

MINEOLA UNION FREE SCHOOL DISTRICT
MINEOLA, NY

Reorganization Meeting Agenda

The Mission of the Mineola Union Free School District is to inspire each student to be a life-long learner, pursue excellence, exhibit strength of character and contribute positively to a global society.

Board Goals – 2022- 2023

- To be determined
-

DATE: July 5, 2022

Mineola High School Cafeteria

7:00 p.m.

Board Members

Margaret Ballantyne, Ph.D.
Patrick Talty
Cheryl Lampasona
Brian Widman
Stacey DeCillis

Central Office

Michael Nagler, Ed.D., Superintendent of Schools
Catherine Fishman, Deputy Superintendent
Andrew Casale, Asst. Superintendent for Business & Operations
Linda Spagnola, District Clerk

- A. Call to Order – by District Clerk**
- B. Pledge of Allegiance**
- C. Oath of Office**
- D. Nomination of Board Positions**

1. Board President _____

Motion: _____

Second: _____

Yes:

No:

Passed: Yes _____ No _____

2. Board Vice President: _____

Motion: _____

Second: _____

Yes:

No:

Passed: Yes _____ No _____

E. **Oath of Office:** Board President and Vice President given by District Clerk

F. **New York State Regulation §315.4**

1. **STANDARD WORK DAY AND REPORTING RESOLUTION**

RESOLUTION #1 - **BE IT RESOLVED**, that the Mineola Union Free School District hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement system based on the record of activities maintained and submitted by these officials to the clerk of this body:

TITLE	NAME	STANDARD WORK DAY	TERM BEGINS/ENDS	PARTICIPATES IN EMPLOYER'S TIME KEEPING SYSTEM (Y/N)	DAYS/MONTH (Based on Record of Activities)
District Treasurer	Lori Baker	7	7/1/22- 6/30/23	N	20

Motion: _____

Second: _____

Yes:

No:

Passed: Yes _____ No _____

G. Consensus Agenda

RESOLUTION # 2– BE IT RESOLVED that the Board of Education approve the consensus agenda G.1.a. through H.27, as presented.

Motion: _____

Second: _____

Yes:

No:

Passed: Yes _____ **No** _____

1. Oath of Office

- a. The Oath of Office was administered to Linda Spagnola, District Clerk, by Sue Fine, Attorney.
- b. That the Board of Education approves the following appointments of officers for the **2022-2023** school year and directs they are administered the Oath of Office:

Lori Baker	District Treasurer and Registrar for Coupons and Bonds
JoAnn Greene, CPA	Internal Claims Auditor
- c. That the Board of Education appoints Linda M. Spagnola as District Clerk for the **2022-2023** school year and she is administered the Oath of Office by Sue Fine, Attorney.

2. District Appointments for 2022-2023 Chairpersons for CSE/CPSE, 504 Chairpersons, Parent Members, Committee Members

Committee on Preschool Special Education (CPSE) Chairpersons
Laurie Melesh
Catherine Fishman
Bruce Vatske

Other Committee Members
Evaluator or Person Qualified to Interpret Evaluations
Nassau County Department of Health Representative Agency
Nassau County Approved Providers of Services

District Committee on Special Education Chairpersons
Laurie Melesh
Catherine Fishman

Whittney Smith
Bruce Vatske

District CSE Sub-Committee Chairpersons, School Psychologists
& 504 Chairpersons

Carina Waldman
Vanessa Lealand
Seniha Purisic
Sonia Azevedo
Patricio Romero
Manuel Romero
BOCES psychologists in private schools
Bruce Vatske

Other District CSE and CSE Sub-Committee Members:

All General Education Teachers
All Special Education Teachers and Related Service Providers
Dr. Ronald Marino, School Physician (on parent/CSE request)

Parent Members: (on parent request)

Erin Bertuccio
Cliff Datys
Eileen Conboy
Marisa Thibault - Ruyle
Destinee Fiorillo

3. Board Appointed Officers

That the Board of Education appoints the following individuals to serve in the designated positions for the **2022-2023** school year:

Keane & Beane, P.C.	Legal General Counselor (#1337)
Ingerman Smith	Labor Counsel (#1337)
Dr. Marino, Mount Sinai South Nassau	District Medical Inspector (#1338)
Lori Baker	Treasurer (#1332)
Lori Baker	Extra-Class Fund Treasurer (#1336)
Andrew Casale	Purchasing Agent
Nawrocki Smith LLP	District External Independent Auditor (#1334)
Andrew Casale	Records Access/Management Officer (#3310, 5670)
Andrew Casale	Delegated Administrator for SEDDAS (Section 2053)
Jenny Carcana	Asbestos LEA Designee
Jenny Carcana	AHERA Designee
Jenny Carcana	Integrated Pest Management Coordinator (#5632)
PMA Management Corp.	Workers' Compensation/Self Insurance Administrator
Cullen & Danowski, LLP	Internal Auditor (#1339)
Hawkins, Delafield & Wood	Bond Counsel
Bernard Donegan	Financial Consultant for Borrowing
H2M	Architect of Record
Corporate Cost Control	Unemployment Specialist
Catherine Fishman	Sexual Harassment Compliance Officer (#6121)
Catherine Fishman/Andrew Casale	Title IX Compliance Coordinator
Whittney Smith	Data Privacy Officer
Laurie Melesh	Civil Rights Compliance Officer (#3420)
Jenny Carcana	Health & Safety Officer

Jenny Carcana
Jenny Carcana
Linda Spagnola
Andrew Casale

Compliance Coordinator for ADA
Chief Emergency Officer
Registrar for registering qualified voters
Deputy Treasurer

4. **Designators of Treasurers & Signatories of Extra-class Activity Funds**

That the Board of Education designates the following individuals as designators of Treasurers and signatories of Extra-class Activity Funds and co-signatory thereof as follows for the **2022-2023** school year:

Leigh Shaw, Principal	Hampton Street School
Catherine Shanahan, Principal	Jackson Avenue School
Sara Ortiz, Principal	Meadow Drive School
Amy Trojanowski, Principal	Mineola Middle School
Dr. Nicole Culella, Principal	Mineola Senior High School

5. **Petty Cash Fund Facilitators**

That the Board of Education establishes and designates the following individuals as facilitators of Petty Cash Funds for the **2022-2023** school year:

<u>SCHOOL OR OFFICE</u>	<u>AMOUNT</u>	<u>ADMINISTRATOR</u>
Central Office	\$100.00	Mr. Andrew Casale
High School	100.00	Dr. Nicole Culella
Middle School	100.00	Ms. Amy Trojanowski
Hampton Street School	100.00	Ms. Leigh Shaw
Jackson Avenue School	100.00	Catherine Shanahan
Meadow Drive School	100.00	Ms. Sara Ortiz
Transportation Department	100.00	Mr. William Gilberg

6. **Bonding of Employees**

That the Board of Education establish the bonding of all active employees in the blanket bond policy provided by New York Schools Insurance Reciprocal (NYSIR) in the amount of \$3,000,000 each for the **2022-2023** school year.

7. **Banking Resolution**

That the Board of Education adopts the following Banking Resolution (designation of depositories, etc.) for the **2022-2023** school year.

BANKING RESOLUTION OF THE MINEOLA UNION
FREE SCHOOL DISTRICT

July 1, 2022

RESOLVED, that the JP Morgan Chase Bank, Capital One, Valley National, TD Bank, HSBC, and Flushing Commercial Bank to be designated as the depositories of the funds of the said District; that current funds of the District be maintained in each of the said depositories; that the said funds shall be subject to withdrawal only in pursuance of a resolution of this Board of Education and on voucher-order checks signed by the **Treasurer and Superintendent of Schools or Assistant Superintendent of Finance & Operations**, payable to the order of persons entitled to receive such money in accordance with Section 1720 of the Education Law, except however, that pursuant to said Section 1720 one voucher-order check may be drawn in the total amount of a duly certified

payroll for the salaries of regular employed employees and officers legally entitled to be compensated for their services. The proceeds of such voucher-order payroll check shall be credited to a **Payroll Account**, designated as such, in each of the said depositories from which checks shall be signed by the **Treasurer** of the District and **Assistant Superintendent of Finance & Operations** drawn payable to individual employees or officers legally entitled to be compensated for services only.

FURTHER RESOLVED, that the Federal Home Loan Bank (FHLB) of Pittsburgh shall be the financial institution to issue Irrevocable Stand-by Letters of Credit to serve as collateral for public deposits placed with TD Bank, NA.

FURTHER RESOLVED, that the **Treasurer, Superintendent of Schools and Assistant Superintendent of Finance & Operations** are hereby further authorized to use either their autographed or facsimile signatures upon such checks to be issued against any or all of the District's accounts provided, however, that such facsimile signatures shall be made by means of a recognized machine or check-signing device to be used for the signing of payroll checks by the **Acting Treasurer**, which **Treasurer** cannot be present, with all the safeguards prescribed by the manufacturer, and that the keys for the machine shall at all times be kept in the custody of such officer.

FURTHER RESOLVED, that the said depositories be and they (including their correspondent banks) are hereby requested, authorized and directed to honor all checks, drafts or other orders for the payment of money drawn in this corporation's name on its accounts (including those drawn to the individual order of any person or persons whose name(s) appear thereon as a signer or signers thereof) when bearing the facsimile and/or autograph signature of the following:

LORI BAKER, Treasurer
MICHAEL NAGLER, Superintendent of Schools
ANDREW CASALE, Assistant Superintendent for Business & Operations

and said Banks (including their correspondent banks) shall be entitled to honor and to charge this corporation for all such checks, drafts or other orders for the payment of money, regardless of by whom or by what means the actual facsimile signature or signatures thereon may have been affixed thereto, if such facsimile signature or signatures conform to the facsimile specimens from time to time filed with said banks by the Clerk or other officer of this corporation.

FURTHER RESOLVED, that each of the foregoing depositories be designated as depositories for interest-bearing deposits of other funds of said District subject to withdrawal only by appropriate withdrawal orders signed by the **Treasurer or Superintendent of Schools or Assistant Superintendent of Finance & Operations** and by draft of the depository made payable to the order of this District, which said funds so withdrawn shall be re-deposited by the **Treasurer or Superintendent or Assistant Superintendent of Finance & Operations** into established checking accounts of the District as aforesaid provided for current funds.

FURTHER RESOLVED, that the said banks are hereby authorized to pay any such checks or drafts and also to receive the same for credit or in payment from the payee or any other holder without inquiring as to the circumstances of issue of the disposition of the proceeds thereof and, except in the case of interest-bearing deposits as in the preceding paragraph provided, even if drawn to the individual order of any signing officer or tendered in payment of his individual obligations.

8. Board Member & Administrator Liability

That the Board of Education adopts the following Public Officer's Law §18:

BE IT RESOLVED, that the Board of Education of the Mineola Union Free School District hereby adopts the coverage provided by §18 of the New York State Public Officers Law for the following job titles: School Board Trustee, Administrator, employees and agents working for the Mineola UFSD. The adoption of this provision is intended to supplement and not supplant the protection available to such employees by virtue of already existing statutory provisions or other sources. Such coverage shall include but not be limited to being called to testify as a witness or to answer questions

concerning their acts or omissions within the scope of their office, agency or employment before a Grand Jury, the Office of the District Attorney, or other law enforcement official. Nothing herein contained shall be construed to authorize or require defense or indemnification to a member of the board of education, the superintendent of schools, administrator, employee, and/or agent working for the Mineola UFSD who has been identified as a defendant in a pending criminal prosecution, or where such individual or the school district has reason to believe that such individual is a target in a criminal investigation or prosecution by the Office of the District Attorney or other law enforcement entity. This benefit shall not be available to and shall not cover any employee serving in any of the job titles listed herein who is represented for collective bargaining purposes by a duly designated collective bargaining agent unless and until such coverage is negotiated with the collective bargaining agent representing said employee. The Superintendent or his designee shall take steps necessary to obtain insurance protection against the potential liability to the district arising out of the adoption of this provision.

9. Board Meetings for the 2022-2023 school year - designation of day, time & location

All meetings begin at 7:00pm, unless noted.

Board meetings will be held on the 1st floor of the Synergy Building unless otherwise stated. All meetings are open to the public.

MEETING DATE	TYPE OF MEETING	LOCATION
July 5, 2022 - Tuesday	Reorganization / Workshop	Willis Ave. – 2 nd Floor
Aug 4, 2022	Business	Willis Ave. – 2 nd Floor
Sep 1, 2022	Workshop	Willis Ave. – 2 nd Floor
Sep 22, 2022	Business	Willis Ave. – 2 nd Floor
Oct 13, 2022	Workshop	Willis Ave. – 2 nd Floor
Oct 27, 2022	Business	Willis Ave. – 2 nd Floor
Nov 17, 2022	Business	Willis Ave. – 2 nd Floor
Dec 1, 2022	Workshop	Willis Ave. – 2 nd Floor
Dec 15, 2022	Business	Willis Ave. – 2 nd Floor
Jan 5, 2023	Workshop	Willis Ave. – 2 nd Floor
Jan 19, 2023	Business	Willis Ave. – 2 nd Floor
Feb 9, 2023	Workshop	Willis Ave. – 2 nd Floor
Mar 2, 2023	Workshop	Willis Ave. – 2 nd Floor
Mar 16, 2023	Business	Willis Ave. – 2 nd Floor
Apr 4, 2023 – Tuesday	Workshop	Willis Ave. – 2 nd Floor
Apr 25, 2023 - Tuesday	Business – BOCES Budget Vote	Willis Ave. – 2 nd Floor
May 4, 2023	Workshop	Willis Ave. – 2 nd Floor
May 16, 2023 - Tuesday	Business – (Mineola Budget Vote)	Willis Ave. – 2 nd Floor
June 1, 2023	Workshop	Willis Ave. – 2 nd Floor
June 15, 2023	Business	Willis Ave. – 2 nd Floor
July 5, 2023 – Wednesday	Reorganization / Workshop	Willis Ave. – 2 nd Floor

10. Designation of voting delegate and alternate to NYSSBA and N-SSBA

That the Board of Education designates one (1) Board Member and an alternate to represent the Mineola School District at the NYSSBA and N-SSBA Conventions, with expenses.

Voting Delegate _____
Alternate _____

11. Board Membership in following Associations

That the Board of Education designates the following Associations for Board Membership:

New York State School Boards Association
Nassau/Suffolk School Boards Association
Nassau Citizens Budget Committee

12. Authorization for Board Members to Attend Meetings and Conventions

That the Board of Education authorizes the expenditure of funds for Board of Education Members to attend meetings and conventions of the following:

New York State School Boards Association
Nassau/Suffolk School Boards Association
National School Board Association
American Association of School Administrators
Association for Supervision and Curriculum Development
Nassau Citizens Budget Committee
Nassau/Suffolk Bar Association
S.C.O.P.E.

13. Board of Education Representation on Committees

COMMITTEE	BOARD REPRESENTATIVE(S)
BOCES Representative	_____
District Council (SEPTA)	_____
Health & Safety Council	_____
Policy & Regulations Review	_____
Advocacy Representative for NYSSBA	_____

14. Bid Opening Authorization

That the Board of Education approves authorization to **Mr. Andrew Casale and Ms. Jenny Carcana** to open bids at stipulated bid opening times, properly prepared and received in the Business Office for the **2022-2023** school year.

15. Investments

That the Board of Education authorizes **Ms. Lori Baker and Mr. Andrew Casale** to invest district funds on behalf of the Mineola UFSD for the **2022-2023** school year.

16. District 2022-2023 Organizational Chart

That the Board of Education accepts the Mineola Union Free School District Organizational Chart for **2022-2023** (Attached).

17. Establishment of Travel Mileage Reimbursement Rate for Approved Travel

That the Board of Education approves the travel mileage reimbursement rate for approved travel at a rate of **\$.585** cents per mile.

18. Official District Newspaper

That the Board of Education adopts Mineola's Official Newspaper, Nassau Illustrated for the **2022-2023** school year.

19. Other Newspapers to be Used When Needed

That the Board of Education assigns the Williston Times and Newsday as additional publications to be used as needed for the **2022-2023** school year.

20. Arthur J. Gallagher Liability Insurance Policy

That the Board of Education approves the renewal of a contract with Arthur J. Gallagher to provide Excess Workers Comp Insurance, Environmental Liability, and Cyber Liability (including Terrorism) for the **2022-2023** school year in the amount of approximately \$109,558.20.

21. School District Insurance

That the Board of Education renews the policy with New York School Insurance Reciprocal (NYSIR) as the District Insurance Carrier for the **2022-2023** school year in the amount of approximately \$524,122.

22. Instruction: Professional Development Plan

That the Board of Education approves the Professional Development Plan for the **2022-2023** school year.

23. Rates for Substitutes

That the Board of Education approves the following rates for substitutes:

Teacher Sub	\$130 per diem
Nurse Sub	\$130 per diem

Teacher Aide	\$15.00 per hour
Greeter	\$15.00 per hour
Bus Driver	\$22.50 per hour
Custodian	\$15.00 per hour
Clerical	\$15.00 per hour
Bus Attendant Sub	\$15.00 per hour
Maintainer Sub	\$20.00 per hour

24. Impartial Hearing Officer Appointment and Compensation

That the Board of Education approves the following:

- a. The individuals who are certified and eligible to serve as Impartial Hearing Officers in Nassau County for hearings regarding students with disabilities for the **2022-2023** school year, as set forth by the New York State Education Department.
- b. Pursuant to the authority of the Regulations of the Commissioner of Education and Mineola Policy 7670, the Board designates the Board President and Vice President as trustees who each have the individual authority to appoint an impartial hearing officer, who has been identified in accordance with the mandated State hearing officer selection procedures, on behalf of the Board of Education of the Mineola Union Free School District.
- c. Compensation for Impartial Hearing Officer shall be set at the maximum rate approved by the State Education Department pursuant to §4404(1) of the Education Law, currently \$100 per hour, plus reasonable expenses for pre-hearing, hearing and post-hearing activities.
 - i. A detailed statement for fees and expenses shall be submitted at the conclusion of the hearing.
 - ii. All statements for fees and expenses shall separately list each individual item of service or expense, the date it occurred and the time spent, by hour or fraction thereof, in increments of one-tenth of an hour.
 - iii. The District will not reimburse impartial hearing officers for administrative assistance, secretarial or other overhead expenses.
 - iv. The District will, upon review and approval of properly submitted receipts, reimburse impartial hearing officers for automobile travel at the I.R.S. approved rate, for tolls and/or other travel expenses reasonably and necessarily incurred as a result of the hearing. The District will not reimburse the impartial hearing officer for travel time.
 - v. The District will not be responsible for any compensation in connection with hearing cancellations for which two (2) or more business days' notice is provided to the impartial hearing officer. In the event of cancellation of a hearing date on less than two (2) business days' notice, the District will pay the impartial hearing officer a cancellation fee of \$100.00.
 - vi. Any Impartial Hearing Officer appointed by the District shall be provided a

copy of these compensation procedures.

25. Authority to Conduct Resolution Session

The Board of Education designates the Deputy Superintendent with authority to conduct a Resolution Session upon a filing of an impartial due process hearing.

26. Teachers Teaching Online AP courses – up to 4 per year

The Board of Education approves teachers to teach up to 4 online AP courses from the list below and be paid a stipend of \$5000 per semester, outside the usual hours of work obligation for MTA members:

- AP Art History
- AP Studio Art: Drawing
- AP Studio Art: 2-D
- AP Studio Art: 3-D
- AP Psychology
- AP Macroeconomics (semester)
- AP Microeconomics (semester)
- AP Computer Science Principles
- AP European History

27. RESOLUTION TO AUTHORIZE ELECTRONIC SUBMISSION OF BIDS

WHEREAS, Section 103 of the New York State General Municipal Law allows boards of education of public school districts to authorize the receipt of electronic bids or offers in connection with purchase contracts (including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contracts); and

WHEREAS, the Board of Education of the Mineola Union Free School District may by resolution authorize the Purchasing Agent to accept bids in electronic format, in accordance with Article 3 of the New York State Technology Law;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the Mineola Union Free School District hereby authorizes the electronic submission of bids and offers to the Purchasing Agent in connection with purchase contracts (including contracts for service work, but excluding contracts for public work) so long as electronic submission is not the sole method for submission of bids (except it may be the sole method of submission of bids for technology contracts) and so long as the method of electronic bid submission will at a minimum:

- Document the time and date of receipt of each bid received electronically,
- Authenticate the identity of the sender,
- Ensure the security of the information transmitted, and
- Ensure the confidentiality of the bid until the time and date established for the opening of bids.

J. Adjournment Time: ____ p.m.

Motion: _____

Second: _____

Yes:

No:

Passed: Yes _____ No _____

Respectfully Submitted,

**Linda M. Spagnola
District Clerk**