

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 – 2021- 2022

- **To be determined**

•

DATE: July 6, 2021

Willis Avenue School – 2nd 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. Nomination of Board Positions and Oath of Office

1. Board President _____

Motion: _____

Second: _____

Yes:

No:

Passed: Yes _____ **No** _____

2. Board Vice President: _____

Motion: _____

Second: _____

Yes:

No:

Passed: Yes _____ **No** _____

D. Oath of Office: Board President, Vice President, Brian Widman and Stacey DeCillis

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: _____

Second: _____

Yes:

No:

Passed: Yes _____ **No** _____

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: _____

Second: _____

Yes:

No:

Passed: Yes _____ **No** _____

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.
Ingberman Smith, LLP
Dr. Marino, Mount Sinai South Nassau
Lori Baker
Lori Baker
Andrew Casale
Nawrocki Smith, LLP
Andrew Casale
Andrew Casale
Jenny Carcana
Jenny Carcana
Jenny Carcana
PMA Management Corp.
Cullen & Danowski, LLP
Hawkins, Delafield & Wood
Bernard Donegan
H2M
Corporate Cost Control

Legal General Counselor (#1337)
Labor Counsel (#1337)
District Medical Inspector (#1338)
Treasurer (#1332)
Extra-Classroom Activity Fund Treasurer (#1336)
Purchasing Agent
District External Independent Auditor (#1334)
Records Access/Management Officer (#3310, 5670)
Delegated Administrator for SEDDAS (Section 2053)
Asbestos LEA Designee
AHERA Designee
Integrated Pest Management Coordinator (#5632)
Workers' Compensation/Self Insurance Administrator
Internal Auditor (#1339)
Bond Counsel
Financial Consultant for Borrowing
Architect of Record
Unemployment Specialist

Matthew Gaven, Catherine Fishman
 Matthew Gaven, Catherine Fishman
 Matthew Gaven
 Matthew Gaven, Catherine Fishman
 Margarita Maravel
 Jenny Carcana
 Margarita Maravel
 Linda Spagnola
 Andrew Casale

Sexual Harassment Compliance Officers (#6121)
 Title IX Coordinators
 Data Privacy Officer (#5676)
 Civil Rights Compliance Officers (#3420)
 Health & Safety Officer
 Compliance Coordinator for ADA
 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

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 2nd floor of the Willis Avenue School, unless otherwise stated.

All meetings are open to the public.

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

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

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: ____ p.m.

Motion: _____
Second: _____

Yes:	No:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Passed: Yes _____ No _____

Respectfully Submitted,

**Linda M. Spagnola
District Clerk**