

Center Moriches Union Free School District

BOARD OF EDUCATION

Joseph W. McHeffey, President
Wendy R. Turkington, Vice President
Daniel Finnegan
Thomas R. Hogan
Heather Schaub-Magill

Patricia A. Galietta
District Clerk

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Russell J. Stewart
Superintendent of Schools

Lynda G. Adams
Deputy Superintendent

Carol M. Perkins, CPA
Business Official

Diane M. Smith
Treasurer

REORGANIZATION MEETING CENTER MORICHES BOARD OF EDUCATION JULY 11, 2012 7 p.m.

AGENDA

1. **Call to Order:** Temporary Chairman (District Clerk)
2. **Executive Session at 6 p.m.**
3. **Resume in Public Session at 7 p.m.**
4. **Pledge of Allegiance**
5. **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 purpose 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.

6. **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 **Thomas R. Hogan** after which he will officially begin his new term as member of the Board of Education, July 1, 2012 through June 30, 2015; 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 2012-2013.

6. **Administration of Oath/Election of Officers (continued)**

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 2012-2013; 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.”

7. **Appointment of Officers**

A. **District Clerk**

RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, the Board of Education appoints **Patricia A. Galiotta** as District Clerk for the 2012-2013 school year at a stipend of \$6,556; 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, **Judith Ponticello** be appointed Deputy District Clerk to serve in the absence of the District Clerk for the 2012-2013 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 2012-2013 school year; and

7. **Appointment of Officers (continued)**

BE IT RESOLVED that the District Treasurer be paid at a stipend of \$7,179; 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, **John Allen** be appointed Deputy Treasurer for the 2012-2013 school year, to assist the Treasurer and to serve in the absence of the Treasurer, at a stipend of \$2,111.

E. **Independent Internal Claims Auditor**

RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, the Board of Education authorizes the continuation of the Board of Education's Independent Internal Claims Auditor **James Ryan** 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.

BE IT RESOLVED that the Independent Internal Claims Auditor be paid at a stipend of \$7,680 for the 2012-2013 school year and will include the first 150 hours of service. Hours billed beyond 150 hours will be billed at \$45 per hour.

8. **Other Annual Appointments**

A. **School Attorney**

RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, the firm of **Lamb & Barnosky, LLP** be and are appointed attorneys to the Board of Education for the school year 2012-2013; and

BE IT FURTHER RESOLVED, that the school attorneys **Lamb & Barnosky, LLP** be paid a retainer of \$20,000 per annum for the 2012-2013 school year. Such fee is to include all labor and education law for the district. Any services not included in the retainer will be billed at an hourly rate of \$220; and

B. **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 2012-2013 school year at an annual stipend of \$18,800.

8. **Other Annual Appointments (continued)**

C. **Insurance Agent**

RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, **New York Schools Insurance Reciprocal (NYSIR) and New York State Insurance Fund – 491 Safety Group/Glatfelter Brokerage Services** (Workers' Compensation) as School Insurance Agent and Advisor for the 2012-2013 school year.

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

i. RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, **Judith Ponticello** 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 2012-2013.

ii. RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, **Kathleen Kleinpeter** be and is hereby appointed as member of the Registry Board for the Center Moriches School District for the school year 2012-2013.

E. **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 2012-2013 school year:

Chairperson: Michael Cruz, Director of Special Services

Alternate Chairpersons: Diane Barraud, Lynda Nappe, Katharine Dapolito; Marissa Morris, Cindy Fiscina

Parent Members: Diane Corey, Claire Endres; Jamie Sarubbi

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.

8. **Other Annual Appointments (continued)**

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, Glenn Pepe, Pilar Marino, Elizabeth Bohr

Speech/Language Therapists: Diane Barraud, Marianne Minarik, Marietta Veligdan

School Nurses: Michele Murray, Miranda Pallas, Christine Schmutzler

School Psychologists: Katharine Dapolito; Jacqueline Notti; Lynda Trujillo

Social Worker: Jacqueline Esp, Courtney Fabian

F. **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 2012-2013 school year:

Chairperson: Michael Cruz, Director of Special Services

Alternate Chairpersons: Diane Barraud, Katharine Dapolito, Lynda Trujillo

Parent Members: Diane Corry, Claire Endres

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.

G. **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 2012-2013 school year: **Claire Endres**.

8. **Other Annual Appointments (continued)**

H. **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 2012-2013 school year, be obtained from the revolving list located on The New York State Education Department website.

I. **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, **Michael Cruz**, Director of Special Services, be appointed as Title IX and Section 504 Coordinator and the Policy Against Harassment Compliance Officer for the Center Moriches School District for the 2012-2013 school year.

J. **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, **Gary Crowell** be appointed as Asbestos/Safety Compliance Officer for the Center Moriches School District for the 2012-2013 school year at a stipend of \$15,000.

K. **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 2012-2013 school year.

11. **Authorizations**

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

RECOMMENDED ACTION: that the School Business Official and the Superintendent of Schools be authorized to certify all payrolls prepared for the Center Moriches School District for the 2012-2013 school year.

B. **School Purchasing Agent**

RECOMMENDED ACTION: that the Business Official is hereby appointed school purchasing agent for the school year 2012-2013, 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:

Lynda Adams	Deputy Superintendent
Kim Hardwick	Elementary School Principal
Patricia Cunningham	Middle School Principal
Edward Casswell	High School Principal
Michael Cruz	Director of Special Services
Gary Crowell	Maintenance
Thomas Kelly	Custodial Services & Grounds
Jeremy Thode	Director of Health, Physical Education, Business, Fine & Applied Arts and Athletics
Patricia Galietta	District Clerk
Judith Ponticello	Business Office

Petty cash supervisors are responsible for their funds and are required to submit proper accounting records for expenditures from such funds; and further, that payments from such petty cash funds may be made for materials, supplies, or services only when payment is required upon delivery.

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.

11. **Authorizations (continued)**

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 \$15,000 during the time between official Board of Education meetings, such transfers to be reported to the Board at each meeting and as per Board policy.

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 2012-2013 school year as per the investment policy.

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 2012-2013 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 2012-2013 school year.

11. **Authorizations (continued)**

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 2012-2013 academic year:

Breakfast:	Elementary	\$1.25
	Secondary	\$1.75
Lunch:	Elementary	\$2.25
	Secondary	\$2.75

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. **Personnel Authorizations**

- i. RECOMMENDED ACTION: that the Center Moriches Board of Education authorizes the Superintendent of Schools to authorize the employment of temporary and part-time employees, substitute teachers, and overtime work for clerical and custodial staff.
- ii. RECOMMENDED ACTION: that the Center Moriches Board of Education authorizes the Superintendent of Schools to approve salary rates for substitute, temporary, and part-time non-instructional employees up to the starting salary for members of that unit.

L. **Contracts**

RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, the Center Moriches Board of Education authorize the President of the Board of Education and the District Clerk to sign contracts with other school districts for required health services supplied by Center Moriches School District for non-resident students attending Our Lady Queen of Apostles School and the Leonard E. Burket Christian School; for health services supplied by other districts for Center Moriches students attending non-public schools in those districts; for all placements authorized by the Committee on Special Education for Special Education students in out-of-district placements; and for contracts and related documents regarding bond issue work.

12. **Adoption of Policy Book**

RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, the Board of Education adopts the district's policy book.

13. **Proceed to Regular Meeting**

RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, the Board of Education adjourns the Reorganization Meeting, take a short recess, and start the agenda for the regular July 11, 2012, Board of Education meeting.