

**MALVERNE UNION FREE SCHOOL DISTRICT  
BOARD OF EDUCATION**

**MINUTES  
REORGANIZATION MEETING**

Tuesday – July 10, 2018

Jeanne D'Esposito	Danielle Hopkins	Phyllis Tinsley	Josephine Bottitta	Laura Avvinti	<b>AGENDA ITEM:</b>	<b>ACTION TAKEN:</b>
					<b><u>BOARD MEMBERS PRESENT</u></b>	
					Josephine Bottitta, Jeanne D’Esposito, Danielle Hopkins, and Phyllis M. Tinsley and Laura Avvinti also present were Dr. James Hunderfund Steven Gilhuley ,Spiro Colaitis, Christopher Caputo, Daniel Balzan and Florence Frazer	
Y	M Y	S Y	Y	Y	<b><u>I - CALL TO ORDER</u></b> The meeting was held in the HTH Principal’s Office Danielle Hopkins motioned to call the meeting to order at 6:17pm Seconded by Phyllis M. Tinsley 5 Yes; No -0 Motion carried	<b>Meeting called to order</b>
Y	M Y	S Y	Y	Y	<b><u>II -EXECUTIVE SESSION</u></b> Danielle Hopkins motioned to retire into executive session at 6:17pm Seconded by Phyllis M. Tinsley 5 Yes, No, 0 Motion carried	<b>Executive Session</b>
					<b><u>III MEETING RECOVERED</u></b> Lisa Ridley, District Clerk motioned to reconvene the re-organization meeting at 8:15pm.	<b>Meeting Reconvened</b>
					<b><u>IV –PLEDGE OF ALLEGIANCE</u></b> Pledge of Allegiance was led by Lisa Ridley, District Clerk	<b>Pledge of Allegiance</b>
Y	Y	Y	M Y	Y	<b><u>V – NOMINATION OF OFFICE AND ADMINISTRATION OF OATH</u></b> Josephine Bottitta motioned to nominate Jeanne D’Esposito for the position of Board President for the 2018/2019 school year 5 Yes , No 0 Motion Carried	<b>Nomination of Board Member Officers</b>
M Y	Y	Y	Y	Y	Jeanne D’Esposito motioned to nominate Danielle Hopkins the position of 1 <sup>ST</sup> Vice President for the 2018/2019 school year 5 Yes, No 0 Motion Carried	
Y	M Y	Y	Y	Y	Danielle motioned to nominate Phyllis M. Tinsley for the position of 2 <sup>nd</sup> Vice President for the 2017/2018 school year 5 Yes, No, 0 Motion Carried	
Y	M Y	Y	S Y	Y	Danielle Hopkins motioned to accept the following appointments Seconded by, Josephine Bottitta 5 Yes, No,0 Motion Carried	
Y	M Y	Y	S Y	Y	Danielle Hopkins motioned to approve the following appointments Seconded by, Josephine Bottitta 5, Yes, No,0 Motion Carried	

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			<p><b><u>VI –APPOINTMENTS FOR 2018-2019 SCHOOL YEAR</u></b></p> <p>A. District Clerk Lisa Ridley  B. Treasurer of the District Daniel Balzan  C. Deputy Treasurer Denise Shimborske  D. Voting Delegate NYSSBA President  E. Alternate Voting Delegate NYSSBA 1<sup>st</sup> Vice President  F. Purchasing Agent Dr. Spiro Colaitis  G. Alternate Purchasing Agent Christopher Caputo  H. Asbestos Designee Dr. Spiro Colaitis  I. Attendance Officer Dr. Spiro Colaitis  J. Student Residency Officer Dr. Spiro Colaitis  K. Records Access Officer Lisa Ridley  L. Foil Appeal Officer Christopher Caputo  M. Chief Payroll Certification Officer Christopher Caputo  N. Counsel of Record Frazer &amp; Feldman, LLP  O. Labor Counsel Frazer &amp; Feldman, LLP  P. External Auditors R.S.Abrams, LLP  Q. Internal Auditors Nawrocki Smith ,LLP  R. Accountants Cullen and Danowski, LLP  S. Independent Claim Auditor Peter Brady  T. School Physician Dr. Michelle C. Reed  U. Extra Classroom Activities Timothy Young  V. Insurance Brokers of Record  a. Employee Benefits JJ. Stanis &amp; Co.  b. Liability New York School Insurance Reciprocal (NYSIR)  c. NYS Disability Insurance State Insurance  W. Depositories of School District Funds JP Morgan Chase  X. Designation of Signatories for all School Warrants Dr. James H. Hunderfund and Christopher Caputo  Y. Designation of District Newspaper Newsday Malverne/Lynbrook Herald  Z. Fiscal Advisor Capital Markets Advisors LLC  (for Tax Anticipation Note Officer and Bond Anticipation Note Officer)  AA. Liaison For Homeless Children &amp; Youth Dr. Spiro Colaitis  BB. Bond Counsel Hawkins, Delafield &amp; Wood  CC. Title IX Coordinator Michael Pelan  DD. Section 504 Coordinator Meredyth Martini  EE. Sexual Harassment Complaint Officer Steven Gilhuley  FF. District Pesticide Representative Spiro Colaitis  GG. Superintendent’s Hearing Officer Richard N. Thompson  HH. DASA Coordinator District Wide –Daniel Nehlsen  MHS- Vincent Romano  Joe Aquino  HTH – Daniel Nehlsen  DA Rachel Gross  Martine Laventure  MWD Ed Tallon  Jamie Carter –Jorif  II Third party administrator of 403(b) and 457 plans: Omni Group, Inc.  JJ. Architect H2M Architects and Engineers  KK. Environmental Science Consultants: Environmental Science</p>	<p><b>Approval Appointments District Clerk Assistant District Clerk Treasurer of the District Purchasing Agent Alternate Purchasing Agent Asbestos Designee, Attendance Officer Residency of Students, Counsel of Record Negotiating Attorney Independent Auditors Insurance Brokers of record</b></p> <p><b>Depositories of School Warrants, Designation of District Newspapers Fiscal Advisor Bond Counsel, Title IX Coordinator Sexual Harassment Officer,</b></p> <p><b>District Pesticide Representative</b></p> <p><b>Superintendent Hearing Officer</b></p>
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				<p><b>VII</b></p> <p><b><u>A. AUTHORIZATION SIGNATORIES AND FACSIMILE SIGNATURES FOR DISTRICT BANK ACCOUNTS</u></b></p> <p>Board President, Treasurer, Deputy Treasurer and Assistant Superintendent for Business as the signatories for the District’s Bank Accounts, JP Morgan Chase,</p> <p>All checks to be signed by the Board of Education President, District’s Treasurer, and the Deputy Treasurer (if necessary )</p> <p>Authorize the use of a facsimile imprint of the Treasurer’s signature, Deputy Treasurer’s signature (if necessary) and the Board President’s signature on all checks</p> <p><b><u>B. BOND FOR DISTRICT TREASURER AND ASSISTANT SUPERINTENDENT FOR, DEPUTY TREASURER</u></b></p> <p>Authorize bond for the District Treasurer, Deputy Treasurer and the Assistant Superintendent for Business</p> <p><b><u>C. SIGNATORY FOR BOND ANTICIPATION NOTE</u></b> Designate the Board President and the District Clerk as the signatories for single manual signature required on Bond Anticipation Notes.</p> <p><b><u>D. SIGNATORY FOR TAX ANTICIPATION NOTE</u></b> Designate the Board President and the District Clerk as signatories for single manual signature required on Tax Anticipation Notes.</p> <p><b><u>E. APPOINTMENT OF TAX SHELTERED ANNUITY PROGRAM</u></b> Appointment of OMNI GROUP as billing and disbursing agent for tax- sheltered annuity program for fiscal year 2018-2019 for the employees of the Malverne U. F. S. D.</p> <p><b><u>F. AUTHORIZATION TO MAKE TRANSFER OF FUNDS</u></b> Authorize the Superintendent of Schools to make “transfer of funds “pursuant to Board of Education Policy # 5330 and to make final transfers necessary to balance all accounts as of June 30<sup>th</sup> of each year.</p> <p><b><u>G. AUTHORIZATION TO CERTIFY PAYROLLS</u></b> Authorize the Superintendent of Schools or Assistant Superintendent for Business to certify payrolls each month. (Ed. Law 1720: Commissioner’s Regulation 170.2)</p> <p><b><u>H. SIGNATORY OF FEDERAL PROJECTS</u></b> Appoint the Superintendent of Schools for the 2018-2018 school year as the authorized representative and official of the Malverne UFSD to submit applications and make claims for</p>	<p>Authorization of Signatories and Facsimile Signatures for District Bank Accounts</p> <p>Bond to District Treasurer and Business Administrator</p> <p>Signatory for Bond Anticipation Notes</p> <p>Signatory for Tax Anticipation Note</p> <p>Appointment for Tax Sheltered Annuity Program</p> <p>Authorization to make Transfer of Funds</p> <p>Authorization to Certify Payrolls</p> <p>Signatory of Federal Projects</p>

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				<p>Federal Funds under all applicable Federal Laws as may be required with the Business Administrator as alternate.</p> <p><b>I. <u>DESIGNATION OF ADVISORY COUNCIL OCCUPATIONAL EDUCATION</u></b>  <b>WHEREAS</b>, the New York State Education Law requires that each school district shall have an advisory council for occupational education or in the alternative may designate the advisory council of Nassau BOCES to serve as council, for vocational offerings in the local school district; and  <b>WHEREAS</b>, Nassau BOCES has stated that they agree to have their Council for Occupational Education represent the interests of the Malverne UFSD for this special interest area, all in conformance with the Education Law, <b>NOW THEREFORE, BE RESOLVED THAT</b> the Board of Education of the Malverne UFSD hereby designates the Nassau BOCES Advisory Council for Occupational Education as their Council for Vocational offerings for the School District during the 2018-2019 school year for the fee of \$350.</p> <p><b>J. <u>SIGNATORY OF STATE FUNDS PROJECTS</u></b>  Appoint the Superintendent of Schools for the 2018-2019 school year as the authorized representative and official of the Malverne UFSD to submit applications and make claims for Federal Funds under all applicable State Laws as may be required with the Business Administrator as alternate.</p> <p><b>K. <u>IMPARTIAL HEARING OFFICER</u></b>  Recommendation that the Board of Education approves the attached list of Impartial Hearing Officers.-  Richard N. Thomson</p> <p><b>L. <u>BOARD OF EDUCATION MEETINGS, CALENDAR 2018/2019</u></b></p> <table data-bbox="565 1752 1344 2064"> <tr> <td>August 28, 2018</td> <td>March 12, 2019</td> </tr> <tr> <td>September 18, 2018</td> <td>March 19, 2019-Budget Review</td> </tr> <tr> <td>October 9, 2018</td> <td>April 9, 2019</td> </tr> <tr> <td>November 13, 2018</td> <td>April 16, 2019 –BOCES Vote</td> </tr> <tr> <td>December 11, 2018</td> <td>May 14, 2019 –Budget Hearing</td> </tr> <tr> <td>January 8, 2019</td> <td>May 21, 2019–Budget Vote and Election</td> </tr> <tr> <td>February 12, 2019</td> <td>June 11, 2019</td> </tr> <tr> <td>February 26, 2019 –Budget Review</td> <td>July 9, 2019</td> </tr> <tr> <td></td> <td>August 27, 2019</td> </tr> </table> <p><b>M. <u>AUTHORIZATION TO ESTABLISH PETTY CASH FUNDS</u></b></p> <p>Persons to administer these funds in the amount of \$100 each for school year.</p> <table data-bbox="565 2343 1367 2548"> <tr> <td>Christopher Caputo</td> <td>Administration</td> </tr> <tr> <td>Mrs. Lisa Ridley</td> <td>Administration</td> </tr> <tr> <td>Mr. Vincent Romano , Principal</td> <td>Malverne High School</td> </tr> <tr> <td>Mr. Dan Nehlsen</td> <td>Howard T. Herber School</td> </tr> <tr> <td>Mr. Rachel Gross , Principal</td> <td>Davison Avenue School</td> </tr> <tr> <td>Mr. Edward Tallon , Principal</td> <td>Maurice W. Downing School</td> </tr> </table>	August 28, 2018	March 12, 2019	September 18, 2018	March 19, 2019-Budget Review	October 9, 2018	April 9, 2019	November 13, 2018	April 16, 2019 –BOCES Vote	December 11, 2018	May 14, 2019 –Budget Hearing	January 8, 2019	May 21, 2019–Budget Vote and Election	February 12, 2019	June 11, 2019	February 26, 2019 –Budget Review	July 9, 2019		August 27, 2019	Christopher Caputo	Administration	Mrs. Lisa Ridley	Administration	Mr. Vincent Romano , Principal	Malverne High School	Mr. Dan Nehlsen	Howard T. Herber School	Mr. Rachel Gross , Principal	Davison Avenue School	Mr. Edward Tallon , Principal	Maurice W. Downing School	<p><b>Designation of Advisory Council for Occupational Education</b></p> <p><b>Appointment of signatory of State Funds Projects</b></p> <p><b>Appointment of Impartial Hearing Officers</b></p> <p><b>Board of Education Meetings 2018-2019</b></p> <p><b>Authorization to Establish Petty Cash Funds</b></p> <p><b>Appointment of Supervisor of Attendance Registers</b></p>
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				<p><b>N. <u>APPOINTMENT OF SUPERVISOR OF ATTENDANCE REGISTERS</u></b></p> <p>Ms. Jo’Ellen Malverne High School Ms. Diane Tomani Howard T. Herber School Ms Rosemary Jacobson Davison Avenue Schools Liz Niessing Maurice W. Downing School</p> <p><b>O. <u>APPOINTMENT OF THE 2018-2019 COMMITTEE ON SPECIAL EDUCATION</u></b></p> <p>Meredyth I. Martini CSE Chairperson Amanda LoSchiavo, Psychologist and Alternate Chairperson Michael Bralla, Psychologist and Alternate Chairperson Mindy DaSilva Psychologist and Alternate Chairperson Yuisa Colon Psychologist and Alternate Chairperson Ralph DiFore Psychologist and Alternate Chairperson</p> <p>At least one regular education teacher of the student if the child is or may be participating in the regular education environment. At least one special education teacher or special education provider (ie, related service provider) of the student. The parents or persons in parental relationship to the student An Individual who can interpret the instructional implications of evaluation process. Other persons having knowledge or special expertise regarding the student, including related services personnel as appropriate, as the school district of the parent(s) shall designate; Student with disability, where appropriate</p> <p><b>P. <u>APPOINTMENT OF 2018-2019 COMMITTEE ON PRESCHOOL SPECIAL EDUCATION</u></b></p> <p>Amanda Loschiavo CPSE Chairperson Meredyth Martini, Alternate Chairperson Ralph Difiore, Alternate Chairperson Michael Bralla Alternate Chairperson Yuisa Colon Alternate Chairperson Mindy DaSilva Alternate Chairperson Representative of Evaluating Agency A regular education teacher of the child whenever the child is or may be participating in the regular education environment A special education teacher of the child, or if appropriate , a special education provider of the child Claire Conway, Heidi Kenney, (alternating speech teachers) Appropriately certified or licensed professional from the Department of Health’s Early Intervention professional from (if appropriate ) Appropriately certified or licensed professional from the municipality Parent(s) of the preschool child</p> <p><b>Q. <u>APPROVAL OF RELIGIOUS DAYS CALENDAR 2018-2019</u></b></p> <p>Eid al Fitr Rosh Hashanah Hanukkah Epiphany Ramadan</p>	<p>Appointment of the 2018/2019 Committee on Special Education</p> <p>Appointment of 2018-2019 Committee on Pre-School Special Education</p> <p>Approval of Religious Days Calendar 2018/2019</p> <p>Appointment of the 2018/2019 to Both CSE and CPSE</p>
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	M		S		<p>X. BE IT HEREBY RESOLVED, that the Board of Education of the Malverne Union Free School District readopts all policies, as filed in the official Board Policy Manual.</p> <p>Y. BE IT HEREBY RESOLVED that the Board of Education of the Malverne Union Free School District authorize, in the absence of the President of the Board of Education, the 1<sup>st</sup> Vice President of the Board of Education to be the presiding officer of meetings and further authorize the 1<sup>st</sup> 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.</p> <p><b>VIII <u>ADJOURNMENT</u></b></p> <p>Danielle Hopkins moved to adjourn the Annual Reorganization Meeting at 8:11pm Seconded by Josephine Bottitta 5 Yes, No 0 Motion carried</p> <p>Respectfully submitted</p> <p>Lisa Ridley</p> <p>District Clerk</p>	<b>Approval of Adjournment</b>