

**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.*

**Board Goals – 2024-2025**

- **To be determined**

**DATE: Tuesday, July 2, 2024 / Synergy Building - 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  
Will Herman, Asst. Superintendent for Business & Operations  
Cindy Velez, District Clerk

A. **Call to Order – 5:06 PM**

B. **Pledge of Allegiance**

C. **Oath of Office**

- a. That the Board of Education appoints Cindy A. Velez as District Clerk for the **2024-2025** school year and she is administered the Oath of Office by Michael Nagler, Superintendent of Schools.
- b. Oath of Office given to Superintendent and Board of Education Trustees Stacey DeCillis and Brian Widman for the **2024-2025** school year by District Clerk.
- c. That the Board of Education approves the following appointments of officers for the **2024-2025** 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: **Dr. Margaret Ballantyne**

**Motion:** Cheryl Lampasona

**Second:** Stacey DeCillis

Yes:

Dr. Margaret Ballantyne

Patrick Talty

Cheryl Lampasona

Brian Widman

Stacey DeCillis

No:

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Passed: **Yes**

2. Board Vice President: **Cheryl Lampasona**

**Motion:** Patrick Talty

**Second:** Brian Widman

Yes:

Dr. Margaret Ballantyne

Patrick Talty

Cheryl Lampasona

Brian Widman

Stacey DeCillis

No:

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Passed: **Yes**

**E. Oath of Office:**

Board President, Dr. Margaret Ballantyne and Vice President, Cheryl Lampasona 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	7/1/24- 6/30/25	Y	20
District Clerk	Cindy Velez	7	7/1/24 - 6/30/25	Y	20

**Motion:** Cheryl Lampasona

**Second:** Patrick Talty

Yes:

Dr. Margaret Ballantyne

Patrick Talty

Cheryl Lampasona

Brian Widman

Stacey DeCillis

No:

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Passed: **Yes**

**G. Consensus Agenda**

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

**Motion:** Brian Widman

**Second:** Stacey DeCillis

Yes:

Dr. Margaret Ballantyne

Patrick Talty

Cheryl Lampasona

Brian Widman

Stacey DeCillis

No:

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Passed: **Yes**

**1. District Appointments for 2024-2025 Chairpersons for CSE/CPSE, 504 Chairpersons, Parent Members, Committee Members**

Committee on Preschool Special Education (CPSE) Chairpersons

*TBD- Supervisor of Special Education*

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

*TBD – Supervisor of Special Education*

Carina Waldman

Jillian Vento

Catherine Fishman

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

*TBD – School Psychologist*

Vanessa Lealand

Manuel Romero

Seniha Purisic

Sonia Azevedo

Patricio 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

Eileen Conboy

Marisa Thibault - Ruyle

## 2. Board Appointed Officers

That the Board of Education appoints the following individuals to serve in the designated positions for the **2024-2025** 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)
Will Herman	Purchasing Agent
Nawrocki Smith LLP	District External Independent Auditor (#1334)
Will Herman	Records Access/Management Officer (#3310, 5670)
Will Herman	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/Whittney Smith	Title IX Compliance Coordinator
Whittney Smith	Data Privacy Officer
Catherine Fishman	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
Will Herman	Deputy Treasurer
Catherine Fishman	Dignity Act Coordinator

**3. 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 **2024-2025** 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
Rory Parnell, 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 **2023-2024** school year:

<u>SCHOOL OR OFFICE</u>	<u>AMOUNT</u>	<u>ADMINISTRATOR</u>
Central Office	\$100.00	Mr. Will Herman
High School	\$100.00	Ms. Rory Parnell
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

**5. 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 **2024-2025** school year.

6. **Banking Resolution**

That the Board of Education adopts the following Banking Resolution (designation of depositories, etc.) for the **2024-2025** 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:

BANK	MAXIMUM LIMITS
<b><u>TD Bank</u></b> General Fund Checking General Fund Money Market General Fund Investment & 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	<u>\$75,000,0000</u> (all accounts)
<b><u>Flushing Bank</u></b> General Fund Investment Account	<u>\$5,000,000</u>
<b><u>Valley Bank</u></b> Middle School Extra Class Fund Checking High School Extra Class Fund Checking High School Extra Class Fund T & A Account	<u>\$5,000,000</u> (all accounts)
<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	<u>\$50,000,000</u> (all accounts)

**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 2024-2025 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.

MEETING DATE	TYPE OF MEETING	LOCATION
July 2, 2024 - <b>TUESDAY 5PM</b>	Reorganization / Business	Synergy Bldg – 1 <sup>st</sup> Floor
Aug 15, 2024 - <b>5:00 PM</b>	Business	Synergy Bldg - 1 <sup>st</sup> Floor
Sept 5, 2024	Workshop	Synergy Bldg - 1 <sup>st</sup> Floor
Sept 19, 2024	Business	Synergy Bldg - 1 <sup>st</sup> Floor
Oct 10, 2024	Workshop	Synergy Bldg - 1 <sup>st</sup> Floor
Oct 24, 2024	Business	Synergy Bldg - 1 <sup>st</sup> Floor
Nov 7, 2024	Workshop	Synergy Bldg - 1 <sup>st</sup> Floor
Nov 21, 2024	Business	Synergy Bldg - 1 <sup>st</sup> Floor
Dec 12, 2024	Business	Synergy Bldg - 1 <sup>st</sup> Floor
Jan 9, 2025	Business	Synergy Bldg - 1 <sup>st</sup> Floor
Jan 23, 2025	Workshop	Synergy Bldg - 1 <sup>st</sup> Floor
Feb 6, 2025	Business	Synergy Bldg - 1 <sup>st</sup> Floor
Feb 27, 2025	Workshop	Synergy Bldg - 1 <sup>st</sup> Floor
Mar 20, 2025	Business	Synergy Bldg - 1 <sup>st</sup> Floor
Apr 10, 2025	Business - <b>Budget Adoption</b>	<b>High School Auditorium</b>
Apr 23, 2025 - <b>WEDNESDAY</b>	Workshop - <b>BOCES Budget Vote</b>	Synergy Bldg - 1 <sup>st</sup> Floor
May 8, 2025	Business - <b>Budget Hearing</b>	Synergy Bldg - 1 <sup>st</sup> Floor
May 20, 2025 - <b>TUESDAY 8PM</b>	Workshop - <b>Mineola Budget Vote</b>	Synergy Bldg - 1 <sup>st</sup> Floor
June 5, 2025	Business Meeting – Tenure Night	High School Cafeteria
June 18, 2025 - <b>WEDNESDAY</b>	Workshop	Synergy Bldg - 1 <sup>st</sup> Floor
July 1, 2025 - <b>TUESDAY 5 PM</b>	Reorganization / Business	Synergy Bldg - 1 <sup>st</sup> Floor

**AMMENDED:** Discussion: Change the start time of the 8/15/24 meeting to 5:00 pm and change the location of the April 10<sup>th</sup> meeting to the HS Auditorium in conjunction with the ART SHOW.

**Motion:** Brian Widman/ **Second:** Stacey DeCillis

Board was polled and passed

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	<u>Cheryl Lampasona</u>
Alternate	<u>Patrick Talty</u>

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	<u>Cheryl Lampasona</u>
District Council (SEPTA)	<u>Dr. Margaret Ballantyne</u>
Health & Safety Council	<u>Brian Widman</u>
Policy & Regulations Review	<u>Stacey DeCillis and Cheryl Lampasona</u>
Advocacy Representative for NYSSBA	<u>Patrick Talty</u>

13. **Bid Opening Authorization**

That the Board of Education approves authorization to **Mr. Will Herman and Ms. Jenny Carcana** to open bids at stipulated bid opening times, properly prepared and received in the Business Office for the **2024-2025** school year.

**14. Investments**

That the Board of Education authorizes **Ms. Lori Baker and Mr. Will Herman** to invest district funds on behalf of the Mineola UFSD for the **2024-2025** school year.

**15. District 2024-2025 Organizational Chart**

That the Board of Education accepts the Mineola Union Free School District Organizational Chart for **2024-2025** (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 **\$.67** cents per mile.

**17. Official District Newspaper**

That the Board of Education adopts Mineola's Official Newspaper, Nassau Illustrated for the **2024-2025** 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 **2024-2025** school year.

**19. Brown & Brown Liability Insurance Policy**

That the Board of Education approves the renewal of a contract with Brown & Brown to provide Excess Workers Comp Insurance, Environmental Liability, and Cyber Liability (including Terrorism) for the **2024-2025** school year in amounts not to exceed in total \$150,000.

**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 **2024-2025** school year.

**21. Rates for Substitutes**

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

- |                 |  |
|-----------------|--|
| ▪ MTA Teacher   | \$150 per diem   |
| ▪ Nurse         | \$150 per diem   |
| ▪ Teacher Aide  | \$16.00 per hour (9/01/24-12/31/24)<br>\$16.50 per hour (1/01/25-06/30/25) |
| ▪ Greeter       | \$16.00 per hour (9/01/24-12/31/24)<br>\$16.50 per hour (1/01/25-06/30/25) |
| ▪ Bus Driver    | \$24.00 per hour   |
| ▪ Custodian     | \$16.00 per hour (9/01/24-12/31/24)<br>\$16.50 per hour (1/01/25-06/30/25) |
| ▪ Clerical      | \$20.00 per hour   |
| ▪ Bus Attendant | \$16.00 per hour (9/01/24-12/31/24)<br>\$16.50 per hour (1/01/25-06/30/25) |
| ▪ Maintainer    | \$20.00 per hour   |

**22. Instruction: Professional Development Plan**

That the Board of Education approves the Professional Development Plan for the 2024-2025 School year.

**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 **2024-2025** 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. 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.

**H. Adjournment Time: 5:30 p.m.**

**Motion:** Patrick Talty

**Second:** Cheryl Lampasona

Yes:

Dr. Margaret Ballantyne

Patrick Talty

Cheryl Lampasona

Brian Widman

Stacey DeCillis

No:

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Passed: **Yes**

**Respectfully Submitted,**  
**Cindy Velez**  
**District Clerk**