

## APPROVED MINUTES

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

Kind of Meeting	-	Regular Meeting
Place of Meeting	-	OMS Auditorium
Date of Meeting	-	July 7, 2010
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. Carasiti called the Annual Reorganization/Regular Meeting to order at 6:10 p.m.

#### **Executive Session**

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

The cabinet left executive session at 6:15 p.m. The cabinet returned to executive session at 6:35 p.m.

The cabinet left the meeting at 7:07 p.m. The cabinet returned to executive session at 7:25 p.m.

Upon motion duly made by Mr. Schoer, seconded by Mr. Giuliano, and carried unanimously the Board returned to the Annual Reorganization/Regular Meeting of July 7, 2010 at 7:40 p.m.

At 7:45 p.m. Mr. Carasiti called the public meeting to order, led those in attendance 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 Ms. Muller, District Clerk.

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

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

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

Dr. McDonagh nominated Mrs. Boba as Vice President of the Board of Education. Mr. Schoer 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.

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

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

Upon motion duly made by Mr. Mastroianni, seconded by Mr. Toles, and carried unanimously, Barbara Muller was appointed District Clerk/Secretary to the Board of Education (part-time) for the 2010-2011 school year at a rate of \$30,236.

### **Appointment of District Treasurer and Deputy Treasurer**

Upon motion duly made by Mr. Toles, seconded by Mr. Mastroianni, and carried unanimously, Paula Francis was appointed District Treasurer for the 2010-2011 school year at an annual stipend of \$2,874;

**Be it further resolved**, that Sharon Whelan be appointed as Deputy Treasurer for the 2010-2011 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. Toles, seconded by Mr. Banks, and carried unanimously, Maryann Viglucci was appointed as Claims Auditor for the 2010-2011 school year at a rate of \$18,661 per annum.

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 Dr. McDonagh, seconded by Mr. Toles, and carried unanimously, for the 2010-2011 school year 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. Banks, seconded by Mr. Toles, and carried unanimously, Linda Gass was appointed as District Purchasing Agent for the 2010-2011 school year at a rate of \$25,450 per annum.

**Appointment of Records Management Officer**

Upon motion duly made by Mr. Banks, seconded by Mr. Schoer, and carried unanimously, William H. Nimmo, Assistant Superintendent for Business was appointed as Records Management Officer for the 2010-2011 school year.

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

Upon motion duly made by Mr. Mastroianni, seconded by Mr. Schoer, and carried unanimously, the Secretary to the Superintendent was appointed Records Access Officer for the 2010-2011 school year with no additional remuneration.

**Be it further resolved**, that the Superintendent and the Secretary to the Superintendent is authorized to accept legal service for the Harborfields Central School District.

**Appointment of Asbestos Compliance Officer**

Upon motion duly made by Mr. Mastroianni, seconded by Dr. McDonagh, and carried unanimously, Drew Cacciola, District Maintenance Leader, was appointed as Asbestos Compliance Officer for the 2010-2011 school year with no additional remuneration.

**Designation of Banks and Depositories**

Upon motion duly made by Mr. Banks, seconded by Mr. Toles, and carried unanimously, the following were designated as depositories (as amended) for the school district and accounts will be established as soon as possible following the annual reorganization meeting of the Board of Education as may be necessary:

TD Bank, East Northport	Withholding Tax Depository
Bank of America	Student Activity Fund – OMS
Capital One Bank	Student Activity Fund – HHS
TD Bank, East Northport	Capital Fund
TD Bank, East Northport	Scholarship Funds
TD Bank, East Northport	Trust & Agency Funds
TD Bank, East Northport	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
NYCLASS	General Fund (CLASS)

**It was further resolved,** that the Bank of New York and J.P. Morgan Chase Bank were 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 was designated as Accounting and Cremation Agent and Registrar for Bonds and Coupons.

#### **Authorization for Investments**

Upon motion duly made by Mr. Schoer, seconded by Mr. Banks, and carried unanimously, 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 reorganization meeting of July 7, 2010. 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 Mr. Toles, 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 2010-2011 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. Banks, seconded by Mr. Toles, and carried unanimously, the regular and special meetings of the Board of Education were established as follows for the 2010-2011 school year:

<b>DATE OF MEETING</b>	<b>TYPE/PLACE OF MEETING</b>
July 7, 2010	Regular/Reorganization Meeting (OMS)
August 25, 2010	Regular Meeting (OMS)
September 7, 2010	Special Meeting (OMS)
September 22, 2010	Regular Meeting (OMS)
October 7, 2010	Work Session – New/Newly Tenured Teacher & Veteran Reception (OMS)
October 13, 2010	Regular Meeting (OMS)
November 17, 2010	Regular Meeting (OMS)
December 15, 2010	Regular Meeting (OMS)
January 19, 2011	Regular Meeting/Budget Work Session (OMS)
February 16, 2011	Regular Meeting/Budget Work Session (OMS)
March 5, 2011	Budget Work Session (OMS)
March 16, 2011	Regular Meeting (OMS)
April 6, 2011	Budget Work Session (OMS)
April 13, 2011	Special Meeting/Budget Adoption/Property Tax Report Card (OMS)
April 28, 2011	Regular Meeting/BOCES Budget Vote/Volunteer Reception (OMS)
May 10, 2011	Budget Hearing/Regular Meeting (OMS)
May 17, 2011	Budget Vote/Special Meeting (OMS)
May 25, 2011	Superintendent Evaluation (OMS)
June 1, 2011	Special Meeting/Goals Meeting/Retiree Reception (OMS)
June 15, 2011	Regular Meeting (OMS)
July 6, 2011	Regular/Reorganization Meeting (OMS)
August 24, 2011	Regular Meeting (OMS)

**Establishment of Mileage Reimbursement Rate**

Upon motion duly made by Mr. Schoer, seconded by Dr. McDonagh, and carried unanimously, mileage reimbursement was adopted at the IRS established rate for the 2010-2011 school year, and that Frank J. Carasiti, Superintendent of Schools, was authorized to approve such requests for the 2010-2011 school year.

**Authorization of Personnel to Open Bids**

Upon motion duly made by Mr. Schoer, seconded by Mr. Banks, 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 Mr. Toles, seconded by Mr. Banks, 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 2010-2011 school year.

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

Upon motion duly made by Mrs. Boba, seconded by Mr. Schoer, and carried unanimously, the following resolution was amended to remove NSBA. Upon motion duly made by Dr. McDonagh, seconded by Mr. Schoer, and carried unanimously, the Board of Education will obtain membership in the following associations for the school year 2010-2011 and that the members are 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	\$9,975.00
Nassau-Suffolk School Boards Association	\$3,150.00
SCOPE	\$3,840.00
R.E.F.I.T.	\$600.00
Huntington Chamber of Commerce	\$700.00

**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.

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

Upon motion duly made by Mr. Mastroianni, seconded by Mr. Schoer, and carried unanimously, **The Long Islander**, **Newsday**, and **Times of Huntington** are 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 2010-2011. 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. Toles, seconded by Mr. Banks, 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 2010-2011 school year pursuant with the Request for Proposal (RFP) attached to the agenda of this reorganization meeting of July 7, 2010.

**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).

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

Upon motion duly made by Dr. McDonagh, 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 2010-2011 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. Schoer, seconded by Mr. Toles, and carried unanimously, that Student Accident Insurance be purchased for the 2010-2011 school year.

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

Upon motion duly made by Mr. Mastroianni, seconded by Mr. Banks, and carried unanimously, Frank J. Carasiti, Superintendent of Schools or his designee was authorized to approve and certify payrolls for the 2010-2011 school year in accordance with the 2010-2011 school budget.

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

Upon motion duly made by Mr. Mastroianni, seconded by Dr. McDonagh, and carried unanimously, Frank J. Carasiti, Superintendent of Schools, was authorized to make transfers within budgetary appropriations for the 2010-2011 school year with such transfers to be limited to \$10,000 per transfer.

### **Designation of Attendance Officers**

Upon motion duly made by Mr. Toles, seconded by Mr. Banks, 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 2010-2011 school year.

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

Upon motion duly made by Dr. McDonagh, seconded by Mr. Schoer, and carried unanimously, the persons listed below are 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 Mr. Mastroianni, seconded by Mr. Schoer, 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  
Nicholas P. Giuliano, President, Board of Education

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

Upon motion duly made by Mr. Toles, seconded by Mr. Schoer, and carried unanimously, Merle Anne Burke and Louise Mordarski were appointed as surrogate parents (as amended) for the 2010-2011 school year to represent any disabled child





Dr. Lisa Drake	Thomas J. Lahey Elementary School
Dr. Michele Meskin	Thomas J. Lahey Elementary School
TBA	Oldfield Middle School
Dr. Lauren Gallagher	Washington Drive Primary School/Thomas J. Lahey
Dr. Brian Harris	Harborfields High School
Carrie DeWan	Out-of-District Placement
Thomas Gonzalez	Out-of-District Placement
Sherry Hafers	Out-of-District Placement
Susan Koenig	Out-of District Placement

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

Upon motion duly made by Mr. Mastroianni, 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, 2010 through June 30, 2011:

Victoria A. Melone	Chairperson
Elizabeth Spatafora	Chairperson
Dr. Dan Pinto	Alternate Chairperson/Psychologist
Dr. Michele Meskin	Alternate Chairperson/Psychologist
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
Cathy Kitakis	Parent
Louise Pietroforte	Parent
Nancy Scanlon	Parent
Suffolk County/Dept. of Health Evaluator	Services Representative 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. Toles, seconded by Dr. McDonagh, and carried unanimously, the Special Education Plan and Annual Report to the Board of Education was approved for the 2010-2011 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. Banks, 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 Dr. McDonagh, seconded by Mr. Toles, and carried unanimously, 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 authorizes 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 2010-2011 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**

Upon motion duly made by Mr. Schoer, seconded by Mr. Banks, and carried unanimously, a list of Key Communicators was established for the Harborfields Central School District and that written communication will be maintained with these individuals during the course of the 2010-2011 year.

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

Upon motion duly made by Mr. Toles, seconded by Mr. Banks, and carried unanimously, all Policies and Code of Ethics in effect during the 2009-2010 school year be readopted for use for the 2010-2011 school year.

### **Appointment of School Physician**

Upon motion duly made by Mr. Mastroianni, seconded by Mr. Banks, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the Board of Education appointed Jack Geffken, D.O., F.A.C.P., as School Physician and Emergency Health Care Provider for the district's PAD/AED Program for the 2010-2011

school year at an annual fee of \$29,462, as set forth in the proposal attached to the agenda of July 7, 2010.

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

Upon motion duly made by Mr. Toles, seconded by Mr. Schoer, and carried unanimously, the School District Code of Conduct in effect during the 2009-2010 school year was readopted for use during the 2010-2011 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 Dr. McDonagh, seconded by Mr. Schoer, 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 Mr. Schoer, seconded by Mr. Toles, and carried unanimously, the co-curricular activities and clubs (as amended) as attached to the official minutes of July 7, 2010 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. Banks, seconded by Mr. Schoer, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the District Safety Plan in effect during the 2009-2010 school year was readopted for the 2010-2011 school year.

**It was further resolved**, that the members of the District Safety Committee, as listed in the attachments to the agenda of July 7, 2010 be appointed for the 2010-2011 school year.

### **Organizational Chart**

Upon motion duly made by Mr. Schoer, seconded by Mr. Banks, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the organizational chart for the 2010-2011 school year was adopted in accordance with Board of Education policy file #3240.

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

Upon motion duly made by Mrs. Boba, seconded by Mr. Schoer, 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 2010-2011 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, 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 Oldfield Middle School**

Upon motion duly made by Mr. Mastroianni, seconded by Dr. McDonagh, 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 2010-2011 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, Jacquelin Allen, 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. Banks, 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 2010-2011 school year, that Jordan Cox, 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 Mrs. Boba, 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 2010-2011 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.

The Board of Education continued with the Regular Meeting of July 7, 2010.

**PUBLIC PARTICIPATION**

There was no public participation at this time.

**SUPERINTENDENT'S REPORTS**

**Superintendent's Report**

Mr. Carasiti spoke about the high school graduation and how successful it was. He expressed concern regarding the heat and humidity at the moving up ceremony at the Oldfield Middle School and continued that he would speak to the building administrators to look into different scenarios pertaining to this event.

**BOARD OF EDUCATION MINUTES**

The following minutes were accepted by the Board of Education:

- Regular meeting, June 16, 2010
- Regular meeting, June 22, 2010
- Special meeting, June 23, 2010

## **FINANCE RESOLUTIONS**

### **4.1 Schedules of Bills**

Upon motion duly made by Mr. Schoer, seconded by Mr. Banks, 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 7, 2010 were accepted.

### **4.2 Financial Status Report**

Upon motion duly made by Mr. Banks, seconded by Mr. Mastroianni, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the Financial Status Report for June 2010 was accepted.

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

Upon motion duly made by Mr. Banks, seconded by Dr. McDonagh, 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 were approved.

- **Cost Management Services, Inc.** to provide professional staff and services related to Medicaid in accordance with the Individualized Education Programs (IEPs) of disabled students for the period July 1, 2010 through June 30, 2011 and compensated as contained in the said contract.
- **Ann Cronen** to provide teachers of the deaf consultant services in accordance with the Individualized Education Programs (IEPs) of disabled students for the period July 1, 2010 through June 30, 2011 at a rate of \$90.00 per hour.
- **Developmental Disabilities Institute** to provide education services in accordance with the Individualized Education Programs (IEPs) of disabled students for the period July 1, 2010 through June 30, 2011 at a rate of \$6,641.00 (July-August Summer) and \$39,843.00 (September-June 10-month).
- **ECN Vision Consultants, Inc.** to provide orientation and mobility services in accordance with the Individualized Education Programs (IEPs) of disabled students for the period July 1, 2010 through June 30, 2011 at a rate of \$165.00 per hour.



- **Ilda Wistreich** to provide teacher of the blind and visually impaired services in accordance with the Individualized Education Programs (IEPs) of disabled students for the period July 1, 2010 through June 30, 2011 at a rate of \$125.00 per hour.
- **Gayle E. Kligman Therapeutic Resources** to provide professional staff and services in accordance with the Individualized Education Programs (IEPs) of disabled students for the period July 1, 2010 through June 30, 2011 and compensated as contained in the said contract.

#### **4.4 Gift and Establishment of the MSG Varsity Scholarship Fund**

Upon motion duly made by Mr. Mastroianni, seconded by Mr. Schoer, and carried unanimously, and upon the recommendation of the Superintendent of Schools, MSG Varsity Scholarship Fund was hereby established, thereby authorizing the school district to accept donations and make disbursements from an Expendable Trust and Agency Account which will be established for that particular purpose in accordance with established guidelines, and

**It was further resolved**, gifts totaling \$2,000 from Rainbow Media Holdings, LLC were accepted for credit to the MSG Varsity Scholarship Fund within the Expendable Trust and Agency Fund.

#### **4.5 Gifts and Increase in Appropriations**

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

1. \$3,731.20 from the Washington Drive Primary School PTA to be administered under the guidance and direction of Maureen Kelly, Principal of WDPS for the purposes outlined in the memorandum attached to the agenda of July 7, 2010.
2. \$7,580.00 from SEPTA 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 7, 2010.
3. \$1,245.60 from SEPTA 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 7, 2010.

**It was further resolved**, that pursuant to the receipt of the gifts, appropriations for 2010-2011 be increased as follows:

1. A2020.2000.05.2020 ..... \$639.00  
A2020.5900.05.2020 ..... \$632.77

A2110.5110.05.2210 .....	\$1,431.49
A2110.5110.05.2350 .....	\$1,027.94
2. A2170.1530.42.2170 .....	\$7,500.00
A2020.5900.05.2020 .....	\$80.00
3. A2110.5100.06.2210 .....	\$1,245.60

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

#### **4.6 Donation of Library Books**

Upon motion duly made by Mr. Mastroianni, 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 2010-2011 school year. The donated books were accepted in accordance with the Board of Education policy 1800-E after careful review by school librarians to ensure the alignment with curriculum.

#### **4.7 Surplus Books**

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 attachments to the agenda of July 7, 2010, were declared surplus and will be disposed of accordingly.

- Library books - Washington Drive Primary School

#### **4.8 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, 2010 through June 30, 2011 in accordance with the agreement attached to the agenda of July 7, 2010 was approved.

#### **4.9 Appointment of Internal Auditor**

Upon motion duly made by Dr. McDonagh, seconded by Mrs. Boba, 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 & Co., LLC as its Internal Auditor for the 2010-2011 school year at an annual fee of \$45,360, as set forth in the agreement attached to the agenda of July 7, 2010, and

**It was 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 7, 2010.

#### **4.10 Unemployment Claims Service Agreement**

Upon motion duly made by Mr. Banks, seconded by Mr. Schoer, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the UC eXpress Reimbursing Service Agreement between the TALX Corporation and the Harborfields Central School District, for the purpose of providing unemployment claims processing services for the 2010-2011 school year at an annual cost of \$1,349.00 was approved and the Board President was authorized to execute same on behalf of the district.

#### **4.11 First Reading of Revised Board of Education Policies**

The following new policies are presented to the Board of Education for a first reading for action at a subsequent meeting. No action was required at this time.

- **File 6700:** Purchasing
- **File 6700-R:** Purchasing Regulation
- **File 6700-E.1:** Purchasing Exhibit

### **HUMAN RESOURCES**

#### **5.1 Resignation**

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

- Curtiss, Mark, Guidance Counselor, HHS, effective close of business June 30, 2010

#### **5.2 Leaves of Absence**

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 leaves of absence were approved.

<b>Name</b>	<b>Assignment</b>	<b>School</b>	<b>Dates Paid</b>	<b>Dates Unpaid</b>
Obloj, Jennifer	Elementary Teacher	TJL	11/3/10-12/8/10	12/9/10-4/8/11
Reisen, Melissa	Elementary Teacher	TJL	9/2/10-10/4/10	10/5/10-11/26/10

**5.3 Professional Appointments**

Upon motion duly made by Mr. Toles, seconded by Dr. McDonagh, 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 7, 2010 were approved.

<b>Part-time</b>		
for the maximum period through June 30, 2011 to serve at the pleasure of the Board		
<b>Name</b>	<b>School</b>	<b>Assignment</b>
Boshnack, Judy	OMS	FACS Teacher
Carpenter, Lisa	OMS/HHS	Reading Teacher
Stebbins, Kim	WDPS/TJL/OMS	Speech Teacher

**5.4 Non-unit Central Office Administrators Compensation**

Upon motion duly made by Mr. Toles, seconded by Mr. Banks, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the employment agreements for the following central office administrators were accepted for the 2010-2011 school year as attached to the official minutes of this meeting.

- Diana Todaro, Deputy Superintendent
- William H. Nimmo, Assistant Superintendent for Business
- Dr. Howard Koenig, Assistant Superintendent for Human Resources

**5.5 Civil Service Appointment**

Upon motion duly made by Dr. McDonagh, seconded by Mr. Schoer, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the following civil service appointment in accordance with the schedule attached to the official minutes of July 7, 2010 was approved.

<b>Emergency Conditional Probationary</b>		
<b>Name</b>	<b>School</b>	<b>Assignment</b>
Thompson, Joanne	OMS	Clerk Typist (12-month)

**5.6 Longevity Increments**

Upon motion duly made by Mr. Banks, seconded by Dr. McDonagh, 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 7, 2010.

**5.7 Temporary Summer Personnel**

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

Name	Assignment	School	Hours Per Day	Hourly Rate
<b>STUDENT AIDES-SUMMER ACADEMY for a period July 8, 2010- July 29, 2010</b>				
<b>Rescind:</b> Hutchison, Kristen	Student Aide Summer Academy	WDPS	2.5 hours	\$9.79/hr.
Johnson, Matthew	Student Aide Summer Academy	TJL	2.5 hours	\$9.79/hr.

**5.8 Change in Status**

Upon motion duly made by Mr. Toles, seconded by Mrs. Boba, 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 7, 2010 was approved:

- Piscitelli, Filomena from Cook, HHS, to Interim Cook Manager, HHS, effective September 1, 2010

**5.9 Permanent Appointments**

Upon motion duly made by Dr. McDonagh, seconded by Mr. Toles, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the following employees were granted permanent appointment.

<b>Permanent Appointments</b>			
Name	School	Assignment	Effective Date
Cammer, Maureen	District	Account Clerk	7/21/10
Cronau, Dawn	TJL	Senior Clerk Typist	7/21/10

**5.10 Substitute List for School Year 2010-2011**

Upon motion duly made by Mr. Schoer, 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 7, 2010 was approved for the 2010-2011 school year.

**5.11 Translators List for School Year 2010-2011**

Upon motion duly made by Mr. Toles, seconded by Dr. McDonagh, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the

translators list as attached to the official minutes of July 7, 2010 was approved for the 2010-2011 school year.

#### **5.12 Certified Home Instructors List for School Year 2010-2011**

Upon motion duly made by Mr. Toles, seconded by Mr. Banks, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the certified teachers named in the attachments to the official minutes of July 7, 2010 were appointed as home instructors for the 2010-2011 school year.

#### **5.13 Contract Between Teacher Registry Consulting and the Harborfields Central School District**

Upon motion duly made by Mr. Schoer, seconded by Mr. Toles, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the Harborfields Central School District entered into agreement with Teacher Registry Consulting for the services of the substitute registry to secure substitute teachers for the period of July 1, 2010 through June 30, 2011, and that the Superintendent of Schools was authorized and directed to execute the contract on behalf of the district.

#### **5.14 Adoption of Revised Board of Education Policies**

Upon motion duly made by Dr. McDonagh, 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 7, 2010 were adopted.

- File 9510.7: Hourly Support Staff
- File 9510.3-E: Confidential Clerical Salaries Exhibit

#### **5.15 Extracompensation Appointment Schedule for 2010-2011**

Upon motion duly made by Mr. Banks, seconded by Mr. Toles, and carried (5-0-2), and upon the recommendation of the Superintendent of Schools, the appointees specified on the Extracompensation Appointment Schedule attached to the official minutes of July 7, 2010 were approved.

The vote was as follows:

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

NAYS: None

ABSTAIN: Mrs. Boba, Mr. Schoer

#### **5.16 Election of Voting Delegate to the New York State School Boards Association 2010 Annual Convention**

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

voting delegate at the 2010 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 transfer the "Voting Delegate" identification to an alternate designated by the Board. The alternate voting delegate is Mr. Giuliano.

## **INSTRUCTIONAL RESOLUTIONS**

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

Upon motion duly made by Mr. Toles, seconded by Mrs. Boba, and carried unanimously, and upon the recommendation of the Superintendent of Schools, after review by the Board of Education of the IEP recommendations that authorization was granted to provide for the placement and services contained in the following recommendations of the CSE, CPSE, and SCSE.

- **Committee on Special Education** meetings dated April 28, 2010, May 14, 2010, May 26, 2010, June 7, 2010, June 10, 2010, June 15, 2010, June 21, 2010, June 22, 2010 and June 25, 2010
- **Committee on Preschool Special Education** meeting dated May 6, 2010, May 13, 2010, May 27, 2010 and June 10, 2010
- **Subcommittee on Special Education** meetings dated April 14, 2010, April 26, 2010, May 7, 2010, May 10, 2010, May 14, 2010, May 19, 2010, May 21, 2010, May 24, 2010, May 25, 2010, May 27, 2010, June 1, 2010, June 2, 2010, June 4, 2010, June 7, 2010, June 8, 2010, June 9, 2010, June 10, 2010, June 14, 2010, June 17, 2010, June 18, 2010, June 21, 2010 and June 22, 2010

### **6.2 Guidance Internship**

Upon motion duly made by Mr. Toles, seconded by Mrs. Boba, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the following guidance internship was approved:

- Ello, Todd, graduate student from Long Island University, C.W. Post to complete a non-paid, 300 hour guidance internship at Harborfields High School commencing in September 2010.

### **6.3 Overnight Field Trip**

Upon motion duly made by Mr. Mastroianni, seconded by Dr. McDonagh, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the following overnight field trip was approved:

- Approximately 17 high school students from the girls' cheerleading team to participate in a cheerleading instructional camp in Greely, Pennsylvania from August 27-30, 2010.

#### **6.4 Adoption of Revised Board of Education Policies**

Upon motion duly made by Mr. Schoer, seconded by Mr. Toles, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the following revised policies as attached to the agenda of July 7, 2010 were adopted with policy **1130** being amended.

- **File 0000:** Educational Philosophy
- **File 0310:** Evaluation of School Board Operational Procedures
- **File 0310-E.1:** School Board Self-Evaluation Program Exhibit
- **File 1000:** Community Relations Goals
- **File 1050:** Annual District Election and Budget Vote
- **File 1100:** Public Information Program
- **File 1120:** School District Records
- **File 1120-R:** School District Records Regulation
- **File 1120-E:** Application for Public Access to Records Exhibit
- **File 1130:** News Media Relations
- **File 1150:** School Budget and Bond Referenda Information
- **File 1400:** Public Complaints
- **File 1400-R:** Public Complaints Regulation
- **File 1410:** Complaints About Policies
- **File 1420:** Complaints About Curricula or Instructional Materials
- **File 1420-R:** Complaints About Curricula or Instructional Materials Regulation
- **File 1420-E:** Complaints About Curricula or Instructional Materials Exhibit
- **File 1510:** Public Sales on School Property
- **File 1511:** Advertising in the Schools
- **File 1520:** Public Conduct on School Property
- **File 1520-R:** Public Conduct on School Property Regulation
- **File 1530:** Smoking on School Premises
- **File 1611:** Relations with Other School Districts and Education Agencies
- **File 1721:** Student Teaching and Internships
- **File 1740:** Relations with Nonpublic Schools
- **File 1741:** Individualized Home Instruction
- **File 1741-R:** Individualized Home Instruction Regulation
- **File 1800:** Gifts from the Public
- **File 1800-R:** Gifts from the Public Regulation
- **File 1800-E:** Gifts from the Public Exhibit
- **File 1810:** Gifts to School Personnel
- **File 1900:** Parental Involvement Policy for Title I Schools
- **File 1920:** Relations with Persons with Disabilities
- **File 1925:** Interpreters for Hearing-Impaired Parents
- **File 1925-R:** Interpreters for Hearing-Impaired Parents Regulation
- **File 1925-E.1:** Interpreters for Hearing-Impaired Parents Exhibit



- **File 1925-E.2:** Interpreters for Hearing-Impaired Parents Exhibit

### **6.5 First Reading of Revised Board of Education Policy**

The following new policy was presented to the Board of Education for a first reading for action at a subsequent meeting. No action was required at this time.

- **File 0310-E.2:** School Board Evaluation Form: Community Organizations Exhibit

### **ITEMS FOR DISCUSSION**

None

### **BOARD OF EDUCATION ACTIVITIES**

2010 Commencement, Harborfields High School, June 26, 2010

Mr. Toles stated that commencement went well, the speeches were good, and the weather was great. Mrs. Boba reported that there were some complaints about the PA system.

### **PUBLIC PARTICIPATION**

There was no public participation at this time.

### **ADJOURNMENT**

Upon motion duly made by Mr. Mastroianni, seconded by Mr. Toles, and carried unanimously, the Board adjourned the Reorganization/Regular Meeting of July 7, 2010 at 9:03 p.m.

Respectfully submitted,

Barbara Muller  
District Clerk