

EAST ROCKAWAY UNION FREE SCHOOL DISTRICT
East Rockaway, New York
Organizational Meeting of the Board of Education
7:00 P.M., July 7, 2015, East Rockaway Jr./Sr. High School

AGENDA

1. Call to Order and Pledge of Allegiance
2. Swearing in of Elected Trustees for 2015-2018
3. Election of President of the Board of Education – 2015-2016
4. Election of Vice President of the Board of Education – 2015-2016
5. Swearing in of the Board of Education Officers
6. Swearing in of District Clerk.
7. Appointment of District Officers:
 - District Clerk.....Vitina Fazi
 - District TreasurerDebra Muller
 - Deputy District Clerk.....James P. Robinson
 - Deputy District TreasurerPresident of the Board of Education
 - District Tax CollectorJames P. Robinson
8. Swearing in of District Officers.
9. District Standing Committee Liaisons:
 - Budget Advisory Committee/Fiscal.....Patricia Nicoletti, Neil R. Schloth
 - Prevention Task ForceKristin Ochtera
 - Education FoundationKeith Gamache
 - PolicyBoard of Education
 - Super PTA.....John Giannotti, Jr.
10. Board of Education Liaisons:
 - Curriculum & StandardsKeith Gamache
 - Health & Safety.....John Giannotti, Jr.
 - Legislation & Government RelationsNeil R. Schloth
 - Pupil PersonnelPatricia Nicoletti
11. Approve the following appointments:
 - Asbestos Designee.....Anthony Quercia
 - Attendance Officer, Centre Avenue School.....Alice Calabrese

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|--|------------------------|
| Attendance Officer, ERHS | Marilyn Brekke |
| Attendance Officer, Rhame Avenue School | Reneé Duncan |
| Attendance Officer, St. Raymond’s School | Patricia Woloszyn |
| Extra Classroom Activities Central Treasurer | Laura Risorto |
| Insurance Consultant | NYSIR |
| Records Access Officer | James Robinson |
| Records Management Officer | James Robinson |
| School Physician | Richard Addes, D.O. |
| Title IX Officer..... | Laura Guggino Hastings |
| 504 Hearing Officers..... | See Attachment “A” |
| Medicaid Compliance Officer..... | James Robinson |
| Dignity Act Coordinators | Maureen Schutta |
| | James O’Driscoll |
| | Mona Hecht |
| | Timothy Silk |
| | Dawn Ragone |
| | Kristen Mednick |
| | Ann Marie Kenny-Chapur |
| | Erik Walter |
| | Dr. Alissa Nunes |
| | Monica Saavedra |
| | Joseph Spero |

12. Approve the appointment of Frazer and Feldman, LLP, as General Counsel, in accordance with the terms of an agreement dated July 1, 2015.

13. Approve the appointment of Committee Members to District CSE

| | |
|--------------------------------|------------------------|
| Chairperson | Laura Guggino-Hastings |
| Alternate Chairperson | Barbara Gerber |
| Alternate Chairperson | Dr. Alissa Nunes |
| Alternate Chairperson | Laura Peterson |
| Alternate Chairperson | Monica Saavedra |
| Alternate Chairperson | Ann Marie Kenny-Chapur |
| Special Education Teacher..... | (teacher of the child) |
| Physician | Richard Addes, D.O. |
| School Psychologist | Barbara Gerber |
| School Psychologist | Dr. Alissa Nunes |
| School Psychologist | Monica Saavedra |
| School Psychologist | Ann Marie Kenny-Chapur |
| Parent of Child | |
| Parent Member | |
| General Education Teacher | |

14. Approve the appointment of Parent Members for District CSE

Theresa Devlin
William Muller
Maria Riley
Emily Vetrano

15. Approve the appointment of Committee Members to District CPSE

ChairpersonLaura Guggino-Hastings
Alternate ChairpersonDr. Alissa Nunes
Alternate ChairpersonLaura Peterson
Alternate ChairpersonMonica Saavedra
Alternate ChairpersonAnn Marie Kenny-Chapur
Special Education Provider.....(teacher of child; service provider)
PhysicianRichard Addes, D.O.
General Education Teacher.....(teacher of child)
School PsychologistDr. Alissa Nunes
School PsychologistMonica Saavedra
School PsychologistAnn Marie Kenny-Chapur
Parent of Child
Parent Member

16. Approve the appointment of Parent members for District CPSE

Theresa Devlin
William Muller
Maria Riley
Emily Vetrano

17. Approve the appointment of Theresa Devlin to serve as the Surrogate Parent.

18. Designate the following depositories for District funds:

Capital One Bank

19. Designate the following newspapers as newspapers for the publication of school district legal notices:

“Oceanside, Rockville Centre, East Rockaway Tribune”
“The Lynbrook East Rockaway Herald”
“Newsday Media Group, Inc.”

20. Designate the use of the IRS mileage reimbursement rate to compensate employees and board members for use of personal vehicle for district business.

21. Designate Capital Markets Advisors, LLC as District Fiscal Advisors.
22. Designate Hawkins, Delafield and Wood as Bond Counsel.
23. Designate Nawrocki Smith LLP as Internal Auditor.
24. Designate R.S. Abrams & Co. LLP as External Auditor.
25. Designate Deans Archer & Co., CPA as Claims Auditor.
26. Designate Keeping Your Books as the District Accounting Services firm.
27. Designate JAG Architect as Architect.
28. Designate School Aide Specialist as Special Education State Reporting Consultant.
29. Designate Insight Environmental Inc. as Environmental Consultants.
30. Designate Omni Financial Group as the third party administrator of 403(b) and 457 plans.
31. Designate Dr. Joan L. Colvin as the FEMA Coordinator.
32. Designate Nancy Nunziata as the transportation consultant.
33. Designate H.M.B. Consultants as the food service consultant.
34. Designate the New York Secretary of State as the school district's agent for service of Notices of Claim and authorize the District Clerk to file a Certificate of Designation with the New York Department of State.
35. Designate the day and time of regular Board of Education meeting dates as more fully set forth on Attachment "B"
36. Authorize the President of the Board of Education and the District Clerk to execute and file with the Office of the Receiver of Taxes, Town of Hempstead, New York, the Certification for the School District Treasurer and banking information for wiring funds.
37. Authorize the Superintendent of Schools to certify payroll for the 2015-2016 school year.
38. Authorize, in the absence of the Superintendent of Schools, the Assistant Superintendent for Finance & Operations to certify payroll for the 2015-2016 school year.
39. Authorize the President of the Board of Education to certify the District annual payroll to the Civil Service Commission.
40. Authorize the Assistant Superintendent for Finance & Operations to serve as the school district purchasing agent.

41. Authorize the Director of Curriculum and Technology in the absence of the Assistant Superintendent for Finance & Operations to serve as purchasing agent.
42. Authorize the Board President to sign the contract with BOCES for services for the 2015-2016 school year.
43. Authorize the Board President, Superintendent or Assistant Superintendent for Finance & Operations to sign contracts with the lowest responsible bidders for transportation services and other commodities and services as appropriate.
44. Authorize, in the absence of the President of the Board of Education, the Vice President of the Board of Education to be the presiding officer of meetings and further authorize the Vice President of the Board of Education to execute any and all documents in the absence of the Board President, upon which the Board has taken action.
45. Authorize the attendance at conferences, conventions, and workshops by members of the Board of Education and Superintendent during the 2015-2016 school year.
46. Authorize the Superintendent to approve the attendance at conferences, conventions, and workshops of district employees during the 2015-2016 school year.
47. Authorize the Superintendent to apply for grants during the 2015-2016 school year.
48. Authorize the Following Petty Cash Funds:

| | | |
|--|------------------------|-------|
| East Rockaway High School..... | Doreen Johnson..... | \$100 |
| Centre Avenue School | Theresa Garcia | \$100 |
| Rhame Avenue School..... | Antonella Keane..... | \$100 |
| Pupil Personnel (ERHS) | Ellen Blumlein | \$100 |
| District Office (Business Office) | Debra Muller | \$100 |
| District Office (Board of Education) | Mary Volino..... | \$100 |
| Curriculum and Technology | Linda Jarmel..... | \$100 |
| Custodial Office | Kathleen Keating | \$100 |

49. Authorize the Following Persons to Sign Checks:

| | |
|------------------------------------|--|
| Debra Muller | District Treasurer |
| Lisa Ruiz | Superintendent |
| Kristin Ochtera or successor | President, Board of Education |
| | East Rockaway UFSD |
| Laura Risorto | Extra Classroom Activities Central Treasurer |

50. Authorize the Superintendent of Schools to approve budget transfers in an amount not to exceed \$5,000.

51. Approve the following resolution for purpose of adopting coverage provided by §18 of the New York State Public Officers Law

BE IT RESOLVED, that the Board of Education of the East Rockaway School District hereby adopts the coverage provided by §18 of the New York State Public Officers law for the following job titles: members of the board of education, the superintendent of schools, the assistant superintendent for finance and operations, the director of pupil personnel services, the director of curriculum and technology and the director of facilities. 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, the assistant superintendent for finance and operations, the director of pupil personnel services, the director of curriculum and technology and the director of facilities, 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 her designee shall take steps necessary to obtain insurance protection against the potential liability to the district arising out of the adoption of this provision.

52. Approve the following Schedule of Fees for facilities use:

| | |
|--|---------------|
| Annual Facilities Use Application Fee: | \$25 |
| Auditorium | \$50/hour |
| Cafeteria | \$35/day |
| Classroom | \$10/day |
| Gymnasium | \$35/day |
| Custodial Overtime | \$45/hour |
| Field Use | \$10/session |
| Field Use - Groomed..... | \$55/session |
| Field Use - Groomed & Lined | \$100/session |

ACTION AGENDA

53. Approval of Minutes –June 16, 2015
54. Acknowledge Receipt of Financial Reports – May 2015

55. Correspondence – Two

A. Personnel Items

1. Upon the recommendation of the Superintendent, accept the following resignation(s):
 - a. Heather Loughran, teaching assistant
 - b. Suzy Gennaro, food service worker
2. Upon the recommendation of the Superintendent, approve the following special education summer school teacher aide appointments, effective July 6, 2015, through August 14, 2015, at the hourly salary established by the East Rockaway Teacher Aides Association contract for the 2015-2016 school year:

Linda Lindsley Teacher Aide
Dawn Grochmal Teacher Aide

3. Upon the recommendation of the Superintendent, approve the appointment of Barbara Gerber as a Chairperson for summer **CSE/CPSE** meetings, effective July 1, 2015, through August 31, 2015, at the hourly salary set forth in the East Rockaway Teachers Association contract for Other Educational Assignments for the 2015-2016 school year.
4. Upon the recommendation of the Superintendent, approve the part-time appointment (.5 FTE) of Samantha Clarke to the position of music teacher, effective September 1, 2015, through June 30, 2016, at the prorated BA, Step 1, annual salary set forth in the East Rockaway Teachers Association contract for the 2015-2016 school year.
5. Upon the recommendation of the Superintendent, approve the part-time appointment (.5 FTE) of Bethany Kinkaid to the position of speech/language teacher, effective September 1, 2015, through June 30, 2016, at the prorated MA, Step 2, annual salary set forth in the East Rockaway Teachers Association contract for the 2015-2016 school year.
6. Upon the recommendation of the Superintendent, approve the part-time appointment (.7 FTE) of Amanda Shirreffs to the position of science teacher, effective September 1, 2015, through January 29, 2016, at the prorated MA, Step Entry, annual salary set forth in the East Rockaway Teachers Association contract for the 2015-2016 school year.
7. Upon the recommendation of the Superintendent, approve the part-time appointment (.8 FTE) of Jordan Church, to the position of art teacher, effective September 1, 2015, through June 30, 2016, at the prorated MA, Step Entry, annual salary set forth in the East Rockaway Teachers Association contract for the 2015-2016 school year.
8. Upon the recommendation of the Superintendent, approve the four-year probationary appointment of Kelly Cabasso as an art teacher (tenure area: art), effective September 1, 2015, subject to applicable laws and regulations regarding the granting of tenure, at

the MA, Step Entry, annual salary set forth in the East Rockaway Teachers Association contract for the 2015-2016 school year.

9. Upon the recommendation of the Superintendent, approve the four-year probationary appointment of Frank Altamore as a mathematics teacher (tenure area: mathematics), effective September 1, 2015, subject to applicable laws and regulations regarding the granting of tenure, at the BA, Step Entry, annual salary set forth in the East Rockaway Teachers Association contract for the 2015-2016 school year.
10. Upon the recommendation of the Superintendent, approve the appointment of Thomas J. Canale to the position of leave replacement English teacher, effective September 1, 2015, through June 30, 2016, at the BA, Step Entry, annual salary set forth in the East Rockaway Teachers Association contract for the 2015-2016 school year.
11. Upon the recommendation of the Superintendent, approve the appointment of Sarah Kane to the position of leave replacement elementary teacher, effective September 1, 2015, through June 30, 2016, at the MA, Step 2, annual salary set forth in the East Rockaway Teachers Association contract for the 2015-2016 school year.
12. Upon the recommendation of the Superintendent, approve the probationary appointment of Kristyn Smith, R.N. to the position of school nurse, effective July 8, 2015, at the Step 2 annual salary set forth in the East Rockaway Nurses Association contract for the 2015-2016 school year.
13. Upon the recommendation of the Superintendent, approve the following temporary assignments upon the terms and conditions established by the East Rockaway Board of Education:

Seasonal Cleaners, effective July 1, 2015

- a. James Lores
- b. Paul Bergensen
- c. Ayala Dania
- d. Iviana Jofre

Substitute Clerical, effective July 1, 2015

- a. Mary Boll

Per Diem Substitute Teachers, effective September 2, 2015

- a. Clare Marco
- b. Christopher Considine
- c. Kevin Denis
- d. Bryan Adams
- e. Theresa Hempstead
- f. Luke Tesoriero
- g. Lauren Wolkin
- h. Cindy Dower

- i. Nancy Laurino
- j. Angela Bond
- k. Caitlyn Klingbeil
- l. Tina Johnson
- m. Amy Britt
- n. Donna DiFrancisca
- o. Noreen McDougal
- p. Diane DiSantis
- q. Elizabeth Freeman
- r. Christina Artusa
- s. Kevin Fuller

B. Other Items

1. Approve the terms of the Letter of Agreement dated June 30, 2015, between the Board of Education of the East Rockaway UFSD, and the East Rockaway Teachers Association for the employment of a tenured school psychologist currently on a child rearing leave of absence to return to work for the period September 1, 2015, through January 29, 2016, on a part-time, per diem basis; and authorize the Superintendent to execute the Letter Agreement on behalf of the East Rockaway Board of Education.
2. Approve the terms of the employment agreement with Vitina Fazi as the Secretary to the Assistant Superintendent for Finance & Operations and School District Clerk, effective July 8, 2015, through June 30, 2016, and authorize the Superintendent of Schools to execute the agreement on behalf of the East Rockaway Board of Education.
3. Approve the following resolution:

BE IT RESOLVED that, in accordance with the provisions of New York State Education Law §3012-c and Subpart 30-2 of the Regulations of the Commissioner of Education, the Board of Education of the East Rockaway Union Free School District (“District”) hereby certifies the following individuals as qualified lead evaluators:

| | |
|------------------------|-----------------|
| James DeTommaso | Lisa J. Ruiz |
| TJ DiPietro | Thomas Schloen |
| Laura Guggino-Hastings | Tim Silk |
| Meridyth Hansen | Joseph Spero |
| Laura Peterson | Dominick Vulpis |
| John Piccarella | Erik Walter |
| Dina Reilly | |

The District hereby authorizes the above-listed individuals to conduct and/or complete the annual professional performance reviews of classroom teachers within the District.

The District hereby authorizes Lisa J. Ruiz to conduct and/or complete the annual professional performance reviews of building principals within the District.

4. Approve the admission of the following students to attend the East Rockaway Public Schools for the Special Education Summer 2015 Program and authorize the President of the Board of Education to execute the tuition agreements between the Board of Education of East Rockaway UFSD and the Board of Education of the sending school districts:
 - a. Long Beach, I.D. No. 180007592
 - b. Freeport student, I.D. No. 1000452
5. Approve the consultation services contract with Daniel M. Tramuta, financial aid speaker, on January 6, 2016, and authorize the President of the Board of Education to execute the contract on behalf of the East Rockaway Board of Education.
6. Approve the Affiliation Agreement with Molloy College for the purpose of providing clinical experience for student nurses during the 2015-2016 school year and authorize the President of the Board of Education to execute the agreement on behalf of the Board of Education.
7. Accept the following donations:
 - a. \$75.00 from Target Take Charge of Education Program for the Rhame Avenue School
 - b. \$321.33 from Stop & Shop A+ School Rewards Program for the Rhame Avenue School
8. Accept a grant from the Italian American Committee on Education for the Foreign Language Department, Italian language studies in the sum of \$9,000.
9. Accept a STEM grant from Northrop Grunman in the sum of \$300.
10. Approve the participation in cooperative bids for:
 - a. Athletic equipment reconditioning (LIMCPG)
 - b. Custodial and facilities items – Rockville Centre Cooperative
 - c. Automotive supplies, materials, parts and services – Long Beach UFSD
 - d. Nassau County Facilities Director Cooperative
 - e. Services provide by Nassau BOCES
 - f. Services provided by Suffolk BOCES
 - g. Investigative services
 - h. Educational Data Services, Inc.
11. Approve the contracts with First Student, Inc. and Nassau BOCES for summer 2015 transportation services and authorize the Assistant Superintendent of Finance and Operations to execute the contracts on behalf of the East Rockaway Board of Education.

12. Approve the contract renewal with Aramark Food Services Management Company for the 2015-2016 school year.
13. Approve the FEMA Hazard Mitigation Plan.

WHEREAS, in response to extensive and significant damage sustained to the East Rockaway High School, the Rhame Avenue Elementary School and other District facilities as a result of Hurricane Sandy, the District has applied to the Federal Emergency Management Agency (“FEMA”) to obtain funding for the implementation of preventative measures to minimize or prevent future similar damage; and

WHEREAS, based on the recommendation of the District’s Architect and the Superintendent of Schools, it is essential to undertake certain work in order to implement such preventative measures, as set forth in greater detail in the draft Hazard Mitigation Proposals developed by FEMA for the East Rockaway High School and Rhame Avenue Elementary School (“HMP”); now, therefore,

BE IT RESOLVED that the Board of Education of the East Rockaway Union Free School District hereby declares that the scope of work contained in the draft HMPs is essential for the protection of the health and safety of students and staff and for the protection and preservation of the District’s property, and that such work constitutes an ordinary contingent expense of the District; and be it further

RESOLVED, that the Board of Education hereby approves the draft HMPs, subject to final revisions as recommended by the District’s Architect and approved by FEMA, and authorizes and directs the Superintendent of Schools to take such steps reasonably necessary or appropriate to implement the draft HMPs in accordance with this resolution, and authorizes the Board President to execute any and all contracts for public work and professional services or the purchase of supplies, material or equipment in connection therewith; and be it further

RESOLVED, that the Board of Education hereby authorizes the District to expend an amount not to exceed \$5,500,000 in connection with said HMPs, 90% of which shall be funded by FEMA grants with the balance to be funded from available sources as permitted by law.

14. Approve the license agreement with SCOPE Educational Services for the After School Child Care Program for the 2015-2016 school year.
15. Approve the application to State Environment Quality Review for the 2015-2016 Capital Improvement Program, #28-02-19-03-0-002-012 East Rockaway UFSD, Rhame Avenue Elementary School, Window Replacement:
 - A. Routine Maintenance and Repair 6NYCRR§617-5 (c)(1); Maintenance or repair involving no substantial change in an existing facility;
 - B. Replace or Rehabilitation 6NYCRR§617-5 (c)(2); replacement or rehabilitation or reconstruction of a structure or facility, in kind, on the same site, unless the work exceeds a threshold for a Type I action in 6NYCRR§617-4;

and authorize the President of the Board of Education to execute the applications and further authorize the District Clerk to execute and submit the declaration that the projects fall under Categories “A” or “B” above. The procedure for Type II Actions, with regard to SEQRA Process for Capital Projects noted above is “No Additional Required Action under 6NYCRR§617.5(a).”

16. Approve the terms of the Letter of Intent with Nassau BOCES for a five-year lease for three Xerox multi-task copy machines and authorize the Assistant Superintendent for Finance & Operations to execute the Letter of Intent on behalf of the East Rockaway Board of Education.

17. Approve the following vendors for the 2015-2016 school year for the services indicated and authorize the President of the Board of Education to execute the resulting service contracts:

| | Vendor | Service |
|----|---|--|
| 1 | C-BIZ Evaluation Group LLC | Valuation & License Agreement |
| 2 | Capital Computers/Harris School Solutions | WinCap Financial Software |
| 3 | Capital Markets Advisors, LLC | Financial Advisory Services |
| 4 | Deans Archer & Co, CPA | Internal Claims Auditor |
| 5 | Dr. James Tolle | Hearing Officer / Superintendent Hearings |
| 6 | Richard Addes, D.O. | School Physician |
| 7 | Frazer & Feldman | General Counsel |
| 8 | School Aid Specialists | Special Education State Reporting Consultants |
| 9 | LICADD | Employee Assistance Program Drug, Alcohol, Counseling |
| 10 | Nawrocki Smith LLP | Internal Auditors |
| 11 | Omni Financial Group | 403b and 457 management services |
| 12 | RCP Consultants, Inc. | Professional Development for NCLB Grant |
| 13 | RS Abrams & Co LLP | External Auditor |
| 14 | Schindler Elevator | Elevator Repair Service |
| 15 | Village of Lynbrook | Fuel |
| 16 | GCN | Dignity Act Training |
| 17 | Sharp School | School Website |
| 18 | Dr. Nancy Doda | Professional Development |
| 19 | Ideal Consulting | Professional Development |
| 20 | Winters Bros. | Garbage removal |
| | | |

18. Approve the following resolution:

Whereas, the following service providers for Tax Shelter Annuities are approved by the Board of Education:

| SERVICE PROVIDERS | TYPE OF PLAN |
|--------------------------------|--------------|
| ING/Aetna Opportunity Plus | 403b |
| Equitable Life Assurance | 403b |
| Fidelity Retirement Services | 403b |
| Legend Service Corporation | 403b |
| Mutual Financial Services | 403b |
| Travelers | 403b |
| Lincoln Investments | 403b |
| NYS Deferred Compensation Plan | 457 |

BE IT RESOLVED, the employees who work 1000 hours in a school year or expect to work 1000 hours in an ensuing school year are eligible to make contributions to a tax deferred annuity under IRS code 403b or 457.

19. Approve the purchase of the following textbook:

Clois E. Kicklighter, et ano., Architecture, Residential Drafting and Design, 11th edition. Tinley Park, Illinois: The Goodheart-Willcox Company, Inc., 2014

20. Declare obsolete for the purpose of disposal, the following equipment:

| Equipment | Model | Serial | Tag Number |
|-------------------------|-------|--------|-------------|
| Buhl Overhead Projector | 90ED | 3275 | ERSD 001230 |
| Buhl Overhead Projector | 90ED | C3262 | 1804 |

21. Approve the following resolution:

BE IT RESOLVED that the 2016 reorganizational meeting of the Board of Education will be held on July 7, 2016.

C. Budget Transfers

1. Upon the recommendation of the Superintendent, the Board of Education approves the following budget transfers:

a. Transaction No. 15-0014

D. Approve CSE Recommendations

E. Approve CPSE Recommendations

56. Policy Matters

1. For Re-Adoption/Reaffirmance

- a. All Current Policies and Regulations
- b. 5300, Code of Conduct
- c. 6240, Investments
- d. 6700, Purchasing

57. Good and Welfare

- a. Congratulations to Marie and Justin Anderson on the birth of their first child, Ryan Howard, born June 26, 2015, 9 lbs, 3 ozs.

58. Superintendent's Report

59. Privilege of the Floor

60. Board Member Comments

61. Adjournment