

**ANNUAL RE-ORGANIZATION
MEETING, JULY 8, 2020
MINUTES**

**HEMPSTEAD PUBLIC SCHOOLS
BOARD OF EDUCATION
ANNUAL REORGANIZATION MEETING
JULY 8, 2020
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The annual reorganization meeting of the Hempstead Public Schools Board of Education was held in the high school auditorium, 201 President Street, Hempstead, New York 11550. The meeting was called to order by the District Clerk at 5:09 P.M. All of the Trustees were present. The oath of office administered to the newly elected Trustees, Patricia McNeill and Victor Pratt. The nomination of officers was called following the pledge of allegiance. The President presided over the meeting, called for the office of Vice President and proceeded to review the reorganization agenda. The Board of Education reviewed the regular meeting agenda and took action immediately following the reorganization meeting. The remaining Trustee, Interim Superintendent and SED Monitor received their oath at the end of the meeting,

Trustee Spleen nominated Trustee Johnson for President, the nomination was seconded by Trustee Pratt.

Trustee Spleen	Yes
Trustee Ayala	Pass
Trustee McNeill	Pass
Trustee Pratt	Yes
Trustee Johnson	Yes

The nomination was passed, Trustee LaMont E. Johnson-President

The President called for the remaining officers.

Trustee Pratt nominated Trustee Spleen for Vice President, the nomination was seconded by Trustee Johnson.

Trustee Spleen	Yes
Trustee Ayala	Pass
Trustee McNeill	Yes
Trustee Pratt	Yes
Trustee Johnson	Yes

The nomination passed, Trustee Patricia Spleen-Vice President.

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Trustee Spleen moved, seconded by Trustee Johnson to appoint the District Clerk for the 2020-2021 school year.

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 Wilson-Wright** as **District Clerk** for the 2020-2021 school year at the annual rate of pay of \$112,300 at 40 hours.

MOTION	YES 3	MOTION CARRIED
To appoint the District Clerk for the 2020-2021 school year	NO 1 (Trustee Ayala) ABS. 1 (Trustee McNeill)	

The District Clerk was administered the oath of office by general counsel, John Sheahan.

Trustee Spleen moved, seconded by Trustee Pratt to convene to executive session at 5:18 P.M. to discuss personnel, a particular individual and advice of legal counsel.

MOTION	YES 5	MOTION CARRIED
To convene to executive session		

Trustee Pratt moved, seconded by Trustee Spleen to reconvene to open session at 6:11 P.M.

MOTION	YES 5	MOTION CARRIED
To reconvene to open session		

Trustee Spleen moved, seconded by Trustee Pratt to approve the consent calendar.

MOTION	YES 5	MOTION CARRIED
To approve the consent calendar		

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Trustee Ayala moved, seconded by Trustee Johnson to approve the appointment of the District Treasurer for the 2020-2021 school year.

DISTRICT TREASURER INDEPENDENT ACTION ITEM

DISTRICT TREASURER

- b. **RESOLVED**, that the Board of Education **APPOINTS** Gary Gentles as the District Treasurer for the 2020-2021 school year with an annual salary of \$80,000.

MOTION	YES 4	MOTION CARRIED
To approve the appointment of the District Treasurer for the 2020-2021 school year	NO 1 (Trustee Johnson)	

DEPUTY TREASURER

- c. **RESOLVED**, that the Board of Education **APPOINTS** Linda Macias as Deputy District Treasurer for the 2020-2021 School Year, with no additional compensation above her regular salary. When the District Treasurer is absent, the Deputy District Treasurer will perform certain duties of the District Treasurer.

INTERNAL AUDITOR

- d. The Board of Education **appoints Questar III** as the **Internal Auditor** for the 2020-2021 school year at an annual rate of \$38,750. All reports are to be given directly to the Board and the Audit Committee.

EXTERNAL AUDITOR

- e. The Board of Education **APPOINTS EFPR** group as the **External Auditor** for the 2020-2021 school year at a rate not to exceed \$43,000.00

CLAIMS AUDITOR

- f. The Board of Education **APPROVES Cerini & Associates** as **Claims Auditor** for the 2020-2021 school year at a rate not to exceed \$63,000.

COMMITTEES

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- g. 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 2020-2021 school year. ~~The Committee shall consist of five members of the Board of Education.~~ **The Board of Education will submit names for the 7-23-2020 meeting to establish the committee.**

CONSULTING ACCOUNTANT

- h. RESOLVED**, that the Board of Education **approves the appointment of Book Smart** to perform the accounting services for the 2020-2021 school year. Sr. Consultants \$155/hr, Managers \$195/hr., Sr. Partner/Director \$225/ hr.

GENERAL COUNSEL

- i. RESOLVED**, that the Board of Education **APPOINTS TBD** as General Counsel for the Board of Education, with a retainer of \$ _____ for the 2020-2021 fiscal year. Any additional work of the attorneys shall be paid at an hourly rate of \$ _____ **for all attorneys.** (Letter of agreement will be on file). **Extend current counsel for 30 days.**

LABOR COUNSEL

- j. RESOLVED**, that the Board of Education **APPOINTS _____**, as Labor Counsel to the Board of Education for the 2020-2021 school year with a retainer of **\$ 28,200 per annum** for the 2020-2021 fiscal year. Any additional work of the attorneys shall be paid at an hourly rate of **\$ 235.00 for all attorneys.** (Letter of agreement will be on file) **Extend current counsel for 30 days.**

SPECIAL COUNSEL

PULLED

- k. RESOLVED**, that the Board of Education appoints **TBD** as Special Counsel with a retainer TBA for the 2020-2021 fiscal year. Any additional work of the attorneys shall be paid at an hourly rate of \$ _____ **for all attorneys.** (Letter of agreement will be on file).

BORROWING ATTORNEY

- l. 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

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Notes as may be necessary, for the 2020-2021 fiscal year. Basic Bond fee will be \$5,750.00.

FISCAL ADVISORS

- m. **RESOLVED**, that the Board of Education **APPROVES** Capital Market Advisors 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 2020-2021 fiscal year. For note issues, a basic fee of \$4,200 plus \$0.25 per each \$1,000 of notes issued.

INSURANCE BROKER

- n. **RESOLVED** that the Board of Education approves the Interim Superintendent's recommendation to appoint Salerno Brokerage as the district's insurance broker.

SCHOOL PHYSICIAN

- n. **RESOLVED**, that the Board of Education **APPOINTS Dr. Suanne Kowal-Connelly** to provide **HEALTH SERVICES for students at an annual rate of \$55,000.00** for the 2020-2021 school year. ***Extended for 30 days.***
- o. **RESOLVED**, that the Board of Education approve to appoint of Dr. Michelle Reid as the staff physician for the 2020-2021 school year at an annual rate of \$55,000. ***Extended for 30 days.***

PUBLIC RELATIONS & LOBBYING

- p. **RESOLVED**, that the Board of Education approve _____ as the public relations firm for the district for the 2020-2021 school year at an annual fee of \$60,000 and approve _____ for lobbying services for the 2020-2021 school year at a rate of \$60,000. ***Current firm Extended for 30 days.***

2. OTHER APPOINTMENT AND DESIGNATIONS

CENTRAL TREASURER

- a. **RESOLVED**, that the Interim 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.

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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

Carey Gray
Stephen Strachan

COMPLIANCE OFFICER

- b. **RESOLVED**, that the Board of Education **APPROVES** the Interim Superintendent's recommendation **to appoint** Dr. Rodney Gilmore as Title IX Compliance Officer for the 2020-2021 school year.

RECORDS ACCESS OFFICER

- c. **RESOLVED**, that the Board of Education approves the Interim Superintendent's recommendation to appoint Linda Macias the records officer for the 2020-2021 school year at an annual compensation of \$9,500 (F.O. I. L. Officer)

PURCHASING AGENT

- d. **RESOLVED**, that the Board of Education **APPROVES** the Interim Superintendent's recommendation **to designate and appoint Keith Halop as PURCHASING AGENT** for the Hempstead School District for the 2020-2021 fiscal year, in accordance with the regulations of the Commissioner of Education.

DEPUTY PURCHASING AGENT

- e. **RESOLVED**, that the Board of Education approves the Interim Superintendent's recommendation to appoint Linda Macias as the Deputy Purchasing Agent for the 2020-2021 school year.

RECORDS MANAGEMENT OFFICER

- f. **RESOLVED**, that the Board of Education approves the Interim Superintendent's recommendation to appoint Linda Macias as the records management officer for the 2020-2021 school year.

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ASBESTOS DESIGNEE & DOL PUBLIC WORKS COMPLIANCE OFFICER

- g. RESOLVED**, that the Board of Education **APPROVES** the Interim Superintendent's recommendation to **appoint J. C. Broderick & Company** as the **Asbestos Designee and Department of Labor Public Works Compliance Officer** for the 2020-2021 school year.

3. SIGNATORS

AUTHORIZED SIGNATURES

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

4. DESIGNATIONS

DESIGNATIONS OF DEPOSITORIES

- a. RESOLVED**, that Bank of America be designated as **depository of the General Fund** of the District and that all withdrawals from this account shall be made upon checks or facsimile signature of the 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 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 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.

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BE IT FURTHER RESOLVED, that the **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**.
- g. **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 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 or facsimile signature of the **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 or facsimile signature of the 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) **BNY Mellon**
 - C) **Capitol One**
 - D) **Bank of America**
 - E) **Flushing**
 - F) **US Bank**

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GRANTS

5. **RESOLVED**, that the Interim 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 Interim Superintendent of Schools may authorized 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 as per the attached calendar, 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 Interim 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

8. **CONFERENCES**

BOARD OF EDUCATION

- A. **RESOLVED**, that the following resolutions are in effect for the 2020-2021 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 2020-2021 school year:

- 1). New York State School Boards Association
- 2). National School Boards Association

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- 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.

INTERIM SUPERINTENDENT OF SCHOOLS

B. RESOLVED, that the Interim 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 2020-2021 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

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10). ASCD

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-of-district 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 2019-2020 fiscal year and for publication of bids and all legal notices that may be necessary for the 2020-2021 school year, **La Noticia, Beacon, Newsday, and NY Times.**

PAYROLL CERTIFICATION

- 10. RESOLVED**, that the Interim Superintendent of Schools shall certify the payroll for the 2020-2021 fiscal year.

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BUDGET TRANSFERS

11. **RESOLVED**, that the Interim 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 2019-2020 school year for the 2020-2021 school year;

BE IT FURTHER RESOLVED, that during the 2020-2021 school year, committees will be convened to perform complete reviews on the following policies:

**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 2020-2021 fiscal year and Education Law §2118. Effective July 1, 2020 the rate has been set at .57.5 cents per mile.

WORKER'S COMPENSATION THIRD PARTY ADMINISTRATOR

- c. **RESOLVED**, that the Board of Education **ACCEPTS** the Interim 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

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and Deputy Treasurer” shall also be covered under “Excess Employee Dishonesty” coverage with a limit of \$1,000,000.

RISK MANAGEMENT THIRD PARTY ADVISOR

- e. **RESOLVED**, that the Board of Education approve the Interim Superintendent’s recommendation to appoint Broadshire/ Crawford as the District’s Risk Management Third Party Advisor for the 2020-2021 school year at the same annual rate as the 2019-2020 school year.

ENVIRONMENT CONSULTANT

- f. **RESOLVED**, that the Board of Education approves the Interim Superintendent’s recommendation to **APPOINT JC BRODERICK AND COMPANY** as the District’s Environmental Consultant 2020-2021 School Year. (Air quality testing only paid when services are rendered)

403 (B) THIRD PARTY ADVISOR

- g. **RESOLVED**, that the Board of Education approves the Interim Superintendent’s recommendation to **APPOINT** the Omni Group as the District’s 403 (b) Third Party Advisor for the 2020-2021 School Year.

INVESTMENT POLICY

- h. **RESOLVED**, that the Board of Education approves the Interim 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 2020-2021 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

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

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13. SCHEDULE FOR INSPECTION OF SCHOOL FACILITIES

RESOLVED, that the following Board of Education Members conduct an inspection of school facilities for the 2020-2021 school year:

	<u>BUILDING</u>	<u>BOARD MEMBER</u>
a.	HIGH SCHOOL	Trustee Pratt
b.	HIGH SCHOOL ANNEX	Trustee Pratt
c.	ABGS MIDDLE SCHOOL	Trustee McNeill
d.	FRONT STREET	Trustee Johnson
e.	JOSEPH MCNEIL	Trustee McNeill
f.	DAVID PATERSON	Trustee Ayala
g.	PROSPECT KINDERGARTEN CENTER	Trustee Johnson
h.	JACKSON MAIN	Trustee Spleen
i.	JACKSON ANNEX	Trustee Spleen
j.	BARACK OBAMA	Trustee Ayala
k.	MARSHALL	Trustee Pratt

The Board moved into the regular meeting agenda.

Respectfully submitted:

Patricia Wright
District Clerk