

*APPROVED MINUTES of the Elmont Board of Education*

REORGANIZATION MEETING  
JULY 1, 2019

VOLUME XXXVIII, PAGE 1  
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 1, 2019.

**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 Spinnato	Director of Curriculum-Technology
Colum P. Nugent	School Attorney
Diana Delahanty	District Clerk

**ADMINISTRATIVE PERSONNEL ABSENT:**

Mr. Kenneth Rosner	Director of Curriculum & Instruction
Mr. David Polizzi	Director of School Facilities & Operations
Mr. Fernando DeBartolo	Director of Technology
Kathy Safrey	Assistant to the Superintendent

**CONSULTANT PRESENT:** Mr. Thomas W. Galante

The Audit Committee met at 6:52 PM and adjourned at 7:19 PM.

AUDIT  
COMMITTEE  
MEETING

On a motion by Mr. Maffea, seconded by Mr. Emeagwali, the Board convened in Executive Session at 7:20 PM.

EXECUTIVE  
SESSION

Motion Carried Unanimously

On a motion by Mr. Maffea, seconded by Ms. Battle-Burkett, the Board reconvened in Public Session at 8:00 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 three trustees were elected to the Board of Education on May 21, 2019, Ms. Tameka Battle-Burkett, Mr. Michael Cantara, and Mr. Michael A. Jaime. Ms. Battle-Burkett, Mr. Cantara, and Mr. Jaime were elected for three-year terms on the Elmont Board of Education, commencing July 1, 2019 and expiring June 30, 2022.

OATH OF OFFICE

OATH OF OFFICE  
TO TRUSTEES

Ms. Delahanty administered the Oath of Office to Ms. Battle-Burkett, Mr. Cantara, and Mr. Jaime and congratulated the re-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. Meikle.

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 2019-2020 school year.

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

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

VICE PRESIDENT  
OF THE BOARD  
OF EDUCATION

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 2019-2020 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 1<sup>st</sup> Reorganization Meeting.

SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT BOARD REPRESENTATION

SCHSD BOARD  
REPRESENTATIVES

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

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

Voting on the nomination of Ms. Battle-Burkett and Mr. Jaime 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 Ms. Battle-Burkett, the Board approved the following:

APPOINTMENT OF OFFICERS:

APPOINTMENT OF  
OFFICERS FOR  
2019-2020

The Board approved the following officers for the 2019-2020 school year:

Clerk of the Board	-Diana Delahanty
District Treasurer	-Lori Carrick
Central Registrar	-Sharon Woitko
Deputy District Treasurer	-Christyne Gerbasi
Technology Officer	-Fernando DeBartolo

OTHER APPOINTMENTS

OTHER APPOINTMENTS

The Board also appointed the following:

L.E.A.'s Asbestos Designee	- David Polizzi
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Workers Compensation Third Party Administrator	- Wright Risk Management Company, LLC	OTHER APPOINTMENTS
Excess Workers' Compensation Insurance Agent	- 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.	
Capital Project Owner's Representative/Clerk of the Works	- Frank Marino	
Environment Consultants	- 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	

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INDEPENDENT AUDITORS

INDEPENDENT  
AUDITORS

- External Auditor - Nawrocki Smith LLP  
(Audit of 2018-2019 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

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. and Tameka Battle-Burkett volunteered to serve as Designated Board Members, 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.

\*These depositories are also designated for the wire transfer of Tax Anticipation Notes and Certificates of Deposit.

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. Meikle, the Board approved the following:

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REGULAR MONTHLY BOARD OF EDUCATION MEETINGS FOR 2019-2020

BOARD OF EDUCATION  
MEETING DATES FOR  
2019-2020

2 <sup>nd</sup> Tuesday	September 10	8:00 PM	Elmont Road
1 <sup>st</sup> Monday	October 7	8:00 PM	Dutch Broadway
1 <sup>st</sup> Wednesday	November 6	8:00 PM	Covert Avenue
1 <sup>st</sup> Tuesday	December 3	7:30 PM	Clara H. Carlson
1 <sup>st</sup> Tuesday	January 7	8:00 PM	Alden Terrace
1 <sup>st</sup> Tuesday	February 4	8:00 PM	Elmont Road
1 <sup>st</sup> Tuesday	March 3	8:00 PM	Gotham Avenue
1 <sup>st</sup> Tuesday	April 7	8:00 PM	Stewart Manor
3 <sup>rd</sup> Tuesday	April 21	6:30 PM	Elmont Road ( <i>BOCES Budget Vote</i> )
1 <sup>st</sup> Tuesday	May 5	8:00 PM	Clara H. Carlson
3 <sup>rd</sup> Tuesday	May 19	9:00 PM	Elmont Road ( <i>Annual Budget Vote</i> )
1 <sup>st</sup> Tuesday	June 2	7:30 PM	Dutch Broadway
1 <sup>st</sup> Wednesday	July 1	8:00 PM	Elmont Road ( <i>Reorganization</i> )
2 <sup>nd</sup> Tuesday	August 11	8:00 PM	Elmont Road

AUDIT COMMITTEE MEETING DATES FOR 2019-2020

AUDIT COMMITTEE  
DATES FOR 2019-2020

1 <sup>st</sup> Monday	October 7	8:00 PM	Dutch Broadway
1 <sup>st</sup> Tuesday	December 3	6:30 PM	Clara H. Carlson

OFFICIAL NEWSPAPERS

OFFICIAL  
NEWSPAPERS

The Board also named the following newspapers as official newspapers for the 2019-2020 school year, (newspapers who may receive our “legals” in the 2019-2020 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)

COMMITTEE ON SPECIAL EDUCATION FOR THE 2019-2020 SCHOOL YEAR

COMMITTEE ON  
SPECIAL EDUCATION  
2019-2020

Membership- Special Education

MEMBERSHIP

Stephanie Muller	Chairperson
Helisse Palmore	Chairperson Alternate
Dr. Karl Friedman	Student Medical Advisor
Resource Room Teachers	
Special Education Teachers	
Dorit Brander	Psychologist/Chairperson Alternate
Jill Connolly	Psychologist/Chairperson Alternate
Taiisha Foster	Psychologist/Chairperson Alternate
Karen Green	Psychologist/Chairperson Alternate

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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
Giovanna Hervey	Psychologist/Chairperson Alternate

COMMITTEE ON SPECIAL  
EDUCATION 2019-2020  
MEMBERSHIP- SPECIAL  
EDUCATION

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

Membership – Preschool Special Education

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	

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.

Membership – Sub-Committees

MEMBERSHIP  
SUB-COMMITTEES

Alden Terrace School	Taiisha Foster	Chairperson
	Maria Tuccillo	Chairperson
	Stephanie Muller	Alternate
	Shawnee Warfield	Alternate
Clara H. Carlson School	Johanna Lemoine	Chairperson
	Giovanna Hervey	Chairperson
	Dorit Brander	Chairperson
	Stephanie Muller	Alternate
	Stacia Walfall	Alternate

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Covert Avenue School	Melissa Byrne Giovanna Hervey Stephanie Muller Mary Natoli	Chairperson Chairperson Alternate Alternate	MEMBERSHIP SUB-COMMITTEES
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	
<u>Membership – 504 Committees</u>			MEMBERSHIP- 504 COMMITTEES
Alden Terrace School	Taiisha Foster Maria Tuccillo Stephanie Muller Shawnee Warfield	Chairperson Chairperson Alternate Alternate	
Clara H. Carlson School	Johanna Lemoine Giovanna Hervey Dorit Brander Stephanie Muller Stacia Walfall	Chairperson Chairperson Chairperson Alternate Alternate	
Covert Avenue School	Melissa Byrne Giovanna Hervey Stephanie Muller Mary Natoli	Chairperson Chairperson Alternate Alternate	
Dutch Broadway School	Terry Stanlewicz Jill Connolly Stephanie Muller Amy Buchanan	Chairperson Chairperson Alternate Alternate	



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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

MEMBERSHIP- 504  
COMMITTEES

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

Motion Carried Unanimously

On a motion by Mr. Meikle, seconded by Ms. Taylor-Bass, the Board also approved the following for the 2019-2020 school year:

AUDIOLOGICAL SERVICES FOR DEAF/HEARING IMPAIRED

AUDIOLOGICAL  
SERVICES FOR THE  
DEAF/ HEARING  
IMPAIRED

The use of North Shore-Long Island Jewish Health System Hearing & Speech Center for the following services for the 2019-2020 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.)
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).

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

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.

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- 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.

SCHOOL  
PURCHASING

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 2019-2020 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.

PAYMENT RATE FOR ADMINISTRATORS (PRINCIPALS AND ASSISTANT PRINCIPALS)

PAYMENT RATE  
FOR  
ADMINISTRATORS

**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, 2019 and continue until June 30, 2020.

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SPECIAL COUNSEL

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.

USE OF DISTRICT CREDIT CARDS

USE OF DISTRICT  
CREDIT CARDS

The Board authorized 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 1, 2019.

STAFF USE OF CELL PHONES

STAFF USE OF  
CELL PHONES

The Board designated certain 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 1, 2019.

RE-ADOPTION OF BOARD POLICIES

RE-ADOPTION OF  
BOARD POLICIES

The Board re-adopted all Board policies in effect in 2018-2019

MILEAGE REIMBURSEMENT

MILEAGE  
REIMBURSEMENT

The Board approved Mileage Reimbursement Rate at the standard mileage rate as established by the Internal Revenue Service.

SUMMONSES AND PETITIONS

SUMMONSES AND  
PETITIONS

The Board officially designated the District Clerk (or in her absence, a designated Secretary), to receive summonses, petitions, and all process.

BOARD COMMITTEES

BOARD  
COMMITTEES

Board Committees to be determined

BOARD MEMBERSHIP

BOARD  
MEMBERSHIP

The Board approved membership to the following organizations for the 2019-2020 school year at the costs shown:

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*

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R.E.F.I.T.	\$ 600	BOARD
National Hispanic Council of School Board Members	\$ 75 per member	MEMBERSHIP
National Black Council of School Board Members	\$ 75 per member	

\*Costs for 2018-2019 Year

PURCHASING RESOLUTION

PURCHASING  
RESOLUTION

The Board approved the following 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.

RESERVE FUNDS/LIMITS

RESERVE FUNDS/  
LIMITS

The Board authorized the 2019-2020 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 \$3,634,690, 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 2019-2020 school year.

The Board approved the following resolutions:

RESOLUTIONS FOR CONFERENCES

RESOLUTION FOR  
CONFERENCES

**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 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

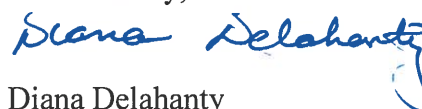
CONCLUSION OF THE REORGANIZATION MEETING

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 8:32 PM.

Motion Carried Unanimously

Submitted by,



Diana Delahanty  
District Clerk

August 13, 2019  
Date Approved