

**MINEOLA UNION FREE SCHOOL DISTRICT  
MINEOLA, NY**

**Reorganization/Workshop 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.*

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**Board Goals – 2009-2010**

- *Educational Expectations and Improvement*
- *School Quality*
- *Operations*
- *Fiscal Management/Stability*

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**DATE: July 2, 2009**

**LOCATION: Willis Avenue School**

**OPEN MEETING**

**7:00 p.m. 1<sup>st</sup> FLOOR CAFETERIA**

**Board Members**

Terence Hale  
William Hornberger  
John McGrath  
Christine Napolitano  
Laraine Salvatore

**Central Office**

Dr. Michael Nagler, Superintendent of Schools  
Sherri Goffman, Deputy Superintendent  
Jack Waters, Asst. Supt. for Finance & Operations  
Janice Patterson, Asst. Supt. for Pupil Services  
Donna Martillo, District Clerk

- A. Call to Order**
- B. Pledge of Allegiance**
- C. Reading of Mission Statement**
- D. Moment of Silent Meditation**
  
- E. Oath of Office**
  - John McGrath, Board of Education Trustee
  - Christine Napolitano, Board of Education Trustee
  
- F. Nomination of Board Positions and Oath of Office**
  - 1. Board President \_\_\_\_\_
  - 2. Board Vice President \_\_\_\_\_
  
- G. Consensus Agenda**
  - 1. **Appointment of Officers**
    - a. **District Clerk Appointment and Oath of Office**

That the Board of Education appoints Donna Martillo as District Clerk for the **2009-2010** school year. The Oath of Office was administered by Attorney, Jacob S. Feldman, Esq.

b. Oath of Office Administered to Superintendent of Schools

The Oath of Office was administered to Dr. Michael Nagler as Superintendent of Schools by the District Clerk.

c. That the Board of Education approves the following appointments of officers for the **2009-2010** school year and directs they are administered the Oath of Office:

Lori Dolan	Asst. District Clerk
Donna Squicciarino	District Treasurer and Registrar for Coupons and Bonds
JoAnn Greene, CPA	Internal Claims Auditor
<u>TBD</u>	Attendance Officer
<u>TBD</u>	Deputy Treasurer
<u>TBD</u>	Tax Collector

d. That the Board of Education appoints the following individuals to serve in the designated positions for the **2009-2010** school year, unless it is specified:

Frazer & Feldman (J. Feldman)	Legal/General Counselor – August 30, 2009
Frazer & Feldman (F. Frazer)	Labor Counsel – August 30, 2009
Dr. Marino, Winthrop Pediatrics Assoc.	District Medical Inspector
Nawrocki Smith, LLP	District External Independent Auditor
Jack Waters	Records Access/Management Officer
Daniel Romano	Asbestos LEA Designee
Daniel Romano	AHERA Designee
Jack Waters	District Purchasing Agent
Fitzharris & Company	Workers' Compensation/Self Insurance Administrator
Coughlin Foundotos Cullen & Danowski, LLP	Internal Auditor
Hawkins, Delafield & Wood	Bond Counsel
Bernard Donegan	Financial Consultant for Borrowing
Mosaic Associates Architects	Architect of Record
Consultech	Unemployment Specialist
Sherri Goffman	Title IX Compliance Coordinator
Sherri Goffman	Board Designee for Regulation 0110-R
Dan Romano	Health & Safety Officer
Dan Romano	Compliance Coordinator for ADA
Donna Martillo	Registrar for registering qualified votes
Lori Dolan	Deputy Registrar for registering qualified Voters
<u>TBD</u>	Census Enumerator
<u>TBD</u>	Central Treasurer for Extra-classroom Activity Fund
<u>TBD</u>	School Dentist

2. 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 **2009-2010** school year:

Ms. Devra Small, Principal	Cross Street School
Dr. SueCaryl Fleischmann, Principal	Hampton Street School
Matthew Gaven, Principal	Jackson Avenue School
Patricia Molloy, Principal	Meadow Drive School
Deborah Shaw, Principal	Willis Avenue School
Mr. Mark Barth, Principal	Mineola Middle School
Mr. Edward Escobar, Principal	Mineola Senior High School

3. **Petty Cash Fund Facilitators**

That the Board of Education establishes and designates the following individuals as facilitators of Petty Cash Funds for the **2009-2010** school year:

<u>SCHOOL OR OFFICE</u>	<u>AMOUNT</u>	<u>ADMINISTRATOR</u>
Central Office	100.00	Mr. Jack Waters
High School	100.00	Mr. Edward Escobar
Middle School	100.00	Mr. Mark Barth
Cross Street School	100.00	Ms. Devra Small
Hampton Street School	100.00	Dr. SueCaryl Fleischmann
Jackson Avenue School	100.00	Mr. Matthew Gaven
Meadow Drive School	100.00	Ms. Patricia Molloy
Willis Avenue School	100.00	Ms. Deborah Shaw

4. **Bonding of Employees**

That the Board of Education establish the bonding of the Regular and Acting -- District Treasurers and Internal 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 **2009-2010** school year.

5. **Banking Resolution**

That the Board of Education adopts the following Banking Resolution (designation of depositories, etc.) for the **2009-2010** school year.

**BANKING RESOLUTION OF THE MINEOLA UNION**  
**FREE SCHOOL DISTRICT**

July 1, 2009

**RESOLVED**, that the JP Morgan Chase Bank, Bank of America, Capital One, Citibank, The Bank of New York, State Bank of Long Island, Wachovia Bank, 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 **Treasurer 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:

DONNA SQUICCIARINO, Treasurer  
MICHAEL NAGLER, Superintendent of Schools  
JOHN WATERS, Assistant Superintendent of Finance & 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.

6. **Online Bid Service - Munivest**

That the Board of Education authorizes an online bid service, Munivest, in awarding of CD investments to the highest bidder.

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. **Designation of day, time & place of Board Mtgs for the 2009-2010 school year**

**Workshops 7:00 p.m.**

Thurs. July 2 (Reorg.) Willis-Board Room

Thurs. Sept. 3 Willis Ave-Cafeteria

Thurs. Oct. 1 Willis Ave-Cafeteria

Thurs. Nov. 5 Willis Ave-Cafeteria

Thurs. Dec. 3 Willis Ave-Cafeteria

Thurs. Jan. 7 Willis Ave-Cafeteria

Thurs. Feb. 4 Willis Ave-Cafeteria

Thurs. Mar. 4 Willis Ave-Cafeteria

Thurs. April 8 Willis Ave-Cafeteria

**Tues. April 20** Willis Ave-Board Room

(Open Board Meeting  
for discussion and vote  
on BOCES Budget at 7:00 p.m.)

**Thurs. May 6** Willis Ave-Cafeteria

(Annual School Budget  
Hearing at 7:00 pm followed  
by monthly workshop at 7:30 pm)

**Tues. May 18** Jackson Avenue

(Open Board Meeting  
for results of Annual  
Elec. & Budget Vote at 9:15 pm)

Thurs. June 3 Willis Ave-Cafeteria

**Reorganization/Workshop**

Thurs. July 1 Willis Ave-Board Room

**Business 7:00 p.m.**

Thurs. July 16 Willis Ave-Cafeteria

Thurs. Aug. 13 Willis Ave-Cafeteria

Thurs. Sept. 17 Willis Ave-Cafeteria

Thurs. Oct. 15 Willis Ave-Cafeteria

Thurs. Nov. 19 Willis Ave-Cafeteria

Thurs. Dec. 17 Willis Ave-Cafeteria

Thurs. Jan. 21 Willis Ave-Cafeteria

Thurs. Feb. 25 Willis Ave-Cafeteria

Thurs. Mar. 18 Willis Ave-Cafeteria

Thurs. April 15 Willis Ave-Cafeteria

Thurs. May 20 Willis Ave-Cafeteria

Thurs. June 17 Willis Ave-Cafeteria

All Board meetings are open to the public.

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 \_\_\_\_\_  
Alternate \_\_\_\_\_

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  
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**

COMMITTEE	BOARD REPRESENTATIVE(S)
BOCES Representative	_____
Capital Planning Committee	_____
Communications Committee	_____
District Council (SEPTA)	_____
Finance Committee	_____
Health & Safety Council	_____
Legislative Liaison	_____
Mineola Youth Center	_____
Negotiations	_____
Policy & Regulations Review	_____
Technology Advisory Committee	_____

13. **Bid Opening Authorization**

That the Board of Education approves authorization to **Mr. Jack Waters, Ms. Lori Dolan** to open bids at stipulated bid opening times, properly prepared and received in the Business Office for the **2009-2010** school year.

14. **Investments**

That the Board of Education authorizes **Ms. Donna Squicciarino and Mr. Jack Waters** to invest district funds on behalf of the Mineola UFSD for the **2009-2010** school year.

15. **District 2009-2010 Organizational Chart**

That the Board of Education accepts the Mineola Union Free School District Organizational Chart for 2009-2010 (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 \$.505 per mile.

17. **Official District Newspaper**

That the Board of Education adopts Mineola's Official Newspaper, The Mineola American for the 2009-2010 school year.

18. **Other Newspapers to be Used When Needed**

That the Board of Education assigns The Roslyn News and Williston Times as additional publications to be used as needed for the 2009-2010 school year.

19. **Chubb Pollution Liability Insurance Policy**

That the Board of Education awards the renewal of the district's Chubb Pollution Liability Policy including Terrorism coverage to Bermack, Champion & Lewine for the 2009-2010 school year in the amount of \$17,500.00.

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 2009-2010 school year.

21. **Public Employee Dishonest Policy**

That the Board of Education renews its Public Employee Dishonest policy to St. Paul Travelers for the 2009-2010 school year.

**RESOLUTION # 1 – BE IT RESOLVED** that the Board of Education approve the consensus agenda G.1. through G.21. as presented.

Moved: \_\_\_\_\_

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

Yes: \_\_\_\_\_

No: \_\_\_\_\_

Passed: \_\_\_\_\_

H. **Executive Session** Time: \_\_\_\_ p.m.

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

**Yes:** \_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

**No:** \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

**Passed:** \_\_\_\_\_

**Returned:** \_\_\_\_\_

I. **Workshop Agenda**

J. **Public Comment**

K. **Board of Education Reports**

- Board Report
  - Retreat and Board Goals: Dates and Agenda
- Comments from Board President
- Superintendent of Schools' Report
  - Goals and Administrative Retreat: Dates and Agenda
  - Evaluation of **2008-2009** School Year

L. **Executive Session** Time: \_\_\_\_ p.m.

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

**Yes:** \_\_\_\_\_  
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\_\_\_\_\_

**No:** \_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

**Passed:** \_\_\_\_\_

**Returned:** \_\_\_\_\_

M. **Adjournment** Time: \_\_\_\_ p.m.

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

**Yes:** \_\_\_\_\_  
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\_\_\_\_\_

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

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