

MINEOLA UNION FREE SCHOOL DISTRICT  
MINEOLA, NY

**Reorganization Meeting MINUTES**

*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.*

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**Board Goals – 2021- 2022**

- **To be determined**

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**DATE: July 6, 2021**

**Willis Avenue School – 2<sup>nd</sup> floor**

**7:00 p.m.**

**Board Members**

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

**Central Office**

Michael Nagler, Ed.D., Superintendent of Schools  
Matthew Gaven, Deputy Superintendent  
Catherine Fishman, Asst. Supt. Of Pupil Personnel Services  
Andrew Casale, Asst. to the Supt. for Business & Operations  
Linda Spagnola, District Clerk

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

1. Board President – Dr. Margaret Ballantyne-Mannion

Motion: Brian Widman  
Second: Cheryl Lampasona

Yes: \_\_\_\_\_ No: \_\_\_\_\_  
Dr. Margaret Ballantyne-Mannion \_\_\_\_\_  
Patrick Talty \_\_\_\_\_  
Cheryl Lampasona \_\_\_\_\_  
Brian Widman \_\_\_\_\_  
Stacey DeCillis \_\_\_\_\_

Passed: Yes

2. Board Vice President: Patrick Talty

Motion: Cheryl Lampasona  
Second: Brian Widman

Yes: Dr. Margaret Ballantyne-Mannion \_\_\_\_\_  
Patrick Talty \_\_\_\_\_  
Cheryl Lampasona \_\_\_\_\_  
Brian Widman \_\_\_\_\_  
Stacey DeCillis \_\_\_\_\_

Passed: Yes

**D. Oath of Office:** Board President, Vice President

**E. 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	7/1/21- 6/30/22	N	20

Motion: Patrick Talty  
Second: Cheryl Lampasona

Yes: Dr. Margaret Ballantyne-Mannion \_\_\_\_\_  
Patrick Talty \_\_\_\_\_  
Cheryl Lampasona \_\_\_\_\_  
Brian Widman \_\_\_\_\_  
Stacey DeCillis \_\_\_\_\_

Passed: Yes

**F. Consensus Agenda**

**RESOLUTION # 2** - **BE IT RESOLVED** that the Board of Education approve the consensus agenda F.1.a. through F.25, as presented.

Motion: Brian Widman  
Second: Patrick Talty

Yes:	No:
Dr. Margaret Ballantyne-Mannion	_____
Patrick Talty	_____
Cheryl Lampasona	_____
Brian Widman	_____
Stacey DeCillis	_____

Passed: Yes

**1. Oath of Office**

- a. That the Board of Education appoints Linda M. Spagnola as District Clerk for the **2021-2022** school year and she be administered the Oath of Office.
- b. That the Board of Education approves the following appointments of officers for the **2021-2022** school year and directs they be administered the Oath of Office:

Lori Baker	District Treasurer and Registrar for Coupons and Bonds
JoAnn Greene, CPA	Internal Claims Auditor

**2. Board Appointed Officers**

That the Board of Education appoints the following individuals to serve in the designated positions for the **2021-2022** school year:

Keane & Beane, P.C.	Legal General Counselor (#1337)
Ingerman Smith, LLP	Labor Counsel (#1337)
Dr. Marino, Mount Sinai South Nassau	District Medical Inspector (#1338)
Lori Baker	Treasurer (#1332)
Lori Baker	Extra-Classroom Activity 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
Matthew Gaven, Catherine Fishman	Sexual Harassment Compliance Officers (#6121)
Matthew Gaven, Catherine Fishman	Title IX Coordinators
Matthew Gaven	Data Privacy Officer
Matthew Gaven, Catherine Fishman	Civil Rights Compliance Officers (#3420)
Margarita Maravel	Health & Safety Officer
Jenny Carcana	Compliance Coordinator for ADA

Margarita Maravel  
Linda Spagnola  
Andrew Casale

Chief Emergency Officer  
Registrar for registering qualified voters  
Deputy Treasurer

3. **Designation of Chief Faculty Counselors & Signatories of Extra-Classroom Activity Funds**

That the Board of Education designates the following individuals as Chief Faculty Counselors and Signatories of Extra-Classroom Activity Funds for the **2021-2022** school year:

Leigh Shaw, Principal	Hampton Street School
Dr. Janet Gonzalez, Principal	Jackson Avenue School
Sara Ortiz, Principal	Meadow Drive School
Amy Trojanowski, Principal	Mineola Middle School
Dr. Whitney Smith, Principal	Mineola Senior High School

4. **Petty Cash Fund Facilitators**

That the Board of Education establishes and designates the following individuals as facilitators of Petty Cash Funds for the **2021-2022** 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. Whitney Smith
Middle School	100.00	Ms. Amy Trojanowski
Hampton Street School	100.00	Ms. Leigh Shaw
Jackson Avenue School	100.00	Dr. Janet Gonzalez
Meadow Drive School	100.00	Ms. Sara Ortiz
Transportation Department	100.00	Mr. William Gilberg

5. **Bonding of Employees**

That the Board of Education establish the bonding of the Regular and Acting -- District Treasurers, Deputy Treasurer and Claims Auditors, and the Central Treasurers of Extra-class Activity Funds, as well as other officers and employees of the District, be as set forth in the employee blanket bond policy provided by **New York School Insurance Reciprocal (NYSIR)** which should thereupon be approved as to amount and sufficiency of surety (\$250,000) for the **2021-2022** school year.

6. **Banking Resolution**

That the Board of Education adopts the following Banking Resolution (designation of depositories, etc.) for the **2021-2022** school year.

**BANKING RESOLUTION OF THE MINEOLA UNION**  
**FREE SCHOOL DISTRICT**  
July 1, 2021

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**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 to the Superintendent for Business & 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 to the Superintendent for Business & 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 to the Superintendent for Business & 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 to the 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 to the Superintendent for Business & 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 to the Superintendent for Business & 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.

7. **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.

**8. Board Meetings for the 2021-2022 school year - designation of day, time & location**

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

**All meetings are on Thursday, unless noted.**

Board meetings will be held in the Staff Lounge  
on the 2<sup>nd</sup> floor of the Willis Avenue School, unless otherwise stated.

All meetings are open to the public.

<b>MEETING DATE</b>	<b>TYPE OF MEETING</b>	<b>LOCATION</b>
July 6, 2021 - Tuesday	Reorganization / Workshop	Willis Ave. – 2 <sup>nd</sup> Floor
July 22, 2021	Business	Willis Ave. – 2 <sup>nd</sup> Floor
Aug 19, 2021	Business	Willis Ave. – 2 <sup>nd</sup> Floor
Sep 2, 2021	Workshop	Willis Ave. – 2 <sup>nd</sup> Floor
Sep 23, 2021	Business	Willis Ave. – 2 <sup>nd</sup> Floor
Oct 7, 2021	Workshop	Willis Ave. – 2 <sup>nd</sup> Floor
Oct 21, 2021	Business	Willis Ave. – 2 <sup>nd</sup> Floor
Nov 4, 2021	Workshop	Willis Ave. – 2 <sup>nd</sup> Floor
Nov 18, 2021	Business	Willis Ave. – 2 <sup>nd</sup> Floor
Dec 2, 2021	Workshop	Willis Ave. – 2 <sup>nd</sup> Floor
Dec 16, 2021	Business	Willis Ave. – 2 <sup>nd</sup> Floor
Jan 6, 2022	Workshop	Willis Ave. – 2 <sup>nd</sup> Floor
Jan 20, 2022	Business	Willis Ave. – 2 <sup>nd</sup> Floor
Feb 3, 2022	Workshop	Willis Ave. – 2 <sup>nd</sup> Floor
Feb 17, 2022	Business	Willis Ave. – 2 <sup>nd</sup> Floor
Mar 3, 2022	Workshop	Willis Ave. – 2 <sup>nd</sup> Floor
Mar 17, 2022	Business	Willis Ave. – 2 <sup>nd</sup> Floor
Apr 7, 2022	Workshop	Willis Ave. – 2 <sup>nd</sup> Floor
Apr 26, 2022 - Tuesday	Business – BOCES Budget Vote	Willis Ave. – 2 <sup>nd</sup> Floor
May 5, 2022	Workshop	Willis Ave. – 2 <sup>nd</sup> Floor
May 17, 2022 - Tuesday	Business – (Mineola Budget Vote)	Willis Ave. – 2 <sup>nd</sup> Floor
June 2, 2022	Workshop	Willis Ave. – 2 <sup>nd</sup> Floor
June 16, 2022	Business	Willis Ave. – 2 <sup>nd</sup> Floor
July 5, 2022 – Tuesday	Reorganization / Workshop	Willis Ave. – 2 <sup>nd</sup> Floor

**9. 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	Patrick Talty
Alternate	Cheryl Lampasona

**10. 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

**11. 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.

**12. Board of Education Representation on Committees**

<b>COMMITTEE</b>	<b>BOARD REPRESENTATIVE(S)</b>
BOCES Representative	Stacey DeCillis
District Council (SEPTA)	Dr. Margaret Ballantyne-Mannion
Health & Safety Council	Brian Widman
Policy & Regulations Review	Patrick Talty
Advocacy Representative for NYSSBA	Cheryl Lampasona

**13. 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 **2021-2022** school year.



**14. 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 **2021-2022** school year.

**15. District 2021-2022 Organizational Chart**

That the Board of Education accepts the Mineola Union Free School District Organizational Chart for **2021-2022** (Attached).

**16. 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 **56** cents per mile.

**17. Official District Newspaper**

That the Board of Education adopts as Mineola's Official Newspaper, The Mineola American for the **2021-2022** school year.

**18. 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 **2021-2022** school year.

**19. 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 2021-2022 school year in the amount of approximately \$90,952.89.

**20. 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 2021-2022 school year in the amount of approximately \$503,711.

**21. Instruction: Professional Development Plan**

That the Board of Education approves the Professional Development Plan for the **2021- 2022** school year.

**22. Rates for Substitutes**

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

Teacher Sub	\$130 per diem
Nurse Sub	\$125 per diem
Teacher Aide	\$14.00 per hour
Greeter	\$14.00 per hour
Bus Driver	\$22.50 per hour
Custodian	\$14.00 per hour
Clerical	\$15.00 per hour
Bus Attendant Sub	\$14.00 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 **2021-2022** 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 Assistant Superintendent of Pupil Personnel Services with authority to conduct a Resolution Session upon a filing of an impartial due process hearing.

**25. Re-Adoption of Policies and Code of Ethics**

The Board of Education re-adopts all Policies and Code of Ethics in effect during the **2021-2022** school year.

**J. Adjournment                      Time: 7:08 p.m.**

Motion: Cheryl Lampasona  
Second: Patrick Talty

Yes:	No:
Dr. Margaret Ballantyne-Mannion	_____
Patrick Talty	_____
Cheryl Lampasona	_____
Brian Widman	_____
Stacey DeCillis	_____

Passed: Yes

**Respectfully Submitted,**

**Linda M. Spagnola  
District Clerk**