconded by Trustee Jackson. Immediately following the special meeting the reorganization meeting took place in the high school auditorium. The Interim Superintendent Fadhilika Atiba-Weza was introduced to the community The District Clerk swore in the newly elected and re-elected Trustees and administered the oath of office. The first order of business was the election of officers for the 2016-2017 school year.

Trustee Touré moved, seconded by Trustee Gates to reconvene to open session at 7:26 P.M.

MOTION To reconvene to open session	YES 5	MOTION CARRIED
Trustee Johnson	nominated Trustee	Fouré for President, the nomination was
seconded by Trus	tee Figueroa. The v	ote was called:
Trustee Johnson	Yes	
Trustee Touré	Yes	
Trustee Gates	Yes	
Trustee Figueroa	Yes	
Trustee Jackson	Yes	

Nomination Carried*** Maribel Touré, President

Trustee Figueroa nominated Trustee Jackson for Vice President, the nomination was seconded by Trustee Touré. The vote was called:

Trustee Johnson	Yes
Trustee Touré	Yes
Trustee Gates	Yes
Trustee Figueroa	Yes
Trustee Jackson	Yes

Nomination Carried*** Gwen Jackson, President

Trustee Jackson moved, seconded by Trustee Touré to approve the consent Calendar.

MOTION YES 5

MOTION CARRIED

To approve the consent calendar

1. APPOINTMENTS OF BOARD OF EDUCATION STAFF

RESOLVED, that the Board of Education make the following appointments:

DISTRICT CLERK

a. **RESOLVED**, that the Board of Education **APPOINTS Patricia Wright** as **District Clerk** for the 2016-2017 school year at the annual rate of pay of \$91,207. plus 40 hours. (40 hours removed)

DISTRICT TREASURER

b. RESOLVED, that the Board of Education **APPOINTS** Luz Valentin as the District Treasurer for the 2016-2017 school year at an annual salary of \$122,162.00.

STACS COORDINATOR

c. **RESOLVED,** that the Board of Education **APPOINTS** Luz Valentin as the District STAC's Coordinator for in and out of district for the 2016-2017 school year at , at her annual salary of \$122,162.00. At no additional cost to the district.

DEPUTY TREASURER

d. **RESOLVED**, that the Board of Education **APPOINTS** Maria Cavallero as Deputy District Treasurer for the 2016-2017 School Year, with no additional compensation above her regular salary. When the District Treasurer is absent, the Deputy District Treasurer will perform the duties of the District Treasurer.

INTERNAL AUDITOR

e. The Board of Education **DiArchangelo** as the **Internal Auditor** for the 2016-2017 school year at an annual rate not to exceed \$39,200.00. All reports are to be given directly to the Board and the Audit Committee. **TO BE PLACED ON AUGUST MEETING with correct rate of pay.**

EXTERNAL AUDITOR

f. The Board of Education APPROVES Nawrocki, Smith as External Claims Auditor for the fiscal year 2016-2017 at a rate not to exceed \$49,000. All reports are to be given directly to the Board and the Audit Committee. TO BE PLACED ON AUGUST MEETING with correct rate of pay.

CLAIMS AUDITOR

g. The Board of Education APPROVES Cerini & Associates as Claims Auditor for the 2016-2017 school year at a rate not to exceed \$_____. TO BE PLACED ON AUGUST MEETING with correct rate of pay.

COMMITTEES

i. **RESOLVED**, that the Board of Education approves the function of the Audit Committee to carry out the duties as mandated by the New York State Education Department for the 2016-2017 school year. The Committee shall consist of five individuals that will be determined at the August meeting. The representative of the Board of Education will serve as the Chairperson of the Audit Committee.

All committees approved as amended

- ii. RESOLVED, that the Board of Education approves the function of a Finance Committee (usually chaired by President as they are the District's Chief Financial Officer) – Primarily responsible for budget reviews, budget development matters, review cash management matters.
- iii. RESOLVED, that the Board of Education approves the function of a Curriculum Committee – Primarily responsible for district's curriculum offerings (what's being taught, courses offered), instruction (how it's being taught), assessment (test scores, etc.), textbooks, reference materials.
- iv. RESOLVED, that the Board of Education approves the function of a Building & Grounds Committee – Primarily responsible for district facilities in terms of upkeep, planning for new/additional facilities.
- v. RESOLVED, that the Board of Education approves the function of a Personnel Committee – Primarily responsible for reviewing district's personnel policies and regulations and checking on compliance with the same and other personnel issues that are not of an executive session nature.

vi. **RESOLVED**, that the board of Education approves a Policy Committee

CONSULTING ACCOUNTANT

h. RESOLVED, that the Board of Education APPROVES _______to perform the accounting services for the 2016-2017 school year at a rate not to exceed \$_____.(PULLED FOR RFP)

Trustee Touré moved, seconded by Trustee Jackson to approve the appointment of gereral counsel.

GENERAL COUNSEL

i. RESOLVED, that the Board of Education APPOINTS Guercio & Guercio as General Counsel for the Board of Education, with a retainer of \$ 67,500 for the 2016-2017 fiscal year. Any additional work of the attorneys shall be paid at an hourly rate of \$ 230.00 for all attorneys. (Letter of agreement will be on file).

MOTIONYES 5To approve the
appointment of general counsel

MOTION CARRIED

Trustee Touré moved, seconded by Trustee Jackson to approve the appointment of labor counsel.

LABOR COUNSEL

j. RESOLVED, that the Board of Education APPOINTS Hamburger, Maxson, Yaffe & Mc Nally, as Labor Counsel for the Board of Education for the 2016-2017 school year with a retainer of \$ 61,200 per annum for the 2016-2017 fiscal year. Any additional work of the attorneys shall be paid at an hourly rate of \$ 240.00 for all attorneys. (Letter of agreement will be on file)

MOTION YES 5

MOTION CARRIED

To approve the appointment of labor counsel

BORROWING ATTORNEY

 k. RESOLVED, that the Board of Education APPOINTS the firm of Hawkins, Delafield & Wood to handle the legal aspects of the district borrowing, Tax Anticipation Notes, Revenue Anticipation Notes, Serial Bonds, Bond Anticipation

Notes as may be necessary, for the 2016-2017 fiscal year. Basic Bond fee will be \$5,750.00. (Letter of Agreement is on file)

FISCAL ADVISORS

I. RESOLVED, that the Board of Education APPROVES New York Municipal Advisors Corporation (NYMAC) for the handling of all fiscal aspects of the districts borrowing : TANS, RANS, at a rate of \$5,900 for Serial Bonds, Bond Anticipation Notes as may be necessary for the 2016-2017 fiscal year. Basic cost is \$9,500 if services are provided.

SCHOOL PHYSICIAN

TABLED UNTIL AUGUST MEET WITH CORRECT RATE OF PAY

 m. RESOLVED, that the Board of Education APPOINTS MS Family Medicine Health Care to the position of SCHOOL DISTRICT PHYSICIAN, at an annual rate of \$______to provide HEALTH SERVICES to students and Suanne Kowal-Connelly to provide HEALTH SERVICES for staff at an annual rate of \$______.

2. OTHER APPOINTMENT AND DESIGNATIONS

CENTRAL TREASURER

a. **RESOLVED**, that the Superintendent recommends the **appointment of** the principal and or a designee of each respective school as **signators** for the various Student Activities Funds. The signature of the District Treasurer, shall be placed on each card, with the authority to sign in place of any of these persons in emergency situations. In all instances, however, two signatures shall be required. The following is a list of all the school principals and or a designee who are signators for the Student Activities Funds in the District;

BE IT FURTHER RESOLVED, that the Central Treasurers shall be guided by all stipulations found in Policy #5252, including that when cash is collected, it shall be deposited daily with the District Treasurer.

SCHOOL

ABGS Middle Hempstead High PRINCIPAL/ DESIGNEE Rowena Costa Stephen Strachan

ATTENDANCE OFFICER/OMBUDSMAN

ITEM B TABLED

ITEM C TABLED

b. **RESOLVED**, that the Board of Education **APPROVES** the Superintendent's recommendation **to appoint** Robert Rodriguez as Attendance Officer for the 2016-2017 school year.

COMPLIANCE OFFICER

c. **RESOLVED**, that the Board of Education **APPROVES** the Superintendent's recommendation **to appoint** ______ as Title IX Compliance Officer for the 2016-2017 school year.

PURCHASING AGENT

d. **RESOLVED**, that the Board of Education **APPROVES** the Superintendent's recommendation **to designate and appoint Robert Cialone as PURCHASING AGENT** for the Hempstead School District for the 2016-2017 fiscal year, in accordance with the regulations of the Commissioner of Education. (\$135,752) **Approved compensation to be checked**.

RECORDS ACCESS OFFICER

e. **RESOLVED**, that the Board of Education **APPROVES** the Superintendent's recommendation **to appoint Robert Cialone** as **Records Access Officer** for the 2016-2017 school year at the same salary for the 2015-2016 school year of \$140,737.00.) (\$135,752 + 5,000) **Approved compensation to be checked.**

RECORDS MANAGEMENT OFFICER

f. RESOLVED, that the Board of Education APPROVES the Superintendent's recommendation to appoint Robert Cialone as the Records Management Officer for the 2016-2017 school year at the same salary for the 2015-2016 school year of \$140,737.00. (\$135,752 + 5,000) Approved compensation to be checked.

DEPUTY PURCHASING AGENT

E2. TABLED

E2. RESOLVED, that the Board of Education APPROVES the Superintendent's recommendation to designate and appoint ______AS DEPUTY PURCHASING AGENT for the Hempstead School District for the 2016-2017 fiscal year, in accordance with the regulations of the Commissioner of Education.

ASBESTOS DESIGNEE & DOL PUBLIC WORKS COMPLIANCE OFFICER

g. RESOLVED, that the Board of Education APPROVES the Superintendent's recommendation to appoint J. C. Broderick & Company as the Asbestos Designee and Department of Labor Public Works Compliance Officer for the 2016-2017 school year. (Board directed to get RFP)

3. SIGNATORS

AUTHORIZED SIGNATURES

- a. **RESOLVED**, that the **School Lunch Reports** shall be signed by the Superintendent of Schools or his/her designee.
- b. RESOLVED, that the Federal and State Projects Reports, CSE and CPSE Reports shall be signed by the Superintendent of Schools *and/or his designee.* & the Assistant Superintendent in charge of oversight for the Special Education oversight.
- **c. RESOLVED,** that audit and monitoring compliance reports shall be signed by the Superintendent of Schools or his/her designee.

4. DESIGNATIONS

DESIGNATIONS OF DEPOSITORIES

- **RESOLVED**, that Bank of America be designated as **depository of the General & Capital Fund** of the District and that all withdrawals from this account shall be made upon checks or facsimile signature of the Board President and District Treasurer.
- b. RESOLVED, that Bank of America be designated as disbursement account of the General Fund of the District and that all withdrawals of funds from this account be made upon checks signed by the physical signature or facsimile signature of the Board President and District Treasurer.
- c. **RESOLVED**, that Bank of America be designated as **depositor of the Payroll Account** and that all withdrawals of funds of the District from this account be made upon checks signed by the physical signature or the facsimile signature of the Board President and District Treasurer.
- d. **RESOLVED**, that Bank of America be designated as **depository of the Trust & Agency Fund Account** of the School District which withholding account includes all payroll deductions which the District is responsible for forwarding on a quarterly, monthly or payroll period basis.

BE IT FURTHER RESOLVED, that the **Board President and District Treasurer** shall be empowered either by physical signature or facsimile signature to sign the checks of such fund without further action of the Board.

- e. RESOLVED, that TD Bank be designated as depository of the Hempstead High School Extra Class Activities Fund
- f. RESOLVED, that TD Bank be designated as depository of the Elementary and Middle Schools Extra Class Activities Funds.
- f. **RESOLVED**, that TD Bank be designated as depository of the **Capital Fund Account** of the District and that all withdrawals from this account shall be made upon checks or drafts signed by the physical signature or facsimile of the Board President and District Treasurer.
- h. RESOLVED, that TD Bank be designated as depository for the School Lunch Fund Account of the District and that all withdrawals of funds are to be made upon checks or drafts signed by the physical signature of facsimile signature of the Board President and District Treasurer and/or designee as per Board resolution, after said withdrawals have been approved by Board Action.
- i. **RESOLVED**, that TD Bank be designated as **depository for the Federal Aid Fund** under the Elementary and Secondary Education Act (ESEA) of 1965 and that all withdrawals of funds are to be made upon checks or drafts signed by the physical signature of facsimile signature of the Board President and District Treasurer.
- j. **RESOLVED**, that the District Treasurer is authorized to invest district funds in **Certificates of Deposit or other investments** as authorized by state law to maximize investment income and security of principal for the district.
- **k. BE IT FURTHER RESOLVED**, that the District Treasurer is authorized to invest district funds with the following banks:
 - A) TD Bank
 - B) Citibank
 - C) Capitol One
 - D) Bank of America
 - E) Citi National Bank
 - F) HSBC
 - G) Chase

<u>GRANTS</u>

RESOLVED, that the Superintendent of schools and or his/her designee is authorized to apply for grants from State, Federal and independent sources.
BE IT FURTHER RESOLVED, that the Superintendent of Schools may authorize solicitation of other grants by staff, so long as the process established by the Assistant Superintendent of Business is followed.

SCHOOL BOARD MEETINGS

6. RESOLVED that the Work Study and Regular Meetings of the Board of Education will be held on the second and third Thursday of each month, or as otherwise designated. Additional meetings will be at the discretion of the Board of Education. There will be one scheduled meeting for the month of July and August.

MEMBERSHIPS

- **7. RESOLVED**, that the Board of Education and the Superintendent shall have membership in the following organizations:
- a. NYS School Boards Association
- **b.** Nassau-Suffolk School Boards Association
- c. National Alliance of Black School Educators
- **d.** R.E.F.I.T. (Reform Educational Finance Inequities Today)
- e. National School Boards Association
- f. National Caucus of Black School Board Members
- g. N.A.B.E.-National Association of Bilingual Educators
- h. S.A.B.E- State Association of Bilingual Educators
- i. A.A.S.A.-American Association School Administrators
- 8, <u>CONFERENCES</u>

BOARD OF EDUCATION

A. RESOLVED, that the following resolutions are in effect for the 2016-2017 school year relative to attendance at conferences:

RESOLVED, that the members of the Board of Education may request approval from the Board to attend and participate in conferences, workshops and seminars sponsored by the following organizations for the 2016-2017 school year:

- **1).** New York State School Boards Association
- 2). National School Boards Association
- 3). National Caucus of Black School Board Members

- **4).** National Alliance of Black School Educators, Inc.
- 5). American Association of School Administrators
- **6).** N.A.B.E.-National Association of Bilingual Educators
- 7). S.A.B.E- State Association of Bilingual Educators

All requests to attend a conference, seminar, etc., must be given to the attention of the District Clerk at least 30 days prior to the event. Board members who attend conferences will prepare a report and present same to the Board at a public meeting. Requests to attend a conference, workshop, etc., sponsored by an organization other than those listed above must be brought to the Board along with a full explanation of how attendance at this event will benefit the district and the role of the Board member. The decision on the request rests with the Board.

Any Board member who attends a listed conference or is granted approval to attend a non listed conference, workshop, etc., shall be required to comply with Policies #2522 Educational Travel Expense and Reimbursement, and #6665 District Issued Credit Cards. No Board members will be registered to attend a new conference if he or she has not reconciled all previously attended conference, workshop, etc., with the District Clerk. Conference air fare, conference registration and hotel accommodations shall be put on the District's Credit Card. No other conference expenses shall appear on the hotel bill or the credit card. Board members can request a cash advance or choose to use their own personal funds within the guidelines as set forth in policy #6830. All school board member's training will be recorded on the training matrix for the school year.

SUPERINTENDENT OF SCHOOLS

- **B. RESOLVED,** that the Superintendent of Schools may request approval from the Board to attend and participate in conferences, workshops and seminars sponsored by the following organizations, and other organizations and Universities sponsoring/offering Superintendent's training or preparation for the 2016-2017 school year.
- **1).** American Association of School Administrators
- 2). New York State School Boards Association
- **3).** National School Boards Association
- 4). National Caucus of Black School Board Members
- 5). National Alliance of Black School Educators, Inc.
- 6). Urban Superintendents Association
- 7). Long Island Association of Superintendent's
- 8). National Association of Staff Development
- 9). New York State Council of School Superintendents

10). Institutes and workshops at institutes of higher education Harvard University and other school Leadership Organizations.

The Superintendent must make a request to attend a conference, seminar, etc. of the Board at least 30 days prior to the event. In making a decision to grant approval, the Board will consider the state of affairs in the district and the impact the absence of the Superintendent would have during this time. Requests to attend a conference, workshop, etc., sponsored by an organization other than those listed above must be brought to the Board along with a full explanation of how attendance at this event will benefit the district. The final decision on the request rests with the Board. All expenses for a prior conference will be filed and recorded before a new one is scheduled. The Superintendent's conference air fare, conference registration and hotel accommodations may be put on the District's Credit Card. No other conference expenses shall appear on the hotel bill or the credit card. All reimbursable expenses shall comply with the guidelines as set forth in policy #6830.

FACULTY AND STAFF

C. RESOLVED, the Board of Education recognizes the value of training at out-ofdistrict conferences and workshops, and encourages participation in such events. To have a conference request considered, staff will follow the steps defined in Policy #9282 which includes the principal or immediate supervisor considering the time requested to be out of the district and the cost of replacing staff during this absence; considering the location of where the conference is being held, and if there is more than one site, determining which one is closest and most economical to the district; and reviewing the conference program to verify the relevance of the

topics to the staff member's responsibility in the district.

OFFICIAL NEWSPAPERS

9. RESOLVED, that the Board of Education authorizes as official newspapers for the school district for the publication of financial reports for the 2015-2016 fiscal year and for publication of bids and all legal notices that may be necessary, Hempstead Uniondale Times, Community Journal, La Noticia, Beacon, Newsday, NY Times.

PAYROLL CERTIFICATION

10. RESOLVED, that the Superintendent of Schools shall certify the payroll for the 2016-2017 fiscal year.

BUDGET TRANSFERS

11. **RESOLVED**, that the Superintendent of Schools, as Chief School Officer, is designated and authorized **to approve budgetary transfers** up to the amount of \$5,000.00 without seeking approval from the Board. Amount exceeding \$5,000.00 shall require prior approval by the Board consistent with Board Policy #6150, all

transfers made by the Superintendent shall be reported to the Board as an information item at the meeting following the transfer of funds.

12. OTHER ITEMS

POLICIES

a. RESOLVED, that the Board of Education approves to continue all policies in effect during the 2015-2016 school year for the 2016-2017 school year;

BE IT FURTHER RESOLVED, that during the 2016-2017 school year, committees will be convened to perform complete reviews on the following policies: and other policies as deemed necessary. 5300 Code of Conduct 5100 Student Attendance 0110 Sexual Harassment 5181 Closed Campus 8130 Schools Safety Plans 5405 Wellness Policy

MILEAGE

b. RESOLVED, that the district allow **mileage reimbursement** in accordance with the rates established by the IRS for the 2016-2017 fiscal year and Education Law §2118. Effective July 1, 2016 the rate has been set at .54 cents per mile.

WORKER'S COMPENSATION THIRD PARTY ADMINISTRATOR

c. **RESOLVED**, that the Board of Education **ACCEPTS** the Superintendent's recommendation to **appoint** Wright Risk Management as the third party administrator for the district's SEL-Funded for Workers' Compensation Program and the broker of record for all carriers for securing excess Workers' Compensation.

BONDING OF PERSONNEL

d. **RESOLVED**, that all personnel of the District shall be bonded under "Public Employee Dishonesty" coverage with a limit of \$100,000 and that the "Treasurer and Deputy Treasurer" shall also be covered under "Excess Employee Dishonesty" coverage with a limit of \$1,000,000.

RISK MANAGEMENT THIRD PARTY ADVISOR

TABLED

f. **RESOLVED**, that the Board of Education approve the Superintendent's recommendation to appoint Broadshire/ Crawford as the District's Risk

Management Third Party Advisor for the 2016-2017 school year at the same annual rate as the 2015-2016 school year.

ENVIRONMENT CONSULTANT

j. **RESOLVED**, that the Board of Education approves the Superintendent's recommendation to **APPOINT** JC BRODERICK AND COMPANY as the District's Environmental Consultant 2016-2017 School Year.

403 (B) THIRD PARTY ADVISOR

k. RESOLVED, that the Board of Education approves the Superintendent's recommendation to **APPOINT** The Omni Group as the District's 403 (b) Third Party Advisor for the 2016-2017 School Year.

INVESTMENT POLICY

I. **RESOLVED**, that the Board of Education approves the Superintendent's recommendation to formally review the existing Investment Policy #6240, originally adopted by the Board of Education on July 11, 2001, and to approve that the policy shall remain in effect for the 2016-2017 School Year.

Please note: individual review and re-adoption of the District's Investment Policy must be done annually at the Reorganization Meeting as required by the provisions of Chapter 708 of the Laws of 1992.

CELL PHONE POLICY

 RESOLVED, as required by District policy, the Superintendent hereby reports at the Annual Reorganization Meeting to the Board of Education that the following employees have been issued District cell telephones: Superintendent of Schools, Board of Education, District Security Patrol, and the Supervisor of School Security.

13. <u>SCHEDULE FOR INSPECTION OF SCHOOL FACILITIES</u>

RESOLVED, that the following Board of Education Members conduct an inspection of school facilities for the 2016-2017 school year: **BUILDING BOARD MEMBER**

- a. HIGH SCHOOL Trustee Gates
- **b.** HIGH SCHOOL ANNEX Trustee Figueroa
- c. ABGS MIDDLE SCHOOL Trustee Figueroa

- d. FRONT STREET Trustee Touré
 - FRANKLIN Trustee Jackson

e.

- f. DAVID PATERSON Trustee Jackson
- g. PROSPECT KINDERGARTEN CENTER Trustee Gates
- h. JACKSON MAIN Trustee Johnson
- i. JACKSON ANNEX Trustee Touré
- j. BARACK OBAMA Trustee Jackson
- k. MARSHALL Trustee Jackson

GENERAL BUDGET TAX LEVY

RESOLVED, that the 2016-2017 voter approved budget of \$189,167,890 for the necessary claims and expenditures in Hempstead UFSD (#1) in the town of Hempstead, amounting to:

	\$ 189,167,890	School Purpose
	\$-0-	Library Purpose
Total	\$ 189,167,890	is hereby accepted and approved

RESOLVED, that the amount which must be raised by taxation (Tax Levy) for the 2016-2017 General Fund Budget is \$75,684,370 for the Hempstead UFSD (#1) of the Town of HEMPSTEAD, Nassau County, New York. The taxes to be levied shall be upon the taxable property of the said school district as said property has been certified by the Board of Assessors for the school year 2016-2017 and amount to:

	\$ 75,684,370	School Purpose
	\$-0-	Library Purpose
Total	\$ 75,684,370	is hereby accepted and approved

RESOLVED, that the District Clerk of this School District be and she is hereby authorized and directed, pursuant to Section 6-20.0 and amendments thereto of the Nassau County Administrative Code to file a certified copy of the resolutions with the Nassau County Legislature and the Board of Assessors, Mineola, New York, on or before August 15th, 2016.

Trustee Figueroa moved, seconded by Trustee to convene to executive session to discuss personnel at 8:11 P.M.

MOTION	YES 5	MOTION CARRIED
To convene to		
executive session		

Trustee Figueroa moved, seconded by Trustee Jackson to reconvene to open session at 9:58 P.M.

MOTION	YES 5	MOTION CARRIED
To reconvene to open session		
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Trustee Jackson moved, seconded by Trustee Johnson to adjourn the meeting at 9:58 P.M.

MOTION	YES 5	MOTION CARRIED
Meeting adjourned		

Respectfully submitted:

Patricia Wright District Clerk