

APPROVED MINUTES of the Elmont Board of Education

REORGANIZATION MEETING
JULY 2, 2018

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ELMONT, NEW YORK

BOARD OF EDUCATION

REORGANIZATION MEETING

Minutes of the Reorganization Meeting of the Board of Education of the Elmont Union Free School District, Town of Hempstead, Nassau County, New York, held at the Elmont Road School on Monday, July 2, 2018.

BOARD MEMBERS PRESENT: Tameka Battle-Burkett
Michael Cantara
Patrick O. Emeagwali
Michael A. Jaime
Anthony S. Maffea Sr.
Sheldon Meikle
Karen Taylor-Bass

ROLL CALL

BOARD MEMBER ABSENT: None

ADMINISTRATIVE PERSONNEL PRESENT:

Mr. Albert Harper	Superintendent of Schools
Mrs. Stephanie Muller	Director of Pupil Personnel and Special Education
Mr. David Polizzi	Director of School Facilities & Operations
Colum P. Nugent	School Attorney
Diana Delahanty	District Clerk

ADMINISTRATIVE PERSONNEL ABSENT:

Mr. Kenneth Rosner	Director of Curriculum & Instruction
Mr. Fernando DeBartolo	Director of Technology
Ms. Kathy Safrey	Assistant to the Superintendent

CONSULTANT PRESENT: Mr. Thomas W. Galante

The Audit Committee met at 6:35 PM and adjourned at 7:10 PM.

AUDIT
COMMITTEE
MEETING

On a motion by Mr. Emeagwali, seconded by Mr. Maffea, the Board convened in Executive Session at 7:11 PM.

EXECUTIVE
SESSION

Motion Carried Unanimously

On a motion by Mr. Maffea, seconded by Ms. Battle-Burkett, the Board reconvened in Public Session at 8:05 PM.

PUBLIC SESSION

Motion Carried Unanimously

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Ms. Delahanty, the District Clerk, called the Reorganization Meeting to order and led the Pledge of Allegiance.

Ms. Delahanty stated that two trustees were elected to the Board of Education on May 15, 2018, Mr. Patrick O. Emeagwali and Mr. Sheldon Meikle. Mr. Emeagwali and Mr. Meikle were elected for three-year terms on the Elmont Board of Education, commencing July 1, 2018 and expiring June 30, 2021.

OATH OF OFFICE

OATH OF OFFICE
TO TRUSTEES

Ms. Delahanty administered the Oath of Office to Mr. Patrick O., Emeagwali and Mr. Sheldon Meikle and congratulated the newly elected trustees.

ELECTION OF OFFICERS

ELECTION OF
OFFICERS

Ms. Delahanty called for nominations for President of the Board of Education.

Mr. Maffea nominated Michael A. Jaime for the office of President of the Board of Education, seconded by Mr. Emeagwali.

PRESIDENT OF
THE BOARD OF
EDUCATION

There were no other nominations.

Voting on the nomination of Mr. Jaime for President:

Motion Carried Unanimously

Ms. Delahanty declared Mr. Jaime elected President of the Board of Education of the Elmont Union Free School District for the 2018-2019 school year.

Ms. Delahanty called for nominations for Vice President of the Board of Education.

VICE PRESIDENT
OF THE BOARD
OF EDUCATION

Mr. Emeagwali nominated Tameka Battle-Burkett for the office of Vice President of the Board of Education, seconded by Mr. Maffea.

There were no other nominations.

Voting on the nomination of Ms. Battle-Burkett for Vice President:

Motion Carried Unanimously

Ms. Delahanty declared Ms. Battle-Burkett elected Vice President of the Board of Education of the Elmont Union Free School District for the 2018-2019 school year.

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OATH OF OFFICE

OATH OF OFFICE TO
THE PRESIDENT AND
VICE PRESIDENT

Ms. Delahanty administered the Oath of Office to the newly elected Board President, Mr. Jaime and the newly elected Vice President, Ms. Battle-Burkett.

Mr. Jaime assumed the Chair and presided over the remainder of the meeting.

Mr. Jaime welcomed everyone to the July 2nd Reorganization Meeting.

On a motion by Mr. Maffea, seconded by Ms. Battle-Burkett, the Board approved the following:

APPOINTMENT OF OFFICERS:

APPOINTMENT OF
OFFICERS FOR
2018-2019

The Board approved the following officers for the 2018-2019 school year:

Clerk of the Board	-Diana Delahanty
District Treasurer	-Joseph Guadagno
Central Registrar	-Sharon Woitko
Deputy District Treasurer	-Christyne Gerbasi

OTHER APPOINTMENTS

OTHER APPOINTMENTS

The Board also appointed the following:

L.E.A.'s Asbestos Designee	- David Polizzi
Workers Compensation Third Party Administrator	- Wright Risk Management Company, LLC
Excess Workers' Compensation Third Party Administrator	- Brown & Brown of New York, Inc.
Affordable Care Act Administrative Services	- Seneca Consulting Group
Financial Advisory Advisor	- Capital Markets Advisor
Student Medical Advisor	- Dr. Karl Friedman
Employee Medical Advisor	- Dr. Karl Friedman
Unemployment Insurance Consultant	- Talx Corp dba Barnett Associates an Equifax Company
Consulting Architect/Engineer	- H2M Architects & Engineers, Inc.

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		OTHER APPOINTMENTS
Capital Project Owner's Representative/Clerk of the Works	- Frank Marino	
Environment Consultant	- J.C. Broderick & Associates	
Roof Consultants	- Watsky Associates	
Business Consultant	- Thomas W. Galante, LLC	
Board of Code of Ethics	- To Be Determined	
Records Management Officer	- Fernando DeBartolo	
Bond Counsel	- Hawkins, Delafield & Wood	
403 (B) Advisor Third Party Administrator	- The Omni Group	
Medicaid Compliance Officer	- Helisse Palmore	
Vision Insurance	-NYSUT	
Student Insurance	-JJ Stanis	
Property & Casualty Insurance	-NYSIR (New York Schools Insurance Reciprocal)	
State Aid Review	-School Aid Specialists	
Accounting Services	- Keeping Your Books	
Medicaid Cost Reporting	-Zycron Industries	
Flexible Spending Account Admin.	-JJ Stanis	

INDEPENDENT AUDITORS

		INDEPENDENT AUDITORS
External Auditor	- Nawrocki Smith LLP (Audit of 2016/17 fiscal year)	
Internal Auditor	- R.S. Abrams & Co., LLP (in accordance with the recommendation by the Audit Committee)	
Internal Claims Auditor	- Denise Longobardi (in accordance with the recommendation by the Audit Committee)	
GASB 75 Actuarial Consultants	- Questar III BOCES	

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IMPARTIAL HEARING OFFICERS

IMPARTIAL
HEARING
OFFICERS

To be selected in accordance with applicable statutes.

Others to be selected by project subject to Board approval.

Anthony S. Maffea, Sr. volunteered to serve as the Designated Board Member, a Committee of One, on behalf of the Board regarding requests for Impartial Hearings.

The Board approved the following designations:

OFFICIAL BANK DEPOSITORIES

OFFICIAL BANK
DEPOSITORIES

- TD Bank* Authorized for all funds
- J.P. Morgan Chase Authorized for scholarship & payroll accounts
- Flushing Commercial* Authorized for investment funds

Banks shall be required to provide necessary collateral statements.

*This depository is also designated for the wire transfer of Tax Anticipation Notes and Certificates of Deposit.

REGULAR MONTHLY BOARD OF EDUCATION MEETINGS FOR 2018-2019

BOARD OF
EDUCATION
MEETINGS FOR
2018-2019

1 st Thursday	September 6	8:00 PM	Elmont Road
1 st Tuesday	October 2	8:00 PM	Dutch Broadway
1 st Wednesday	November 7	8:00 PM	Covert Avenue
1 st Tuesday	December 4	7:30 PM	Elmont Public Library
2 nd Tuesday	January 8	8:00 PM	Alden Terrace
1 st Tuesday	February 5	8:00 PM	Clara H. Carlson
1 st Tuesday	March 5	8:00 PM	Gotham Avenue
1 st Tuesday	April 2	8:00 PM	Stewart Manor
3 rd Tuesday	April 16	6:30 PM	Elmont Road <i>(BOCES Budget Vote)</i>
1 st Tuesday	May 7	8:00 PM	Clara H. Carlson
3 rd Tuesday	May 21	9:00 PM	Elmont Road <i>(Annual Budget Vote)</i>
1 st Tuesday	June 4	7:30 PM	Dutch Broadway
1 st Monday	July 1	8:00 PM	Elmont Road <i>(Reorganization)</i>
2 nd Tuesday	August 13	8:00 PM	Elmont Road

AUDIT COMMITTEE MEETING DATES FOR 2018-2019

AUDIT COMMITTEE
DATES FOR 2018-
2019

1 st Monday	July 2, 2018	6:30 PM	Elmont Road
1 st Tuesday	October 2	6:30 PM	Dutch Broadway
1 st Tuesday	December 4	6:30 PM	Elmont Public Library

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OFFICIAL NEWSPAPERS

OFFICIAL
NEWSPAPERS

The Board also named the following newspapers as official newspapers for 2018-2019, newspapers who may receive our “legals” in the 2018-2019 school year.

The Franklin Square/ Elmont Herald (Herald Community /Richner Communications)

New Hyde Park Illustrated (Anton/ Long Island Community Newspaper)

The Gateway/ Franklin Square Bulletin/Bulletin (Cushing Media Group, Inc.)

Newsday (when permitting)

The foregoing motion was put to a roll call with the following results:

Motion Carried Unanimously

SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT BOARD REPRESENTATION

SEWANHAKA CHSD
BOARD
REPRESENTATIVES

Mr. Jaime stated that the Board must select Board Representatives for the Sewanhaka Central High School District Board.

Mr. Jaime nominated Tameka Battle-Burkett to represent Elmont UFSD on the Sewanhaka Central High School District Board. Mr. Maffea seconded the nomination.

Mr. Emeagwali nominated Michael A. Jaime to represent Elmont UFSD on the Sewanhaka Central High School District Board, seconded by Ms. Battle-Burkett.

Voting on the nomination of Mr. Jaime and Ms. Battle-Burkett as Elmont representatives on the Sewanhaka Central High School Board:

Motion Carried Unanimously

Mr. Jaime and Ms. Battle-Burkett were declared representatives on the Sewanhaka Central High School Board.

On a motion by Mr. Maffea, seconded by Mr. Emeagwali, the Board approved the following:

Committee on Special Education -2018-2019 School Year

COMMITTEE ON
SPECIAL EDUCATION
2018-2019

Membership - Special Education

MEMBERSHIP

Stephanie Muller

Chairperson

Helisse Palmore

Chairperson Alternate

Dr. Karl Friedman

Student Medical Advisor

Resource Room Teachers

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Special Education Teachers

Dorit Brander	Psychologist/Chairperson Alternate
Jill Connolly	Psychologist/Chairperson Alternate
Taiisha Foster	Psychologist/Chairperson Alternate
Karen Green	Psychologist/Chairperson Alternate
Johanna Lemoine	Psychologist/Chairperson Alternate
Jodi Luce	Psychologist/Chairperson Alternate
Theresa Stanlewicz	Psychologist/Chairperson Alternate
Melissa Byrne	Psychologist/Chairperson Alternate
Maria Tuccillo	Psychologist/Chairperson Alternate
Susan Perlaza	Psychologist/Chairperson Alternate

COMMITTEE ON
SPECIAL
EDUCATION
MEMBERSHIP

Parent of the child being reviewed
General Education Teacher of the child being reviewed
Special Education Teacher of the child being reviewed
ENL Teacher of the child being reviewed

The foregoing motion was put to a roll call with the following results:

Motion Carried Unanimously

On a motion by Ms. Taylor-Bass, seconded by Mr. Cantara, the Board also approved the following Committee on Pre-School Special Education for the 2018-2019 school year:

Membership – Preschool Special Education

Helisse Palmore	Chairperson
Stephanie Muller	Alternate Chairperson
Karen Green	Alternate Chairperson
Special Education Teacher	
Speech/Language Teachers	
Resource Room Teachers	
General Education Teachers	
ENL Teachers	

PRESCHOOL
SPECIAL
EDUCATION
MEMBERSHIP

A Representative from the evaluation agency must attend.

A Representative of the Nassau County Department of Mental Health, Office of Children with Special Needs may attend.

A Representative from Nassau County Early Intervention must attend for Eligibility Transition Meetings.

The foregoing motion was put to a roll call with the following results:

Motion Carried Unanimously

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On a motion by Mr. Maffea, seconded by Mr. Meikle, the Board approved the following:

COMMITTEE ON SPECIAL EDUCATION 2018-2019 SCHOOL YEAR

Membership – Sub-Committees

COMMITTEE ON
SPECIAL EDUCATION
MEMBERSHIP- SUB
COMMITTEES

Alden Terrace School	Taiisha Foster Maria Tuccillo Stephanie Muller Shawnee Warfield	Chairperson Chairperson Alternate Alternate
Clara H. Carlson School	Johanna Lemoine Susan Perlaza Melissa Byrne Dorit Brander Stephanie Muller Stacia Walfall	Chairperson Chairperson Chairperson Chairperson Alternate Alternate
Covert Avenue School	Susan Perlaza Melissa Byrne Stephanie Muller Mary Natoli	Chairperson Chairperson Alternate Alternate
Dutch Broadway School	Terry Stanlewicz Jill Connolly Stephanie Muller Amy Buchanan	Chairperson Chairperson Alternate Alternate
Gotham Avenue School	Jodi Luce Stephanie Muller Marshall Zucker	Chairperson Alternate Alternate
Stewart Manor School	Karen Green Stephanie Muller Hope Kranidis Christina DeCastro	Chairperson Alternate Alternate Alternate
Pupil Personnel Office	Stephanie Muller Helisse Palmore Karen Green	Chairperson Alternate Alternate

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Membership – 504 Committee

COMMITTEE ON
SPECIAL
EDUCATION
MEMBERSHIP-
504 COMMITTEE

Alden Terrace School	Taiisha Foster	Chairperson
	Maria Tuccillo	Chairperson
	Stephanie Muller	Alternate
	Shawnee Warfield	Alternate
Clara H. Carlson School	Johanna Lemoine	Chairperson
	Susan Perlaza	Chairperson
	Dorit Brander	Chairperson
	Stephanie Muller	Alternate
	Stacia Walfall	Alternate
Covert Avenue School	Melissa Byrne	Chairperson
	Susan Perlaza	Chairperson
	Stephanie Muller	Alternate
	Mary Natoli	Alternate
Dutch Broadway School	Terry Stanlewicz	Chairperson
	Jill Connolly	Chairperson
	Stephanie Muller	Alternate
	Amy Buchanan	Alternate
Gotham Avenue School	Jodi Luce	Chairperson
	Stephanie Muller	Alternate
	Marshall Zucker	Alternate
Stewart Manor School	Karen Green	Chairperson
	Stephanie Muller	Alternate
	Hope Kranidis	Alternate
Pupil Personnel Office	Stephanie Muller	Chairperson
	Helisse Palmore	Alternate
	Karen Green	Alternate

AUDIOLOGICAL SERVICES FOR DEAF/HEARING IMPAIRED

AUDIOLOGICAL
SERVICES FOR
DEAF/ HEARING
IMPAIRED

The use of North Shore-Long Island Jewish Health System Hearing & Speech Center for the following services for the 2018-2019 school year:

1. Otological Examination - annual
2. Audiological Assessment (aided and unaided) - semi-annual
3. Hearing Aid evaluation (fitting for a new aid) - every 2 or 3 years.
(This does not include the purchase of the hearing aid, batteries, or repairs to hearing aid.)

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4. Hearing Aid Analysis (recheck of aid) - as needed.
5. Post calibration testing. Auditory trainer calibrated to his/her hearing loss with ear molds (including the cost of ear molds).

AUDIOLOGICAL
SERVICES FOR THE
DEAF/ HEARING
IMPAIRED

Cost: Approximately \$600.00 per child per examination (10 students).

The foregoing motion was put to a roll call with the following results:

Motion Carried Unanimously

On a motion by Mr. Maffea, seconded by Mr. Cantara, the Board approved/ authorized the following for the 2018-2019 school year:

SCHOOL PURCHASING AGENT

SCHOOL
PURCHASING
AGENT

The Board approved the following:

- A. Diane Tool as the school purchasing agent. In the absence of Mrs. Tool, the Superintendent of Schools and/or Carla Musacchia shall act as School Purchasing Agent.
- B. To participate in all NYS OGS Contracts when it's deemed beneficial to the Elmont School District.
- C. To participate in those Nassau BOCES cooperative purchasing agreements when it is deemed beneficial to the Elmont School District.
- D. To participate in the Educational Data Services, Inc. cooperative bidding program. This regional school district cooperative is used predominately for general classroom supplies and maintenance services.
- E. To participate in all Cooperative contracts of the Nassau County Director of Facilities Purchasing Consortiums.
- F. To participate in other governmental or municipal contracts that have been made available for use by other governmental entities, including Elmont Union Free School District, and that have been awarded consistent with the General Municipal Law's "Best Value" provisions.

The foregoing motion was put to a roll call with the following results:

Motion Carried Unanimously

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On a motion by Mr. Maffea, seconded by Mr. Cantara, the Board approved the following:

PURCHASING RESOLUTION

PURCHASING
RESOLUTION

BE IT RESOLVED, that upon the recommendation of the Superintendent, the Board hereby authorizes the purchase and procurement of apparatus, materials, equipment and supplies and services related to the installation, maintenance or repair of such apparatus, materials, equipment and supplies, the cost of which exceeds \$20,000, on the basis of the "best value" exception to the competitive bidding requirements of the General Municipal Law, and consistent with all other applicable requirements of the General Municipal Law.

The foregoing motion was put to a roll call with the following results:

Motion Carried Unanimously

On a motion by Ms. Taylor-Bass, seconded by Ms. Battle-Burkett, the Board approved the following:

RESERVE FUNDS/LIMITS

RESERVE FUNDS/
LIMITS

The Board authorized the 2018-2019 Reserve Funds/Limits as follows:

Workers Compensation Reserve Fund, funded by transfer(s) of unrestricted fund balance with a funding level that shall equal the amount of Incurred Workers Compensation Claims outstanding at fiscal year-end then updated quarterly, which shall not exceed \$2,000,000; and,

Workers Compensated Absences Liability Account, in an amount equal to the amount owed to employees (plus FICA) for compensated absences, which shall not exceed \$4,500,000; and,

Retirement Contribution Reserve Fund, funded by transfer(s) of unrestricted fund balance in the amount of \$3,792,538, as per Board Policy.

BUDGET TRANSFERS UNDER \$5,000

BUDGET
TRANSFERS
UNDER \$5,000

The Board authorized the Superintendent to approve budget transfers under \$5,000 with subsequent reporting to the Board of Education.

BILLABLE HOURS

BILLABLE HOURS

The Board authorized the Superintendent to approve billable hours for consultants when exceeding the agreed upon amount with subsequent reporting to the Board of Education.

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INVESTMENT POLICY

INVESTMENT
POLICY

In accordance with provisions of Chapter 708 of the Laws of 1992, Investment Policy #3700, originally adopted by the Board of Education on August 7, 1985 and amended on July 5, 2005 and December 13, 2011, shall be in effect for the 2018-2019 school year.

MEDICAID POLICY

MEDICAID POLICY

Medicaid Compliance Policy #1348, originally adopted by the Board of Education on September 10, 2010, shall be in effect for the 2018-2019 school year.

APPROVAL OF STAFF CONFERENCES

APPROVAL OF STAFF
CONFERENCES

The Board authorized the Superintendent or designee to approve the attendance of staff to conferences.

AUTHORIZATION TO EMPLOY RETROACTIVELY

AUTHORIZATION TO
EMPLOY
RETROACTIVELY

The Board also authorized the Superintendent to employ, in exceptional situations, any personnel essential to the operation of the school system subject to final approval of the Board of Education.

The foregoing motion was put to a roll call with the following results:

Motion Carried Unanimously

On a motion by Ms. Taylor-Bass, seconded by Mr. Maffea, the Board approved the following resolutions:

Payment Rate for Administrators (Principals and Assistant Principals)

RESOLUTION FOR
ADMINISTRATORS '
DAILY RATE
BEYOND THE
SCHOOL DAY

RESOLVED, that the Board approved Administrators to be paid at their contractual hourly/ daily rate when working or supervising approved work performed beyond the normal school day. This authorization shall be effective from July 1, 2018 and continue until June 30, 2019.

Special Counsel

RESOLUTION FOR
SPECIAL COUNSEL

RESOLVED, the Board of Education hereby appoints the Law Office of Guercio & Guercio, LLP to serve as Special Counsel with regard to payments-in-lieu-of-taxes, and other matters as requested by and at the direction of the District's General Counsel, at an hourly rate of \$250.

The foregoing motion was put to a roll call with the following results:

Motion Carried Unanimously

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On a motion by Ms. Battle-Burkett, seconded by Mr. Meikle, the Board approved the following for the 2018-2019 school year:

- Certain personnel to have use of District credit cards to be used for essential business when no other means of payment is accepted, as per backup pages in the Board Book of July 2, 2018. DISTRICT CREDIT CARD
- Designated employees to have access to cellular phones in order to meet their responsibilities to the District, as per backup pages in the Board Book of July 2, 2018. DISTRICT CELL PHONES
- Re-adoption of all Board policies in effect in 2017-2018 RE-ADOPTION OF POLICIES
- The Mileage Reimbursement Rate (The reimbursement rate is to be the standard mileage as established by the Internal Revenue Service.) MILEAGE REIMBURSEMENT
- The District Clerk (or in her absence, a designated Secretary), be officially designated to receive summonses, petitions, and all process. RECEIPT OF SUMMONSES, PETITIONS AND PROCESS

The foregoing motion was put to a roll call with the following results:

Motion Carried Unanimously

On a motion by Mr. Meikle, seconded by Mr. Maffea, the Board approved the following for the 2018-2019 school year:

BOARD COMMITTEES

BOARD COMMITTEES

Board Committees to be determined

BOARD MEMBERSHIPS

BOARD MEMBERSHIPS

National School Boards Association	\$ 4,165
New York State School Boards Association	\$10,634*
Nassau-Suffolk School Boards Association	\$ 3,425
New York State Caucus of Black School Board Members	\$ 400*
R.E.F.I.T.	\$ 600
National Hispanic Council of School Board Members	\$ 75 per member*
National Black Council of School Board Members	\$ 75 per member*

*Costs for 2017-2018 Year

The foregoing motion was put to a roll call with the following results:

Motion Carried Unanimously

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On a motion by Mr. Maffea, seconded by Ms. Battle-Burkett, the Board approved the following:

RESOLUTIONS FOR CONFERENCES

RESOLUTIONS
FOR THE BOARD,
SUPERINTENDENT
AND ATTORNEY
TO ATTEND
CONFERENCES/
CONVENTIONS

RESOLVED, that members of the Board of Education, the Superintendent, the Attorney, and when requested by the Board, members of the administration may upon request, attend the National School Boards Association Conventions, New York State School Boards Association Convention and the American Association of School Administrators Convention, with appropriate expenses incurred, paid by the District.

FURTHER RESOLVED, that members of the Board of Education, the Superintendent, when requested by the Board, members of the administration may upon request be permitted to attend meetings of the Nassau-Suffolk School Boards Association and the New York State School Boards Association with appropriate expenses incurred, paid by the District.

RESOLUTION FOR HEALTH INSURANCE PLAN

RESOLUTION FOR
HEALTH
INSURANCE PLAN

RESOLVED, that effective January 1, 2016, the District shall offer a certain health insurance plan, identified as HIP PRIME HMO- LG, to all District employees who are eligible, in accordance with the terms and conditions set forth in the Patient Protection and Affordable Care Act (42 USC 18001 et sec.), as amended by the Health and Education Reconciliation Act of 2010, with rates of payment by the District and the employee as stated in the employee's collectively bargained contract of employment.

The foregoing motion was put to a roll call with the following results:

Motion Carried Unanimously

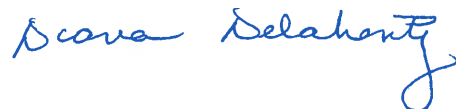
CONCLUSION OF THE REORGANIZATION MEETING

CONCLUSION
OF THE
REORGANIZATION
MEETING

On a motion by Mr. Maffea, seconded by Mr. Emeagwali, the Board concluded the Reorganization Meeting and began the Regular Meeting at 8:30 PM.

Motion Carried Unanimously

Submitted by,



Diana Delahanty
District Clerk

August 1, 2018
Date Approved