

**JULY 26, 2018  
MINUTES**

**HEMPSTEAD PUBLIC SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
JULY 26, 2018  
MINUTES**

The regular 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 at 7:05 P.M. moved by Trustee Ayala and seconded by Trustee Spleen. All of the Board Members were present, Trustee Stith arrived at 7:10 P.M. The Acting Superintendent thanked Jack Bierwirth, the Distinguished Educator for his last report to SED, and also acknowledged Newsday for a positive article. She informed the community of the CET forums scheduled for August 1 & 2, 2018. Trustee Gates extended his appreciation to Ms. Armstrong and staff. The A..B.G.S. Middle School Principal, Adrian Manuel presented the plan for small learning communities being implemented in the middle school.

**BOARD MEMBERS PRESENT:**

LaMont E. Johnson	President
Carmen Ayala	Vice President
David B. Gates	Trustee
Patricia Spleen	Trustee
Randy Stith	Trustee
Jack Bierwirth	Trustee-Ex-Officio

**STAFF MEMBERS PRESENT:**

Regina Armstrong	Acting Superintendent of Schools
James Clark	Assistant Superintendent for Strategic initiatives
Patricia Wright	District Clerk
John Sheahan	General Counsel
Johnathan Scher	Labor Counsel
Leandre John	Special Counsel

**Trustee Ayala moved, seconded by Trustee spleen to approve the consent calendar.**

**MOTION**

**YES 5**

**MOTION CARRIED**

To approve the  
consent calendar

**H. OTHER AGENDA ITEMS**

- a. **RESOLVED**, that that Board of Education approves the minutes of the meetings held on June 25, 2018, July 2, 6, 10 & 16, 2018 as submitted by

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the District Clerk.

**ITEM b APPROVED AS AMENDED**

- b. **RESOLVED**, that the Board of Education approves presents policy # 2562 for a 2<sup>nd</sup> reading "Educational Travel and Reimbursement". (Attached)

**BUSINESS & OPERATIONS**

**WARRANTS**

- a. **RESOLVED**, that the Board of Education approves the Acting Superintendent's recommendation to review the **Register of Bills** as follows:
- b. **General Funds** (Warrants #93, 92, 91, 89); **Cafeteria/Lunch** (Warrants #15, 14); **Federal** (Warrants #25, 24) **Capital** (Warrants #).

**TREASURER'S REPORT**

- c. **RESOLVED**, that the Board of Education approves the Acting Superintendent's recommendation to receive the **Treasurer's Report for the month of April 2018**.

**REVENUE STATUS REPORT**

- d. **RESOLVED**, that the Board of Education approves the Acting Superintendent's recommendation to receive the **Revenue Status Report for the month of April 2018**.

**APPROPRIATION STATUS REPORT**

- e. **RESOLVED**, that the Board of Education approves the Acting Superintendent's recommendation to receive the **Appropriation Status Report for the month of April 2018**.

**DONATION**

**NO ACTION**

**BUDGET TRANSFER**

**NO ACTION**

**CONTRACTS / STIPULATION OF SETTLEMENT**

**NO ACTION**

**DISPOSAL OF EQUIPMENT**

- a. **RESOLVED**, that the Board of Education approves the Acting Superintendent's recommendation to dispose of the obsolete equipment and old text books. (See attached inventory list).

**CURRICULUM & INSTRUCTION**

**INTERNSHIPS**

**NO ACTION**

J.

**USE OF FACILITIES**

- I. **All approvals are conditional based on the needs of the Hempstead School District. If the space requested by an outside group is needed by Hempstead students, the outside group will be cancelled.**

The group agrees to pay the specified fee, which is based on the "Fee Schedule" in Board of Education Policy.

The group **requests a waiver** of the specified fee, which is based on the "Fee Schedule" in Board of Education Policy.

NAME	FOR USE OF	DATE(S)
<p>Hempstead Raiders, Incorporated</p> <p><b>Contact:</b> Keith Newton-Smith (516) 902-1675</p>	<p>Middle School Field and bathrooms for Youth Football Program</p> <p><b>REQUESTING THE FIELD TO BE LINED</b></p>	<p><b>Day:</b> Sunday</p> <p><b>Date:</b> September, 2018 to November, 2018</p> <p><b>Time:</b> 8am to 5pm</p> <p><b>Cost:</b> \$ 1217.00 (501c attached)</p> <p><b>Insurance:</b> On file</p> <p><b>Principal's Approval:</b> Approved</p>
<p>Village of Hempstead's Department of Parks and Recreation</p> <p><b>Contact:</b> George M. Sanders (516) 478-6246</p>	<p><b>Location:</b> High School Pool</p> <p><b>Event:</b> Swim Team</p> <p><b>**Please see supporting documents</b></p>	<p><b>Days:</b> Thursday's 6 pm to 8 pm Friday's 6 pm to 8 pm</p> <p><b>Date:</b> September 2018 to June 2019</p> <p><b>Pending 50% waiver cost to be paid by VOH Dept. of Parks &amp; Recreation, roster of students</b></p>

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		<p><i>with addresses and the number of certified life guards on duty.</i></p> <p><b>Cost: \$ 7752.00</b>  <b>Insurance: On File</b>  <b>Principal's Approval: Approved</b></p>
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**K.**

**SPECIAL EDUCATION**

a. **RESOLVED**, that the Board of Education approves the following special education service providers:

- School Aide Specialists (STAC-Medicaid)

**PUPIL PERSONNEL SERVICES**

**NO ACTION**

**L.**

**MISCELLANEOUS – TRIPS**

**M. PERSONNEL (PAGE # 1-16)**

**PERSONNEL**

A. **LEAVE(S) OF ABSENCE – RESOLVED**, that the Board of Education approves the Acting Superintendent's recommendation to **APPROVE** the following **LEAVE(S) of ABSENCE REQUEST(S)**, for the following professional personnel:

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>REASON</u></b>
Beatriz Kresofsky Eff. 9/4/18 - 1/18/19	Social Studies Teacher High School	Letter requesting maternity leave of Absence/FMLA, with pay utilizing accrued sick time from 9/4/18-11/27/18. Extended Childcare Leave from 11/28/18-1/18/19. (Letter received on 6/19/18 in the Human Resources Office. Medical documentation on file).
Adrian Manuel Eff. 7/31/18 - 8/13/18	Principal Middle School	Letter requesting paternity leave of absence/FMLA with pay utilizing accrued sick time (Letter received on 7/18/18 in the Human Resources Office. Medical documentation on file).

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Ariadna Urena Eff. 9/4/18 - 1/7/19	Elementary Teacher (Bilingual) Front Street	Letter requesting maternity leave of absence/FMLA, with pay utilizing accrued sick time. (Letter received on 6/27/18 in the Human Resources Office. Medical documentation on file).
Kirsten Fogarty Eff. 9/4/18 – 10/17/18	Math Teacher Middle School	Letter requesting maternity leave of absence/FMLA, with pay utilizing accrued sick time (Letter received on 7/9/18 in the Human Resources Office. Medical documentation on file).

- B. RESOLVED, that the Board of Education approves the Acting Superintendent’s recommendation to APPOINT the following professional personnel: (In order to be eligible for tenure, an individual receiving a probationary appointment as a classroom teacher or building principal must receive an annual composite or overall APPR rating of Highly Effective or Effective in at least three of the four preceding years. If the individual receives a rating of Ineffective in the final year of the probationary period, he or she will not be eligible for tenure at that time.)**

<u><b>NAME</b></u>	<u><b>POSITION</b></u>	<u><b>COMPENSATION</b></u>
Jaelle Mann-Tineo Eff. 8/27/18 (4 Year Probationary Period, 8/26/22) School Building Leader, Prof., Eff.9/26/17	Assistant Principal Front Street (Budgeted position – but not filled)	\$118,966 (Lv. 6, St.16) <b>RECOMMENDED BY:</b> Arlise Carson <b>PURPOSE:</b> Fill New Position
Emilio Cruz Eff. 9/4/18 (4-Year Probationary Period, 9/3/22) Childhood Education (Grades 1-6) Initial., Eff. 3/26/16	Elementary Teacher Barack Obama (ICT-Gen Education Teacher)	\$61,483 (Lv. 5, St.2) <b>RECOMMENDED BY:</b> Kelly Fairclough <b>PURPOSE:</b> Fill New Position
Erika Winkler Eff. 9/4/18, Childhood Education (Grades 1-6), Cond. Initial, Eff. 5/5/18 <b>(Leave replacement until teacher returns)</b>	Elementary Teacher Barack Obama (Replacing R. Langlois – LOA)	\$ 59,010 (Lv. 5, St.1) <b>RECOMMENDED BY:</b> K. Fairclough <b>PURPOSE:</b> Leave Replacement

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<p>Christie Grauna  <b>Eff. 9/4/18</b> (4-Year Probationary Period, 9/3/22) Childhood Education (Grades 1-6), Initial, Eff. 8/19/15</p>	<p>Elementary Teacher          Jackson Annex (replacing R. Brown-Walker)</p>	<p>\$59,010 (Lv.1, St.4)  <b>RECOMMENDED BY:</b> Sheena Burke  <b>PURPOSE:</b> Fill Vacant Position</p>
<p>Heather Sharkey  <b>Eff. 9/4/18</b> (3-Year Probationary Period, 9/3/21) Childhood Education Grades 1-6), Prof., Eff. 8/27/15</p>	<p>Elementary Teacher          Jackson Annex (replacing N. Brown – AIS teacher)</p>	<p>\$ 73,808 (Lv.5, St.7)  <b>RECOMMENDED BY:</b> Sheena Burke  <b>PURPOSE:</b> Fill Vacant Position</p>
<p>Venesia Heyward  <b>Eff. 9/4/18</b> (4-Year Probationary Period, 9/3/22) Childhood Education (Grades 1-6) Prof.,Eff. 11/14/17</p>	<p>Elementary Teacher          David Paterson          (Replacing M. Sanzone)</p>	<p>\$71,348 (Lv.5, St.6)  <b>RECOMMENDED BY:</b> Gary Rush  <b>PURPOSE:</b> Fill Vacant Position</p>
<p>Stacy Toich  <b>Eff. 9/4/18</b> (4-Year Probationary Period, 9/3/22) Students with Disabilities (Grades 1-6) Initial, Eff. 6/28/18</p>	<p>Elementary Teacher          (Bilingual)          Middle School          (New position – increased enrollment)</p>	<p>\$61,339 (Lv.1, St.5)  <b>RECOMMENDED BY:</b> Adrian Manuel  <b>PURPOSE:</b> Fill New Position</p>
<p>Danielle O’Hagan  <b>Eff. 9/4/18</b>, (4-Year Probationary Period, 9/3/22), Literacy (Birth-Grade 6), Initial, Eff. 3/24/18</p>	<p>Elementary Teacher          Jackson Annex          (Replacing D. Maurice – Reassigned to Marshall)</p>	<p>\$61,483, (Lv.5, St.2)  <b>RECOMMENDED BY:</b> Sheena Burke  <b>PURPOSE:</b> Fill New Position</p>
<p>Jocelyn Hernandez  <b>Eff. 9/4/18</b>, (4-Year Probationary Period, 9/3/22), Early Childhood Education (Birth-Grade 2), Initial, Eff. 2/1/13</p>	<p>Elementary Teacher          (Bilingual)          Joseph McNeil (Expansion of dual language)</p>	<p>\$66,411, (Lv. 5, St.4)  <b>RECOMMENDED BY:</b> Sandra Powell  <b>PURPOSE:</b> Fill New Position</p>

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Carol Williams  
**Eff. 9/4/18**  
(3-Year Probationary  
Period, 9/3/21), Literacy  
(Birth-Grade 6), prof.,  
Eff. 7/23/14

Elementary Teacher  
Joseph McNeil  
(Replacing D. Rivera -  
resigned)

\$83,670, (Lv.7, St.9)  
**RECOMMENDED BY:** Sandra Powell  
**PURPOSE:** Fill Vacant Position

Ghnea Hockaday  
**Eff. 9/4/18**, (4-year  
Probationary Period,  
9/3/22), Childhood  
Education (Grades 1-6),  
Prof. Eff. 1/24/15

Elementary Teacher  
Joseph McNeil  
(Replacing S. O'Rourke -  
Retirement)

\$68,877, (Lv.5, St. 5)  
**RECOMMENDED BY:** Sandra Powell  
**PURPOSE:** Fill Vacant Position

Marcelo Sandoval  
**Eff. 9/4/18**, (4-Year  
Probationary Period,  
9/3/21) Teaching  
Assistant, Level III,  
Eff. 9/1/12

Teaching Assistant  
Front Street

\$ 29,164 (Lv.4, St. 3)  
**RECOMMENDED BY:** Richard Brown  
**PURPOSE:** Fill New Position

Nakia Finlay  
**Eff. 9/4/18**, (4-Year  
Probationary Period,  
9/3/22) Teaching  
Assistant, Level I,

Teaching Assistant  
David Paterson

\$27,376 (Lv.4 St.1)  
**RECOMMENDED BY:** Gary Rush  
**PURPOSE:** Fill New Position

Alideliza Salmeron  
**Eff. 9/4/18**, (4-Year  
Probationary Period,  
9/3/22) Teaching  
Assistant, Level I,  
Eff. 6/16/19

Teaching Assistant  
David Paterson

\$29,164 (Lv. 4 St. 3)  
**RECOMMENDED BY:** Gary Rush  
**PURPOSE:** Fill Vacant Position

Nicole McNair  
**Eff. 9/4/18** (4-Year  
Probationary Period,  
9/3/22), Teaching  
Assistant, Level I,  
Eff. 2/2/16

Teaching Assistant  
Jackson Annex (Replacing  
R. Williams - resigned)

\$30,063, (Lv. 4, St. 4)  
**RECOMMENDED BY:** Sheena Burke  
**PURPOSE:** Fill New Position

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Melissa Wozniak Eff. 9/4/18 (4-Year Probationary Period, 9/3/22) Music, Initial, Eff. 12/31/15	Music Teacher Jackson Annex and Barack Obama	\$61,339 (Lv.1, St. 5) <b>RECOMMENDED BY:</b> Angel Perez <b>PURPOSE:</b> Fill New Position
Karen Fernandez Eff. 9/4/18, (4-Year Probationary Period, 9/3/22) Music, Initial, Eff. 6/16/18	Music Teacher Jackson Main (Replacing J. Davis - retired)	\$54,358 (Lv.1, St.2) <b>RECOMMENDED BY:</b> Angel Perez <b>PURPOSE:</b> Fill New Position
Alessandra Holmes Eff. 9/4/18, (4-Year Probationary Period, 9/3/22), Music, Initial, Eff. 10/18/17	Music Teacher, Joseph McNeil	\$54,358 (Lv.1, St.2) <b>RECOMMENDED BY:</b> Angel Perez <b>PURPOSE:</b> Fill New Position
Jennifer Trested Eff. 9/4/18 (4-Year Probationary Period, 9/3/22) Music, Perm, Eff. 2/1/02	Music Teacher Front Street and David Paterson	\$88,601 (Lv.5, St.13) <b>RECOMMENDED BY:</b> Angel Perez <b>PURPOSE:</b> Fill New Position
Markella Papoulis Eff. 9/4/18 (4-Year Probationary Period, 9/3/22) Students with Disabilities (Grades 1-6), Professional, Eff. 9/14/16	Special Education Jackson Annex (replacing E. Crawford – reassigned to resource teacher)	\$68,877 (Lv. 5, St.5) <b>RECOMMENDED BY:</b> Sheena Burke <b>PURPOSE:</b> Fill Vacant Position
Brittany D'Arienzo Eff. 9/4/18 (4-Year Probationary Period, 9/3/22) Students with Disabilities (Grades 1-6), Initial, Eff. 8/18/15	Special Education Jackson Annex (replacing S. Hauser – reassigned to Barack Obama)	\$61,339 (Lv.1, St.5) <b>RECOMMENDED BY:</b> Sheena Burke <b>PURPOSE:</b> Fill Vacant Position
Rebecca Gilbert Eff. 9/4/18, (4-Year Probationary Period, 9/3/22), Students with Disabilities (Grades 1-6),	Special Education Teacher Front Street (E. Cruz – Reassigned to Prospect)	\$52,029 (Lv.1, St.1) <b>RECOMMENDED BY:</b> Arlise Carson <b>PURPOSE:</b> Fill New Position

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Initial, Eff. 2/24/18

<p>Caitlin Tyrrell  <b>Eff. 9/4/18</b>, (4-Year Probationary Period, 9/3/22, (Students with Disabilities (Grades 1-6) Internship, Eff. 2/24/18</p>	<p>ENL Teacher            Joseph McNeil            (Replacing N. Quezada – resigned)</p>	<p>\$61,483 (Lv.5, St. 2)  <b>RECOMMENDED BY:</b> Sandra Powell  <b>PURPOSE:</b> Fill New Position</p>
<p>Ruth Cosme Taveras  <b>Eff. 9/4/18</b>, (4-year Probationary Period, 9/3/22), School Counselor, Provisional, Eff. 11/14/17</p>	<p>School Counselor            High School            (Replacing R. Elias – retired)</p>	<p>\$73,808, (Lv.5, St.7) PSSG  <b>RECOMMENDED BY:</b> Stephen Strachan  <b>PURPOSE:</b> Fill Vacant Position</p>
<p>Marsha Hutchinson  <b>Eff. 9/4/18</b>, (4-Year Probationary Period, 9/3/22), School Counselor, Perm, Eff. 5/12/18</p>	<p>School Counselor            High School</p>	<p>\$76,280, (Lv.5, St.8) PSSG  <b>RECOMMENDED BY:</b> Stephen Strachan  <b>PURPOSE:</b> Fill New Position</p>
<p>Dana Falcone  <b>Eff. 9/4/18</b>, (4-year Probationary Period, 9/3/22), Social Studies 7-12, Initial, Eff. 3/21/18</p>	<p>Social Studies            High School            (Replacing P. Taylor – retired)</p>	<p>\$68,887, (Lv.5, St.5)  <b>RECOMMENDED BY:</b> Stephen Strachan  <b>PURPOSE:</b> Fill Vacant Position</p>
<p>Graciela Palacios  <b>Eff. 9/4/18</b>, (4-year Probationary Period, 9/3/22), Social Studies 7-12, Initial, Eff. 6/1/18</p>	<p>Social Studies (Bilingual)            High School – Replacing K. Gonias – resigned)</p>	<p>\$61,483, (Lv.5, St. 2)  <b>RECOMMENDED BY:</b> Stephen Strachan  <b>PURPOSE:</b> Fill Vacant Position</p>
<p>Carlos Ventura  <b>Eff. 9/4/18 – 1/18/19</b>            Social Studies 7-12, Initial, Eff. 9/17/16            (Leave Replacement)</p>	<p>Social Studies (Bil.)            High School            (Replacing B. Kresofsky- Maternity Leave)</p>	<p>\$61,483, (Lv.5, St. 2)  <b>RECOMMENDED BY:</b> Stephen Strachan  <b>PURPOSE:</b> Leave Replacement</p>

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Sean Peterson Eff. 9/4/18, (4-year Probationary Period, 9/3/22), Earth Science 7- 12, Prof, Eff. 5/6/16	Science Teacher High School (Replacing H. Colbert)	\$78,738, (Lv.5, St.9) <b>RECOMMENDED BY:</b> Stephen Strachan <b>PURPOSE:</b> Fill Vacant Position
Andy Boakye Eff. 9/4/18 – 6/30/19 Mathematics 7-12, Prof. Eff. 10/16/14 (Leave Replacement)	Mathematics Teacher High School (Replacing C. Vega, Leave of Absence	\$81,202, (Lv. 7, St. 8) <b>RECOMMENDED BY:</b> Stephen Strachan <b>PURPOSE:</b> Leave Replacement
Nicholas Suesser Eff. 9/4/18 (4-Year – Probationary Period, 9/3/22), Physical Education, Initial, Eff. 6/20/18	Physical Education Middle School	\$54,358, (Lv. 1, St.2) <b>RECOMMENDED BY:</b> Adrian Manuel <b>PURPOSE:</b> Fill New Position
<b>Prince moved to executive session</b> Felicia Prince Eff. 7/30/18 (4-Year Probationary Period, 7/29/22) SDA, Perm., Eff. 9/1/04	IB Coordinator Elementary Administrative Office	\$124,345 (Lv. 8 St.11) - Title II <b>RECOMMENDED BY:</b> Regina Armstrong <b>PURPOSE:</b> Fill New Position

**ITEM C MOVED TO EXECUTIVE**

- C. **RESOLVED**, that in compliance with the provisions of Section 3012 of the Education Law and part 30.3 of the Rules of the Board of Regents and upon the recommendation of the Acting Superintendent of Schools that **James Clark** in the Associate Superintendent tenure area, it having been shown that James Clark holds a valid New York Certification No. (on file in the office of Human Resources) to serve in the aforementioned tenure area. It further having been shown that the probationary period of James Clark to serve in the District will expire on September 29, 2021. (Inclusive of time served from October 1, 2014 to present as an Associate Superintendent).

The Board of Education of the Hempstead Public Schools does hereby grant tenure and appoint to tenure, **James Clark**, effective immediately to the position of Associate Superintendent tenure area.

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ITEM D MOVED TO EXECUTIVE**

**D. RESOLVED**, upon the recommendation of the Acting Superintendent, the Board revises and amends it's December 17, 2015 resolution appointing **Djuana Wilson** as Interim Director of Special Education and instead appoints Djuana Wilson to Assistant Superintendent for Special Education effective immediately and retroactive to and including December 17, 2015, with a probationary period from December 17, 2015 through and including December 17, 2019; and it is further

**RESOLVED**, that in compliance with the provisions of Section 3012 of the Education Law and part 30.3 of the Rules of the Board of Regents and upon the recommendation of the Acting Superintendent of Schools that Djuana Wilson in the Assistant Superintendent tenure area, it having been shown that Djuana Wilson holds a valid New York Certification No. (on file in the office of Human Resources) to serve in the aforementioned tenure area. It further having been shown that the probationary period of Djuana Wilson to serve in the District will expire on December 17, 2018. The Board of the Hempstead Public Schools does hereby grant tenure and appoint to tenure, Djuana Wilson, effective July 27, 2018 to the position of Assistant Superintendent tenure area and is finally

**RESOLVED**, upon the recommendation of the Acting Superintendent, **Djuana Wilson** shall be compensated at an annual salary of \$180,000 pro rata, per annum, commencing on July 27, 2018.

**E. RESIGNATION – RESOLVED**, that the Board of Education approves the Acting Superintendent's recommendation to **ACCEPT** the resignation(s) from the following personnel for **RETIREMENT/PERSONAL PURPOSES**:

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>
Florence Callendar Eff. 8/1/18	Speech Language Pathologist, Jackson Annex	Letter of resignation received for retirement purposes
Richard Cardenas Eff. 6/30/18	Social Studies Teacher Middle School	Letter of resignation received for personal reasons
Rahshida Williams Eff. 6/22/18	Teaching Assistant Jackson Annex	Letter of resignation received for personal reasons
Rachel Elias Eff. 8/11/18	Guidance Counselor High School	Letter of resignation received for personal reasons
Natalie Camacho Eff. 7/16/18	ESL Teacher High School	Letter of resignation received for personal reasons

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Rebecca Gilbert Eff. 9/4/18	Teaching Assistant Front Street	Resignation contingent upon appointment to Special Education Teacher at Front School
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**F. RESOLVED, that the Board of Education approves the Acting Superintendent's recommendation to CHANGE the following Board Action:**

<u>NAME</u>	<u>POSITION/LOCATION</u>	<u>REASON</u>
Vanessa Dossous Eff. 9/4/18	Elementary Teacher Joseph McNeil	<b><u>CHANGE SALARY LEVEL FROM:</u></b> (Level 5, Step 4) \$66,411 <b>TO</b> (Level 7, Step 4) \$71,348
1 <sup>st</sup> Sergeant Kenneth Woods Eff. 7/2/18	JROTC Officer High School	<b><u>CHANGE EFFECTIVE DATE FROM:</u></b> July 5, 2018 <b>TO</b> July 2, 2018
Sergeant Kent Kingston Eff. 7/2/18	JROTC Officer High School	<b><u>CHANGE EFFECTIVE DATE FROM:</u></b> July 5, 2018 <b>TO</b> July 2, 2018
Corrine Fee-Thompson Eff. 6/18/18-10/8/18	Spec. Ed. Teacher David Paterson	<b><u>CHANGE EFFECTIVE MATERNITY DATE FROM:</u></b> 6/18/18 – 12/15/18 <b>TO</b> 6/18/18 – 10/8/18
Stephanie Finney Eff. 5/18/18	Teaching Assistant Jackson Main, \$23.99/hr.	<b><u>CHANGE HOURLY RATE FROM:</u></b> \$40.54/hr. <b>TO</b> \$23.99/hr.
Employee #4346 Eff. 6/30/18 (close of business)	Administrator District	<b><u>CHANGE EMPLOYEE # FROM:</u></b> Termination - #4336  <b><u>CHANGE EMPLOYEE # TO:</u></b> Termination - #4346
Steve Izzo Eff. 6/26/18 – 8/31/18	Site Coordinator Empire State Afterschool Monday – Thursday (8:00 am – 8:30 am, 1:30 pm – 3:30 pm) <b>Joseph A. McNeil,</b> \$32.50/hr.	<b><u>CHANGE FROM:</u></b> <b>Change Time and Site</b> (2-3 days a week, 3:15 pm – 6:15 pm) Saturday, 9:00 am – 12:30 pm Jackson Main  <b><u>CHANGE TO::</u></b> Monday – Thursday (8:00 am – 8:30 am, 1:30 pm – 3:30 pm)

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Joseph A. McNeil

Ingrid Moreira  
Eff.9/4/18

Elementary Teacher  
(Bilingual)  
Joseph McNeil

**CHANGE EMPLOYEE LAST NAME**  
**FROM:**  
Moreira

**CHANGE EMPLOYEE LAST NAME**  
**TO:**  
Acosta

- G. **RESOLVED**, that the Board of Education approves the Acting Superintendent’s recommendation to **RESCIND** the following appointment:

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>
Nerissa Duncan Eff. 4/12/18	Substitute Teacher – Adult Ed	Declined

- H. **RESOLVED**, that the Board of Education approves the Acting Superintendent’s recommendation to **APPOINT** the following professional personnel.

<u>NAME</u>	<u>POSITION</u>	<u>COMPENSATION</u>
Jacqueline Dennis Eff. 7/2/18 – 8/30/18	Summer Youth Coordinator	\$6,916.20

- I. **RESOLVED**, that the Board of Education approves the Acting Superintendent’s recommendation to **APPOINT** the following professional personnel as **COACHES** for the **FALL** Season of the 2018-2019 School Year.

<u>NAME</u>	<u>POSITION</u>	<u>COMPENSATION</u>
Jean Collins	Equipment Manager	\$4,987
Sylas Pratt	Varsity Head Football Coach	\$7,811
Noah Burroughs	Varsity Football Asst. Coach	\$5,722
Joshua Carlock	Varsity Football Asst. Coach	\$5,722
Ranall White	Varsity Football Asst. Coach	\$5,722
Noel Acevedo	Varsity Boys Soccer Coach	\$5,615
Leo McCray	Varsity Boys Volleyball	\$4,644
Michael Higgins	Varsity Boys Country Track Coach	\$5,901
Linda Lopez	Varsity Boys Badminton Coach	\$4,330

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Jennifer Garcia	Varsity Girls Soccer Coach	\$5,615
Nicole Drake	Varsity Girls Tennis Coach	\$3,503
Anita Reynolds	Varsity Girls Volleyball	\$4,644
Lenroy Raffington	Varsity Girls Track Coach	\$5,901
Robert Polcha	Varsity Swim Coach	\$5,229
William Cherry	JV Football Coach	\$5,360
Kirtland Smith	JV Football Coach Asst.	\$4,916
Darren Faulk	JV Football Coach Asst.	\$4,916
Kwame Mason	JV Football Coach Asst.	\$4,916
Franckle Gauthier	JV Boys Soccer Coach	\$4,058
Patricia Ortmann	JV Girls Soccer Coach	\$4,472
Leasia Earth-Shabazz	MS Girls X-Country Track Coach	\$4,058
Jay Kemmet	MS Football Asst. Coach	\$3,236
Robert Graziosi	MS School Football Coach	\$4,062
Michael Brown	MS School Football Asst.	\$3,326
Penny Bacon	MS Girls Soccer Coach	\$4,058
Martha Higgins	MS Boys X-Country Track Coach	\$3,470

**J. RESOLVED, that the Board of Education approves the Acting Superintendent's recommendation to Compensate the following professional personnel for the 2017 – 2018 school year (TRACT grant funded).**

<u>NAME</u>	<u>POSITION/LOCATION</u>	<u>COMPENSATION</u>
Deborah Gray	Media Teacher Jackson Main	\$3,000 (\$1,500 based on \$100/hr. 15 hr. in-service course) – Completed (2) in-service courses

**K. RESOLVED, that the Board of Education approves the Acting Superintendent's recommendation to APPROVE the following personnel for the Empire State After School / Summer Program – Effective June 26, 2018 – August 31, 2018 - (Monday-Thurs, 8:00 am – 6:15 pm). Fund - F2110 150 18 2405**

<u>NAME</u>	<u>POSITION/LOCATION</u>	<u>COMPENSATION</u>
Tanika Cullum	Clerical (4:15 pm -6:15 pm) 100 Main Street	Contractual Hourly Rate <b>RECOMMENDED BY:</b> James Clark <b>PURPOSE:</b> To oversee the implementation of programs and community resources.

**JULY 26, 2018  
MINUTES**

Dawn Diaz

Lifeguard  
(3:30 pm – 5:30 pm)  
**High School**

\$45.00/hr.  
**RECOMMENDED BY:** James Clark  
**PURPOSE:** To oversee the implementation of programs and community resources.  
**STRATEGIC GOAL:** Student Achievement

Ronald Simpkins

Administrator  
(8:00 am – 3:00 pm)  
Monday – Thursday  
**Joseph A. McNeil**

\$95.00/hr.  
**RECOMMENDED BY:** James Clark  
**PURPOSE:** To oversee the implementation of programs and community resources.

Sandra Powell

Sub Administrator  
(1:30 pm – 3:30 pm)  
Monday – Thursday  
**Joseph A. McNeil**

\$95.00/hr.  
**RECOMMENDED BY:** James Clark  
**PURPOSE:** To oversee the implementation of programs and community resources.

Renee Wright

Sub Administrator  
(1:30 pm – 3:30 pm)  
Monday – Thursday  
**Joseph A. McNeil**

\$95.00/hr.  
**RECOMMENDED BY:** James Clark  
**PURPOSE:** To oversee the implementation of programs and community resources.

Richard Brown

Sub-Administrator  
(1:30 pm – 3:30 pm)  
Monday – Thursday  
**Jackson Main**

\$95.00/hr.  
**RECOMMENDED BY:** James Clark  
**PURPOSE:** To oversee the implementation of programs and community resources.

Juanita Winfield

Sub-Administrator  
(1:30 pm – 3:30 pm)  
Monday – Thursday  
**Jackson Main**

\$95.00/hr.  
**RECOMMENDED BY:** James Clark  
**PURPOSE:** To oversee the implementation of programs and community resources.

Craig Hanan

Administrator  
(9:00 am – 3:30 pm)  
Monday – Thursday  
**A.B.G.S. Middle School**

\$95.00/hr.  
**RECOMMENDED BY:** James Clark  
**PURPOSE:** To oversee the implementation of programs and community resources.

**JULY 26, 2018  
MINUTES**

**ITEM L MOVED TO  
EXECUTIVE SESSION &  
PULLED**

- L. RESOLVED, that the Board of Education approves the Acting Superintendent’s recommendation to APPOINT the following personnel as Districtwide Technology Staff Developer for the 2018-2019 School Year:**

**RECOMMENDED BY:** Dr. Ahunna M. Akoma

**PURPOSE:** To provide technology training and support to K-12 teachers and staff related to the use of diagnostic/prescriptive software, data analysis for instruction, Power school, Power Teach Pro, Power school Unified Classroom, and other related duties.

**SOURCE OF FUNDS:** Title I and District

**STRATEGIC GOAL:** Student Achievement

**PULLED**

<u>NAME</u>	<u>POSITION</u>	<u>Compensation</u>
Jason Noone	Teacher High School	Service Assignment I \$11,706

- M. RESOLVED, that the Board of Education approves the Acting Superintendent’s recommendation to RECLASSIFY the following ADULT AND COMMUNITY EDUCATION PROGRAM staff for the 2018-2019 school year.**

<u>NAME</u>	<u>POSITION/COMPENSATION</u>	<u>PURPOSE</u>
Iriana Crosswell Eff. 9/4/18	Adult Ed. Teacher At \$37.90/hr.	Reclassified from Step 1 Teacher TO Step 2 Teacher at ABGS MS
Bridget Erwat Eff. 9/4/18	Adult Ed. Teacher At \$35.72/hr.	Reclassified from Substitute Teacher TO Step 1 Teacher at ABGS MS
Gladys Estime Eff. 9/4/18	Adult Ed. Teacher At \$40.54/hr.	Reclassified from Step 2 Teacher TO Step 3 Teacher at ABGS MS
Joseph Giordano Eff. 9/4/18	Adult Ed. Teacher At \$37.90/hr.	Reclassified from Substitute Teacher TO Step 2 Teacher at ABGS MS

**JULY 26, 2018  
MINUTES**

Marcela Moran Eff. 9/4/18	Adult Ed. Teacher At \$40.54/hr.	Reclassified from Step 2 Teacher TO Step 3 Teacher at ABGS MS
Jacqueline Warren Eff. 9/4/18	Adult Ed. Teacher At \$40.54/hr.	Reclassified from Substitute Teacher TO Step 1 Teacher at ABGS MS

- N. RESOLVED, that the Board of Education approves the Acting Superintendent’s recommendation to APPOINT the following ADULT AND COMMUNITY EDUCATION PROGRAM staff for the 2018-2019 school year.**

<u>NAME</u>	<u>POSITION/LOCATION</u>	<u>COMPENSATION</u>
Joy Vanhook Eff. 9/4/18	Substitute Teacher Middle School	\$40.54/hr.
Sorita Adkins Eff. 9/4/18	Security Aide Middle School	Hourly Contractual Rate

**ITEM O MOVED TO EXECUTIVE SESSION**

- O. RESOLVED, that the Board of Education approves the Acting Superintendent’s recommendation to APPOINT the following personnel to work overtime, effective July 16, 2018– August 2, 2018.**

**PURPOSE:** To clean up the data for disenrollment of students according to SED regulations.  
**FUNDING SOURCE:** PSSG

<u>NAME</u>	<u>POSITION/LOCATION</u>	<u>COMPENSATION</u>
Stephen Strachan	Administrator High School	\$94.34/hr. (Not to exceed 20 hours)
Carey Gray	Administrator High School	\$94.34/hr. (Not to exceed 30 hours)

- P. RESOLVED, that the Board of Education approves the Acting Superintendent’s recommendation to APPROVE the following personnel for summer work to clean up attendance data, effective July 2, 2018– August 31, 2018, for an additional four (4) days. (This request was previously approved to not exceed 20 days between July 2, 2018-August 31, 2018, approved at the July 2, 2018 Board of Education meeting.**

**PURPOSE:** To clean up the data for disenrollment of students according to SED regulations.

**JULY 26, 2018  
MINUTES**

**FUNDING SOURCE: PSSG**

<u>NAME</u>	<u>POSITION/LOCATION</u>	<u>COMPENSATION</u>
Gary Battle	Attendance Teacher 7 Hrs./Day High School	1/200 <sup>th</sup> of Contractual Salary
Unique Redd	Community Aide Mon-Thurs, 8:00am-4:00pm High School	Contractual Hourly Rate

**2. CIVIL SERVICE PERSONNEL**

**A. APPOINTMENT(S)- RESOLVED, that the Board of Education approves the Acting Superintendent's recommendation to APPOINT the following Civil Service personnel:**

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>
Tamara Samuel Eff. 9/4/18	Food Server, F/T (Reclassify from P/T to F/T, replacing J. Bowean)	\$19,544 (Lv. 1, St. 5) <b>RECOMMENDED BY:</b> Rodney Gilmore <b>PURPOSE:</b> To fill vacant position
Conrad Morris Eff. 9/4/18	Food Server, F/T, District, (Reclassify from P/T to F/T, replacing D. Bradley, retired)	\$19,544 (Lv. 1, St. 5) <b>RECOMMENDED BY:</b> Rodney Gilmore <b>PURPOSE:</b> To fill vacant position
Patula Withworth Eff. 9/4/18	Food Server, F/T, District, (Replacing S. McGuckian, resigned)	\$19,544 (Lv. 1, St. 5) <b>RECOMMENDED BY:</b> Rodney Gilmore <b>PURPOSE:</b> To fill vacant position
Santi Chattergoon Eff. 9/4/18	Food Server, F/T, District	\$18,786 (Lv. 1, St. 3) <b>RECOMMENDED BY:</b> Rodney Gilmore <b>PURPOSE:</b> To fill vacant position
Kysha Woods Eff. 9/4/18	Food Server, F/T, District (Reclassify from P/T to F/T)	\$18,419 (Lv. 1, St. 2) <b>RECOMMENDED BY:</b> Rodney Gilmore

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MINUTES**

		<b>PURPOSE:</b> To fill vacant position
Zachariah White Eff. 9/4/18	Food Server, F/T, District (Reclassify from P/T to F/T)	\$18,507 (Lv. 1, St. 1) <b>RECOMMENDED BY:</b> Rodney Gilmore <b>PURPOSE:</b> To fill vacant position
Aisha Holloway Eff. 09/04/18	Typist Clerk, P/T, Sub, District	\$14.62/hr. (Lv. 9A, St. 1) <b>RECOMMENDED BY:</b> Kelly Fairclough <b>PURPOSE:</b> Expand substitute pool. Services to be utilized as needed
Sean Holloway Eff. 09/04/18	School Lunch Monitor, P/T, Barack Obama	\$12.47/hr. (Lv. 10A, St. 1) <b>RECOMMENDED BY:</b> Kelly Fairclough <b>PURPOSE:</b> To fill vacant position
<b>Lindsay moved to executive session &amp; PULLED</b> Ann-Marie Lindsay Eff. 7/30/18	Account Clerk Special Education	\$46,795 (Lv. 4 St. 8) - Prorated <b>RECOMMENDED BY:</b> D. Wilson <b>PURPOSE:</b> To fill new position

**ITEM B MOVED TO EXECUTIVE SESSION & PULLED**

- B. LEAVE(S) OF ABSENCE – RESOLVED, that the Board of Education approves the Acting Superintendent’s recommendation to APPROVE the following LEAVE(S) of ABSENCE REQUEST(S), for the following CIVIL SERVICE personnel:**

**PULLED**

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>
Ann-Marie Lindsay Eff. 7/30/18	Sr. Typist Clerk Special Education	Letter requesting a leave of absence contingent upon appointment as Account Clerk

- C. RESIGNATION – RESOLVED, that the Board of Education approves the Acting Superintendent’s recommendation to ACCEPT the resignation(s) from the following Civil Service personnel for RETIREMENT / PERSONAL PURPOSES:**

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>
Patula Withworth Eff. 9/3/18	School Lunch Monitor, PT, Jackson Main	Resignation contingent upon appointment as a Food Server, FT
Santi Chattergoon	School Lunch Monitor, PT,	Resignation contingent upon

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Eff. 9/3/18	Marshall	appointment as a Food Server, FT
Alideliza Salmeron Eff. 9/3/18	Attendance Aide, David Paterson	Resignation contingent upon appointment as a Teaching Assistant
Peggy Peterson Eff. 7/17/18	Sr. Typist Clerk Middle School	Letter of resignation received for retirement purposes

- C. RESOLVED, that the Board of Education approves the Acting Superintendent's recommendation to COMPENSATE the following personnel for working overtime on June 23, 2018 (High School Graduation)**

<u>NAME</u>	<u>POSITION/LOCATION</u>	<u>COMPENSATION</u>
Delem Princima Eff. 6/23/18	Security Aide Pupil Personnel	Contractual Hourly Rae
Keren Phillip Eff. 6/23/18	Security Aide High School Annex	Contractual Hourly Rate
Lashauna Russell Eff. 6/23/18	Security Aide High School	Contractual Hourly Rate
Tanya Baldwin Eff.6/23/18	Security Aide Middle School	Contractual Hourly Rate
Ezra Atkinson Eff.6/23/18	Security Aide High School	Contractual Hourly Rate
Lavon Bryant Eff.6/23/18	Security Aide District	Contractual Hourly Rate
Debbie Cheaver Eff.6/23/18	Security Aide Prospect	Contractual Hourly Rate
Juan Depena Eff.6/23/18	Security Aide High School	Contractual Hourly Rate
Marc Ferro Eff.6/23/18	Security Aide High School	Contractual Hourly Rate
Terri Garrison Eff.6/23/18	Security Aide Marshall School	Contractual Hourly Rate

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Tonya Gibson Eff.6/23/18	Security Aide High School	Contractual Hourly Rate
Leonel Gonzalez Eff.6/23/18	Security Aide Middle School	Contractual Hourly Rate
David James Eff.6/23/18	Security Aide Front Street	Contractual Hourly Rate
Vibert Lodim Eff.6/23/18	Security Aide David Paterson	Contractual Hourly Rate
Cleveland Rice Eff.6/23/18	Security Aide David Paterson	Contractual Hourly Rate
Rahzettar Thornton Eff.6/23/18	Security Aide High School	Contractual Hourly Rate

- D. RESOLVED, that the Board of Education approves the Acting Superintendent's recommendation to COMPENSATE the following personnel to attend training on the Power School Registration Portal - Tuesday, July 31, 2018 (not to exceed 4 hours.)**

**RECOMMENDED BY:** Robert Rodriguez

**SOURCE OF FUNDING:** General

**PURPOSE:** To provide professional development/training on the new automated Registration Portal.

<u>NAME</u>	<u>POSITION</u>	<u>COMPENSATION</u>
Maria Payano	Attendance Aide	Contractual Hourly Rate
Annisa Winfield	Attendance Aide	Contractual Hourly Rate
Robert Bishop	Attendance Aide	Contractual Hourly Rate
Tina Lake	Community Aide	Contractual Hourly Rate
Eloise Thomas-Tillery	Attendance Aide	Contractual Hourly Rate
Albert Williams	Attendance Teacher	\$1/200 <sup>th</sup> of Contractual Salary

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Mary Mills	Attendance Teacher	\$1/200 <sup>th</sup> of Contractual Salary
Yolanda Blunt	Attendance Teacher	\$1/200 <sup>th</sup> of Contractual Salary

**E. RESOLVED, that the Board of Education approves the Acting Superintendent’s recommendation to APPOINT the following Civil Service personnel to work overtime, Effective July 2, 2018 through June 30, 2019 (as needed, not to exceed 10 hours per week).**

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>
Steven Psihogios	Typist Clerk Pupil Personnel Services	Contractual Hourly Rate

**Trustee Stith moved, seconded by Trustee Ayala to convene to executive session at 8:51 P.M. to discuss personnel and legal counsel.**

<b>MOTION</b> To convene to executive session	<b>YES 5</b>	<b>MOTION CARRIED</b>
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**Trustee Stith moved, seconded by Trustee Ayala to reconvene to open session at 12:15 A.M.**

<b>MOTION</b> To reconvene to open session	<b>YES 5</b>	<b>MOTION CARRIED</b>
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**Trustee Stith moved, seconded by Trustee Ayala to approve the IB coordinator as indicated**

Felicia Prince Eff. 7/30/18 (4-Year Probationary Period, 7/29/22) SDA, Perm., Eff. 9/1/04	IB Coordinator Elementary Administrative Office	\$124,345 (Lv. 8 St.11) - Title II <b>RECOMMENDED BY: Regina Armstrong</b> <b>PURPOSE: Fill New Position</b>
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<b>MOTION</b> To approve IB coordinator	<b>YES 5</b>	<b>MOTION CARRIED</b>
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**JULY 26, 2018**

**MINUTES**

**Trustee Johnson moved, seconded by Trustee Ayala to approve the appointment of James Clark as Assistant Superintendent for Special Programs, replacing the previous resolution with the amended resolution as written.**

**C. RESOLVED**, that upon the recommendation of the Acting Superintendent, the Board credits James Clark, who was hired and appointed to the position of Associate Superintendent for Secondary Curriculum and Instruction on October 1, 2014 and then was appointed to the position of Associate Superintendent for Strategic Initiatives in or about September 2017, with the job experience in the administrator tenure track relating to Special Programs, and approves the appointment of James Clark to the position of Assistant Superintendent for Special Programs effective on July 26, 2018 and further does hereby grant tenure to James Clark in the position of Assistant Superintendent for Special Programs commencing on, and effective as of, July 27, 2018, at the same annual salary as his current annual salary.

**MOTION**

**YES 5**

**MOTION CARRIED**

To approve the amended resolution

**Trustee Johnson moved, seconded by Trustee Stith to approve the appointment of Djuana Wilson as Assistant Superintendent for Special Education, replacing the previous resolution with the amended resolution as written.**

**D. RESOLVED**, that upon the recommendation of the Acting Superintendent, the Board credits Djuana Wilson, who was appointed as the District's Interim Director of Special Education on December 17, 2015, with the job experience in the administrator tenure track relating to Special Education, and approves the appointment of Djuana Wilson to the position of Assistant Superintendent for Special Education effective on July 26, 2018, and further does hereby grant tenure to Djuana Wilson in the position of Assistant Superintendent for Special Education, commencing on, and effective as of July 27, 2018, and further approves a salary adjustment for Djuana Wilson in the job title of Assistant Superintendent for Special Education at an annual salary of \$180,000.00 per annum, pro rata, commencing on July 27, 2018.

**MOTION**

**YES 5**

**MOTION CARRIED**

To approve the amended resolution

**Trustee Stith moved, seconded by Trustee Ayala to approve the Administrator compensation as indicated.**

**O. RESOLVED**, that the Board of Education approves the Acting Superintendent's recommendation to **APPOINT** the following personnel to work overtime, effective July 16, 2018– August 2, 2018.

**JULY 26, 2018  
MINUTES**

**PURPOSE:** To clean up the data for disenrollment of students according to SED regulations.  
**FUNDING SOURCE:** PSSG

<b><u>NAME</u></b>	<b><u>POSITION/LOCATION</u></b>	<b><u>COMPENSATION</u></b>
Stephen Strachan	Administrator High School	\$94.34/hr. (Not to exceed 20 hours)
Carey Gray	Administrator High School	\$94.34/hr. (Not to exceed 30 hours)

**MOTION**                                 **YES 5**                                 **MOTION CARRIED**  
To approve  
Administrator compensation

**HAND CARRY # 1  
JULY 26, 2018**

**RESOLUTION TO EXTEND LEAVE UNDER POLICY #9520.3  
FOR EMPLOYEE #4622**

**Trustee Stith moved, seconded by Trustee Johnson to approve the extension of Administrative LOA with Pay.**

- 1. RESOLVED**, that the Board of Education extends the placement of Employee # 4622 on Administrative Leave of Absence with Pay through August 31, 2018.

**MOTION**                                 **YES 5**                                 **MOTION CARRIED**  
To approve extension of  
Administrative LOA with Pay

Trustee Stith moved, seconded by Trustee Johnson to adjourn the meeting at 12:21 A.M.

**MOTION**                                 **YES 5**                                 **MOTION CARRIED**  
Meeting adjourned

Respectfully submitted:

Patricia Wright  
District Clerk

**HEMPSTEAD UNION FREE SCHOOL DISTRICT**  
**Section 2000 - SCHOOL BOARD GOVERNANCE AND OPERATIONS**  
**2522 EDUCATIONAL TRAVEL EXPENSE AND REIMBURSEMENT**

**2522 EDUCATIONAL TRAVEL EXPENSE AND REIMBURSEMENT**

Board members and the Superintendent of Schools shall be reimbursed for the cost of attending educational conferences and other Board and district related business activities. Reimbursement will be made for travel, lodging when event is less more than ten (10) (20) miles from the school district, meals, gratuities, and other reasonable expenses incurred on behalf of the school district provided the following standards are met:

1. air travel shall be tourist class. Upgrading is allowable at Board Members or employee's own expense;
2. hotel rate to be paid shall be in accordance with the hotel rates announced by the sponsoring organization. If the cost for lodging exceeds the amounts listed in Exhibit 2, it shall require approval by the board before the conference stay is confirmed;
3. auto rentals shall be limited to one compact car, to be used for all members attending the conference;
4. hotel and evening meal reimbursement shall be allowed for the day before the conference begins and breakfast reimbursement for the day after it ends;
5. within two months of the conference, Board members should personally share their experience with other Board members and the public at a Board meeting; and
6. Board of Education members, with the exception of the President, will not have access to a district credit card to cover expenses. The District Clerk shall use a master credit card for securing lodging for Board members at conferences. The President may use the credit card for incidental expenses for themselves and other members attending the conference or meeting. Board of Education may use personal funds or a cash advance to cover expenses when on official school district business. The Board member shall account for amounts spent out of a cash advance, or personal expenses by submitting the proper documentation.. and receipts are presented to the District Clerk. Once received, the Board Member shall be reimbursed if needed The Superintendent may use personal funds, a district issued credit card or a cash advance to cover expenses while on official school district business. The Superintendent shall account for amounts charged against the credit card, spent out of a cash advance, or personal expenses by submitting the proper documentation and receipts to the Business office. Once received, the Superintendent shall be reimbursed if needed

The receipts must show the exact amount charged to the credit card or spent out of the cash advance.

1. the Board and Superintendent may authorize transportation and lodging expense to be placed on their district credit card. The Superintendent may also authorize issuing purchase orders to secure lodging and transportation services;
2. when traveling involves an overnight stay, Board members and Superintendent only, may request a cash advance of \$100.00 per day for each full day of educational travel. Cash

advance can be used for meals, in town transportation, portage, parking, tolls, mileage, tips and educational materials designed to enhance board governance skills. To report how the cash advance was used, itemized expense form with receipts should be submitted within 72 hours after returning to the district. Under no circumstances shall a cash advance request be granted for anyone other than those specified above;

3. reimbursement for personal expenses paid by an individual may be claimed by submitting "conference expense form" to the District Clerk or designated business office staff;

4. no meal or room service charge is to be placed on the hotel room bill. If room service is charged to the room during the stay at the hotel, it should be paid at the time of checkout and claimed appropriately upon return to the district. When meals are included as part of the conference, meal reimbursement may not be claimed. Only meals actually taken during educational travel may be claimed. Receipts must be provided to substantiate meal expense and the number of people covered by the expense;

5. reimbursement for expense other than meals may be claimed and must be accompanied by receipts, where applicable. These expenses might include such items as lodging, transportation, mileage, tolls, parking, coach fares on airlines, local transportation, gratuities, and educational materials designed to enhance board governance skills. If the total reimbursement claimed is greater than the advance received, the district will reimburse the difference. If the amount claimed is less than the advance received, the individual must return the remaining funds to the district.

6. all receipts submitted for reimbursement or credit must include:

- a. the date, expense incurred;
- b. the reason for the expense, i.e. meal, travel, and lodging; and
- c. a listing of individuals taking part in the expense.

Charges which are not reimbursable should not be claimed on conference expense forms. The district may choose to send a bill of charges to anyone who:

1. fails to file an expense form with the proper documentation of how the cash advance was used; and

2. deliberately charged items to the district that are not reimbursable.

Before a new travel request is processed, all outstanding cash advance funds and credit card charges must be accounted for.

Adoption date: July 11, 2001

Revised Adoption date: July 6, 2006

This Policy has been revised to reflect changes to Credit Card Policy 6665 on February 3, 2011

**HEMPSTEAD UNION FREE SCHOOL DISTRICT**

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