

Center Moriches Union Free School District

BOARD OF EDUCATION

Joshua P. Foster
Darrell L. Iehle
Danielle Dench
George Maxwell
Robyn Rayburn

Patricia A. Galietta
District Clerk
Diane M. Smith
Treasurer

529 Main Street
Center Moriches, New York 11934
(631) 878-0052
Fax (631) 878-4326
www.cmschools.org

Russell J. Stewart
Superintendent of Schools
Raina Ingoglia
*Assistant Superintendent for Curriculum,
Instruction, Data Coordination and
Buildings and Grounds*
Ricardo Soto
*Assistant Superintendent for Student Services,
Personnel and Instructional Technology*
Carol M. Perkins, CPA
Business Official

REORGANIZATION MEETING

CENTER MORICHES BOARD OF EDUCATION

July 11, 2018

7:30 p.m.

AGENDA

1. **Call to Order:** Temporary Chairperson (District Clerk)
2. **Pledge of Allegiance**
3. **Explanation of Format:** District Clerk

In New York State, Boards of Education must conduct a re-organizational meeting within the first 15 days of July. The purposes of the meeting is to elect and/or appoint school board officers; re-adopt existing policies; and make other annual designations such as official newspapers, official bank depositories, etc.

4. **Administration of Oath/Election of Officers**

- A. **Administration of Oath to Newly-Elected Board Members: District Clerk**

RECOMMENDED ACTION: that the constitutional oath of office will be signed by newly-elected Board member George Maxwell after which he will officially begin his new term as a member of the Board of Education, July 1, 2018 through June 30, 2021; and

- B. **Election of President of the Board of Education**

At this time the District Clerk will make a solicitation for nominations for the office of President of the Board of Education. A vote will be taken until a majority is reached for one nominee.

President of the Board of Education, Announcement, District Clerk

Having been elected by a majority of the Board of Education, _____ is hereby declared President of the Center Moriches Board of Education for the official year 2018-2019.

Following the election, the constitutional oath of office will be signed by the newly-elected President of the Board of Education after which the President assumes the chair.

C. **Election of Vice President of the Board of Education**

At this time a solicitation for nominations for the office of Vice President of the Board of Education will be made by the President. A vote will be taken until a majority is reached for one nominee.

Vice President of the Board of Education, Announcement, President, Board of Education

Having been elected by a majority of the Board of Education, _____ is hereby declared Vice President of the Center Moriches Board of Education for the official year 2018-2019; and

“Resolved, that in the absence of the President of the Board of Education or his/her inability to act, the Vice President of the Board of Education will act as President and be authorized to assume all of the responsibilities and perform all of the duties of the President of the Board of Education as provided by law; and

Be it further resolved, that the constitutional oath of office be signed by the newly-elected Vice President of the Board of Education after which the Vice President assumes office.

5. **Appointment of Officers**

A. **District Clerk**

RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, the Board of Education appoints Patricia A. Galietta as District Clerk for the 2018-2019 school year at a stipend of \$7,384; and

BE IT FURTHER RESOLVED, that the District Clerk signs the constitutional Oath of Office.

B. **Deputy District Clerk**

RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, Jeannine Barr be appointed Deputy District Clerk to serve in the absence of the District Clerk for the 2018-2019 school year.

C. **District Treasurer**

RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, Diane Smith be appointed Treasurer and the custodian of all monies belonging to the district from whatever source derived, during the 2018-2019 school year; and

BE IT RESOLVED that the District Treasurer be paid at a stipend of \$8,085; and

BE IT FURTHER RESOLVED that the District Treasurer signs the constitutional Oath of Office.

D. **Deputy Treasurer**

RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, Leslie Murray be appointed Deputy Treasurer for the 2018-2019 school year, to assist the Treasurer and to serve in the absence of the Treasurer, at a stipend of \$2,378.

E. **Appointment of Audit Committee Member and Oath of Office**

BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, the following members are appointed to the District's 2018-2019 Audit Committee:

Joshua P. Foster
Darrell L. Iehle
Danielle Dench
George Maxwell
Robyn Rayburn

BE IT FURTHER RESOLVED, that the members of the Audit Committee signs the constitutional Oath of Office.

6. **Other Annual Appointments**

A. **School Physician**

RECOMMENDATION ACTION: that upon the recommendation of the Superintendent of Schools, Dr. Mahendra Shah be appointed to serve as School Medical Officer for Center Moriches School District during the 2018-2019 school year.

B. **New York Schools Insurance Reciprocal**

RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, the Board of Education approves the renewal agreement for the New York Schools Insurance Reciprocal (NYSIR) for the 2018-2019 school year.

C. **Worker's Compensation**

RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, the Board of Education approves the New York State Municipal Workers' Compensation Alliance as the District's Worker's Compensation carrier for the 2018-2019 school year.

D. **Student Accident Insurance**

RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, the Board of Education approves Pupil Benefits Plan, Inc., as the insurance company for Student Accident Insurance for the 2018-2019 school year.

E. **Independent Internal Claims Auditor**

RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, the Board of Education authorizes Cerini & Associates, LLP as the Independent Internal Claims Auditor for the 2018-2019 school year and authorizes the payment of monthly bills as soon as audited by the Internal Claims Auditor and found to be correct; such payments to be formalized by Board of Education approval of the related warrants presented each month.

F. **Chief Election Inspector/Registry Board**

- i. RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, Jeannine Barr be and is hereby appointed as Chief Election Inspector and member of the Registry Board for the Center Moriches School District for the school year 2018-2019.
- ii. RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, Leslie Murray be and is hereby appointed as a member of the Registry Board for the Center Moriches School District for the school year 2018-2019.

G. **Committee on Special Education**

School districts are required to annually appoint a Committee on Special Education. The committee's function is to make recommendations regarding the classification and placement of students requiring special education.

RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, the individuals on the following list be hereby appointed as members of the Center Moriches Committee on Special Education for the 2018-2019 school year:

Chairperson: Ricardo Soto, Assistant Superintendent for Student Services, Personnel and Instructional Technology

Alternate Chairpersons: Marianne Minarik, Katharine Cunningham, Michael Gordon, Marissa Morris and Lynda Trujillo.

Parent Members: Kevin Gwinn

A **representative** of Handicapped Children's Program, County of Suffolk, as designated on a rotating basis. And, as required, the **professional** who participated in the evaluation of each child who is being considered for services.

Teachers: All New York State licensed teachers employed by Center Moriches School District are appointed to participate as necessary on the Committee on Special Education.

Guidance Counselors: Lisa Hession, Henry Mack, Pilar Marino, Glenn Pepe

Speech/Language Therapists: Amanda Davidson, Marianne Minarik

School Nurses: Sefika DiMaggio, Miranda Pallas, Geraldine Plechner, Christine Schmutzler

School Psychologists: Katharine Cunningham and Lynda Trujillo.

Social Worker: Courtney Fabian

H. **Committee on Preschool Special Education**

School districts are required to annually appoint a Committee on Preschool Special Education. The Committee's function is to make recommendations regarding the classification and placement of preschool students requiring special education.

RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, the individuals on the following list be hereby appointed as members of the Center Moriches Committee on Preschool Special Education for the 2018-2019 school year:

Chairperson: Ricardo Soto, Assistant Superintendent for Student Services, Personnel and Instructional Technology

Alternate Chairpersons: Marianne Minarik, Katharine Cunningham, Lynda Trujillo and Michael Gordon.

Parent Member: Kevin Gwinn

A **representative** of Handicapped Children's Program, County of Suffolk, as designated on a rotating basis. And, as required, the **professional** who participated in the evaluation of each child who is being considered for services.

I. **Surrogate Parent: Committee on Special Education**

Special education regulations allow districts to appoint surrogate parents to represent children whose parents are unwilling or unable to represent them in Committee on Special Education matters.

RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, the Board of Education appoints the following as Committee on Special Education "Surrogate Parent" for the 2018-2019 school year: Kevin Gwinn

J. **Hearing Officers – Committee on Special Education and Committee on Preschool Special Education**

School districts annually appoint Hearing Officers who participate in the due process hearings, which occur when there is a disagreement with the recommendations of the Committee on Special Education or the Committee on Preschool Special Education. Hearing Officers must be certified by The State Education Department.

RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, the list of state-approved Impartial Hearing Officers for matters related to the Center Moriches Committee on Special Education and the Committee on Preschool Special Education for the 2018-2019 school year, be obtained from the revolving list located on The New York State Education Department website.

K. **Title IX and Section 504 Coordinator, Policy Against Harassment Compliance Officer**

Public agencies are required to appoint a coordinator to insure compliance with the Title IX and Section 504 requirements of Federal Law and for a Policy Against Harassment Compliance Officer.

RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, Ricardo Soto, Assistant Superintendent for Student Services, Personnel and Instructional Technology, be appointed as Title IX and Section 504 Coordinator and the Policy Against Harassment Compliance Officer for the Center Moriches School District for the 2018-2019 school year.

L. **Asbestos/Safety Compliance Officer**

School districts are required to appoint a designated person who will be responsible for on-site compliance with the regulations on asbestos monitoring.

RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, William Thompson be appointed as Asbestos/Safety Compliance Officer for the Center Moriches School District for the 2018-2019 school year .

M. **Records Management Officer**

Public agencies are required to designate a records management officer whose responsibility is to insure the agency's compliance with the State's Records Retention and Disposition Schedules.

RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, School Business Official Carol Perkins is to be designated as Records Management Officer for the 2018-2019 school year.

N. **Bonding Counsel**

RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, the Center Moriches School District appoints Hawkins, Delafield & Wood, LLP, 28 Liberty Street, New York, New York 10005, to serve as bonding counsel to represent the district for the purchase of the district's bonds and tax anticipation notes for fiscal 2018-2019.

O. **McKinney-Vento Homeless Liaison(s)**

RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, the Board of Education appoints Ricardo Soto and Courtney Fabian as liaisons for the 2018-2019 school year.

P. **Enrollment/Registration Officer**

RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, the Board of Education appoints Leslie Murray as Enrollment/Registration Officer for the 2018-2019 school year.

Q. **Residency Officer**

RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, the Board of Education appoints Ricardo Soto as Residency Officer for the 2018-2019 school year.

7. **Bonding of District Personnel**

State law requires the bonding of certain school district personnel.

Superintendent of Schools, School Business Official, Treasurer, Deputy Treasurer, Public School System Employees

A. RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, for the 2018-2019 school year, the Superintendent, the School Business Official, Treasurer, and the Deputy Treasurer be each bonded for \$1,000,000; and, in addition,

B. RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, a blanket position bond for all other employees be issued for the school year 2018-2019. Such bond to provide coverage in the amount of \$100,000 for all employees, some of whom will handle district funds during the school year 2018-2019.

8. **Designations**

A. **Official Bank Depositories – All Funds**

RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, the following banks be and are hereby designated as the official depositories for funds to be received and disbursed by the Center Moriches School District during the school year 2018-2019:

JP Morgan Chase Bank
First National Bank
Empire National Bank

B. **Official Newspapers**

RECOMMENDED ACTION: that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the following resolution:

RESOLVED, that any of the following newspapers may be used officially at any time it appears to the advantage of the District to do so during the school year 2018-2019.

Long Island Advance
Long Island Business News

Newsday
South Shore Press

9. **Authorizations**

A. **Chief School Officers to Certify Payroll**

RECOMMENDED ACTION: that the Superintendent of Schools and the School Business Official be authorized to certify all payrolls prepared for the Center Moriches School District for the 2018-2019 school year.

B. **School Purchasing Agent**

RECOMMENDED ACTION: that as per Board Policy #5420, the Business Official, Carol Perkins, is hereby appointed school purchasing agent for the school year 2018-2019, and that she be authorized to purchase supplies and equipment and services as provided for in the budget. In the event the Business Official is absent, the Superintendent of Schools acts as an alternate Purchasing Agent.

C. **Petty Cash Funds**

RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, according to Section 170.3 of the Commissioner's Regulations, petty cash funds (\$100 each) be established for the offices in the district as follows:

| | |
|-------------------|---|
| Kim Hardwick | Elementary School Principal |
| Melissa Reggio | Middle School Principal |
| Edward Casswell | High School Principal |
| Ricardo Soto | Asst. Superintendent for Student Services, Personnel and Instructional Technology |
| Irene Navas | Reservation Community Liaison |
| Patricia Galietta | District Clerk |
| Regina Bergh | Business Office |
| Jeremy Thode | Associate Principal/Director of Health, Physical Education, Business, Fine/Applied Arts and Athletics |
| Terri Schill | Whitson's Culinary Group (\$400) |

Petty cash supervisors are responsible for their funds and are required to submit proper accounting records for expenditures from such funds.

D. **Designation of Authorized Signatures on Checks**

RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, the District Treasurer will be authorized to sign all checks or drafts for salaries of teachers and for all officers or other employees of this school district and

for payment of bills, expenses, obligations and liabilities and also such documents, papers, agreements, writings and other instruments in writing as are authorized by the Board of Education or required by law to be executed, and in the absence or inability of the District Treasurer, as determined by the superintendent, to sign such checks or drafts and such documents, papers, agreements, writings, and other instruments requiring her signature, the Deputy Treasurer be authorized to sign in her place.

E. **Chief School Officer Authorized to Approve Budget Transfers**

RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, the Superintendent be authorized to approve budget transfers up to and including \$10,000 during the time between official Board of Education meetings, such transfers to be reported to the Board at each meeting as per Board policy #5330.

F. **Authorization to Invest School District Funds**

RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, the School Business Official and the Treasurer, after consultation with the Superintendent of Schools, are authorized to invest school district funds during the 2018-2019 school year as per the investment policy #5220.

G. **Mileage Reimbursement Rate**

RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, the Board of Education approves the mileage reimbursement rate in accordance with the current IRS rate.

H. **Authorization to Take Part in the National School Lunch Program (Annual Renewal)**

In order to participate in the National School Lunch Program, the President of the Board of Education must attest to agreement with the conditions in accordance with the provisions of Section 210.13(e) of the National School Breakfast and Lunch Program Regulations.

i. RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, the President of the Board of Education be authorized to sign the above-named agreements so the district may offer its regular school breakfast and lunch program, and authorize the “Offer vs. Serve” provision of the National School Lunch Program to Grades K-12, for the 2018-2019 school year.

ii. **Free and Reduced-Price Meal Policy**

School districts participating in the National School Lunch/Breakfast Program must annually adopt a policy statement for Free and Reduced Price Meals, requiring nationwide uniformity in the implementation and administration of the lunch and breakfast programs.

RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, the Board of Education adopts the Free and Reduced Meals Policy Statement as forwarded from The State Education Department, for the 2018-2019 school year.

I. **Food Service Program**

RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, the Board of Education approves the following meal prices for the 2018-2019 academic year:

| | | |
|------------|------------|--------|
| Breakfast: | Elementary | \$1.50 |
| | Secondary | \$2.00 |
| | Adult | \$2.50 |
| Lunch: | Elementary | \$2.75 |
| | Secondary | \$3.00 |
| | Adult | \$4.50 |

J. **Applications for Federal and State Grants**

RECOMMENDED ACTION: that the Center Moriches Board of Education authorizes the Superintendent of Schools to file the applications with the Education Department of the State of New York for funding available (including, but not limited to) Title I & II Consolidated, Handicapped Consolidated, Indian and other miscellaneous grant sources.

K. **Contracts**

RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, the Center Moriches Board of Education authorizes the President of the Board or, in the absence of the President, the Vice President shall be the only person authorized to sign a contract on behalf of the school district.

10. **Re-adoption of Existing Policies**

RESOLVED, that the Center Moriches Board of Education approves and extends the existing policies, regulations, rules, by-laws, and directives in force during the 2017-2018 school year for the 2018-2019 school year.

11. **School Employees' and Officers' Indemnification Pursuant to Public Officers Law 18:**

RESOLVED, the Board of Education approves the requests for defense and indemnification submitted by a District officer and employee in connection with the court action commenced by the Notice of Claim listed on the confidential filings maintained by the District Clerk, and any attendant action related to same; and the benefits and protections of Section 18 of the New York State Public Officer's Law and Section 3811, 3028 and 3023 of the New York State Education Law, as applicable, and any other applicable section of the Education Law, are hereby conferred upon the aforementioned persons; and

IT IS FURTHER RESOLVED, that the District shall, accordingly, indemnify and save harmless such persons, for any costs, attorneys’ fees, judgments, damages, settlements, fines or penalties, provided that such acts of omissions from which the judgment or claim (etc.) arose or occurred while such persons were acting within the scope of their public employment or duties, and provided further than in the case of a settlement, the duty to indemnify and save harmless shall be conditioned upon the approval of the amount of any such settlement by the Board of Education; and no Certificate of Good Faith or merit shall be required; and

IT IS FURTHER RESOLVED, that District counsel, Guercio & Guercio, LLP, is appointed to provide the aforementioned defense unless and until other counsel is appointed by the District’s insurance carrier.

12. **Comptroller’s Regulation 315.4 – Elected and Appointed Officials**

BE IT RESOLVED THAT, upon the recommendation of the Superintendent of schools, the Center Moriches Union Free School District hereby establishes the following standard workdays 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 Workday (Hrs/Day) | Term Begins/Ends | Participates in Employer’s Timekeeping System (Y/N) |
|---|-----------------------------------|-------------------------|--|
| District Clerk Patricia Galietta | 7 | 07/01/18-06/30/19 | Y |
| District Treasurer Diane Smith | 7 | 07/01/18-06/30/19 | Y |
| Deputy District Treasurer Leslie Murray | 7 | 07/01/18-06/30/19 | Y |

13. **Standard Work Day – Security Officer**

BE IT RESOLVED, that the Center Moriches Union Free School District hereby establishes the following as “standard work days” for its employees in the below delineated positions and will report days worked to the New York State and Local Employees’ Retirement System based on the time-keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

| Job Title | Standard Work Day (hours per day) |
|------------------|--|
| Security Officer | 7 |

14. **Terms and Conditions of Employment – Security Officer**

RESOLVED, that the Board of Education hereby adopts the Terms and Conditions of Employment for all Security Officers employed by the Center Moriches Union Free School District, as per the attached.

15. **Proceed to Regular Meeting**

RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, the Board of Education adjourns the Reorganization Meeting and commence the agenda for the regular July 11, 2018 Board of Education meeting.