

## APPROVED MINUTES

### HARBORFIELDS CENTRAL SCHOOL DISTRICT GREENLAWN, NEW YORK 11740

Kind of Meeting	-	Reorganization/Regular Meeting
Place of Meeting	-	OMS – Board Room
Date of Meeting	-	July 8, 2009
Board Members Present	-	Mr. Mastroianni, Mr. Giuliano, Mr. Banks, Mrs. Boba, Dr. McDonagh, Mr. Schoer, Mr. Toles
Board Members Absent	-	None
Others Present	-	Mr. Carasiti, Ms. Todaro, Mr. Nimmo, Dr. Koenig

Mr. Mastroianni called the Annual Reorganizational/Regular Meeting to order at 6:10 p.m. He led those in attendance in the Pledge of Allegiance.

#### **Executive Session**

Upon motion duly made by Mr. Toles, seconded by Mr. Banks, and carried (5-0), the Board moved to executive session at 6:11 p.m. for the purpose of legal matters and salaries for non-bargaining units.

Mrs. Boba arrived at 6:17 p.m.; Mr. Giuliano arrived at 6:18 p.m. The cabinet left executive session at 7:35 p.m.

Upon motion duly made by Mr. Schoer, seconded by Mr. Giuliano, and carried unanimously the Board returned to the Annual Reorganizational/Regular Meeting of July 8, 2009 at 8:10 p.m.

At this time Mr. Carasiti called the meeting to order and led the audience in the Pledge of Allegiance and instructed those in attendance where to exit the building in case of an emergency. He also asked that all cell phones and beepers be silenced during the meeting.

Mr. Carasiti was called upon to administer the oath of office to the Ms. Muller, District Clerk.

Ms. Muller was called upon to administer the oath of office to Mr. Carasiti, Superintendent of Schools.

Ms. Muller, District Clerk, was called upon to administer the oath of office to Mrs. Boba, Mr. Mastroianni, and Dr. McDonagh.

#### **Election of President and Vice President – Board of Education**

Mr. Schoer nominated Mr. Mastroianni as President of the Board of Education. Mrs. Boba seconded the nomination. All were in favor.

Mr. Schoer nominated Mr. Giuliano as Vice President of the Board of Education. Mr. Toles seconded the nomination. All were in favor.

Ms. Muller, District Clerk, was called upon to administer the oath of office to the President and Vice-President of the Board of Education.

Mr. Mastroianni took this opportunity to once again thank Jim Brennan for all of his work while serving on the Board of Education. He continued that Jim would remain in all of our hearts.

**Appointment of District Clerk/Secretary to the Board of Education**

Upon motion duly made by Mr. Toles, seconded by Mr. Schoer, and carried unanimously, Barbara Muller was appointed District Clerk/Secretary to the Board of Education (part-time) for the 2009-2010 school year at a rate to be determined.

**Appointment of District Treasurer and Deputy Treasurer**

Upon motion duly made by Mrs. Boba, seconded by Mr. Toles, and carried unanimously, Paula Francis was appointed District Treasurer for the 2009-2010 school year at an annual stipend to be determined.

It was further resolved, that Sharon Whelan was appointed as Deputy Treasurer for the 2009-2010 school year with no additional remuneration.

The oath of office will be administered to the District Treasurer and the Deputy Treasurer by the District Clerk within thirty days.

**Appointment of Claims Auditor**

Upon motion duly made by Mr. Schoer, seconded by Mr. Giuliano, and carried unanimously, Maryann Viglucci was appointed as Claims Auditor for the 2009-2010 school year at a rate to be determined.

The oath of office will be administered to the Claims Auditor by the District Clerk within thirty days.

**Bonding of District Treasurer, Deputy Treasurer, Assistant Superintendent for Business, Purchasing Agent, Superintendent of Schools, and District Clerk**

Upon motion duly made by Mr. Giuliano, seconded by Mr. Banks, and carried unanimously, for the 2009-2010 school year that a bond of \$3,000,000 was approved for the District Treasurer and Deputy Treasurer; a bond of \$2,000,000 was approved for the Assistant Superintendent for Business and Purchasing Agent; a bond of \$800,000 was approved for the Superintendent of Schools, and a bond of \$200,000 was approved for the District Clerk.

**Appointment of District Purchasing Agent**

Upon motion duly made by Mr. Toles, seconded by Mr. Schoer, and carried unanimously, Linda Gass was appointed as District Purchasing Agent for the 2009-2010 school year at a rate to be determined.

**Appointment of Records Management Officer**

Upon motion duly made by Mr. Giuliano, seconded by Mrs. Boba, and carried unanimously, William H. Nimmo, Assistant Superintendent for Business was appointed as Records Management Officer for the 2009-2010 school year.

**Appointment of Records Access Officer and Authorization to Accept Legal Service**

Upon motion duly made by Mrs. Boba, seconded by Dr. McDonagh, and carried unanimously, Janet T. Pancir was appointed Records Access Officer for the 2009-2010 school year with no additional remuneration.

It was further resolved, that Janet T. Pancir be authorized to accept legal service for the Harborfields Central School District.

**Appointment of Asbestos Compliance Officer**

Upon motion duly made by Mr. Giuliano, seconded by Mr. Banks, and carried unanimously, Drew Cacciola, District Maintenance Leader, was appointed as Asbestos Compliance Officer for the 2009-2010 school year with no additional remuneration.

**Designation of Banks and Depositories**

Upon motion duly made by Mr. Schoer, seconded by Mr. Giuliano, and carried unanimously the following were designated as depositories for the school district and that accounts be established as soon as possible following the annual reorganizational meeting of the Board of Education as may be necessary:

Bank of America, Greenlawn	Withholding Tax Depository
Bank of America, Greenlawn	Student Activity Fund-OMS
Bank of America, Greenlawn	Student Activity Fund-HHS
Bank of America, Greenlawn	Capital Fund
Bank of America, Greenlawn	Scholarship Funds
Bank of America, Greenlawn	Trust & Agency Funds
Bank of America, Greenlawn	Debt Service

Citibank, Greenlawn	Safe Deposit
TD Bank, East Northport	Investment Account
TD Bank, East Northport	Special Aid Fund
TD Bank, East Northport	General Fund
TD Bank, East Northport	School Lunch Fund
TD Bank, East Northport	Payroll Account
Municipal Investors Service Corp.	General Fund (CLASS)

It was further resolved, that the Bank of New York and J.P. Morgan Chase Bank be designated as Custodial Banks for securities and/or securities held as collateral for the district's investment program.

It was further resolved, that Chase Manhattan Bank be designated as Accounting and Cremation Agent and Registrar for Bonds and Coupons.

#### **Authorization for Investments**

Upon motion duly made by Mr. Toles, seconded by Mr. Schoer, and carried unanimously, that Paula Francis, Treasurer, was authorized to invest district monies, under Section 1723-a of the Education Law as outlined in Policy 6240 as attached to the agenda of the annual reorganizational meeting of July 8, 2009. Paula Francis, Treasurer, was further authorized to execute in the name of the Board of Education any and all documents relating to the investment program. A quarterly progress report of investments will be given to the Board of Education.

#### **Authorization for Purchasing**

Upon motion duly made by Dr. McDonagh, seconded by Mrs. Boba, and carried unanimously, that after the Board of Education reviews Policy 6700 and Exhibit 6700-E.1, and 6700-E.2, the Board of Education affirms its purchasing policy for the 2009-2010 school year.

It was further resolved, that Linda Gass, Purchasing Agent, shall be responsible for the establishment and implementation of the procedures and standard forms for use in all purchasing and related activities in the district.

#### **Establishment of Regular Monthly Board of Education Meetings**

Upon motion duly made by Mr. Giuliano, seconded by Mrs. Boba, and carried unanimously, the regular meetings of the Board of Education were established as follows for the 2009-2010 school year:

<u>DATE OF MEETING</u>	<u>TYPE/PLACE OF MEETING</u>	<u>DAY OF WEEK OF MEETING</u>
September 9, 2009	Special Meeting – OMS	2 <sup>nd</sup> Wednesday
September 23, 2009	Regular Meeting – OMS	4 <sup>th</sup> Wednesday
October 1, 2009	Special Meeting – OMS	1 <sup>st</sup> Thursday
October 21, 2009	Regular Meeting – OMS	3 <sup>rd</sup> Wednesday
November 18, 2009	Regular Meeting – OMS	3 <sup>rd</sup> Wednesday
December 16, 2009	Regular Meeting – OMS	3 <sup>rd</sup> Wednesday
January 20, 2010	Regular Meeting – OMS	3 <sup>rd</sup> Wednesday
February 10, 2010	Regular Meeting – OMS	2 <sup>nd</sup> Wednesday
March 6, 2010	Budget Work Session – OMS	1 <sup>st</sup> Saturday
March 17, 2010	Regular Meeting – OMS	3 <sup>rd</sup> Wednesday
April 7, 2010	<b>TENTATIVE</b> Special Meeting – OMS	1 <sup>st</sup> Wednesday
April 14, 2010	Special Meeting/Budget Adoption/ Property Tax Report Card – OMS	2 <sup>nd</sup> Wednesday
April 27, 2010	Regular Meeting/BOCES Budget Vote – OMS	4 <sup>th</sup> Tuesday
May 11, 2010	Budget Hearing/Regular Meeting – OMS	2 <sup>nd</sup> Tuesday
May 18, 2010	Budget Vote/Special Meeting – OMS	3 <sup>rd</sup> Tuesday
May 26, 2010	Superintendent Evaluation – OMS	4 <sup>th</sup> Wednesday
June 16, 2010	Regular Meeting – OMS	3 <sup>rd</sup> Wednesday
July 7, 2010	Regular/Reorganization Meeting – OMS	1 <sup>st</sup> Wednesday
August 25, 2010	Regular Meeting – OMS	4 <sup>th</sup> Wednesday

### **Establishment of Mileage Reimbursement Rate**

Upon motion duly made by Mr. Toles, seconded by Mr. Giuliano, and carried unanimously, the mileage reimbursement was adopted at the IRS established rate for the 2009-2010 school year, and that Frank J. Carasiti, Superintendent of Schools, was authorized to approve such requests for the 2009-2010 school year.

### **Authorization of Personnel to Open Bids**

Upon motion duly made by Mrs. Boba, seconded by Mr. Giuliano, and carried unanimously, that with respect to any bids received pursuant to competitive bidding for the district, Linda Gass, Purchasing Agent, or her designee was authorized to open any and all such bids at the time and place specified in the legal notice.

### **Authorization of Superintendent of Schools to Approve Budgeted Expenses for Attendance at Meetings and Conferences**

Upon motion duly made by Mrs. Boba, seconded by Dr. McDonagh, and carried unanimously, Frank J. Carasiti, Superintendent of Schools, was authorized to approve budgeted expenses for attendance of school personnel at meetings and conferences for the 2009-2010 school year.

**Designation of Board of Education Memberships in Associations**

Upon motion duly made by Mr. Giuliano, seconded by Mr. Toles, and carried (6-1), the Board of Education obtained membership in the following associations for the school year 2009-2010 and that the members were authorized to attend meetings and functions of said association with necessary expenses defrayed by the district:

<b>Name of Association</b>	<b>Estimated Membership Dues</b>
New York State School Boards Association	\$9,800.00
Nassau-Suffolk School Boards Association	\$3,000.00
National School Boards Association	\$4,900.00
SCOPE	\$4,200.00
R.E.F.I.T.	\$600.00

It was further resolved, that Board of Education members, Superintendent of Schools, and District Clerk were authorized to attend other conferences, meetings, and functions as deemed appropriate with necessary expenses defrayed by the district.

The voting was as follows:

AYES: Mr. Mastroianni, Mr. Giuliano, Mr. Banks, Dr. McDonagh,  
Mr. Schoer, Mr. Toles

NAYS: Mrs. Boba

**Designation of Newspapers for Publication of School Notices**

Upon motion duly made by Mr. Schoer, seconded by Mr. Toles, and carried unanimously, that the ***The Long Islander***, ***Newsday***, and ***Times of Huntington*** were designated as newspapers in which all advertising required by law or otherwise may be published where advertising in three newspapers having general circulation in the district is required during the school year 2009-2010. Where advertising is required to be placed in only one newspaper, then it shall be placed in the newspaper deemed most appropriate by William H. Nimmo, Assistant Superintendent for Business.

**Appointment of General and Labor Counsel**

Upon motion duly made by Mr. Banks, seconded by Mrs. Boba, and carried unanimously, the law firm Guercio & Guercio LLP was retained to serve as general counsel for legal matters authorized by the Board of Education for the 2009-2010 school year pursuant with the Request for Proposal (RFP) attached to the agenda of this reorganization meeting of July 8, 2009.

It was further resolved, that the law firm Guercio & Guercio LLP was retained to serve as labor counsel for labor matters authorized by the Board of Education pursuant to the Request for Proposal (RFP) attached to the agenda of this reorganization meeting of July 8, 2009.

### **Appointment of Treasurer, Extracurricular Funds**

Upon motion duly made by Mr. Toles, seconded by Mr. Schoer, and carried unanimously, Nancy Greene was appointed Treasurer of the Oldfield Middle School Extracurricular Fund and Georgia Psilakis was appointed Treasurer of the Harborfields High School Extracurricular Fund for the 2009-2010 school year, and

It was further resolved, that the extracurricular accounts be operated in accordance with the Regulations of the Commissioner of Education, Section 172.

### **Student Accident and Sports Insurance**

Upon motion duly made by Mr. Giuliano, seconded by Mrs. Boba, and carried unanimously, that Student Accident Insurance be purchased for the 2009-2010 school year.

### **Authorization of Superintendent of Schools or Designee to Approve and Certify Payrolls**

Upon motion duly made by Mrs. Boba, seconded by Mr. Toles, and carried unanimously, Frank J. Carasiti, Superintendent of Schools or his designee was authorized to approve and certify payrolls for the 2009-2010 school year in accordance with the 2009-2010 school budget.

### **Authorization of Superintendent of Schools to make transfers within Budgetary Appropriations**

Upon motion duly made by Dr. McDonagh, seconded by Mrs. Boba, and carried unanimously, Frank J. Carasiti, Superintendent of Schools, was authorized to make transfers within budgetary appropriations for the 2009-2010 school year with such transfers to be limited to \$10,000 per transfer.

### **Designation of Attendance Officers**

Upon motion duly made by Mr. Giuliano, seconded by Mrs. Boba, and carried unanimously, Dr. David Bennardo, Principal of Harborfields High School, Joanne Giordano, Principal of Oldfield Middle School, Florence Tuzzi, Principal of Thomas J. Lahey Elementary School, and Maureen Kelly, Principal of Washington Drive Primary School were appointed as Attendance Officers for the 2009-2010 school year.

### **Approval of Custodians of Petty Cash**

Upon motion duly made by Mr. Toles, seconded by Mr. Banks, and carried unanimously, the persons listed below were authorized as custodians of petty cash funds in an amount of \$100.00:

- Frank J. Carasiti, Superintendent of Schools
- William H. Nimmo, Assistant Superintendent for Business

- Dr. David Bennardo, Principal, Harborfields High School
- Joanne Giordano, Principal, Oldfield Middle School
- Florence Tuzzi, Principal, Thomas J. Lahey Elementary School
- Maureen Kelly, Principal, Washington Drive Primary School

Regulations of the Commissioner stipulate that payments from petty cash funds may be made for materials, supplies, or services only under conditions calling for **immediate payment upon delivery**.

It was further resolved, that the person designated as responsible for petty cash funds shall not authorize the expenditure from petty cash for amounts in excess of \$25.00 for any one purchase.

### **Authorization and Designation on Single Signature Checks**

Upon motion duly made by Mrs. Boba, seconded by Mr. Banks, and carried unanimously, the District Treasurer, Deputy Treasurer, or the President of the Board of Education were authorized to sign all checks of the Harborfields Central School District.

### **Designated Signatures:**

Paula Francis, District Treasurer  
Sharon Whelan, Deputy Treasurer  
Donald W. Mastroianni, President, Board of Education

### **Approval of Appointment of Surrogate Parents**

Upon motion duly made by Mr. Giuliano, seconded by Mr. Toles, and carried unanimously, Merle Anne Burke, Mathilda Horowitz, and Louise Mordarski were appointed as surrogate parents for the 2009-2010 school year to represent any disabled child before the Committee on Special Education or the Committee on Preschool Special Education should that child so require representation.

### **Approval of Appointments to the District Committee on Special Education**

Upon motion duly made by Mr. Schoer, seconded by Mr. Toles, and carried unanimously, the following members of the professional staff and parents of children with disabilities who reside in the district were appointed to the District Committee on Special Education effective July 1, 2009 through June 30, 2010, as amended:

Victoria A. Melone	Chairperson
Denise Merchant	Chairperson
Dr. Brian Harris	Alternate Chairperson/Psychologist
Dr. Dan Pinto	Alternate Chairperson/Psychologist
Sherry Hafers	Alternate Chairperson/Psychologist
Dr. Barry Greene	Alternate Chairperson/Psychologist
Dr. Michelle Meskin	Alternate Chairperson/Psychologist
Dr. Jack Geffken	Physician as requested
Merle Anne Burke	Parent



Lori Dekie	Parent
Marcia Schuhman	Parent
Peggy Scally	Parent
Tanya Slamowitz	Parent
Julie Maier	Parent
Louise Mordarski	Parent
Ilene Shapero	Parent
Nancy Seiden	Parent
Cheryl Baile	Parent
Diane Young	Parent
Marina DiDomencio	Parent
Colleen Rappa	Parent
Cathy Kitakis	Parent
Louise Pietroforte	Parent
Nancy Scanlon	Parent
Dr. Lisa Drake	Psychologist
Dr. Anita Quiett	Psychologist
Dr. Brian Harris	Psychologist
Dr. Dan Pinto	Psychologist
Dr. Barry Greene	Psychologist
Dr. Lauren Gallagher	Psychologist
Dr. Michelle Meskin	Psychologist
Special Education Teacher	Each Student
Classroom Teacher/Counselor	Each Student

**Approval of Staff Members to Serve As Chairperson of Their Building Subcommittee on Special Education**

Upon motion duly made by Mr. Toles, seconded by Mrs. Boba, and carried unanimously, the following staff members will serve as chairperson of their building's subcommittee on Special Education:

Dr. Dan Pinto	Washington Drive Primary School
Dr. Lisa Drake	Thomas J. Lahey Elementary School
Dr. Michele Meskin	Thomas J. Lahey Elementary School
Dr. Barry Greene	Oldfield Middle School
Dr. Lauren Gallagher	Oldfield Middle School
Dr. Brian Harris	Harborfields High School
Dr. Anita Quiett	Harborfields High School
Thomas Gonzalez	Harborfields High School
Thomas Gonzalez	Oldfield Middles School
Thomas Gonzalez	Thomas J. Lahey Elementary School
Thomas Gonzalez	Washington Drive Primary School
Sherry Hafers	Out-of-District Placement

**Approval of Appointments to the District Committee on Preschool Special Education**

Upon motion duly made by Mr. Toles, seconded by Mr. Schoer, and carried unanimously, the following members of the professional staff and parents of preschool children who reside in the district were appointed to the District Committee on Preschool Special Education effective July 1, 2009 through June 30, 2010:

Victoria A. Melone	Chairperson
Denise Merchant	Chairperson
Dr. Dan Pinto	Alternate Chairperson/Psychologist
Sherry Hafers	Alternate Chairperson/Social Worker
Dr. Michele Meskin	Alternate Chairperson/Psychologist
Maria Schuhman	Parent
Merle Anne Burke	Parent
Lorie Dekie	Parent
Peggy Scally	Parent
Tanya Slamowitz	Parent
Julie Maier	Parent
Louise Mordarski	Parent
Ilene Schapero	Parent
Nancy Selden	Parent
Cheryl Baile	Parent
Diane Young	Parent
Marina DiDomencio	Parent
Colleen Rappa	Parent
Cathy Kitakis	Parent
Louise Pietroforte	Parent
Nancy Scanlon	Parent
Suffolk County/Dept. of Health	Services Representative
Evaluator	Evaluation Site Representative
Special Education Teachers	Each Student
Karen Ciocca	Retired General Education Teacher
Allan Lauber	Retired Special Education Teacher
Fredarica Friedman	Retired Special Education Teacher

**Approval of Updated Special Education Plan and Annual Report**

Upon motion duly made by Mr. Schoer, seconded by Mr. Giuliano, and carried unanimously, the Special Education Plan and Annual Report to the Board of Education was approved for the 2009-2010 school year.

**Approval of Procedures for Appointment and Compensation of Impartial Hearing Officers in Disputes Relating to Identification, Classification, and Placement of Disabled Students, Electronic Reporting To State Education Department, and Adoption of Updated List of Impartial Hearing Officers**

Upon motion duly made by Mr. Giuliano, seconded by Mr. Schoer, and carried unanimously, the Board of Education hereby adopted the updated list of impartial hearing officers for Suffolk County promulgated by the New York State Education Department in connection with requests for impartial hearings under the I.D.E.A. and Education Law, §4404. The district list shall be accessed on the New York State Education Department's website which includes the names of those other certified impartial hearing officers whose names appear on the State list and who indicate their interest in hearing appeals in matters affecting the Harborfields Central School District.

Upon receipt of a request for an impartial hearing, the President of the Board of Education, or on the occasion of his or her absence or inability, the Vice President of the Board of Education, is hereby authorized and directed to appoint an impartial hearing officer from the District's alphabetical rotational list. The President of the Board, or on the occasion of his or her absence or inability, the Vice President of the Board shall make such appointment in accordance with the principles set forth in Section 200.5 of the Regulations of the Commissioner of Education. The District Clerk, or acting District Clerk, under the direction of the President of the Board, shall initiate the selection process by contacting the impartial hearing officer whose name first appears after the impartial hearing officer who last served, and shall canvass the list as provided in the regulations until an appointment is accepted. Should a hearing officer decline appointment, the District Clerk or his or her designee shall offer appointment to each successive hearing officer whose name next appears on the alphabetical list until such appointment is accepted.

The Board believes that an expeditious hearing is essential to accomplish the purpose of I.D.E.A. and Education Law, §4404. To this purpose, the President of the Board or his or her designee shall only appoint those hearing officers who are prepared to commit to conduct hearing sessions of not less than six hours in duration, inclusive of a lunch break, where appropriate. Travel time to and from the hearing location shall not be counted toward fulfillment of this time commitment.

The Board shall compensate an impartial hearing officer for his or her services at the maximum rate established for such purpose by the Commissioner of Education, which rate is currently \$100 per hour for all pre-hearing, hearing, and post-hearing activities (including travel). The District will reimburse reasonable automotive travel expenses in the nature of mileage expense at the IRS approved rate for not to exceed 200 miles per day and tolls necessarily incurred. The District will not reimburse air fare expenses, meal expenses or lodging expenses under any circumstances.

The District Clerk or his or her designee shall transmit a copy of this policy to all hearing officers on the District's alphabetical list in order to apprise them of the District's policy with respect to appointment and compensation of impartial hearing officers.

The Superintendent shall designate an individual or individuals who shall be responsible for implementation of the State Education Department's web-based reporting system.

### **Authorization for Grant Applications**

Upon motion duly made by Mrs. Boba, seconded by Dr. McDonagh, and carried unanimously, the following resolution was unanimously approved:

Be it resolved, the nature of State, Federal, and County Grant applications require approval of the Board of Education, and

Whereas, the timeliness of information and deadline requirements are not necessarily coordinated with meetings of the Board of Education, now therefore,

Be it resolved, that this resolution authorized Frank J. Carasiti, Superintendent of Schools, to apply for any and all funding which in his judgment is appropriate for the Harborfields Central School District for the 2009-2010 school year, and

It was further resolved, that the Superintendent of Schools report such application for funding to the Board of Education at the next regular meeting following.

### **Authorization for Key Communicators 2009-2010**

Upon motion duly made by Mrs. Boba, seconded by Mr. Giuliano, and carried unanimously, a list of Key Communicators was established for the Harborfields Central School District and that written communication is maintained with these individuals during the course of the 2009-2010 year.

### **Readoption of all Policies and Code of Ethics**

Upon motion duly made by Mr. Giuliano, seconded by Mrs. Boba, and carried unanimously, all Policies and Code of Ethics in effect during the 2008-2009 school year were readopted for use for the 2009-2010 school year.

### **Appointment of School Physician**

Upon motion duly made by Mr. Toles, seconded by Mr. Schoer, and carried unanimously, Dr. Jack W. Geffken was appointed as the school physician beginning August 1, 2009 at a monthly rate of \$2,250 pending an RFP. This resolution was amended.

### **Readoption of School District Code of Conduct**

Upon motion duly made by Mr. Giuliano, seconded by Mr. Banks, and carried unanimously, the School District Code of Conduct in effect during the 2008-2009 school year was readopted for use during the 2009-2010 school year.

- File: **5310** School Conduct and Discipline
- File: **5310-R** School District Code of Conduct Regulations

### **Authorization for District-owned Cellular Telephones**

Upon motion duly made by Mr. Schoer, seconded by Mr. Giuliano, and carried unanimously, the following positions were authorized for use of a district-owned cellular telephone in accordance with File 8332-R of the Board of Education Policy Manual:

- Superintendent (1)
- Assistant Superintendents (1 each)
- Director of Pupil Personnel Services (1)
- Principals (1 for each building for emergency use)
- Athletic Director (1 plus 8 for coaches at away contests)
- District Maintenance Leader (1)
- Maintenance Supervisor (1)
- District Courier (1)
- Technology Coordinator (1)
- Computer Technicians (1 each)

### **List of Co-curricular Activities and Clubs K-12**

Upon motion duly made by Dr. McDonagh, seconded by Mr. Schoer, and carried unanimously, co-curricular activities and clubs as attached to the agenda of July 8, 2009 were approved and available for students K-12.

### **Review of District Safety Plan and Appointment of District Safety Committee**

Upon motion duly made by Mr. Giuliano, seconded by Mr. Schoer, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the District Safety Plan in effect during the 2008-2009 school year was readopted for the 2009-2010 school year.

It was further resolved, that the members of the District Safety Committee, as listed in the attachments to the agenda of July 8, 2009 were appointed for the 2009-2010 school year.

### **Appointment of Acting Principal in the Principal's Absence at Harborfields High School**

Upon motion duly made by Mrs. Boba, seconded by Mr. Giuliano, and carried unanimously, and upon the recommendation of the Superintendent of Schools, in the event that Dr. David Bennardo, Principal of Harborfields High School is not physically present in the school building on one or more days (or portions thereof,) during the 2009-2010 school year, that Robert Kelly, Assistant Principal be appointed "Acting Principal" for purposes of all short-term student discipline matters pursuant to Section 3214 of the New York State Education Law; and

It was further resolved, that in the event that Robert Kelly is unavailable or otherwise unable to be physically present at Harborfields High School to serve as "Acting Principal" in the absence of Dr. David Bennardo, Principal, Francesco Ianni, Assistant Principal, was hereby designated to be the "Acting Principal" for purposes of all short-term student discipline matters pursuant to Section 3214 of the New York State Education Law; and

It was further resolved, that the District Clerk shall forward a copy of this resolution to each of the above referenced persons.

**Appointment of Acting Principal in the Principal's Absence at Oldfield Middle School**

Upon motion duly made by Mr. Giuliano, seconded by Mrs. Boba, and carried unanimously, and upon the recommendation of the Superintendent of Schools, in the event that Joanne Giordano, Principal of Oldfield Middle School is not physically present in the school building on one or more days (or portions thereof,) during the 2009-2010 school year, that Wayne Cronk, Assistant Principal be appointed "Acting Principal" for purposes of all short-term student discipline matters pursuant to Section 3214 of the New York State Education Law; and

It was further resolved, that in the event that Wayne Cronk is unavailable or otherwise unable to be physically present at Oldfield Middle School to serve as "Acting Principal" in the absence of Joanne Giordano, Principal, John McNamara, Assistant Principal, is hereby designated to be the "Acting Principal" for purposes of all short-term student discipline matters pursuant to Section 3214 of the New York State Education Law; and

It was further resolved, that the District Clerk shall forward a copy of this resolution to each of the above referenced persons.

**Appointment of Acting Principal in the Principal's Absence at Thomas J. Lahey Elementary School**

Upon motion duly made by Mr. Schoer, seconded by Mr. Toles, and carried unanimously, and upon the recommendation of the Superintendent of Schools, in the event that Florence Tuzzi, Principal of Thomas J. Elementary School is not physically present in the school building on one or more days (or portions thereof,) during the 2009-2010 school year, that Beth-Ann Castiello, Assistant Principal be appointed "Acting Principal" for purposes of all short-term student discipline matters pursuant to Section 3214 of the New York State Education Law; and

It was further resolved, that the District Clerk shall forward a copy of this resolution to each of the above referenced persons.

**Appointment of Acting Principal in the Principal's Absence at Washington Drive Primary School**

Upon motion duly made by Mr. Giuliano, seconded by Mr. Schoer, and carried unanimously, and upon the recommendation of the Superintendent of Schools, in the event that Maureen Kelly, Principal of Washington Drive Primary School is not physically present in the school building on one or more days (or portions thereof,) during the 2009-2010 school year, that Dennis Kelly, Assistant Principal, be appointed "Acting Principal" for purposes of all short-term student discipline matters pursuant to Section 3214 of the New York State Education Law; and

It was further resolved, that the District Clerk shall forward a copy of this resolution to each of the above referenced persons.

**PUBLIC PARTICIPATION**

There was no public participation at this time.

**SUPERINTENDENT'S REPORTS**

There was no superintendent's report.

**BOARD OF EDUCATION MINUTES**

The following minutes were accepted by the Board of Education:

- Special meeting, June 16, 2009
- Regular meeting, June 17, 2009
- Special meeting, June 23, 2009

**FINANCE RESOLUTIONS**

**4.1 Schedules of Bills**

Upon motion duly made by Mr. Toles, seconded by Mr. Schoer, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the schedule of bills attached to the agenda of this meeting of July 8, 2009 were accepted.

**4.2 Financial Status Report**

Upon motion duly made by Dr. McDonagh, seconded by Mr. Toles, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the Financial Status Report for May 2009 was accepted.

### **4.3 School Service/Specialized Education Agreements**

Upon motion duly made by Mr. Giuliano, seconded by Mr. Toles, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the following School Service/Specialized Education Agreements between the Harborfields Central School District and the contractors listed below, in accordance with Part 200 of the regulations of the Commissioner of Education for children with handicapping conditions be approved as amended.

- **O'Brien Speech, Language and Learning PLLC** to provide speech, occupational and physical therapy services for the period July 1, 2009 through June 30, 2010 in accordance with the rate schedule contained within said agreement.
- **Naomi R. Ulrich, Occupational Therapist P.C.** to provide occupational therapy for children with disabilities for the period July 1, 2009 through June 30, 2010 at a rate of \$45.00 (individual session/30 minutes) and \$60.00 (group session/30 minutes).

### **4.4 Bids**

Upon motion duly made by Mr. Giuliano, seconded by Mr. Schoer, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the following cooperative bids as listed below and attached to the official minutes of July 8, 2009 were approved.

#### **Bids Awarded:**

- Coop Bid #2009-7: Paper/plastic
- Coop Bid #2009-8: Ice cream with equipment
- Coop Bid #2009-9: Grocery
- Coop Bid #2009-10: Meat
- Coop Bid #2009-11: Snack foods
- Coop Bid #2009-12: Bagels
- Coop Bid #2009-13: Bread
- Bid #2009-1: Automatic Temperature Control Service & Repair
- Bid #2009-6: Dust Mop Rental and Maintenance
- Bid #2009-14: Roof Replacement @ TjL Elementary

#### **Rejection of Bid:**

- Bid #2009-2: Boiler Burner Service

At this time, Mr. Carasiti advised the Board that we must take a good hard look at the track at the high school. We will receive sealed bids in August and go out for a vote sometime in October. We have money in the reserve fund and there will be no tax impact. Mr. Banks stated that while we are at it we might consider lighting for the track and installing turf.



#### **4.5 Surplus Books and Equipment**

Upon motion duly made by Mr. Schoer, seconded by Mr. Banks, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the surplus books and equipment as listed in the official minutes of July 9, 2008, were declared surplus and disposed of accordingly. Board members stated that the district should look at ways of donating these books to organizations in need with no cost to the district. Mr. Schoer suggested that Lucy Sumner be contacted regarding donating these books.

- Library books - Washington Drive Primary School
- Computer equipment - districtwide
- Textbooks - Oldfield Middle School
- Equipment - Oldfield Middle School

#### **4.6 Use of Classroom and Supportive Services by Western Suffolk BOCES**

Upon motion duly made by Mr. Schoer, seconded by Dr. McDonagh, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the request from Western Suffolk BOCES for the use of one classroom and supportive services at the Oldfield Middle School for the Alternate Learning Program for the period September 1, 2009 through June 30, 2010 in accordance with the agreement attached to the official minutes of July 8, 2009 was approved.

#### **4.7 Gifts and Increase in Appropriations**

Upon motion duly made by Mr. Schoer, seconded by Mr. Giuliano, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the following gifts were accepted, with thanks:

- \$5,214.78 from HACEF to be administered under the guidance and direction of Diana Todaro, Deputy Superintendent for the purposes outlined in the memorandum attached to the agenda of July 8, 2009
- \$1,022.02 from SEPTA to be administered under the guidance and direction of Florence Tuzzi, Principal, TJL for the purposes outlined in the memorandum attached to the agenda of July 8, 2009

It was further resolved, that pursuant to the receipt of the gifts, appropriations for 2009-2010 be increased as follows:

A2630.2000.42.2630	\$5,214.78
A2130.5110.42.2130	\$1,022.02

with the understanding that this increase in appropriations is matched by unanticipated revenue and will, therefore, result in no impact on the tax levy.

#### **4.8 Appointment of Internal Auditor**

Upon motion duly made by Mr. Giuliano, seconded by Mr. Schoer, and carried unanimously, and upon the recommendation of the Superintendent of Schools and the Audit Committee, the Board of Education hereby appointed R.S. Abrams as its Internal Auditor for the 2009-2010 school year at an annual fee of \$44,100, as set forth in the agreement attached to the official minutes of July 8, 2009, and

Be it further resolved, that the Board of Education hereby authorized the Board President to execute the written agreement between the district and R.S. Abrams & Co., LLP, as attached to the agenda of July 8, 2009.

#### **4.9 Acceptance of Internal Auditor's Reports of the Harborfields Central School District**

Upon motion duly made by Mr. Giuliano, seconded by Dr. McDonagh, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the Board of Education accepted the following internal audit reports of the Harborfields Central School District's financial operations prepared by R.S. Abrams & Co., LLP.

- Internal Audit Report on Capital Assets for the period July 1, 2008 through February 28, 2009
- Internal Audit Report on Cash Receipts Processes for the period July 1, 2008 through December 21, 2008

#### **4.10 Donation of Books**

Upon motion duly made by Mr. Giuliano, seconded by Mr. Schoer, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the Board of Education authorized the Deputy Superintendent to accept the donation of books to school libraries at WDPS, TJL, OMS and HHS for the 2009-2010 school year. The donated books will be accepted in accordance with the Board of Education policy 1800-E after careful review by school librarians to ensure the alignment with curriculum.

#### **4.11 Gift**

Upon motion duly made by Mr. Giuliano, seconded by Mr. Schoer, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the following gift was accepted:

- Dell computer monitor

## **HUMAN RESOURCES**

### **5.1 Resignation**

Upon motion duly made by Mr. Toles, seconded by Mr. Schoer, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the following resignation was accepted:

- Horowitz, Mathilda, Part-time Teaching Assistant, TJL, effective close of business August 31, 2009

### **5.2 Leaves of Absence**

Upon motion duly made by Mr. Toles, seconded by Mr. Giuliano, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the following leaves of absence were approved.

<b>Name</b>	<b>Assignment</b>	<b>School</b>	<b>Dates Paid</b>	<b>Dates Unpaid</b>
Ghori, Rahat	Teaching Assistant	TJL	N/A	9/1/09-6/30/10
Kalish, Stacey	Elementary Teacher	TJL	11/16/09-2/23/10	N/A
Pfaff, Laura	Social Studies Teacher	HHS	10/19/09-1/19/10	N/A

### **5.3 Professional Appointments**

Upon motion duly made by Mr. Giuliano, seconded by Mr. Banks, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the following professional appointments, in accordance with the schedule attached to the official minutes of July 8, 2009 were approved.

<b>Regular Substitute</b>		
for the maximum period through January 31, 2010 to serve at the pleasure of the Board		
<b>Name</b>	<b>School</b>	<b>Assignment</b>
Gentzlinger, Dori	TJL	Elementary Teacher
<b>Probationary</b>		
Koenig, Susan	District	School Social Worker
Rhodes, Nicole	HHS/OMS	Science Teacher

#### **5.4 Change in Status**

Upon motion duly made by Mr. Banks, seconded by Mr. Giuliano, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the following change in status in accordance with the schedule attached to the official minutes of July 8, 2009 was approved:

- Vavoules, Dawn from Clerk Typist (12 months), HHS, to Senior Clerk Typist (12 months), HHS, effective September 1, 2009

#### **5.5 Temporary Summer Workers**

Upon motion duly made by Mr. Toles, seconded by Mr. Giuliano, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the following summer workers were appointed:

<b>SUMMER WORKERS</b>					
for the maximum period through August 21, 2009 to serve at the pleasure of the Board					
<b>Name</b>	<b>Assignment</b>	<b>School</b>	<b>Hours Per Day</b>	<b>Hourly Rate</b>	<b>Effective Dates</b>
Forbes, Donna	Wilson Reading Teacher	HHS	1 (Total 18 hours)	\$95.00	7/9/09- 8/21/09
Pedraza, Sharon	Custodial Worker	WDPS	8	\$9.50	7/9/09- 8/21/09

#### **5.6 Longevity**

Upon motion duly made by Dr. McDonagh, seconded by Mr. Schoer, and carried unanimously, and upon the recommendation of the Superintendent of Schools, longevity increments were granted to those civil service personnel as per the schedule attached to the official minutes of July 8, 2009.

#### **5.7 Substitute List for School Year 2009-2010**

Upon motion duly made by Mr. Giuliano, seconded by Mr. Toles, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the substitute list as attached to the official minutes of July 8, 2009 was approved for the 2009-2010 school year.

#### **5.8 Translators List for School Year 2009-2010**

Upon motion duly made by Mr. Giuliano, seconded by Mr. Schoer, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the translators list as attached to the official minutes of July 8, 2009 was approved for the 2009-2010 school year.

**5.9 Certified Home Instructors List for School Year 2009-2010**

Upon motion duly made by Mr. Giuliano, seconded by Dr. McDonagh, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the certified teachers named in the official minutes of July 8, 2009 were appointed as home instructors for the 2009-2010 school year.

**5.10 Contract between Teacher Registry Consulting and the Harborfields Central School District**

Upon motion duly made by Mr. Toles, seconded by Mr. Schoer, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the Harborfields Central School District will enter into agreement with Teacher Registry Consulting for the services of the substitute registry to secure substitute teachers for the period of July 1, 2009 through June 30, 2010, and that the Superintendent of Schools was authorized and directed to execute the contract on behalf of the district.

**5.11 Adoption of Board of Education Policies**

Upon motion duly made by Mr. Toles, seconded by Mr. Schoer, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the following revised policies as attached to the agenda of July 8, 2009 were adopted.

- File 0350: Evaluation of Support Staff – Teaching Assistants
- File 0350-E.1: Evaluation of Support Staff Exhibit – Teaching Assistants
- File 0350-E.2: Evaluation of Support Staff Exhibit – Teaching Assistants
- File 0350-E.3: Teaching Assistant Performance Evaluation Report

**5.12 Extracompensation Appointment Schedule for 2009-2010**

Upon motion duly made by Mr. Banks, seconded by Mr. Giuliano, and carried (6-0-1), and upon the recommendation of the Superintendent of Schools, the appointees specified on the Extracompensation Appointment Schedule attached to the official minutes of July 8, 2009 were approved.

The voting was as follows:

AYES: Mr. Mastroianni, Mr. Giuliano, Mr. Banks, Mrs. Boba, Dr. McDonagh  
NAYS: None  
ABSTAIN: Mr. Schoer

**5.13 Election of Voting Delegate to the New York State School Boards Association 2009 Annual Convention**

Upon motion duly made by Mr. Banks, seconded by Mr. Toles, and carried unanimously, Mr. Giuliano will represent the Harborfields Central School District as a

voting delegate at the 2009 Annual Business Meeting of the New York State School Boards Association Convention.

If the voting delegate, after arrival at the convention, is unable to serve, it is his/her responsibility to transit the "Voting Delegate" identification to an alternate designated by the Board. The alternate voting delegate is Mr. Schoer.

#### **5.14 District Board of Education and Staff Members to Attend Conferences**

Upon motion duly made by Mr. Giuliano, seconded by Mr. Schoer, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the Board of Education members, District Clerk, and the district office administrators were authorized to attend the following conferences, and be reimbursed for expenses in accordance with policy file 2521 for Board members.

- NYSSBA conference "The Board's Role in Attracting and Developing High-Quality Teachers", August 5, 2009, Islandia, New York

### **INSTRUCTIONAL RESOLUTIONS**

#### **6.1 Universal Pre-Kindergarten Contracts**

Upon motion duly made by Mrs. Boba, seconded by Mr. Schoer, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the Harborfields Central School District will collaborate with Centerport Methodist Church Nursery School and Kiddie Academy of Greenlawn for the establishment of a Universal Pre-Kindergarten program for the 2009-2010 school year in accordance with the contracts attached to the agenda of July 8, 2009.

#### **6.2 Review of IEP Recommendations and Authorization for Placement and Services**

- **Committee on Special Education** meetings dated May 7, 2009, May 20, 2009, and June 10, 2009
- **Committee on Preschool Special Education** meeting dated May 7, 2009, May 20, 2009, and May 28, 2009
- **Subcommittee on Special Education** meetings dated March 6, 2009, March 13, 2009, March 20, 2009, March 27, 2009, April 3, 2009, April 24, 2009, May 8, 2009, May 14, 2009, May 15, 2009, May 19, 2009, May 29, 2009 and June 10, 2009

## **ITEMS FOR DISCUSSION**

### **SCOPE Facilities Fee**

Mr. Carasiti advised the Board that the district has incurred costs for facility use for SCOPE's before and after school program for district residents. Mr. Carasiti suggested that the district increase the fees we charge SCOPE by \$10 to \$20 per month. That cost would be passed on to the parents using this program. It was the consensus of the Board to go ahead with charging this fee.

Mr. Carasiti further advised the Board that the YMCA would be making a presentation in November for before and after school childcare. Mr. Schoer stated that we also need to invite SCOPE to make a presentation.

## **BOARD OF EDUCATION ACTIVITIES**

### **2009 Commencement, Harborfields High School, June 28, 2009**

Mr. Toles, Dr. McDonagh and Mr. Mastroianni all stated that the speeches were outstanding, commencement was very well organized and very classy and that it was a great day.

## **PUBLIC PARTICIPATION**

There was no public participation.

## **ADJOURNMENT**

Upon motion duly made by Mr. Giuliano, seconded by Mr. Toles, and carried unanimously, the Board adjourned the Reorganizational/Regular Meeting of July 8, 2009 at 9:40 p.m.

Respectfully submitted,

Barbara Muller  
District Clerk