

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 – 2023- 2024**

- **To be determined**

**DATE: July 5, 2023**

**High School Auditorium**

**5:00 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  
Cindy Velez, District Clerk

**A. Call to Order**

**B. Pledge of Allegiance**

**C. Oath of Office**

- a. That the Board of Education appoints Cindy A. Velez as District Clerk for the **2023-2024** school year and she is administered the Oath of Office by Linda Spagnola, Notary Public.
  
- b. Oath of Office given to Superintendent and Board of Education Trustees for the **2023-2024** by District Clerk.
  
- c. That the Board of Education approves the following appointments of officers for the **2023-2024** 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

**D. Nomination of Board Positions**

1. Board President: \_\_\_\_\_

**Motion:** \_\_\_\_\_

**Second:** \_\_\_\_\_

**Yes:**

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**No:**

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**Passed: Yes** \_\_\_\_\_ **No** \_\_\_\_\_

2. Board Vice President: \_\_\_\_\_

**Motion:** \_\_\_\_\_

**Second:** \_\_\_\_\_

**Yes:**

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**No:**

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**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	7/1/23- 6/30/24	Y	20
District Clerk	Cindy Velez	7	7/1/23 - 6/30/24	Y	20

**Motion:** \_\_\_\_\_

**Second:** \_\_\_\_\_

**Yes:**  
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**No:**  
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Passed: Yes \_\_\_\_\_ No \_\_\_\_\_

G. **Consensus Agenda**

**RESOLUTION # 2 – BE IT RESOLVED** that the Board of Education approve the consensus agenda G.1.a. through G.26, as presented.

**Motion:** \_\_\_\_\_

**Second:** \_\_\_\_\_

**Yes:**  
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**No:**  
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Passed: Yes \_\_\_\_\_ No \_\_\_\_\_

**2. District Appointments for 2023-2024 Chairpersons for CSE/CPSE, 504 Chairpersons, Parent Members, Committee Members**

Committee on Preschool Special Education (CPSE) Chairpersons

Laurie Melesh  
Carina Waldman  
Jillian Vento  
Catherine Fishman

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  
Carina Waldman  
Jillian Vento  
Catherine Fishman

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

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

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 **2023-2024** 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	Compliance Coordinator for ADA
Jenny Carcana	Chief Emergency Officer
Cindy Velez	Registrar for registering qualified voters
Andrew Casale	Deputy Treasurer
Catherine Fishman	Dignity Act Coordinator

**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 **2023-2024** school year:

Leigh Shaw, Principal	Hampton Street School
Catherine Shanahan, Principal	Jackson Avenue School
Jennie Fahey, 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 **2023-2024** 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	Ms. Catherine Shanahan
Meadow Drive School	100.00	Ms. Jennie Fahey
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 **2023-2024** school year.

**7. Banking Resolution**

That the Board of Education adopts the following Banking Resolution (designation of depositories, etc.) for the **2023-2024** school year.

**Designation of Banks/Depositories**

That the Board of Education designates the following as official banks/depositories for deposit of all School District moneys:

<b>BANK</b>	<b>MAXIMUM LIMITS</b>
<p><b><u>TD Bank</u></b>            General Fund Checking            General Fund Money Market            General Fund Investment &amp; Clearing            General Fund Payroll Checking            General Fund Payroll Disbursements            Cafeteria Fund Checking            Special Fund Checking            Capital Fund Checking            Capital Fund Money Market            Capital Fund Reserve</p>	<p><u>\$75,000,000</u> (all accounts)</p>
<p><b><u>Flushing Bank</u></b>            General Fund Investment Account</p>	<p><u>\$5,000,000</u></p>
<p><b><u>Valley Bank</u></b>            Middle School Extra Class Fund Checking            High School Extra Class Fund Checking            High School Extra Class Fund T &amp; A Account</p>	<p><u>\$5,000,000</u> (all accounts)</p>
<p><b><u>NYCLASS</u></b>            Investment Earnings Accounts:            General Fund            Capital Fund            Cafeteria Fund            Capital Reserve            EBALR Reserve            Workers Compensation Reserve            TRS Reserve            Repair Reserve</p>	<p><u>\$50,000,000</u> (all accounts)</p>

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 2023-2024 school year - designation of day, time & location**

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

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

<b>MEETING DATE</b>	<b>TYPE OF MEETING</b>	<b>LOCATION</b>
July 5, 2023 - <b>WEDNESDAY 5PM</b>	Reorganization / Workshop	High School Auditorium
Aug 3, 2023	Workshop	Synergy Bldg - 1 <sup>st</sup> Floor
Sep 7, 2023	Workshop	Synergy Bldg - 1 <sup>st</sup> Floor
Sep 21, 2023	Business	Synergy Bldg - 1 <sup>st</sup> Floor
Oct 5, 2023	Workshop	Synergy Bldg - 1 <sup>st</sup> Floor
Oct 19, 2023	Business	Synergy Bldg - 1 <sup>st</sup> Floor
Nov 2, 2023	Workshop	Synergy Bldg - 1 <sup>st</sup> Floor
Nov 16, 2023	Business	Synergy Bldg - 1 <sup>st</sup> Floor
Dec 14, 2023	Business	Synergy Bldg - 1 <sup>st</sup> Floor
Jan 4, 2024	Workshop	Synergy Bldg - 1 <sup>st</sup> Floor
Jan 25, 2024	Business	Synergy Bldg - 1 <sup>st</sup> Floor
Feb 8, 2024	Workshop	Synergy Bldg - 1 <sup>st</sup> Floor
Mar 7, 2024	Workshop	Synergy Bldg - 1 <sup>st</sup> Floor
Mar 21, 2024	Business	Synergy Bldg - 1 <sup>st</sup> Floor
Apr 4, 2024	Workshop	Synergy Bldg - 1 <sup>st</sup> Floor
Apr 16, 2024 - <b>TUESDAY</b>	Business – <b>BOCES Budget Vote</b>	Synergy Bldg - 1 <sup>st</sup> Floor
May 9, 2024	Workshop & Budget Hearing	Synergy Bldg - 1 <sup>st</sup> Floor
May 21, 2024 - <b>TUESDAY</b>	Business – <b>Mineola Budget Vote</b>	Synergy Bldg - 1 <sup>st</sup> Floor
June 6, 2024	Workshop	High School Cafeteria
June 20, 2024	Business	Synergy Bldg - 1 <sup>st</sup> Floor
July 2, 2024 - <b>TUESDAY 5 PM</b>	Reorganization / Workshop	Synergy Bldg - 1 <sup>st</sup> 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**

<b>COMMITTEE</b>	<b>BOARD REPRESENTATIVE(S)</b>
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 **2023-2024** 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 **2023-2024** school year.
- 16. District 2023-2024 Organizational Chart**  
That the Board of Education accepts the Mineola Union Free School District Organizational Chart for **2023-2024** (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 **\$.655** cents per mile.
- 18. Official District Newspaper**  
That the Board of Education adopts Mineola’s Official Newspaper, Nassau Illustrated for the **2023-2024** 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 **2023-2024** 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 **2023-2024** school year in the amount of approximately \$115,495.91
- 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 **2023-2024** school year in the amount of approximately \$614,558.

**22. Rates for Substitutes**

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

- Teacher Sub           \$150 per diem
- Nurse Sub             \$150 per diem
- Teacher Aide         \$16.00 per hour
- Greeter                \$16.00 per hour
- Bus Driver            \$24.00 per hour
- Custodian             \$16.00 per hour
- Clerical               \$16.00 per hour
- Bus Attendant Sub   \$16.00 per hour
- Maintainer Sub       \$20.00 per hour

**23. 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 **2023-2024** 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.

**24. 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.

**25. 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

**26. 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:**  
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**No:**  
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**Passed: Yes \_\_\_\_\_ No \_\_\_\_\_**

**Respectfully Submitted,**

**Cindy Velez  
District Clerk**